



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 26, 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: Wednesday March 26, 2025

REGULAR MEETING: 10:00 A.M.

CLOSED MEETING: Directly following Section 13 Announcements

≠ 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.

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



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- 6.1.1** March 5, 2025 Council Meeting Minutes
(circulated under separate cover)
- 6.1.2** March 5, 2025 Public Information Meeting - Zoning By-law Amendment
- 6.1.3** February 26, 2025 Special Council Meeting Minutes
(circulated under separate cover)
- 6.1.4** February 3, 2025 Youth Advisory Committee Minutes
- 6.1.5** January 13, 2025 Heritage Advisory Committee Minutes
- 6.1.6** October 15, 2024 Recreation Advisory Committee Minutes
- 6.2** AMO Policy Updates - Action on Trade and Tariffs
- 6.3** Grand River Conservation Authority Annual General Meeting Summary - February 28, 2025
- 6.4** Grand River Conservation Authority Budget 2025 Package
- 6.5** Upper Grand District School Board Notice of Education Development Charge Increase
- 6.6** City of Guelph North East Water Supply regarding Notice of Study Commencement
- 6.7** Township of Champlain Council Resolution regarding Canada Metal Processing Group response to US Tariff Threats on Steel Sector
- 6.8** City of Sarnia Council Resolution regarding Carbon Tax
- 6.9** City of Woodstock Council Resolution regarding Speeding, Distracted Driving, and Impaired Driving
- 6.10** Town of Bradford West Gwillimbury Council Resolution regarding Request Landlord Tenant Reforms
- 6.11** Town of Niagara on the Lake Council Resolution regarding Amendment of Subsection 29(1.2) of the Ontario Heritage Act
- 6.12** Township of Coleman Council Resolution regarding Urgent Need for Improvements to Highways 11 and 17
- 6.13** Wellington County OPP Detachment Board Report - March 2025
- 6.14** Puslinch Profile March 2025
- 6.15** County of Wellington April 2025 Committee and Council Schedule
- 6.16** Ontario Government Notice - Notice of Road Closing OLT for Concession 4 and Maltby Road West

Recommendation:

That the Consent Agenda items listed for the March 26, 2025, Council meeting be received for information.

7. Delegations ≠

- 7.1** Specific Interest (Items Listed on the Meeting Agenda)
 - 7.1.1** None



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

7.2.1 10:05 A.M. Delegation by Peter Gates regarding Sideroad 10 South

8. Public Meeting

8.1 None

9. Reports ≠

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2025-011 - Remuneration and Expenses Paid to Members of Council and Others – 2024 ≠

Recommendation:

That Report FIN-2025-011 entitled Remuneration and expenses Paid to Members of Council and Others - 2024 be received.

9.2.2 Report FIN-2025-012 – Fourth Quarter Financial Report - 2024 ≠

Recommendation:

That Report FIN-2025-012 entitled Fourth Quarter Financial Report be received.

9.3 Administration

9.3.1 Report ADM-2025-011 – AMPS Draft By-laws and Policies ≠

Recommendation:

That report ADM-2025-011 entitled AMPS Draft By-laws and Policies be received for information.

9.3.2 Report ADM-2025-012 – Cambridge District Humane Society Agreement ≠

Recommendation:

That Council receives report ADM-2025-012 regarding the Proposed Animal Control Services Agreement – Cambridge & District Humane Society; and

That Council give three readings to By-law No. 2025-041 being a By-law to authorize the Mayor and Clerk to sign the required contract documents.



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**9.3.3 Report ADM-2025-013 – Killean Bell – School Section Monument Unveiling
≠**

Recommendation:

*That Report ADM-2025-013 entitled Killean Bell – School Section Monument Unveiling
be received; and*

*That Council approve the addition of the Killean Bell – School Section Monument
Unveiling Goal and Objective to the 2025 Heritage Advisory Committee Workplan;
and,*

*That Council direct staff to redirect \$300 from the Committee's professional
development and office supplies budget to fund the permanent framed display, to be
located in the foyer of the Puslinch Community Centre.*

9.4 Planning and Building Department

9.4.1 None

9.5 Roads and Parks Department

9.5.1 None

9.6 Recreation Department

9.6.1 None

10. Correspondence ≠

**10.1 County of Wellington Council Resolution regarding County of Wellington Official Plan
Review – Progress Report #12 ≠**

Recommendation:

*That Correspondence item 10.1 County of Wellington Council Resolution regarding County of
Wellington Official Plan Review – Progress Report #12 be received for information.*

11. Council reports

11.1 Mayor' Updates

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

12. By-laws ≠



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12.1 First, Second and Third Reading

**12.1.1 BL2025-041 Authorize Entering into an Animal Service Agreement with
Cambridge District Humane Society**

Recommendation:

*That the following by-law 2025-041 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 Resources Matter

14.2 Confidential minutes from previous closed meetings:

14.2.1 March 5, 2025, Closed Meeting Minutes

15. Business Arising from Closed Session

16. Notice of Motion

17. New Business

18. Confirmatory By-law #

18.1 BL2025-042 Confirm By-law – March 26, 2025

Recommendation:

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

*By-law 2025-042 being a by-law to confirm the proceeding of Council for the Corporation of the
Township of Puslinch at its meeting held on 26th day of March 2025.*

19. Adjournment #

MINUTES

DATE: March 5, 2025

CLOSED MEETING: Directly following Section 13

Announcements

COUNCIL MEETING: 10:00 A.M.

The March 5, 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 – (1:20PM arrival)
Councillor Jessica Goyda
Councillor John Sepulis
Mayor James Seeley

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-075:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That Council approves the March 5, 2025 Agenda and Addendum 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 March 5, 2025 Council agenda.

CARRIED

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

Mayor Seeley declared a potential pecuniary interest regarding item 8.1 March 5, 2025, Public Information Meeting regarding a Zoning By-law Amendment D14/WDD - Part Lot 31, Concession 8 - (WDD Main St. Inc.) as I own property adjacent to the potential development.

6. CONSENT AGENDA

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

6.1.1 February 20, 2025 Council Meeting Minutes

6.1.2 October 8, 2024, Committee of Adjustment Meeting Minutes

6.1.3 March 5, 2025 Council Questions and Staff Responses

- 6.2 AMO Policy Update - Action on Tariffs and Trade
- 6.3 AMO Policy Update - Provincial Election Tracking and Guidance for Municipal Energy Decisions
- 6.4 Autism Ontario regarding Fly the Flag Campaign on April 2, 2025, for World Autism Day
- 6.5 Draft Resolution from Autism Ontario regarding A Proclamation on World Autism Day 2025
- 6.6 Township of McGarry Council resolution regarding Amendment to Ontario Building Code
- 6.7 Wellington County OPP Detachment Board Report - December 2024
- 6.8 Wellington County OPP Detachment Board Report – 2024 Year End
- 6.9 Wellington County OPP Detachment Board Report - January 2025
- 6.10 County of Wellington March 2025 Meeting Schedule

Resolution No. 2025-076:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda items with the exception of items 6.8 listed for MARCH 5, 2025 Council meeting be received for information.

CARRIED

Resolution No. 2025-077:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

That the Consent Agenda item 6.8 listed for MARCH 5, 2025 Council meeting be received for information; and

That Council direct staff to invite the OPP to an upcoming Council meeting to hear more about their annual reporting.

CARRIED

7. DELEGATIONS:

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

7.1.1 **None**

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

7.2.1 **None**

Council recessed from 12:51PM to 1:22PM

Roll Call

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

8. PUBLIC MEETINGS:

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.)

9. REPORTS:

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 None

9.3 Administration Department

9.3.1 Report ADM-2025-006 – Sunday Gun Hunting

Resolution No. 2025-078:

Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Report ADM-2025-006 regarding the 2 Sunday Gun Hunting – Wildlife Management Unit 87C be received for information; and

Whereas hunting in Ontario is regulated by the Ministry of Natural Resources; and

Whereas it is the prerogative of individual Municipalities whether to permit Sunday gun hunting;

Now therefore be it resolved that the Clerk notify the Ministry of Natural Resources (Wildlife Section, Fish and Wildlife Policy Branch) that the Township of Puslinch supports Sunday gun hunting within the Township of Puslinch in accordance with provincial legislation; and,

That staff request the Ministry of Natural Resources to process a regulatory amendment to Ontario Regulation 663/98 under the Fish and Wildlife Conservation Act to include the Township of Puslinch in the list of Municipalities that allow Sunday gun hunting in Ontario; and

That Council direct staff to confirm prior to opting-in whether the Township has the ability to opt-out of Sunday gun hunting after it has opted-in; and

That staff advise the applicable agencies of this resolution and confirm with the various conversation authorities, the County, and any other public landowner that proper signage is in place to advise of hunting prohibitions; and

That Council direct staff to develop a web page outlining Sunday Gun Hunting and linking to relevant information on the MRN website.

CARRIED

9.3.2 Report ADM-2025-007 – Election Sign By-law

Resolution No. 2025-079:

Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Council receive report ADM-2025-007 entitled Election Sign By-law; and,

That Council give three readings to By-law 2025-038, as amended, being a By-law to Manage and Regulate Election Signs in the Township of Puslinch; and

That Council direct staff to report back on the administration of the By-law prior to the 2026 Municipal and School Board election.

CARRIED

9.3.3 Report ADM-2025-008 - Reporting Out Update (March 5, 2025)

Resolution No. 2025-080:

Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That Report ADM-2025-008 entitled Reporting Out from Council Direction Update be received for information; and

That Council direct staff to request that the MTO consider conducting the traffic counts now, given data is currently outdated, and consolidate the new data from both intersections to confirm whether the new information warrants traffic lights at Leslie Rd W, subject to the closure of the Concession Rd 1 intersection; and

That Council direct staff to inquire with the County whether the Township could utilize the BlackCats for traffic counts if necessary; and

That Council direct staff to inquire about costing of pneumatic traffic counters; and

That Council direct staff to inquire with the MRN about the McNally Pit acoustical report regarding why the report was omitted (processing plant was noted as not operational).

CARRIED

9.3.4 Report ADM-2025-009 – Council and Committee Year in Review

Resolution No. 2025-081:

Moved by Councillor Goyda and
Seconded by Councillor Hurst

That Report ADM-2025-009 entitled 2024 Council and Committee Year in Review be received; and

That Council approve an annual Year in Review poster highlighting achievements of Township Council and Advisory Committees completed in the previous calendar year to be published in March of each year; and,

That staff be directed to promote the Year in Review poster on the Township's website, social media platforms and to be included as a Consent Item on a Council and Committee Agendas and printed and placed at the Municipal Office and facilities.

CARRIED

9.3.5 Amended 12:00 P.M. Report ADM-2025-010 2024 Source Protection Annual Reports Pursuant to the Clean Water Act

Resolution No. 2025-082:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report ADM-2025-010 regarding 2024 Source Protection Annual Reports Pursuant to the Clean Water Act be received for information.

CARRIED

9.4 Planning and Building Department

9.4.1 Report BLD-2025-001 Building Department Fourth Quarter Update – October to December 2024

Resolution No. 2025-083:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report BLD-2025-001 entitled Building Department Fourth Quarter Update – October to December 2024 be received for information.

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.** County of Wellington Presentation by Das Soligo, Manager of Solid Waste Services regarding Solid Waste Services 2025 update

Resolution No. 2025-084:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Correspondence item 10.1 County of Wellington Presentation by Das Soligo, Manager of Solid Waste Services regarding Solid Waste Services 2025 update be received for information.

CARRIED

10.2 **10:30 A.M.** County of Wellington Presentation by Don Kudo, County Engineer regarding Community Safety Zones

Resolution No. 2025-085:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Correspondence item 10.2 County of Wellington Presentation by Don Kudo, County Engineer regarding Community Safety Zones be received for information.

CARRIED

10.3 **11:00 A.M.** Source Water Protection and Township Consultant comments regarding Glen Christie Permit to Take Water

Resolution No. 2025-086:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Correspondence item 10.3 Source Water Protection and Township Consultant comments regarding Glen Christie Permit to Take Water be received; and

That Council direct staff to submit the recommendations as the Township's comments regarding the PTTW application; and

That Council direct staff to restate its objection to this application and request again that a meeting be held with appropriate staff from the various municipalities, Conservation Authorities, the Ministry, and technical consultants to discuss the concerns being raised.

CARRIED

10.4 **11:15 A.M.** Source Water Protection and Township Consultant comments regarding Glen Christie ECA

Resolution No. 2025-087:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Correspondence item 10.4 Source Water Protection and Township Consultant comments regarding Glen Christie ECA be received; and

That Council direct staff to submit the recommendations as the Township’s comments regarding the ECA application; and

That Council direct staff to state its objection to this application given that the Township has now had the opportunity to review the technical materials associated with the application, and request again that a meeting be held with appropriate staff from the various municipalities, Conservation Authorities, the Ministry, and technical consultants to discuss the concerns being raised; and

That Council direct staff to prepare correspondence to the MNR requesting that the ARA license be amended as outlined by the recommendations in the report.

CARRIED

10.5 11:30 A.M. Source Water Protection and Township Consultant comments regarding Mini Lakes Permit to Take Water

Resolution No. 2025-088: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Correspondence item 10.5 Source Water Protection and Township Consultant comments regarding Mini Lakes Permit to Take Water be received for information.

CARRIED

10.6 11:45 A.M. Notice of Commencement – Region of Waterloo, Water Supply Strategy Update

Resolution No. 2025-089: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Correspondence item 10.6 Notice of Commencement – Region of Waterloo, Water Supply Strategy Update be received for information.

CARRIED

10.7 Notice Mill Creek Pit (Licence No. 5738) – Proposed Site Plan Amendment

Resolution No. 2025-090: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Correspondence item 10.7 Notice Mill Creek Pit (Licence No. 5738) – Proposed Site Plan Amendment be received for information; and,

That Council direct staff to prepare a report for Council’s consideration at a future Council meeting prior to the deadline.

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor’ Updates

11.1.1 None

11.2 Council Member Reports

11.2.1 Councillor Bailey invited everyone to the St. Patrick’s Day Potluck at Badenoch Community Centre on Friday March 14.

11.2.1 Councillor Bailey updated that the Whistle Stop Easter Breakfast is April 12.

Resolution No. 2025-091: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

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

CARRIED

12. BY-LAWS:

12.1.1 BL2025-038 – Being a By-law to Manage and regulate Election Signs in the Township of Puslinch

12.1.1 BL2025-039 – Being a by-law to authorize the Purchase and Sale Agreement for Cockburn Road and Barnside Road, Road Allowances

Resolution No. 2025-092:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

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

12.1.1 BL2025-038 – Being a By-law to Manage and regulate Election Signs in the Township of Puslinch

12.1.1 BL2025-039 – Being a by-law to authorize the Purchase and Sale Agreement for Cockburn Road and Barnside Road, Road Allowances

CARRIED

13. ANNOUNCEMENTS:

13.1 None

14. CLOSED SESSION:

Council was in closed session from 2:27p.m. to 3:25 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. 2025-093:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

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

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

14.2 Confidential minutes from previous closed meetings:

14.2.1 February 20, 2025 Closed Meeting Minutes

CARRIED

Resolution No. 2025-094:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

THAT Council moves into open session at 3:25 pm

CARRIED

Council resumed into open session at 3:25 p.m.

Resolution No. 2025-095:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council receives the:



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

14.2 Confidential minutes from previous closed meetings:
14.2.1 February 20, 2025 Closed Meeting Minutes

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None

16. NOTICE OF MOTION:

None

17. NEW BUSINESS:

17.1 Mayor Seeley requested that all members of Council sign a letter addressed to Ted Arnott acknowledging and thanking him for his years of service; and that members of Council send a congratulatory letter to the new MPP in addition to a Township welcome package.

18. CONFIRMATORY BY-LAW:

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

Resolution No. 2025-096:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

By-Law 2025-040 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 5 day of March 2025.

CARRIED

19. ADJOURNMENT:

Resolution No. 2025-097:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That Council hereby adjourns at 3:27 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



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& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: March 5, 2025

TIME: 7:00 P.M.

The March 5, 2025 Public Information Meeting was held on the above date and called to order at 7:00p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

Councillor Russel Hurst – Chair
Councillor Sara Bailey
Councilor John Sepulis
Councilor Jessica Goyda

STAFF IN ATTENDANCE:

Justine Brotherston, Interim Municipal Clerk
Sarah Huether, Interim Deputy Clerk
Mehul Safiwala, Junior Planner
Andrea Reed, Township Engineer Consultant, GEI
Angie Mason, Township Hydrogeologist Consultant, Wellington Hydrogeology LTD.
Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions

PUBLIC ATTENDANCE:

Kayly Robbins, Applicant Agent, Weston Consulting
Ian Robinson, Applicant Ecologist

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 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 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



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- which the by-law would apply)
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 to the 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.
- The Township Planner will then provide a brief presentation.
- 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-WDD Main St Inc. – Part Lot 31, Concession 8, Township of Puslinch

Councillor Hurst: This Public Meeting involves an application by WDD Main St Incorporated, Zoning By-law Application D14-WDD-WDD Main St Inc – Part Lot 31, Concession 8. 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 rezone the lands from Urban Residential, Future Development 2 and Natural Environment zone to Urban Residential, Site Specific Special Provision zone and Natural Environment zone with an environmental protection overlay. I now would like to call the owner/applicant to please approach the table to make a presentation.

Kayly Robbins, Applicant Agent, Weston Consulting: Good evening, Council and members of the public. I am an associate at Weston Consulting, and I am here representing the owner, WDD Main St Incorporated. The purpose of the meeting tonight is to receive feedback from Council as well as the public and take that back and evaluate the comments and move forward with a recommendation when the timing is appropriate.

The purpose of the meeting is to describe the Zoning By-law Amendment application and the associated proposed development. On the screen you will see the timeline of the application. Over the last few years, we have been working with Township staff, Conservation Authority and the Township peer reviewers to evaluate the technical merits of the application. We have worked through numerous comments. In January of this year, the Council deemed the



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application complete, which means we provided the technical requirements for the application. Last month, we went to a Planning and Development Committee meeting in which we presented the application to the Committee. They were in general support of the application and provided comments for Council to consider in their evaluation of the application. Today, we are at a Statutory Public Information Meeting in which we are looking to seek feedback from the public on the Zoning Amendment application. We will take that back and evaluate those comments and determine which revisions, if any, need to be planned.

Just a quick overview of the subject property. It is located in the southeast quadrant of Morriston. It has an approximate area of 23 hectares with frontage on both Back St and Main St. It is currently vacant with naturalized lands. You have residential uses abutting the site to the North. Mixed uses at the intersection at Badenoch and Highway 6.

This is the proposed development. You will see with the yellow, those are the proposed lots. We are proposing 21 lots which will accommodate single detached dwellings. The lots range in size from 0.19 hectares to 0.36 hectares. Predominantly, they are about half an acre, so 0.2 hectares. We are proposing a new public street in accordance with Township standards. So that is a 20m right of way. We are also proposing a storm water management block to provide for stormwater quantity and quality control. Then you will see the greatest portion of the site is still environmental protection lands. We are protecting those environmental protection areas with appropriate buffers to the features which I will explain more later on in the presentation.

Based on some comments we received at the Planning Committee; we wanted to provide images of the design inspiration for the future dwellings. The actual design of the dwellings will be much later in the process but these are the renderings that are being contemplated at this point. They will be 1 to 2 storey dwellings. Size will be approximately 2500-3000 sq ft, that is just approximate. There was a comment or two about lighting. Any exterior lighting would be in accordance with the Zoning By-law and the owner would be looking to achieve dark sky confined lighting.

Also stemming from the Planning Meeting, there was a desire to see the potential landscaping. This is just a conceptual image of the Township standard for the right of way, 308m asphalt two-way drive by all and then sod either side and a sidewalk based on Township comments.

Under the County of Wellington Official Plan, the lands are designated Residential, Core Greenlands and Greenlands. The Core Greenlands designation represents the wetlands on the site, generally speaking. The Greenlands designation generally represents other features such as the woodlands. The yellow in the image represents the Residential designation which does permit a variety of housing types but does have policies to protect the low-density character of the community which we have taken into consideration with the proposed development being a low-density development.

This is the current Township Zoning By-law. There is a small portion of the site zoned Urban Residential with the large majority of it zoned Future Development, in contemplation of future development on this site. It also has an environmental protection overlay and a Natural Environment zone which is generally representative of the wetland area.

This is the proposed Zoning By-law. We are proposing to re-zone the Urban Residential portion of the property with a special provision to reduce that minimum lot area. The requirement is 0.4 hectares (about an acre), we are seeking to reduce that to just under half an acre (or 0.19 hectares). We are also looking to establish a special provision for the storm water management block to ensure that block is only used for storm water management. We are also looking to permit home based businesses in the future dwellings. So that would be for example a private



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home daycare or in that realm. Home based businesses are permitted in any residential lot in the Township so we are looking to just maintain those provisions. We are rezoning a large portion of the property to Natural Environment with that environmental protection overlay to ensure the long term protection of those core features on the site.

Since we are seeking a reduction in the lot area, we wanted to take a look at Morriston and what the existing lot fabric is. The blue on the image is essentially all the lots that are half an acre or less. Our proposed development is quite consistent with what you see in the community. There are many lots that are around that size on private services and we are looking to maintain consistency with those existing lots.

This slide is a list of some of the technical reports that the project team has prepared and submitted to the Township and it has been reviewed by Township staff, Conservation Authority and the Township peer reviewers.

The first was an Environmental Impact Study which was done. We do have the ecologist on the call to answer questions. The green on the slide is the significant woodland, the blue is the wetland. Within the woodland and wetland area, predominantly the woodland area, there are species at risk that have been identified, special concern species and endangered species. The environmental impact study does evaluate and identify what species are on the site and does provide an assessment of the potential impact of the development on those features. We are providing a minimum of 10 m buffer to the woodland and species and at a minimum a 15m buffer to the wetland. So based on that and the location of the proposed development the study does conclude that the development does not have a negative impact on the ecological features or their functions and they will be protected for the long term especially with that rezoning portion of the application.

We have also completed a Hydrogeological Assessment as part of this application. Five bore holes were installed on the site with three monitoring wells and three test wells. These instruments tested the ground water quantity and quality. They did find that the groundwater quality did meet the health-related drinking water standards and the groundwater quantity is capable of meeting the residential peak demand for the future development. I understand there were comments from the Township peer reviewer hydrogeologist, and we have addressed those comments about groundwater quality and quantity.

We also had a civil engineer as part of the project team who prepared a Functional Servicing and Stormwater Management Report. Within their report they noted that these lots would be serviced by private wells and private septic systems. The private septic systems will either be advanced or standard treatment systems. The Functional Servicing Report also details stormwater management facilities which is planned to be a dry pond and will outlet to the Bronte Creek tributary.

We also prepared a Traffic Impact Study which assessed nearby intersections and the road network and the traffic generated from the proposed development. At the beginning of formulating the proposed development we had considered an access from Main St. Originally, we wanted to provide a continuous road network through the development from Back St to Main St to have two points of access. Unfortunately access from Main St is not a viable option due to disturbance to the wetland. Main St itself is not the appropriate width and the location of Main St did not meet the MTO minimum spacing requirements. So, with that, the access is from Back St. The traffic consultant identified a need to assess the sight lines come from Back St onto Badenoch St. The traffic engineer assessed turning left onto Badenoch St from Back St and if those sight lines were available to them. They assessed a passenger vehicle as well as a snow plough. There is sufficient sight line available that meets the requirement. The requirement is



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125m and there is 136m available for sight line conditionally on a relocation of the existing retaining wall on Back St. This retaining wall is on County property so we would work with the County to have that relocated. As part of the application, the project engineer did provide further drawings with a minor adjustment to that location of that retaining wall moving that slightly to the south. We understand that the condition of Back St is not per Town standards so as part of the engineering package they did show improvements and upgrades to Back St to be in accordance with Township standards. It is my understanding that the road is the width that it is needed to be, it only needs to be reconstructed in accordance with Township standards. The traffic impact study also assessed the traffic generated by the development and found it to be negligible on the impact of the community. The study intersections will also be operating at satisfactory levels when looking at a five or ten year horizon. There is sufficient parking spaces provided for each dwelling. We are anticipating two at a minimum but are anticipating there may be more parking spaces for each dwelling provided.

In summary, the Zoning By-law Amendment application is to permit residential development of 21 new detached dwelling lots on a municipal street. We are proposing the conservation and protection of significant natural heritage features and functions. We have assessed groundwater quality and quantity. The traffic assessment reviewed both sight lines, traffic as well as access. It is our opinion that the proposed development is consistent with the Provincial Planning Statement, conforms to the County of Wellington Official Plan and does provide for housing opportunities in the community while protecting the environment and providing upgrades to the existing road network.

Thank you, and I am available for questions.

Councillor Hurst: I would like to invite Jesse Auspitz, the Township Planning Consultant, to present his report.

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: Good evening, my colleague has answered many of the questions with respect to the application for Zoning By-law Amendment. I will attempt to skim through some of the matters that have already been raised. As noted, the application pertains to the Zoning By-law Amendment for approximately 23 hectares of land located northeast of Highway 6 in Morriston. The subject lands are accessed via Main St which is located southeast of the site and Ochs St located northeast of the Main St entrance and connects to Badenoch St E.

This slide outlines the development process with respect to the proposal. The first submission with respect to the application was received by the Township in March 2023. Five subsequent submissions were received since the original application was submitted. A notice of completed application and public meeting was issued January 31st, 2025 and that was based on Council deeming the application complete on the January 22nd Council meeting.

The minutes of Council indicate 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." This has not yet occurred.

The Applicant is working to address comments through the review process. A recommendation report will also be presented to Council at a future date.



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To rezone the Subject Lands from Urban Residential (UR), Future Development 2 (FD2) and Natural Environment (NE) Zones to Urban Residential Site-Specific Zones (UR(spXX) and UR(spYY)) and Natural Environment Zone (NE) with an environmental protection overlay.

The nature of the development has already been indicated by my colleague. A concurrent application is being considered by the County of Wellington for Draft Plan of Subdivision with respect to the Subject Lands.

This slide shows the location of the Subject Lands which has already been discussed. I just want to outline some of the features including non-provincially significant and unevaluated wetlands, significant woodlands, regulated and non-regulated watercourses including tributaries of Bronte Creek. The regulated watercourses also include associated floodplain.

Surrounding land uses consist primarily of residential and commercial uses. Directly northwest of the Subject Lands along Back Street and Badenoch Street are residential parcels of varying sizes. It was pointed out that many of those parcels are actually smaller than what is being proposed in this application. Located west of the Subject Lands along Queen Street is the Morriston Central Business District which includes various commercial uses including cafes and restaurants. The Subject Lands abut the Old Morriston Baseball Diamond to the north and open space and agricultural uses to the east.

This slide identifies the policy context with respect to the Subject Lands. I would like to note that the County has two objectives under Section 3.3 of the County of Wellington Official Plan, as follows:

- to encourage growth in primary and secondary urban centres;
- to support the achievement of complete communities in primary and secondary urban centres and hamlets.

The lands are zoned Urban Residential Zone (UR), Future Development 2 Zone (FD2) and Natural Environment Zone (NE) with an Environment Protection Overlay. The Urban Residential Zone applies to approximately 1.1 hectares of land south of the Old Morriston Baseball Diamond. The FD2 zone applies to lands not impacted by natural heritage features.

The UR zone provides for and regulates all forms of housing (including single detached, semi-detached, duplex, and townhouse dwellings)

The FD2 Zone which applies to a large portion of the undeveloped lands provides for and regulates the orderly development of the unbuilt residential areas of the Urban Centres of Aberfoyle and Morriston.

The NE zone provides for and regulates flood prone areas, hazardous lands, and natural heritage features, within the Township. The EP zone indicates that physical features are present that may require further review or permissions prior to development approvals.

These are maps showing the extent of the Wellington County Official Plan designations and the Township Zones and overlays.

This slide identifies what the requested Zoning By-law Amendment is specifically. The portion in yellow is proposed to include single detached dwellings, home businesses and private home daycare. It also proposes to reduce the minimum lot area from 0.4 hectares to .19 hectares. I would like to point out that additional residential units were applied for previously but based



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on comments that we received through the Township consultants, that request has been removed.

The Urban Residential Site-Specific Zone also would permit the Storm Water Management facilities as well as reduce the minimum lot area from 0.4 hectares to 0.3 hectares. The NE zone would permit conservation uses.

There is a concurrent Application for Draft Plan of Subdivision for the Subject Lands. This application is presently being reviewed by the County. (Notice of Complete Application was provided December 13, 2024.)

With respect to circulation, I would like to note that technical comments regarding the Zoning By-law Amendment have primarily been resolved. There are ongoing matters that are being discussed with respect to home businesses and how to address that to make sure that there are no negative impacts to groundwater and that is an ongoing discussion.

We are continuing to review the application and will have a recommendation report for a future Council meeting. This will be once all planning matters have been satisfied or resolved.

Councillor Hurst: Thanks Jesse. Jesse's presentation will be available on the Township's website.

We will now move into the in-person public opportunity to share particular comments or ask questions. Are there any persons in the gallery that have any questions, require additional clarification or information that wish to present their views on the proposal? If yes, just raise your hand and we will have you come down to the chair here and share your comments and questions.

Hans Juergensen: Hello, my name is Hans Juergensen. I live at 40 Badenoch St. I am not going to mix words, I don't like the proposal. It's not just because you are going to screw up my entire house that I built 20 years ago, that's beside the point, we do need housing. I have nothing against the proposal to build new houses. My issue is with Back St. I'd like you to drive down Back St and turn left like you mentioned and see it work. It won't. I am not saying this lightly. You cannot turn left on Back St in the winter, you can barely do it in the summer. With new cars nowadays you can't step on the gas or the tires spin. If you stick your nose out even without the wall being there and a car comes over the hill towards the east, it is dangerous. We've had accidents there. There are going to be people hurt. There could be people killed there. People come over that crest and they are speeding. Turning left out of there has gotten so questionable that we have had to turn around and go down Back St and leave on Queen St because we cannot turn left. Everybody turns left on Queen St with the very short distance between there and the lights on Highway 6. This access point to this property is not good. You said it is a 124m minimum and it has 136, I didn't measure it. Maybe you're right maybe you're not, that's not the problem. The problem is it is not safe to do it. I have had my car in reverse and make sure there is no car there because it is all very tight. Even if you remove the wall, it does not take into account the crest of the hill. I would like to really know if the access to Highway 6 isn't the wiser move in the potential future if the by-pass is put in anyways. Your lands already have access to Highway 6. I know it is a long shot but if you want to incorporate the calming measures that you guys want to do with Highway 6 going through Morriston. Why isn't the traffic from this community that is going to be built, which I think is a fine idea, access a less dangerous intersection. If this is going to happen, and you have the hill and the dangerous intersection, is it the liability of Puslinch? It is a Township Road. That is my



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concern. I just think that it is a dangerous place to have 21 houses coming in and out of there. Most of them are turning left. Once you turn left you are going to the 401, Hamilton or Guelph. 90 % of the time I am turning left.

Councillor Hurst: Thank you for your comments. Are there any points of clarity that you would like to make?

Kayly Robbins, Applicant Agent, Weston Consulting: Yes, that is fair. I have went and turned left a few times from that intersection. It is something that we have looked at very closely as part of this application and has been a major constraint to the development. We do not want to hold up a development of 21 houses because of this one item so we have worked closely with the Township traffic consultant. Their concerns seem to have been addressed with our traffic report that does assess it and does propose a new retaining wall and we are looking at making those upgrades so that it is not only safer for the proposed residents but also for the existing residents. It does not fix the crest of the hill unfortunately, but the shifting of the retaining wall and bringing Back St to Town standards hopefully does provide an increased level of safety for future and existing community members. I will take these comments back and see if there is something more we need to evaluate. The crest was part of the evaluation by our traffic consultant and the Township traffic consultant, but I will take these comments back.

Hans Juergensen: Thank you. Is the access directly to Highway 6 off the table and if so, why?

Kayly Robbins, Applicant Agent, Weston Consulting: We don't have lands as part of this application on Highway 6.

Hans Juergensen: Doesn't your little notch go right to Highway 6?

Kayly Robbins, Applicant Agent, Weston Consulting: Those ones are not part of the application. It is all wetland so we did not explore that option.

Councillor Hurst: Any of the Township Consultants, are there any points of clarity that you can provide?

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: No, I do not have anything to add.

Councillor Hurst: Any other members of the public?

Mike deJonge: My name is Mike deJonge, my wife Lucy is here with me. My address is 7501 Wellington Rd 36 so our property is going to be also directly impacted. I have a few questions. Has this application considered where the mailboxes are going to be?

Kayly Robbins, Applicant Agent, Weston Consulting: Per the Draft Plan of Subdivision application we have requested comments from Canada Post. I don't believe we have received comments from Canada Post thus far. I assume it would be a community mailbox within the development.

Mike deJonge: Okay, because typically Canada Post does not want to go much further than existing mailboxes and there are existing mailboxes on Main St. If this development contributes to more mailboxes on Main St there will be people coming with their cars onto Back St and Back St on the backside will be impossible for two cars. Another question, I see that from the drawings that Main St was not considered. You state in the traffic report that Back St is not capable of handling the traffic without reconfiguring and some construction. Main St is actually



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wider than Back St. So, Main St could handle the traffic and I would propose that the applicant consider Main St as an entrance.

Kayly Robbins, Applicant Agent, Weston Consulting: That was the original plan we were trying to move forward with. The MTO would not permit an access that close to the intersection based on spacing requirements and the wetland. The road would have to go entirely through the wetland to Main St. I also believe the asphalt itself on Main St may be larger than Back St but it depends on the boulevard width. The boulevard width of Back St is 20m the boulevard width of Main St is 12m.

Mike deJonge: You said the MTO will not allow access to two points. This is MTO's policy, this is not the law. MTO can change their mind. It all depends on Council and the Township to determine what is the best entrance. What I am saying, Main St is the best entrance. I also agree with Hans Juergensen because we exit on Back St and the sight line is dangerous. There will be accidents, and if the Township allows access to this development without considering Main St the Township may be liable for a wrongful death. You also stated in your proposal that the houses were going to be from 2000-3100 square ft. Is there going to be a maximum allowance of square feet or is that just the estimate of what these houses are going to be?

Kayly Robbins, Applicant Agent, Weston Consulting: That is currently the estimate. We are not seeking any changes to the zoning maximum lot coverage.

Mike deJonge: So, if a member of the public wanted to put a down payment on the property and on a house of 4000 square feet, are you saying that the builder would be likely to do that?

Kayly Robbins, Applicant Agent, Weston Consulting: It would be based on the meeting the zoning provisions.

Mike deJonge: So, if Council were to allow that and a building permit was given to a house of 4000 square feet. A 4000 square foot house can house two or three families. That would be like six cars per driveway. If the Township allows these things, there would be many more cars trying to exit through Back St than we typically think. If I look at all the cars that are in the driveways of the houses that are across from Regional Rd 36, I see 4-6 cars per driveway. If you have 21 houses that could mean 100 cars coming in every day to go to and from work. That also does not tell you how many cars come in and out during the day. That many cars at that intersection are going to be dangerous and I strongly suggest that the applicant look at Main St. I know Highway 6 is not a viable thing because it is too busy at the moment. Who knows when the bypass will go in.

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: Can I just address one item of clarification that came out of the traffic study. I noted that the Traffic Impact Study that was submitted and accepted provides that there are 20 new two-way traffic trips that would occur during the weekday A.M. peak hour, 5 inbound and 15 outbound trips. There are also 25 new two-way trips that would occur during the weekday P.M. peak hour which would consist of 16 inbound and 9 outbound trips. I am not giving an opinion I just want to give that information that came forward.

Mike deJonge: I saw those people doing the count and the traffic report. They were standing right at the end of Back St and it doesn't take into allowance for a person sitting in their car to look 8 feet ahead and try to peer around the corner. Does the traffic report take into account the speeds?



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Kayly Robbins, Applicant Agent, Weston Consulting: Yes, it considered not only the posted speed but the average speed of vehicles travelling, and it used the overall average.

Mike deJonge: The average speed of what?

Kayly Robbins, Applicant Agent, Weston Consulting: 60 km/hr.

Mike deJonge: 60 km? I live on that street. 60km is not the average.

Councillor Hurst: I appreciate the comments. I think that is good feedback. Is there someone else at the back there that would like to speak?

Emily McKenna: I am Emily McKenna and I live on Main St. I give a different vantage point. I know the intersection has been the topic of everyone's concern. I walk that intersection multiple times a week with my stroller and my two dogs. I will say, my concern isn't as much the traffic of turning left but having a school bus trying to get onto Ochs St with no sidewalks and now these additional cars. I would assume the families coming in will be some young families with children. So, for my point it's adding the construction vehicles, with the school bus, now not being able to walk because there are no sidewalks with the increased traffic. I just wanted to raise that point.

Councillor Hurst: I appreciate it, and I am not sure if there are any comments on the questions at all.

Councillor Bailey: Are you suggesting that sidewalks would be more helpful?

Emily McKenna: I think sidewalks and my main concern when thinking about it is the width of the road.

Councillor Bailey: On Back St?

Emily McKenna: On Back and Ochs. Right now, if I am walking with my stroller and dogs if there is an oncoming car, I have to go into a driveway and park especially if it is a school bus or a snow plough and a lot of times there is no possibility of having both ways. So, with the increased traffic, it won't work.

Councillor Hurst: Any other individuals in the gallery like to share their comments?

Cathy McNabb: My name is Cathy McNabb, I live at 40 Badenoch St in Morriston. I have more questions than comments concerning this traffic management study. I am curious as to what exactly that means, how long have you actually studied that area and what were you studying when you say the MTO spacing requirement I am not quite sure what that means. I am curious if you are thinking that Back St was going to become two-way traffic because as the last lady pointed out that is not possible. What changes are being considered for Back St based on the study that has been done.

Kayly Robbins, Applicant Agent, Weston Consulting: I will try to answer the questions as best as I can. I can get you further information directly from the traffic engineer. They come out to assess the traffic that is currently happening and then they also assess the five and ten year horizon which includes the proposed development and a 2% average increase per year. With regards to the MTO spacing requirements, if the access would come from Main St the traffic would come onto Badenoch and then turn right or left onto Main St. The intersection of Main St and Badenoch is too close to Highway 6 and Badenoch intersection so it's brining too much

traffic close to an already higher volume traffic intersection. When I was speaking to the improvements to the road network that would be included with this proposal. It is Ochs St, so traffic would come from Badenoch St to Ochs St into the proposed development. The proposed upgrades are to Ochs St. The boulevard width is 20m so the road can become 8m asphalt with sodding or sidewalk, whichever the Township desires. That road would travel into the proposed development and the intent is that traffic would travel on the upgraded Ochs St into the development and that would become a two-way street and be upgraded based on Township standards.

Cathy McNabb: So the assumption is that people will never go down Main and along Back St to sneak into the subdivision, so they all will go down Ochs St.

Kayly Robbins, Applicant Agent, Weston Consulting: Yes that is the assumption, especially considering that segment of Back St is obviously quite small that if we provide those upgrades to Ochs St it provides a bit more spacing that is much desired.

Cathy McNabb: It sounds like a great theory but I don't think that is actually how it will work. Seeing how the community works now. It will have that number of cars coming out they are going to go around out the other side. They are going to be lining up on 36 to go turn left anyway. It doesn't sound like it has been practically studied. I wondered how long the MTO person was there looking at the traffic. Was it just one afternoon? Was it during rush hour? I am not sure they have an accurate picture on how that little area actually works because adding 21 more homes worth of cars with home businesses and school buses. I'd really like to know if they did a really thorough study or just a Sunday afternoon.

Kayly Robbins, Applicant Agent, Weston Consulting: MTO assesses the impact of Highway 6 with that being their jurisdiction but the Township consultant and Township staff evaluate the traffic in the general area. I will say the traffic engineer on the project team was very thorough in his analysis and he worked very closely with the Township consultant and they are in agreement of the outcome of that study and the recommendations regarding the upgrades.

Cathy McNabb: So, the concern is that it is too close to the high traffic on Highway 6 and the MTO is allowed to say that it is unacceptable and you have to have that spacing?

Kayly Robbins, Applicant Agent, Weston Consulting: Yes. So each jurisdiction has their own policies and requirements that have to be followed. Within every policy there are changes that can be made. For instance, Township requirements would require us to rebuild the retaining wall and relocate that to allow that intersection to be safer. It is really about balancing all these different jurisdictions that we have.

Cathy McNabb: I would like to reiterate that if there is the ability to make those changes and adjustments, if you can come off Highway 6. You say you don't have land but based on the pictures it looks like it does about there and it is a bit of a wetland issue. Is that not something that could be put back on the table with all those calming measures that are coming in? Maybe it won't be done as quickly as the developer would like but for the long term maintenance of the community I think both Main St and Back St are bad choices. I think maybe coming off Highway 6 and using that solution, involving the MTO, and not creating all these problems for the Township would make it a better community all around.

Councillor Hurst: Thank you.



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Jamie Dors: I am Jamie Dors, at 7595 Wellington Rd 36, directly next to Mike deJonge. When we are talking about the traffic, can I hear those numbers again on the traffic coming in and out in the A.M and P.M?

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: Sure. 20 new two-way trips during the weekday A.M. peak hour and that consists of 5 inbound and 15 outbound trips. 25 new two-way trips during the weekday P.M peak hour and that consists of 16 inbound trips and 9 outbound trips.

Jamie Dors: That doesn't make sense to me. There are 21 houses there and businesses. That sounds like they are assuming only one person in the house leaves the house a day, roughly.

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: Can I just make a point of clarity. So, this is 20 new two-way trips during the weekday A.M peak hour. Not everyone leaves their house during the peak hour.

Jamie Dors: I understand. Not cutting the day in half you are doing just peak hour. That is still is not conservative, it is underestimated. I think they should look at those numbers again. I don't think the number is high enough. There will be more traffic especially if we have businesses and we have larger houses with larger families leaving from the same home.

Everyone is going to go up Ochs St between Mike and Han's and if there is multiple cars sitting in front of them they are going to make a left and go back down Back St and come out Main St. The traffic is going to increase on Back St between Ochs and Main and Main is still going to increase. You should be looking at two exits also for emergency response. There is one way in that is blocked, is that good for emergency response? Has that been considered if there is a fire or need an ambulance for an emergency?

Andrea Reed, GEI, Engineer: It was. We ran it by the fire department and they were okay with it given the number of houses. We did not talk to ambulance I believe.

Jamie Dors: You mentioned about an environmental protection overlay. What does that mean?

Kayly Robbins, Applicant Agent, Weston Consulting: The Township Zoning By-law provides for a Natural Environment zone which is the key feature and the environmental protection overlay is in addition to that and it may not cover the same land but it provides for that extra layer should something change on site there are features on this property that would need to be assessed. It is just that extra protection and evaluation should the lands be rezoned.

Jamie Dors: Thank you. Those are my points.

Mike Van Hee: My name's Mike, 7519 Wellington Rd 36. I just want to add to the point about Ochs St. If you have ever crested 36 going eastbound, you cannot see anything over that crest until the very last minute. It has become more evident when they had the snow piled up there during snow clearing. You have to wait basically until everyone is clear and then you can move up the crest to see if anyone is coming. If there is anyone walking their dogs and someone has to wait to make a right turn to go onto that street, there is no way to see. There are people that crest that and stomp on the gas and there has always been speeding and that is my concern.

If you guys move the retaining wall, there is still not going to be room for a right hand turn lane. If anyone is stopped on that road because something is not allowing them to make a right, there are going to be a lot of accidents because you cannot see anything there. People are not going to use that street to go in and out as it is too dangerous.



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The road that goes into there heads south and then east. That grading there is like a motocross track. I am assuming it is not going to stay that way. What level is that road going to stay at and what does it look like for the houses that back onto that road? Will there be a big retaining wall?

Kayly Robbins, Applicant Agent, Weston Consulting: There is no retaining wall proposed. I think you are speaking about where the road goes east. There is a small block between that lot line and the proposed road to allow no impact to that grading. I don't know what the grading will be.

Andrea Reed, GEI, Engineer: Showing the grading plan map. It is not showing all the way up to Badenoch St but we got 6% and then we go some 3 to 1 here but there is no retaining wall.

Councillor Hurst: Is this map available on our website?

Andrea Reed, GEI, Engineer: It is part of the civil engineering set.

Councillor Hurst: I think it would be of value to have it on the website.

Mike Van Hee: 6% is still a pretty steep grade.

Andrea Reed, GEI, Engineer: It is a bit steep for a road.

Mike Van Hee: Especially in the winter time. Is this the grade on the road?

Andrea Reed, GEI, Engineer: Yes this is the grade on the road.

Mike Van Hee: My next question would be the grade off the road to the north side.

Andrea Reed, GEI, Engineer: So you have an 8.5 and a 3.3.

Mike Van Hee: Is that sloping towards the road or sloping towards the north or the south? It looks like it is sloping towards the street. 6% is for the street grade would be something to consider changing. My driveway is 6% and it is nightmare.

Kayly Robbins, Applicant Agent, Weston Consulting: We will take that back.

Mike Van Hee: My next question would be how many streetlights would be a part of street and what style would they be when looking at the night sky?

Kayly Robbins, Applicant Agent, Weston Consulting: Components like that would be confirmed through the detailed design process which is typically you get zoning and then draft plan approval and within draft plan approval you get a full list of conditions that have to be met. With something like this, the construction of the retaining wall would be a condition, the upgrading of Ochs St would be a condition, and a detailed design would be a condition as well which shows the landscaping of the public road and the lighting. All the lighting would be based on Township standards. Any public street the Township has a standard that they have and maintain. I don't know the exact spacing under the Township standard but we would follow what is required.

Councillor Hurst: Do we have anyone online that has any questions? Oh sorry we have one more in the gallery please approach.



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Lucy deJonge: Lucy deJonge, 7501 Wellington Rd 36. Something that occurred to me is the increase in traffic that we always have when there is an accident on the 401. How is that going to affect this subdivision as well? Every time there is an accident on the 401 we have increased traffic on Wellington Rd 36. It happens a lot. I feel like Highway 6 would be a better entrance point because of that.

A little selfish concern is that a lot of people are using and coming and backing into our driveway already. That is concerning to me. Another thing, I noticed when they were doing the traffic survey they put a post on our property and that it only lasted overnight. I do not know if that was the length of their survey. I phoned them because it was on our property. They told me they were just doing a survey and within hours it was down. I don't think that was a good length for a traffic survey.

Councillor Hurst: Let's try to go online if we can.

Justine Brotherston, Interim Municipal Clerk: If there are any attendees that would like to speak if you can just use your raise hand feature at the bottom of your screen.

Councillor Hurst: We will give those online a few moments. Is there anyone in the gallery that has any questions?

Mike deJonge: I have one question on the traffic report. You said so many cars at peak hour. Does the traffic report suggest how many cars total in one day?

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: I don't recall that it did.

Kayly Robbins, Applicant Agent, Weston Consulting: No, the standards for this study are only required to assess A.M. peak hour and P.M. peak hour. Those two values combined would not include the most in a day as you can also have people come in and out throughout the day. That is the highest volume of traffic anticipated.

Mike deJonge: I would like to suggest that another traffic study be done and an estimate number of cars during one day based upon the square footage of the houses.

Councillor Hurst: Thank you sir. As this is a public meeting, that suggestion is certainly taken in.

Unknown speaker from gallery: As you can tell we are all beating the same horse here. The issue here is traffic. As you mentioned, your forecast is for five to ten years. Five to ten years is going to be over in a flash. By the time the houses get built it will be ten years from now and traffic is going to increase way more than you think it is. What will happen then is you will realize you created a bottleneck and now you have to build another road. I would recommend you would look forward twenty to twenty five years and see what the traffic flow is going to be like then. The inevitable conclusion will be that this access point is a bottle neck. I think this really needs to be looked at and I am not just saying this because I live there. It is a single point and it is too small and has a bad sight line. When accidents start happening they are going to point fingers at somebody.

Mike Van Hee: Can we somehow get over the hurdle of this wetland problem? If we can get a bridge over the wetlands where you can have an access to Highway 6 it would also help the province push for the by-pass. It would be a significant reduction to the traffic in Morriston. It would be a lot safer.



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Councillor Hurst: Thank you. Any last questions before we wrap it up?

We will now move to members of Council asking any clarifying questions.

Councillor Sepulis: I have two questions. First question, was there any consideration for single lights at Badenoch and Ochs?

Kayly Robbins, Applicant Agent, Weston Consulting: Yes I will take that back. They do assess the intersections and assess if any improvements can be made. That recommendation was not included so based on that I would assume they assessed that potential, and it was not needed at that intersection but I can take that back to check.

Councillor Sepulis: My second question is I was reading all the reports of the ARUs going to go ahead. I don't see why they were eliminated because you can put an ARU on top of a garage, you can put it in a basement.

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: An ARU is an additional residential unit. The concern with respect to ARUs from a planning perspective is the density of the site. We wanted to make sure that there were no negative impacts to groundwater. As you are increasing the density of the site the septic systems have to be constructed to a higher standard and we did not have sufficient information that ARUs can be accommodated on the site.

Councillor Bailey: We have a lot of traffic concerns and questions. Is there any opportunity to ask the traffic consultant direct questions or request a redo of a traffic study?

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: The way that these typically get done in the Township, the recommendation report goes immediately after the public meeting. In this case, that may not be the most appropriate approach. When you are dealing with a more complicated application, we are dealing with the Zoning By-law Amendment but there is also a concurrent Draft Plan of Subdivision application. Typically, what happens is you bounce it back to the applicant to provide a response and that could be reviewed by the traffic consultant.

Councillor Bailey: It looks to me on one of these images that there is a Gordon St. I am wondering if that is a road allowance off Highway 6, yes it would have to go through wetland, but I am wondering if that was ever considered? And if not, why? Can you take that back? I like the idea of doing another traffic study with some of these concerns.

Mike DeJonge: When you say Gordon St do you mean Queen St?

Councillor Bailey: Nope, it is perpendicular to Highway 6. It looks like it would go from Highway 6 right into the wetland and it is called Gordon St on this image I am looking at. South of Church.

Cathy Haskell: My name is Cathy Haskell, I live at 67 Queen St which is Highway 6. It is an unopened road allowance. It is wetland on one side of me and I am on the other and it goes right across the tributary of Bronte Creek.

Councillor Bailey: My second question, Kayly I think you mentioned dark sky compliance. This Township does not have dark sky by-law yet. What standard do you set it to or at what point can we request that the standard be more robust?



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Kayly Robbins, Applicant Agent, Weston Consulting: Dark sky compliant is basically reducing light pollution on adjacent properties and keeping light pollution to your property. There is a certification process for certain fixtures so that is something we would look into. It is not typically a zoning bylaw item that we would include in that sense but it is something that could be a condition if you are wanting to review exterior lights of the houses. It would probably be through a condition during the building permit review.

Councillor Goyda: I have two questions. I am looking in the agenda on the map you had on the screen there. In behind all of the lots is the Natural Environment portion. Presumably all of the individual lots will be sold to their individual owner, what happens to the ownership of the rest of the land?

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: That is part of ongoing discussions that have not been landed on yet. We are still addressing that internally. There may be a separate report going to Council to deal with that matter. That block 23, the only access would presently be through the storm management pond block so we have to see if it would be appropriate to provide access to block 23 for maintenance. But in terms of what is going to happen to it, who is going to own it, that has not been determined yet.

Councillor Goyda: I am not sure what options are being considered. Could that become a park or a trail or something that would service not only this new part of the community but existing parts of the community as well?

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: That is something we would have to look into a bit more whether it could be used as a park and to what intensity. The reason is because it does have wetland and hazard features and is it appropriate to necessarily be drawing people to that site?

Councillor Goyda: Or could it be that one of the lots becomes a really great big lot with only a small building on it.

Jesse Auspitz, Township Planning Consultant, NPG Planning Solutions: That's another potential.

Councillor Goyda: Just one key thing I would like to know is if we are land-locking that entire land or if somehow we can have access for future use. My second question is in regards to traffic. I am wondering if prior to it coming back to Council if the traffic consultant can look at investigating if there are any measures that can be put into place to discourage or prevent traffic from the new development from travelling along the narrow portion of Back St. I don't know if there is anything out there but maybe there is something innovative that can deter traffic from travelling along the Back St portion that is not suitable for two-way traffic.

Councillor Hurst: I think I did have a couple questions. The first one, when I saw the layout I was concerned around emergency service access. If this was a building it would be a tough sell. I feel like a review of an updated traffic study has certainly been heard loud and clear here. The 10-15m buffer, maybe this has not been established yet. What would that buffer include? Is this a managed grass strip? Is this a planting of trees in association with the larger protected land? I am just curious what that looks like.

Kayly Robbins, Applicant Agent, Weston Consulting: Generally, the buffer would remain in its natural state with no additional plantings. You would just keep it as is and continue to be natural. We are working with the Conservation Authority to see if they want any enhancements in some locations to improve the natural state but generally it is to remain as it is today. It just



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provides that separation between development of dwellings and sheds, whichever it may be, and the feature itself.

Councillor Hurst: My last question is regarding water management. One of the questions came up from the public around the sloping. It is quite hilly. Today is a prime example of this, we have had a lot of snow and several inches of rain. That is a very sloped area. I am just envisioning a wet mess, flooded basements. Has any consideration been given to how one would manage water in this potentially new subdivision.

Kayly Robbins, Applicant Agent, Weston Consulting: We do have a storm management pond proposed. The stormwater management pond does provide the quantity and quality control and it does propose to discharge outlet into the Bronte Creek and that naturalized area there. We are taking drainage from the built-up area towards the natural area.

Andrea Reed , GEI, Engineer: They have advanced the design fairly well. We pushed them to go a bit further and show that it is feasible. There will be some more details that are ironed out during detailed design. The Township and Conservation Authority have reviewed it and what they have in place meets the guidelines of best management practices.

Councillor Hurst: Fair enough. I am envisioning the cadence of water this time of year would just be a mess. I encourage us to look at what does this look like twenty years from now.

Councillor Sepulis: I think we should have second public meeting. I think this traffic issue should be front and centre for all the residents to understand and the traffic consultant should be there.

Councillor Hurst: Well said. Are there any last comments you would like to share?

Kayly Robbins, Applicant Agent, Weston Consulting: I think this meeting has been very helpful to understand the community's concern and feedback. If you live in this community, you see it from a different perspective. This has been very helpful. I am hearing that traffic is the main concern so our traffic consultant is aware of some of the comments we received here today. If we can have them attend a second public meeting or have them provide an updated study for review we will be addressing these comments.

Councillor Hurst: Thank you. I appreciate it. Before we wrap up, to those individuals in the gallery and online tonight, thank you for taking time out of your schedule for an hour and half tonight. I thought all of the comments you provided were thoughtful and professional. I fully grasp that this impacts your livelihood. This is the community you live in, so I sincerely appreciate you taking the time tonight and sharing those. On behalf of Council and the Township it is duly noted.

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.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MARCH 5, 2025 PUBLIC INFORMATION MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34

Adjournment:

The meeting adjourned at 8:35p.m.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 26, 2025 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION
& IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: February 26, 2025

CLOSED MEETING: None

COUNCIL MEETING: 5:00 P.M.

The February 26, 2025 Council Meeting was held on the above date and called to order at 5:00 p.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 - absent
Councillor Jessica Goyda
Councillor John Sepulis
Mayor James Seeley

STAFF IN ATTENDANCE:

1. Courtenay Hoytfox, Interim CAO
2. Justine Brotherston, Interim Municipal Clerk
3. Sarah Huether, Interim Deputy Clerk

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-071:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council approves the February 26, 2025 Agenda as circulated.

CARRIED

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

Councillor Sepulis declared a potential pecuniary interest related to item 6.1 Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Phase 3 & 4, as I live on Sideroad 20 N and have previously declared that I have a pecuniary interest in a proposed rezoning of a property on Sideroad 20 N. The study area for the Puslinch By Design Study Phase 3 and 4 includes all properties on the east side of Sideroad 20 N from Wellington Rd 34 to Forestell Road as one of the options for redevelopment. This further requires me to declare a pecuniary interest as any development may have an impact on the value of my property. I cannot accordingly participate in any discussions and decisions regarding the study.

6. **CORRESPONDENCE:**

Councillor Sepulis declared a potential pecuniary interest related to item 6.1 Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Phase 3 & 4, as I live on Sideroad 20 N and have previously declared that I have a pecuniary interest in a proposed rezoning of a property on Sideroad 20 N. The study area for the Puslinch By Design Study Phase 3 and 4 includes all properties on the east side of Sideroad 20 N from Wellington Rd 34 to Forestell Road as one of the options for redevelopment. This further requires me to declare a pecuniary interest as any development may have an impact on the value of my property. I cannot accordingly participate in any discussions and decisions regarding the study and refrained from discussions and voting on this item.

10.1 Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Phase 3 & 4



Resolution No. 2025-072:

Moved by Councillor Bailey and
Seconded by Councillor Goyda

That Council receives Correspondence item 6.1 Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Phase 3 & 4 for information.

CARRIED

7. CONFIRMATORY BY-LAW:

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

Resolution No. 2025-073:

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 2025-035 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 26 day of February 2025.

CARRIED

8. ADJOURNMENT:

Resolution No. 2025-074:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council hereby adjourns at 6:06 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 3, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

MINUTES

DATE: February 3, 2025

MEETING: 6:00 P.M.

The February 3, 2025 Youth Advisory Committee was held on the above date and called to order at 6:11 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
Kenzo Szatori
Katey Whaling
Jasmine Coburn
Xander Wineberg
Kaiden Wineberg

Absent:

Talia Wineberg
Carter Devries
Oliver Van Gerwen

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator
Justine Brotherston, Interim Municipal Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-001:

Moved by Kaiden Wineberg and
Seconded by Jasmine Coburn

That the Youth Advisory Committee approves the February 3, 2025 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 3, 2025 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 December 2, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-002:

Moved by Aaron Dochstader and
Seconded by Kenzo Szatori

That the Consent Agenda item listed for the February 3, 2025 Youth Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2025-003:

Moved by Katey Whaling and
Seconded by Kaiden Wineberg

That the Ice Breaker Activity be received for information.

CARRIED

8.2 Report – YOU-2025-001 – Committee Goals and Objectives & Working on our Projects

Resolution No. 2025-004:

Moved by Xander Wineberg and
Seconded by Aaron Dochstader

That report YOU-2025-001 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That the presentations by Aaron Dochstader and Katey Whaling be received.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 3, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

8.3 Report – YOU-2025-002 – Terms of Reference and Goals/Objectives Training

Resolution No. 2025-005:

Moved by Kenzo Szatori and
Seconded by Katey Whaling

That report YOU-2025-002 entitled Terms of Reference and Goals/Objectives Training be received for information; and,

That the Committee direct staff to plan a team building ice breaker activity for a future Committee meeting.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

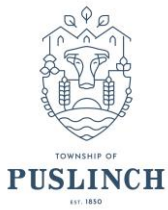
13. ADJOURNMENT

Resolution No. 2024-006:

Moved by Kaiden Wineberg and
Seconded by Xander Wineberg

That the Youth Advisory Committee hereby adjourns at 7:27 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 13, 2025 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

MINUTES

DATE: January 13, 2025

MEETING: 1:00 P.M.

The January 13, 2025 Heritage Advisory Committee meeting was held on the above date and called to order at 1:01 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

Kristine O'Brien

Absent:

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

Mary Hasan, Director of Finance/Treasurer

3. MOMENT OF REFLECTION

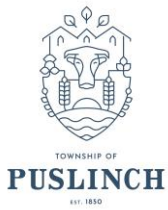
4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-001:

Moved by Kristine O'Brien and
Seconded by Andy Day

That the Heritage Advisory Committee approves the January 13, 2025 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 13, 2025 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1. December 2, 2024 Heritage Advisory Committee Meeting Minutes

Resolution No. 2025-002:

Moved by Kristine O'Brien and
Seconded by Andy Day

That Consent Agenda items listed for the January 13, 2025 Heritage Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – HER-2025-001 – 2022-2026 Goals and Objectives Update

Resolution No. 2025-003:

Moved by Andy Day and
Seconded by Cheryl Mclean

That report HER-2025-001 entitled 2022-2026 Goals and Objectives Update be received for information.

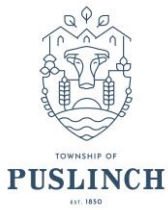
CARRIED

8.2 Report – HER-2025-002 – Terms of Reference and Goals/Objectives Training

Resolution No. 2025-004:

Moved by Andy Day and
Seconded by Cheryl Mclean

That Report HER-2025-002 entitled Terms of Reference and Goals/Objectives Training be received for information; and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 13, 2025 HERITAGE ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPTION
& IN-PERSON AT 7404 WELLINGTON RD 34

That the Committee recommend that Council direct staff to draft a 'Year in Review' Social Media post to highlight the work completed by the Heritage Advisory Committee, and to be updated annually.

CARRIED

8.3 Report – HER-2025-003 – Proposed Donation Policy

Resolution No. 2025-005:

Moved by Lily Klammer-Tsuji and
Seconded Cheryl Mclean

That report HER-2025-003 entitled Proposed Donation Policy be received for information; and,

That the following comments from the Heritage Advisory Committee be provided to Council for its consideration regarding the Proposed Donation Policy:

That consideration is given to including native species of trees throughout the Commemorative Tree Program in the policy.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

Committee member Cheryl McLean notified the Heritage Advisory Committee of ongoing projects the Puslinch Historical Society is working on.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2025-006:

Moved by Kristine O'Brien and
Seconded by Andy Day

That the Heritage Advisory Committee hereby adjourns at 1:53 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 15, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: October 15, 2024

MEETING: 7:00 P.M.

The October 15, 2024 Recreation Advisory Committee was held on the above date and called to order at 7:02 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda

Mary Christidis

Stephanie McCrone

Tracey McQueen

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

Absent:

Joanna Jefferson

3. MOMENT OF REFLECTION

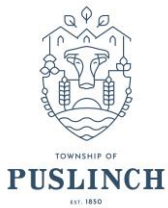
4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-022:

Moved by Mary Christidis and
Seconded by Stephanie McCrone

That the Recreation Advisory Committee approves the October 15, 2024 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 15, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 September 15, 2024 Recreation Advisory Committee Minutes

7.2 2025 Proposed User Fees and Charges By-law

Resolution No. 2024-023:

Moved by Tracey McQueen and
Seconded by Mary Christidis

That Consent Agenda item 7.1 for the October 15, 2024 Recreation Advisory Committee meeting be received for information.

Resolution No. 2024-024:

Moved by Tracey McQueen and
Seconded by Stephanie McCrone

That Consent Agenda items 7.2 for the October 15, 2024 Recreation Advisory Committee meeting be received for information; and,

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

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

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2024-009 – 2022-2026 Goals and Objectives

Resolution No. 2024-025:

Moved by Stephanie McCrone and
Seconded by Tracey McQueen

That report REC-2024-009 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information; and that,

Tracey McQueen be appointed to the Recreation Facilities Promotion Sub-committee and,



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 15, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

That the Recreation Facility Promotion Sub-committee draft a Committee Memo to be presented at the next Committee meeting discussing the gaps in current facility rentals.

CARRIED

8.2 Committee Memo – MEMO-2024-002 – Letter in Support of New Horizons for Seniors Grant

Resolution No. 2024-026:

Moved by Mary Christidis and
Seconded by Stephanie McCrone

That Committee Memo MEMO-2024-002 entitled Letter in Support of New Horizons Seniors Grant be received for information; and,

That the letter attached as Schedule A to this Committee Memo, the survey results and the key findings be circulated and shared with local Puslinch Community Groups.

CARRIED

8.3 Committee Memo – MEMO-2024-003 – Community User Group Data Collection and Questionnaire

Resolution No. 2024-027:

Moved by Mary Christidis and
Seconded by Stephanie McCrone

That Committee Memo MEMO-2024-003 entitled Community User Group Data Collection and Questionnaire be received for information; and,

That the Community Liaison Sub-committee draft a Goals/Objectives Proposal form for Council's consideration; and,

That staff revise the Questionnaire as amended prior to the Goals/Objectives Proposal form being prepared.

CARRIED

8.3 Verbal Update – Director of Public Works, Roads and Facilities

Resolution No. 2024-028:

Moved by Stephanie McCrone and
Seconded by Tracey McQueen

That the verbal update be received for information.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 15, 2024 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2024-029:

Moved by Tracey McQueen and
Seconded by Mary Christidis

That the Recreation Advisory Committee hereby adjourns at 8:46 p.m.

CARRIED

From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update - Communities Brace for Tariff Impact
Date: Tuesday, March 4, 2025 5:53:01 PM

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AMO Policy Update – Communities Brace for Tariff Impact

US President Trump Makes Good on Tariff Threats

US tariffs became a reality as of 12:01 a.m. today, initiating a trade war between our countries.

The US imposed a 25 per cent levy on Canadian and Mexican goods, with a lower 10 per cent levy on energy and critical minerals. The Canadian government has responded with counter-tariffs on \$30 billion of US goods, which will rise to \$155 billion in 21 days. Ontario is advancing and considering its own retaliatory measures, including some that could significantly impact municipalities. These may include:

- Banning US companies from procurement contracts. It is unclear if any procurement restrictions would apply to municipalities
- Halting export of nickel and critical minerals, impacting local industry
- Implementing a 25 per cent tax on electricity exports when the legislature returns and potentially cutting off the flow entirely. Ontario's consumers and municipalities could see increased rates resulting from the revenue loss
- Cancelling its Starlink contract, which was going to provide high-speed internet access to rural and northern Ontarians starting this June.

These new tariff rates and additional US "reciprocal tariffs" said to be implemented in April could have substantial impacts on Ontario, especially in the most [trade-exposed communities](#) that produce automobiles and parts, steel, copper and other items.

AMO's Action

AMO continues to highlight to federal and provincial governments' Ontario municipalities' desire to take action. Yesterday, AMO President Robin Jones [wrote to the Premier](#) to highlight municipal procurement, economic development functions, and infrastructure investment as key tools to deploy in support of communities and the economy at this critical time.

To ensure municipalities receive the most relevant news on tariff and trade actions, AMO has launched a [new web page](#) to centralize our resources. Here, members can find:

- Tariff impacts on planned municipal infrastructure expenditures. With input from municipal staff across the province, Oxford Economics [estimates](#) that tariffs could increase infrastructure costs over \$1 billion on nearly \$50 billion in planned expenditures over the next two years. Municipalities can use the 2.1% municipal capital cost increase to help inform decisions on upcoming contracts.

Updates on any “Buy Canadian” initiatives so that municipalities can comply with standing trade agreements while supporting their local, Ontario and Canadian economies. To date, AMO has not received a response to its February [letter to the Ontario Secretary of Cabinet](#) with respect to the importance of collaborating with municipalities around procurement policies and strategies.

- Upcoming tools to estimate the impacts of trade and tariff measures on municipal expenditures and revenues including property taxes to ensure municipalities understand the changing fiscal environment.

AMO will continue to work with our partners in the business community as well as residential and civil construction industries to make the case for investing in municipal services such as social housing and local infrastructure as a stimulus measure. Infrastructure investments pay dividends in both the short and long term, as employing workers contributes to GDP growth and productivity.

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

From: [AMO Policy](#)
To: [Admin](#)
Subject: AMO Policy Update - Continued AMO Action on Trade and Tariffs
Date: Thursday, March 13, 2025 11:48:25 AM

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AMO Policy Update – Continued AMO Action on Trade and Tariffs

Investments in Community Housing as a Response to Tariffs

The introduction of US tariffs has already begun disrupting Ontario's economy. While we all remain hopeful for a resolution that avoids a negative impact on our communities, residents and industries, we must consider how to best to weather a potentially extended economic downturn.

Last week, [AMO wrote to the Premier](#) highlighting how investments in municipal infrastructure could protect vital construction jobs while driving future productivity. Today, AMO wrote a [follow-up letter](#) to share a [new report](#) that builds the business case for investments in community housing as a response to tariffs.

Investments in community housing have been an important element to past responses to economic downturns. These investments can both provide a secure pipeline of projects for the residential construction sector and contribute to Ontario's long-term productivity.

AMO is calling for an immediate new investment of \$1.5 billion over 2025/26 and 2026/27 for new capital development, capital repairs to existing stock, and acquisition and rehabilitation of existing buildings to protect Ontario. These investments would protect jobs in the residential construction sector while supporting increased productivity and economic growth. This would help Ontario's residents, communities, and industry leave this time of uncertainty even stronger and more economically resilient.

In addition to this report, AMO is developing other resources to help municipalities chart an informed path through these uncertain times. We have released a number of data requests in the past weeks to support these efforts and would like to thank every municipality for their contributions to this united effort.

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

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Grand River Conservation Authority

Summary of the General Membership Annual General Meeting – February 28, 2025

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

Action Items

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

- GM-02-25-20 - Financial Summary
- GM-02-25-10 - Afforestation Services for Spring 2025
- GM-02-25-12 - Refuse Waste Collection and Recycling Request for Proposals - Agreement Extension
- GM-02-25-11 - Supply and Delivery of Gasoline and Diesel Fuel - Tender Award
- GM-02-25-13 - Septic Pumping and Disposal - Request for Proposal Award
- GM-02-25-14 - Supply and Delivery of Campfire Wood - Request for Quotations
- Report and Recommendations of the Audit Committee
- Approval of 2024 Financial Statements and Report of the Auditor
- Budget 2025 and Presentation of Budget Estimates for the Current Year
- Appointment of Auditors for the year ending December 31, 2025
- Provision for Borrowing (Pending Receipt of Municipal Apportionment)

Information Items

The Board received the following reports as information:

- GM-02-25-17 - Report of the Chair
- GM-02-25-15 - Conservation Services Update
- GM-02-25-16 - Cash and Investment Status
- GM-02-25-20 - Current Watershed Conditions

Delegations

There were no delegations.

Correspondence

The Board received the following correspondence:

- HFH Inc. re: Concerns regarding delays in GRCA and broader permitting processes (Correspondence and GRCA response)
- Waterloo Federation of Agriculture re: Public appointments

Source Protection Authority Correspondence & Action Items

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

- SPA-02-25-01 - Submission of the amended Grand River Source Protection Plan and Assessment Report
- SPA-02-25-02 - Source Protection Committee Member Appointments

Committee Appointments

The Board appointed members and officers to the following committees:

- Audit Committee
- Conservation Ontario Council Representatives

For full information, please refer to the [February 28 Agenda Packages in our online calendar](#).

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



Budget 2025



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Message from the Chair

The Grand River Conservation Authority is governed through a partnership of 38 watershed municipalities, working together to ensure the conservation, protection and sustainable management of the water and other natural habitats in the Grand River watershed.

One of the fastest growing regions in the province, with a population of more than one million people, the Grand River watershed is also home to one of the richest agricultural regions in Canada.

Population growth and extensive agriculture, combined with the impacts of climate change, present an enormous challenge to the GRCA, area municipalities, and all watershed residents. There is an urgent need for us to work collaboratively in the stewardship of the Grand River watershed and its natural resources.

As we look ahead to 2025, we are confident that this budget reflects the GRCA's ongoing commitment to providing excellent, fiscally responsible watershed programs and services to our participating municipalities and the residents we serve.



John Challinor II, Chair

1) Summary Information

GRCA 2025 Budget Highlights

Conservation Authority (CA) Act – Programs and Services Inventory

As required under O.Reg.687/21 Transition Plans and Agreements for Programs and Services under Section 21.2.2 of the CA Act, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses. In accordance with regulatory reporting requirements, the budget package includes a “Programs and Services Inventory” chart which outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services. These reporting requirements became effective January 1, 2024.

The 2025 budget framework corresponds with the GRCA’s Program and Services Inventory which was prepared in accordance with provincial regulations. The GRCA business areas are divided into the following categories and programs and services (P&S) groups:

Category 1 – Mandatory Programs & Services

- P&S #1 - Watershed Management
- P&S #2 - Flood Forecasting and Warning
- P&S #3 - Water Control Structures
- P&S #4 - Resource Planning
- P&S #5 - Conservation Lands Management
- P&S #6 - Source Protection Program

General Operating Expenses

- P&S #7 - General Operating Expenses

Category 2 – Programs & Services delivered in accordance with funding agreements with Participating Municipalities

- P&S #8 - Watershed Services

Category 3 – Other Programs & Services the Authority deems Advisable (non-mandatory)

- P&S #9 - Burford Tree Nursery and Planting Services
- P&S #10 - Conservation Services
- P&S #11 - Outdoor Environmental Education
- P&S #12 - Property Rentals
- P&S #13 - Hydro Production
- P&S #14 - Conservation Areas
- P&S #15 - Administrative Support



To carry out these programs and services, the GRCA draws revenues from a variety of sources:

- User fees, such as conservation area admissions, outdoor environmental education programs, tree planting, planning and permitting fees and others
- Revenues from property rentals and hydro generation at some GRCA dams
- Municipal apportionment (previously referred to as levy), which are applied to category 1 mandatory programs and the general operating expense category
- Municipal funding granted via agreements with participating municipalities, which are applied to category 2 watershed services such as private land stewardship and outreach, subwatershed planning, and water quality programs
- Provincial transfer payments for flood forecasting and water control structure expenses
- Provincial grants for specific purposes, such as the provincial drinking water Source Protection Program and capital projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor environmental education, tree planting activities, and various special projects
- Federal grants and other miscellaneous sources of revenue

Overall, the 2025 budget reflects the continued delivery of prior year programs and services with the use of self-generated revenue (46%), government funding (44%) and the use of reserves (10%).

Category 1 – Mandatory Programs

Mandatory programs and services include watershed management, flood forecasting and warning to help protect residents from flooding, the operation of water control structures such as dams and dikes, resource planning, conservation lands management, and the drinking water source protection program.

Watershed management and monitoring programs help protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed.

Resource planning includes managing: (a) Natural Hazard Regulation (Permitting and Compliance) - the administration of conservation authority regulations related to development, alteration and other activities in regulated areas (i.e., floodplains, wetlands, slopes, shorelines and watercourses), and (b) Plan Input and Review – planning and technical review of municipal planning documents and recommending policies related to natural hazards; providing advice and information to municipal councils or committees on development proposals and applications; review of environmental assessments and proposals under other legislation (i.e., Aggregate Act and Drainage Act).

Conservation Lands management includes expenses associated with managing GRCA-owned lands. Land management examples include managing trails, infrastructure (i.e., fences, roads, bridges, other structures), passive land holdings, provincially significant wetlands (e.g., Luther Marsh, Dunnville Marsh) and activities such as forest management.

Drinking water source protection includes programs and services to carry out the GRCA's duties as a Source Protection Authority under the *Clean Water Act, 2006*. The program includes updating and amending technical work and policies in Source Protection Plans for each of the four watersheds in the



Lake Erie Source Protection Region, maintaining a multi-stakeholder Source Protection Committee, and reporting annually on implementation of the Source Protection Plans.

Work was completed in 2024 for the following new regulations mandatory deliverables, which in turn will help inform future budgets:

- Watershed-based Resource Management Strategy
- Operational Plan for Natural Hazard Infrastructure
- Asset Management Plan for Natural Hazard Infrastructure
- Ice Management Plan
- Conservation Area Strategy
- Land Inventory

Expenditures:

• P&S #1 - Watershed Management	\$ 974,100
• P&S #2 - Flood Forecasting and Warning	\$ 1,556,000
• P&S #3 - Water Control Structures	\$ 5,490,700
• P&S #4 - Resource Planning	\$ 2,747,600
• P&S #5 - Conservation Lands Management	\$ 3,120,900
• P&S #6 - Source Protection Program	\$ 780,000

Total Expenditures: \$ 14,669,300

Revenue sources:

Municipal Apportionment, permit fees, enquiry fees, plan review fees, provincial and federal grants, and reserves.

General Operating Expenses

Administrative expenses related to the Office of the CAO, communications, capital support, finance, payroll, human resources, health and safety, head office facility, insurance, Information Management and Innovation (IM&I) and other administrative expenses that support the provision of programs and services.

Expenditures:

• P&S #7 - General Operating Expenses	\$ 4,314,465
• IM&I and Vehicle & Equipment	\$ 753,000

Total Expenditures \$ 5,067,465

Revenue sources:

Municipal Apportionment, interest income, and reserves.

Category 2 – Watershed Services (non-mandatory)

The programs included under watershed services are: subwatershed planning, conservation services, water quality, and watershed sciences and collaborative planning.

Subwatershed planning includes recommending where subwatershed or watershed studies are needed, reviewing and providing input to subwatershed studies, monitoring support, and collaborative work.

Conservation services includes delivering municipal and partnership cost-share programs to support private land stewardship, facilitating private and public land tree planting, and coordinating education and outreach activities for watershed health.

Water quality programs include the operation of continuous water quality stations, analysis and reporting on surface water and groundwater quality, and delivery of the Watershed-Wide Wastewater Optimization Program.

Watershed sciences and collaborative planning includes watershed and landscape-scale science and reporting, cross-disciplinary integration, and collaborative water planning with municipalities and provincial and federal agencies.

Total Expenditures:

- P&S #8 – Watershed Services \$ 2,426,000

Revenue sources:

Municipal funding agreements, provincial and federal grants.

Category 3 – Other Programs & Services (non-mandatory)

The programs and services included in Category 3 are: Burford tree nursery and planting services, special conservation projects, outdoor environmental education, property rentals, hydro production, conservation areas, and administrative support.

Burford Tree Nursery and planting services includes the operation of the Burford Tree Nursery and facilitating tree planting contracts.

Special projects under the conservation services program include special studies and evaluations, and events such as children's water festivals and the Mill Creek Rangers program.

The outdoor environmental education program provides curriculum-based programs to about 30,000 students annually, as well as some community groups throughout the watershed at five GRCA nature centres, as well as at schools, Conservation Areas and virtually.

Property Rental activities include residential leases, cottage lot leases, agricultural leases, and other miscellaneous leases.



Hydro production includes hydro generation at Belwood (Shand), Conestogo, Guelph, and Elora dam locations.

Conservation areas include the operation of 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing, tubing, and other activities at its conservation areas. It provides 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. Over 1.5 million people visit Grand River Conservation Areas each year.

Administrative Support includes administrative expenses related to finance, communications, capital support, and other administrative expenses that support category 3 programs and services.

Expenditures:

• P&S #9 - Burford Tree Nursery & Planting Services	\$ 977,400
• P&S #10 - Conservation Services (Special Projects)	\$ 181,200
• P&S #11 - Environmental Education	\$ 1,603,000
• P&S #12 - Property Rentals	\$ 1,109,700
• P&S #13 - Hydro Production	\$ 162,000
• P&S #14 - Conservation Areas	\$ 12,540,000
• P&S #15 - Administrative Support	\$ 1,293,900

Total Expenditures: **\$ 17,867,200**

Revenue sources:

Burford Nursery/Planting Services: Trees sales, landowner contributions and donations.

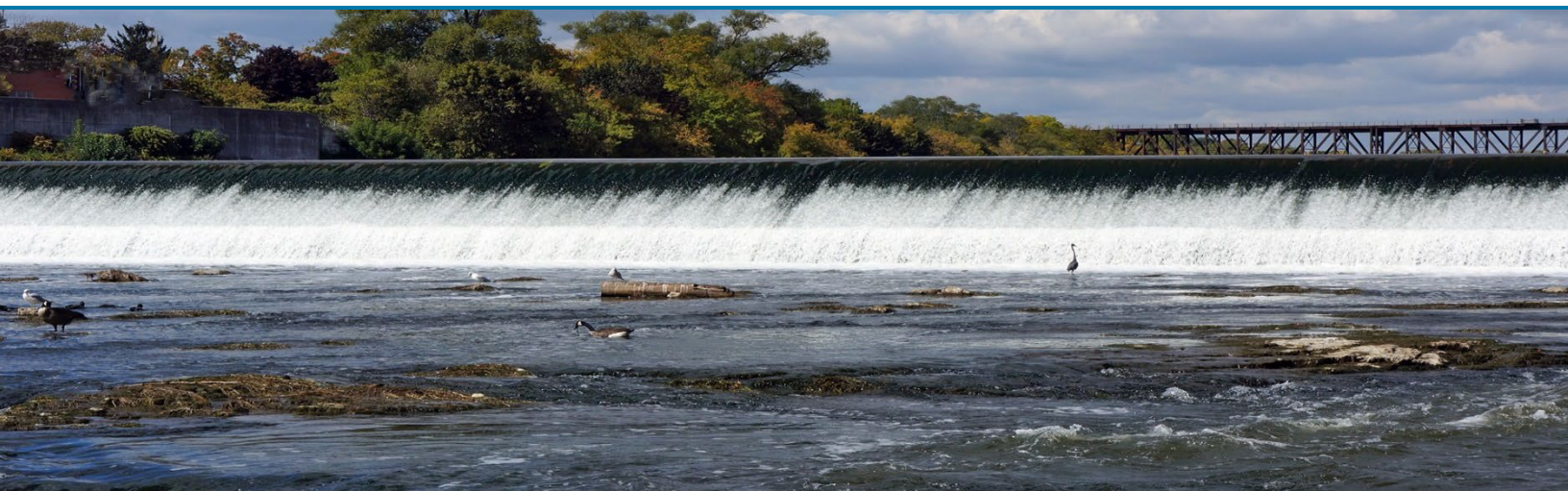
Conservation Services (Special Projects): Special local and government grants and Grand River Conservation Foundation funding.

Outdoor Environmental Education: School boards, other user fees (i.e., individual schools, community program fees, donations from the Grand River Conservation Foundation and reserves)

Property Rentals: Lease agreement income.

Hydro Production: Sale of hydroelectricity.

Conservation Areas: Conservation Area user fees, government grants, donations, and reserves.



Budget 2025 Summary

	Budget 2024	Budget 2025	Incr/(decr)
Operating Budget*	30,214,714	31,557,965	1,343,251
			4.4%
Major Maintenance & Equipment Budget	4,674,000	6,053,000	1,379,000
			29.5%
Special Projects Budget	2,130,000	2,419,000	289,000
			13.6%
TOTAL*	37,018,714	40,029,965	3,011,251
			8.1%

* Operating Budget includes \$66,500 funding to reserve (hydro revenue to capital reserve) compared to Statement of Operations which shows reserve transfers separately.



Operating Budget Summary

	Budget 2024	Budget 2025	Incr/(Decr)	% change
<u>EXPENDITURES</u>				
OPERATING EXPENSES	30,098,214	31,491,465	1,393,251	4.6%
FUNDING TO RESERVES-Hydro Revenue	116,500	66,500	(50,000)	-42.9%
Total Expenses & Reserve Movements	30,214,714	31,557,965	1,343,251	4.45%
<u>SOURCES OF FUNDING</u>				
MUNICIPAL APPORTIONMENT - CATEGORY 1 & General Operating	11,325,000	11,755,000	430,000	3.8%
MUNICIPAL APPORTIONMENT - CATEGORY 2	1,017,000	1,052,000	35,000	3.4%
OTHER GOVT FUNDING	1,446,188	1,347,188	(99,000)	-6.8%
SELF-GENERATED	15,310,000	16,117,000	807,000	5.3%
FUNDING FROM RESERVES	579,000	788,000	209,000	36.1%
SURPLUS CARRYFORWARD	537,526	498,777	(38,749)	-7.2%
Total Funding	30,214,714	31,557,965	1,343,251	4.45%



Major Maintenance & Equipment Budget Summary

Budget 2025	Watershed Management	Flood Forecasting & Warning	Water Control Structures	Conservation Areas	General Operating	BUDGET TOTAL
Expenses:						
WQ Monitoring Equipment & Instruments	110,000					110,000
Flood Forecasting Warning Hardware and Gauges		190,000				190,000
Flood Control Structures-Major Maintenance			3,000,000			3,000,000
Conservation Areas Capital Projects				2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments					753,000	753,000
TOTAL EXPENSE	110,000	190,000	3,000,000	2,000,000	753,000	6,053,000
Funding						
Municipal Apportionment	35,000	165,000	750,000			950,000
Provincial & Federal Government			1,450,000			1,450,000
Self Generated				1,500,000		1,500,000
Funding from Reserves	75,000	25,000	800,000	500,000	753,000	2,153,000
TOTAL FUNDING	110,000	190,000	3,000,000	2,000,000	753,000	6,053,000

Budget 2024	Watershed Management	Flood Forecasting & Warning	Water Control Structures	Conservation Areas	General Operating	BUDGET TOTAL
Expenses:						
WQ Monitoring Equipment & Instruments	110,000					110,000
Flood Forecasting Warning Hardware and Gauges		190,000				190,000
Flood Control Structures-Major Maintenance			1,500,000			1,500,000
Conservation Areas Capital Projects				2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments					874,000	874,000
TOTAL EXPENSE	110,000	190,000	1,500,000	2,000,000	874,000	4,674,000
Funding						
Municipal Apportionment	35,000	165,000	750,000			950,000
Provincial & Federal Government			700,000			700,000
Self Generated				1,500,000		1,500,000
Funding from Reserves	75,000	25,000	50,000	500,000	874,000	1,524,000
TOTAL FUNDING	110,000	190,000	1,500,000	2,000,000	874,000	4,674,000



Special Projects Budget Summary

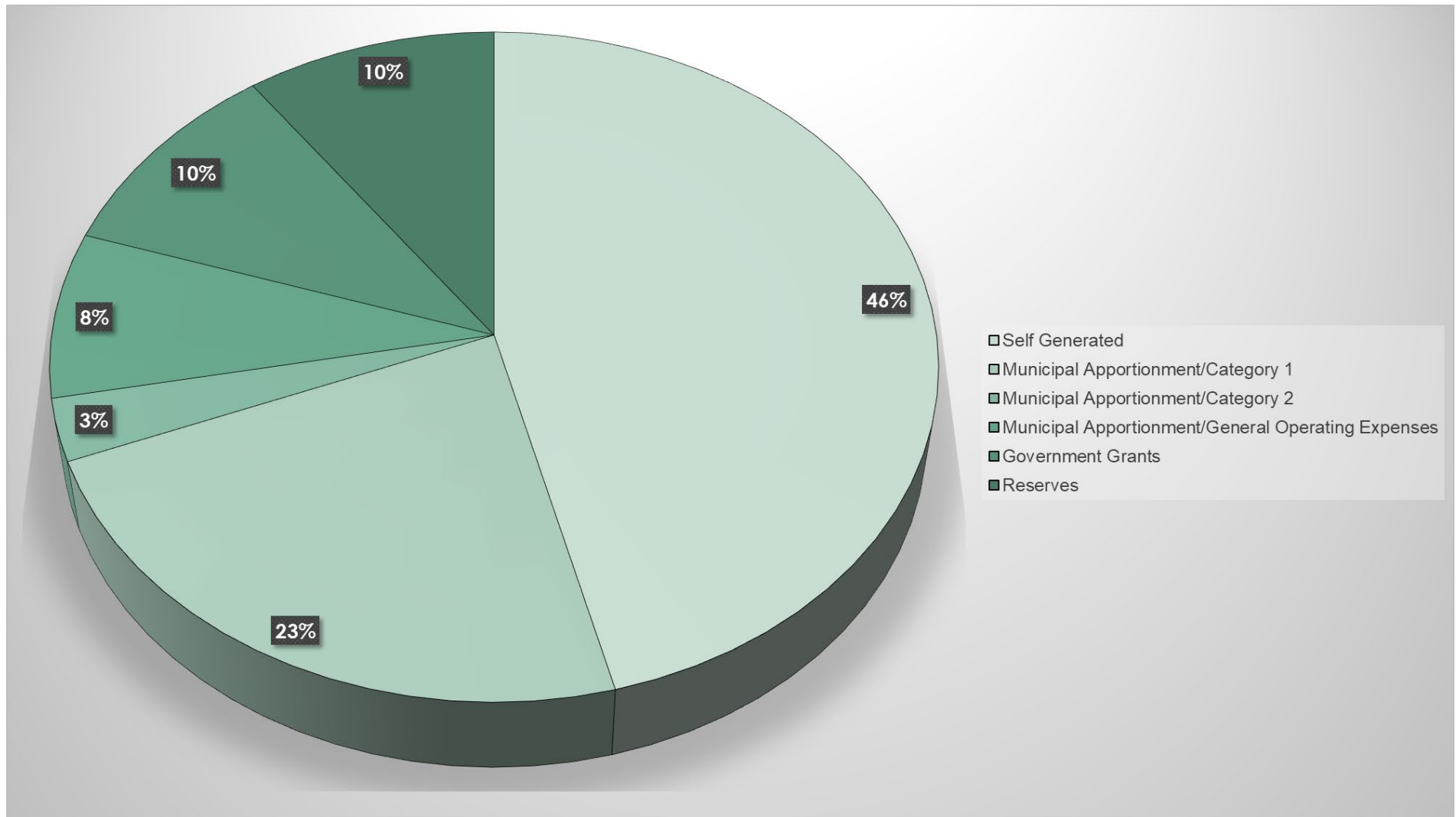
EXPENDITURES	Budget 2024	Budget 2025
Subwatershed Plans - City of Kitchener	80,000	96,000
Waste Water Optimization Program	130,000	130,000
Floodplain Mapping	250,000	250,000
Conservation Services Grants (RWQP)	800,000	800,000
Brant/Brantford Children's Water Festival	45,000	45,000
Species at Risk	70,000	70,000
Ecological Restoration	100,000	100,000
Nature Smart Climate Solutions	85,000	-
Profit Mapping	35,000	-
Fresh Water Ecosystem Project	-	138,000
Guelph Lake Nature Centre	500,000	650,000
Water Management Plan (WQ)	-	100,000
Mill Creek Rangers	35,000	40,000
Total SPECIAL Projects Expenditures	2,130,000	2,419,000

SOURCES OF FUNDING

OTHER GOVERNMENT FUNDING	1,200,000	1,334,000
SELF-GENERATED	680,000	185,000
FUNDING FROM/(TO) RESERVES	250,000	900,000
Total Funding	2,130,000	2,419,000



Overview – 2025 Revenue by Source

2025 Budget: \$40.0 million**(2024: \$37.0 million)**

Programs and Services (P&S) Inventory

Programs & Services Inventory		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
CATEGORY 1	Watershed Management	974,100	861,600			37,500	75,000		974,100	-
	FFW & Flood Plain Mapping	1,556,000	1,116,662			164,338	275,000		1,556,000	-
	Water Control Structures	5,490,700	2,785,350			1,735,350	970,000		5,490,700	-
	Resource Planning	2,747,600	1,823,600		924,000				2,747,600	-
	Conservation Lands Management	3,120,900	2,778,900		142,000		200,000		3,120,900	-
	Source Protection Planning	780,000	-			780,000			780,000	-
	Total Category 1	14,669,300	9,366,112		1,066,000	2,717,188	1,520,000	-	14,669,300	0
		64%	0%		7%	19%	10%	0%	100%	
General Operating	General Operating Expenses (note 5)	5,067,465	3,338,888		748,777		818,000	161,800	5,067,465	-
		66%	0%		15%	0%	16%	3%	100%	
CATEGORY 2	CATEGORY 2 Watershed Services	2,426,000	1,052,000	946,000	-	428,000	-	-	2,426,000	-
		43%	39%		0%	18%	0%	0%	100%	
CATEGORY 3	Burford Tree Nursery & Planting Services	977,400			705,000			272,400	977,400	-
	Conservation Services (Special Projects)	181,200		-	85,000	40,000		56,200	181,200	-
	Outdoor Environmental Education	1,603,000			600,000		1,003,000	-	1,603,000	-
	Property Rentals	1,109,700			3,150,000			(2,040,300)	1,109,700	-
	Hydro Production	162,000			475,000			(313,000)	162,000	-
	Conservation Areas	12,540,000			11,471,000		500,000	569,000	12,540,000	-
	Administrative Support (note 6)	1,293,900						1,293,900	1,293,900	-
Total Category 3		17,867,200	-	-	16,486,000	40,000	1,503,000	(161,800)	17,867,200	-
		0%	0%		92%	0%	8%	-1%	100%	
TOTAL Programs & Services		40,029,965	13,757,000	946,000	18,300,777	3,185,188	3,841,000	-	40,029,965	0
		34%	2%		46%	8%	10%	0%	100%	
		NOTE 1, NOTE 4		NOTE 2		NOTE 3				

COMMENTARY:

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 34% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 46% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2024 Municipal funding totalled \$13,292,000. Therefore Municipal funding is increasing by \$465,000 (or 3.5%) to \$13,757,000 in 2025 compared to 2024.
- NOTE 5 **General Operating Expenses** include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, health and safety, head office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 6 **Administrative Support** includes administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.



Summary of Municipal Apportionment

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

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

Category Two – Watershed Services Program Breakdown

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Offsetting Funding
Sub-watershed Services	\$ 379,000	\$ (146,000)	\$ 233,000	Municipal Funding
Conservation Services	\$ 1,629,000	\$ (1,098,000)	\$ 531,000	Municipal & Federal Funding
Water Quality	\$ 418,000	\$ (130,000)	\$ 288,000	Reserves
Watershed Sciences & Collaborative Planning *				
TOTAL	\$2,426,000	\$ (1,374,000)	\$1,052,000	

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





2) Programs and Services (P&S) Reports



Statement of Operations/Revenues

	New		Actual	Budget	Budget
	Regulations	P&S Ref #	2024	2024	2025
Category					
REVENUE					
<u>Municipal</u>					
Municipal Apportionment	Category 1	various	12,275,000	12,275,000	12,705,000
Memorandums of Understanding Apportionment	Category 2	various	1,017,000	1,017,000	1,052,000
Other	Category 1	various	-	-	-
Other	Category 2 & 3	8	728,463	940,000	946,000
			14,020,463	14,232,000	14,703,000
<u>Government Grants</u>					
MNRF Transfer Payments	Category 1	various	449,688	449,688	449,688
Source Protection Program-Provincial	Category 1	various	820,925	834,000	780,000
Other Provincial	Category 1	various	1,406,061	737,500	1,487,500
Other Provincial	Category 2	8	121,275	130,000	220,000
Other Provincial	Category 3	10	29,768	100,000	40,000
Federal	Category 1 & 2	various	309,678	155,000	208,000
			3,137,395	2,406,188	3,185,188
User Fees and Sales					
<i>Resource Planning</i>	Category 1	4	911,842	994,000	924,000
<i>Burford Operations & Planting Services</i>	Category 3	9	787,732	680,000	705,000
<i>Conservation Lands Income</i>	Category 3	14	64,508	71,000	71,000
<i>Timber Revenue</i>	Category 1	5	197,946	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	12,459,228	10,700,000	11,400,000
<i>Environmental Education</i>	Category 3	11	609,969	600,000	600,000
Property Rentals	Category 3	12	3,122,120	3,038,000	3,150,000
Hydro Generation	Category 3	13	612,640	580,000	475,000
Land Sales	Category 1	5	1,745,835	-	-
Grand River Conservation Foundation	Category 1,2,3	various	1,568,930	662,000	197,000
Donations	Category 1,2,3	various	26,070	-	15,000
Investment Income	General Operating	7	2,597,296	2,200,000	2,300,000
Miscellaneous Income	various	various	65,904	-	-
Total Self-Generated Revenue			24,770,020	19,540,000	19,852,000
TOTAL REVENUE			41,927,878	36,178,188	37,740,188



Statement of Operations/Expenses

	New Regulations Category	P&S Ref #	Actual 2024	Budget 2024	Budget 2025
EXPENSES					
OPERATING					
Watershed Management	Category 1	1	908,054	1,146,100	864,100
Flood Forecasting and Warning	Category 1	2	1,030,941	911,000	1,116,000
Water Control Structures	Category 1	3	2,308,746	2,128,700	2,490,700
Resource Planning	Category 1	4	2,580,544	2,679,600	2,747,600
Conservation Lands Management	Category 1	5	2,567,190	2,871,900	3,020,900
Source Protection Program	Category 1	6	820,925	834,000	780,000
General Operating Expenses	General Operating	7	3,749,114	4,267,714	4,314,465
Watershed Services	Category 2	8	1,010,976	1,068,000	1,102,000
Burford Operations & Planting Services	Category 3	9	1,007,151	992,900	977,400
Conservation Services	Category 3	10	11,800	82,200	86,200
Environmental Education	Category 3	11	933,061	912,000	953,000
Property Rentals	Category 3	12	1,074,696	1,109,200	1,109,700
Hydro Production	Category 3	13	139,970	95,500	95,500
Conservation Areas	Category 3	14	10,163,820	9,782,000	10,540,000
Administrative Support	Category 3	15	1,079,629	1,217,400	1,293,900
Total OPERATING Expenses			29,386,617	30,098,214	31,491,465
MAJOR MAINTENANCE & EQUIPMENT Expenses					
Watershed Management	Category 1	1	7,475	110,000	110,000
Flood Forecasting and Warning	Category 1	2	88,056	190,000	190,000
Water Control Structures	Category 1	3	3,104,861	1,500,000	3,000,000
Conservation Areas	Category 3	13	2,193,994	2,000,000	2,000,000
Information Systems	General Operating	16	435,756	459,000	429,000
Motor Pool	General Operating	16	434,770	415,000	324,000
Total Capital Expenses			6,264,912	4,674,000	6,053,000
SPECIAL					
Flood Forecasting and Warning	Category 1	2	17,445	250,000	250,000
Conservation Lands	Category 1	5	57,050	100,000	100,000
Watershed Services	Category 2	8	1,001,230	1,095,000	1,324,000
Conservation Services	Category 3	10	132,620	185,000	95,000
Environmental Education	Category 3	11	1,669,934	500,000	650,000
Total SPECIAL PROJECTS Expenses			2,878,279	2,130,000	2,419,000
Total Expenses			38,529,808	36,902,214	39,963,465
Gross Surplus			3,398,070	(724,026)	(2,223,277)
Prior Year Surplus Carryforward			537,526	537,526	498,777
Net Funding FROM/(TO) Reserves			(3,436,819)	186,500	1,724,500
NET SURPLUS			498,777	-	-



P&S #1 - Watershed Management

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources.

Specific Activities:

- Implementation of a Watershed-based Resource Management Strategy per Ontario Regulation 686/21 (Mandatory Programs and Services).
- Monitoring at 16 stream flow monitoring stations.
- Monitoring at 27 groundwater wells under the Provincial Groundwater Monitoring Network and other wells that inform groundwater-surface water interactions.
- Monitoring at 37 water quality monitoring stations under the Provincial Water Quality Monitoring Network.
- Maintain a water budget to support sustainable water use in the watershed and maintain a drought response program.
- Provide advice to Provincial Ministries regarding water taking permits to ensure that drinking water source protection concerns are identified so that potential impacts can be addressed.

How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	769,079	884,000	714,000	(170,000)
Administration Expenses	111,305	197,000	111,000	(86,000)
Other Operating Expenses	27,670	65,100	39,100	(26,000)
Total OPERATING Expenditures	908,054	1,146,100	864,100	
Instrumentation	7,475	60,000	60,000	-
Water Quality Monitoring Equipment	-	50,000	50,000	-
Total CAPITAL Expenditures	7,475	110,000	110,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	915,529	1,256,100	974,100	(282,000)
Funding				
				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	1,137,600	1,143,600	861,600	282,000
Government Grants				
Other Provincial	-	37,500	37,500	-
Funding From Reserves				
Gauges	-	75,000	75,000	-
TOTAL FUNDING	1,137,600	1,256,100	974,100	282,000
Net Surplus/(Deficit)	222,071	-	-	-



P&S #2 - Flood Forecasting and Warning

The flood warning system includes the direct costs associated with monitoring the streams and rivers to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life.

Specific Activities:

- Maintain a 'state of the art' computerized flood forecasting and warning system.
- Operate a 24-hour, year-round, on-call duty officer system to respond to flooding matters.
- Collect and manage data on precipitation, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses and conduct analysis on hydrometric data in support of water quantity programs such as the low water response program for the watershed.
- Use Ignition system to continuously, monitor reservoir levels, river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- Assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.
- Hold annual municipal flood coordinator meetings to confirm responsibilities of agencies involved in the flood warning system. Test the system. Update and publish a flood warning system guide containing up-to-date emergency contact information. Maintain up-to-date emergency contact information throughout the year.
- Complete floodplain mapping projects as funding is made available.



P&S #2 Flood Forecasting and Warning: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	657,894	567,000	737,000	170,000
Administration Expenses	246,397	236,000	256,000	20,000
Other Operating Expenses	126,650	108,000	123,000	15,000
Total OPERATING Expenditures	1,030,941	911,000	1,116,000	
Hardware	76,648	88,000	88,000	-
Stream Gauges	11,408	102,000	102,000	-
Total CAPITAL Expenditures	88,056	190,000	190,000	
Floodplain Mapping Projects	17,445	250,000	250,000	-
Total SPECIAL PROJECT Expenditures	17,445	250,000	250,000	
Total FUNDING to RESERVES	75,000	-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,211,442	1,351,000	1,556,000	205,000
<u>Funding</u>				(INCR)DECR
Municipal				
Municipal Apportionment (levy)	911,662	911,662	1,116,662	(205,000)
Government Grants				
MNRF Transfer Payments	164,338	164,338	164,338	-
Funding From Reserves				
Floodplain Mapping Projects & Gauges	17,445	275,000	275,000	-
TOTAL REVENUE	1,093,445	1,351,000	1,556,000	(205,000)
Net Surplus/(Deficit)	(117,997)	-	-	-



P&S #3 - Water Control Structures

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dikes, berms and channels, etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that reduces exposure to the threat of flood damage and loss of life.

Multi-purpose reservoirs provide flow augmentation benefits to watercourses downstream of the reservoirs, improving water quality.

Specific Activities:

- Operate and maintain seven major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometers of dikes in five major dike systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg).
- Ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams and dikes.
- Carry out capital upgrades to the flood control structures to meet Provincial standards, including concrete repairs at Conestogo Dam, gate repairs at Guelph Dam, gate control improvements at Woolwich Dam, concrete repairs to Cambridge floodwalls. Carry out studies for improvements to flood control dike systems in Bridgeport and Brantford.
- Implement the Water Control Structures Asset Management Plan for GRCA flood control and flow augmentation dams.
- Operate and maintain 20 non-flood control dams, which are primarily for aesthetic, recreational, municipal fire suppression water supply, or municipal drinking water supply intake purposes.
- Develop and implement plans to decommission failing or obsolete dams.
- Ice management activities to help mitigate the impacts or respond to flooding resulting from ice jams.
- Develop and implement public safety plans for structures.

P&S #3 - Water Control Structures: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	1,480,249	1,441,000	1,770,000	329,000
Administration Expenses	52,664	29,200	49,200	20,000
Insurance	144,749	143,000	151,000	8,000
Property Taxes	172,192	170,700	175,700	5,000
Other Operating Expenses	458,892	344,800	344,800	-
Total OPERATING Expenditures	2,308,746	2,128,700	2,490,700	
Total CAPITAL Expenditures	3,104,861	1,500,000	3,000,000	1,500,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	5,413,607	3,628,700	5,490,700	1,862,000
<u>Funding</u>				
				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	2,599,350	2,593,350	2,785,350	(192,000)
Government Grants				
MNRF Transfer Payments	285,350	285,350	285,350	-
Provincial	1,396,600	700,000	1,450,000	(750,000)
Federal	11,236	-	-	
Funding From Reserves				
Water Control Structures/Water Mgmt Operating Reserve/AMP	988,361	50,000	970,000	(920,000)
TOTAL REVENUE AND FUNDING FROM RESERVES	5,280,897	3,628,700	5,490,700	(1,862,000)
Net Surplus/(Deficit)	(132,710)	-	-	-



P&S #4 - Resource Planning

(a) PLANNING - Regulation

This category includes costs and revenues associated with administering the Prohibited Activities, Exemptions and Permits Regulation made under the CA Act. This includes permit review, permit issuance, inspections, enforcement and follow-up, which may include defending appeals.

Specific Activities:

- Process about 800 permits each year related to development, alteration or activities that may interfere with the following types of regulated features:
 - hazardous lands;
 - valley lands, steep slopes;
 - wetlands including swamps, marshes, bogs, and fens;
 - any watercourse, river, creek;
 - floodplain;
 - the Lake Erie shoreline.
- The regulation applies to the development activities listed below in the areas listed above:
 - the construction, reconstruction, erection or placing of a building or structure of any kind;
 - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure, or increasing the number of dwelling units in the building or structure;
 - site grading;
 - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- Maintain policies and guidelines to assist in the protection of people and property (i.e., Policies for the Administration of the Prohibited Activities, Exemptions and Permits Regulation).
- Enforcement of the Prohibited Activities, Exemptions and Permits Regulation and maintain compliance policies and procedures.
- Maintain natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems.

(b) PLANNING - Municipal Plan Input and Review

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning By-laws, Environmental Assessments, development applications and other proposals.



Specific Activities:

- Review municipal planning and master plan documents and recommend policies and designations for natural hazard lands including watercourses, floodplains, wetlands, slopes, shorelines, and hazard sites.
- Provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all natural hazard concerns are adequately identified and that any adverse impacts are minimized or mitigated.
- Provide information and technical advice to Municipal Councils and Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazards.

P&S #4 – Resource Planning: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	2,062,348	2,403,000	2,435,000	32,000
Administration Expenses	251,364	221,900	257,900	36,000
Other Operating Expenses	266,832	54,700	54,700	-
Total OPERATING Expenditures	2,580,544	2,679,600	2,747,600	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,580,544	2,679,600	2,747,600	68,000
Funding				
				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	1,685,600	1,685,600	1,823,600	(138,000)
Self Generated				
Solicitor Enquiry Fees	52,620	80,000	70,000	10,000
Permit Fees	407,848	470,000	410,000	60,000
Plan Review Fees	451,374	444,000	444,000	-
TOTAL REVENUE	2,597,442	2,679,600	2,747,600	(68,000)
Net Surplus/(Deficit)	16,898	-	-	-



P&S #5 - Conservation Lands Management

Conservation Lands Management includes expenses associated with managing GRCA-owned lands.

Specific Activities:

- Acquire and manage significant wetlands and floodplain lands, e.g., the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh.
- Manage “passive” conservation lands in order to conserve forests and wildlife habitat (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). Some are managed through maintenance agreements with municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- Develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). The Grand River Conservation Foundation is one source of funding for the trails.
- Carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities.
- Carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA-owned lands.
- Hazard tree management on GRCA-owned lands to protect people and property.
- Natural heritage management: carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems, e.g., species at risk and ecological monitoring on GRCA lands, and prescribed burn activities.
- Where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs.



P&S #5 Conservation Lands Management: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	1,609,002	1,813,000	1,921,000	108,000
Administration Expenses	141,179	165,100	168,100	3,000
Insurance	61,025	60,000	65,000	5,000
Property Taxes	317,722	305,200	314,200	9,000
Other Operating Expenses	438,262	528,600	552,600	24,000
Total OPERATING Expenditures	2,567,190	2,871,900	3,020,900	
Total CAPITAL Expenditures				
Land Purchases/Land Sale Expenses	10,681	-	-	
Ecological Restoration	46,369	100,000	100,000	-
Total SPECIAL PROJECT Expenditures	57,050	100,000	100,000	
Forestry	198,000	-	-	
Land Sale Proceeds	1,745,835	-	-	
Total FUNDING to RESERVES	1,943,835	-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	4,568,075	2,971,900	3,120,900	149,000
<u>Funding</u>				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	2,629,900	2,629,900	2,778,900	(149,000)
Municipal Other	9,841	-	-	
Government Grants				
Provincial	9,461	-	-	
Federal	3,146	-	-	
Self Generated				
Timber Sales	197,946	15,000	15,000	-
Land Sale Proceeds	1,745,835	-	-	
Donations - Foundation	53,617	127,000	127,000	-
Donations - Other	11,070	-	-	
Funding From Reserves				
Land Reserve (Demolitions/Land Sale Expenses)	10,681	100,000	100,000	-
Transition Reserve (Staffing)		100,000	100,000	-
TOTAL REVENUE	4,671,497	2,971,900	3,120,900	(149,000)
Net Surplus/ (Deficit)	103,422	-	-	-



P&S #6 - Source Protection Program

Drinking water Source Protection includes programs and services to carry out the GRCA's duties as a Source Protection Authority under the Clean Water Act, 2006. The program includes updating and amending technical work and policies in Source Protection Plans for each of the four watersheds in the Lake Erie Source Protection Region, maintaining a multi-stakeholder Source Protection Committee, and reporting annually on implementation of the Source Protection Plans. The focus in 2024 continues to be completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures</u>				
Compensation and Benefits	551,787	490,000	625,000	135,000
Administration Expenses	54,634	50,000	45,000	(5,000)
Other Operating Expenses	46,461	90,000	50,000	(40,000)
Water Budget - Technical Studies	168,043	204,000	60,000	(144,000)
TOTAL EXPENDITURES	820,925	834,000	780,000	(54,000)
<u>Funding</u>				(INCR)/DECR
Government Grants				
Provincial	820,925	834,000	780,000	54,000
TOTAL FUNDING	820,925	834,000	780,000	54,000
Net Surplus/(Deficit)	-	-	-	-



P&S #7 - General Operating Expenses

General operating expenses related to Office of the Chief Administrative Officer (CAO), communications, capital support, finance, payroll, human resources, health and safety, head office facility, insurance, and other administrative expenses that support the provision of programs and services and included in this group.

Specific Activities:

This category includes the following departments:

- Office of the CAO and Deputy CAO/Secretary-Treasurer
- Capital Support
- Finance
- Human Resources
- Payroll
- Health & Safety
- Strategic Communications
- Information Management and Innovation
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

P&S #7 General Operating Expenses: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	2,296,603	2,441,000	2,490,000	49,000
Administration Expenses	399,840	460,000	478,000	18,000
Insurance	289,431	334,500	298,000	(36,500)
Other Operating Expenses	825,593	1,102,214	1,118,465	16,251
LESS: Recovery of Corporate Services Expenses	(62,353)	(70,000)	(70,000)	-
Total OPERATING Expenditures	3,749,114	4,267,714	4,314,465	
Interest Income	2,217,982	2,050,000	2,050,000	-
Stabilization Reserve-Category 1	230,566	-	-	-
Personnel Reserve	61,141	-	-	-
Building Reserve	116,000	-	-	-
Total FUNDING to RESERVES	2,625,689	2,050,000	2,050,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	6,374,803	6,317,714	6,364,465	46,751
<u>Funding</u>				
				(INCR)/DECR
Municipal				
Municipal Apportionment (levy)	3,310,888	3,310,888	3,338,888	(28,000)
Self Generated				
Investment Income	2,597,296	2,200,000	2,300,000	(100,000)
Miscellaneous	61,482	-	-	
Funding From Reserves				
Personnel	-	65,000	65,000	-
TOTAL REVENUE	5,969,666	5,575,888	5,703,888	(128,000)
Net Surplus/(Deficit)	(405,137)	(741,826)	(660,577)	(81,249)



P&S #8 - Watershed Services (Category 2)

The programs included under watershed services are subwatershed planning, conservation services, water quality, and watershed sciences and collaborative planning.

Specific Activities:

Subwatershed planning services

- Identify and recommend where subwatershed or watershed studies are needed.
- Review and provide input to subwatershed studies.
- Undertake subwatershed monitoring to support municipal studies under agreement.
- Networking with conservation and environmental management agencies and organizations, and advocating on a watershed basis.
- In 2025, subwatershed studies/monitoring are ongoing or planned in the Region of Waterloo (City of Kitchener, City of Cambridge, Township of Woolwich), City of Guelph and City of Brantford.

Conservation Services

- Deliver municipal and partnership cost-share programs to support private land stewardship action.
- Facilitate private land, municipal and community partner tree planting.
- Coordinate education and outreach activities to promote actions to improve water quality and watershed health.

Water Quality Programs

- Wastewater optimization.
- Support optimization of wastewater treatment plant operations through:
 - Knowledge sharing workshops;
 - Hands-on training;
 - Technical advice;
 - Delivering a recognition program.
- Provide technical support for municipal assimilative capacity studies, master plans for water and wastewater services.
- Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie.
- Surface water quality monitoring, modelling, analysis, and reporting.
- Operate and maintain continuous water quality stations.
- Maintain a water quality database.
- Develop and maintain a water quality model.
- Analyze and report on groundwater and surface water quality and river health.



Watershed Sciences & Collaborative Planning

- Watershed and landscape scale science and reporting.
- Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning.
- Foster cross-municipal resource management:
 - Grand River Water Management Plan;
 - Water Managers Working Group.
- Liaise with provincial, federal agencies, non-governmental organizations.

P&S #8 Watershed Services (Category 2): How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	784,578	850,000	850,000	-
Administration Expenses	112,618	118,000	118,000	-
Other Operating Expenses	113,780	100,000	134,000	34,000
Total OPERATING Expenditures	1,010,976	1,068,000	1,102,000	
RWQP Grants	638,543	800,000	800,000	-
Waste Water Optimization Project	121,275	130,000	130,000	-
Species at Risk	91,001		70,000	70,000
Fresh Water Ecosystem Project	6,826		138,000	138,000
Water Management Plan (WQ)	-		90,000	90,000
Nature Smart Climate Solutions	84,834	85,000		(85,000)
Municipal Drain Studies	8,500			
Upper Blair Subwatershed Study	50,251	80,000	96,000	16,000
Total SPECIAL PROJECT Expenditures	1,001,230	1,095,000	1,324,000	
Stabilization Reserve-Category 2	36,769	-	-	
Total FUNDING to RESERVES	36,769	-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,048,975	2,163,000	2,426,000	263,000
Funding (INCR)/DECR				
Municipal				
Memorandums of Understanding Apportionment	1,017,000	1,017,000	1,052,000	(35,000)
Municipal Other	709,884	930,000	946,000	(16,000)
Government Grants				
Other Provincial	121,275	130,000	220,000	(90,000)
Federal	200,816	85,000	208,000	(123,000)
Funding From Reserves				
Cambridge Desiltation Pond	-	1,000	-	1,000
TOTAL REVENUE	2,048,975	2,163,000	2,426,000	(263,000)
Net Surplus/ (Deficit)	-	-	-	-



P&S #9 - Burford Tree Nursery & Planting Services

The Nursery/Planting operations includes operation of the Burford Tree Nursery and sourcing and provision of stock and planting services to the public and other GRCA programs (i.e., Category 1 and 2 programs).

Specific Activities:

- Plant trees on private lands (cost recovery from landowner) and on GRCA lands.
- Operate Burford Tree Nursery to grow and supply native and threatened species.
- Source trees from external commercial nurseries.



How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	295,301	287,000	306,000	19,000
Administration Expenses	14,662	30,900	15,400	(15,500)
Other Operating Expenses	697,188	675,000	656,000	(19,000)
Total OPERATING Expenditures	1,007,151	992,900	977,400	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,007,151	992,900	977,400	(15,500)
<u>Funding</u>				
				(INCR)/DECR
Government Grants				
Federal	1,484	-	-	
Self Generated				
Burford Nursery	530,876	450,000	475,000	(25,000)
Landowner Contributions (Tree Planting)	256,856	230,000	230,000	-
Donations - Foundation	3,250			
TOTAL REVENUE	792,466	680,000	705,000	(25,000)
Net Surplus/(Deficit)	(214,685)	(312,900)	(272,400)	(40,500)

P&S #10 - Conservation Services (Special Projects)

Special projects under the conservation services program include special studies and evaluations, and events such as children's water festivals.

Specific Activities:

In 2025, efforts will focus on:

- Co-ordination of the Brantford-Brant Children's Water Festival.
- Mill Creek Rangers Program.

How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	7,807	27,000	28,000	1,000
Administration Expenses	3,236	33,200	36,200	3,000
Other Operating Expenses	757	22,000	22,000	-
Total OPERATING Expenditures	11,800	82,200	86,200	
Total CAPITAL Expenditures				
Mill Creek Rangers Program	39,282	35,000	40,000	5,000
Species at Risk	143	70,000	-	(70,000)
Waterloo Wellington Children's Water Festival	3,163	-	-	-
Heritage River Event	21,690	-	-	-
Great Lakes Agricultural Stewardship Initiative	668	-	-	-
Brant/Brantford Water Festival	38,573	45,000	45,000	-
Water Management Plan	-	-	10,000	10,000
Profit Mapping	29,101	35,000	-	(35,000)
Total SPECIAL PROJECT Expenditures	132,620	185,000	95,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	144,420	267,200	181,200	(86,000)
Funding				
				(INCR)/DECR
Municipal				
Municipal-Other	8,326	10,000	-	10,000
Government Grants				
Other Provincial	29,768	100,000	40,000	60,000
Federal	9,928	70,000	-	70,000
Self Generated				
Donations - Foundation	66,435	35,000	70,000	(35,000)
Donations - Other	15,000	-	15,000	(15,000)
Miscellaneous	-	-	-	-
Funding from Reserves				
Cambridge Desiltation/Transition Reserve	3,920	-	-	-
TOTAL REVENUE	133,377	215,000	125,000	90,000
Net Surplus/(Deficit)	(11,043)	(52,200)	(56,200)	4,000



P&S #11 - Outdoor Environmental Education

This category includes costs and revenues associated with the outdoor environmental education program, which includes five nature centre facilities. The outdoor environmental education program provides curriculum-based programs to about 30,000 students annually, as well as some community groups throughout the watershed.

Specific Activities:

- Provide hands-on, curriculum-based, outdoor environmental education school programs under agreements with four school boards in the watershed, as well as individual schools. Programs are delivered at five nature centres (Apps' Mill near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge), as well as at schools, GRCA Conservation Areas and virtually.
- Provide community programs under agreements with third parties (i.e., watershed municipalities, etc.)
- Complete construction of a new nature centre facility within the Guelph Lake Conservation Area.



P&S #11-Outdoor Environmental Education: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation & Benefits	624,179	642,000	672,000	30,000
Administration Expenses	61,113	57,000	68,000	11,000
Other Operating Expenses	247,769	213,000	213,000	-
Total OPERATING Expenditures	933,061	912,000	953,000	
Guelph Lake Nature Centre	1,669,934	500,000	650,000	150,000
Total SPECIAL PROJECT Expenditures	1,669,934	500,000	650,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,602,995	1,412,000	1,603,000	191,000
Funding				
				(INCR)/DECR
Municipal				
Municipal-Other	412	-	-	-
Self Generated				
Donations - Foundation	1,429,408	500,000	-	500,000
Nature Centre Revenue - Schools	608,283	600,000	600,000	-
Nature Centre Revenue - Community	1,686	-	-	-
Funding from Reserves				
Transition Reserve	301,999	312,000	353,000	(41,000)
Land Sale Proceeds Reserve (GLNC)	261,207	-	650,000	(650,000)
TOTAL REVENUE	2,602,995	1,412,000	1,603,000	(191,000)
Net Surplus/(Deficit)	-	-	-	-

P&S #12 - Property Rentals

Property Leasing activities include residential, cottage lots, agricultural and other miscellaneous lease or licence agreements.

Specific Activities:

Leasing portfolio includes:

- 733 cottage lots at Belwood Lake and Conestogo Lake.
- 1,200 hectares of agricultural land.
- 8 residential units.
- Over 50 other lease/license agreements for use of GRCA lands.

How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	365,223	470,000	473,000	3,000
Administration Expenses	52,909	37,500	35,000	(2,500)
Other Operating Expenses	656,564	601,700	601,700	-
Total OPERATING Expenditures	1,074,696	1,109,200	1,109,700	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,074,696	1,109,200	1,109,700	500
<u>Funding</u>				
				(INCR)/DECR
Self Generated				
Belwood	1,063,904	1,066,000	1,087,000	(21,000)
Conestogo	1,280,457	1,276,000	1,302,000	(26,000)
Agricultural	267,175	250,000	270,000	(20,000)
Residential	115,535	110,000	115,000	(5,000)
Miscellaneous	395,049	336,000	376,000	(40,000)
Funding FROM Reserves				
Cottage Lot Program	16,000	-	-	
TOTAL REVENUE	3,138,120	3,038,000	3,150,000	(112,000)
Net Surplus/(Deficit)	2,063,424	1,928,800	2,040,300	(111,500)



P&S #13 - Hydro Production

This program generates revenue from 'hydro production'.

Specific Activities:

- Generate hydro from turbines in 4 dams, Shand, Conestogo, Guelph and Drimmie.

How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	69,123	70,000	70,000	
Other Operating Expenses	70,847	25,500	25,500	
Total OPERATING Expenditures	139,970	95,500	95,500	
General Capital	105,000	116,500	66,500	
Total FUNDING to RESERVES	105,000	116,500	66,500	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	244,970	212,000	162,000	-
Revenue				
				(INCR)/DECR
Government Grants				
Provincial	-	-	-	
Self Generated				
Hydro Production-Belwood	318,225	265,000	315,000	
Hydro Production-Conestogo	254,408	260,000	105,000	155,000
Hydro Production-Guelph	32,180	40,000	40,000	
Hydro Production-Elora	7,827	15,000	15,000	
TOTAL REVENUE	612,640	580,000	475,000	155,000
Net Surplus/(Deficit)	367,670	368,000	313,000	155,000

P&S #14 - Conservation Areas

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions, and other activities at GRCA active Conservation Areas.

Specific Activities:

- Operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) and Luther Marsh Wildlife Management Area which are enjoyed by over 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies.
- Offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities.
- Provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario.
- Provide 700 seasonal camping sites at 7 different locations.
- Operate 2 large pools [1.85 acres (Canada’s largest outdoor pool) and 1.5 acres in size]
- Manage hunting programs at various sites.
- Employ over 230 students seasonally within the conservation areas.
- General repairs to Conservation Area buildings, boat launches, pools, electrical infrastructure, water infrastructure, and septic infrastructure.

Improving accessibility at Shade’s Mills CA with upgrades to trails, installation of an accessible beach mat, meditation grove and other amenities.



P&S #14 Conservation Areas: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures and Funding to Reserves				
Compensation and Benefits	5,741,875	5,774,000	6,117,000	343,000
Administration Expenses	229,988	220,000	253,000	33,000
Property Tax	64,964	65,000	65,000	
Other Operating Expenses	4,126,993	3,723,000	4,105,000	382,000
Total OPERATING Expenditures	10,163,820	9,782,000	10,540,000	
Total CAPITAL Expenditures	2,193,994	2,000,000	2,000,000	
Conservation Area Reserve	838,000	-	-	
Total FUNDING to RESERVES	838,000	-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	13,195,814	11,782,000	12,540,000	758,000
Funding				
				(INCR)/DECR
Government Grants				
Federal	83,068	-	-	
Self Generated				
Brant	1,451,206	1,175,000	1,300,000	(125,000)
Byng Island	1,159,760	1,100,000	1,050,000	50,000
Belwood Lake	408,290	375,000	375,000	
Conestogo Lake	637,636	600,000	600,000	
Elora Gorge	2,549,436	2,300,000	2,400,000	(100,000)
Elora Quarry	402,111	450,000	350,000	100,000
Guelph Lake	1,755,109	1,400,000	1,650,000	(250,000)
Laurel Creek	780,535	650,000	700,000	(50,000)
Pinehurst Lake	1,075,238	900,000	975,000	(75,000)
Rockwood	1,646,290	1,300,000	1,475,000	(175,000)
Shade's Mills	593,617	450,000	525,000	(75,000)
Total Fee Revenue	12,459,228	10,700,000	11,400,000	(700,000)
Donations-Foundation	16,220	-	-	
Donations - Other	-	-	-	
Miscellaneous Income (Luther)	64,508	71,000	71,000	
Funding From Reserves				
Gravel	-	1,000	-	1,000
Conservation Areas - Capital Projects	-	500,000	500,000	
TOTAL REVENUE	12,623,024	11,272,000	11,971,000	(699,000)
Net Surplus/(Deficit)	(572,790)	(510,000)	(569,000)	59,000



P&S #15 - Administrative Support (Category 3)

Administrative Support includes expenses related to finance, communications, capital support and other administrative expenses that support Category 3 programs and services.

How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
<u>Expenditures and Funding to Reserves</u>				
Compensation and Benefits	584,400	668,000	706,000	38,000
Administration Expenses	117,122	100,900	139,400	38,500
Insurance	207,894	208,500	208,500	-
Other Operating Expenses	170,213	240,000	240,000	-
LESS: Recovery of Corporate Services Expenses				
Total OPERATING Expenditures	1,079,629	1,217,400	1,293,900	
Stabilization Reserve-Category 3	282,665	-	-	
Total FUNDING to RESERVES	282,665	-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,362,294	1,217,400	1,293,900	76,500
<u>Funding</u>				
Self Generated				
Miscellaneous	4,422	-	-	
TOTAL REVENUE	4,422	-	-	-
Net Surplus/(Deficit)	(1,357,872)	(1,217,400)	(1,293,900)	76,500

Supplementary Information (Information Management and Motor Pool)

1) INFORMATION MANAGEMENT & INNOVATION - COMPUTER CHARGES

The work of the IM&I Group includes wages, capital purchases and ongoing maintenance, and operation is funded through the Information Systems and Technology Reserve. The IS&T Reserve is



sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IM&I activities and services.

The **Information Management and Innovation** (IM&I) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

Specific Activities:

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IM&I disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

2) VEHICLES AND EQUIPMENT – MOTOR POOL CHARGES

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included under administrative costs or other operating expenses, as applicable, on P&S #1 to #15.



Specific Activities:

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

Information Management & Motor pool: How much does it cost and who pays for it?

	Actual 2024	Budget 2024	Budget 2025	Budget Change
				INCR/(DECR)
Expenditures				
Information Management				
Compensation and Benefits	1,176,446	1,329,000	1,394,000	65,000
Administrative Expenses	16,589	25,500	25,500	-
Software and Hardware Maintenance	198,824	187,500	187,500	-
Supplies and Services	47,233	54,000	54,000	-
Total OPERATING Expenditures	1,439,092	1,596,000	1,661,000	
Capital Expenses	385,964	300,000	300,000	-
LESS Internal Charges	(1,389,300)	(1,437,000)	(1,532,000)	(95,000)
NET Unallocated Expenses	435,756	459,000	429,000	(30,000)
Motor Pool				
Compensation and Benefits	296,321	321,000	330,000	9,000
Administrative Expenses	17,787	26,000	26,000	-
Insurance	66,805	63,000	63,000	-
Motor Pool Building and Grounds Maintenance	12,716	10,000	10,000	-
Equipment, Repairs and Supplies	454,908	336,000	336,000	-
Fuel	274,004	284,000	284,000	-
Total OPERATING Expenditures	1,122,541	1,040,000	1,049,000	
Capital Expenses	748,745	675,000	675,000	-
LESS Internal Charges	(1,436,516)	(1,300,000)	(1,400,000)	(100,000)
NET Unallocated Expenses	434,770	415,000	324,000	(91,000)
TOTAL EXPENDITURES	870,526	874,000	753,000	(121,000)



3) Grand River Conservation Authority Members (2025)

Region of Waterloo (including Cities of Kitchener, Waterloo, Cambridge and Townships of North Dumfries, Wellesley, Wilmot and Woolwich

Doug Craig (Cambridge), Mike Devine (Citizen), Jim Erb (Waterloo), Sue Foxton (North Dumfries), Gord Greavette (Citizen), Colleen James (Kitchener), Sandy Shantz (Woolwich), Natasha Salonen (Wilmot), Kari Williams (Kitchener), and Pam Wolf (Cambridge)

Regional Municipality of Halton

John Challinor II

Haldimand and Norfolk Counties

Dan Lawrence and Rob Shirton

City of Hamilton

Alex Wilson

County of Oxford

Bruce Banbury

City of Brantford

Gino Caputo and Kevin Davis

City of Guelph

Christine Billings and Ken Yee Chew

Townships of Amaranth, East Garafraxa, Southgate and Melancthon and Town of Grand Valley

Guy Gardhouse

Townships of Mapleton and Wellington North

Lisa Hern

Municipality of North Perth and Township of Perth East

Jerry Smith

Township of Centre Wellington

Shawn Watters

Town of Erin, Townships of Guelph-Eramosa and Puslinch

Chris White

County of Brant

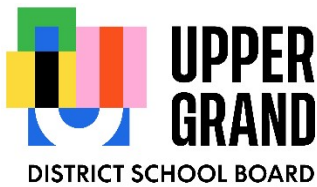
Brian Coleman and David Miller



Justine Brotherston

From: Karen Farace <Karen.Farace@ugdsb.on.ca>
Sent: Tuesday, March 11, 2025 3:10 PM
To: Justine Brotherston
Subject: Notice of EDC Increase - UGDSB
Attachments: image003.emz

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11 March 2025

Puslinch Township
7404 Wellington Rd 34
Puslinch, ON N0B 2L0

To: Justine Brotherston, Interim Municipal Clerk

Re: **Notice of Increase of Education Development Charges – Effective April 23, 2025**

On April 18, 2024, the Upper Grand District School Board (UGDSB) passed Education Development Charge (EDC) by-laws for Wellington County and Dufferin County. In accordance with Ontario Regulation 55/19, the approved EDC bylaws for Wellington County and Dufferin County include an increase of \$300.00 in the second year and in each subsequent year of the bylaw or until the calculated rate is reached.

Please note that effective from April 23, 2025 to April 22, 2026, the EDC rates applicable in Wellington County and Dufferin County are identified as "Year 2" in the table below:

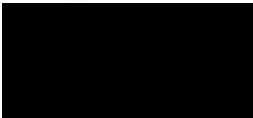
Region	Current 100% Residential Rate	Calculated 100% Residential Rate	Year 1 Apr 23, 2024 to Apr 22, 2025	Year 2 Apr 23, 2025 to Apr 22, 2026	Year 3 Apr 23, 2026 to Apr 22, 2027	Year 4 Apr 23, 2027 to Apr 22, 2028	Year 5 Apr 23, 2028 to Apr 22, 2029
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County of Dufferin	\$2,734	\$4,666	\$2,632	\$2,932	\$3,232	\$3,532	\$3,832
County of Wellington (incl. City of Guelph)	\$2,222	\$8,230	\$2,522	\$2,822	\$3,122	\$3,422	\$3,722

For more information on the UGDSB's EDC Bylaws, including accessory dwelling applicability, please visit the Board's EDC [webpage](#). The Accessory Dwelling Unit Development Charges sheet can also be found below for your convenience.

Should you have additional questions, please contact the Planning Department for more information at Planning.Info@ugdsb.on.ca.

Sincerely,



Ruchika Angrish
Manager of Planning

PLN: 25-016
File Code:M01

Applicable Fees for Accessory Units

Scenario	Applicability of EDC's
Adding an accessory unit within the footprint of a <u>proposed new dwelling</u> (i.e. basement, above garage, attached to, etc.)	EDCs are applicable for each unit.
Adding an accessory unit within the footprint of an <u>existing dwelling</u> or <u>existing accessory dwelling unit</u> (basement, attached to, etc.)	EDCs not applicable as long as total Gross Floor Area (GFA) of proposed accessory unit is not larger than the GFA of existing dwelling or existing accessory dwelling unit, a number of exempt units not exceeded.
Adding an accessory unit that will <u>exceed</u> footprint of <u>existing dwelling unit</u> or <u>existing accessory dwelling unit</u>	EDCs are applicable for each unit.
Adding an accessory unit in a <u>proposed new detached garage</u>	EDCs are applicable for each unit.
Adding an accessory unit in a <u>proposed new attached garage</u> to an <u>existing dwelling</u>	EDCs not applicable as long as total GFA of proposed accessory unit or units is not larger than the GFA of existing dwelling, and number of exempt units not exceeded.
Adding an accessory unit in an <u>existing attached garage</u> to an <u>existing dwelling</u>	EDCs not applicable as long as total GFA of proposed accessory unit or units is not larger than the GFA of existing dwelling, and number of exempt units not exceeded.
Adding an accessory unit in an <u>existing detached garage</u>	EDCs are applicable for each unit.
A secondary modular dwelling for seasonal farm workers	EDCs are applicable as long as modular dwelling has kitchen and washroom facilities included for the exclusive use of the occupant of the modular dwelling.
Supportive Housing containing multiple units with a common kitchen facility	EDCs are applicable based on number of kitchen facilities. With a single common kitchen facility, this would constitute one dwelling unit and therefore would be subject to one EDC.
Supportive Housing containing multiple units containing separate washroom and kitchen facilities for exclusive use of the person(s) living in the unit	EDCs are applicable for each unit.

As a general rule, an addition to an existing dwelling that will contain an accessory dwelling unit will not be subject to EDCs provided,

1. addition is attached to the existing dwelling rather than free standing;
2. total size (i.e. in case of 2 ADUs, combined GFA) not greater than existing dwelling and the size limitations are met;
3. regardless if the addition is horizontal or vertical, (i.e. adding a second or third floor);
4. number of exempt units not exceeded. (see chart below)

Number of Additional Dwelling Units Subject to Exemption by Unit Type and Subject to Size Restrictions

<u>Detached</u>	Maximum units 2. Total GFA of unit or units is less than GFA of original dwelling
<u>Semi-detached, Townhouse & Apartment</u>	Maximum units 1. Total GFA of unit is less than GFA of original dwelling

NOTE: If building permit is applied for the first ADU, and it meets the above noted criteria, the ADU will be exempt. However, if a second ADU is applied for the total GFA of the two units combined is larger than the main dwelling, EDC will be eligible. If Building Permits for both ADUs are applied at the same time total GFA of the combined units shall be less than the main dwelling to be eligible for exemption.

"Dwelling unit" means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked townhouse and townhouse.

"Existing" means Occupancy Permit has been provided and the dwelling is habitable.

"Exempt" refers to number of units where EDCs are not charged; exceeding that number, EDCs are charged

"SF" means Single Family Detached dwelling

"SD" means Semi-detached dwelling

"TH" means Townhouse attached dwelling

"APT" means Apartment dwelling

City of Guelph North East Water Supply (NEWS) Municipal Class Environmental Assessment Study

Notice of Study Commencement

Overview

The City of Guelph (the City) is growing and is expected to reach a population of 203,000 by 2051. The City is committed to managing population growth as it continues to develop strategies for ensuring adequate water supply. [The 2022 Water Supply Master Plan \(WSMP\)](#)¹ has shown that the City must increase its water supply to meet future demand and to make the water system more reliable. As outlined in the WSMP as “Project Number 5: Develop well in the area of the Logan and Flemming Test Wells”, development of existing municipal test wells is important for the City when looking for new water supply. The City is commencing a study to consider alternative solutions to increase its groundwater supply, ensure a reliable water source, and meet the expected demand in the near future.

The Process

The study is planned as a Schedule “B” Project under the Municipal Engineers Association’s Municipal Class EA process which is an approved Class of Environmental Assessment under the *Environmental Assessment Act*. Results from this study will be documented in an environmental assessment that will be made available for a public review period. At that time, residents, Indigenous communities and other interested persons or groups will be informed of when and where the environmental assessment can be reviewed.

We want to hear from you

Your input is valuable, and public consultation is an important part of this study.

- **Join our mailing list.** [Contact us](#) if you want to be placed on our mailing list for Project updates.
- **Read about our progress.** Project information will be posted on our project page found at <https://guelph.ca/category/environment/water/>.
- **Attend our open houses and let us know what you think.** Two open houses will be planned for this Class EA to meet with interested persons, present Project information, answer questions, and hear concerns. Details of the open houses will be provided at a later date through a publication in the local community newspaper, website and sent directly to contacts on our mailing list.

¹ City of Guelph. 2022. Water Supply Master Plan Update. Available online: <https://guelph.ca/plans-and-strategies/water-supply-master-plan/>.

For more information or to be placed on our mailing list, please contact the Project Team at the contacts below².

**Albanie Douglas M.Sc., P.Geo., Hydrogeologist
Water Services, Infrastructure, Development
and Enterprise
City of Guelph
Mobile: 226-821-3055
Albanie.Douglas@guelph.ca**

**Stephen Di Biase, P.Geo., Hydrogeologist
Stantec Consulting Ltd.
(647) 282-0563
Stephen.dibiase@stantec.com**

Issue Date: February 25, 2025

² All personal information included in your request – such as name, address, telephone number and property location – is collected, under the authority of Section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* (FIPPA) does not apply (s.37). Personal information you submit will become part of the available public record unless you request that your personal information remain confidential. For more information, please contact the Ministry of the Environment, Conservation and Parks' Freedom of Information and Privacy Coordinator at foi.mecp@ontario.ca. If you have any accessibility requirements in order to participate in this Study, please contact the undersigned.

Township of Champlain

Resolution
Regular Council Meeting

Agenda Number: 15.3.
Resolution Number 2025-071
Title: Canada Metal Processing Group - Announcement on steps to respond to U.S. tariff threats on the steel sector
Date: February 27, 2025

Moved By: Paul Emile Duval
Seconded By: Michel Lalonde

Whereas maintaining a healthy domestic steel manufacturing industry and its customer base, who transform steel into steel products, is critical to the economic stability of an independent and autonomous sovereign nation; and

Whereas Steel is a foundational industry to produce core products and infrastructure for essential industries e.g., defence, energy supply both fossil fuels and green energy, majority of industrial manufacturing e.g., automotive, transport, heavy equipment and essential for housing and infrastructure construction; and

Whereas the Heico Companies' Canada Metal Processing Group ("MPG Canada") operates three businesses (Ivaco Rolling Mills, Sivaco, and Infasco) over 6 manufacturing sites in Quebec and Ontario and employs approximately 1600 individuals. The organization operates a state-of-the-art electric arc furnace (EAF) steel plant and billet caster, a two-strand rod mill, a rod processing facility, two wire mills, a bolt manufacturing facility, a nut manufacturing facility and a steel fastener coating facility. MPG Canada strives to offer the best customer experience by delivering high-value and sustainably engineered steel products across North America; and

Whereas, in the face of U.S. tariff threats, and as the Canadian Steel Producer Association (CSPA) members have been advocating, MPG Canada calls on the Canadian government to be prepared to react quickly to safeguard the long-term viability of Canadian steel product manufacturers, and the collective job security of its employees.

Be it resolved that the Township of Champlain supports The Canada Metal Processing Group ("MPG Canada") in its request to the Canadian Government to immediately:

- Prepare to implement matching retaliatory tariff measures without any consultation delay;
- Provide support for workers and businesses during this economic crisis;
- Prevent the ever-increasing unfairly traded imports from other countries into Canada and protect the domestic industry by instituting broad Section 53 surtaxes, without any possible exemptions;
- Promote buying Canadian steel, with its much lower carbon intensity than imports; and
- Work in collaboration with the U.S. to create an aligned North American steel trade market for melted and poured North American steel.

Be it further resolved that this Resolution be circulated to:

The Right Hon. Justin Trudeau (Prime Minister of Canada),

• The Hon. Melanie Joly (Minister of Foreign Affairs, Canada),

• The Hon. Nate Erskine-Smith (Minister of Housing, Infrastructure and Communities, Canada),

• Premier of Ontario,

• Ontario's Minister of Economic Development, Job Creation and Trade,

• Ontario's Minister of Municipal Affairs and Housing,

• Federation of Canadian Municipalities (FCM),

• Association of Municipalities of Ontario (AMO),

- Rural Ontario Municipal Association (ROMA),
- Eastern Ontario Wardens' Caucus,
- The Hon. Francis Drouin, MP - Glengarry-Prescott-Russell,
- Member of Provincial Parliament, MPP – Glengarry-Prescott-Russell,
- The Canadian Steel Producer Association,• MPG Canada,
- The Association of Municipalities of Ontario, and
- All of Ontario's municipalities.

Carried

Certified True Copy of Resolution

Alison Collard, Clerk

Date:

Canton de Champlain
Résolution
Réunion régulière du Conseil

No. du point à l'ordre du jour: 15.3.
No. du point 2025-071
Titre: Canada Metal Processing Group - Annonce des mesures à prendre pour répondre aux menaces tarifaires américaines sur le secteur de l'acier
Date: le 27 février 2025

Proposée par: Paul Emile Duval

Appuyée par: Michel Lalonde

Attendu que le maintien d'une industrie sidérurgique nationale saine et de sa clientèle, qui transforme l'acier en produits sidérurgiques, est essentiel à la stabilité économique d'une nation souveraine indépendante et autonome ; et

Attendu que l'acier est une industrie fondamentale pour la production de produits de base et d'infrastructures pour des industries essentielles telles que la défense, l'approvisionnement en énergie, qu'il s'agisse de combustibles fossiles ou d'énergie verte, la majorité des industries manufacturières telles que l'automobile, le transport, l'équipement lourd, ainsi que la construction de logements et d'infrastructures ; et

Attendu que le Groupe de transformation des métaux Canada (« MPG Canada ») de Heico Companies exploite trois entreprises (Ivaco Rolling Mills, Sivaco et Infasco) sur six sites de fabrication au Québec et en Ontario et qu'il emploie environ 1 600 personnes. L'organisation exploite une aciérie à four électrique à arc (FEA) ultramoderne et une coulée de billettes, un laminoir à barres à deux brins, une installation de traitement des barres, deux laminoirs à fil, une installation de fabrication de boulons, une installation de fabrication d'écrous et une installation de revêtement d'attaches en acier. MPG Canada s'efforce d'offrir la meilleure expérience à ses clients en livrant des produits sidérurgiques de grande valeur et de conception durable dans toute l'Amérique du Nord ; et

Attendu que, face aux menaces de tarifs américains, et comme les membres de l'Association canadienne des producteurs d'acier (ACPA) l'ont préconisé, MPG Canada demande au gouvernement canadien d'être prêt à réagir rapidement pour protéger la viabilité à long terme des fabricants canadiens de produits d'acier et la sécurité d'emploi collective de ses employés.

Qu'il soit résolu que le Canton de Champlain appuie le Canada Metal Processing Group (« MPG Canada ») dans sa demande au gouvernement canadien de réagir immédiatement :

- Se préparer à mettre en œuvre des mesures tarifaires de rétorsion correspondantes sans délai de consultation ;
- Soutenir les travailleurs et les entreprises pendant cette crise économique ;
- Empêcher l'augmentation constante des importations déloyales d'autres pays vers le Canada et protéger l'industrie nationale en instituant de larges surtaxes au titre de l'article 53, sans aucune exemption possible ;
- Promouvoir l'achat d'acier canadien, dont l'intensité en carbone est bien inférieure à celle des importations ; et
- Travailler en collaboration avec les États-Unis pour créer un marché nord-américain aligné pour l'acier nord-américain fondu et coulé.

De plus, qu'il soit résolu que la présente résolution soit diffusée auprès de :

- Le très honorable Justin Trudeau (Premier ministre du Canada),
- L'honorable Mélanie Joly (ministre des Affaires étrangères Canada),
- L'honorable Nate Erskine-Smith (ministre du Logement, de l'Infrastructure et des Collectivités Canada),
- le premier ministre de l'Ontario,
- Le ministre du Développement économique, de la Création d'emplois et du Commerce de l'Ontario,
- le ministre des Affaires municipales et du Logement de l'Ontario,

- Fédération canadienne des municipalités (FCM),
- Association des municipalités de l'Ontario (AMO),
- l'Association des municipalités rurales de l'Ontario (ROMA),
- le Caucus des gardiens de l'Est de l'Ontario,
- L'honorable Francis Drouin, député de Glengarry-Prescott-Russell,
- Membre du Parlement provincial, MPP - Glengarry-Prescott-Russell,
- L'Association canadienne des producteurs d'acier,
- MPG Canada,
- L'Association des municipalités de l'Ontario, et
- Toutes les municipalités de l'Ontario

Adoptée

Copie certifiée conforme

Alison Collard, greffière Date :

March 6, 2025

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Justin.trudeau@parl.gc.ca

Re: Carbon Tax

Dear Prime Minister,


At the meeting of Sarnia City Council held on March 3, 2025, the following resolution was adopted:

That given the advent of the US tariffs and the economic impact on Canadians it is even more critical at this time to petition our own Federal liberal government to put a stop the 20 percent increase to the carbon tax scheduled to be implemented April 1, 2025. The vast majority of Canadians do not support the carbon tax, and the timing could not be worse for the impact to our citizens; and

That the resolution be forwarded to the Prime Minister, his Cabinet, Leaders of Opposition, our MP, and All Ontario Municipalities.

Your consideration of this matter is respectfully requested.

Yours sincerely,



Amy Burkhart
City Clerk

Cc: Cabinet Ministers
The Honourable Pierre Poilievre, M.P.
The Honourable Marilyn Gladu, M.P.
All Ontario Municipalities



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone 519-539-1291

February 25, 2025

The Honourable Doug Ford, Premier of Ontario
80 Wellington Street
Ottawa, ON K1A 0A2

Via email: premier@ontario.ca

At the regular meeting of Woodstock City Council held on February 20, 2025, the following resolution was passed:

“Whereas speeding, distracted driving, and impaired driving are among the leading causes of driving related collisions, injuries, and fatalities in Ontario; and,

Whereas municipalities are called upon to modify driver behaviour through expensive infrastructure and even more expensive policing; and,

Whereas infrastructure and policing are inherently limited in their effectiveness at reducing speed and distracted driving, and entirely ineffective at reducing impaired driving;

Therefore be it resolved that the City of Woodstock calls on the Provincial and Federal governments to do everything in their power to limit speeding, distracted driving, and impaired driving, and thereby reduce collisions, injuries, and fatalities in our communities; and,

That the City of Woodstock specifically requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the number of people being killed and seriously injured on Ontario's rural roads; and,

That City of Woodstock Staff work with Oxford County and all Oxford municipalities on the feasibility of implementing a long term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford; and,

That a copy of this resolution be forwarded to the Ontario Premier, Ontario Minister of Transportation, Ontario Minister of Infrastructure, Ontario Minister of Agriculture, Ontario Minister of Rural Affairs, Ontario Associate Minister of Emergency Preparedness and Response, and Ontario Minister of Health; and,

FURTHER THAT this resolution be circulated to all Oxford police services boards, Safe

and Well Oxford, Good Roads, and all municipalities in Ontario requesting their support.”

Yours Truly,

Jeff Bunn
Manager, Legislative Services/ Deputy City Clerk
City of Woodstock

Cc.

The Hon. Prabmeet Sakaria, Minister of Transportation - prabmeet.sarkaria@pc.ola.org

The Hon. Kinga Surma, Minister of Infrastructure - kinga.surmaco@pc.ola.org

The Hon. Rob Flack, Minister of Agriculture - minister.omafra@ontario.ca

Trevor Jones, Associate Minister of Emergency Preparedness and Response -
trevor.jones3@ontario.ca

The Hon. Sylvia Jones, Minister of Health - sylvia.jones@ontario.ca

Woodstock Police Services - nnovacich@woodstockpolice.ca

Police Services Board - oapsb@oapsb.ca;

Safe and Well Oxford – safewelloxford@gmail.com

Good Roads - info@goodroads.ca

Association of Municipalities Ontario - amo@amo.on.ca

Rural Ontario Municipal Association (ROMA) - roma@roma.on.ca

And all municipalities in Ontario

March 12, 2025

VIA EMAIL

The Hon. Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford

Re: Motion to Request Landlord Tenant Reforms

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79
Moved: Councillor Giordano
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



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

CC: President of Association of Municipalities of Ontario, Robin Jones - resolutions@amo.on.ca
Hon. Paul Calandra, Minister of Municipal Affairs and Housing- minister.mah@ontario.ca
Hon. Doug Downey, Attorney General - attorneygeneral@ontario.ca
All Ontario Municipalities

February 26, 2025

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

EMAIL: Doug.fordco@pc.ola.org

Dear Premier Ford,

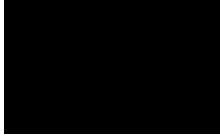
**RE: Requests the Province of Ontario Reconsider the Amendment of
Subsection 29(1.2) of the Ontario Heritage Act**

Please be advised that at its meeting of February 25, 2025, Council of the Town of Niagara on-the-Lake adopted the following resolution:

1. Now Therefore Be It Hereby Resolved That Niagara-on-the-Lake Town Council endorses the resolution from the Municipality of South Huron requesting the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act.
2. Be It Resolved That copies of this resolution be forwarded to Minister Premier Doug Ford, the Minister of Municipal Affairs and Housing, the Minister of Citizenship and Multiculturalism, local Members of Provincial Parliament (MPPs); and MPP Thompson.
3. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

If you have any questions or require further information, please contact our office at 905-468-3266.

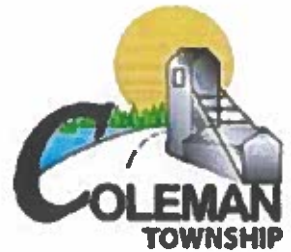
Sincerely,



Grant Bivol
Town Clerk

c.c. Minister of Citizenship and Multiculturalism Hon. Michael Ford - Michael.Ford@ontario.ca
Minister of Municipal Affairs and Housing Hon. Paul Calandra - minister.mah@ontario.ca
The Association of Municipalities of Ontario - resolutions@amo.on.ca
All local Members of Provincial Parliament (MPPs)
MPP Thompson - lisa.thompsonco@pc.ola.org
All 444 Municipalities of Ontario

**Resolution
Regular Council Meeting**



Agenda Number: 15.2.
Resolution Number 25-054
Title: 25-R-22 Northern Highway Safety Plan
Date: Monday, February 24, 2025

Moved by: M. Lubbock
Seconded by: S. Cote

WHEREAS THE TransCanada Highway is the road system meant to move goods and people across the country, but it is no longer equipped to do that safely in Northern Ontario.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Coleman hereby support the Northern Highway Safety Plan proposed by MPP Guy Bourgouin, MPP Lise Vaugeois and MPP John Vanthof which includes the following;

Immediate Actions:

- Require all new drivers to be tested by MTO-certified inspectors instead of third-party companies.
- Return highway maintenance operations to the MTO while working with northern contractors.
- Increase staff at inspection sites, weigh scales, and OPP traffic enforcement.
- Expedite the 2+1 highway pilot project and use excavated material to build additional rest stops and parking areas.

Short-Term Improvements:

- Mandate snow tires for all passenger vehicles in Northern Ontario.
- Ensure driving schools comply with the MELT training system and improve MELT to include winter driving training.
- Address the abuse of “self-insurance provisions” and ensure fair payment for tow truck operators and service providers.
- Require all commercial vehicles to have dash cams.
- Increase the use of traffic cameras and photo radar to reduce speeding.
- Promote rail transport to reduce commercial truck traffic on northern highways.
- Upload connecting links back to the provincial highway system for consistent maintenance.
- Upgrade and expand rest stops with heated washrooms to meet traveler needs.
- Provide compensation to municipalities for damage to local roads caused by highway detours.

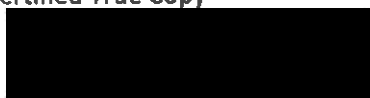
Long-Term Solutions:

- Widen and pave all shoulders on Highways 11 and 17.
- Convert Highways 11 and 17 into divided four-lane highways where possible or implement a continuous three-lane system if the 2+1 project proves successful.

AND FURTHER THAT a copy of this resolution be forwarded to the Minister of Transportation; the Minister of Municipal Affairs & Housing; all Provincial Leaders; the Temiskaming Municipal Association; the Federation of Northern Ontario Municipalities (FONOM); the Northwestern Ontario Municipal Association (NOMA); and all municipalities in Ontario.

CARRIED

Certified True Copy



Christopher W. Oslund
CAO/Clerk - Treasurer



January 24, 2025

MPP Guy Bourgouin *Mushkegowuk-James Bay*
MPP Lise Vaugeois *Thunder Bay-Superior North*
MPP John Vanthof *Timiskaming Cochrane*

NORTHERN HIGHWAY SAFETY PLAN

Introduction

Safety on the TransCanada Highways 11 and 17 continues to be the number one concern for most residents of Northern Ontario because they are our main streets. We use these highways to get to work, school, hockey, and medical appointments, but we share them with thousands of cross-country commercial trucks. As a result, Northern MPPs have had a lot to say over the years about the state of highways in the North and for good reason.

Years ago, the problem was proper and consistent winter maintenance. The Liberal government in power at the time claimed everything was fine, so MPP Vanthof's office created the Northern Road Report to show that it wasn't. The Minister of Transportation (MTO) demanded that the report be taken down, but in the end the Northern Road Report helped prove that even when contract requirements were being met, people were still being put at risk. As a result, the government of the day was forced to make changes to the system.

MPP Bourgouin introduced legislation to make maintenance standards the same across the TransCanada system, so that 11 north of North Bay would be maintained to the same standard as south. The legislation was defeated, but the government did create a separate standard for the northern portion of the TransCanada highway. MPP Bourgouin has also introduced other pieces of legislation regarding driver training and not being able to pass on double solid lines. This was defeated, but he remains committed to finding ways to solve safety issues the same as his fellow Northern MPPs. Similarly, MPP Vaugeois introduced a motion that driver testing be taken back by the MTO which would have been an effective way for the government to control the standard of drivers on the roads. All three members have been vocal in the legislature regarding highway safety throughout their careers.

We are once again facing a highway safety crisis, one that we believe requires a plan designed by Northerners for Northerners. It contains clear goals that we can push government of whatever stripe to implement for all our families.

Current Situation

Currently some poorly trained commercial vehicle drivers and the companies they work for are putting all other drivers at undue risk. Incidents have been easy to track on social media. Investigative reports on the problems in commercial truck training and licensing, and from the Auditor General of Ontario identified this problem as far back as 2018. We, Northern MPPs have mentioned this issue many times in the legislature. The response from the government has been that these are the safest roads in North America, and that they are looking into the matter.



January 25, 2025

MPP Guy Bourgouin *Mushkegowuk-James Bay*
MPP Lise Vaugeois *Thunder Bay-Superior North*
MPP John Vanthof *Timiskaming Cochrane*

Regardless of political stance, we hope that we can all agree that one of the basic jobs of any government is to ensure that people who are issued a driver's license are capable of safely driving the vehicle for which they are licensed. There are over a hundred companies in Ontario who recruit, train, and license their own drivers and they can issue Ontario licenses to them. These are among the worst offenders. Of course there are still good driving schools, and companies that provide excellent training programs to their new drivers, but not all of them. Change needs to happen in the immediate and long term, and we are proposing a plan to address these needs. First, there needs to be immediate action by the Ministry to ensure that only properly-trained drivers are graduating by appointing employees of the MTO to conduct driving tests for all new commercial vehicle drivers before they can receive a license.

Immediate Ask

- Have all new drivers tested by MTO certified inspectors, not third-party private companies. If their student drivers can't pass a legitimate road test, then these driving schools will be forced to change how they conduct business.

Short-Term

- Return the management of highway maintenance operations to the MTO, while working with contractors and providers throughout the North.
- Increase staffing at scales and inspection sites, as well as OPP Traffic enforcement to ensure the laws currently in place are being followed.
- Expedite the 2+1 pilot project and the construction of rest stops. Use the fill that is dug out to rebuild sections of the highway to create parking pull offs.

Medium-Term

- Make snow tires mandatory for all passenger vehicles registered in Northern Ontario.
- Ensure that driving schools comply with the current MELT training system.
- Reform issues within MELT itself and expand requirements to include winter driving training.
- Address the current abuse of "self insurance provisions" and ensure tow truck operators and other service providers can get paid for services from these schemes.
- Require that all commercial motor vehicles have dash cams.
- Increase the number of cameras and photo radar to slow down traffic.
- Emphasize rail to move goods so not as many loads must travel on the highway.
- Return connecting links to the provincial highway system so that maintenance is uniform.
- Better equip and increase the availability of rest stops with heated, maintained washrooms.
- Direct the cost of repairing damage to municipal roads caused by detour traffic from highway closures to the MTO.

Long-Term

- Widen and pave all shoulders on Highways 11 and 17.
- Make Highway 11 and 17 a divided four-lane highway wherever possible.
 - If the 2+1 pilot proves successful, a continuous three lane would be a good intermediate step. The TransCanada Highway is the road system meant to move goods and people

January 25, 2025



MPP Guy Bourgouin *Mushkegowuk-James Bay*
MPP Lise Vaugois *Thunder Bay-Superior North*
MPP John Vanthof *Timiskaming Cochrane*

This plan is designed to be a living document. The goals here have been suggested by industry stakeholders, drivers, municipalities and others. We are open to suggestions, ideas, and constructive criticism. Please send us your comments. By working together, we are hoping to make the highway safer for all our families.

MPP Guy Bourgouin
MPP Lise Vaugois
MPP John Vanthof



SEND A LETTER TO THE MINISTER

<https://win.newmode.net/mppguybourgouin/sendalettertothe ministeroftransportation>



CONTACT US

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lvaugois-co@ndp.on.ca
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MPP Bourgouin: 705-335-7351
MPP Vauegois: 807-345-3647
MPP Vanthof: 1-888-701-1105



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

February 2025

Detachment Commander:
Inspector Steve Thomas

From the Detachment Commander

With spring around the corner and the current forecast for heavy rain and warmer temperatures I want to take this opportunity to remind everyone about the potential dangers related to fast moving waterways due to snow melt and melting ice, especially in conjunction with the anticipated heavy rain at the start of March. Fast moving waterways are dangerous to everyone, but especially children and pets that get to close to the water's edge. Please take every precaution and maintain a safe distance from the riverbanks and lake sides.

Although the snow melt is upon us and spring is almost here, there is the possibility that we could see a return to subzero temperatures, wind chill and blasts of snow throughout the month. Please, leave your snow tires on and if the winter weather does return slow down and drive according to the weather conditions. Be prepared, our actions can save lives.

March is Fraud Prevention month. Fraud investigations can be tedious and time consuming, often requiring judicial authorizations to obtain banking information and track the flow of money. Please do not open, click on or respond to suspicious emails. Do not click on random advertisements you see on the Internet offering you money or prizes. And always contact a government agency or bank via telephone using the phone number listed on their website to confirm if something you have received is valid. It may take some time to get through via telephone, but that time will be well spent if it stops you from falling for a scam that could cost you hundreds, if not thousands of dollars. If you believe that you have been sent a fraudulent email or received a phone call or something via regular mail please call the Canadian Anti-Fraud Centre at 1-888-495-8501 or visit their website: <https://antifraudcentre-centreantifraude.ca/index-eng.htm>. If you do fall victim to a fraud, either loss of money or personal information please call the OPP non-emergency line at 1-888-310-1122 or attend one of the three OPP detachments in Wellington County.



Inspector Steve Thomas
519-846-5930

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Crime

Crime Unit

Supervisor: Acting Detective Sergeant, Tyler Cowie

In the month of February, the Wellington County Crime Unit received benchmark occurrence notifications for several sexual assaults and frauds that have been assigned to investigators for follow up. Arrests were also made in three sexual assault related investigations and a fraud investigation.

One officer completed a temporary development assignment in the crime unit and has now returned to her Platoon. The open position will be filled by another member on a temporary assignment for three months beginning March 3rd.

Crime Unit members completed training in February including the Indigenous Awareness Course, attendance at a Hate Crime conference in Toronto and completion of yearly block/refreshers training.

Significant progress is being made as investigators continue to investigate the armed home invasion that occurred at a home in Morriston at the end of January.



Community Street Crime Unit

Supervisor: Detective Sergeant, Jeffrey Dudley

In February, the Community Street Crime Unit (CSCU) welcomed a new member to the team. This member previously completed an eight-month temporary assignment and was successful in a competition for a full-time position in the unit. This member has developed a wide variety of investigative skills due to their seven years as a Provincial Constable.

Wellington County CSCU continues to support the Major Crime Unit and frontline investigations where possible.

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

CSCU conducted a two-month investigation into drug trafficking in Center Wellington resulting in the arrest of one individual and the seizure of \$65,000 worth of illicit drugs. CSCU then executed a search warrant as part of the same investigation resulting in the seizure of \$15,000 worth of illicit drugs. CSCU continues to target individuals who are spreading harm in our communities.

Wellington CSCU assisted Huron/Perth CSCU with a multi search warrant executions in South Huron as part of an ongoing drugs investigation. As a result, two people were arrested for trafficking related offences. Police seized a quantity of illicit drugs and drugs trafficking indicia.

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

Traffic

Traffic Management Unit

Supervisor: Acting Sergeant Darryl Unger

Black Cat Speed Monitoring Devices

County Deployed	Study Length	Number of Vehicles	Recommended Enhanced Enforcement	Posted Speed Limit	85 th Percentile	Collision History (5 years)
Location						
Wellington Road 10 @ Booth	7 days	8,244	No	50	67	Nothing significant
Location						
Wellington Road 18 @ Wellington Road 26	7 days	26,730	No	80	89	Nothing significant
Location						
Wellington Road 18 @ Orangeville	7 days	58,295	No	70	76	Nothing significant
Location						
Wellington Road 22 @ Jones Baseline	7 days	8,964	No	80	96	Nothing significant
Location						
Wellington Road 39	7 days	28,922	Yes	50	71	Nothing significant
Location						
Wellington Road 51	7 days	16,125	Yes	50	77	Nothing significant

Enhanced Enforcement Program

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

Two new enhanced enforcements have been added for the month of March at Wellington Road 39 and Wellington Road 51.

Traffic Management Unit - Administration

Snowmobile patrols continued in Wellington County. Year to date, 17 days of patrol have been completed travelling 1,833kms with 1,044 snowmobiles being checked resulting in 68 charges and 82 warnings.

Members of the Wellington Detachment conducted over 46 RIDE spot checks across the County.

PC Griffin and PC Campbell continue to be busy assisting MTO with various truck enforcement blitzes.

Wellington TMU members attended the Breath Technician course, Level 2 collision course and the Motorized Snow Vehicle course. TMU members assisted in instructing the Level 2 collision course, DRE course and the SFST course.

Wellington County Detachment investigated a total of 167 motor vehicle collisions in the month of February. There were several collisions with serious injuries and unfortunately one fatality.



Community Response

Community Response Unit

Supervisor: A/Sergeant Patrick Mullan

Community Response Unit / Offender Management & Apprehension Program:

Offender Management & Apprehension Program

The members of the Community Response Unit (CRU) continue facilitating the Offender Management & Apprehension Program.

At the end of January 2025, there were 17 classified as 'Priority Warrants'. At the conclusion of February 2025, there were 20 Priority Warrants in Wellington County. It should be noted that the offences for Priority Warrants have been updated to include more serious Criminal Code offences. Further, each Priority Offender has been actioned in some way to try and determine their whereabouts. A significant amount of the local priority offenders have fled out of jurisdiction, interprovincially and internationally.

For two days in February, members of the Bail Support Team and a member of the Canadian Border Services Agency attended the Centre Wellington Operations Centre to offer Wellington County members training relating to Offender Management and the apprehension of wanted persons. CBSA were able to provide information on valuable intelligence that can be shared with police.



Offender Management
Apprehension Program
(OMAP)

Current number of wanted persons: 148

Current number of warrants: 151

Total number of warrants executed in February: 26

Total number of compliance checks in February: 21

Community Safety and Services

The Wellington County Community Services Officer has been very hard at work planning the next Citizens Police Academy class, set to begin the first week of March. A spectrum of applicants was received and the spots filled quickly. The selected persons will meet once per week for several weeks where they will learn all about policing. There are several guest presenters lined up and this should make for an exciting spring for the attendees.

Locally, February was a busy month for media engagement, especially social media. The winter weather was a great time to post a locally produced safe driving video, tips on winter driving and safety information relating to the weather.



Our Command Team and Community Safety team attended the CTV News Studios mid-February for chance to discuss police-media relations and community engagement.

Our Community Response Unit has begun the task of planning and working with major event coordinators for the busy Spring/Summer public event season. They will work with event planners to ensure public safety is a priority.

CRU have also prepared for the Youth Academy to return mid-March. This gives a chance for local young people to engage with police and learn more about what we do. The focus is on community betterment.

The Media Unit completed approximately 85 media releases in February. The unit also took part in a radio interview with TheRiver, and a presentation on 'Mitigating Everyday Risk for Personal Safety' to County of Wellington employees via their wellness 'Lunch/Learn program'.

IMPACT (Integrated Mobile Police and Crisis Team)

January 2025

Individuals Served	Requests for Service	Live Calls with Police	Calls Diverted from Hospital
59	66	21	100%

Auxiliary Unit

Unit Commander: Auxiliary Staff Sergeant J. SWAN

Liaison: Provincial Constable Kyle Draves

The Auxiliary unit training this month consisted of an online observational exercise and a review on professionalism. We had two members who were successful joining the OPP Uniform Recruitment class starting in March. I am confident these members will bring valuable experience to their OPP careers. We also assisted at the memorial service for an OPP civilian employee in Palmerston.

We assisted with a fraud prevention presentation in Aberfoyle this month. Auxiliary Inspector Brad Hull attended and he reported:

On Wednesday, February 19th, I was invited to present to residents of Puslinch Township in Wellington County at a local community meeting. There have been numerous residential break-ins recently, and the Community Response Unit (CRU) asked if I had anything I could present.

Since I was given 90 minutes, I delivered a combined presentation on Fraud and SafeGuard. There were about 60 people in attendance, along with five regular force members from the Wellington County detachment in attendance to answer residents' questions.

We had one member complete a motorized snow vehicle course that was set up specifically for Auxiliary members this month. This was a new opportunity for the Auxiliary Program and we were pleased that we had someone who was able to give up the time to attend. A great deal of thanks goes out to members of the detachment and command staff who provided support to ensure our member could attend and participate.

Safe Communities Wellington County

In February 2025, Safe Communities Wellington County (SCWC) implemented several initiatives to enhance community safety and well-being:

1. Winter Walk to School Month:
 - SCWC promoted Winter Walk to School Month through social media and radio campaigns, encouraging students and families to engage in active transportation during the winter season.
2. Falls Prevention Among Older Adults:
 - To address the risk of falls in the senior population, SCWC focused on awareness through social media platforms and participated in the Victoria Park Seniors Centre Active Living Show at the Centre Wellington Sportsplex.
3. Accidental Poisoning Awareness:
 - In anticipation of Poison Prevention Week in March, SCWC initiated discussions on accidental poisonings, aiming to educate the community on prevention strategies.
4. Engagement with Wellington County OPP Board:
 - SCWC presented at the Wellington County Ontario Provincial Police (OPP) Board Meeting, outlining plans and priorities for 2025, reinforcing collaboration with law enforcement to enhance community safety.

These initiatives reflect SCWC's commitment to fostering a safer and healthier environment for all residents of Wellington County

Crime Stoppers Guelph Wellington (CSGW)

Crime Stoppers Guelph Wellington (CSGW) continues to focus on Cyber Safety as demand from schools grows as word gets out. Additionally, interest in 5 Tips 5 Ideas 5 Signs for parents and guardians has increased as well.

As we move into March (Fraud Prevention Awareness Month) there is increase interest in Fraud Talk, our fraud prevention presentation delivered in partnership with Victim Services Wellington.

Thanks to Wellington County OPP, we are participating in the 3rd annual Lights and Sirens event on March 22nd in Elora. This is a wonderful community event in partnership with Centre Wellington Fire Rescue and CW Food Bank. We look forward hosting a 50/50 draw to once again offer a fundraising component to our awareness on that date.

CSGW has reestablished a connection with Erin Radio. This means we now have a standing appointment to connect with East Wellington residents on the morning show.

The Board has had interest from younger volunteers, mostly from the University of Guelph. This is a great opportunity to tap into a key demographic within our community.

Additional events are being planned for the spring, including the annual mulch sales in Guelph and Mount Forest. More details on new events will be available next month.



Court

Supervisor: Sergeant Shaugn Rogers

Wellington County Court Bureau highlights:

- Agreement made with Guelph Police Service to have all weekday bails attend “in-person” at 36 Wyndham Street. This alleviates the need to continue “virtual” bail hearings from the detachment.
- Reviewing and clarifying current practices with regards to property seizures and ensuring we obtain instructions or forfeiture orders to deal with that property at the completion of court proceedings.
- Training conducted with Special Constables in Offender Management and Apprehension Program, compliance checks on repeat offenders, warrant apprehensions and Immigration. This was in conjunction with the Bail Support Team and joint efforts of the Canadian Border Services Agency.
- Streamlined current disclosure procedures with provincial prosecutions with regards to redacting audio statements and written statement summaries.
- Reviewing current backlog of accused persons who have failed to show for Criminal print dates and issuing warrants where necessary.



Personnel & Acknowledgements

On February 28, 2025 Wellington County OPP Staff Sergeant Nigel Heels received his Staff Sergeant badge from Superintendent Shawn Nash. Congratulations to Staff Sergeant Nigel Heels on the well deserved promotion!



Left to Right: Inspector Stephen Thomas, Staff Sergeant Nigel Heels, Superintendent Shawn Nash

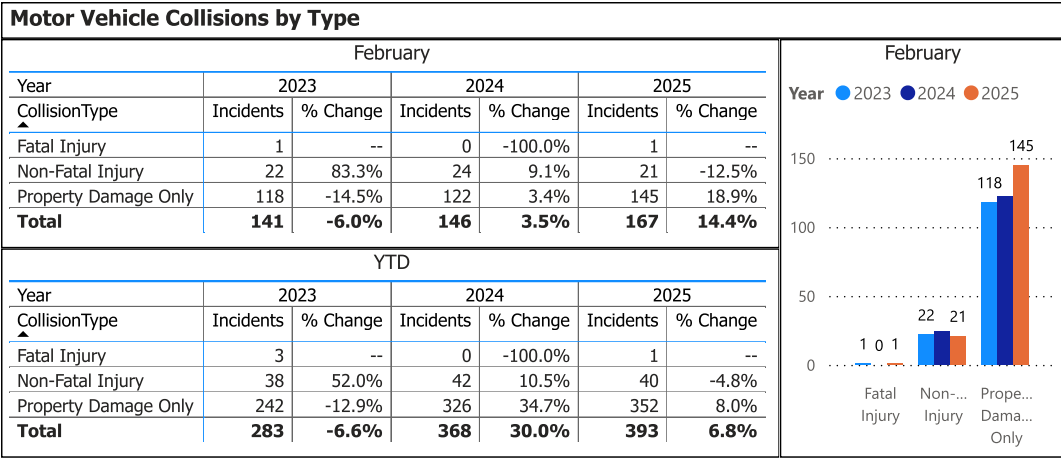
Report Summary

It was a busy time of year at the Wellington County OPP. With Mother Nature blasting us with her winter cold, we also saw a few days of extremely heavy snowfall. Officers were kept busy with motor vehicle collisions and road closures. Officers were also conducting RIDE spot checks and taking to the trails on snowmobiles. Our specialty units were also busy conducting drug investigations, sexual assault and fraud investigations and continuing the Offender Management & Apprehension Program. But despite the extra calls for service that come with winter weather Wellington County OPP was up to the task and ready to respond to weather related incidents and our regular call volume.

As we move into, hopefully, more spring like weather; Wellington County OPP wants to remind everyone that winter weather and road conditions are not quite behind us yet. Please drive according to the weather conditions, wear your seatbelt and keep those snow tires on for just a little bit longer. And again, please be mindful around bodies of water including rivers, lakes and streams at this time of year. Melting snow and broken ice can be extremely dangerous, and with the heavy rainfall expected at the start of March this hazard will only increase in intensity. Keep children, pets and yourself away from the water, it only takes one misstep for a tragedy to occur.



OPP Detachment Board Report
Collision Reporting System
February 2025



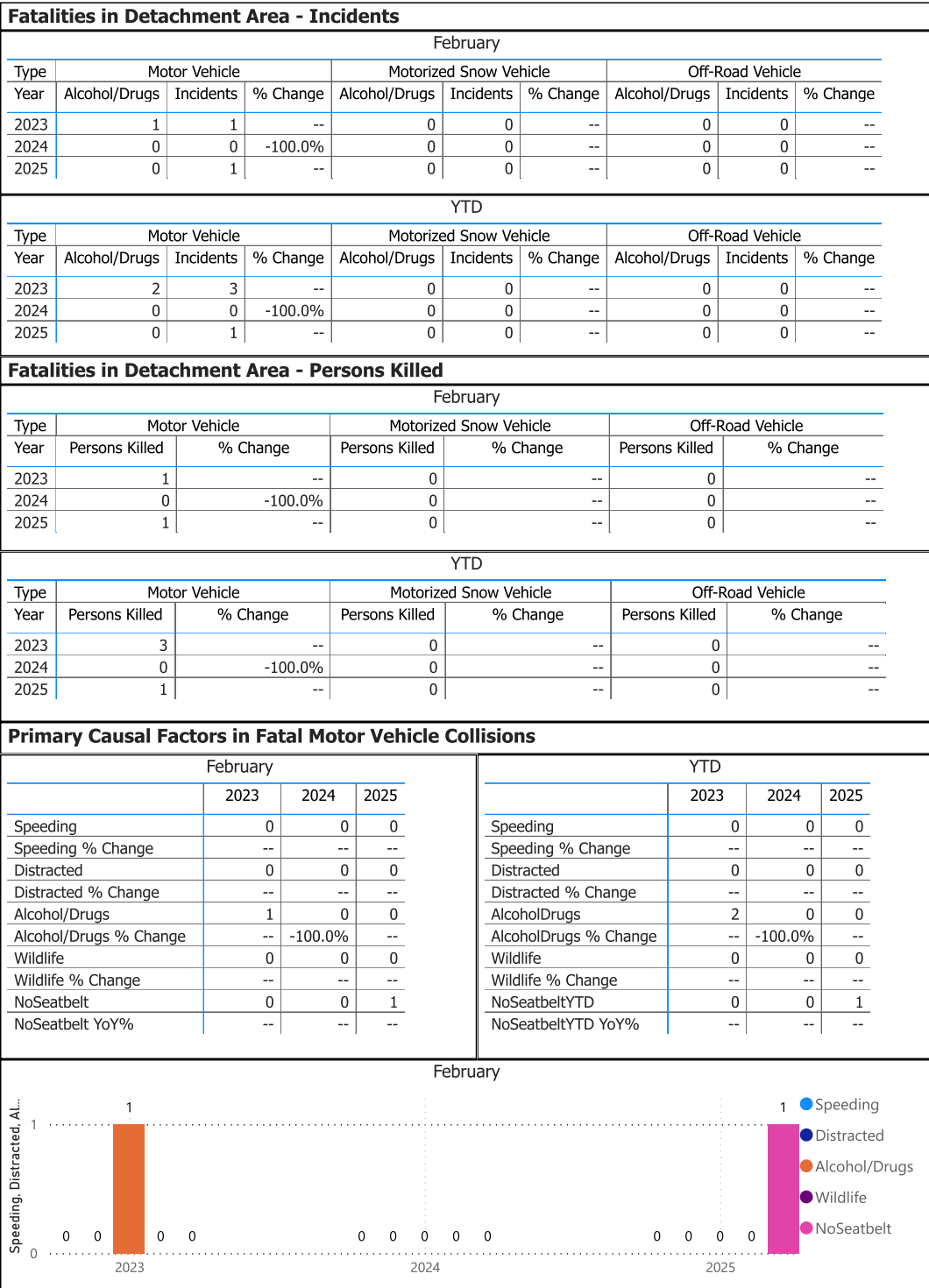
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Area(s): ALL
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03-Mar-2025

Report Generated on:
05-Mar-2025 8:46:17 AM

OPP Detachment Board Report
Collision Reporting System
February 2025



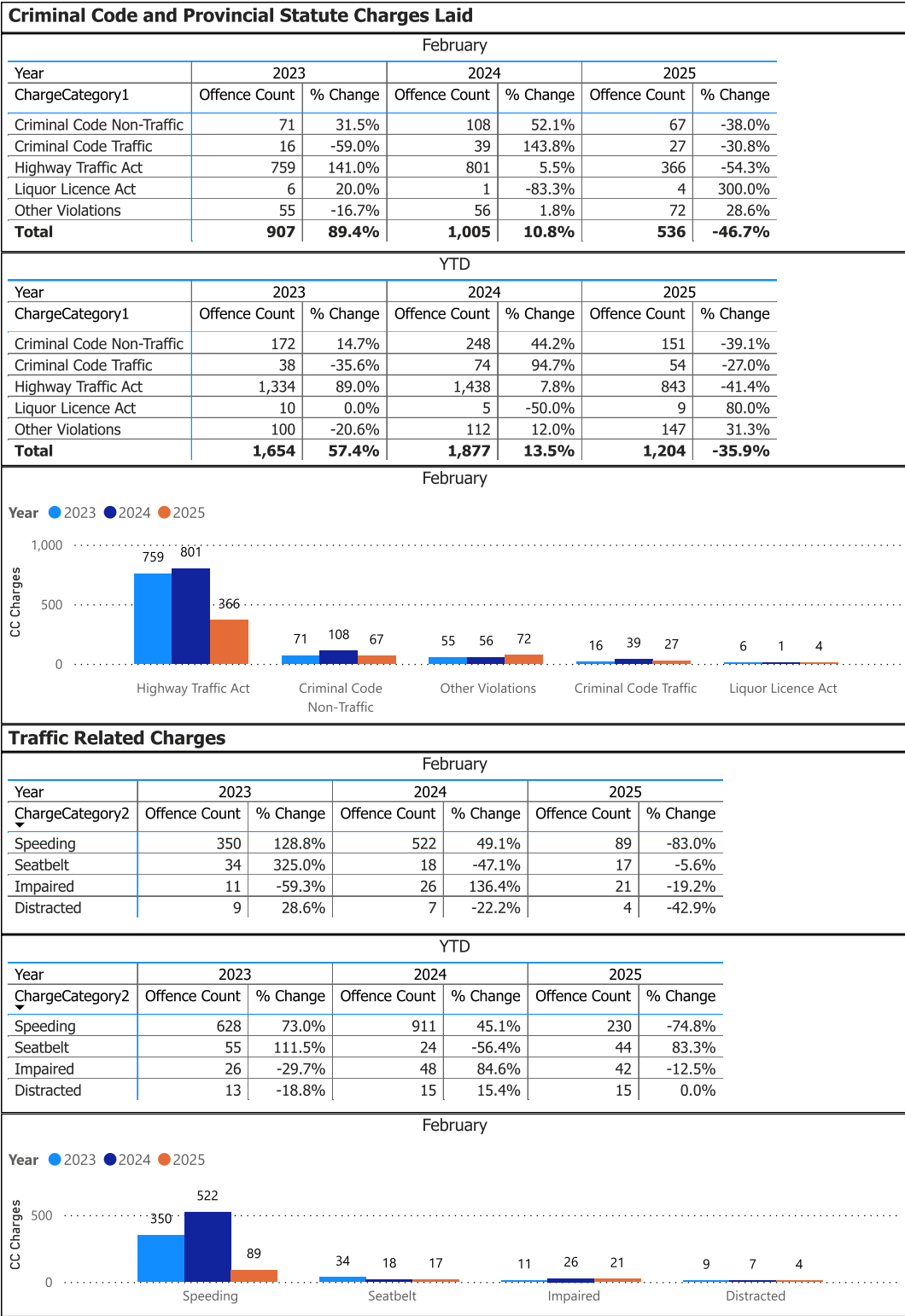
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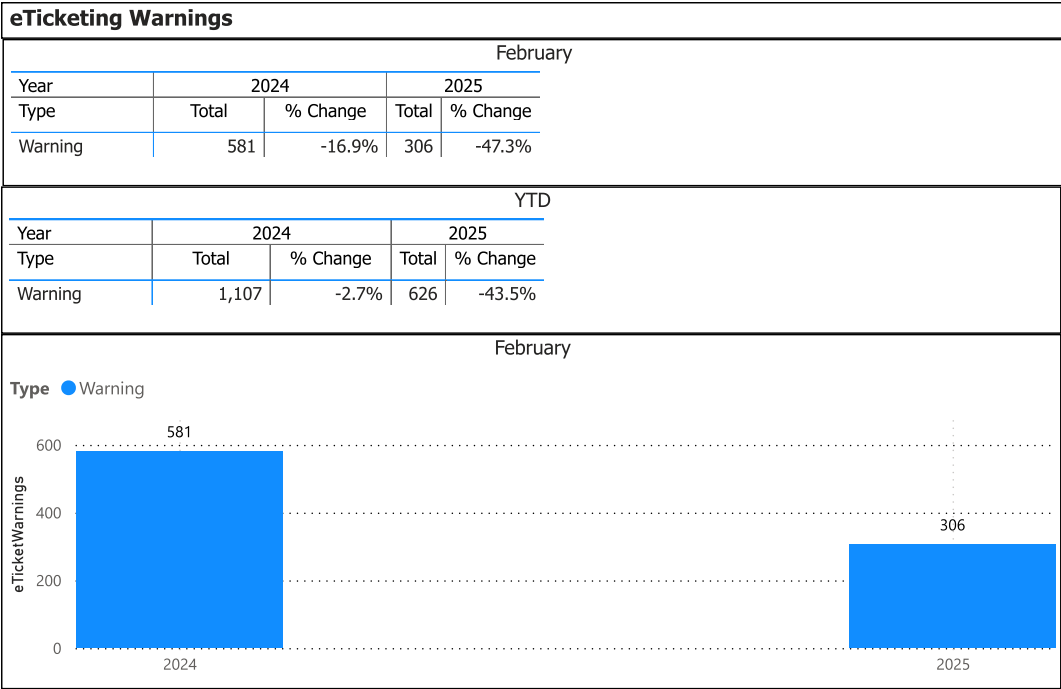
OPP Detachment Board Report
Records Management System
February 2025



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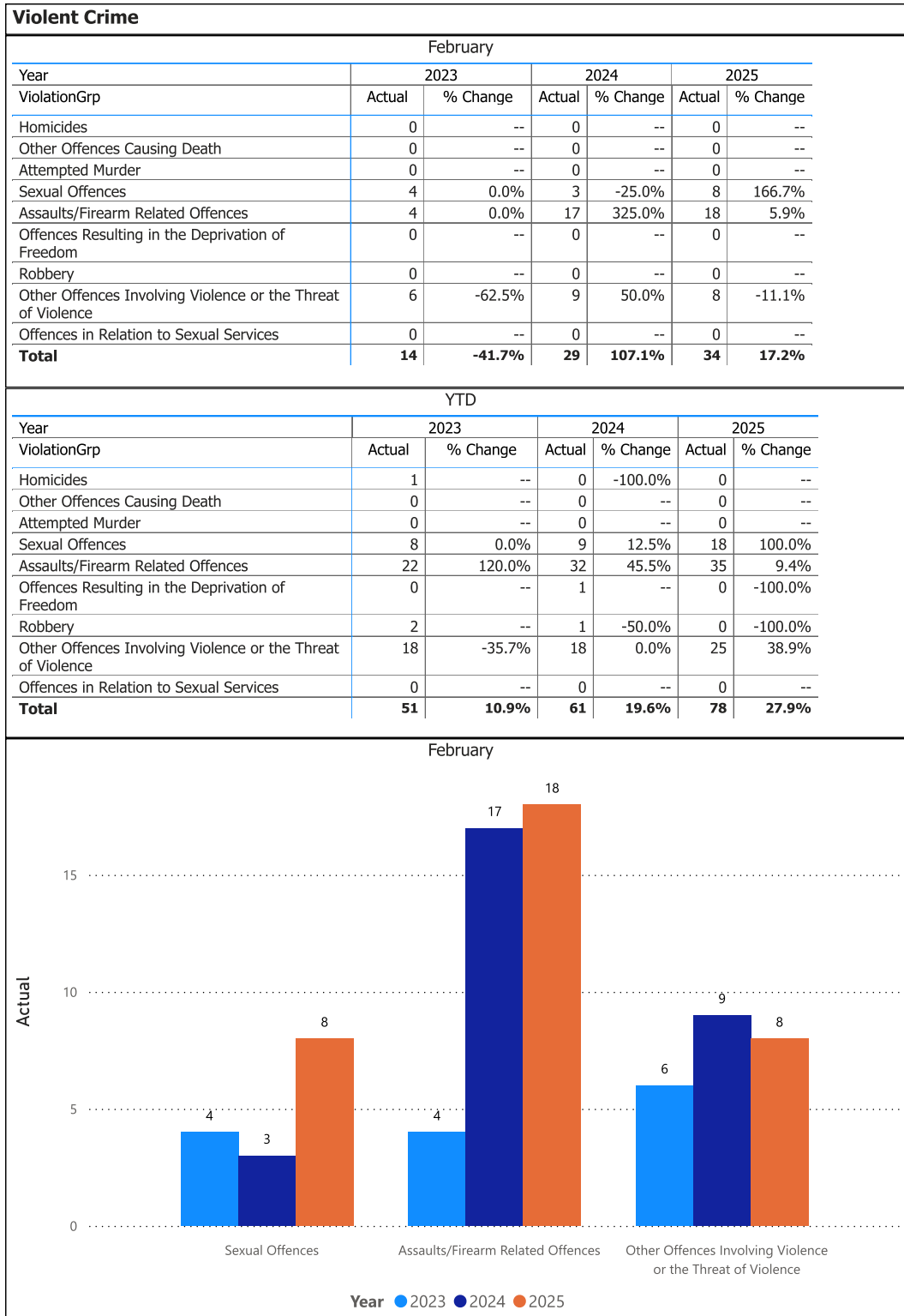
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Report Generated on: 05-Mar-2025 8:46:17 AM

OPP Detachment Board Report
Records Management System
February 2025



Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

**OPP Detachment Board Report
Records Management System
February 2025**



Detachment: 6T - WELLINGTON COUNTY (Centre Wellington)

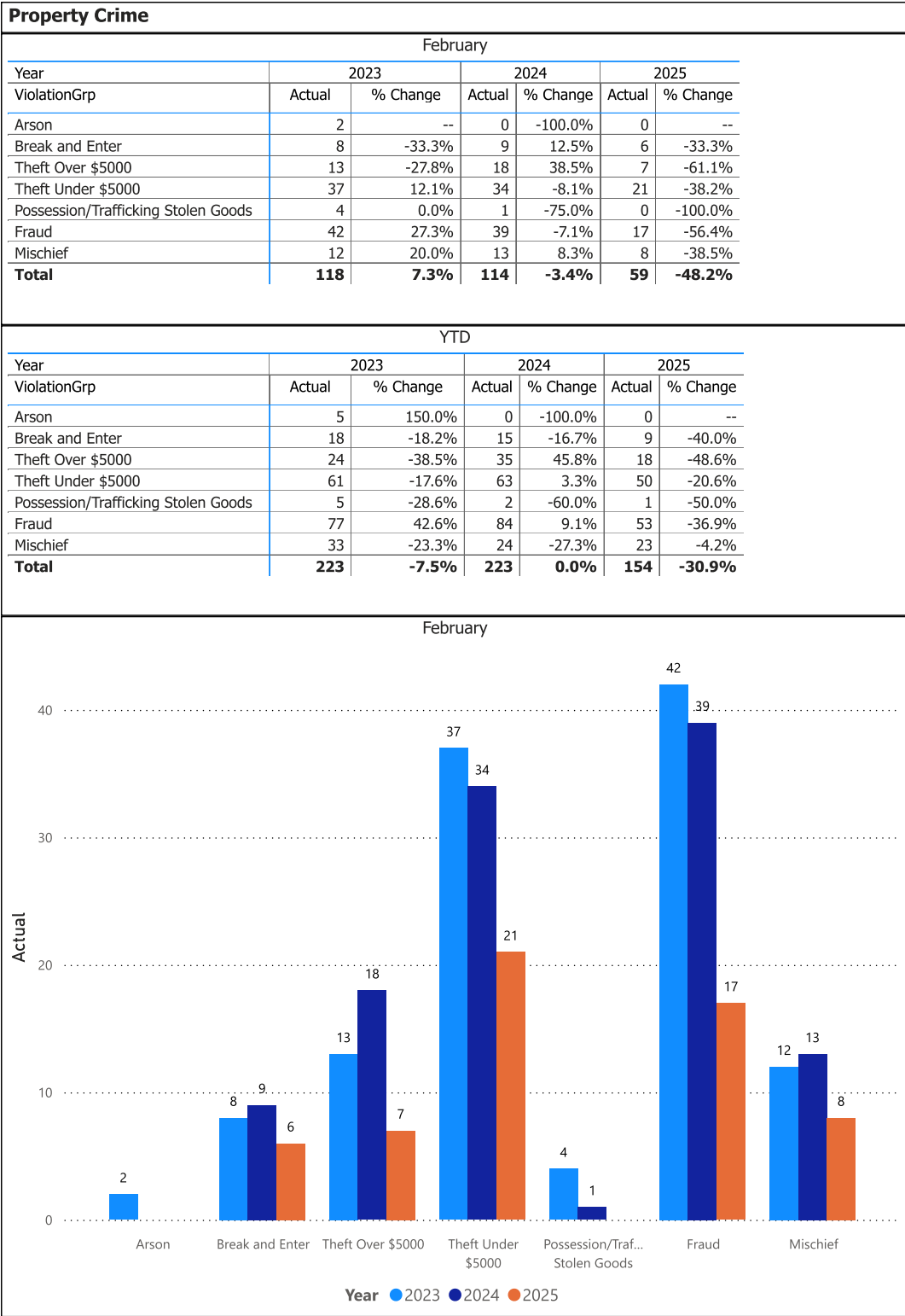
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Area(s): ALL

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OPP Detachment Board Report
Records Management System
February 2025

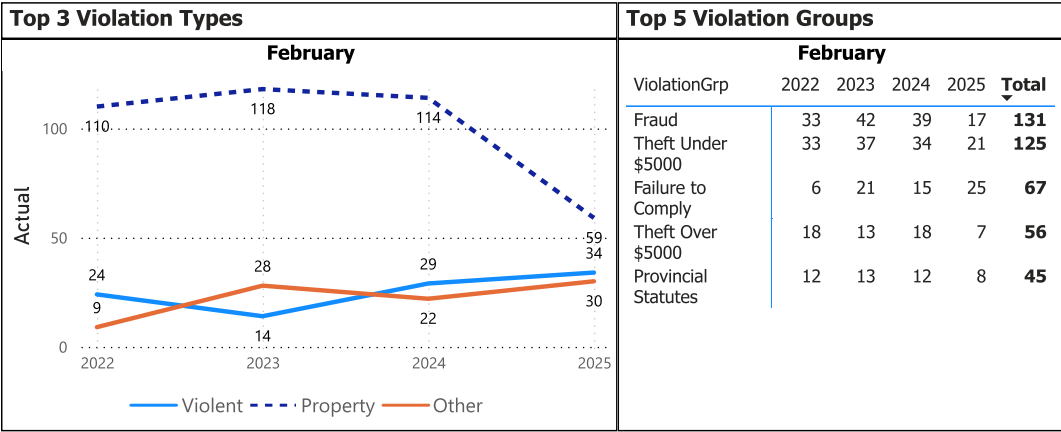
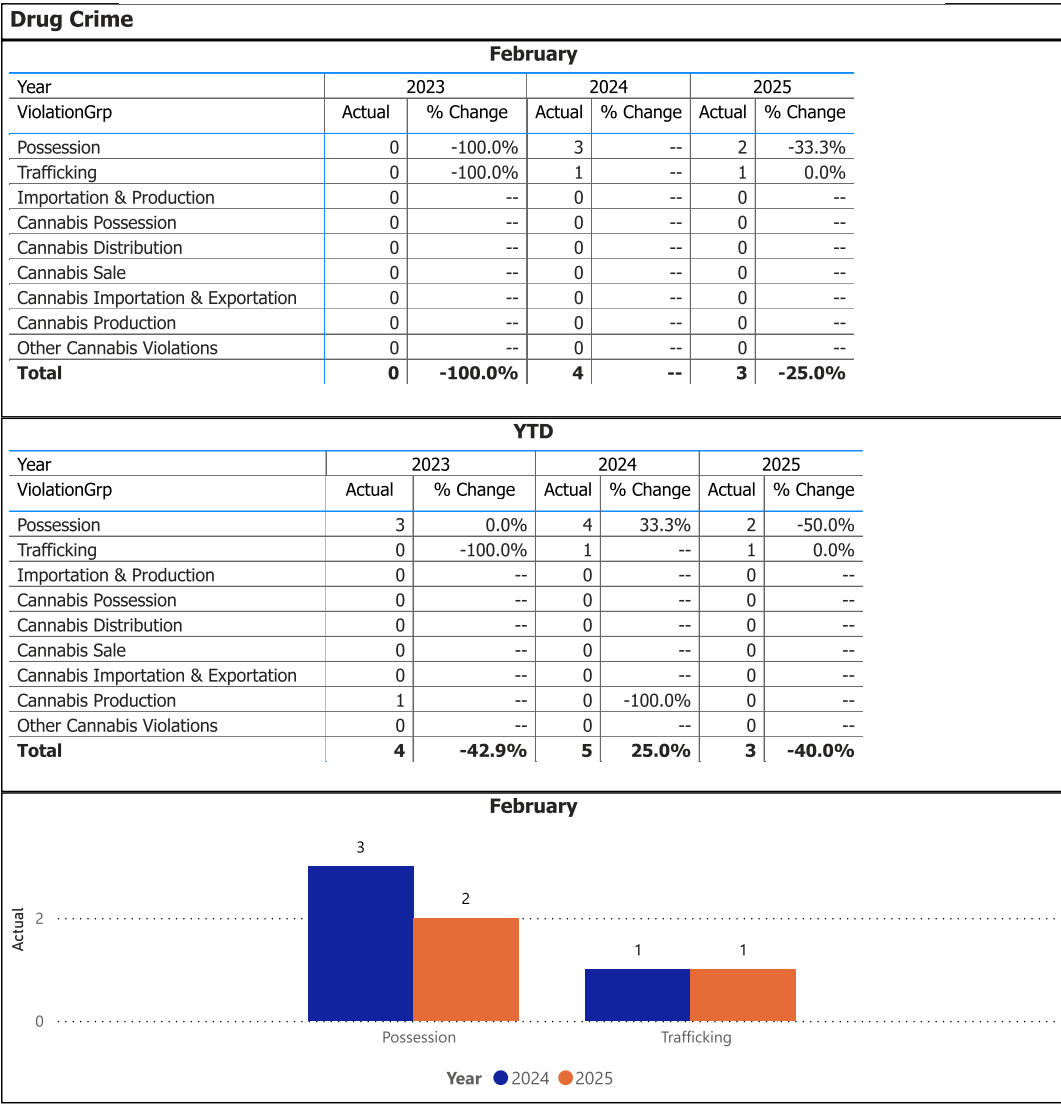


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OPP Detachment Board Report
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February 2025



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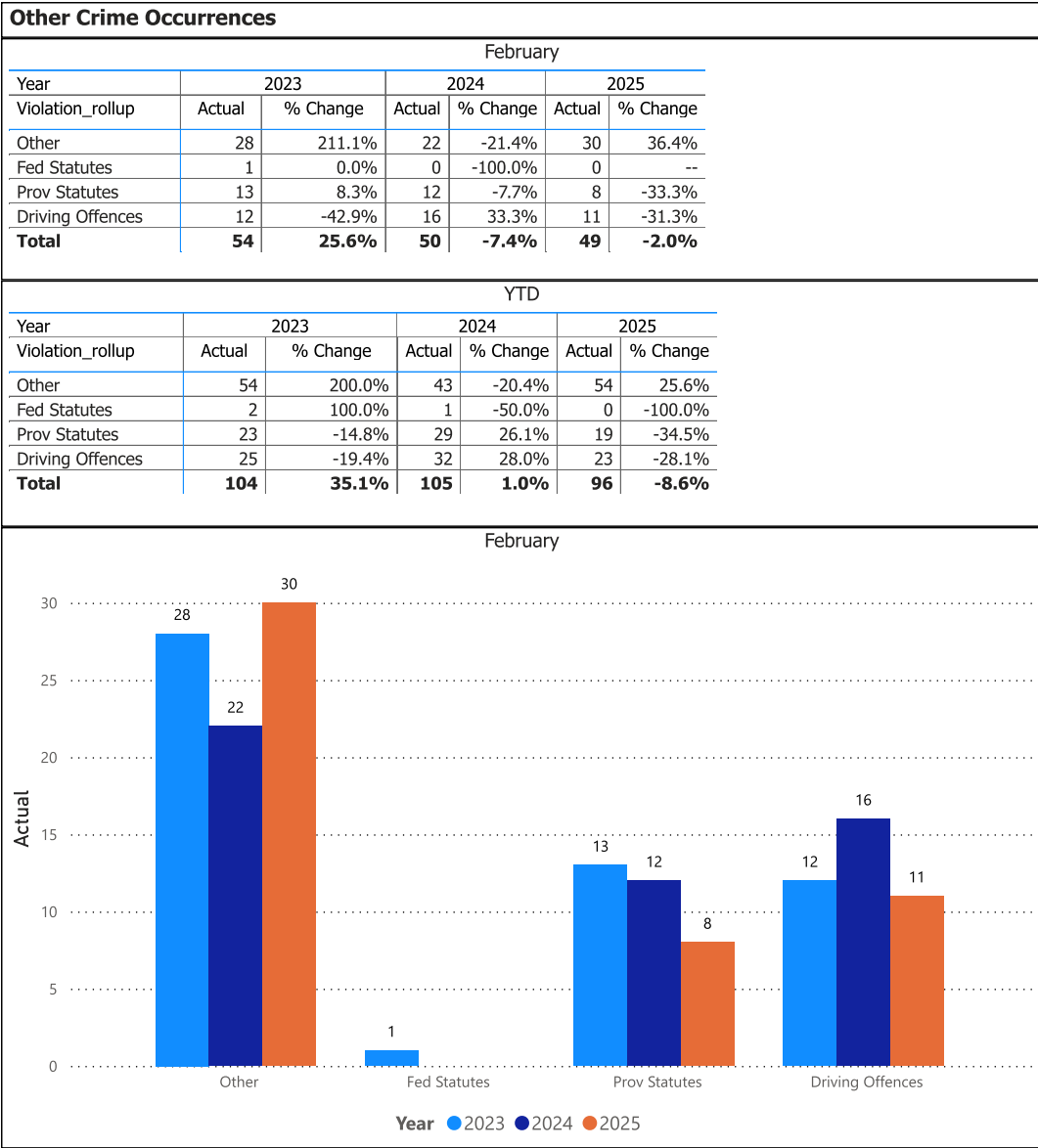
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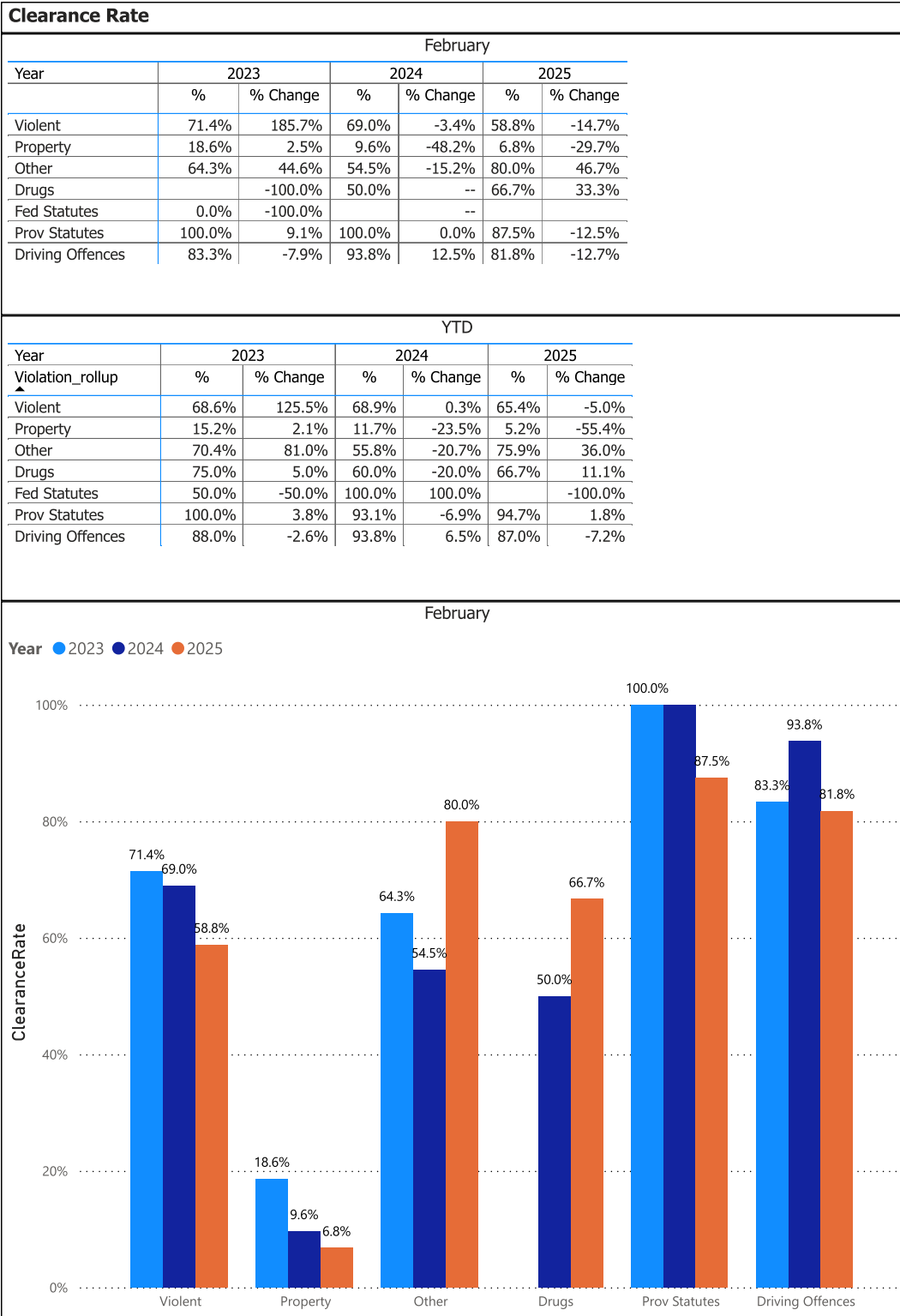
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OPP Detachment Board Report
Records Management System
February 2025



**OPP Detachment Board Report
Records Management System
February 2025**



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Area(s): ALL

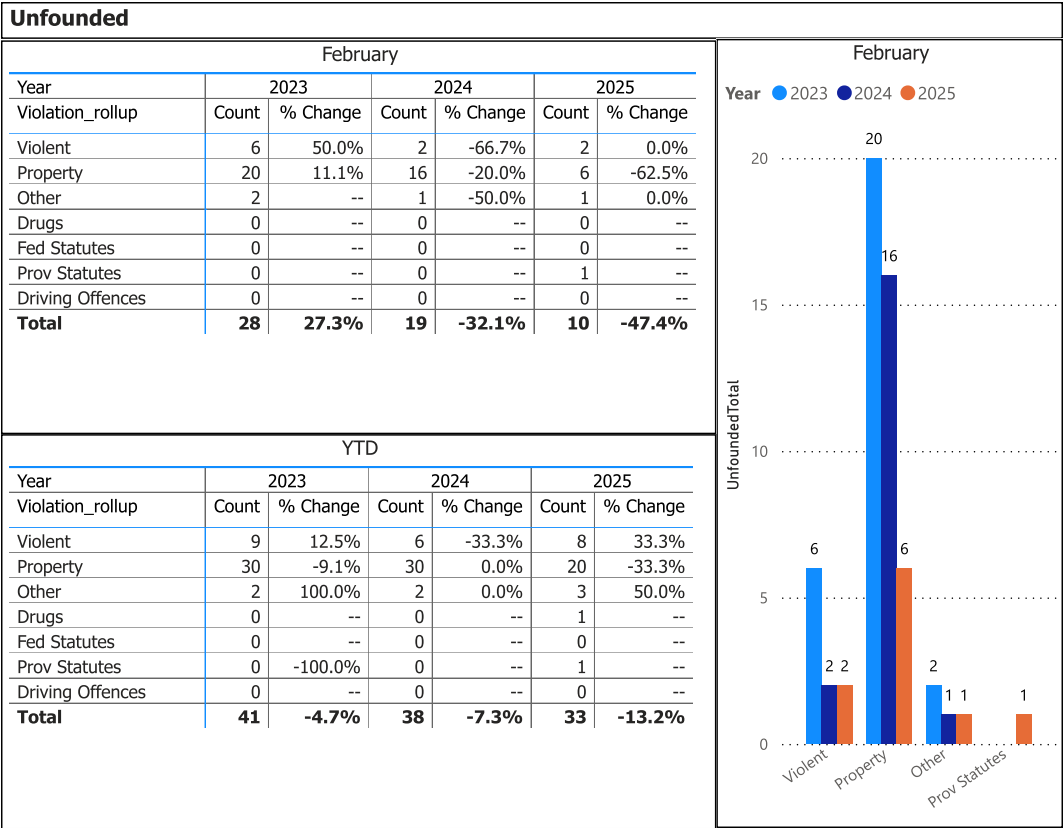
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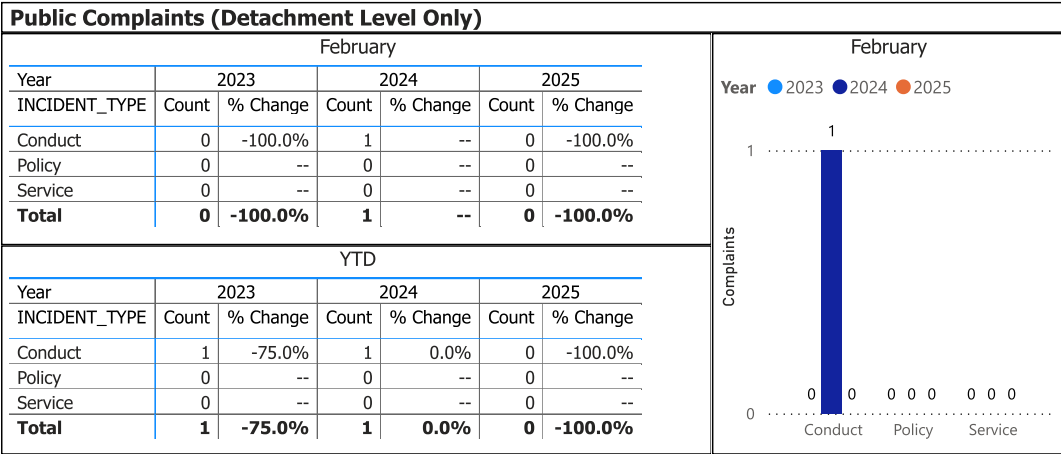
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Records Management System
February 2025



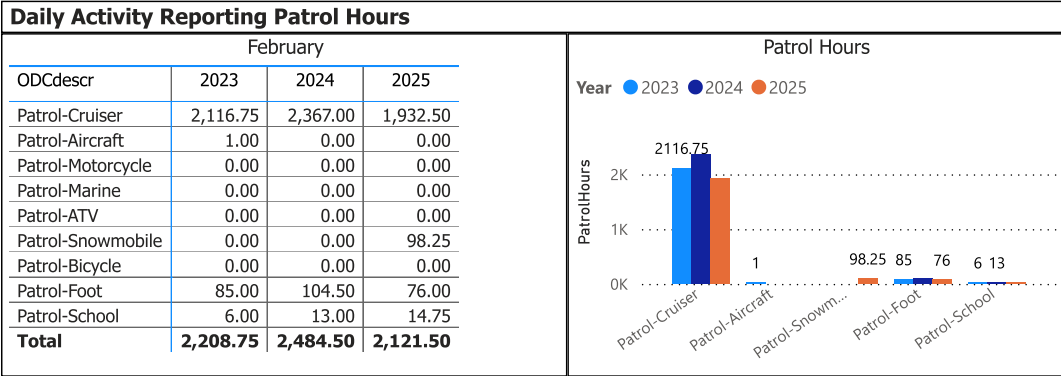
OPP Detachment Board Report
Records Management System
February 2025



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

Data source date:
03-Mar-2025

Daily Activity Reporting



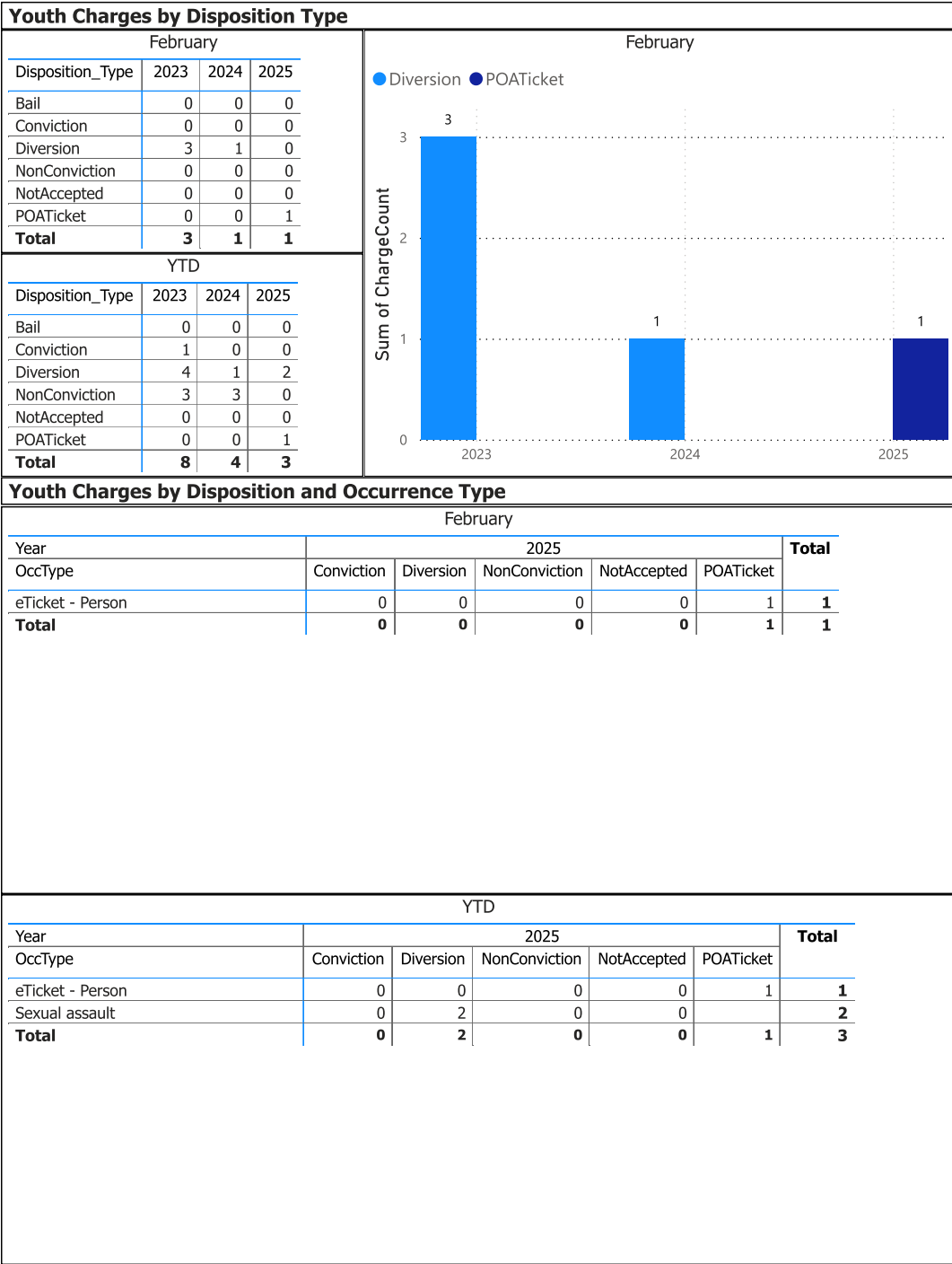
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Data source date:
03-Mar-2025

Report Generated on:
05-Mar-2025 8:46:17 AM

OPP Detachment Board Report
Records Management System
February 2025



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

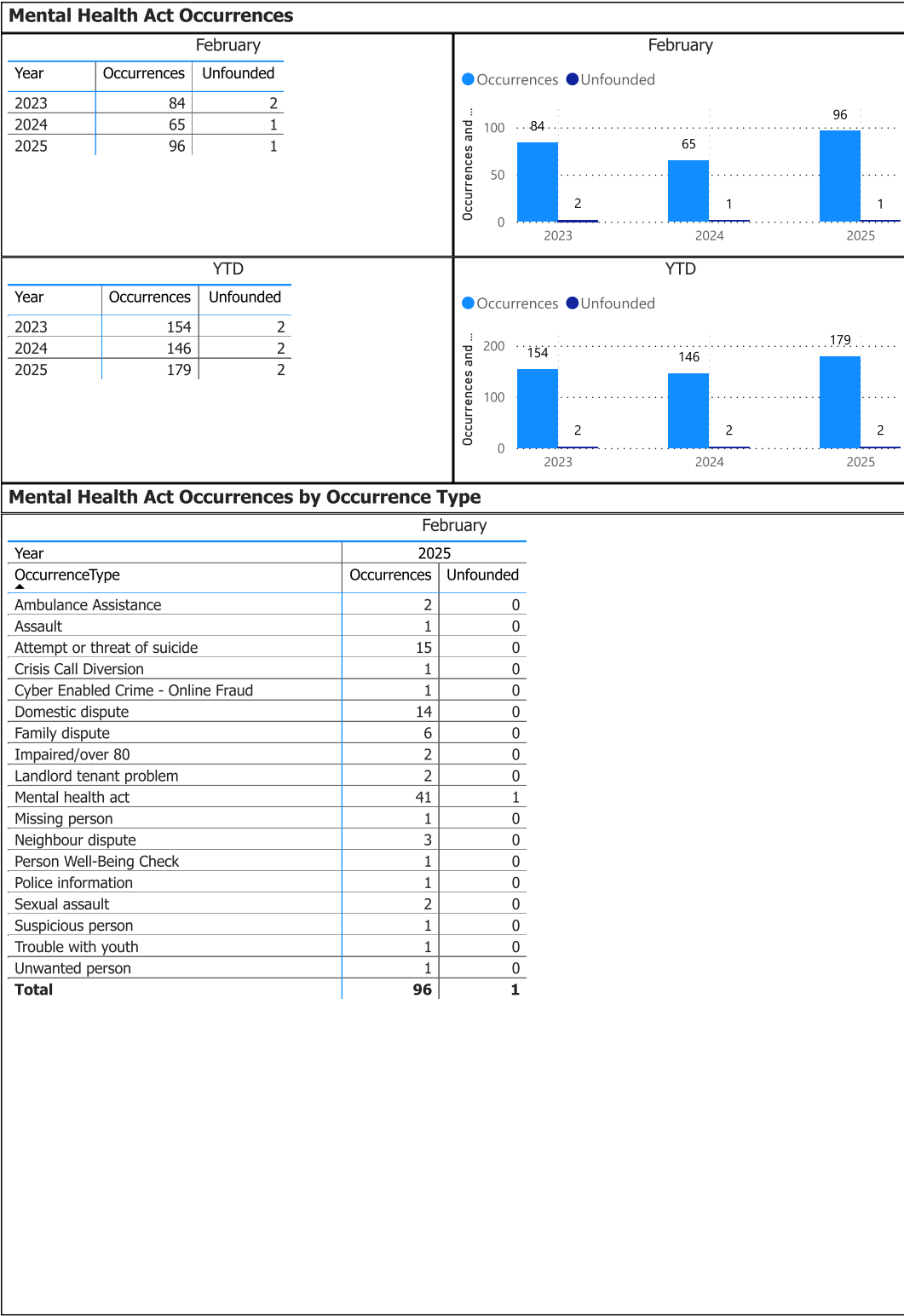
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Area(s): ALL

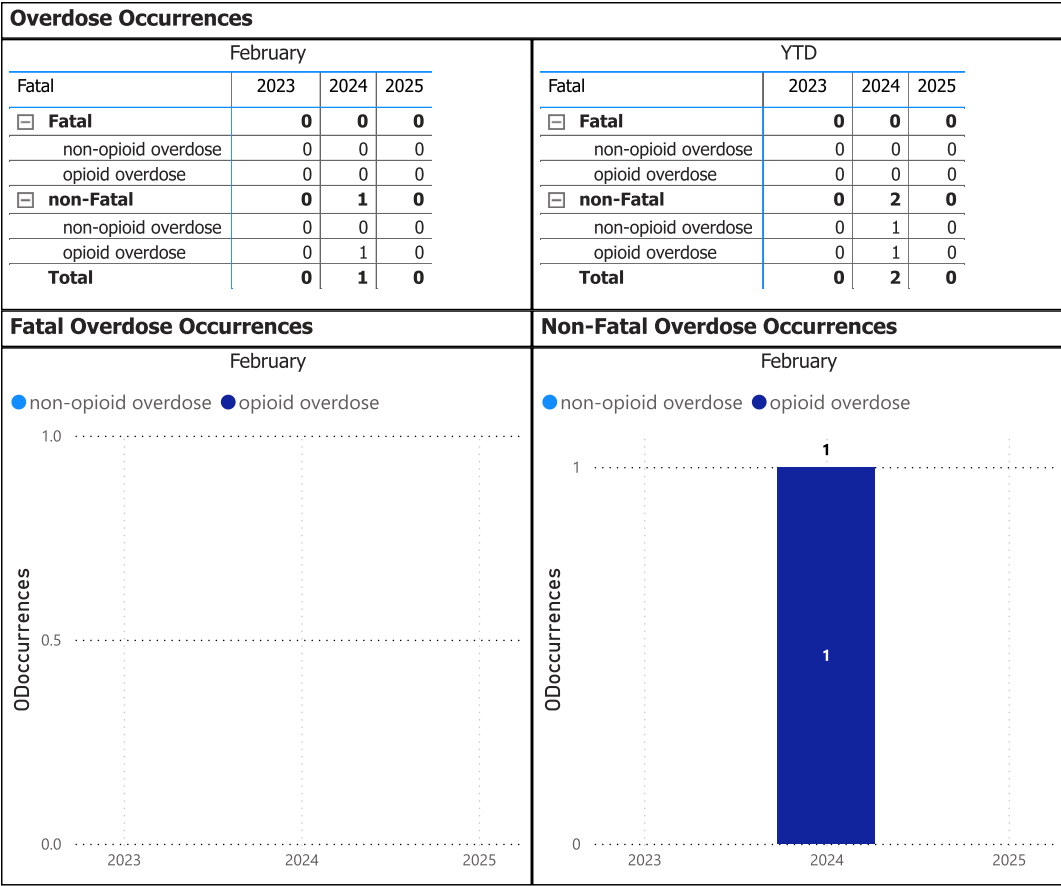
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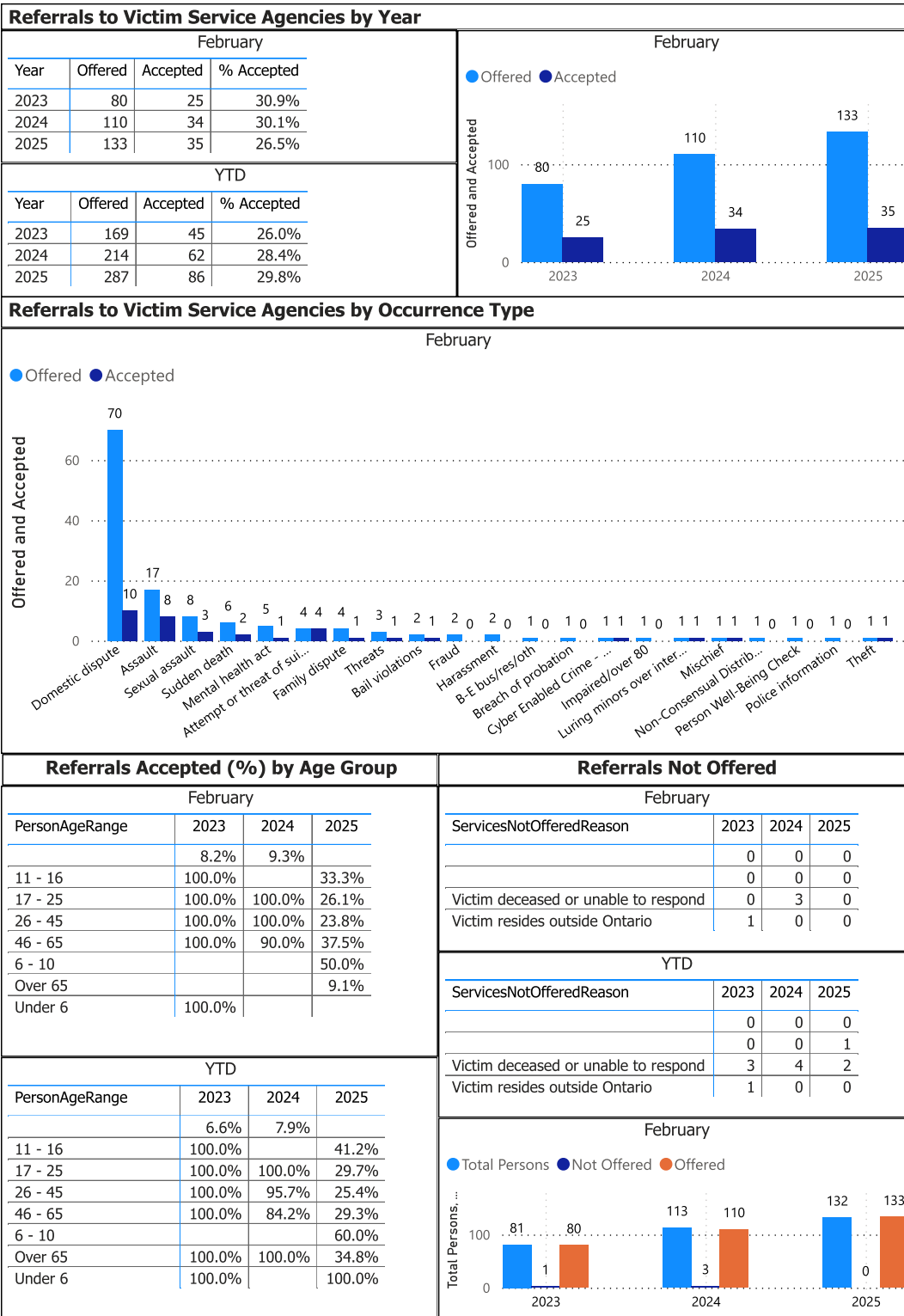
OPP Detachment Board Report
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OPP Detachment Board Report
Records Management System
February 2025



OPP Detachment Board Report Records Management System February 2025



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Area(s): ALL

Data source date:
03-Mar-2025

Report Generated on:
05-Mar-2025 8:46:17 AM

Contacts

In an emergency DIAL 911

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

Non-emergency calls

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

County of Wellington OPP Detachments

Centre Wellington Operations Centre

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

South Wellington Operations Centre

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

North Wellington Operations Centre

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

OPP General Headquarters

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

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



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Processing Activity Report

Data Type: **Parking**

Creation Date/Time: **03/03/2025 07:54 AM**

Transaction dates of **01/02/2025 through 28/02/2025**

The County of Wellington

Agency: **All**

Ticket Activity		Number	Value			
Tickets - Entered						
ALPHADIGITAL Ticket		5	\$215.00			
Manually Entered Ticket		81	\$3,360.00			
Skeletal Ticket		0	\$0.00			
Subtotal Tickets Entered		86	\$3,575.00			
Tickets - Reactivations						
Voids - Reinstated		0	\$0.00			
Dismissals - Reversed		0	\$0.00			
Waived - Reversed		0	\$0.00			
Subtotal Ticket Reactivated		0	\$0.00			
Tickets - Removed						
Voided		1	\$35.00			
Dismissed		0	\$0.00			
Waived		0	\$0.00			
Skeletal Ticket Matches		0	\$0.00			
Subtotal Ticket Removed		1	\$35.00			
Total Ticket Activity		85	\$3,540.00			
Fines and Fees Added						
Fines Added		0	\$0.00			
Late Fees Added		0	\$0.00			
NSF Fees Added		0	\$0.00			
Other Fees Added		0	\$0.00			
Total Fines and Fees Added		0	\$0.00			
Fines and Fees Removed						
Fines Removed		0	\$0.00			
Late Fees Removed		0	\$0.00			
NSF Fees Removed		0	\$0.00			
Other Fees Removed		0	\$0.00			
Total Fines and Fees Removed		0	\$0.00			
Total Change from		Ticket Activity and Added Fees		\$3,540.00		
Payment Activity	Number	Fine	Late Fee	NSF Fee	Service Fee	Total \$
Ticket - Payments						
Fully Paid	29	\$980.00	\$45.00	\$0.00	\$0.00	\$1,025.00
Partially Paid	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Over Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Payments	29	\$980.00	\$45.00	\$0.00	\$0.00	\$1,025.00
Outside Payments	29	\$980.00	\$45.00	\$0.00	\$0.00	\$1,025.00
Ticket Payments Rescinded						
Payment Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NSF Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Rescinded Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunded Overpayments	0	\$0.00				\$0.00
Payments	29	\$980.00	\$45.00	\$0.00	\$0.00	\$1,025.00
Total Fees Paid				\$0		\$0.00
Gross Revenue(Total Payments - Total Fees Paid)						\$1,025.00
Adjustments	Uncollectable Fines and Fees			0		\$0.00
Net Database Change(Total Change from Activity and Added Fees - Total Payments - Adjustments)						\$2,515.00

THE PUSLINCH PROFILE FEATURES

Sloot Construction Ltd.

Since 1978 Sloot Construction has been a trusted name in the Puslinch community, evolving from its beginnings as a framing company into a renowned builder of custom homes, renovations, and specialty projects. As a family-run business, Sloot Construction is committed to the community with all employees being proud Puslinch residents. This unique connection to the area means that every home built reflects a passion for quality, attention to detail, and a commitment to creating spaces that families will cherish for years to come. Whether it's a custom build, a renovation, or an addition, Sloot Construction brings thoughtful design, superior craftsmanship, and an unmatched level of care to each project.



Sloot Construction combines decades of experience with a personal touch that sets them apart. Their philosophy is to build a select number of homes each year, ensuring that clients receive the attention they deserve. Specializing in contemporary and traditional designs with luxurious finishes, Sloot-built homes are a testament to their dedication and quality. As an award-winning builder, Sloot Construction not only builds homes, they build relationships with their neighbours. Supporting local businesses like Sloot Construction means supporting the heart of Puslinch and investing in a strong, thriving community for generations to come.



admin@slootconstruction.com



519-836-6142



slootconstruction.com





The Corporation of the County of Wellington April 2025 Meeting Schedule

Date	Time	Committee	Location
Apr 8/25 Tuesday	9:00am	Roads Warden White Councillors Davidson (Chair), Cork, Dehn, Turton	Keith Room Administration Centre
Apr 8/25 Tuesday	10:30am	Solid Waste Services Warden White Councillors O'Neill (Chair), Bulmer, Cork, Watters	Keith Room Administration Centre
Apr 9/25 Wednesday	9:00am	Wellington County O.P.P. Detachment Board Warden White Councillors Lennox (Chair), Campbell Allan Alls (Vice-Chair)	Guthrie Room Administration Centre
Apr 9/25 Wednesday	1:00pm	Joint Social Services and Land Ambulance Warden White County Councillors, Anderson (Vice-Chair), Bulmer, Lloyd Mayor Cam Guthrie Guelph Councillors, Busuttill (Chair), Downer, O'Rourke	Guthrie Room Administration Centre
Apr 9/25 Wednesday	4:30pm 6:00pm	Information, Heritage and Seniors Library Board Warden White Councillors Breen (Chair), Ballantyne, Duncan, Lloyd Eddie Alton, Julie Wheeler Bryant, Lucia Costanzo, Walter Trachsel	Community Room Fergus Library
Apr 10/25 Thursday	9:00am	Land Division and Planning Warden White Councillors Seeley (Chair), Davidson, Dehn, Watters	Keith Room Administration Centre
Apr 15/25 Tuesday	10:00am	Economic Development Councillors Duncan (Chair), Breen, O'Neill, Turton	Guthrie Room Administration Centre
Apr 15/25 Tuesday	1:00pm	Administration, Finance and Human Resources Warden White Councillors Campbell (Chair), Ballantyne, Lennox Seeley	Guthrie Room Administration Centre
Apr 24/25 Thursday	10:00am	Council Session Council and Department Heads	Council Chambers Administration Centre

Other Dates to Note:

Apr 18/25	Good Friday	Office Closed
Apr 21/25	Easter Monday	Office Closed

If you have any questions regarding committee and council schedules please contact Jennifer Adams, County Clerk at 519.837.2600 x2520 or jennifera@wellington.ca as meetings are subject to change.

March 12, 2025

To Whom It May Concern:

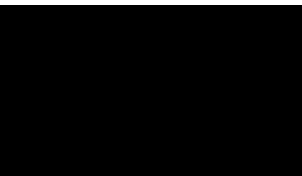
**RE: Ontario Government Notice
Notice of Road Closing Ontario Land Tribunal Road Closure for Concession 4 and
Maltby Road West - GWP 3002-05-00**

The Ontario Ministry of Transportation ("MTO") has applied to the Ontario Land Tribunal ("OLT") under Subsection 37(2) of the Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P.51, for approval to close portions of two municipal roads, being one portion of Maltby Road West and one portion of Concession Road 4, to accommodate the improvements along Highway 6 from Highway 401 northerly to the City of Guelph. MTO Work Project 3002-05-00 and OLT Case No. OLT-24-000960 and Ministry File No. P-4100-144.

MTO completed Preliminary Design and Environmental Assessment studies that identified highway improvements to King's Highway 6 between Hamilton and Guelph, and the surrounding local road network. These studies recommended the conversion of Highway 6 to a fully controlled access freeway, replacing intersections with grade separated crossings and interchange ramp access only. In the vicinity of Maltby Road West and Concession Road 4, this includes construction of a Midblock Interchange and realignment of Concession Road 7 which requires the closing of the roads shown in the Proposed Permanent Road Closings Key Plan (on enclosed notice). These changes will maintain the flow of traffic along the re-aligned road and newly constructed interchange as shown on the Project Improvements Key Plan (on enclosed notice), with the exception of Concession Road 4 at King's Highway 6 which will be permanently closed with a cul-de-sac.

Please refer to the enclosed Notice of Road Closure for timing of Tribunal hearing and how you can participate in the Tribunal process.

Sincerely,
AECOM Canada ULC



Geoff Coy, P.Eng.
Consultant Project Manager
Tel: 905-418-1502

cc: Sarah Jewel, MTO Project Manager

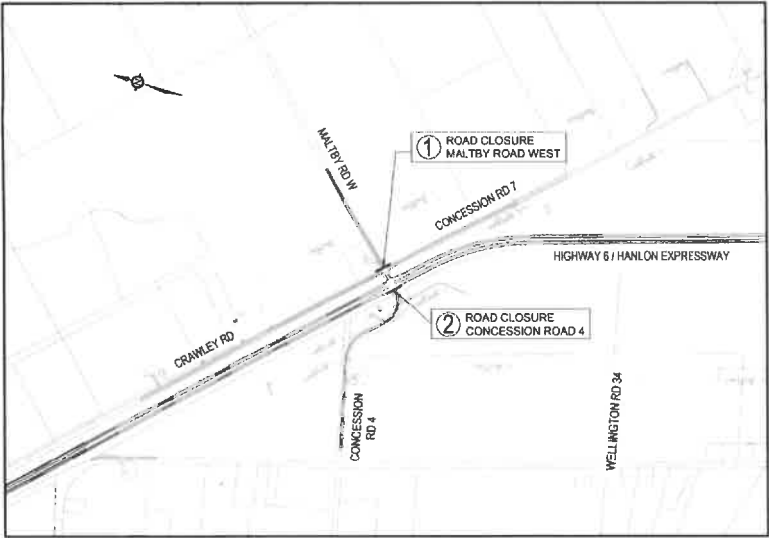
Encl. Ontario Government Notice – Notice of Road Closing, Ontario Lands Tribunal Road Closure of
Concession 4 and Maltby Road West

Notice of Road Closing

Ontario Lands Tribunal Road Closure For Concession 4 And Maltby Road West Application, Notification And Tribunal Process

The Ontario **Ministry of Transportation ("MTO")** has applied to the Ontario Land Tribunal ("Tribunal") under Subsection 37(2) of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c. P.51, for approval to close portions of two municipal roads, being, Maltby Road West, and Concession Road 4, to accommodate the improvements along Highway 6 from Highway 401 northerly to

Key Plan of Proposed Permanent Road Closings



Explanatory Note

MTO completed Preliminary Design and Environmental Assessment studies that identified highway improvements to King's Highway 6 between Hamilton and Guelph, and the surrounding local road network. These studies recommended the conversion of Highway 6 to a fully controlled access freeway, replacing intersections with grade separated crossings and interchange ramp access only. In the vicinity of Maltby Road West and Concession Road 4, this includes construction of a Midblock Interchange and realignment of Concession Road 7 which requires the permanent closing of the roads shown in the **Key Plan of Proposed Permanent Road Closings**. These highway improvements will maintain the flow of traffic along the re-aligned road and newly constructed interchange as shown on the Key Plan of Project Improvements, except for Concession Road 4 at King's Highway 6 that is to be closed with a cul-de-sac.

The plans for the project are available for viewing online at <http://highway6midblock.ca/> or from Sarah Jewell, MTO Project Manager, at hwys6and401@ontario.ca.

Appointment for Hearing

The Tribunal will conduct a hearing by video conference for the commencement of the virtual hearing of this application.

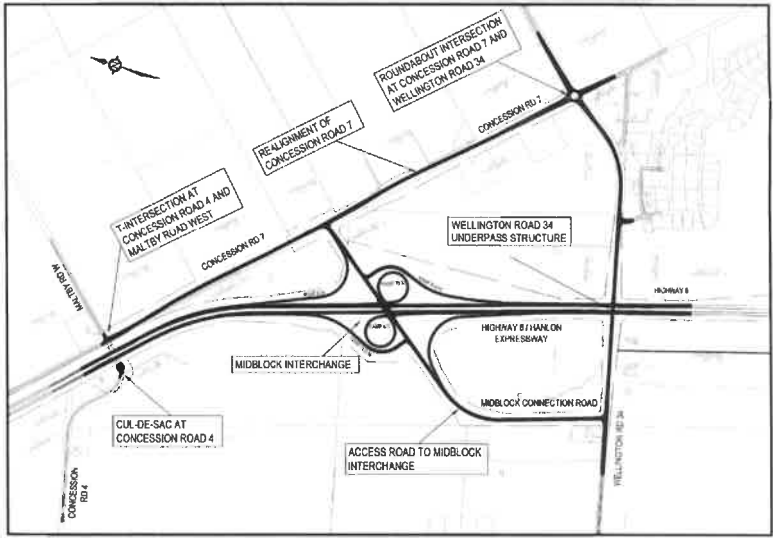
- AT: 10:00 a.m.
- ON: Tuesday, April 22, 2025
- AT: <https://global.gotomeeting.com/join/687587165>

The Tribunal has set aside one day for this matter. The event will be held using GoToMeeting. The desktop application can be downloaded at <https://global.gotomeeting.com/install>. A web application is also available: <http://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome. Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: 1-888-299-1889 (Toll Free)

the City of Guelph. MTO Work Project 3002-05-00 and Tribunal OLT Case No. OLT-24-000960 and Ministry File No. P-4100-144.

The road closures are located at an intersection of Highway 6, shown on the **Key Plan of Proposed Permanent Road Closings** to accommodate improvements, shown on the Key Plan of Project Improvements, below.

Key Plan of Project Improvements



This event is conducted under Rule 20 of the Tribunal's Rules. A party may object to the Tribunal conducting this event electronically by filing an objection with the Tribunal and the persons listed below in the Contact Information. The objection must be received by the Tribunal at least 20 days before the hearing date.

Persons who wish to participate in the proceeding are expected to file a status request form **at least 10 days** before the hearing to the persons listed below in the Contact Information and outline their interest in the proceeding. The request form is available at <http://olt.gov.on.ca/forms-submissions/>.

At least 10 days before the hearing, any person may deliver an objection to the MTO application for approval to close the roads, together with a statement of the reasons for such an objection to the Tribunal and those persons listed below in Contact Information.

Contact Information: Provide materials to the Tribunal electronically to Tamara Zwarycz at Tamara.Zwarycz@ontario.ca and on the same day provide copies to Eric Hou and Antonin Pribetic, counsel for Ministry of Transportation at Eric.Hou@ontario.ca and Antonin.Pribetic@ontario.ca and the MTO Project Manager, Sarah Jewell at hwys6and401@ontario.ca.

Accessible Services

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing OLT.COORDINATOR@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Additional Information

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248 / 416-212-6349 ou OLT.COORDINATOR@ontario.ca.



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: March 26th?

Applicant Information

Applicant Name: Peter Gates

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Telephone Number: [REDACTED]

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

To revisit deplorable condition of
Sideroad #10 S.

I am submitting a formal presentation to accompany my delegation:

Yes: ☐

No: ☒

I will require the following audio-visual equipment:

PowerPoint: ☐

Note: delegations are permitted to speak for 10 minutes. Your form or letter must be received 24 hours before the preparation of the Council agenda. This usually means at least one week prior to the Council meeting.

Personal information collected on this form is collected under the authority of the Municipal Act and will be used only for the purposes of sending correspondence relating to matters before Council and for creating a record that is available to the general public in a hard copy format and on the internet in an electronic format in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.



REPORT FIN-2025-011

TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: March 26, 2025

SUBJECT: Remuneration and Expenses Paid to Members of Council and Others -
2024
File No. F16 REM

RECOMMENDATIONS

THAT Report FIN-2025-011 entitled Remuneration and Expenses Paid to Members of Council and Others – 2024 be received.

Purpose

Section 284 (1) of The Municipal Act, 2001 requires the Treasurer of a Municipality to submit a statement to Council itemizing remuneration and expenses in each year on or before March 31st paid to the following:

- a. each Member of Council in respect to his or her services as a member of Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.
- b. each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c. each person, other than a member of Council, appointed by the Municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Background

The authority to pay Council and Committee members remuneration or per diems, including benefits (if applicable) and reimbursement of business expenses for the 2024 fiscal year is outlined in By-law No. 058-2020 passed by Council on December 16, 2020.

The Township provides reasonable remuneration or per diems to members of Council and Committee appointees.

The Township also provides expense reimbursement to Members of Council and Committee members for reasonable and permitted expenses incurred while carrying out their respective roles and responsibilities.

Members of local boards who are appointed by the Township also receive payments from the local boards. These payments must be reported per Section 284 (1) of the Municipal Act, 2001.

Schedule A lists the total Remuneration and Expenses paid out to Members of Council and Others During the Year 2024 in accordance with Section 284 (1) of the Municipal Act, 2001.

Financial Implications

Funds are provided in the Council Operating Budget for Council's remuneration and reimbursement for reasonable and permitted expenses. Funds are also provided in the Committee cost centres for remuneration and expenses paid to Committee members. These are budgeted annually through the Operating Budget process.

The expenses shown in Schedule A include both mileage and allowable business expenses per the Township's policies.

Applicable Legislation and Requirements

Section 284(1), Municipal Act, 2001

Engagement Opportunities

The Remuneration and Expenses paid to Members of Council and Others during the year are posted on the Township's website. Council expenses are also itemized on the Township's website with supporting documentation (ie. detailed receipts). This information is posted on the Council Remuneration and Expenses Page on [Puslinch.ca](https://puslinch.ca)

Attachments

Schedule A – Remuneration and Expenses Paid to Members of Council and Others During the Year 2024.

Respectfully submitted,

Reviewed by:

Michelle Cassar
Deputy Treasurer

Mary Hasan
Director of Finance/Treasurer

Township of Puslinch
Remuneration and Expenses Paid to Members of Council and Others During 2024

			Sub-Total	Sub-Total	
Member of Council	Remuneration	Benefits *	Remuneration	Expenditures	Grand Total
	\$	\$	\$	\$	\$
James Seeley, Mayor	31,045	2,243	33,288	249	33,537
Russel Hurst, Councillor	20,869	1,439	22,308	379	22,687
Jessica Goyda, Councillor	20,869	8,793	29,662	-	29,662
Sara Bailey, Councillor	20,869	8,793	29,662	2,923	32,585
John Sepulis, Councillor	20,869	7,761	28,630	95	28,725
Totals	\$ 114,519	\$ 29,031	\$ 143,550	\$ 3,646	\$ 147,196

* Benefits include employer portion of Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage, Employer's Health Tax (EHT) and Canada Pension Plan (CPP) if applicable. Employment Insurance (EI) is exempt.

Township of Puslinch
Remuneration and Expenses Paid to Members of Council and Others During 2024

			Sub-Total	Sub-Total	
Committee	Local Board	Member	Remuneration/ Per Diem	Expenditures	Total
Committee of Adjustment	N/A	Jeffrey Born	\$ 427	\$ -	\$ 427
Committee of Adjustment	N/A	Paul Sadhra	\$ 1,173	\$ -	\$ 1,173
Committee of Adjustment	N/A	Chris Pickard	\$ 1,485	\$ -	\$ 1,485
Committee of Adjustment	N/A	Dennis O'Connor	\$ 205	\$ -	\$ 205
Committee of Adjustment	N/A	Amanda Knight	\$ 1,173	\$ -	\$ 1,173
Committee of Adjustment	N/A	Kim McCarthy	\$ 213	\$ -	\$ 213
N/A	Conservation Halton	Sara Bailey	\$ 900	139	\$ 1,039
N/A	Conservation Halton - Source Protection Committee	David Rodgers	\$ 800	44	\$ 844
N/A	Grand River Conservation Authority	Chris White	\$ 31,669	807	\$ 32,477
N/A	Grand River Conservation Authority - Source Protection Committee	John Sepulis	\$ 975	60	\$ 1,035
N/A	Hamilton Conservation Authority	Susan Fielding	\$ 3,000	938	\$ 3,938
Totals			\$ 42,022	\$ 1,987	\$ 44,009



REPORT FIN-2025-012

TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: March 26, 2025

SUBJECT: Fourth Quarter Financial Report – 2024
File: F05 – BUD

RECOMMENDATIONS

THAT Report FIN-2025-012 entitled Fourth Quarter Financial Report – 2024 be received.

Purpose

The purpose of this report is to provide Council a summary of the Township finances for the Fourth Quarter of 2024 (October, November, December).

Background

Council receives a summary of the Township finances on a quarterly basis as required by the Township's annual audit. This report is prepared in consultation with department heads.

Financial Implications

Discussed throughout the Report and within the Schedules attached to the Report.

Applicable Legislation and Requirements

None

Engagement Opportunities

N/A

Attachments

Schedule A – Departmental Detail

Schedule B – Expense and Revenue Summary

Schedule C – Other Financial Data

Respectfully submitted:

Michelle Cassar
Deputy Treasurer

Reviewed by:

Mary Hasan
Director of Finance/Treasurer

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Building					
Building					
Expenditures					
Building Maintenance					
Municipal Office Costs Recovered from Building	\$22,125	\$22,125	-\$1,836	\$20,289	-9%
Contract Services/Professional Fees					
Contract Services	\$16,954	\$62,352	\$21,925	\$84,276	26%
Professional Fees - Audit	\$0	\$5,446	\$1,154	\$6,600	17%
Professional Fees - Engineering & Environmental	\$3,687	\$3,687	\$1,313	\$5,000	26%
Professional Fees - Legal	\$10,350	\$21,120	\$13,880	\$35,000	40%
Materials and Supplies					
Advertising	\$382	\$1,083	-\$185	\$898	-21%
Clothing, Safety Allowance	\$290	\$706	\$274	\$980	28%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$0	\$300	\$300	100%
Office Supplies & Equipment	\$569	\$1,572	-\$72	\$1,500	-5%
Professional Development					
Professional Development	\$2,008	\$6,398	\$5,005	\$11,404	44%
Travel - Accommodations & Parking	\$758	\$2,374	-\$374	\$2,000	-19%
Membership & Subscription Fees	\$724	\$5,379	\$51	\$5,431	1%
Meals	\$115	\$465	-\$365	\$100	-365%
Salaries, Wages and Benefits					
FT Wages	\$117,223	\$406,039	\$1,599	\$407,637	0%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Group Benefits	\$15,145	\$48,570	-\$1,531	\$47,039	-3%
OT Wages	\$0	\$0	\$500	\$500	100%
PT Wages	\$0	\$0	\$0	\$0	N/A
WSIB	\$3,920	\$12,730	\$125	\$12,856	1%
FT Wage Related Expenses	\$19,208	\$74,619	\$623	\$75,242	1%
PT Wage Related Expenses	\$0	\$0	\$0	\$0	N/A
Utilities					
Emergency Management	\$201	\$604	-\$37	\$566	-7%
Fuel	\$1,822	\$1,822	\$294	\$2,116	14%
Insurance	\$5	\$14,606	-\$98	\$14,509	-1%
Postage	\$270	\$1,088	-\$238	\$850	-28%
Communication (phone,fax,internet)	\$905	\$3,629	\$768	\$4,397	17%
Bank Service Charges	\$2,018	\$6,580	-\$1,480	\$5,100	-29%
Vehicles and Equipment					
Mileage	\$235	\$806	-\$56	\$750	-7%
Vehicle Maintenance	\$234	\$356	\$644	\$1,000	64%
Vehicle Plates	\$0	\$0	\$125	\$125	100%
Expenditures Total	\$219,148	\$704,157	\$42,308	\$746,465	6%
Revenues					
Recoveries					
Other Recoveries	\$0	-\$11,851	\$11,351	-\$500	-2270%
User Fees, Licenses and Fines					
Alternative Solution Application	\$0	\$0	-\$586	-\$586	100%
Demolition Permits	-\$362	-\$1,991	\$91	-\$1,900	-5%
Designated Structures Permit	-\$1,948	-\$3,896	\$1,896	-\$2,000	-95%
Farm Building Permits	-\$1,597	-\$6,434	-\$13,566	-\$20,000	68%
Institutional, Commercial & Industrial Building Permits	-\$18,819	-\$44,562	-\$155,438	-\$200,000	78%
Occupancy Permits	-\$543	-\$5,249	-\$451	-\$5,700	8%
Online Service Fee	-\$1,813	-\$3,433	\$433	-\$3,000	-14%
Re-inspection fees	\$0	-\$181	-\$181	-\$362	50%
Residential Building Permits	\$22,213	-\$302,914	-\$105,086	-\$408,000	26%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Revision to a Permit	-\$730	-\$3,884	-\$116	-\$4,000	3%
Septic System Permit - Alter	-\$1,644	-\$8,951	\$4,011	-\$4,940	-81%
Septic System Permit - New	-\$6,579	-\$26,317	-\$7,683	-\$34,000	23%
Sign Permits	\$0	-\$1,824	\$824	-\$1,000	-82%
Tent or Marquee Fee	\$0	-\$1,220	-\$280	-\$1,500	19%
Transfer of Permit	\$0	\$0	-\$181	-\$181	100%
Reproduction of Digital Drawings Fees	\$0	\$0	-\$100	-\$100	100%
Revenues Total	-\$11,821	-\$422,707	-\$265,062	-\$687,769	39%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
By-law					
By-law					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$13,627	\$26,814	\$910	\$27,725	3%
Livestock Loss	\$0	\$0	\$353	\$353	100%
Professional Fees - Engineering & Environmental	\$38,692	\$52,665	-\$30,665	\$22,000	-139%
Professional Fees - Legal	\$118,380	\$199,040	-\$123,040	\$76,000	-162%
Materials and Supplies					
Advertising	\$10	\$60	\$940	\$1,000	94%
Clothing, Safety Allowance	\$234	\$234	\$26	\$260	10%
Public Education	\$0	\$0	\$500	\$500	100%
Signage	\$260	\$628	\$572	\$1,200	48%
Office Equipment and Supplies					
Office Supplies & Equipment	\$144	\$266	-\$116	\$150	-78%
Professional Development					
Professional Development	\$279	\$3,564	\$67	\$3,631	2%
Travel - Accommodations & Parking	\$0	\$0	\$250	\$250	100%
Membership & Subscription Fees	\$0	\$534	\$118	\$652	18%
Meals	\$5	\$5	\$95	\$100	95%
Salaries, Wages and Benefits					
FT Wages	\$24,767	\$80,168	\$3,808	\$83,976	5%
Group Benefits	\$2,151	\$7,121	\$66	\$7,187	1%
OT Wages	\$0	\$0	\$500	\$500	100%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
PT Wages	\$0	\$0	\$700	\$700	100%
WSIB	\$935	\$2,605	\$140	\$2,745	5%
FT Wage Related Expenses	\$4,446	\$15,056	\$659	\$15,715	4%
Utilities					
Fuel	\$1,613	\$1,613	\$504	\$2,117	24%
Insurance	\$0	\$11,886	\$177	\$12,064	1%
Communication (phone,fax,internet)	\$327	\$879	\$265	\$1,144	23%
Vehicles and Equipment					
Mileage	\$0	\$0	\$250	\$250	100%
Vehicle Maintenance	\$0	\$1,236	-\$736	\$500	-147%
Vehicle Plates	\$0	\$0	\$125	\$125	100%
Expenditures Total	\$205,871	\$404,376	-\$143,533	\$260,843	-55%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	-\$74,384	-\$76,978	\$45,478	-\$31,500	-144%
Ontario Wildlife Damage Compensation	\$0	\$0	-\$353	-\$353	100%
Other Recoveries	\$0	-\$3,000	\$2,412	-\$588	-410%
User Fees, Licenses and Fines					
Dog Tags and Kennel Licences	-\$9,156	-\$15,032	\$944	-\$14,088	-7%
Fence Viewer's Application	\$0	\$0	\$0	\$0	N/A
Filming Permit Fee	\$0	-\$1,174	\$587	-\$587	-100%
Inspection Permit - LCBO	-\$182	-\$364	\$182	-\$182	-100%
Lottery Licences	-\$60	-\$245	\$195	-\$50	-390%
Municipal addressing signs	-\$191	-\$2,001	\$351	-\$1,650	-21%
Pool Enclosure Permit	-\$502	-\$4,267	-\$1,733	-\$6,000	29%
Property Standards Appeal Fee	\$0	\$0	-\$299	-\$299	100%
Septic Compliance Letter	-\$352	-\$880	-\$120	-\$1,000	12%
Sign Permits	\$0	\$0	-\$116	-\$116	100%
Site Alteration Agreement	-\$13,656	-\$20,127	\$127	-\$20,000	-1%
Special Events Permit	-\$88	-\$1,320	\$320	-\$1,000	-32%
Reinspection Fee	-\$154	-\$231	\$154	-\$77	-200%
Publicized Display Fees	\$0	\$0	-\$154	-\$154	100%
By-law - After Hours Response for Violation	\$0	\$0	\$0	\$0	N/A
By-law - Administrative Municipal Penalty System	\$0	\$0	\$0	\$0	N/A

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Revenues Total	-\$98,726	-\$125,618	\$47,975	-\$77,644	-62%
Fire and Rescue					
Fire and Rescue					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$19,996	\$138,992	\$25,390	\$164,381	15%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Clothing, Safety Allowance	\$589	\$28,407	-\$7,155	\$21,252	-34%
Oxygen & Medical Supplies	\$685	\$4,965	-\$1,865	\$3,100	-60%
Public Education	\$0	\$2,380	\$620	\$3,000	21%
Office Equipment and Supplies					
Office Supplies & Equipment	\$511	\$1,420	-\$420	\$1,000	-42%
Professional Development					
Professional Development	\$11,630	\$19,142	-\$772	\$18,370	-4%
Travel - Accommodations & Parking	\$6	\$849	-\$649	\$200	-325%
Membership & Subscription Fees	\$0	\$1,080	\$2,660	\$3,740	71%
Meals	\$420	\$666	\$34	\$700	5%
Salaries, Wages and Benefits					
FT Wages	\$33,955	\$86,382	\$19,532	\$105,914	18%
Group Benefits	\$5,371	\$26,386	\$3,206	\$29,591	11%
WSIB	\$6,316	\$17,835	-\$1,170	\$16,665	-7%
Remuneration	\$128,127	\$479,757	-\$72,908	\$406,850	-18%
FT Wage Related Expenses	\$7,095	\$19,045	-\$16	\$19,029	0%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Remuneration Related Expenses	\$11,200	\$101,786	-\$62,767	\$39,019	-161%
Utilities					
Fuel	\$24,697	\$24,724	-\$4,407	\$20,318	-22%
Insurance	\$0	\$59,432	\$887	\$60,318	1%
Communication (phone,fax,internet)	\$766	\$8,643	-\$2,956	\$5,688	-52%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$4,616	\$22,840	-\$839	\$22,000	-4%
Mileage	\$212	\$537	\$963	\$1,500	64%
Permits	\$0	\$565	-\$24	\$541	-4%
Vehicle Maintenance	\$13,270	\$40,828	\$11,172	\$52,000	21%
Vehicle Plates	\$265	\$265	\$0	\$265	0%
Expenditures Total	\$269,726	\$1,086,924	-\$90,984	\$995,940	-9%
Revenues					
Grants					
Office of Fire Marshal Grants	\$0	\$0	\$0	\$0	N/A
Provincial Fire Protection Grant	\$0	\$0	\$0	\$0	N/A
Recoveries					
Other Recoveries	-\$2,250	-\$5,980	-\$3,457	-\$9,437	37%
User Fees, Licenses and Fines					
Boarding up or Barricading	\$0	\$0	\$0	\$0	N/A
Burning Permit Violations	\$0	-\$1,120	\$577	-\$543	-106%
Fire Alarm False Alarm Calls	-\$1,680	-\$1,680	\$1,680	\$0	N/A
Fire Extinguisher Training	\$0	-\$510	\$246	-\$264	-93%
Fire Safety Plan Review	\$0	\$0	-\$140	-\$140	100%
Fireworks Permits	\$0	\$0	-\$116	-\$116	100%
Information/Fire Reports	-\$176	-\$440	-\$176	-\$616	29%
Inspections	\$0	\$0	\$0	\$0	N/A
Key Boxes	\$0	\$0	-\$173	-\$173	100%
Motor Vehicle Emergency Responses	-\$70,525	-\$101,880	\$8,519	-\$93,361	-9%
Occupancy Load	\$0	\$0	\$0	\$0	N/A
Open Burning Permit and Inspection	-\$486	-\$18,025	\$3,025	-\$15,000	-20%
Post Fire Watch	\$0	\$0	\$0	\$0	N/A
Water Tank Locks	\$0	\$0	-\$21	-\$21	100%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Revenues Total	-\$75,117	-\$129,634	\$9,964	-\$119,670	-8%
General Government					
Administration					
Expenditures					
Community Grants					
Heritage Financial Incentive Program	\$0	\$2,313	\$8,287	\$10,600	78%
Contract Services/Professional Fees					
Contract Services	\$5,717	\$44,805	-\$10,412	\$34,394	-30%
Professional Fees - Engineering & Environmental	\$25,295	\$50,447	-\$27,302	\$23,145	-118%
Professional Fees - Legal	\$100,999	\$170,404	-\$116,904	\$53,500	-219%
Professional Fees - Township-wide Groundwater Monitoring	\$4,286	\$5,472	-\$1,472	\$4,000	-37%
Materials and Supplies					
Advertising	\$463	\$1,862	\$853	\$2,715	31%
Clothing, Safety Allowance	\$134	\$740	\$1,970	\$2,710	73%
Events and Other	\$6,990	\$10,876	\$1,434	\$12,310	12%
Office Equipment and Supplies					
Office Supplies & Equipment	\$193	\$1,124	\$626	\$1,750	36%
Professional Development					
Professional Development	\$4,820	\$15,866	\$2,754	\$18,621	15%
Travel - Air Fare	\$0	\$0	\$200	\$200	100%
Travel - Accommodations & Parking	\$0	\$2,095	-\$1,895	\$200	-947%
Membership & Subscription Fees	\$20,353	\$37,225	-\$19,943	\$17,282	-115%
Meals	\$27	\$181	\$219	\$400	55%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Salaries, Wages and Benefits					
FT Wages	\$164,045	\$506,568	-\$37,628	\$468,939	-8%
Group Benefits	\$16,099	\$59,081	-\$2,688	\$56,393	-5%
OT Wages	\$4,227	\$4,227	-\$3,727	\$500	-745%
PT Wages	\$10,938	\$16,337	-\$7,209	\$9,128	-79%
WSIB	\$5,364	\$15,505	-\$1,203	\$14,303	-8%
FT Wage Related Expenses	\$25,460	\$88,025	-\$6,366	\$81,659	-8%
PT Wage Related Expenses	\$1,010	\$1,472	\$283	\$1,755	16%
Utilities					
Insurance	\$5	\$41,999	\$9,897	\$51,896	19%
Communication (phone,fax,internet)	\$270	\$793	\$781	\$1,574	50%
Vehicles and Equipment					
Mileage	\$54	\$657	-\$557	\$100	-557%
Expenditures Total	\$396,748	\$1,078,077	-\$210,004	\$868,072	-24%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	-\$10,674	-\$13,213	\$3,213	-\$10,000	-32%
Nestle Agreement	-\$500	-\$500	\$0	-\$500	0%
Other Recoveries	\$0	-\$3,000	\$2,500	-\$500	-500%
Recoveries from Staff Events	-\$1,305	-\$1,305	\$305	-\$1,000	-31%
User Fees, Licenses and Fines					
Signature of Commissioner and FOI Requests	-\$496	-\$3,731	\$1,508	-\$2,223	-68%
Revenues Total	-\$12,975	-\$21,748	\$7,526	-\$14,223	-53%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Corporate					
Expenditures					
Contract Services/Professional Fees					
Conservation Authorities Levy Payment	\$0	\$192,122	\$0	\$192,122	0%
Writeoffs					
Taxes written off (Twp share only)	\$12,351	\$39,085	-\$7,085	\$32,000	-22%
Tax write off Accrual	-\$171,009	-\$171,009	\$171,009	\$0	N/A
Expenditures Total	-\$158,659	\$60,197	\$163,925	\$224,122	73%
Revenues					
Grants					
Operating Donations	\$0	\$0	\$0	\$0	N/A
Provincial OMPF Operating Grant	-\$108,450	-\$433,800	\$0	-\$433,800	0%
Payments-in-Lieu of Taxes and Other Levies					
PIL Mun Tax Assistance	-\$8,512	-\$29,218	\$152	-\$29,066	-1%
PIL Transportation Ministry	\$0	-\$36,410	\$0	-\$36,410	0%
PIL Hydro One	\$0	-\$11,945	-\$5	-\$11,950	0%
PIL Greater Toronto Transit Authority	\$0	-\$13,744	\$0	-\$13,744	0%
IH Municipal Retained Portion	-\$6,310	-\$6,310	\$0	-\$6,310	0%
PIL Guelph Junction Railway	\$0	-\$715	-\$3	-\$718	0%
PIL County of Wellington Landfill	\$0	-\$8,732	\$0	-\$8,732	0%
PIL City of Guelph	\$0	-\$37,684	\$0	-\$37,684	0%
PIL University of Guelph	\$0	-\$1,123	\$0	-\$1,123	0%
PIL Canadian National Railway	\$0	-\$309	-\$1	-\$311	0%
PIL Canadian Pacific Railway	\$0	-\$1,047	-\$4	-\$1,052	0%
Penalties and Interest					
Interest - Tax Arrears	-\$87,344	-\$297,750	\$142,750	-\$155,000	-92%
Interest on Cash and Equivalents	-\$137,550	-\$390,656	\$180,656	-\$210,000	-86%
Penalties - Property Taxes	-\$15,382	-\$56,223	-\$18,777	-\$75,000	25%
Property Taxes					
Supplemental Billings	-\$357,043	-\$505,520	\$139,520	-\$366,000	-38%
User Fees, Licenses and Fines					
Other Revenues	-\$12,000	-\$12,000	\$12,000	\$0	N/A
Revenues Total	-\$732,591	-\$1,843,189	\$456,288	-\$1,386,901	-33%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Council					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$200	\$200	100%
Professional Development					
Professional Development	\$728	\$1,763	-\$263	\$1,500	-18%
Travel - Air Fare	\$0	\$0	\$200	\$200	100%
Travel - Accommodations & Parking	\$0	\$1,376	\$124	\$1,500	8%
Meals	\$67	\$67	\$33	\$100	33%
Salaries, Wages and Benefits					
Group Benefits	\$5,516	\$22,062	-\$962	\$21,100	-5%
Remuneration	\$33,902	\$114,539	-\$721	\$113,818	-1%
Remuneration Related Expenses	\$2,171	\$6,954	\$2,038	\$8,992	23%
Vehicles and Equipment					
Mileage	\$427	\$440	-\$240	\$200	-120%
Expenditures Total	\$42,811	\$147,201	\$409	\$147,609	0%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Elections					
Expenditures					
Contract Services/Professional Fees					
Professional Fees - Audit	\$0	\$0	\$0	\$0	N/A
Contract Services	\$0	\$1,883	\$0	\$1,883	0%
Materials and Supplies					
Advertising	\$0	\$0	\$0	\$0	N/A
Signage	\$0	\$0	\$0	\$0	N/A
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$0	\$0	N/A
Professional Development					
Professional Development	\$0	\$0	\$0	\$0	N/A
Salaries, Wages and Benefits					
Per Diems	\$0	\$0	\$0	\$0	N/A
Utilities					
Postage	\$0	\$0	\$0	\$0	N/A
Expenditures Total	\$0	\$1,883	\$0	\$1,883	0%
Revenues					
Recoveries					
Election - Other Recoveries	\$0	\$0	\$0	\$0	N/A
Nomination Fees	\$0	\$0	\$0	\$0	N/A
Revenues Total	\$0	\$0	\$0	\$0	N/A

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Finance					
Expenditures					
Community Grants					
Community Grants	\$0	\$14,870	\$2,000	\$16,870	12%
Contract Services/Professional Fees					
Contract Services	\$28,343	\$75,573	\$12,864	\$88,438	15%
Environmental Service - Garbage Bags	\$1,200	\$15,000	-\$8,512	\$6,488	-131%
Professional Fees - Audit	\$0	\$12,708	\$2,692	\$15,400	17%
Debt - Penalties and Interest					
Debt Interest Repayment	\$0	\$0	\$0	\$0	N/A
Principal Repayment	\$0	\$0	\$0	\$0	N/A
Materials and Supplies					
Advertising and Tax Sale Expenses	\$6,799	\$27,887	-\$13,893	\$13,994	-99%
Office Equipment and Supplies					
Computer Software & Hardware	\$0	\$0	\$1,000	\$1,000	100%
Office Supplies & Equipment	\$1,234	\$4,407	\$593	\$5,000	12%
Professional Development					
Travel - Accommodations & Parking	\$8	\$8	\$292	\$300	97%
Membership & Subscription Fees	\$0	\$2,056	\$97	\$2,153	5%
Professional Development	\$1,202	\$1,736	\$2,132	\$3,868	55%
Meals	\$11	\$11	\$89	\$100	89%
Salaries, Wages and Benefits					
FT Wages	\$89,965	\$330,572	\$71,895	\$402,467	18%
OT Wages	\$2,233	\$2,233	-\$1,733	\$500	-347%
Group Benefits	\$9,521	\$42,094	\$3,814	\$45,908	8%
WSIB	\$3,167	\$12,054	\$316	\$12,370	3%
PT Wages	\$2,731	\$60,847	-\$60,847	\$0	N/A
FT Wage Related Expenses	\$14,923	\$61,036	\$13,299	\$74,335	18%
PT Wage Related Expenses	\$2,154	\$9,041	-\$9,041	\$0	N/A
Utilities					
Communication (phone,fax,internet)	\$1,538	\$6,612	-\$493	\$6,119	-8%
Postage	\$5,493	\$13,824	-\$524	\$13,300	-4%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Emergency Management	\$469	\$1,409	-\$87	\$1,322	-7%
Bank Service Charges	\$4,710	\$15,351	-\$4,351	\$11,000	-40%
Vehicles and Equipment					
Mileage	\$15	\$15	\$85	\$100	85%
Writeoffs					
Other Write-offs	\$3,925	\$3,925	-\$3,925	\$0	N/A
Expenditures Total	\$179,641	\$713,268	\$7,762	\$721,031	1%
Revenues					
Recoveries					
Advertising, Legal, and Realtax Fees Recovered	-\$4,513	-\$23,915	\$3,915	-\$20,000	-20%
Garbage bags	-\$3,121	-\$16,913	\$10,425	-\$6,488	-161%
Other Recoveries	-\$101	-\$3,180	\$2,180	-\$1,000	-218%
User Fees, Licenses and Fines					
NSF Fees	-\$308	-\$1,230	\$530	-\$700	-76%
Tax Certificates	-\$2,640	-\$10,758	\$1,258	-\$9,500	-13%
Online Service Fee	-\$898	-\$3,334	\$834	-\$2,500	-33%
Revenues Total	-\$11,580	-\$59,330	\$19,142	-\$40,188	-48%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Heritage Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$0	\$100	\$100	100%
Professional Development					
Professional Development	\$0	\$275	\$725	\$1,000	73%
Travel - Accommodations & Parking	\$0	\$675	-\$175	\$500	-35%
Membership & Subscription Fees	\$0	\$202	-\$25	\$177	-14%
Meals	\$0	\$20	\$30	\$50	60%
Salaries, Wages and Benefits					
WSIB	\$20	\$240	-\$8	\$232	-3%
PT Wage Related Expenses	\$44	\$862	\$512	\$1,374	37%
Per Diems and PT Wages	\$1,173	\$11,137	-\$151	\$10,986	-1%
Vehicles and Equipment					
Mileage	\$0	\$201	\$99	\$300	33%
Expenditures Total	\$1,238	\$13,612	\$1,107	\$14,719	8%
Revenues					
Grants					
Federal Young Canada Works Operating Grant	\$0	-\$6,200	\$200	-\$6,000	-3%
Recoveries					
Doors of Puslinch Posters	-\$18	-\$18	-\$4,230	-\$4,248	100%
Revenues Total	-\$18	-\$6,218	-\$4,030	-\$10,248	39%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Municipal Office					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$9,034	\$26,967	-\$4,367	\$22,600	-19%
Outdoor Maintenance	\$483	\$483	\$517	\$1,000	52%
Contract Services/Professional Fees					
Contract Services	\$1,101	\$3,897	\$2,133	\$6,030	35%
Water Protection	\$675	\$1,328	-\$128	\$1,200	-11%
Office Equipment and Supplies					
Kitchen Supplies & Equipment	\$1,156	\$3,297	\$1,703	\$5,000	34%
Utilities					
Heat	\$3,194	\$14,643	-\$2,043	\$12,600	-16%
Hydro	\$5,459	\$18,078	-\$1,878	\$16,200	-12%
Waste Removal	\$1,385	\$5,057	-\$2,057	\$3,000	-69%
Expenditures Total	\$22,488	\$73,749	-\$6,119	\$67,630	-9%
Revenues					
Recoveries					
Municipal Office Costs Recovered from Building Department	-\$22,125	-\$22,125	\$1,836	-\$20,289	-9%
Revenues Total	-\$22,125	-\$22,125	\$1,836	-\$20,289	-9%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
PDAC					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$18	\$40	\$60	\$100	60%
Professional Development					
Professional Development	\$0	\$285	\$215	\$500	43%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Meals	\$0	\$0	\$50	\$50	100%
Salaries, Wages and Benefits					
Per Diems	\$2,240	\$4,677	\$443	\$5,120	9%
Vehicles and Equipment					
Mileage	\$0	\$0	\$150	\$150	100%
Expenditures Total	\$2,258	\$5,002	\$1,117	\$6,120	18%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Recreation Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$18	\$18	\$82	\$100	82%
Professional Development					
Professional Development	\$0	\$0	\$500	\$500	100%
Travel - Accommodations & Parking	\$0	\$0	\$200	\$200	100%
Meals	\$0	\$0	\$50	\$50	100%
Salaries, Wages and Benefits					
Per Diems	\$213	\$1,063	\$2,351	\$3,413	69%
Vehicles and Equipment					
Mileage	\$0	\$0	\$150	\$150	100%
Expenditures Total	\$232	\$1,081	\$3,332	\$4,413	76%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Youth Committee					
Expenditures					
Office Equipment and Supplies					
Office Supplies & Equipment	\$200	\$274	\$226	\$500	45%
Professional Development					
Professional Development	\$0	\$408	\$20	\$428	5%
Vehicles and Equipment					
Mileage	\$0	\$0	\$160	\$160	100%
Expenditures Total	\$200	\$683	\$405	\$1,088	37%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Parks and Recreation					
Library					
Expenditures					
Utilities					
Water Protection	\$1,431	\$3,465	-\$965	\$2,500	-39%
Library Historical Society Rent	\$1,294	\$5,633	-\$193	\$5,440	-4%
Expenditures Total	\$2,725	\$9,098	-\$1,158	\$7,940	-15%
Revenues					
Recoveries					
Costs Recovered from County	-\$61,493	-\$61,493	\$58,021	-\$3,472	-1671%
Revenues Total	-\$61,493	-\$61,493	\$58,021	-\$3,472	-1671%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$2,533	\$3,708	-\$1,414	\$2,294	-62%
Water Protection	\$0	\$0	\$200	\$200	100%
Materials and Supplies					
Advertising	\$1,412	\$1,412	-\$412	\$1,000	-41%
Outdoor Maintenance	\$12,384	\$23,979	-\$10,979	\$13,000	-84%
Salaries, Wages and Benefits					
FT Wages	\$28,863	\$93,613	\$25,746	\$119,359	22%
Group Benefits	\$2,800	\$14,704	\$781	\$15,485	5%
OT Wages	\$222	\$222	\$778	\$1,000	78%
PT Wages	\$13,482	\$42,945	-\$42,945	\$0	N/A
WSIB	\$1,920	\$4,476	-\$565	\$3,912	-14%
FT Wage Related Expenses	\$5,445	\$17,547	\$5,200	\$22,746	23%
PT Wage Related Expenses	\$2,594	\$8,025	-\$8,025	\$0	N/A
Utilities					
Fuel	\$2,753	\$2,753	\$958	\$3,711	26%
Hydro	\$1,755	\$4,549	-\$1,749	\$2,800	-62%
Insurance	\$0	\$11,886	\$177	\$12,064	1%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$169	\$2,522	\$278	\$2,800	10%
Mileage	\$0	\$0	\$0	\$0	N/A
Vehicle Maintenance	\$0	\$122	\$228	\$350	65%
Expenditures Total	\$76,332	\$232,464	-\$31,744	\$200,720	-16%
Revenues					
Recoveries					
Other Recoveries	\$700	-\$186	\$186	\$0	N/A
User Fees, Licenses and Fines					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	-\$989	-\$12,628	\$2,351	-\$10,277	-23%
Horse Paddock Rental	\$0	-\$59	-\$15	-\$74	21%
Picnic Shelter	-\$94	-\$1,069	-\$90	-\$1,159	8%
Soccer Field Rentals	-\$1,039	-\$6,102	\$2,493	-\$3,609	-69%
Tennis Court Rentals	-\$878	-\$2,734	\$1,934	-\$800	-242%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Revenues Total	-\$2,299	-\$22,777	\$6,859	-\$15,919	-43%
Optimist Recreation Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$6,624	\$13,191	-\$6,691	\$6,500	-103%
Outdoor Maintenance	\$31	\$4,387	\$3,613	\$8,000	45%
Contract Services/Professional Fees					
Contract Services	\$0	\$77	\$1,393	\$1,471	95%
Water Protection	\$117	\$945	\$55	\$1,000	5%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	\$1,000	100%
Clothing, Safety Allowance	\$0	\$212	\$388	\$600	65%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$83	\$17	\$100	17%
Professional Development					
Professional Development	\$243	\$243	-\$243	\$0	N/A
Membership & Subscription Fees	\$0	\$0	\$0	\$0	N/A
Meals	\$0	\$0	\$50	\$50	100%
Salaries, Wages and Benefits					
FT Wages	\$15,109	\$57,016	\$4,261	\$61,277	7%
Group Benefits	\$2,527	\$10,097	-\$151	\$9,947	-2%
OT Wages	\$42	\$1,493	\$2,507	\$4,000	63%
WSIB	\$1,016	\$3,441	-\$433	\$3,008	-14%
PT Wages	\$10,185	\$46,218	-\$18,944	\$27,274	-69%
FT Wage Related Expenses	\$2,935	\$10,757	\$1,432	\$12,189	12%
PT Wage Related Expenses	\$1,320	\$5,178	\$66	\$5,243	1%
Utilities					
Heat	\$930	\$5,608	-\$108	\$5,500	-2%
Hydro	\$2,244	\$33,311	-\$8,311	\$25,000	-33%
Insurance	\$0	\$11,886	\$177	\$12,064	1%
Waste Removal	\$1,092	\$4,028	-\$1,628	\$2,400	-68%
Communication (phone,fax,internet)	\$987	\$4,170	-\$1,410	\$2,760	-51%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$6,841	\$13,494	-\$4,494	\$9,000	-50%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$52,243	\$225,835	-\$27,353	\$198,482	-14%
Revenues					
Recoveries					
Other Recoveries	-\$54	-\$478	\$78	-\$400	-20%
User Fees, Licenses and Fines					
Arena Summer Rentals	-\$2,655	-\$6,462	-\$3,848	-\$10,310	37%
Gymnasium Rental	-\$10,880	-\$31,484	\$5,709	-\$25,775	-22%
Ice Rental - Non-Prime	\$0	-\$99	-\$548	-\$647	85%
Ice Rental - Prime	-\$3,744	-\$35,991	-\$2,109	-\$38,100	6%
Rink Board and Ball Diamond Advertising	\$0	-\$1,235	\$0	-\$1,235	0%
Revenues Total	-\$17,333	-\$75,749	-\$718	-\$76,467	1%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Puslinch Community Center					
Expenditures					
Building Maintenance					
Cleaning, Maintenance & Supplies - Interior	\$2,167	\$4,513	\$1,987	\$6,500	31%
Outdoor Maintenance	\$1,028	\$2,246	\$2,154	\$4,400	49%
Contract Services/Professional Fees					
Contract Services	\$1,157	\$4,648	\$385	\$5,033	8%
Water Protection	\$1,431	\$4,316	-\$616	\$3,700	-17%
Materials and Supplies					
Advertising	\$0	\$0	\$1,000	\$1,000	100%
Clothing, Safety Allowance	\$0	\$266	-\$6	\$260	-2%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$10	\$90	\$100	90%
Kitchen Supplies & Equipment	\$337	\$1,492	\$8	\$1,500	1%
Professional Development					
Professional Development	\$486	\$486	-\$486	\$0	N/A
Travel - Accommodations & Parking	\$0	\$0	\$0	\$0	N/A
Membership & Subscription Fees	\$0	\$0	\$500	\$500	100%
Meals	\$6	\$6	-\$6	\$0	N/A
Salaries, Wages and Benefits					
FT Wages	\$40,646	\$120,817	\$11,201	\$132,018	8%
Group Benefits	\$4,192	\$13,253	\$4,374	\$17,627	25%
OT Wages	\$749	\$2,897	-\$2,397	\$500	-479%
WSIB	\$1,649	\$4,065	\$241	\$4,307	6%
PT Wages	\$968	\$2,673	-\$2,673	\$0	N/A
FT Wage Related Expenses	\$7,273	\$22,394	\$2,582	\$24,976	10%
PT Wage Related Expenses	\$173	\$362	-\$362	\$0	N/A
Utilities					
Heat	\$1,666	\$6,683	-\$2,183	\$4,500	-49%
Hydro	\$3,450	\$13,002	-\$1,002	\$12,000	-8%
Insurance	\$0	\$11,886	\$177	\$12,064	1%
Waste Removal	\$4,369	\$16,111	-\$6,611	\$9,500	-70%
Communication (phone,fax,internet)	\$961	\$3,943	-\$1,495	\$2,448	-61%
Vehicles and Equipment					

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Mileage	\$0	\$0	\$0	\$0	N/A
Expenditures Total	\$72,709	\$236,069	\$6,863	\$242,932	3%
Revenues					
Grants					
Small Water Works Funding	-\$5,171	-\$5,171	\$4	-\$5,167	0%
Recoveries					
Other Recoveries	\$2,801	-\$1,643	-\$3,357	-\$5,000	67%
User Fees, Licenses and Fines					
Alf Hales Room	-\$1,713	-\$9,009	-\$4,418	-\$13,427	33%
Archie MacRobbie Hall - Non-Prime	-\$5,586	-\$20,682	\$248	-\$20,434	-1%
Archie MacRobbie Hall - Prime	-\$5,411	-\$19,859	-\$14,880	-\$34,739	43%
Commercial Rentals	\$0	\$0	-\$1,547	-\$1,547	100%
Kitchen Facilities	-\$964	-\$3,886	\$1,316	-\$2,570	-51%
Licensed Events Using Patio	-\$84	-\$317	\$187	-\$130	-144%
Revenues Total	-\$16,127	-\$60,568	-\$22,447	-\$83,014	27%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Planning					
Planning					
Expenditures					
Community Grants					
CIP Grants and other Economic Development Programs	\$3,437	\$13,936	\$5,918	\$19,854	30%
Contract Services/Professional Fees					
Contract Services	\$83,037	\$119,038	-\$76,598	\$42,440	-180%
Professional Fees - Engineering & Environmental	\$100,503	\$304,253	-\$100,717	\$203,536	-49%
Professional Fees - Legal	\$19,300	\$108,209	-\$56,209	\$52,000	-108%
Professional Fees - Mini Lakes Water Monitoring	\$359	\$4,562	-\$1,562	\$3,000	-52%
Materials and Supplies					
Advertising	\$3,976	\$5,113	-\$113	\$5,000	-2%
Office Equipment and Supplies					
Office Supplies & Equipment	\$0	\$64	\$136	\$200	68%
Professional Development					
Professional Development	\$364	\$809	-\$9	\$800	-1%
Travel - Accommodations & Parking	\$0	\$15	\$185	\$200	92%
Membership & Subscription Fees	\$0	\$1,512	-\$795	\$717	-111%
Meals	\$0	\$0	\$50	\$50	100%
Salaries, Wages and Benefits					
FT Wages	\$34,622	\$114,782	-\$409	\$114,373	0%
Group Benefits	\$1,974	\$6,795	\$2,951	\$9,746	30%
OT Wages	\$1,378	\$1,378	-\$878	\$500	-176%
WSIB	\$1,431	\$3,737	-\$4	\$3,733	0%
Group Benefits PT	\$0	\$0	\$0	\$0	N/A
FT Wage Related Expenses	\$6,079	\$21,490	-\$260	\$21,230	-1%
Utilities					
Communication (phone,fax,internet)	\$36	\$36	\$64	\$100	64%
Vehicles and Equipment					

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Mileage	\$0	\$18	\$82	\$100	82%
Expenditures Total	\$256,497	\$705,748	-\$228,168	\$477,580	-48%
Revenues					
Recoveries					
Engineering, Environmental, and Legal Fees Recovered	-\$336,215	-\$423,888	\$247,189	-\$176,698	-140%
User Fees, Licenses and Fines					
Agreements	\$0	-\$584	-\$2,051	-\$2,635	78%
Consent Review and Clearance	-\$680	-\$2,791	-\$389	-\$3,180	12%
Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	N/A
Lifting of Holding Designation Fee (Zoning)	\$0	\$0	-\$1,472	-\$1,472	100%
Minor Variance Application	-\$2,237	-\$17,042	-\$5,328	-\$22,370	24%
Ownership List Confirmation	-\$316	-\$1,185	\$0	-\$1,185	0%
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	N/A
Pre-Consultation	-\$3,156	-\$14,728	-\$5,260	-\$19,988	26%
Site Plan Control	-\$4,638	-\$7,730	\$0	-\$7,730	0%
Telecommunication Tower Proposals	\$0	\$0	-\$2,890	-\$2,890	100%
Zoning By-law Amendment	-\$2,577	-\$10,308	\$2,577	-\$7,731	-33%
Zoning By-law Amendment - Aggregate	\$0	\$0	-\$17,641	-\$17,641	100%
Compliance Letter	-\$570	-\$2,760	-\$1,305	-\$4,065	32%
Planning - Application Reactivation	\$0	\$0	\$0	\$0	N/A
Planning - Additional Public Information Meeting	\$0	\$0	\$0	\$0	N/A
Planning - Third and Subsequent Submission	\$0	\$0	\$0	\$0	N/A
Revenues Total	-\$350,389	-\$481,015	\$213,430	-\$267,585	-80%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Public Works					
Public Works					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$22,424	\$51,279	\$23,499	\$74,778	31%
Professional Fees - Engineering & Environmental	\$851	\$851	\$149	\$1,000	15%
Materials and Supplies					
Advertising	\$0	\$18	\$1,482	\$1,500	99%
Clothing, Safety Allowance	\$1,644	\$2,965	-\$165	\$2,800	-6%
Signage	\$1,405	\$11,775	\$2,725	\$14,500	19%
Office Equipment and Supplies					
Office Supplies & Equipment	\$757	\$827	-\$677	\$150	-452%
Professional Development					
Professional Development	\$971	\$2,101	-\$901	\$1,200	-75%
Membership & Subscription Fees	\$0	\$729	-\$20	\$709	-3%
Meals	\$12	\$75	\$275	\$350	79%
Roads and Related Costs					
Calcium	\$0	\$67,987	\$8,013	\$76,000	11%
Maintenance Gravel	\$0	\$91,138	-\$16,138	\$75,000	-22%
Pavement Markings	\$0	\$0	\$35,500	\$35,500	100%
Permits	\$51	\$51	\$49	\$100	49%
Road Maintenance Supplies	\$12,083	\$37,458	-\$2,058	\$35,400	-6%
Shop Overhead	-\$1,303	\$6,478	\$922	\$7,400	12%
Sidewalk Repairs	\$0	\$0	\$5,000	\$5,000	100%
Speed Monitor	\$0	\$0	\$0	\$0	N/A
Tree Maintenance Program	\$6,742	\$12,325	\$19,675	\$32,000	61%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Winter Maintenance	\$95,655	\$296,842	-\$46,842	\$250,000	-19%
Railway Maintenance and Upgrades	\$0	\$0	\$5,000	\$5,000	100%
Street Lights: Repairs and Hydro Expenses	\$2,831	\$17,637	-\$2,787	\$14,850	-19%
Municipal Street Naming	\$0	\$0	\$1,000	\$1,000	100%
Salaries, Wages and Benefits					
FT Wages	\$142,589	\$501,656	\$29,319	\$530,974	6%
Group Benefits	\$15,313	\$63,228	\$617	\$63,845	1%
OT Wages	\$15,988	\$47,454	-\$19,659	\$27,795	-71%
Seasonal Wages	\$9,247	\$43,439	-\$22,604	\$20,835	-108%
WSIB	\$5,097	\$18,394	-\$321	\$18,072	-2%
FT Wage Related Expenses	\$21,900	\$94,581	\$5,566	\$100,146	6%
Seasonal Wage Related Benefits	\$1,407	\$6,902	-\$2,897	\$4,005	-72%
Utilities					
Fuel	\$11,104	\$112,964	-\$14,198	\$98,766	-14%
Hydro	\$221	\$716	-\$16	\$700	-2%
Insurance	\$0	\$83,204	\$1,241	\$84,446	1%
Waste Removal	\$1,913	\$1,913	-\$613	\$1,300	-47%
Communication (phone,fax,internet)	\$860	\$2,406	-\$306	\$2,100	-15%
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$347	\$692	\$1,358	\$2,050	66%
Mileage	\$0	\$320	-\$220	\$100	-220%
Vehicle Maintenance	\$25,848	\$54,404	-\$12,404	\$42,000	-30%
Vehicle Plates	\$7,271	\$7,271	-\$676	\$6,595	-10%
Expenditures Total	\$403,226	\$1,640,080	-\$2,114	\$1,637,966	0%
Revenues					
Recoveries					
Other Recoveries	-\$105,340	-\$105,340	\$56,824	-\$48,516	-117%
Third Party Cost Recovery	-\$100	-\$100	\$0	-\$100	0%
User Fees, Licenses and Fines					
Entrance Permit	-\$1,748	-\$4,692	\$1,496	-\$3,196	-47%
Oversize-Overweight Load Permits	-\$348	-\$928	\$696	-\$232	-300%
Municipal Street Naming	\$0	\$0	-\$1,000	-\$1,000	100%
Revenues Total	-\$107,536	-\$111,060	\$58,016	-\$53,044	-109%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining
Source Water Protection					
Source Water Protection					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$5,050	\$9,870	\$8	\$9,878	0%
Expenditures Total	\$5,050	\$9,870	\$8	\$9,878	0%
Revenues					
Recoveries					
Other Recoveries	-\$20,005	-\$20,005	\$93	-\$19,912	0%
Revenues Total	-\$20,005	-\$20,005	\$93	-\$19,912	0%
Grand Total	\$510,349	\$3,886,136	\$72,953	\$3,959,089	2%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024
Schedule B - Expense and Revenue Summary

	Current Quarter		\$ Budget		2023 - Fourth Quarter %
	Actuals	YTD Actuals	Remaining	2024 Budget	% Remaining
Expenditures					
Administration	\$396,748	\$1,078,077	-\$210,004	\$868,072	-24%
Building	\$219,148	\$704,157	\$42,308	\$746,465	6%
By-law	\$205,871	\$404,376	-\$143,533	\$260,843	-55%
Corporate	-\$158,659	\$60,197	\$163,925	\$224,122	73%
Council	\$42,811	\$147,201	\$409	\$147,609	0%
Elections	\$0	\$1,883	\$0	\$1,883	0%
Finance	\$179,641	\$713,268	\$7,762	\$721,031	1%
Fire and Rescue	\$269,726	\$1,086,924	-\$90,984	\$995,940	-9%
Heritage Committee	\$1,238	\$13,612	\$1,107	\$14,719	8%
Library	\$2,725	\$9,098	-\$1,158	\$7,940	-15%
Municipal Office	\$22,488	\$73,749	-\$6,119	\$67,630	-9%
Parks	\$76,332	\$232,464	-\$31,744	\$200,720	-16%
PDAC	\$2,258	\$5,002	\$1,117	\$6,120	18%
Planning	\$256,497	\$705,748	-\$228,168	\$477,580	-48%
Public Works	\$403,226	\$1,640,080	-\$2,114	\$1,637,966	0%
Recreation Committee	\$232	\$1,081	\$3,332	\$4,413	76%
Source Water Protection	\$5,050	\$9,870	\$8	\$9,878	0%
Optimist Recreation Center	\$52,243	\$225,835	-\$27,353	\$198,482	-14%
Puslinch Community Center	\$72,709	\$236,069	\$6,863	\$242,932	3%
Youth Committee	\$200	\$683	\$405	\$1,088	37%
Expenditures Total	\$2,050,484	\$7,349,374	-\$513,940	\$6,835,434	-8%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024
Schedule B - Expense and Revenue Summary

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2024 Budget	% Remaining	2023 - Fourth Quarter % Remaining
Revenues						
Administration	-\$12,975	-\$21,748	\$7,526	-\$14,223	-53%	26%
Building	-\$11,821	-\$422,707	-\$265,062	-\$687,769	39%	-73%
By-law	-\$98,726	-\$125,618	\$47,975	-\$77,644	-62%	-46%
Corporate	-\$732,591	-\$1,843,189	\$456,288	-\$1,386,901	-33%	-52%
Elections	\$0	\$0	\$0	\$0	N/A	N/A
Finance	-\$11,580	-\$59,330	\$19,142	-\$40,188	-48%	-44%
Fire and Rescue	-\$75,117	-\$129,634	\$9,964	-\$119,670	-8%	-9%
Heritage Committee	-\$18	-\$6,218	-\$4,030	-\$10,248	39%	36%
Library	-\$61,493	-\$61,493	\$58,021	-\$3,472	-1671%	-186%
Municipal Office	-\$22,125	-\$22,125	\$1,836	-\$20,289	-9%	-12%
Parks	-\$2,299	-\$22,777	\$6,859	-\$15,919	-43%	11%
Planning	-\$350,389	-\$481,015	\$213,430	-\$267,585	-80%	-186%
Public Works	-\$107,536	-\$111,060	\$58,016	-\$53,044	-109%	-110%
Source Water Protection	-\$20,005	-\$20,005	\$93	-\$19,912	0%	-105%
Optimist Recreation Center	-\$17,333	-\$75,749	-\$718	-\$76,467	1%	27%
Puslinch Community Center	-\$16,127	-\$60,568	-\$22,447	-\$83,014	27%	12%
Revenues Total	-\$1,540,135	-\$3,463,238	\$586,893	-\$2,876,345	-20%	-60%
Grand Total	\$510,349	\$3,886,136	\$72,953	\$3,959,089	2%	20%

Report FIN-2025-012 - Fourth Quarter Financial Report - 2024														
Schedule C - Other Financial Data														
			31-Jan-24	31-Jan-23	28-Feb-24	28-Feb-23	31-Mar-24	31-Mar-23	30-Apr-24	30-Apr-23	31-May-24	31-May-23	30-Jun-24	30-Jun-23
		Total Taxes Billed	\$0	\$0	\$7,421,911	\$7,031,923	\$7,421,911	\$7,031,923	\$14,842,151	\$14,062,189	\$14,842,151	\$14,062,189	\$14,842,151	\$14,062,189
		In-year Township Tax Adjustments												
		Taxes Written Off	-\$321	-\$1,930	-\$721	-\$2,038	-\$721	-\$4,979	-\$721	-\$4,992	-\$3,727	-\$4,992	-\$15,751	-\$29,730
		Supplemental Billings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$511	\$2,477
		Net Taxes Billed	-\$321	-\$1,930	\$7,421,190	\$7,029,885	\$7,421,190	\$7,026,944	\$14,841,430	\$14,057,197	\$14,838,424	\$14,057,197	\$14,826,911	\$14,034,936
Total Outstanding Taxes & Interest			\$1,399,558	\$880,926	\$2,677,180	\$1,875,310	\$1,510,074	\$559,188	\$3,760,173	\$2,806,170	\$2,599,234	\$1,723,444	\$1,827,700	\$989,804
Cash, Temporary Investments, and Interest Income														
		Unrestricted Cash	\$1,159,101	\$3,298,222	\$9,161,502	\$9,846,914	\$3,384,463	\$4,975,075	\$8,235,676	\$9,283,299	\$9,043,233	\$9,848,674	\$2,029,795	\$3,325,279
		Unrestricted Temporary Investments	\$2,196,121	\$2,138,112	\$2,196,121	\$2,138,112	\$2,200,016	\$2,138,112	\$2,200,016	\$2,138,112	\$2,200,016	\$2,108,743	\$2,200,016	\$2,108,743
		Unrestricted Interest Income	-\$26,194	-\$25,060	-\$32,639	-\$39,163	-\$50,451	-\$89,420	-\$89,002	-\$131,036	-\$108,062	-\$125,424	-\$147,359	-\$164,649
		Restricted Cash	\$4,647,467	\$2,378,611	\$2,753,793	\$1,558,666	\$2,791,740	\$1,586,750	\$2,846,349	\$1,593,135	\$2,887,188	\$1,599,413	\$2,921,053	\$1,659,901
		Restricted Temporary Investments	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168
		Restricted Interest Income	-\$20,732	-\$8,887	-\$41,557	-\$18,174	-\$58,435	-\$25,658	-\$70,907	-\$32,043	-\$83,107	-\$38,321	-\$95,904	-\$44,841
			31-Jul-24	31-Jul-23	31-Aug-24	31-Aug-23	30-Sep-24	30-Sep-23	31-Oct-24	31-Oct-23	30-Nov-24	30-Nov-23	31-Dec-24	31-Dec-23
		Total Taxes Billed	\$14,842,151	\$14,062,189	\$22,970,266	\$21,601,042	\$22,970,266	\$21,601,042	\$31,101,427	\$29,140,609	\$31,101,427	\$29,140,609	\$31,101,427	\$29,140,609
		In-year Township Tax Adjustments												
		Taxes Written Off	-\$24,057	-\$29,739	-\$24,057	-\$30,932	-\$26,734	-\$31,251	-\$27,446	-\$33,072	-\$27,335	-\$26,916	-\$39,085	-\$31,741
		Supplemental Billings	\$94,089	\$102,880	\$94,089	\$176,628	\$148,477	\$191,217	\$204,237	\$191,217	\$352,194	\$205,223	\$505,520	\$229,277
		Net Taxes Billed	\$14,912,183	\$14,135,330	\$23,040,298	\$21,746,737	\$23,092,009	\$21,761,008	\$31,278,218	\$29,298,754	\$31,426,286	\$29,318,916	\$31,567,862	\$29,338,145
Total Outstanding Taxes & Interest			\$1,036,914	\$299,657	\$2,581,097	\$1,893,560	\$1,304,312	\$883,821	\$3,871,611	\$2,952,427	\$2,469,932	\$1,995,507	\$3,280,139	\$1,651,976
Cash, Temporary Investments, and Interest Income														
		Unrestricted Cash	\$2,186,567	\$4,763,396	\$8,737,539	\$12,621,445	\$2,623,671	\$6,112,379	\$7,592,265	\$11,173,893	\$9,970,669	\$10,383,302	\$2,004,584	\$1,501,765
		Unrestricted Temporary Investments	\$2,234,940	\$2,132,538	\$2,234,940	\$2,132,538	\$2,474,838	\$2,132,538	\$2,474,838	\$2,132,538	\$2,974,838	\$2,132,538	\$3,039,833	\$2,196,121
		Unrestricted Interest Income	-\$217,270	-\$228,573	-\$226,013	-\$245,412	-\$253,105	-\$276,674	-\$282,597	-\$331,386	-\$296,275	-\$364,918	-\$390,656	-\$477,374
		Restricted Cash	\$3,099,646	\$1,828,608	\$3,125,586	\$4,355,650	\$2,180,514	\$4,405,115	\$2,340,074	\$4,444,785	\$1,870,096	\$4,586,146	\$2,027,809	\$4,605,666
		Restricted Temporary Investments	\$1,436,097	\$1,377,168	\$1,436,097	\$1,377,168	\$2,443,310	\$1,378,296	\$2,443,310	\$1,378,296	\$2,943,310	\$1,378,296	\$3,019,245	\$1,436,097
		Restricted Interest Income	-\$107,979	-\$51,460	-\$120,419	-\$59,035	-\$140,252	-\$68,428	-\$148,734	-\$87,498	-\$157,018	-\$107,470	-\$240,422	-\$184,791

Administrative Monetary Penalty System (AMPS)

March 26, 2025



Agenda

- Enforcement under POA & Constraints
- What is an Administrative Monetary Penalty System
 - Enabling Legislation
 - POA vs AMPS
 - Benefits of AMPS
 - AMPS Process
- Requirements for establishing an AMPS
 - AMPS Establishing By-law
 - AMPS Screening & Hearing Officer By-law
 - AMPS Amendment By-law
 - AMPS Policies
- Next Steps



Enforcement under POA & Constraints

POA Offense Types

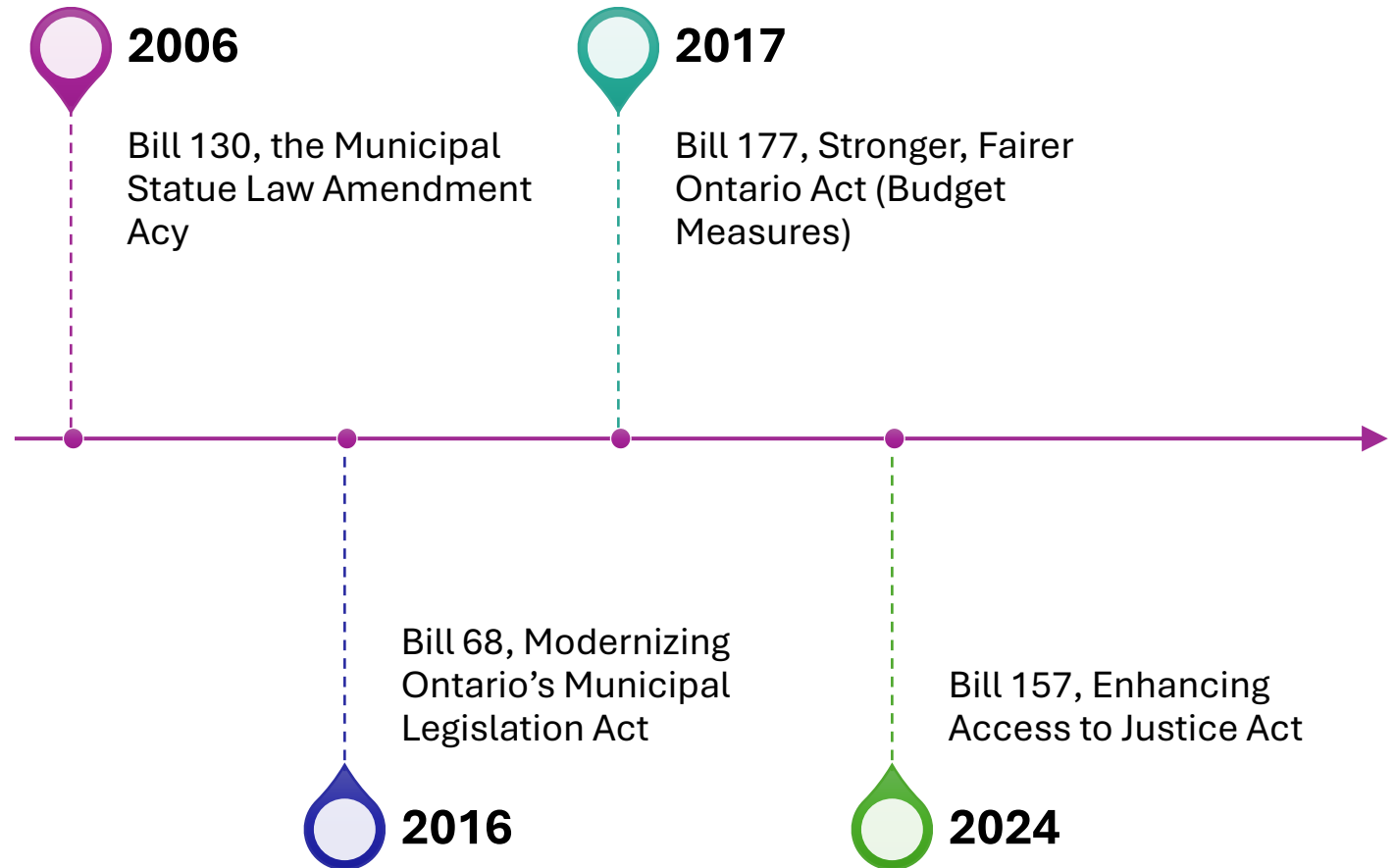
- Part I – which governs minor offenses
- Part II Offenses – which deals with parking offenses
- Part III Offenses – which is for serious violations

POA Constraints

- Time
- Cost
- Inflexibility

What is Administrative Monetary Penalty System (AMPS)

Enabling Legislation



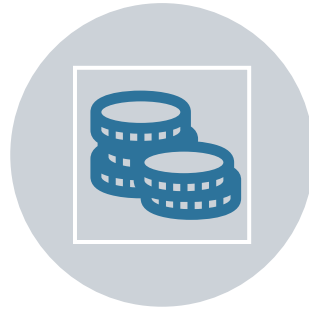
POA vs AMPS

Aspect	Provincial Offences Act (POA)	Administrative Monetary Penalty System (AMPS)
Prescribed Process	Provincially defined	Municipally Defined
Standard of Proof	Beyond a reasonable doubt	Balance of probabilities
Penalties	Provincially defined	Municipally defined
Appeal Process	Appeals are heard before a judicial body	Appeals are heard by municipally appointed officers (screening and hearing)
Scheduling of matters	Bound by the scheduling of judicial resources and daily court volume	Resolved administration by Township staff (screening) and hearing officers

Benefits of AMPS



IMPROVED
EFFICIENCY



COST-
EFFECTIVENESS

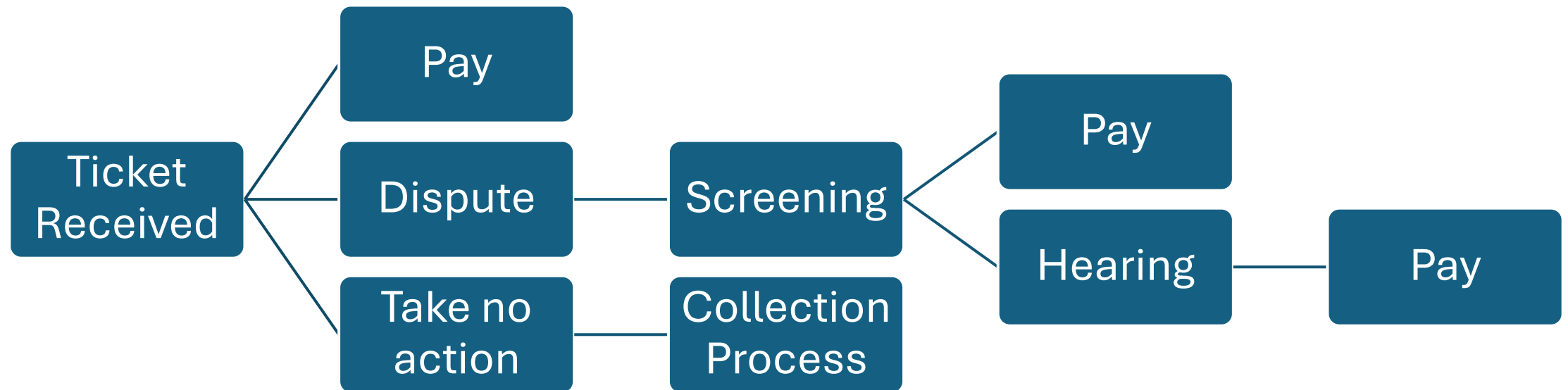


COMPLIANCE



ENHANCED
CUSTOMER SERVICE

Dispute Process



Requirements to establish AMPS

AMPS Requirements

Enactment of:

Administrative Monetary Penalty System By-law

- (Attached as Schedule A)
- To be considered by Council for enactment April 16, 2025

Hearing and Screening Officer Appointment By-law

- (Attached as Schedule B)
- To be considered by Council for enactment April 16, 2025

Various Policies (Ontario Regulation 333/07)

- (Attached as Schedule C-H)
- To be considered by Council for enactment April 16, 2025

AMPS Requirements

Enactment of:

AMPS Amending by-law

- To be provided to Council for enactment April 16, 2025

Application for:

ARIS Agreement with Ministry of Transportation

- Requirement of application : Technology and Written Information Security Policy
- Staff to apply following enactment of AMPS & approval of aforementioned policy

AMPS Amending By-law

Heavy Vehicles
By-law

Kennel and Dog
Licensing By-law

Noise By-law

Open Air Burning
By-law

Parking By-law

Road Activity
By-law

Sale and
Discharge of
Fireworks By-law

Site Alteration
By-law

Swimming Pool
Enclosure By-law

Sign By-law

Publicized
Display By-law

Entrance Permit
By-law

Next Steps



Seek enactment of AMPS Requirements at April 16, 2025 Council Meeting (tentatively)



Following enactment of AMPS apply for ARIS agreement with Ministry of Transportation



Implement training for all staff responsible for administration of AMPS



Test and deploy AMPS software



Appoint Screening and Hearing Officers



Implement AMPS once ARIS Agreement is in place

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-XXX

A By-law to enact an administrative monetary penalty system to enforce Designated By-laws for the Township.

Whereas sections 102.1 and 434.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Municipal Act, 2001”) and O. Reg. 333/07, as amended, authorize municipalities to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law; and

Whereas section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Building Code Act, 1992”) authorizes municipalities to require a person, subject to such conditions as a municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipal property standards by-law, or an order pursuant to such by-law; and

Whereas the purpose of the system of administrative penalties established by the municipality shall be to assist the municipality in promoting compliance with its designated by-laws; and

Whereas the Council of The Corporation of the Township of Puslinch considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws set out herein;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH HEREBY ENACTS AS FOLLOWS:

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1. DEFINITIONS

In this By-law:

“Administrative Fee” means any fee(s) specified in Schedule “C” of this by-law;

“Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this by-law;

“CAO” means the chief administrative officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;

“Designated By-law” means a Township by-law, or a part or provision of a Township by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules “A” and “B”;

“Director” means the Direct of Corporate Services of the Township / Municipal Clerk, or his/her designate or successor;

“Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this by-law;

“Hearing Decision” means the decision of a Hearing Officer, as set out in section 3.3 of this by-law;

“Hearing Non-Appealance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer, as listed in Schedule “C” of this by-law;

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with this by-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the Township are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this by-law, as listed in Schedule “C”;

“MTO Search Fee” means an Administrative Fee established by the Township from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this by-law, as listed in Schedule “C”;

“NSF Fee” means a fee established by the Township, as set out in Schedule “C”, in respect of any payment to the Township from a Person, for which there are insufficient funds available or the transaction is declined;

“Officer” means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

“Owner” means the Person(s) whose name(s) appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person(s) whose names appears on the plate portion;

“Penalty Notice” means a notice as described in section 3.1 of this by-law;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust or corporation, or an individual in his or her capacity as a trustee, executor, administrator or other authorized agent;

“Plate Denial Fee” means an Administrative Fee established by the Township from time to time, in relation to plate denial, as listed in Schedule “C”;

“Provincial Offences Act” means the Provincial Offences Act, R.S.O., 1990, c. P. 33;

“Processing Fee” means an Administrative Fee established by the Township from time to time, in relation to processing AMPS penalties, as listed in Schedule “C”;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001;

“Screening and Hearing Officer By-law” means the Screening and Hearing Officer By-law of the Township;

“Screening Decision” means the decision of a Screening Officer, as set out in section 3.2 of this by-law;

“Screening Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a screening with a Screening Officer, as listed in Schedule “C” of this by-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this by-law;

“Statutory Powers Procedure Act” means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S. 22;

“Township” means the Township of Puslinch and a reference to Puslinch is a reference to the geographical area of the Township of Puslinch or to the Corporation of the Township of Puslinch as the context requires;

2. GENERAL

2.1. Short Title

(a) This by-law shall be known as the “Administrative Monetary Penalty System By-law”.

2.2. Administration

(a) The Director shall be responsible for the administration of this by-law.

2.3. Delegated Authority

(a) The CAO is delegated the authority to:

- (i) establish and implement any policies necessary to implement this by-law and the administrative penalty system at the Township, and may amend the same from time to time, as the CAO deems necessary.
- (b) The Director is delegated the authority to:
 - (ii) designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - (iii) prescribe all forms, notices, including the Penalty Notice, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the Director deems necessary.
- (c) For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

2.4. Conflict

- (a) In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, 2001, its regulations or any other Act, the provisions of the Act or regulation shall prevail.

2.5. Severability

- (a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

2.6. Compliance with Other Laws

- (a) This By-law, and the provisions contained within, are intended to be complimentary to federal and provincial statutes and regulations, and to other by-laws passed by the Council. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.
- (b) By-laws, statutes, regulations, and guidelines referenced in this By-law, including in Schedule A, include any amendments, replacements, or updates to those by-laws, statutes, regulations, and guidelines.

2.7. Scope

- (a) This by-law shall apply to:
 - (i) Designated By-laws included in Schedule "A" of this by-law; and

- (ii) Designated By-laws included in Schedule “B” of this by-law.

2.8. Application of this By-law

- (a) The Township’s By-laws, or portions of Township By-laws, listed in the attached Schedule “A” of this by-law shall be Designated By-laws for the purposes of section 102.1 of the Municipal Act, 2001 and paragraph 3(1)(b) of the Regulation.
- (b) The Township’s By-laws, or portions of Township By-laws, listed in the attached Schedule “B” of this by-law shall be Designated By-laws for the purposes of section 434.1 of the Municipal Act, 2001 or section 15.4.1 of the Building Code Act, 1992, as applicable.
- (c) The attached Schedules “A” and “B” of this by-law set out the Administrative Penalty and include short form wording to be used on Penalty Notices, for the contraventions of Designated By-laws.
- (d) The attached Schedule “C” of this by-law sets out the Administrative Fees imposed for purposes of this by-law.
- (e) The Administrative Penalties designated in Schedules “A” and “B” of this by-law, may be dealt with by a Penalty Notice.

2.9. Headings

- (a) The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

2.10. References to Applicable Law

- (a) All references to applicable law are ambulatory and apply as amended from time to time.

3. GENERAL PROVISIONS

3.1. Penalty Notice

- (a) If a vehicle has been left parked, standing or stopped in contravention of a Designated By-law in Schedule “A” of this by-law, the Owner of the vehicle shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule “A”, and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
- (b) If a Person is found in contravention of a Designated By-law in Schedule “B” of this by-law, the Person shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in

Schedule "B" and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.

- (c) An Officer who has reason to believe that a Person has contravened a Designated By-law may issue a Penalty Notice in accordance with this By-law.
- (d) Where a Penalty Notice has been issued for a contravention of a designated provision set out in Schedule "A" of this by-law, the Early Penalty Amount, as set out in Schedule "A" to this by-law shall apply if it is paid within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice.
- (e) A Penalty Notice issued pursuant to Schedule "A" shall include the following information:
 - (i) the Penalty Notice Date;
 - (ii) the Penalty Notice Number;
 - (iii) the license and/or vehicle registration number;
 - (iv) the description of the vehicle;
 - (v) the short form wording for the contravention as indicated in Schedule "A";
 - (vi) the amount of the Administrative Penalty as indicated in Schedule "A";
 - (vii) the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule "A";
 - (viii) information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - (ix) a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - (x) the name of the Officer issuing the Penalty Notice.
- (f) The Penalty Notice issued pursuant to Schedule "B" shall include the following information:
 - (i) the Penalty Notice Date;
 - (ii) the Penalty Notice Number;
 - (iii) the name and address of the Person alleged to have contravened a by-law;
 - (iv) the date of birth and/or other official identification of the Person where provided;
 - (v) the short form wording for the contravention as indicated in Schedule "B";

- (vi) the amount of the Administrative Penalty as indicated in Schedule "B";
- (vii) information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
- (viii) a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
- (ix) the name of the Officer issuing the Penalty Notice.

3.2. Review by Screening Officer

- (a) A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 3.2(c) of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
- (b) A Person who is served a Penalty Notice may, in accordance with section 3.2(c) of this by-law, request that the Screening Officer extend the time to request a review to sixty (60) calendar days after the Effective Date of Service.
- (c) A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
- (d) The Screening Officer may only extend the time to request a review of the Administrative Penalty when the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
- (e) Where an extension of time to request a review of an Administrative Penalty is not granted by the Screening Officer and no request is made to have the Administrative Penalty reviewed in accordance with section 3.2(a) of this by-law, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.
- (f) Where neither a review nor an extension of time for review are requested in accordance with this by-law, or where the Person fails to request a review within any extended period of time granted by the Screening Officer:
 - (i) the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a screening and a hearing in relation to such notice;

- (ii) the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - (iii) the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
- (g) On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fees, or the Screening Officer may cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- (i) where the Screening Officer is satisfied, on a balance of probabilities, that a contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
 - (ii) where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.
- (h) The Person that requested a review, or an extension to the time to request a review, by the Screening Officer shall be served with a copy of the Screening Decision within fifteen (15) calendar days after the review of the request is conducted by the Screening Officer, in accordance with section 5. (c) of this by-law.
- (i) A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

3.3. Review by Hearing Officer

- (a) Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 3.3.(c) of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
- (b) A Person subject to a Screening Decision may, in accordance with section 3.3(c) of this by-law, request that the Hearing Officer extend the time to request a review of the Screening Decision to sixty (60) calendar days after the date on which the Screening Decision was issued.
- (c) A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not

submitted in accordance with the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.

- (d) The Hearing Officer may only extend the time to request a review of the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.
- (e) Where an extension of time for a hearing review is not granted by the Hearing Officer and no request is made to have the Screening Decision reviewed in accordance with section 3.3.(a) of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
- (f) Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this by-law, or where the Person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
 - (i) the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a hearing review in relation to such notice;
 - (ii) the Screening Decision shall be deemed to be affirmed; and
 - (iii) the Screening Decision shall not be subject to review.
- (g) Upon the conclusion of a Hearing, the Hearing Officer may:
 - (iv) confirm the Screening Decision; or
 - (v) cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (vi) where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
 - (vii) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.
- (h) After a Hearing is complete, the Hearing Officer shall issue a Hearing Decision to the Person, and deliver in accordance with section 5. (c).
- (i) The decision of a Hearing Officer is final.
- (j) A Person requesting a review by the Hearing Officer in accordance with this by-law shall be given at least thirty (30) calendar days' notice of the date, time and place for the review by the Hearing Officer.

- (k) A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

4. ENFORCEMENT AND OFFENCES

- (a) Any Officer may enforce this by-law.
- (b) No Person shall:
 - (i) make a false, misleading or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Township in relation to a Penalty Notice; or
 - (ii) obstruct an Officer exercising any authority under this by-law.
- (c) No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
 - (i) a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and
 - (ii) only by that Person or the Person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.
- (d) Any Person who contravenes section 4. (b) or 4. (c) of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act.
- (e) If a corporation has contravened section 4. (b) or 4. (c) of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

5. SERVICE OF DOCUMENTS

- (a) Service of a Penalty Notice pursuant to section 3.1. (a) of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:
 - (i) affixing it to the vehicle in a conspicuous place at the time of the contravention;
 - (ii) delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;
 - (iii) mailing it by regular mail to the Owner of the vehicle at the address as set out on the ownership as soon as reasonably practicable after the contravention; or

- (iv) delivering it to an occupant at the address of the Owner of the vehicle as set out on the ownership, who appears to be at least sixteen (16) years of age, as soon as reasonably practicable after the contravention.
- (b) Service of a Penalty Notice pursuant to section 3.1. (b) of this by-law in any of the following ways is deemed effective by:
 - (i) delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - (ii) mailing it by regular mail to the Person named in the Penalty Notice at his/her last known address, as soon as reasonably practicable after the contravention; or
 - (iii) delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Person named in the Penalty Notice, as soon as reasonably practicable after the contravention.
- (c) Service of any document other than a Penalty Notice may be made by:
 - (i) delivering it personally;
 - (ii) delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Owner or the Person to whom the documents apply;
 - (iii) delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - (iv) by email, to the email address provided by the Owner or Person to whom the documents apply.
- (d) For purposes of this by-law, with respect to any matters subject to a by-law designated under section 102.1 of the Municipal Act, 2001, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Township at the time of service, such updated address.
- (e) Any Penalty Notice or document sent in writing by regular mail, as set out in this by-law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.
- (f) Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this by-law, is deemed to have been served on the date and time of such delivery.
- (g) Service on a Person who is not the Owner, in accordance with this by-law, including service of a Penalty Notice, Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.

- (h) Any document served by email, as set out in this by-law, shall be deemed to have been served on the day of transmission.

6. PENALTY PAYMENT AND ADMINISTRATIVE FEES

- (a) A Penalty Notice that is paid prior to a review by Screening Officer shall be deemed as final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Director.
- (b) Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 3 of this by-law, the Administrative Penalty set out in such notice shall be due and payable to the Township thirty (30) calendar days from the Effective Date of Service of the Penalty Notice.
- (c) Notwithstanding section 6 of this by-law, where an Administrative Penalty, including any Administrative Fees, is (are) affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be, or if no such date is specified, thirty (30) days after service of the Screening Decision or the Hearing Decision.
- (d) Notwithstanding section 6 of this by-law, where a Person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with such extension of time.
- (e) Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 3 of this by-law, is not paid on or before the date it is due and payable, the Township may request the vehicle ownership information from the Ministry of Transportation for Ontario. When such vehicle ownership information is requested and received, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, the Owner of the vehicle subject to the Penalty Notice shall be liable to pay to the Township the MTO Search Fee, as set out in Schedule "C" to this by-law.
- (f) Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:
 - (i) notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in the default notice nor issue a new permit to that Person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty and any applicable fees are paid, in which case the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, pay to the Township a Plate Denial Fee; and/or,

- (ii) pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
- (a) Where a person provides a method of payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, be liable to pay to the Township an RCF Fee.
- (b) All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.
- (c) Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
- (d) Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced pursuant to this by-law, the Township shall refund the amount cancelled or reduced.
- (e) Where the Person served with a Penalty Notice issued pursuant to section 3.1. (a) of this by-law, or issued a Screening Decision, is not the Owner, the Owner may exercise any right that such Person may exercise under this by-law.
- (f) No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- (g) Payment of any Administrative Penalty or Administrative Fee must be received on or before the date on which it is due and payable, or any extended due date in accordance with this by-law and will not be credited until received by the Township.
- (h) Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

7. ENACTMENT

- (a) This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this _____ day of _____ 2025.

James, Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

DRAFT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-XXX

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

WHEREAS Section 102.1 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended ("*Municipal Act, 2001*") provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

AND WHEREAS Section 434.1 of the *Municipal Act* authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality;

AND WHEREAS Section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the "*Building Code Act, 1992*") authorizes municipalities to require a person, subject to such conditions as a municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipal property standards by-law, or an order pursuant to such by-law;

AND WHEREAS the Township has passed the Administrative Penalty By-law;

AND WHEREAS in accordance with the aforesaid Administrative Penalty By-law and applicable legislation, a person who receives a penalty notice shall have the right to request a screening review of the administrative penalty by a screening officer appointed by the Township;

AND WHEREAS in accordance with the aforesaid Administrative Penalty By-law and applicable legislation, a person who receives a screening decision shall have the right to request a review of the decision by a hearing officer appointed by the Township;

AND WHEREAS the Township considers it desirable and necessary to establish the positions of screening officer and hearing officer, which are required for the operation of the Township Administrative Penalty By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
HEREBY ENACTS AS FOLLOWS:

1.0 TITLE

(a) This By-law shall be known and cited as the "Screening and Hearing Officer By-law"

2.0 DEFINITIONS

For the purposes of this By-law:

“Administrative Penalty” means an administrative penalty imposed for a contravention of a Designated By-law, as set out in the Administrative Penalty By-law;

“Administrative Penalty By-law” means the Administrative Penalty By-law of the Township, as amended from time to time, or any successor thereof;

“CAO” means the Chief Administrative Officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;

“Council” means the Council of the Township;

“Designated By-law” means any provision of a Township by-law to which the Administrative Penalty By-law applies, as designated therein;

“Director” means the Direct of Corporate Services of the Township / Municipal Clerk, or his/her designate or successor;

“Hearing Officer” means any person appointed from time to time pursuant to this by-law to perform the functions of a hearing officer in accordance with this by-law and the Administrative Penalty By-law;

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of her or his family whether or not that person is the natural parent of the child;

“Person” includes an individual or a corporation;

“Policy for Appointment of Screening and Hearing Officers” means the policy of the Township for the appointment of screening and hearing officers, as amended from time to time, or any successor thereof;

“Power of Decision” means a power or right, conferred by or under this by-law and the Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:

- (i) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and
- (ii) in the case of a Hearing Officer, in respect of a review of a Screening Decision;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001, as amended from time to time, or any successor thereof;

“Relative” includes any of the following persons:

- (i) spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
- (ii) Parent or legal guardian;
- (iii) child, including a stepchild and grandchild;
- (iv) siblings and children of siblings;
- (v) aunt, uncle, niece and nephew;
- (vi) in-laws, including mother, father, sister, brother, daughter and son; or
- (vii) any person who lives with the person on a permanent basis

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;

“Screening Officer” means any person appointed from time to time pursuant to this by-law, to perform the functions of a screening officer in accordance with this by-law and the Administrative Penalty By-law;

“Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage; and

“Township” means The Corporation of the Township of Puslinch.

3.0 SCREENING OFFICER

- (a) The position of Screening Officer is established for the purpose of exercising the Power of Decision in the review of an Administrative Penalty by a Screening Officer, as set out in the Administrative Monetary Penalty System By-law.
- (b) The Screening Officer shall have all the powers of a Screening Officer as set out in the Administrative Monetary Penalty System By-law and, with respect to any matters subject to a by-law designated under Section 102.1 of the *Municipal Act, 2001*, the Regulation.
- (c) Screening Officer(s) shall be appointed by the Director, in accordance with the Policy for Appointment of Screening and Hearing Officers.

4.0 HEARING OFFICER

- (a) The position of Hearing Officer is established for the purpose of exercising the Power of Decision in a review of a Screening Decision, as set out in the Administrative Monetary Penalty System By-law.

- (b) The Hearing Officer shall have all the powers of a Hearing Officer as set out in the Administrative Monetary Penalty System By-law and, with respect to any matters subject to a by-law designated under Section 102.1 of the *Municipal Act, 2001*, the Regulation.
- (c) Hearing Officer(s) shall be appointed by the Director, in accordance with the Policy for Appointment of Screening and Hearing Officers.
- (d) Hearing Officers shall be appointed for the term of Council, and thereafter until the Hearing Officer is reappointed or a successor is appointed pursuant to this by-law or is no longer required by the Township.
- (e) Notwithstanding Subsection 4.4, the Director may revoke the appointment of a Hearing Officer at any time, if the Hearing Officer:
 - (i) is found to have contravened any applicable Township policy relating to the administration of the Administrative Penalty system;
 - (ii) is found to have contravened any other requirement of the appointment; or
 - (iii) at any time during the appointment becomes ineligible for appointment.
- (f) A Hearing Officer shall be remunerated at a rate as established by the Director from time to time.
- (g) A Hearing Officer is deemed not to be an employee of the Township.

5.0 ELIGIBILITY

- (a) The following persons are not eligible for appointment as a Screening Officer or a Hearing Officer:
 - (i) a member of Council, Committee, or Local Board or relative thereof;
 - (ii) a Relative of a member of Council, Committee, or Local Board or relative thereof;
 - (iii) a person indebted to the Township, other than:
 - a. in respect of current property taxes; or
 - b. pursuant to an agreement with the Township, where the person is in compliance with the terms thereof.
- (b) In addition to the above, Township employees or relatives are not eligible for appointment as a Hearing Officer.

6.0 GENERAL

- (a) A Screening Officer or a Hearing Officer shall have no authority to further delegate his/her powers or duties.
- (b) Neither a Screening Officer nor a Hearing Officer has jurisdiction to consider questions relating to the validity of a statute, regulation or by-law, or the constitutional applicability or operability of any statute, regulation or by-law.

- (c) The Director shall administer this by-law and is delegated the power to prescribe all forms, notices, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the Director deems necessary.
- (d) The CAO is delegated the power to establish and implement any policies necessary to implement this by-law and the administrative penalty system, including without limitation the Policy for Appointment of Screening and Hearing Officers, and may amend the same from time to time, as the CAO deems necessary.
- (e) The Director is delegated the power to appoint, suspend the appointment of and revoke appointments of any Screening Officer and Hearing Officer, in accordance with the Policy for Appointment of Screening and Hearing Officers, and any other applicable policies, by-laws and legislation.
- (f) For the purposes of Subsection 23.2(4) of the Municipal Act, 2001, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

7.0 INTERPRETATION

- (a) Unless otherwise specified, references in this by-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections clauses, and schedules in this by-law.
- (b) The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This by-law is to be interpreted without reference to such headings.
- (c) References in this by-law to any statute or statutory provisions include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.
- (d) This by-law shall be read with all changes in gender or number as the context requires.
- (e) References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.
- (f) The words “include”, “includes”, “including” are not to be read or interpreted as limiting the words, phrases, or descriptions that precede it.
- (g) Should any provision, or any part of a provision, of this by-law, be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, be severed from this by-law and every other provision of this by-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

8.0 CONFLICT AND TRANSITION

- (a) In the event the provisions of this by-law are inconsistent with the provisions of the *Municipal Act*, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.
- (b) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.
- (c) This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY OF ____ 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Title: Technology Policy

Policy No. 2025-002

Adoption: DATE by Council Resolution No. 2025-XXX

Subject: Technology and Written Information Security Policy

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Written Information Security Policy

Statement of Policy

The objective of the Township of Puslinch (Township) in the development and implementation of this comprehensive **Written Information Security Policy** ("WISP"), is to create effective administrative, technical and physical safeguards for the protection of personally identifiable information (PII) of customers, clients and employees as well as sensitive Township information that could be harmful if unauthorized access were to occur. The WISP sets forth a procedure for evaluating and addressing electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting PII and sensitive Township information.

*The use of the term **employees** will include all members of Township Council, members of a Committee of Council, members of a local board, Township volunteers, managers, employees, all independent contractors, consultants, and temporary employees.*

Purpose of Policy

The purpose of the WISP is to better:

- 1) Ensure the security and confidentiality of **personally identifiable information (PII)** of customers, clients, employees or vendors as well as **sensitive Township data** which includes emails, confidential Township information (i.e. highly confidential information, etc.), employee information and the like.;
- 2) Protect against any reasonably anticipated threats or hazards to the security or integrity of such information; and
- 3) Protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft, fraud or harm to The Township.

Scope of Policy

In formulating and implementing the WISP, The Township has addressed and incorporated the following protocols:

- 1) Identified reasonably foreseeable internal and external risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing PII and sensitive Township data.
- 2) Assessed the likelihood and potential damage of these threats, taking into consideration the sensitivity of the PII and sensitive Township data.

- 3) Evaluated the sufficiency of existing policies, procedures, customer information systems, and other safeguards in place to control risk.
- 4) Designed and implemented a WISP that puts safeguards in place to minimize identified risks.
- 5) Implemented regular monitoring of the effectiveness of those safeguards.

Security Safeguards

The following safeguards are effective immediately. The goal of implementing these safeguards is to protect against risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing PII or sensitive Township data.

Administrative Safeguards

- 1) **Security Officer** - The Township has designated the Director of Corporate Services/Municipal Clerk (Security Officer) or their designate to implement, supervise and maintain the WISP. This designated employee (the "Security Officer") will be responsible for the following:
 - (a) Implementation of the WISP including all provisions outlined in **Security Safeguards**.
 - (b) Training of all employees that may have access to PII and sensitive Township data. Employees should receive annual training, and new employees should be trained as part of the new employee hire process.
 - (c) Regular monitoring of the WISP's safeguards and ensuring that employees are complying with the appropriate safeguards.
 - (d) Evaluating the ability of any Third-Party Service Providers to implement and maintain appropriate security measures for the PII and sensitive Township data to which the Township has permitted access, and requiring Third-Party Service Providers, by contract, to implement and maintain appropriate security measures.
 - (e) Reviewing all security measures at least annually, or whenever there is a material change in the Township's business practices that may put PII and sensitive Township data at risk.
 - (f) Investigating, reviewing and responding to all security incidents or suspected security incidents.
- 2) **Security Management** - All security measures will be reviewed at least annually, or whenever there is a material change in the Township's business practices that may put PII or

sensitive Township data at risk. This should include performing a security risk assessment, documenting the results and implementing the recommendations of the security risk assessment to better protect PII and sensitive Township data. The **Security Officer** will be responsible for this review and will communicate to management the results of that review and any recommendations for improved security arising out of that review.

- 3) **Minimal Data Collection** - The Township will only collect PII of clients, customers or employees that is necessary to accomplish legitimate business transactions or to comply with any and all federal, provincial or local regulations.
- 4) **Information Access** - Access to records containing PII and/or sensitive Township data shall be limited to those persons whose job functions requires a legitimate need to access the records. Access to the records will only be for a legitimate job-related purpose.
- 5) **Employee Termination** - Terminated employees must return all records containing PII and sensitive Township data, in any form, that may be in the former employee's possession (including all information stored on laptops or other portable devices or media, and in files, records, work papers, etc.). A terminated employee's physical and electronic access to PII and sensitive Township data must be immediately blocked. A terminated employee shall be required to surrender all keys, IDs or access codes or badges, business cards, and the like, that permit access to the Township's premises or information. A terminated employee's remote electronic access to PII and sensitive Township data must be disabled; his/her voicemail access, e-mail access, internet access, and passwords must be invalidated. **See – Termination Procedure.**
- 6) **Security Training** – All employees, as defined, that may have access to PII and sensitive Township data, will receive security training. Employees should receive at least annual training, and new employees should be trained as part of the new employee on-boarding process. Documentation of employee training should be kept and reviewed.
- 7) **WISP Distribution** - A copy of the WISP is to be distributed to each current employee and to each new employee on the beginning date of their employment. It shall be the employee's responsibility for acknowledging in writing or electronically that he/she has received a copy of the WISP and will abide by its provisions.
- 8) **Contingency Planning** – All systems that store PII and/or sensitive Township data should have the data backed up on, at least, a nightly basis. Data should be encrypted and be stored offsite. Disaster Recovery mechanisms and documented procedures should be in place to restore access to PII and sensitive Township data as well as any operational systems that the Township relies on. A system criticality assessment should be performed that defines how critical each of The Township's systems are. Systems that are critical to

operations should be restored before non-critical systems. On a periodic basis, data backups, data restoration and Disaster Recovery procedures should be tested and validated.

- 9) **Security Incident Procedures** – Employees, as defined, are required to report suspicious or unauthorized use of PII and/or sensitive Township data to a supervisor or the **Security Officer**. Whenever there is an incident that requires notification pursuant to any federal or provincial regulations, the **Security Officer** will conduct a mandatory post-incident review of the events and actions taken to determine how to alter security practices to better safeguard PII and sensitive data. **See - Security Incident Response.**
- 10) **Emergency Operations** – Procedures should be in place to define how the Township will respond to emergencies. Procedures should include employee contact information, critical vendor contact information, important vendor account information as well as any emergency operating procedures.
- 11) **Third-Party Service Providers** - Any service provider or individual (“Third-Party Service Provider”) that receives, stores, maintains, processes, or otherwise is permitted access to any file containing PII and/or sensitive Township data shall be required to protect PII and sensitive Township data. The Third-Party Service Providers must sign service agreements that contractually hold them responsible for protecting the Township’s data. Examples include third parties who provide off-site backup of electronic data; website hosting companies; credit card processing companies; paper record copying or storage providers; IT / Technology Support vendors; contractors or vendors working with customers and having authorized access to PII and/or sensitive Township data.

Physical Safeguards

- 12) **Facility Access Controls** – The Township will implement physical safeguards to protect PII and sensitive Township data. There will be physical security on facilities / office buildings to prevent unauthorized access. All systems that access or store PII and/or sensitive Township data will be physically locked. Employees will be required to maintain a “clean desk” and ensure that PII and/or sensitive Township data is properly secured when they are not at their desk. The **Security Officer** will maintain a list of lock combinations, passcodes, keys, etc. and which employees have access to the facilities and PII and/or sensitive data. Visitors will be restricted from areas that contain PII and/or sensitive Township data. **See - Facility Security Plan.**
- 13) **Network Security** – The Township will implement security safeguards to protect PII and sensitive Township data. Safeguards include isolating systems that access or store PII and/or sensitive Township data, the use of encryption on all laptops, physical protection on portable devices, ensuring that all systems run up-to-date anti-malware, implementing network firewalls, performing periodic vulnerability scans, capturing and retaining network

log files as well as ensuring that servers and critical network equipment are stored in an environmentally safe location. **See – Network Security**

Technical Safeguards

- 14) **Access Control** - Access to PII and sensitive Township data shall be restricted to approved active users, active user accounts and Township issued devices only. Employees will be assigned unique user accounts and passwords. Systems containing PII and sensitive Township data should have automatic logoff procedures to prevent unauthorized access. **See Security Procedure #6 – Access Control**
- 15) **Computer Use** – All employees will be given a Computer Use Procedure that defines acceptable and unacceptable use of The Township’s computing resources. Employees should be required to sign the **Computer Use** Procedure to acknowledge acceptance of the procedure. **See Security Procedure #7 – Computer Use**
- 16) **Data Disposal** - Written and electronic records containing PII and sensitive Township data shall be securely destroyed or deleted at the earliest opportunity consistent with business needs or legal retention requirements. **See Security Procedure #8 – Equipment Disposal**
- 17) **Encryption** - To the extent technically feasible all portable devices that contain PII and sensitive Township data should be encrypted to protect the contents.

Termination Procedure

Purpose of Procedure

This procedure defines the steps required to revoke both physical and system access to the Township's facilities and network resources.

Termination of Access: it is essential that supervisors and/or Information Technology (IT) terminate access to Township facilities and systems accordingly in a timely manner to protect the information, systems and resources. Supervisors / IT are required to terminate access immediately upon termination (or prior, when possible) of the employee, as defined.

- 1) A terminated employee shall be required to surrender all keys, IDs, access cards/codes or badges, business cards and the like, that permit access to The Township's premises or information.
- 2) A terminated employee's physical and electronic access to PII and sensitive Township data must be immediately blocked.
- 3) A terminated employee must return all records containing PII and sensitive Township data, in any form, that may be in the former employee's possession (including all information stored on laptops or other portable devices or media, and in files, records, work papers, etc.).
- 4) Revoke all computer, network, and data access the terminated employee has for both internal and external systems:
 - 1) **Internal systems**
 1. Microsoft Windows / Network Domain / Microsoft 365
 2. Systems that store or access PII and sensitive Township data
 3. Database applications (Keystone)
 4. Any other systems that the terminated employee has access to
 - 2) **External systems**
 1. Cloud based systems such as credit card processing systems, billing systems, customer relationship management (CRM), etc. (ArcGIS, WordPress, CloudPermit, etc.)
- 5) Remote access should be removed
- 6) Wireless access should be removed

All termination steps that are taken should be documented as part of the Township's off-boarding process and retained for legal purposes and/or federal or provincial regulations.

Security Incident Procedures

Purpose of Procedure

The purpose of the procedure is to develop the response to and reporting of security incidents, including the identification of and response to suspected or known security incidents, the mitigation of the harmful effects of known security incidents, to the extent possible, and the documentation of security incidents and their outcomes.

Definitions

Breach

Breach means the acquisition, access, use, or disclosure of PII or sensitive Township data such as email, employee information, confidential information, etc. which compromises the security or privacy of the PII or sensitive Township data.

Unsecured PII

Unsecured PII means PII that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals using a technology or methodology such as encryption. The definition of unsecured PII varies between different federal and provincial regulations.

Security Incident Response Team (SIRT)

SIRT is comprised of the CAO, Director of Corporate Services/Municipal Clerk, Manager of Corporate Services/Deputy Clerk and the Legislative Assistant, relevant department heads, and if required the IT Managed Services and Legal.

Reporting and Response

1. The Township will ensure that all incidents, threats, or violations that affect or may affect the privacy, confidentiality, integrity, or availability of PII and sensitive Township data will be reported and responded to.
2. The Township shall have a SIRT charged with the responsibility of identifying, evaluating and responding to security incidents. The **Privacy Security Officer** shall oversee the activities of the SIRT.
 - a. The SIRT will be responsible for investigating all known or suspected privacy and security incidents.
 - b. The SIRT will document a procedure for all employees to follow to report privacy and security incidents. See **Appendix A – Security Incident Response Log**
 - c. The Township will ensure that all employees receive training on how to identify and report security incidents.

- d. All employees must follow the documented procedure to report security incidents. In addition, employees must report all known or suspected security incidents.
- e. All employees must assist the SIRT with any security incident investigations.

Breach Determination

The SIRT will investigate all reported and suspected security breaches. The SIRT will refer to federal or provincial regulations to help with breach determination.

The Security Officer will be responsible for activating SIRT.

Breach Notification

If the SIRT determines that a breach of unsecured PII has occurred, breach notification of affected individuals may be required. The SIRT will refer to federal or provincial regulations to help with breach notification requirements in addition to Municipal notification requirements under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Key elements of a breach notification include:

I. Date of discovery

A breach will be treated as discovered as of the first day the breach is known or by exercising reasonable diligence would have been known.

II. Timeliness of notification

The Township will provide the required notifications without unreasonable delay after discovery of a breach.

III. Content of notification

If required, a notification will be provided to each individual affected by the discovered breach. The notification should include the following:

- A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;
- A description of the types of unsecured PII that were involved in the breach (such as whether full name, social security number, date of birth, home address, account number or other types of information were involved);
- Any steps individuals should take to protect themselves from potential harm resulting from the breach;
- A brief description of what the Township is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; and
- Contact procedures for individuals to ask questions or learn additional information, which should include a telephone number, an e-mail address, Web site, or postal address.

- The notification should be written in plain language.

IV. Methods of notification

The following methods are usually used to notify individuals affected by the discovered breach:

i. Written notice

Written notification by first-class mail to the individual at the last known address of the individual or, via e-mail if the individual agrees to e-mail notice. The notification may be provided in one or more mailings as information is available.

If the individual is deceased notifications are usually sent to the next of kin or personal representative

ii. Substitute notice

If contact information is out of date and written notification cannot be made, a substitute notification may be used.

- A substitute notification is usually in the form of either a conspicuous posting on the Township's home page of its Web site, or conspicuous notice in major print or broadcast media in geographic areas where the individuals affected by the breach likely reside. The notice should include a contact phone number.

V. Notification to media

In addition to notifying individuals of a known breach, a notification to the media may be required as well. The Township will give notice to the media in accordance with the Township Corporate Policy 2021-008 - Advertising, Communications and Media Relations Policy.

VI. Notification to federal or provincial regulatory agencies

The Township may need to report breaches of unsecured information to federal or provincial regulatory agencies.

VII. Notification by Third Party Service Providers

Third Party Service Provider responsible for a breach of The Township's PII or sensitive Township data should be required to notify The Township within a pre-determined reasonable timeframe. The timeframe should be defined in a Service Provider Agreement.

Third Party Service Provider breaches may result in The Township having to notify the Township's affected individuals (such as customers, employees, etc.).

Remediation and Mitigation:

SIRT will take immediate steps to contain the incident and mitigate any ongoing risks. Once the immediate breach has been resolved they will implement corrective measures to resolve privacy defaults and restore affected systems or data and develop and implement measures to prevent similar incidents in the future. This will include a post-incident review to identify areas for improvement in procedures, protocols, or security measures. Providing training or awareness programs based on lessons learned to prevent future privacy defaults.

Incident Report

SIRT will be responsible for drafting an incident report as follows:

Incident Summary:

- Brief overview of the incident, including date, time, and initial discovery.

Incident Details:

- Nature of Incident: Describe the type of privacy default (e.g., data breach, unauthorized access).
- Affected Systems/Data: Specify the systems, databases, or information impacted.
- Incident Timeline: Chronological sequence of events from initial detection to resolution.

Investigation Findings:

- Root Cause Analysis: Identify the primary cause(s) of the incident.
- Impact Assessment: Evaluate the extent of the incident's impact on systems, data, and affected individuals. Evidence and Supporting Documentation: Attach logs, records, and any evidence gathered during the investigation.

Actions Taken:

- Immediate Response: Detail the immediate actions taken to contain the incident and mitigate risks.
- Resolution Measures: Describe the steps implemented to resolve the incident and restore affected systems/data.
- Preventative Measures: Outline measures put in place to prevent similar incidents in the future.

Communication and Notification:

- Stakeholder Communication: List the stakeholders informed about the

- incident, including affected individuals, regulatory bodies, or authorities.
- **Details of Notifications:** Provide specific details of how affected parties were notified.

Lessons Learned and Recommendations:

- **Post-Incident Review:** Summarize findings from the review process and identify areas for improvement.
- **Recommendations:** Suggest actionable steps or changes to prevent future incidents.

Compliance and Legal Considerations:

- **Regulatory Compliance:** Ensure compliance with relevant data protection laws and regulations.
- **Documentation for Legal Purposes:** Include any legal documentation related to the incident.

Retention and Storage:

- **Retention Period:** Specify the three-year retention period for the incident report.
- **Storage Location:** Stored in a controlled access file cabinet.

Signatures and Approvals:

- **Authorized Signatures:** Obtain signatures of relevant authorities or stakeholders to approve the report.

Review and Update:

- **Review Schedule:** Specify intervals for review or updates to the incident report, if necessary.

By following this process, the Township can effectively investigate, document, and address privacy defaults while minimizing the impact on users and systems, complying with regulations, and enhancing our privacy protocols.

Network Security

Purpose of Procedure

The purpose of the procedure is to describe the physical safeguards applicable for each server, desktop computer system and wireless computer system used to access, transmit, receive and store PII and sensitive Township data to ensure that appropriate security is maintained, and that access is restricted to authorized employees.

Network Security

The Township will take reasonable and appropriate steps to prevent unauthorized access to workstations, servers and portable devices including laptops, smartphones, CD-ROMs, DVDs, USB Drives, etc. that store or access PII and sensitive Township data.

- 1) Workstations and laptops that are in common areas that store or access PII and/or sensitive Township data should be physically placed with the monitor so that it prohibits unauthorized people from viewing confidential information such as logins, passwords, PII and/or sensitive Township data.
- 2) Workstations and laptops that are in common areas that store or access PII and sensitive Township data should utilize privacy screens to prevent unauthorized access to the data.
- 3) Workstations and laptops that are in common areas that store or access PII and sensitive Township data should be secured by restraints such as locking cables.
- 4) To the extent technically feasible all portable devices that contain PII and/or sensitive Township data should be encrypted to protect the contents.
- 5) Portable devices and media should be concealed from view when offsite to prevent theft.
- 6) All network servers, application servers, routers, database systems, device management system hardware, and other servers should be located in a room or an area that can be physically secured by lock and key or any other appropriate security mechanism to limit access to only authorized personnel.
- 7) All workstations, servers and portable devices will run anti-virus / anti-malware software that protect against malicious software. The software must be current and up to date with virus / malware definitions. Employees must not disable these tools unless specifically directed by computer support personnel to do so to resolve a particular problem.
- 8) A network firewall should be in place to protect PII and/or sensitive Township data. Firewall protection should be up to date. Firewalls should be monitored, and alerts should be triggered in the event of unauthorized intrusion or suspected intrusion.

- 9) All workstations, servers and portable devices, where feasible, must implement a security patch and update procedure to ensure that all relevant security patches and updates are promptly applied based on the severity of the vulnerability corrected.
- 10) Reasonable and appropriate steps will be taken to prevent unauthorized access to workstations, servers and portable devices from misuse and physical damage, vandalism, power surges, electrostatic discharge, magnetic fields, water, overheating and other physical threats.
 - a. Workstations must not be located where they will be directly affected by extremes of temperature or electromagnetic interference. Precautions should also be taken to ensure that workstations cannot be affected by problems caused by utilities, such as water, sewer and/or steam lines that pass through the facility.
 - b. All facilities that store systems that contain PII and/or sensitive Township data should have appropriate smoke and/or fire detection devices, sprinklers or other approved fire suppression systems, and working fire extinguishers in easily accessible locations throughout the facility.
 - c. All servers that contain PII and/or sensitive Township data should be connected to an Uninterrupted Power Supply (UPS) to prevent server crashes during power outages or spikes. Servers should be configured to shut down in a controlled manner if the power outage is for an extended period of time.
 - d. All systems should be connected to surge protectors, where feasible, to protect against power spikes and surges.
- 11) A user identification and password authentication mechanism shall be implemented to control user access to the system. **(See Security Procedure #6 - Access Control)**
- 12) Employees who suspect any inappropriate or unauthorized use of workstations should immediately report such an incident or misuse to the Security Officer.

Access Control

Purpose of Procedure

The purpose of the procedure is to ensure that systems containing PII and/or sensitive Township data are accessed only by those persons or software programs that have been granted appropriate access rights.

Unique User Identification

- 1) Employees will be assigned a unique user identification (i.e. user ID or username) to access any system or application that transmits, receives or stores PII and/or sensitive Township data.
- 2) Each employee must ensure that their assigned user identification is appropriately protected and only used for legitimate access to systems or applications.
- 3) If an employee believes their user identification has been comprised, they must report the security incident immediately.
- 4) Employees should be aware of the following password procedures to create and use strong passwords to protect PII and sensitive Township data:
 - a. Should be a minimum of 10 characters in length.
 - b. Should incorporate both upper- and lower-case letters (e.g. a-z and A-Z)
 - c. Should incorporate digits and punctuation characters as well as letters e.g., 0-9, (! @ # \$ % ^ & * () _ - + = { } [] : ; " ' | \ / ? < > , . ~ `)
 - d. Should not include easily guessed information such as personal information, names, pets, birth dates, etc.
- 5) Employees should be aware of the following procedures to protect passwords:
 - a. Passwords should not be written down
 - b. Passwords should not be shared with other employees
 - c. If an employee suspects that their password has been compromised, they should report the incident immediately.
- 6) Passwords should be changed at least every 180 days
- 7) After several failed password attempts, the employee's account should be disabled (e.g. 3 or 5 failed attempts).

Automatic Logoff

- 1) Systems that access or store PII and/or sensitive Township data should implement an automatic logoff after a determined period of inactivity (i.e. 10 minutes of inactivity). Employees would need to login again to regain access and continue the session.
- 2) When leaving a server, workstation, or other computer system unattended, employees must lock or activate the system's automatic logoff mechanism (e.g. CTRL, ALT, DELETE and Lock Computer) or logout of all applications and database systems containing or accessing PII and/or sensitive Township data.

Encryption and Decryption

- 18) To the extent technically feasible all portable devices that contain PII and/or sensitive Township data should be encrypted to protect the contents.
- 19) Employees should be trained in the use of encryption to protect PII and sensitive Township data.
- 20) All backup tapes and media that contain PII and/or sensitive Township data should utilize encryption to protect the data.
- 21) Secure encrypted remote access procedures should be implemented to protect systems that access or store PII and/or sensitive Township data.
 - a. Authentication and encryption mechanisms should be required for all remote access sessions to networks containing PII and/or sensitive Township data. Examples of such mechanisms include VPN clients, authenticated SSL web sessions, and encrypted Citrix/RDP client access.
 - b. Two-factor authentication (i.e. SMS pin notification) should be implemented where technically feasible.
- 22) All wireless access to networks should utilize encryption mechanisms.
 - a. Employees should not utilize open public Wi-Fi networks

Approved Devices

- 23) Employees shall only access PII and sensitive Township data through Township issued devices and through Township approved applications.

Computer Use

Purpose of Procedure

The purpose of this procedure is to ensure that employees understand what functions should and should not be performed on The Township's computers and network to maximize the security of PII and sensitive Township data. The procedure also provides guidance regarding proper safeguards of PII and sensitive Township data when accessing social media sites.

Computer Use

- 1) To ensure that workstations and other computer systems that may be used to send, receive, store or access PII and sensitive Township data are only used in a secure and legitimate manner, all employees must comply with The Township's Computer Use Procedure, a copy of which is attached as Appendix B.
- 2) The Township may provide workstations and other computer systems to employees for the purpose of performing their job functions. Employees shall be responsible for using workstations appropriately in conformance with The Township's Computer Use Procedure.
- 3) The Township may remove or deactivate any employee's user privileges, including but not limited to, user access accounts and access to secured areas, when necessary to preserve the integrity, confidentiality and availability of its facilities, user services, and data.
- 4) Employees must be assigned and use a unique User Identification and Password (**See - Access Control**)
- 5) Employees that use the Township's information systems, workstation assets and portable devices (e.g. cell phones) have no expectation of privacy. To appropriately manage its information system assets and enforce appropriate security measures, the Township may log, review, or monitor any data stored or transmitted on its information system assets.

Disposal Procedure

Purpose of Procedure

All media containing PII and sensitive Township data, will be disposed of in a manner that destroys the data and does not allow unauthorized access to the data.

Procedures for computer/hardware disposal

- 1) The Security Officer or delegate will notify the Information Technology (IT) provider of equipment that needs to be disposed of.
- 2) The Security Officer or delegate will determine data sensitivity of data to be disposed of. (See Data Classification Table below)
- 3) IT will assess the condition of the equipment, and:
 - a. IT will track the disposal of the device (type of hardware, serial number, etc.)
 - b. IT will run approved wiping software on all devices to make sure all PII and sensitive Township data is removed from the device.
 - i. This may include physical destruction (See Methods of Destruction below)
 - c. IT will verify the hardware's data has been removed.
 - d. IT will dispose of the hardware.
- 4) The Security Officer or delegate / IT will document the destruction of the asset.
- 5) If taken to outside facility - The media shall be taken to an approved, certified facility for erasure or destruction. A letter of certification regarding date and time of erasure/destruction shall be obtained.

Data Classification Table:

- 1) **Low (Unclassified)** - No requirement to erase data but in the interest of prudence normally erase the data using any means such as reformatting or degaussing.
 - Basic operating system, personal files, etc.
- 2) **Med (Sensitive but not Confidential)** - Erase the data using any means such as reformatting or degaussing.
 - This would be for business related information which is not considered sensitive Township data.
- 3) **High (Confidential)** - The data must be erased using- approved technology to make sure it is not readable using special technology techniques. (See method of destruction below)
 - This would be for PII and sensitive Township data.

Examples of hardware devices include:

- Workstation
- Laptop
- Tablet (iPad/Android)
- Smartphones
- Server hard drives
- Memory stick (USB drives)
- CD ROM disk / DVD ROM
- Storage / Backup tape(s)
- Hard drives
- Copiers / Scanners / Fax machines
- Any equipment that contains PII or sensitive Township data

Methods of Destruction Table:

Clear	One method to sanitize media is to use software or hardware products to overwrite storage space on the media with non-sensitive data. This process may include overwriting not only the logical storage location of a file(s) (e.g., file allocation table) but also may include all addressable locations. The security goal of the overwriting process is to replace written data with random data. Overwriting cannot be used for media that are damaged or not rewriteable.)
Purge	Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging. Degaussing is exposing the magnetic media to a strong magnetic field to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged or inoperative media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes.
Destroy	<p>There are many different types, techniques, and procedures for media destruction. If destruction is decided on because of the high security categorization of the information, then after the destruction, the media should be able to withstand a laboratory attack.</p> <ul style="list-style-type: none">• Disintegration, Pulverization, Melting, and Incineration. These sanitization methods are designed to completely destroy the media. They are typically carried out at an outsourced metal destruction or

	<p>licensed incineration facility with the specific capabilities to perform these activities effectively, securely, and safely.</p> <ul style="list-style-type: none">• Shredding. Paper shredders can be used to destroy flexible media such as diskettes once the media are physically removed from their outer containers. The shred size of the refuse should be small enough that there is reasonable assurance in proportion to the data confidentiality that the data cannot be reconstructed. <p>Optical mass storage media, including compact disks (CD, CD-RW, CD-R, CD-ROM), optical disks (DVD), and MO disks, must be destroyed by pulverizing, crosscut shredding or burning. When material is disintegrated or shredded all residues must be reduced to nominal edge dimensions of five millimeters (5 mm) and surface area of twenty-five square millimeters (25 mm).</p>
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Facility Security Plan

Purpose of Procedure

The purpose of the procedure is to define the procedures that will limit physical access to PII and sensitive Township data and the facility or facilities in which such systems are housed, while still ensuring that proper authorized access is allowed.

Facility Security Plan

- 1) Physical security of office buildings must be implemented to protect PII and sensitive data as well as other Township assets. Physical measures might include alarm systems, surveillance cameras, fences, locked gates / doors, etc.
- 2) All systems that store or access PII and/or sensitive Township data should be stored in locked rooms, closets or cabinets to prevent unauthorized access. Access to these facilities should be minimized and limited to only employees and/or vendors that need access to perform their job function.
- 3) Where practical, all visitors should be restricted from areas where files or systems containing PII and/or sensitive Township data are stored. Alternatively, visitors must be escorted or accompanied by an approved employee in any area where files or systems containing PII and/or sensitive Township data are stored.
- 4) A clean desk policy will be implemented and includes the following: All employees are prohibited from keeping unsecured paper files containing PII and sensitive Township data in their work area when they are not present (e.g. lunch breaks). At the end of the day, all files containing PII and/or sensitive Township data are to be stored in a locked filing cabinet, desk drawer or other locked location. Any systems that store or access PII and/or sensitive Township data should be closed, or access should be terminated (i.e. system logoff).
- 5) The Security Officer shall maintain a secured and confidential master list of all lock combinations, passcodes, and keys. The list will identify which employee possess keys, keycards, or other access devices and that only approved employees have been provided with access credentials.
- 6) Where practical, all visitors who are expected to access areas other than common space or are granted access to office space containing PII and/or sensitive Township data should be required to sign-in at a designated reception, and must be escorted at all times. Visitors must be escorted or accompanied by an approved employee in any area where files containing PII and/or sensitive Township data are stored.

Appendix A – Security Incident Response Log

Incident Identification Information	
Name:	
Phone:	
Email:	
Date/Time Detected:	
System / Application Affected:	
Incident Summary	
Type of Incident Detected: (Denial of Service, Malicious Code, Unauthorized Access, Unauthorized Use / Disclosure, Unplanned System Downtime, Other)	
Description of Incident:	
Names of Others Involved:	
Incident Notification	
How Was This Notified? (Security Office, IT Personnel, Human Resources, Other)	
Response Actions Include Start and Stop times	
Identification Measures (Incident Verified, Accessed, Options Evaluated):	
Containment Measures:	
Evidence Collected (Systems Logs, etc.):	

Appendix B

Computer Use Requirements

Introduction

This document provides guidelines for appropriate use of computer facilities and services. It is not a comprehensive document covering all aspects of computer use. It offers principles to help guide employees, and specific policy statements serve as a reference point. It will be modified as new questions and situations arise.

Employees shall be responsible for using workstations appropriately in conformance with these requirements.

Policies

The following policies regarding computer use, the Internet and electronic mail usage shall be observed by all employees.

- Users of the Internet and e-mail are to comply with all appropriate laws, regulations and generally accepted Internet etiquette.
- The primary purpose of the Internet and e-mail is to conduct official business.
- Users should identify themselves properly when using the Internet and e-mail, conduct themselves professionally, and be aware that their activities reflect the reputation and integrity of all our employees.
- Each user is individually responsible for the content of any communication sent over or placed on the Internet and e-mail.
- All employees have a responsibility to ensure a respectful workplace. Computer equipment must not be used to visit Internet sites that contain pornographic or sexually explicit information, pictures, or cartoons.
- Exceptions to this policy are only allowed when pre-approved by supervisors or Township management and deemed necessary for official business, research or investigatory work.

The following actions are prohibited. It is unacceptable for employees to:

- Knowingly or intentionally publish, display, transmit, retrieve or store inappropriate, copyright or offensive material on any department computer system.
- Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
- View or distribute obscene, pornographic, profane, or sexually oriented material.
- Violate laws, rules, and regulations prohibiting sexual harassment.
- Engage in any unauthorized activities for personal financial gain.
- Place advertisements for commercial enterprises, including but not limited to, goods, services or property.

- Download, disseminate, store or print materials including articles and software, in violation of copyright laws.
- Download any software, including but not limited to games, screen savers, toolbars or any other browsing tools without the permission of supervisors, Township management or the IT provider.
- Violate or infringe on the rights of others.
- Conduct business unauthorized by the Township.
- Restrict or inhibit other users from using the system or the efficiency of the computer systems.
- Cause congestion or disruption of networks or systems, including distribution of chain letters.
- Transmit incendiary statements, which might incite violence or describe or promote the use of weapons.
- Use the system for any illegal purpose or contrary to Township policy or business interests.
- Connect a personal computer to the Township network without having the computer checked by IT staff to ensure no threatening viruses / programs infect the Township network.
- Monitor or intercept the files or electronic communications of other employees or third parties.
- Hack or obtain access to systems or accounts they are not authorized to use.
- To disclose a Login ID(s) or password to anyone nor allow anyone to access any information system with someone else's Login ID(s) or passwords.
- Use other people's Login ID(s) or passwords to access any information system for any reason.
- To post any PII or sensitive Township data on social network sites, public forums, etc. This includes posting pictures of PII or sensitive Township data or pictures of customers without permission.
- Employees shall not remove electronic media that contains PII or confidential or proprietary information unless such removal is authorized by an employee's supervisor or Township management.

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Employees will immediately report any activity that violates this agreement to the employee's supervisor, Township management or Township Security Officer.

Title:	Preventing Political Interference
Policy No.	2025-003
Adoption:	DATE by Council Resolution No. 2025-XXX
Subject:	Administrative Monetary Penalty System

1. Introduction

The Township of Puslinch is committed to ensuring that the Administrative Monetary Penalty System (AMPS) is conducted in a fair and independent manner and prevents political interference in the administration of AMPS.

2. Purpose

Ontario Regulation 333/07 made under the *Municipal Act, 2001*, requires a municipality establishing an Administrative Monetary Penalty System (AMPS) to have a policy for the prevention of political interference in AMPS.

This Policy is intended to address this requirement, to define what constitutes political interference in relation to AMPS, and to ensure that the responsibilities of individuals involved in AMPS are conducted in accordance with the principles of fundamental justice, which include decision making and procedural independence, fairness, impartiality and integrity, without any political interference.

3. Legislative Authority

Municipal Act, 2001 and O. Reg. 333/07

4. Policy Scope

- 1) This Policy applies to all elected and appointed members of Township Council, Committees, and Local Boards, to Hearing Officers and Screening Officers, to Township employees involved in the enforcement and administration of AMPS, and to all other Township employees in relation to their interaction with AMPS.

- 2) All applicable Township Policies, By-laws, Agreements, and Procedures also apply as it relates to AMPS including but not limited to the following:
- a) For Township employees involved in the administration of the AMPS program: the Employee Code of Conduct Policy, shall also apply in regard to the activities of an employee in the administration of the AMPS program.
 - b) For Hearing Officers: the provisions of any agreement governing the retainer between the Township and a Hearing Officer(s), shall also apply in regard to the activities of the Hearing Officer. In the event of a conflict between this Policy and the agreement, the provisions of this Policy shall supersede.
 - c) For elected and appointed members of Council, Committees, and Local Boards: the Code of Conduct (Council, Committees of Council, Local Boards) shall also apply in regard to the activities of members. In the event of a conflict between the provisions of this Policy and the provisions of the Council Code of Conduct, in relation to AMPS, this Policy shall supersede.
 - d) This Policy shall apply in addition to all applicable law (i.e. Municipal Conflict of Interest Act, etc.). A breach of applicable law shall be deemed to be a breach of this Policy.

5. Definitions

“Administrative Penalty” means an administrative penalty established by the Administrative Monetary Penalty System By-law for a contravention of a Designated By-law as defined therein;

“Administrative Monetary Penalty System By-law” means the By-law passed by the Township to establish administrative penalties, as amended from time to time, or any successor thereof;

“AMPS” means Administrative Monetary Penalty System, established by the Administrative Monetary Penalty System By-law;

“By-law Enforcement Supervisor” means the Supervisor of By-law Enforcement Services of the Township, or anyone designated by the Clerk to perform his or her duties relating to AMPS;

“Council Code of Conduct” means the Code of Conduct for Members of Council, Committees, and Local Boards adopted by the Township to govern the conduct of Members, as amended from time to time, or any successor thereof;

“Council” means the Council of the Township of Puslinch;

“Director” means the Director of Corporate Services/ Municipal Clerk of the Township, or anyone designated by the Director of Corporate Services/Municipal Clerk to perform his or her duties relating to AMPS;

“Employee” means Township volunteers, Volunteer Firefighters, Part-time and Full-time employees, temporary employees, contract employees, independent contractors, and consultants.

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Hearing Review” means the process related to the review of a screening decision, as set out in the Administrative Monetary Penalty System By-law;

“Penalty Notice” means a penalty notice as described in the Administrative Monetary Penalty System By-law;

“Person” includes an individual or a corporation;

“Power of Decision” means a power or right, conferred by or under the Administrative Monetary Penalty System By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any person;

“Reprisal” means any measure taken or threatened as a direct result of disclosing or being suspected of disclosing an allegation of wrongdoing, initiating or cooperating in an investigation into an alleged wrongdoing, and includes but is not limited to:

- a) Disciplinary measures;
- b) Demotion of the employee or individual;
- c) Termination of the employee or individual;
- d) Intimidation or harassment of the employee or individual;
- e) Any measure that adversely affects the employment or working conditions of the employee or individual; and
- f) Directing or counselling someone to commit a reprisal.

“Screening and Hearing Officer By-law” means the By-law passed by the Township to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties, as amended from time to time, or any successor thereof;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Staff Code of Conduct” means the policy adopted by the Township to govern employee conduct, as amended from time to time, or any successor thereof;

“Township” means the Corporation of the Township of Puslinch;

6. Principles of Preventing Political Interference

- 1) No Person shall attempt, directly or indirectly, to communicate with any Township employee or other person performing duties related to the administration of AMPS for the purpose of influencing or interfering, financially, politically or otherwise, with the administration of AMPS or with any particular Penalty Notice;
- 2) No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a Power of Decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
 - a. A Person who is entitled to be heard in the proceeding or the Person’s lawyer, licensed paralegal or authorized representative; and
 - b. Only by that Person or the Person’s lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.
 - c. This paragraph shall not prohibit the giving or receiving of legal advice.
- 3) In addition to this Policy, the AMPS By-law sets out a prohibition regarding attempting to influence a Screening Officer or Hearing Officer and creates an offence for any contravention of the provisions of the By-law. Such penalty is in addition to any action taken pursuant to this Policy.
- 4) All individuals involved with the enforcement and administrative functions of AMPS shall carry out such duties in a manner which upholds the integrity of the administration of justice.

7. Accountability

- 1) A Screening Officer or Hearing Officer, Township employee, or any other individual performing duties related to AMPS shall report any attempt at influence or interference, financial, political or otherwise, by any Person, to the Director as soon as possible. No action shall be taken against the Screening Officer, Hearing Officer, employee, or other person(s) for making any such report in good faith.
- 2) Where any employee, Screening Officer, Hearing Officer, or other person performing duties related to AMPS, is contacted by a member of Council, Committee, Local Board, or Township official with respect to the administration of AMPS or a specific Penalty Notice, he or she shall immediately disclose such contact to the Director in order to maintain the integrity of AMPS.
- 3) Any interference with or attempt to interfere with AMPS by any Person may result in charges under the Criminal Code of Canada, as applicable, or any other applicable law, in addition to any disciplinary action.
- 4) Any interference with AMPS or attempt to interfere with AMPS, by a member of Council, Committee, or Local Board will be addressed pursuant to the Council Code of Conduct.

8. Reprisal

- 1) In addition to and without limiting Section 7. 1), no person shall take any Reprisal against a Township employee or other individual performing duties related to the administration of AMPS because the employee or individual, in good faith:
 - a. has sought information or advice about making a disclosure about wrongdoing contrary to this Policy;
 - b. has made a disclosure about wrongdoing contrary to this Policy in good faith;
 - c. has initiated or cooperated in an investigation or other process related to a disclosure of wrongdoing contrary to this Policy;
 - d. has appeared as a witness, given evidence or participated in any proceeding relating to the wrongdoing contrary to this Policy, or is required to do so;
 - e. has alleged or reported a Reprisal; or
 - f. is suspected or any of the above actions.

- 2) The identity of employees or other individuals performing duties related to the administration of AMPS involved in an investigation, including the identity of an individual alleging political influence contrary to this policy, will be protected to the fullest extent possible.
- 3) If an employee believes that he or she has suffered Reprisal, this should be reported immediately to the Director.

9. Compliance

- 1) In cases of a Policy violation, the Director may investigate and determine appropriate corrective action.

10. Policy Communication:

- 1) This Policy will be posted on the Township's website.
- 2) Affected staff will be advised of the Policy and any major amendments.
- 3) All members of Council, Committee, and Local Boards shall be provided with a copy of this Policy, and the Policy shall form part of the Council, Committee, and Local Board Orientation package;
- 4) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and Township staff involved in the enforcement and administration of AMPS; and
- 5) Without limiting Section 10. 4), all current and new Township officials and staff, with the potential for interaction with the AMPS program, shall receive training in relation to this Policy.

Title:	Financial Management and Reporting
Policy No.	2025-004
Adoption:	DATE by Council Resolution No. 2025-XXX
Subject:	Administrative Monetary Penalty System

1. Introduction

This Policy is to establish financial management and reporting responsibilities related to the Administrative Monetary Penalty System (**AMPS**).

2. Purpose

Ontario Regulation 333/07 requires a municipality establishing **AMPS** to have a policy to address financial management and reporting of **AMPS**.

The purpose of this Policy is to provide a framework regarding financial management and the reporting and tracking of administrative penalties and fees. This Policy affirms that the Township of Puslinch's (**Township**) **AMPS** shall follow the existing corporate policies and procedures related to financial management and reporting.

3. Legislative Authority

Municipal Act, 2001 and O. Reg. 333/07

4. Policy Scope

- 1) This Policy applies to all financial management and reporting responsibilities and accountabilities regarding **AMPS**. All **Persons** responsible for administering the **AMPS** program, as well as **Screening Officers** and **Hearing Officers**, shall comply with this Policy.
- 2) The **Township** has established several financial policies and procedures which, along with proactive financial planning processes, provide a framework for the **Township's** overall fiscal planning and management. The **Township** continues to display financial accountability through regular, thorough, and transparent financial reporting. This will be reflected in routine reporting on **AMPS** financial results, as well as efficiency and effectiveness measures of the **AMPS** programs and services.

5. Definitions

“Administrative Fee” means any fee specified in the **AMPS By-law**;

“Administrative Penalty” means an administrative penalty imposed for contravention of a Designated By-law, in accordance with the **AMPS By-law**;

“Administrative Monetary Penalty System By-law” means the by-law passed by the **Township** to establish administrative penalties, as amended from time to time, or any successor thereof;

“AMPS” means Administrative Monetary Penalty System;

“CAO” means the chief administrative officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;

“Director” means the Director of Corporate Services/Municipal Clerk of the **Township**, or anyone designated by the Director of Corporate Services/Municipal Clerk to perform his or her duties relating to **AMPS**;

“Hearing Officer” means any **Person** who is appointed by the **Township** from time to time pursuant to the **Screening and Hearing Officer By-law**, to perform the functions of a **Hearing Officer** in accordance with the **Screening and Hearing Officer By-law** and the **Administrative Monetary Penalty System By-law**;

“By-law Enforcement Services” means the **By-law Enforcement Services** section of the Corporate Services Department of the **Township**, or any successor thereof;

“Municipal Freedom of Information and Protection of Privacy Act” means the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M. 56, as amended from time to time, or any successor thereof;

“Penalty Notice” means a penalty notice as described in the **Administrative Monetary Penalty System By-law**;

“Person” includes an individual or a corporation;

“Screening and Hearing Officer By-law” means any **Person** appointed by the **Township** from time to time pursuant to the **Screening and Hearing Officer By-law**, to perform the functions of a **Screening Officer** in accordance with the **Screening and Hearing Officer By-law** and the **Administrative Monetary Penalty System By-law**;

“Screening Officer” means any **Person** appointed by the **Township** from time to time pursuant to the **Screening and Hearing Officer By-law**, to perform the functions of a **Screening Officer** in accordance with the **Screening and Hearing Officer By-law** and the **Administrative Monetary Penalty System By-law**;

“Township” means The Corporation of the Township of Puslinch.

6. General Financial Management and Reporting

- 1) Preparation of the **Township’s** budget involves priority setting that reflects Council’s priorities, service delivery objectives and standards and historical financial performance, all balanced with the need for prudent financial management. Priority setting and budgeting with respect to **AMPS** shall be the responsibility of **By-law Enforcement Services** in consultation with the **Township’s** Finance Department, **Director**, and **CAO**.
- 2) Through the process of current and capital financial management and reporting for **AMPS**, **By-law Enforcement Services** in consultation with the Finance Department, **Director**, and **CAO** shall:
 - a) Review and monitor current year actual and budgeted financial performance and operating results in accordance with the **Township’s** policies;
 - b) Compare program financial activity with past performance to identify trends, issues and opportunities in accordance with the **Township’s** policies;
 - c) Determine priorities for maintaining and improving **AMPS** program services levels;
 - d) Review and develop long-term plans for **AMPS** including a multi-year capital budget in accordance with the **Township’s** policies;
 - e) Identify and mitigate factors impacting the **AMPS** budget and financial performance, such as inflation in accordance with the **Township’s** policies;
 - f) Comply with all corporate reporting standards and requirements as part of the **Township’s** financial management and reporting processes;
 - g) Ensure all necessary financial signing authorities are in place and followed by all staff involved in **AMPS** administration; and
 - h) Comply with all **Township** procurement policies and procedures in regard to **AMPS**.

3) Payment of a **Penalty Notice**:

- a) Any **Person** issuing a **Penalty Notice** for an infraction of a Designated By-law is not permitted to accept payment for an **Administrative Penalty**.
- b) **Hearing Officers** are prohibited from directly accepting any payment from any **Person** in respect of a **Penalty Notice**.
- c) **Township** employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

7. Methods of Payment

- 1) Following the issuance of a **Penalty Notice**, the **Person** is permitted to make a voluntary payment by using one of the following methods:
 - a) Online (subject to a nominal processing fee):
AMPS online system
 - b) In person at: Township of Puslinch Municipal Office
7404 Wellington Road 34, Puslinch
Monday – Friday during regular business hours
 - c) By mail using cheque or money order only, where:
 - i. The **Penalty Notice** number must be written on the front of the cheque or money order and shall be made payable to The Corporation of the Township of Puslinch
 - ii. Mail to: The Township of Puslinch
7404 Wellington Road 34,
Puslinch, Ontario N0B 2J0
- 2) Payment is not considered made until received by the **Township**. **Persons** must allow sufficient mailing time for payments and should not send cash by mail. Post-dated cheques or payment by installments (unless otherwise agreed to by the **Director**) are not accepted. A fee will be applied for any Non-Sufficient Funds, cancelled, or reversed payment, in accordance with the **Township's** User Fees and Charges By-law.
- 3) Payments will be processed as follows:

a) Online: The **Person** enters their **Penalty Notice** and related information into the AMPS online system and makes a payment with their credit card information. Once the

transaction is processed and approved, the **Person** may print a receipt of payment as proof of payment for their records.

- b) In Person: Apply the appropriate method of payment to the **Penalty Notice**. The **Person** is provided with a receipt of payment for their records.
- c) By Mail: Apply the cheque or money order payment to the **Penalty Notice**. A receipt is not provided when using this method of payment.
- d) Upon receipt of a **Penalty Notice** payment, a **Township** employee will note that the specific **Penalty Notice** has been paid in the **Township's** AMPS system.
- e) Unless otherwise agreed by the **Director**, partial payments will not be accepted. The **Penalty Notice** will reflect "not paid" status.
- f) A **Person's** credit card information is not kept by the **Township** in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.

4) Refund of Payment:

- a) If a **Person** has paid any **Administrative Fee** in respect of a **Penalty Notice**, and the **Administrative Fee** or part thereof is later cancelled or reduced by a **Screening Officer** or **Hearing Officer**, the **Township** shall refund the **Administrative Fee** or part thereof cancelled or reduced to the **Person**.

5) Administrative Fees

- a) Various **Administrative Fees** may be payable by a **Person** with a **Penalty Notice** as set out in the **Administrative Monetary Penalty System By-law**. Where applicable, such fees shall be paid in addition to the **Administrative Penalty**.

8. Compliance

- 1) In cases of Policy violation, the **Township** may investigate and determine appropriate corrective action.

9. Policy Communication:

- 1) This Policy will be posted on the **Township's** website.

- 2) Affected staff will be advised of the Policy and any major amendments.
- 3) All members of Council, Committee, and Local Board shall be provided with a copy of this Policy.
- 4) This Policy shall form part of the orientation for all members of Council, Committees, and Local Boards at the start of a new term of Council.
- 5) This Policy shall form part of the orientation for all **Screening Officers, Hearing Officers** and **Township** staff involved in the enforcement and administration of **AMPS**
- 6) Without limiting Section 9. 5) all current and new **Township** officials and staff, with the potential for interaction with the **AMPS** program, shall receive training in relation to this Policy.

Title:	Public Complaints
Policy No.	2025-005
Adoption:	DATE by Council Resolution No. 2025-XXX
Subject:	Administrative Monetary Penalty System

1. Introduction

This Policy is to address any public complaints regarding the administration of the Administrative Monetary Penalty System (AMPS).

2. Purpose

Ontario Regulation 333/07 made under the *Municipal Act, 2001* requires a municipality establishing AMPS to develop a Policy to address public complaints regarding the administration of AMPS.

The purpose of this Policy is to provide a process for public complaints regarding the administration of AMPS and to ensure that AMPS remains an open, transparent, accessible, responsive, accountable, efficient and effective system for enforcement in the Township of Puslinch, and that any public complaints are addressed in a timely and responsible manner.

3. Legislative Authority

Municipal Act, 2001 and O. Reg. 333/07

4. Policy Scope

- 1) This Policy applies to all public complaints, informal or formal, regarding the administration of the AMPS program and applies to all administrative actions and functions of all Township employees and other individuals responsible for the administration of AMPS, and to all public complaints regarding Screening Officers, or Hearing Officers. All individuals responsible for administering the AMPS program shall be responsible for adherence to this Policy.
- 2) Any public complaint filed pursuant to this Policy in regard to the administrative actions of a Township employee, Screening Officer, or Hearing Officer under AMPS shall be referred to the Designated Complaints Investigator.

- 3) Screening Officers and Hearing Officers do not have jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of a statute, regulation or by-law. Any such complaints will not be processed under this Policy.
- 4) This Policy is not intended to:
 - a) Operate as an appeal mechanism to reverse or alter any decision of a Screening Officer or Hearing Officer; or
 - b) Replace other specific Township programs, policies/procedures, legislative processes, or legal processes available to the public to address public concerns with AMPS or with the outcome of a Screening Review or Hearing Review.

5. Definitions

“Administrative Fee” means any fee specified in the Administrative Monetary Penalty System By-law;

“Administrative Penalty” means an administrative penalty established by the Administrative Monetary Penalty System By-law for a contravention of a Designated By-law as defined therein;

“Administrative Monetary Penalty System By-law” means the By-law passed by the Township to establish administrative penalties, as amended from time to time, or any successor thereof;

“AMPS” means Administrative Monetary Penalty System;

“Council” means the Council of the Township;

“Designated Complaints Investigator” means the Director of Corporate Services/Municipal Clerk or his or her designate;

“Hearing Officer” means any person who is appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with the Administrative Monetary Penalty System By-law;

“Hearing Review” means the process related to review of a screening decision, as set out in the Administrative Monetary Penalty System By-law;

“Integrity Commissioner” means the Integrity Commissioner as appointed by Township Council, from time to time;

“Municipal Freedom of Information and Protection of Privacy Act” means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c. M. 56*, as amended from time to time, or any successor thereof;

“Penalty Notice” means a penalty notice issued pursuant to the Administrative Monetary Penalty System By-law;

“Screening and Hearing Officer By-law” means the by-law passed by the Township to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties, as amended from time to time, or any successor thereof;

“Screening Officer” means any person who is appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer in accordance with the Administrative Monetary Penalty System By-law;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law;

“Township” means The Corporation of the Township of Puslinch.

6. General Provisions

1) A public complaint shall be processed using the following framework:

- a) Unless otherwise set out in this Policy, all public complaints regarding the administration of AMPS shall be submitted to the Designated Complaints Investigator, who may investigate and, if applicable, determine appropriate corrective action;
- b) Any complaint regarding a member of Council in respect of the administration of AMPS shall be submitted and processed in accordance with the Council Code of Conduct;
- c) Any complaint regarding a Hearing Officer shall be referred by the Designated Complaints Investigator;
- d) A public complaint submitted pursuant to this Policy must be in writing, using the form(s) as may be prescribed by the Designated Complaints Investigator from time to time, complete with all required information, including the name and full contact information of the complainant, and be sent to the Designated Complaints Investigator within 30 calendar days of the date of the event for which the complaint is being made. Incomplete complaint forms or forms submitted after the 30 calendar day period may not be processed, at the discretion of the Designated Complaints Investigator;



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- e) All complaints shall be treated as confidential by the Township and shared only as required to investigate the complaint, respecting personal information privacy and confidentiality in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
 - f) The Designated Complaints Investigator may refuse to address or process any public complaint that is deemed by the Designated Complaints Investigator to be frivolous, vexatious, trivial or made in bad faith, or not within the scope of this Policy. The Designated Complaints Investigator shall notify the complainant in writing and provide the complainant with a reasonable opportunity to make written submissions, prior to determining a complaint to be frivolous, vexatious, trivial or made in bad faith. Any such decision shall be communicated to the complainant in writing with reasons;
 - g) Where possible, at the discretion of the Designated Complaints Investigator, attempts will be made to address public complaints through an informal resolution process before proceeding to a formal resolution process;
 - h) Any resolution, formal or informal, of a public complaint will be addressed by a written response from the Designated Complaints Investigator to the person filing the complaint;
 - i) A public complaint sustained through a review cannot be used as the basis to change or void a decision of a Screening Officer or Hearing Officer, including any Administrative Penalties and Administrative Fees due or paid; and
 - j) The Designated Complaints Investigator will report annually on the summary of public complaints filed and addressed in respect of AMPS.
- 2) Complaints that are anonymous will not be accepted.
 - 3) A complainant may withdraw his/her complaint by so requesting in writing to the Designated Complaints Investigator at any time.
 - 4) General comments and suggestions regarding the AMPS system will not be investigated pursuant to this Policy. However, general comments and suggestions, including anonymous comments and suggestions, will be accepted, and may be used by the Township from time to time, as the Township determines appropriate, for continuous improvement of the program.

7. Compliance

- 1) In cases of Policy violation, the Township may investigate and determine appropriate corrective action.

8. Policy Communication:

- 1) This Policy will be posted on the Township's website.

- 2) Affected staff will be advised of the Policy and any major amendments.
- 3) All members of Council, Committees, and Local Boards shall be provided with a copy of this Policy.
- 4) This Policy shall form part of the orientation for all members of Council, Committees, and Local Boards at the start of a new term of Council.
- 5) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and Township employees involved in the enforcement and administration of AMPS.
- 6) Without limiting Section 8. 5) all current and new employees, with the potential for interaction with the AMPS program, shall receive training in relation to this Policy.

Title:	Undue Hardship
Policy No.	2025-006
Adoption:	DATE by Council Resolution No. 2025-XXX
Subject:	Administrative Monetary Penalty System

1. Introduction

The Township desires to establish a Policy to assist Screening Officers and Hearing Officers in responding to requests by persons with a Penalty Notice for relief from paying all, or part, of an Administrative Penalty, including any Administrative Fees, on the basis that they would suffer undue hardship if required to pay the penalty or fee.

2. Purpose

Ontario Regulation 333/07 made under the *Municipal Act, 2001* requires a municipality establishing an Administrative Monetary Penalty System (AMPS) to have procedures that permit persons to be excused from paying all or part of the administrative penalty, including any administrative fees, if requiring them to do so would cause undue hardship.

The AMPS By-law provides discretion to Screening Officers and Hearing Officer to cancel, reduce or extend time for payment of Administrative Penalties and Administrative Fees where the Officer determines it is necessary in order to reduce undue hardship. This Policy is intended to provide guidelines to Screening Officers and Hearing Officers in exercising their discretion in accordance with the By-law. It is not intended to provide criteria for establishing undue hardship in respect of other Township programs or services.

3. Legislative Authority

Municipal Act, 2001 and O. Reg. 333/07

4. Policy Scope

- 1) This Policy applies to Screening Officers and Hearing Officers in the conduct of a Screening Review and a Hearing Review, respectively, pursuant to the Administrative Penalty By-law.

5. Definitions

“Administrative Fee” means any fee specified in the Administrative Monetary Penalty System By-law;

“Administrative Penalty” means an administrative penalty established by the Administrative Monetary Penalty System By-law for a contravention of a Designated By-law as defined therein;

“Administrative Monetary Penalty System By-law” means the by-law passed by the Township to establish administrative monetary penalties as amended from time to time, or any successor thereof;

“AMPS” means Administrative Monetary Penalty System;

“Financial Hardship” means a significant financial difficulty or expense and focuses on the resources and circumstances of the Person owing an Administrative Penalty or Administrative Fee, in relation to the cost or difficulty of paying the Administrative Penalty or Administrative Fee;

“Hearing Officer” means any person who is appointed by the Township, from time to time, pursuant to the Screening and Hearing Officer by-law, to perform the functions of a Hearing Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Hearing Decision” means a notice which contains the decision of a Hearing Officer, as set out in the Administrative Monetary Penalty System By-law;

“Hearing Review” means the process related to review of a screening decision, as set out in the Administrative Monetary Penalty System By-law;

“Municipal Freedom of Information and Protection of Privacy Act” means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c. M. 56*, as amended from time to time, or any successor thereof;

“Penalty Notice” means a penalty notice as described in the Administrative Monetary Penalty System By-law;

“Person” includes an individual or a corporation;

“Records Retention By-law” means the By-law passed by the Township providing for the classification retention and disposition of records in the Township of Puslinch, as amended from time to time, or any successor thereof;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Monetary Penalty System By-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Township” means The Corporation of the Township of Puslinch;

“Undue Hardship” means financial hardship, or other extenuating circumstances based on compassionate grounds.

6. Process

- 1) In accordance with the Administrative Monetary Penalty System By-law, a Screening Officer or Hearing Officer:
 - a) May cancel, reduce or extend the time for payment of an Administrative Penalty and/or any Administrative Fee, where the Screening Officer or Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of time for payment is necessary to reduce Undue Hardship; and
 - b) Will consider and satisfy themselves at the Screening Review or Hearing Review as to the authenticity/credibility of any oral or documentary evidence provided, in respect of Undue Hardship, and will include an assessment of such evidence in their decision.

7. Documentation to support Financial Hardship

- 1) A Person who wishes to seek relief pursuant to the Administrative Monetary Penalty System By-law on the basis of Financial Hardship should bring documentation to support their claim to the Screening Review or Hearing Review. Examples of documents that may be considered in relation to Financial Hardship include, but are not limited to:
 - a) Old Age Security;
 - b) Canada Pension;
 - c) Guaranteed Income Supplement;
 - d) Disability Pension;

- e) Ontario Student Assistance Program; or
 - f) Any other form of social assistance.
- 2) A Screening Officer or Hearing Officer may also consider the oral evidence provided by the Person in relation to Financial Hardship.

8. Records Retention

- 1) All information and documentation provided in support of financial hardship shall be treated in a confidential manner, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Photocopies of the documentation may be required and attached to the Screening Decision and/or Hearing Decision record and will be retained according to the Township's Records Retention By-law.

9. Compliance

- 1) In cases of Policy violation, the Township may investigate and determine appropriate corrective action accordingly.

10. POLICY COMMUNICATION:

- 1) This Policy will be posted on the Township's website.
- 2) Affected staff will be advised of the Policy and any major amendments.
- 3) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration employees.
- 4) Without limiting Section 10. 3) all current and new employees, with the potential for interaction with the AMPS program, shall receive training in relation to this Policy.

Title:	Conflict of Interest and Code of Conduct
Policy No.	2025-007
Adoption:	DATE by Council Resolution No. 2025-XXX
Subject:	Administrative Monetary Penalty System

1. Introduction

The Township of Puslinch is committed to ensuring that the Administrative Monetary Penalty System (AMPS) operates in a fair and impartial manner, free of conflicts of interest.

2. Purpose

Ontario Regulation 333/07 ("the Regulation") pursuant to the *Municipal Act, 2001* requires a municipality establishing AMPS to have a policy relating to conflicts of interest. In accordance with the Regulation, the Policy must define what constitutes a conflict of interest in relation to AMPS, contain provisions to prevent such conflicts and to redress such conflicts should they occur.

This Policy addresses conflict of interest provisions in relation to the administration of AMPS. The Policy set out requirements relating to Screening Officers, Hearing Officers and Township staff in order to prevent actual, potential and perceived conflicts of interest, and to ensure that AMPS responsibilities are conducted in accordance with fundamental principles of justice, which include judicial and prosecutorial independence, fairness, impartiality, competence and integrity.

3. Legislative Authority

Municipal Act, 2001 and O. Reg. 333/07

4. Policy Scope

- 1) This Policy applies to all Screening Officers, Hearing Officers, and all Township employees involved in the administration of the AMPS program.
- 2) All applicable Township Policies, By-laws, Agreements, and Procedures also apply as it relates to AMPS including but not limited to the following:

- a) For Township employees involved in the administration of the AMPS program: the Staff Code of Conduct Policy, shall also apply in regard to the activities of an employee in the administration of the AMPS program. In the event of a conflict between the provisions of this Policy and the provisions of the Code of Conduct for Staff Policy, in relation to AMPS, this Policy shall supersede.
 - b) For Hearing Officers: the provisions of any agreement governing the retainer between the Township and a Hearing Officer(s), shall also apply in regard to the activities of the Hearing Officer. In the event of a conflict between this Policy and the agreement, the provisions of this Policy shall supersede.
- 3) This Policy shall apply in addition to all applicable law (i.e. Municipal Conflict of Interest Act, etc.). A breach of applicable law relevant to any matters set out in this Policy shall be deemed to be a breach of this Policy.

5. Definitions

“Administrative Monetary Penalty System By-law” means the by-law passed by the Township to establish administrative monetary penalties, as amended from time to time, or any successor thereof;

“AMPS” means Administrative Monetary Penalty System, established pursuant to the Administrative Monetary Penalty System By-law;

“CAO” means the Chief Administration Officer or anyone designated by the Chief Administrative Officer to perform his or her duties relating to AMPS;

“Council” means the Council of the Township;

“Code of Conduct Staff Policy” means the policy adopted by the Township to govern employee conduct, provide ethical standards and conflict of interest, as amended from time to time, or any successor thereof;

“Director” means the Director of Corporate Services/Municipal Clerk of the Township, or anyone designated by the Director of Corporate Services/Municipal Clerk to perform his or her duties relating to AMPS;

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Hearing Review” means the process related to review of a Screening Decision, as set out in the Administrative Monetary Penalty System By-law;

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of her or his family, whether or not that person is the natural parent of the child;

“Penalty Notice” means a penalty notice as described in the Administrative Monetary Penalty System By-law;

“Person” includes an individual or a corporation;

“Policy for Appointment of Screening and Hearing Officers” means the policy adopted by the Township to govern the Appointment of Screening and Hearing Officers, as amended from time to time, or any successor thereof;

“Power of Decision” means a power or right, under the Administrative Monetary Penalty System By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:

“Relative” includes any of the following persons:

- a) spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
- b) Parent or legal guardian;
- c) child, including a step-child and grandchild;
- d) siblings and children of siblings;
- e) aunt, uncle, niece and nephew;
- f) in-laws, including mother, father, sister, brother, daughter and son; or
- g) any person who lives with the person on a permanent basis.

“Screening and Hearing Officer By-law” means the by-law passed by the Township to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties, as amended from time to time, or any successor thereof;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Monetary Penalty System By-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law; and

“Statutory Powers Procedure Act” means the *Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22*, as amended from time to time, or any successor thereof;

“Township” means The Corporation of the Township of Puslinch;

6. Appointment of Screening Officers and Hearing Officers

- 1) The Screening and Hearing Officer By-law and Policy for Appointment of Screening and Hearing Officers, establish the rules regarding the appointment of Screening Officers and Hearing Officers.
- 2) Screening and Hearing Officers shall be appointed and recruited in accordance with the Policy for Appointment of Screening and Hearing Officers.
- 3) The following persons shall not be eligible for appointment as or to remain as a Screening Officer or Hearing Officer:
 - a) a member of Council, Committee, or Local Board;
 - b) a Relative of a member of Council, Committee or Local Board;
 - c) an individual indebted to the Township other than:
 - i) in respect of current real property taxes; or
 - ii) pursuant to an agreement with the Township, where the individual is in compliance with the terms thereof; and
 - d) in the case of a Hearing Officer, a current employee of the Township of Puslinch or relative of a current employee.

7. Conflict of Interest

- 1) A conflict of interest arises where a Screening Officer, Hearing Officer, or Township employee involved in the administration of AMPS, or any Relative of same, has a direct or indirect personal or financial interest:

- a) such that they could influence a decision made in relation to AMPS;
 - b) that may affect the performance of their job duties in relation to AMPS;
 - c) that conflicts, might conflict, or may be perceived to conflict with the interests of the proper administration of AMPS; or
 - d) that may adversely affect the reputation of the Township as a public authority in relation to AMPS.
- 2) A conflict of interest includes a pecuniary or non-pecuniary interest, actual, perceived or potential conflict, that could arise in relation to personal or financial matters, including but not limited to:
- a) directorships or employment;
 - b) interests in business enterprises or professional practices;
 - c) share ownership or beneficial interests in trusts;
 - d) professional or personal associations with a Person;
 - e) professional associations or relationships with other organizations;
 - f) personal associations with other groups or organizations; or
 - g) family relationships, including Relatives.

8. Screening Officers

- 1) Screening Officers are employees of the Township of Puslinch and therefore must also abide by the Township's Code of Conduct for Staff.
- 2) Screening Officers must be and appear to be impartial at all times. Screening Officers shall not review a Penalty Notice for a personal or business acquaintance or Relative.

9. Hearing Officers

- 1) Hearing Officers, in conducting a Hearing Review, are bound by and shall comply with the *Statutory Powers Procedures Act*, as well as general administrative common law principles (i.e. procedural fairness, natural justice, impartial and unbiased decision making, etc.).
- 2) Hearing Officers must be and appear to be impartial at all times. A Hearing Officer shall not review a Screening Decision for a personal or business acquaintance or Relative.

- 3) Hearing Officers must also abide by the terms of any agreement governing the retainer between the Hearing Officer and the Township.

10. Conduct of Screening Officers and Hearing Officers

- 1) All Screening Officers and Hearing Officers shall:

- a) both be and appear to be independent, impartial, and unbiased;
- b) avoid all conflicts of interest, whether real, potential or perceived, and promptly take appropriate steps to disclose, resolve, or obtain advice with respect to any such conflict should it arise;
- c) not represent any Person at a Screening Review or Hearing Review;
- d) not dispute their own Penalty Notices and are expected to pay the Penalty Notice in a timely manner;
- e) not be influenced by partisan interests, public opinion, or by fear of criticism;
- f) not use their title and position to promote their own interests or the interests of others;
- g) discharge their duties in accordance with the law, Township By-laws and AMPS policies, procedures and guidelines in effect from time to time;
- h) maintain and upgrade their knowledge and competence through their work, by participating in training and education courses as required by the Township, including training relating to implicit bias, and by seeking guidance from their colleagues and the Township, as necessary; remain up to date on changes in the law, Township by-laws, policies and procedures relevant to their function;
- i) act with integrity, as they are subject to ongoing public scrutiny;
- j) respect and comply with the law and conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of AMPS;
- k) approach their duties in a calm and courteous manner when dealing with the public and others and present and conduct themselves in a manner consistent with the integrity of AMPS and with their appointment;
- l) convey their decisions in plain language, including the reasons therefor where such are required;

- m) safeguard the confidentiality of information that comes to them by virtue of their work and not disclose that information except as required by, and in accordance with, the law;
 - n) in discharging their duties, treat those with whom they deal with in a respectful and tolerant manner regardless of the gender, sexual orientation, race, religion, culture, language, mental abilities, or physical abilities of those Persons, and without limiting the foregoing, comply in all respects with the Ontario Human Rights Code;
 - o) refrain from openly and publicly criticizing the administration of AMPS or the conduct of others, including Township employees or members of Council, Committees or Local Boards. Screening Officers and Hearing Officers shall acknowledge that only the CAO may speak publicly on behalf of the Township's AMPS program. Any criticisms, suggestions or concerns related to AMPS shall be communicated through appropriate channels to the Director.
 - p) deal with the matters that come before them in a timely manner and make themselves accessible to those requiring their services; and
 - q) not knowingly exercise a power or function for which they have not been trained or designated.
- 2) Without limiting the foregoing, Screening Officers, Hearing Officers and all persons involved in the administration of AMPS shall avoid activities or circumstances that create conflicts, whether real, potential or perceived, between their personal interests and their responsibilities in relation to AMPS, including situations where their personal interests or the perception that their personal interests could influence any decisions they make on behalf of the Township. Any obligation, interest or participation, which would or could interfere with the fair and impartial administration of AMPS or the exercise of judgment in relation to AMPS, constitutes conflict of interest.
- 3) Every Screening Officer, Hearing Officer or Township employee involved in the administration of AMPS, must disclose, in accordance with this Policy, any obligation, commitment, relationship or interest that poses a real, potential or perceived conflict with his or her duties in relation to or interests in the administration of AMPS.

11. Preventing Conflict of Interest

- 1) The keys to preventing conflicts of interest are identification, disclosure and withdrawal from the power of decision with respect to a Screening Review or Hearing Review.
- 2) The need for identification, disclosure and withdrawal from a Power of Decision or administrative role in relation to AMPS applies to any real, potential or perceived conflict of interest.

12. Reporting Conflicts of Interest

- 1) Screening Officers and Township employees involved in the administration of AMPS shall notify the Director of any conflict of interest, real, potential or perceived, that they may have in relation to a matter.
- 2) If a Hearing Officer becomes aware of any real, potential or perceived conflict of interest, the Hearing Officer shall notify the Director.

13. Assignment of Alternate Screening Officer or Hearing Officer

- 1) Where a real, potential or perceived conflict of interest is reported by a Screening Officer or Hearing Officer, as set out in this Policy:
 - a) in the case of a review of a Screening Review or Hearing Review that has not yet commenced, the Director shall assign another Screening Officer or Hearing Officer to conduct the review to avoid actual, potential or perceived conflict of interest; or
 - b) in the case of a review of a Screening Review or Hearing Review that has commenced:
 - i) the Screening Officer or Hearing Officer, as the case may be, shall adjourn the review and withdraw from the Power of Decision; and
 - ii) the Director shall cause the Screening Review or Hearing Review to be recommenced and rescheduled with another Screening Officer or Hearing Officer.
- 2) If all appointed Screening Officers and/or Hearing Officers have a conflict of interest with a matter, the Director shall retain another Screening Officer or Hearing Officer to handle the matter that is the subject of the conflict of interest.
- 3) The Director may consult with anyone necessary, for further guidance in regard to this Policy.
- 4) Where a Screening Officer or Hearing Officer is charged with any offence under the Criminal Code of Canada, or under any other Federal or Provincial statute or Regulation where continuing to perform duties may erode public confidence in the administration of justice, the Screening Officer or Hearing Officer shall disclose same to the Director within 5 business days of the charge being laid, and appropriate action will be taken by the Township, which, if determined appropriate, may include suspension from duties until the final disposition of the charge and, upon final disposition, may include, but is not limited to, termination of duties related to AMPS and/or revocation of appointment.

14. Compliance

- 1) In cases of Policy violation, the Director may investigate and determine appropriate corrective action.

15. Policy Communication:

- 1) This Policy will be posted on the Township's website.
- 2) Affected staff will be advised of the Policy and any major amendments.
- 3) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff.
- 4) Without limiting Section 15. 3) all current and new employees, with the potential for interaction with the AMPS program, shall receive training in relation to this Policy.

Title:	Screening and Hearing Officer Appointment
Policy No.	2025-008
Adoption:	DATE by Council Resolution No. 2025-XXX
Subject:	Administrative Monetary Penalty System

1. Introduction

The Township of Puslinch (Township) is committed to ensuring that the Administrative Monetary Penalty System (AMPS) operates in a fair and impartial manner, free of conflicts of interest.

2. Purpose

This Policy provides a consistent and transparent framework for the selection and appointment of Screening Officers and Hearing Officers for AMPS and acts as a guide for appointees.

The Township values a clear and transparent process, completed in a fair and equitable manner, for the selection of Screening Officers and Hearing Officers. The selection is to be conducted in accordance with applicable legislation and Council-approved By-laws for the purposes of AMPS.

3. Policy Scope

- 1) This Policy applies to all Screening Officers, Hearing Officers, and all Township employees involved in the administration of the AMPS program.
- 2) All applicable Township Policies, By-laws, Agreements, and Procedures also apply as it relates to AMPS including but not limited to the following:
 - a. For Township employees involved in the administration of the AMPS program: the Code of Conduct for Staff Policy, shall also apply in regard to the activities of an employee in the administration of the AMPS program. In the event of a conflict between the provisions of this Policy and the provisions of the Code of Conduct for Staff Policy, in relation to AMPS, this Policy shall supersede.
 - b. For Hearing Officers: the provisions of any agreement governing the retainer between the Township and a Hearing Officer(s), shall also apply in regard to the activities of the Hearing Officer. In the event of a conflict between this Policy and the agreement, the provisions of this Policy shall supersede.

- 3) This Policy shall apply in addition to all applicable law (i.e. *Municipal Conflict of Interest Act*, etc.). A breach of applicable law relevant to any matters set out in this Policy shall be deemed to be a breach of this Policy.

4. Definitions

“Administrative Monetary Penalty System By-law” means the by-law passed by the Township to establish administrative monetary penalties, as amended from time to time, or any successor thereof;

“AMPS” means Administrative Monetary Penalty System, established pursuant to the Administrative Monetary Penalty System By-law;

“Council” means the Council of the Township;

“Code of Conduct for Staff Policy” means the policy adopted by the Township to govern employee conduct, provide ethical standards and conflict of interest, as amended from time to time, or any successor thereof;

“Director” means the Director of Corporate Services/ Municipal Clerk of the Township, or anyone designated by the Director of Corporate Services/Municipal Clerk to perform his or her duties relating to AMPS;

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Hearing Review” means the process related to review of a Screening Decision, as set out in the Administrative Monetary Penalty System By-law;

“Penalty Notice” means a penalty notice as described in the Administrative Monetary Penalty System By-law;

“Person” includes an individual or a corporation;

“Screening and Hearing Officer By-law” means the By-law passed by the Township to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties, as amended from time to time, or any successor thereof;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Monetary Penalty System By-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer in accordance with the Screening and Hearing Officer By-law and the Administrative Monetary Penalty System By-law;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law; and

“Statutory Powers Procedure Act” means the *Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22*, as amended from time to time, or any successor thereof;

“Township” means The Corporation of the Township of Puslinch;

5. Screening Officer Role:

- 1) Screening Officers are appointed to review Penalty Notices issued by Township Enforcement Staff and make decisions on Administrative Penalties and related fees regarding Penalty Notices.
- 2) The key functional responsibilities include:
 - a. Authority to review Penalty Notices as set out in the Administrative Monetary Penalty By-law and make decisions on whether to reduce, cancel or affirm a Penalty Notice’s penalty amount; and
 - b. Authority to extend the time to pay or, upon proper application, and in accordance with established AMPS policies, procedures and guidelines, extend the time to dispute.

6. Hearing Officer Role:

- 1) Hearing Officers are appointed to review Screening Officer decisions regarding an Administrative Penalty and related fees, as requested by persons, and make final decisions on the Screening Officer decisions.
- 2) The key functional responsibilities include authority to:
 - a. review the Screening Decision, as set out in the Administrative Monetary Penalty By-law;
 - b. extend the time to request a review of a Screening Decision, upon proper application, and in accordance with established AMPS policies, procedures and guidelines;
 - c. conduct a hearing in accordance with the *Statutory Powers and Procedures Act*, including not making any decision respecting a review of a Screening Decision unless the Person

(with the Penalty Notice) and the Township have an opportunity to be heard at the scheduled hearing of the review; and

- d. affirm, cancel or reduce the penalty amount assessed by a Screening Decision, or extend the time for payment of an Administrative Penalty, in accordance with the established AMPS policies, procedures and guidelines, with any such decision being final.

7. Appointment Of Screening and Hearing Officers

7.1 Application Process

- a) The recruitment of Hearing Officers will be by any method deemed appropriate by the Director and may include direct contact with qualified individuals and/or website posting. All applicants must complete an application in the method as determined by the Director.

7.2 Review and Appointment

- a) All applications received by the established deadline will be reviewed by the Director. The Director will then appoint the chosen Hearing Officers in writing. The Township will notify all applicants of the decision of the Director.
- b) The Director will appoint all Screening Officers in writing.

7.3 Revocation of Appointment

- a) The Director may revoke the appointment of a Hearing Officer at any time, in accordance with the Screening and Hearing Officer By-law.

7.4 Nature of Hearing Officers Position and Term

- a) Hearing Officers are independent and are not Township employees, members of Council, Committees, or Local Boards or relatives of same. Hearing Officers may be required to enter into a contract with the Township outlining the terms of service. Unless revoked, Hearing Officers shall be appointed for the term set out in the Screening and Hearing Officer By-law. Hearing Officers appointed by the Township shall not be guaranteed minimum or maximum hours of work. Rather, Hearing Officers shall be assigned on an as-needed basis with no minimum compensation or frequency of work amounts.

8. Policy Communication:

- 1) Affected staff will be advised of the Policy and any major amendments.
- 2) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff.



REPORT ADM-2025-012

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: March 26, 2025

SUBJECT: Proposed Animal Control Services Agreement – Cambridge District
Humane Society

RECOMMENDATION

That Council receives report ADM-2025-012 regarding the Proposed Animal Control Services Agreement – Cambridge & District Humane Society; and

That Council give three readings to By-law No. 2025-041 being a By-law to authorize the Mayor and Clerk to sign the required contract documents.

Purpose

The purpose of this report is to provide Council with information regarding the Township's Animal Service contract with Cambridge & District Humane Society and to seek Council approval to renew the contract for another two (2) year term.

Background

Cambridge District Humane Society (CDHS) has been providing animal control services to the Township since February 2019. The current contract was for a period of 2 years and is due for renewal in April 2025.

Staff are very pleased with the service level that CDHS provides and recommend that the Township enter into another 2-year term for Animal Control Services with CDHS.

There are no proposed revisions to the agreement.

Financial Implications

The 2025 Budget includes \$16,152 for animal control services including mileage. The Township would be invoiced on a monthly basis as follows in accordance with the new rates:

- \$1083.99 per month for animal control services
- Mileage at \$.72 per kilometer

There is no increased cost for year one of the agreement from the previous agreement

Applicable Legislation and Requirements

Municipal Act, 2001, S.O. 2001, c. 25

Engagement Opportunities

None

Attachments

Draft Animal Control Services Agreement – Cambridge District Humane Society

Respectfully submitted,

Justine Brotherston,
Interim Director of Corporate
Services/Municipal Clerk

Reviewed by:

Courtenay Hoytfox,
Interim CAO



ANIMAL CONTROL SERVICES AGREEMENT

BETWEEN:

The Corporation of the Township
of Puslinch

Hereinafter "Township"

– AND –

Cambridge and District Humane
Society

Hereinafter "CDHS"

Term of Agreement:

It is agreed that the term of the agreement will be April 30, 2025, to April 30, 2027.

Provisions of Service:

Animal Control Services:

Provide Animal Control Services, 24 hours a day, 7 days a week, including statutory holidays, including:

- Respond, investigate and enforce the Township's Dog and Kennel Licensing By-law 24/21, through education and awareness, and when required, the issuance of warnings, violation notices and penalties.
- Dogs at Large (DAL)
- Injured/sick dogs (I/SD),
- Aggressive dogs (AD)
- Injured/sick cats (I/SC)
- Injured/sick wildlife
- Exotic Animals (In accordance with Township of Puslinch Exotic Animal By-law 15/82)
- Domestic animals that are deceased in the home - Owners will be given the option of a private cremation (remains returned in an urn) or a communal cremation (the remains are not returned) at their expense. There will be a fee to remove a deceased animal from the home.

Services will be provided on an "on-call" basis with a response time between 30 minutes and 60 minutes. General inquiries will be directed to CDHS. Complaints regarding kennels shall be forwarded to the Township By-law Officer. **The current number the community can call for support is (519) 623-6323. We also have a LOST dog line (519) 623-6323 ext. 223. CDHS has recently introduced online reporting that has improved response times. Email inquiries can also be submitted to dispatch@animalsevicescambridge.ca**

The CDHS will maintain records via the Township By-law Enforcement Data Management System (Cloudpermit), including all new occurrences, files under investigation, duty book notes, and closed files.

All Animal Services staff will:

- Continue to refresh training from time to time
- Be in uniform during their scheduled shifts
- Wear identification badges as well as carry business cards (the Officers will now have ID badges and they carry a generic business card without their name on it)
- Have rabies vaccinations as required (*notwithstanding a vaccine shortage in our community)
- Be expected to be familiar with all Puslinch Township Animal Control Service By-laws, DOLA and be available for Court appearances as required

Dog Tag Licenses will be purchased and processed through DocuPet online licensing service. CDHS will have administrative access to the Puslinch DocuPet database for the purpose of dog tag license confirmation. A confidentiality statement will be signed by all Animal Service staff which is a separate form than used by CDHS staff. CDHS staff will assist with inspections related to Kennel license approvals and annual inspections as required. Lost dogs with valid licenses can also be reported through Docupet. Where an Animal Services Officer seizes and impounds any dog found at large, the Animal Services Officer or shelter staff shall restore possession of the dog to the owner once proof of a valid Township Dog Tag Licence is provided or purchased and any emergency medical expenses have been paid by the Owner.

The Township shall provide CDHS with annual User Fees & Charges relating to Dog Tag Licenses no later than December 1st of each calendar year. Changes to User Fees & Charges come into full force and effect January 1st of each calendar year.

Note: All cruelty investigations must go through the Provincial Animal Welfare Society (PAWS) and the Ontario Provincial Police (OPP).

Dog Bite Investigations:

Aggressive Dog: A dog that has been involved in a dog attack that does not include a dog bite. A Dog that is lunging, demonstrating aggressive behaviour.

Dangerous Dog: A dog that has bit or has a history of biting (Dog on person, Dog on dog)

A Dog bite shall be investigated for a maximum of 30 days and during regular business hours (9 am-4:30 pm) in order to be determined if the file shall be closed or In the alternative, proceed with further enforcement. If a dog bite is reported after hours, the dog bite shall be investigated the next business day; unless a dog has bit and is actively running at large, requiring an immediate response. If investigating Animal Services Officer has determined that the next step is to proceed with the prosecution of an offence, the Animal Services Officer shall forward the file to the Township By-law Officer.

Fees and Services:

Monthly invoicing up to a maximum of \$1083.99 per month for a period of 1 year (Annual \$13,007.88) plus mileage at \$.72 per kilometer. The 2nd year expenses may need to be increased based on volume from the previous year as this proposal is based on historical information. The CDHS will provide the staff, training, equipment, vehicle, gas, and insurance.

Effective: April 30, 2025

1. Animal Services response time which may include additional call out to assist Police and/or Court appointments/Warrants.
2. Administration Fee for Licensing will be collected through DocuPet online licensing service.
3. Pound fees \$85.00 per day* 100% fees are retained by CDHS.
4. The Township may be invoiced additional fees separately from this agreement for Veterinary Care during the impoundment period should the animal not be claimed by it's owner.

* Pound fee example:

Based on 15 dogs per year during the 3 day impoundment period.

15 dogs x 3 days = 45 days @\$85 = \$3,825.

Indemnity

CDHS will indemnify and save harmless the Township, its employees, consulting agents, and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Township at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by CDHS or by any servant, employee, officer, director or sub-consultant of CDHS pursuant to the Contract excepting always liability arising out of the independent acts of the Township.

Insurance

When requested, the CDHS shall supply to the Township of Puslinch a summary of insurance coverage presently being maintained by CDHS including but not exclusive to Professional Liability Insurance, Comprehensive General Liability and Automobile Insurance, in the amount

of Two (2) Million Dollars. Such summary shall include the name of the Insurance Company, type of insurance and amount of such coverage and include the Township of Puslinch as an additional insured.

If the Township of Puslinch requests that the amount of coverage of CDHS's Insurance be increased or special insurance be obtained, then CDHS shall co-operate with the Township of Puslinch to obtain such increased or special insurance coverage. The cost of this increased insurance will be negotiated.

The furnishing of this insurance shall not limit any of the indemnification, obligations or liabilities expressed elsewhere in the contract documents.

It is understood and agreed, that the coverage provided by either of those insurance policies or specially required will not be cancelled by CDHS until thirty (30) days after written notice of such cancellation has been delivered by CDHS.

Agreement accepted this _____ day of _____ 2025

Michelle Gellatly
Executive Director
Cambridge & District Human Society

James Seeley
Mayor
Township of Puslinch

Justine Brotherston
Interim Municipal Clerk
Township of Puslinch



REPORT ADM-2025-013

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: March 26, 2025

SUBJECT: Killean Bell – School Section Monument Unveiling

RECOMMENDATION

That Report ADM-2025-013 entitled Killean Bell – School Section Monument Unveiling be received; and

That Council approve the addition of the Killean Bell – School Section Monument Unveiling Goal and Objective to the 2025 Heritage Advisory Committee Workplan; and,

That Council direct staff to redirect \$300 from the Committee’s professional development and office supplies budget to fund the permanent framed display, to be located in the foyer of the Puslinch Community Centre.

Purpose

The purpose of this report is to provide Council with the Heritage Advisory Committee’s goal and objective proposal for the Killean School Bell monument unveiling for Council’s approval and endorsement.

Background

At the March 3, 2025 Heritage Advisory Committee meeting the Committee discussed the aforementioned topic and resolved as follows:

Resolution No. 2025-010:

Moved by Kristine O’Brien and
Seconded by Andy Day

That Committee Memo MEMO-2025-001 entitled Killean Bell – School Section Monument Unveiling be received for information; and,

That staff prepare a report for Council's consideration to include the Killean Bell – School Section Monument Unveiling Goal and Objective to the 2025 Heritage Advisory Committee's Goals and Objectives Workplan; and

That the Committee agree that staff redirect an upset limit of \$500 from the Committee's professional development and office supplies budget to fund the permanent framed display.

CARRIED

At the December 18, 2025 Council meeting, Council approved changes to the Heritage Advisory Committee's Terms of Reference, including limiting the Committee a maximum of two goals or objectives at any given time. Currently, the Heritage Advisory Committee has one active goal and objective and therefore has capacity for an additional goal and objective to be added to their workplan.

Comments

As outlined in the goals and objectives proposal form attached as Schedule A to this report, the sub-committee is proposing partnering with the Puslinch Historical Society to host a booth at the Puslinch Community Showcase on October 4, 2025 to educate the public about the Township's historical school houses in support of the unveiling of the Killean School Bell Monument. Further, the Sub-Committee and Puslinch Historical Society are requesting that an informal plaque be permanently displayed in the foyer of the Puslinch Community Centre dedicated to the Township's twelve historical schoolhouses.

Should Council approve this goal and objective, the Committee's updated 2025 Workplan is attached as schedule B to this report.

Financial Implications

In order to fund the creation of the informational plaque the Committee is requesting that \$300.00 of their professional development budget be reallocated to fund this goal/objective.

Applicable Legislation and Requirements

None

Engagement Opportunities

The Heritage Advisory Committee and Puslinch Historical Society's booth will be promoted as part of the Township's 175th Anniversary/Puslinch Community Showcase event. This will include

spotlight posts through social media. The broad event will be advertised through both print and digital channels.

Attachments

Schedule A – Goals and Objectives Proposal Form

Schedule B – 2025 Heritage Advisory Committee Workplan

Respectfully submitted,

Reviewed by:

**Laura Emery,
Communications & Committee
Coordinator**

**Justine Brotherston,
Interim Director of Corporate
Services/Municipal Clerk**

Name of Goal/Objective:

Description of Goal/Objective:

Has the demand or need been adequately established for the initiative?

☐ Yes

☐ No

If yes, provide details supporting the demand/need for the initiative:

Are there legislative requirements that need to be considered and adhered to?

☐ Yes

☐ No

If yes, provide details of legislative requirements that need to be adhered to:

How will the initiative be funded? (Select all that apply)

- ☐ Budget Request
- ☐ Grant
- ☐ Fundraising

Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)

Provide a detailed breakdown of the costs and attach documentation for any cost estimates.

Will this be an expense each year or will this be a one-time expense?

- ☐ Expense each year
- ☐ One-time expense

Provide how services or items for this project will be sourced. Consider if any Township Policies such as the Procurement Policy need to be adhered to.

Does this initiative require marketing or advertising?

☐ Yes

☐ No

If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in the detailed breakdown above. If an external advertiser is identified an external advertisement proposal must be submitted as well.)

Will this initiative require staff resources?

☐ Yes

☐ No

If yes, describe the staff resources required. (Include how many staff and how many hours per week)

Will this initiative generate revenue?

- ☐ Yes
- ☐ No

If yes, provide details for the amount of revenue and indicate if there is a specific purpose proposed for this revenue.

[illegible]



COUNTY OF WELLINGTON

KIM COURTS
DEPUTY CLERK
T 519.837.2600 x 2930
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E kimc@wellington.ca

74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

March 3, 2025

Wellington County
Member Municipality Clerks
Amanda Knight, Township of Guelph/Eramosa
Nina Lecic, Town of Erin
Kerri O'Kane, Township of Centre Wellington
Larry Wheeler, Township of Mapleton
Annileene McRobb, Town of Minto
Karren Wallace, Township of Wellington North
Justine Brotherston, Township of Puslinch

Sent via email: aknight@get.on.ca
nina.lecic@erin.ca
kokane@centrewellington.ca
LWheeler@mapleton.ca
annileene@town.minto.on.ca
kwallace@wellington-north.com
jbrotherston@puslinch.ca

Good day,

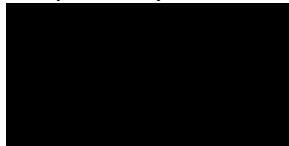
At its meeting held on February 27, 2025 Wellington County Council approved the following recommendation from the Planning Committee:

That the County Official Plan Review – Progress Report #12 be received for information and forwarded by the County Clerk to Member Municipalities.

Please find enclosed County Official Plan Review – Progress Report #12.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning, at sarahw@wellington.ca.

Respectfully,



Kim Courts
Deputy Clerk



Committee Report

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, February 13, 2025
Subject: **County Official Plan Review – Progress Report #12**



PLANWELL

1.0 Purpose

This progress report for the County Official Plan Review covers the period from June 2024 to January 2025.

2.0 Report Highlights

- Official Plan Amendment 123 (Future Development Lands) is with the Province for a decision.
- Upcoming community engagement:

February 26, 2025	Open House	Puslinch by Design - Employment Lands Study
March 3, 2025	Open House	Official Plan Amendment 126
March 13, 2025	Public Meeting	Official Plan Amendment 126
- The Official Plan Review work plan is being updated to adapt to the new 2024 Provincial Policy Statement.
- The following County Planning Committee Reports have been brought forward to Council since the last progress report:

PD2024-23	County Official Plan Review - Progress Report #11
PD2024-28	2024 Provincial Planning Statement
PD2024-29	County Official Plan Review - 2024 Rural Residential Growth Analysis
PD2024-34	County Official Plan Review - OPA 123 Recommendation Report
PD2024-40	County Official Plan Review - OPA 126 Urban Boundary Expansions

3.0 Work Plan

3.1 Future Development Lands - Official Plan Amendment 123 (OPA 123)

OPA 123 was adopted by County Council on October 31, 2024 and is with the Province for a decision.

3.2 Urban Boundary Expansions - Official Plan Amendment 126 (OPA 126)

Draft OPA 126 has been circulated for Provincial, Municipal, Indigenous, agency and public comment. Staff have been reviewing the input and will report to Committee following formal public input required under Section 26 of the Planning Act.

In November 2024, County Council authorized staff to hold an open house and authorized the Planning Committee to hold a public meeting at the appropriate time.

We have scheduled these statutory meetings as follows:

- **Virtual Open House** Monday, March 3, 2025 at 6:30 pm
- **In Person Public Meeting** Thursday, March 13, 2025 at 10:30 am

The public meeting will be held as part of the regularly scheduled Planning Committee meeting. The public meeting will be held in the County Council Chamber.

Notice of the open house and public meeting will be given in accordance with the Planning Act. Staff will exceed these requirements by also providing notice through the Official Plan Review project's digital mailing list which reaches about 300 subscribers. As part of those notices, further details will be shared about how to register for the Open House (registration for the Public Meeting is not required). These details will also be posted on the project webpage at www.wellington.ca/planwell.

3.3 Puslinch by Design - Employment Lands Study

The purpose of this study is to identify additional land for rural employment growth in Puslinch. The project consultants (NPG Planning Solutions) have completed detailed background work, which helped them to identify preliminary land options and evaluation criteria. NPG will present this information to the public at an Open House hosted by the Township of Puslinch:

- **In Person Open House** Wednesday, February 26, 2025 at 7:00 pm

The meeting will be held at the Puslinch Community Centre.

3.4 Provincial Planning Statement Consistency

The introduction of the new Provincial Planning Statement (PPS) in 2024 has a significant impact on our work. In 2025 staff will focus on drafting new and/or revised official plan policies for consideration as part of the 5-year review consistency exercise with the new PPS for key areas such as:

- Agriculture and Rural Areas
- Housing (including rural severance policy review)
- Complete and Healthy Communities
- Consultation and Coordination
- Growth Management
- Transportation
- Climate Change

In 2026, our aim is to develop a work plan to address additional areas including natural heritage, hazards, water resources and additional matters related climate change not covered in 2024.

3.5 Provincial Greenbelt Plan Conformity

The County will need to update the Official Plan to bring it into conformity with the 2017 Greenbelt Plan. This undertaking is complicated because the Province has maintained existing policy connections in the Greenbelt Plan to the 2020 Provincial Policy Statement and 2019 Growth Plan (rather than the new 2024 Provincial Planning Statement) by adding the following statement to the Greenbelt:

“A reference in this Plan to the PPS is a reference to the Provincial Policy Statement, 2020 as it read immediately before it was revoked and a reference in this Plan to the Growth Plan is a reference to the Growth Plan for the Greater Golden Horseshoe 2019 as it read immediately before it was revoked.”

The Province is required to complete a 10-year review of the Greenbelt Plan. While it is staff's hope that the above policy connections will be made clear, the timing of the review is unknown. Planning staff will consult with the Ministry of Municipal Affairs and Housing to determine the best path forward with the Official Plan Review and Greenbelt conformity. In the meantime, the policies of the 2017 Greenbelt Plan shall continue to be applied to planning matters.

4.0 Strategic Action Plan

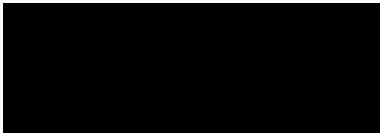
This report relates to the following objectives and priorities in the County's Strategic Action Plan:

Making the best decisions for the betterment of the Community.

Recommendation:

That the County Official Plan Review – Progress Report #12 be received for information and forwarded by the County Clerk to Member Municipalities.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Manager of Policy Planning

In consultation with/approved by:

Aldo Salis, Director of Planning and Development
Scott Wilson, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-041

Being a by-law to authorize the entering into an Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch.

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 Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch;

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 Animal Services Agreement with Cambridge & District Humane Society for animal control services for the Township of Puslinch.
2. That the Mayor and Clerk are hereby authorized to execute the required contract documents.
3. That the Clerk be authorized to execute on behalf of the Township amendments to the shared services Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF APRIL 2025.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-042

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 March 26, 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 March 26, 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 26 DAY OF MARCH 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk