



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 16, 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 ADDENDUM

DATE: Wednesday April 16, 2025

REGULAR MEETING: 10:00 A.M.

CLOSED MEETING: Directly following Section 13 Announcements

Addendum

10.1 10:05 A.M. Correction - Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Open House Feedback ≠

10.3 Amended - County of Wellington Automatic Speed Enforcement – Project Update #4 & #5 ≠

12.1.5 BL2025-048 Appointment of Deputy Fire Chief of Operations and Training

≠ Denotes resolution prepared

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



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5. Disclosure of Pecuniary Interest & the General Nature Thereof

6. Consent Agenda ≠

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

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

6.1.1 March 26, 2025, Council Meeting Minutes
(circulated under separate cover)

6.2 AMO Update - New Provincial Cabinet

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

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

6.5 Grand River Conservation Authority General Meeting Summary - March 2025

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

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

6.8 Municipality of Assinack Council Support Resolution regarding Banning Nazi Symbols

6.9 Puslinch Historical Society Report to Puslinch Council March 2025

6.10 Puslinch Profile April 2025

Recommendation:

That the Consent Agenda items listed for the April 16, 2025, Council meeting be received for information.

7. Delegations ≠

7.1 Specific Interest (Items Listed on the Meeting Agenda)

7.1.1 None

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

7.2.1 None

8. Public Meeting

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



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9. Reports ≠

9.1 Puslinch Fire and Rescue Services

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

Recommendation:

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

9.2 Finance Department

9.2.1 None

9.3 Administration

9.3.1 Report ADM-2025-014 – AMPS Policy Approval Update ≠

Recommendation:

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

That Council adopted the following policies as [presented/amended]:

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

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



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

Recommendation:

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

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

(Municipally known as)

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

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

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

9.3.3 Report ADM-2025-016 – Reporting Out from Council Direction Update ≠

Recommendation:

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

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

**9.3.4 Report ADM-2025-017 – Mill Creek ARA Site Plan Amendment ≠
(Circulated under Separate Cover)**



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Recommendation:

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

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

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

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

9.4 Planning and Building Department

9.4.1 11:15 A.M. Report PD-2025-006 – Environmental Protection Lands and Outstanding Items Direction - Zoning By-law Amendment Application #

Recommendation:

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

That Council state its intention to [acquire/not acquire] Block 23 as part of the Draft Plan of Subdivision approval process.

9.5 Roads and Parks Department

9.5.1 None

9.6 Recreation Department

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

Recommendation:

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



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

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

Recommendation:

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

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

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

10. Correspondence ≠

**10.1 10:05 A.M. Corrected - Presentation by NPG Planning Solutions Inc. regarding Puslinch by Design Open House Feedback ≠
(Circulated under separate cover)**

Recommendation:

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

10.2 10:45 A.M. Presentation by City of Guelph regarding Southwest Guelph Water Supply Environmental Assessment ≠

Recommendation:

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



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10.3 Amended - County of Wellington Automatic Speed Enforcement – Project Update #4 & #5

Recommendation:

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

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

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

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

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

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

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

Therefore, that the Township requests that ASE revenue generated within its boundaries be reinvested into speed mitigation and road safety improvements within the same municipality where it is generated; and

That the Township be given the opportunity to submit recommendations on speed mitigation and road safety improvement project priorities to be considered during the County's annual budget process; and

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



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11. Council reports

11.1 Mayor' Updates

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

12. By-laws ≠

12.1 First, Second and Third Reading

12.1.1 BL2025-043 AMPS By-law

12.1.2 BL2025-044 Screening and Hearing Officer AMPS Appointment

12.1.3 BL2025-045 AMPS Amending Enforcement By-laws

12.1.4 BL2025-046 Authorize Entering into a Land Use Agreement with the Puslinch Junior Garden Club

12.1.5 BL2025-048 Appointment of Deputy Fire Chief of Operations and Training

Recommendation:

That the following by-laws 2025-043, 2025-044, 2025-045, 2025-046 and 2025-048 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 – Senior of the Year Nominations

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

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

14.4 Confidential minutes from previous closed meetings:

14.4.1 March 26, 2025, Closed Meeting Minutes

15. Business Arising from Closed Session

16. Notice of Motion



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17. New Business

18. Confirmatory By-law #

18.1 BL2025-047 Confirm By-law – April 16, 2025

Recommendation:

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

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

19. Adjournment #



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& IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: March 26, 2024

CLOSED MEETING: Directly following Section 13
Announcements

COUNCIL MEETING: 10:00 A.M.

The March 26, 2025 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-098:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council approves the March 26, 2025 Agenda as circulated; and

That Council approves the addition to the agenda as follows:

Consent Item 6.1.7 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the March 26, 2025 Council agenda.

14.3 Confidential verbal report regarding personal matters about an identifiable individual, including municipal or local board employees – Communications and Media Relations

CARRIED

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

Councillor Goyda declared a potential pecuniary interest related to item 6.14 Puslinch Profile March 2025, as the profile is regarding a business owned by my family.

6. **CONSENT AGENDA**

Councillor Goyda declared a potential pecuniary interest related to item 6.14 Puslinch Profile March 2025, as the profile is regarding a business owned by my family and refrained from discussions and voting on that item.

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

- 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
- 6.1.7 March 26, 2025 Council questions and Staff Responses

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

Resolution No. 2025-099:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the Consent Agenda items with the exception of items 6.9, 6.11, and 6.14 listed for MARCH 26, 2025 Council meeting be received for information.

CARRIED

Resolution No. 2025-100:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda item 6.11 listed for MARCH 26, 2025 Council meeting be received for information; and

Whereas Township of Puslinch Council supports the Town of Niagara on the Lake Council Resolution regarding Amendment of Subsection 29(1.2) of the Ontario Heritage Act, that Council direct staff to prepare a support resolution accordingly.

CARRIED

Resolution No. 2025-101:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.9 listed for MARCH 26, 2025 Council meeting be received for information; and

Whereas Township of Puslinch Council supports the City of Woodstock Council Resolution regarding Speeding, Distracted Driving, and Impaired Driving, that Council direct staff to prepare a support resolution accordingly and additionally send the support resolution to the Safe Communities Committee at the County.



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CARRIED

Resolution No. 2025-102:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda item 6.14 listed for MARCH 26, 2025 Council meeting be received for information.

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 **10:05 AM** Delegation by Peter Gates regarding Sideroad 10 South

Resolution No. 2025-103:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council receives the Delegation by Peter Gates regarding Sideroad 10 South for information; and

That Council direct staff to bring forward a proposed service level increase and associated costing for increasing dust suppression activities for certain gravel roads sections; and

That Council direct staff to include Sideroad 10 S as the next gravel road to be hard surfaced after Carter Rd into the budget forecast as part of the 20256 budget process; and

That Council direct staff to report back on historically problematic road sections throughout the Township gravel road network that may require additional maintenance during the 2026 budget process.

CARRIED

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

Roll Call

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

8. PUBLIC MEETINGS:

None

9. REPORTS:

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 FIN-2025-011 - Remuneration and Expenses - Council and Others

Resolution No. 2025-104:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

THAT Report FIN-2025-011 entitled Remuneration and Expenses Paid to Members of Council

and Others – 2024 be received for information.

CARRIED

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

Resolution No. 2025-105:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Report FIN-2025-012 entitled Fourth Quarter Financial Report – 2024 be received for information; and

That Council direct staff to report back during the 2026 budget process on PCC rentals and if the new facility capacities have had an impact on revenues.

CARRIED

9.3 Administration Department

9.3.1 Report ADM-2025-011 Administrative Monetary Penalties System

Resolution No. 2025-106:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

CARRIED

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

Resolution No. 2025-107:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

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.

CARRIED

9.3.3 Report ADM-2025-013 Killeen Bell - School Section Monument Unveiling

Resolution No. 2025-108:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

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

That Council approve the addition of the Killeen 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.

CARRIED

9.4 Planning and Building Department

9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. CORRESPONDENCE:

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

Resolution No. 2025-109:

Moved by Councillor Hurst and
Seconded by Councillor Goyda

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

CARRIED

11. COUNCIL REPORTS:

11.1 Mayor' Updates

11.1.1 Mayor Seeley remarked that he is part of a working group called PACK, funded by OMAFA and OSSGA to develop policies and guidelines for rehabilitation for gravel pits to usable farmland.

11.1.2 Mayor Seeley mentioned that there is a new Minister of the MNR – Mike Harris Jr. and the new Minister of the MECP. Would like staff to reach out and request a meeting with both.

11.1.3 Mayor Seeley queried Council members if they have heard any feedback from the public about the County Automatic Speed Enforcement program and applicable signage.

Resolution No. 2025-110:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council direct staff to request that the County Roads Committee consider social media advertising advising drivers ahead of a long weekend of the Automatic Speed Enforcement in effect.

CARRIED

11.2 Council Member Reports

11.2.1 None

Resolution No. 2025-111:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council receive the Mayor's updates for information.

CARRIED

12. BY-LAWS:

12.1.1 BL2025-041 – 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.

Resolution No. 2025-112:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

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

12.1.1 BL2025-041 – 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.

CARRIED

13. ANNOUNCEMENTS:

13.1 None

14. CLOSED SESSION:

Council was in closed session from 12:24 p.m. to 1:11 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. 2025-113:

Moved by Councillor Bailey 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 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

14.3 Confidential verbal report regarding personal matters about an identifiable individual, including municipal or local board employees – Communications and Media Relations

CARRIED

Resolution No. 2025-114:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

THAT Council moves into open session at 1:11 pm

CARRIED

Council resumed into open session at 1:11 p.m.

Resolution No. 2025-115:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the:

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

14.2 Confidential minutes from previous closed meetings:

14.2.1 March 5, 2025, Closed Meeting Minutes

14.3 Confidential verbal report regarding personal matters about an identifiable individual, including municipal or local board employees – Communications and Media Relations

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION:

None



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16. **NOTICE OF MOTION:**
None

17. **NEW BUSINESS:**
None

18. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2025-116: 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 2025-042 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 March 2025.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2025-117: Moved by Councillor Goyda and
Seconded by Councillor Bailey

That Council hereby adjourns at 1:12 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk

From: AMO Policy <policy@amo.on.ca>
Sent: Thursday, March 20, 2025 4:30 PM
To: Admin
Subject: AMO Policy Update - New Provincial Cabinet

This sender is trusted.



AMO Policy Update – New Provincial Cabinet

Premier Ford Unveils New Cabinet

Yesterday, Premier Ford unveiled his new cabinet following his government's electoral victory at the end of February. The cabinet is largely the same as its pre-election make-up, with some notable changes including the appointment of a new Minister and Associate Minister of Municipal Affairs and Housing.

AMO is writing letters to these select Ministers to offer congratulations and advance AMO's top advocacy priorities:

- Rob Flack, Minister of Municipal Affairs and Housing and Graydon Smith, Associate Minister of Municipal Affairs and Housing on the urgent need to:
 - Establish a more sustainable municipal-fiscal framework
 - Secure stimulus to enable municipalities to emerge stronger from trade disruptions and tariffs
 - Develop an 'all of government' plan to tackle homelessness, and
 - Implement municipal codes of conduct.
- Lisa Thompson, Minister of Rural Affairs on top rural municipal advocacy priorities including their access to housing-enabling infrastructure funding, homelessness, improving access to primary and hospital care, and supporting energy, broadband and cellular infrastructure expansion.

- Vic Fedeli, Minister of Economic Development, Job Creation and Trade offering support and collaboration in response to trade disruptions, including on reviewing inter-provincial trade barriers, retooling supply chains, and leveraging local municipal economic development capacity.
- Stephen Crawford, Minister of Public and Business Service Delivery and Procurement on the impact of international trade and tariff negotiations on municipal procurement and the need for provincial clarity on 'Buy Canadian' strategy in collaboration with our sector.
- Stephen Lecce, Minister of Energy and Mines on continued collaboration in support of successful long-term electricity procurements, finalization of the provincial Integrated Energy Plan and Natural Gas Policy, and clarity on the province's broadband implementation plan following Ontario's Starlink cancellation.
- Sylvia Jones, Deputy Premier and Minister of Health on the implementation of the Primary Care Action Plan, aligning public health standards to funding levels, making the community paramedic program permanent, and building a continuum of community mental health and addictions services to help tackle the root causes homelessness.
- Natalia Kusendova-Bashta, Minister of Long-Term Care on ensuring provincial operating grants better reflect real costs of operating municipal long-term care homes and reviewing proposed amendments to the *Fixing Long-Term Care Act*, 2021.
- Doug Downey, Attorney General on the need for a third-party review of the provincial offenses system.
- Michael Parsa, Minister of Children, Community and Social Services on development of a new administrative funding model for municipal delivery of social services, improvements to income security to help address the homelessness crisis, and preparing for a potential surge of asylum seekers.
- Paul Calandra, Minister of Education on advancing the extension and implementation of a renewed Canada Wide Early Learning and Child Care (CWELCC) bilateral agreement, and future planning for primary and secondary schools.

AMO will be engaging the Ministers of Finance and Infrastructure with a revised 2025 pre-budget submission. The submission will outline economic impacts of the ongoing trade war on municipalities. It will also call for stimulus investments in community housing and municipal infrastructure to help sustain Ontario's construction sector and invest in critical community infrastructure. Lastly, it will re-affirm the continued importance of action on [long-standing municipal priorities](#) including infrastructure, reducing municipal subsidies for areas of provincial jurisdiction, and tackling the root causes of homelessness.

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

THE CORPORATION OF THE COUNTY OF WELLINGTON

File No: OP-2021-02
Municipality: Township of Puslinch
Subject Lands: Part Lots 17, 18 & 19, Concession 8,
Township of Puslinch

Date of Decision: March 27, 2025
Date of Notice: April 3, 2025
Last Date of Appeal: April 23, 2025

NOTICE OF ADOPTION

**With Respect to an Official Plan Amendment
to the County of Wellington Official Plan
Section 22 of the Planning Act
Re: OPA #122**

Take Notice that on March 27, 2025 the Corporation of the County of Wellington passed **By-law No. 5921-25** to adopt **Official Plan Amendment No. 122** to the County of Wellington Official Plan.

Purpose and Effect of the Official Plan Amendment

The purpose and effect of the amendment is to extend the abutting land use designation to include an area of approximately 11.8 ha (29 acres) in size on the subject lands to facilitate an expansion to an existing rural residential subdivision identified as Audrey Meadows (Phase 1).

Public Input No objections received from commenting agencies regarding the subject amendment. Public oral and written submissions in support and expressing concerns about technical and design details were considered at the March 25th, 2022 Public Meeting. Any technical and future design details will be addressed through additional *Planning Act* applications.

Related Applications: An application for a Zoning By-law amendment has been made to the Township of Puslinch File #D14-AUD).

Exempt from Provincial Approval

The proposed Official Plan Amendment is exempt from approval by the Ministry of Municipal Affairs and Housing and the decision of County Council is final if a notice of appeal is not received before or on the last day for filing a notice of appeal as noted above.

When and How to file An Appeal

Take notice that an appeal to the Ontario Land Tribunal in respect to this Official Plan Amendment file may be made by filing a notice of appeal with the County of Wellington Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Wellington County as the Approval Authority or by mail to the County of Wellington Administration Centre - 74 Woolwich Street, Guelph, ON N1H 3T9, no later than 4:00 p.m. on the last date of appeal noted above. The filing of an appeal after 4:00 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100.00 (per Application) can be paid by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to landdivisioninfo@wellington.ca

Note: An appeal must include reasons for the appeal and identify the specific part of the amendment to which the appeal applies to.

Who Can File An Appeal

As per Section 17(24) the following may file an appeal with the approval authority: a specified person, a public body and the registered owner, if before the plan was adopted made oral submission at a public meeting or written submission to the Council; the Minister; the approval authority; and in the case of a request to amend the plan, the person or public body that made the request.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

Getting Additional Information:

Additional information about the application is available for public inspection during regular office hours at the Corporation of the County of Wellington at the address noted below.

Mailing Address for Filing a Notice of Appeal:

Clerk, County of Wellington
Administration Centre
74 Woolwich Street, Guelph ON N1H 3T9
tel: (519) 837-2600 **fax:** (519) 837-1901

AMENDMENT NUMBER 122
TO THE OFFICIAL PLAN FOR THE
COUNTY OF WELLINGTON

Audrey Meadows Ltd.
Part Lots 17, 18, and 19, Concession 8
Township of Puslinch

March 27th, 2025



THE CORPORATION OF THE COUNTY OF WELLINGTON

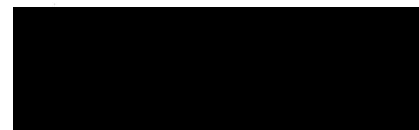
BY-LAW 5921-25

A by-law to adopt Amendment No. 122 (Audrey Meadows Development)
to the Official Plan of the County of Wellington.

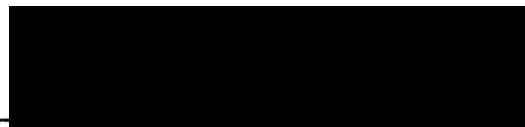
The Council of the Corporation of the County of Wellington, pursuant to the provisions of the
Planning Act, R.S.O. 1990, as amended, does hereby enact as follows:

1. That Amendment No. 122 (Audrey Meadows Development) to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
2. That this by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED MARCH 27, 2025.



CHRIS WHITE, WARDEN



JENNIFER ADAMS, COUNTY CLERK

AMENDMENT NUMBER 122

TO THE

COUNTY OF WELLINGTON OFFICIAL PLAN

INDEX

PART A - THE PREAMBLE

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

PART B - THE AMENDMENT

The Amendment describes the changes and/or modifications to the Wellington County Official Plan which constitute Official Plan Amendment Number 122.

PART C - THE APPENDICES

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

AMENDMENT NUMBER 122
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN

PART A - THE PREAMBLE

PURPOSE

The purpose of this amendment is to extend the abutting land use designation to include an area of approximately 11.8 hectares (29 acres) in size on the subject lands to facilitate an expansion to an existing rural residential subdivision identified to by the applicant as Audrey Meadows (Phase 1).

The amendment does not change the Core Greenlands and Greenland designation, and these areas are to be maintained, protected and where appropriate, enhanced.

LOCATION AND PROPERTY DESCRIPTION

The land subject to this amendment are located within the Township of Puslinch and is described as Part Lots 17, 18, and 19, Concession 8 with no municipal address and situated on the west side of Victoria Road S. Surrounding land uses include rural residential, an existing rural subdivision within the Country Residential designation, natural features and agricultural lands.

The proposed subject lands are approximately 50.5 hectares (124.77 acres) in size and is vacant of any structures, with development proposed in an area approximately 11.8 hectares (29 acres) in area and vacant of any structures.

BASIS

The intent of this amendment is to allow for locally appropriate rural growth through the expansion of the existing, abutting 'Country Residential' designation to include a portion of the subject lands. The proposed amendment seeks to establish permissions in the County Official Plan that would support the expansion to an existing, rural residential subdivision.

In support the subject Official Plan Amendment, the applicant has submitted several studies as listed in the Supporting Information section of this amendment that address preliminary technical matters and land use compatibility. It is anticipated that update detailed studies will be required to support a future Draft Plan of Subdivision application.

This proposal does not represent a new settlement area, rural cluster or new Country Residential Area. All other relevant policies of the Official Plan are applicable, including the County Residential Area policies. This proposal provides an opportunity to contribute to the Township's rural residential growth needs that have been identified by the County through its Rural Residential Growth Analysis, and in a way that is locally appropriate and supported by the Township.

OTHER APPROVALS

In addition to the proposed County Official Plan amendment, the proponent has also submitted an application to the Township of Puslinch requesting an amendment to the Zoning By-law (Fil # D14-AUD). The purpose of the By-law is to place the subject lands into an appropriate, site-specific zone that permits single detached dwellings and includes site specific requirements, including a reduced minimum lot area and establish a holding (h) provision.

SUPPORTING INFORMATION

In support of the proposed amendments to the planning documents, the proponent has prepared a Traffic Impact Brief (Triton Engineering Services Limited, June 2021), Functional Servicing and Storm Management Report (Triton Engineering Services Limited, June 2021), Groundwater and Surface Water Monitoring Program (Hydrogeology Consulting Services, April, 2021), Environmental Impact Study (Stovel & Associates, undated), Paris Galt Moraine Policy Area Letter (Groundwater Science Corp., dated June 2021), and Planning Justification Report (Stovel and Associates, undated).

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the relevant policies of the County of Wellington Official Plan.

The land identified in the attached Schedule "A" shall be subject to appropriate zoning. The zoning by-law may include site-specific provisions regarding permitted uses, building setbacks, minimum lot sizes, lot coverage, and minimum landscaped areas.

Areas to be used for ecological enhancements and wetland restoration may be placed within an appropriate natural area zone. Sensitive natural areas on the subject property shall be placed within a restrictive zoning category.

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes Amendment No. 122 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

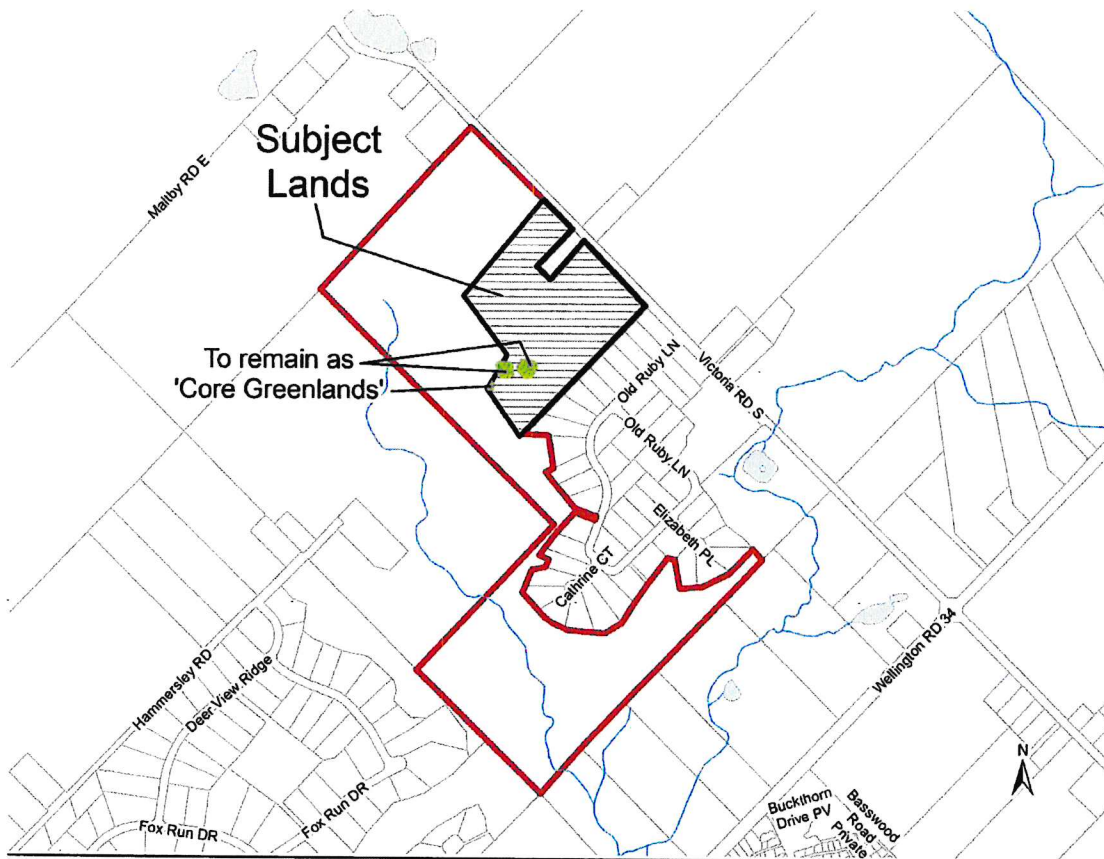
1. THAT **Schedule B7 (PUSLINCH)** is amended by extending the abutting 'Country Residential' designation onto a portion of the subject lands identified as Part Lots 17, 18, and 19, Concession 8, in the Township of Puslinch as illustrated on the attached Schedule "A" of this amendment.

THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE "A"

OF

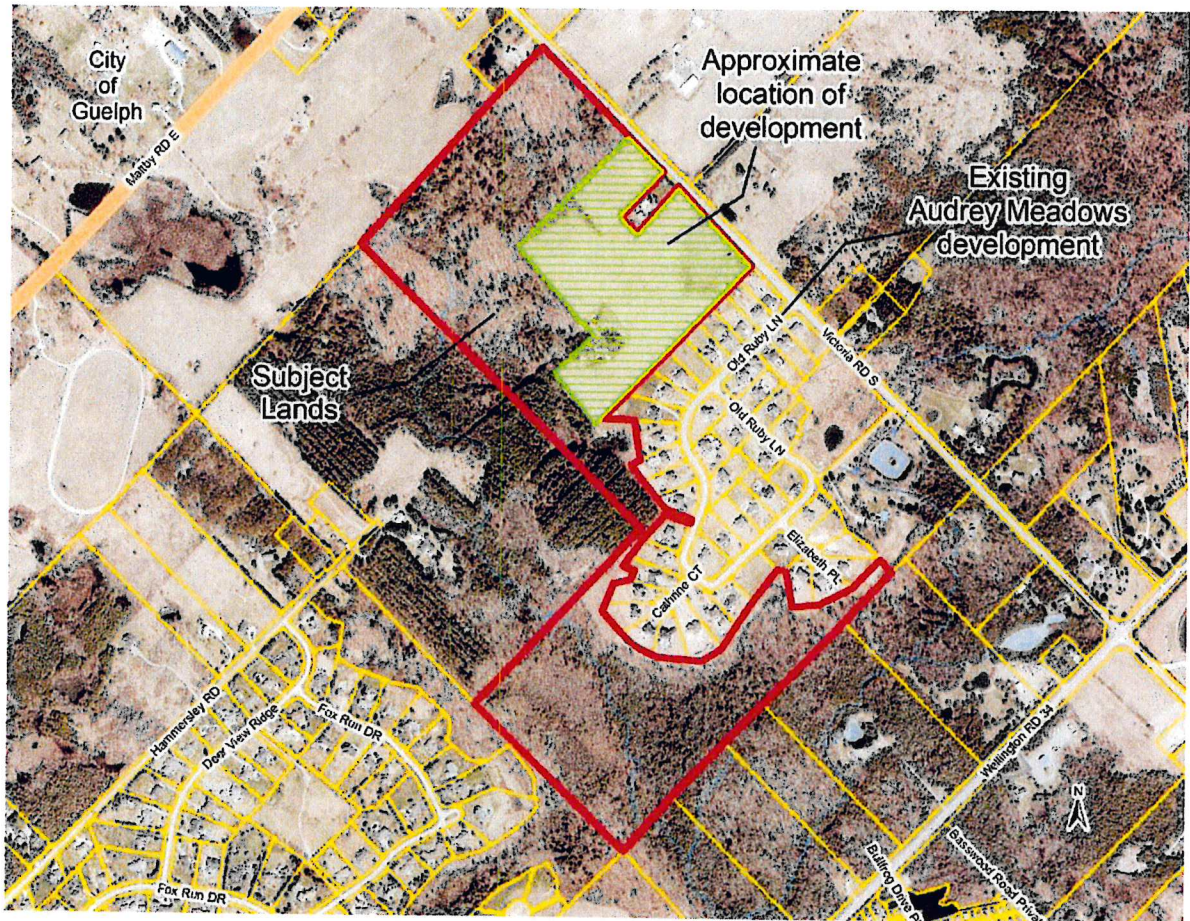
OFFICIAL PLAN AMENDMENT NO. 122



That Schedule B-7 (Puslinch) be amended as shown, which includes a portion of the subject lands, and that the existing Core Greenlands and Greenlands designated features identified in the area subject to this amendment are to remain.

PART C - THE APPENDICES

LOCATION MAP





Notice of Decision for Proposed Official Plan Amendment and Community Planning Permit By-law Accessibility

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

Subject lands

Stone Road and Edinburgh Road modified Strategic Growth Area.

Public Meeting and Decision:

April 8, 2025, 4 p.m.

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

City staff will be providing a recommendation to Council on this application.

Purpose and effect of the proposed amendment and bylaw

The purpose of this meeting is to provide a recommendation to Council on the proposed Official Plan Amendment and Community Planning Permit Bylaw.

The purpose of the amendment and proposed bylaw is to align with the City's vision to address evolving housing needs by promoting the development of affordable, equitable and diverse communities in Guelph. The proposed amendment will help reduce housing barriers by streamlining the development approvals process while incentivizing affordable housing development.

The proposed amendment and bylaw is for the Stone Road and Edinburgh Road modified Strategic Growth Area. The Community Planning Permit System (CPPS) is a land-use planning tool that combines Zoning Bylaw Amendments, Minor Variances, and Site Plan applications into a single application and approval process. To implement a CPPS, an Official Plan Amendment and Community Planning Permit Bylaw are required.

An Official Plan amendment is required to:

- Set the boundaries of the Community Planning Permit Area
- Provide the statutory implementation policies relating to the Community Planning Permit Bylaw

March 13, 2025

- Permit greater height and density on certain properties by updating land-use designations.

The proposed Community Planning Permit Bylaw implements the proposed Official Plan Amendment and will identify:

- Permitted and discretionary land uses and development standards, such as building heights and setbacks, parking requirements, open space and common amenity area requirements.
- When an application is deemed a Class 1, Class 2, or Class 3 permit, and the related range of variations that may be approved by staff or, where required, by Council without need for amendment to the by-law for some standards
- The procedures for reviewing Community Planning Permit applications
- The percentage of additional units required to be affordable housing that are enabled by increases in height and/or density, or the cash-in-lieu equivalent.

Additional information

Documents relating to the proposed official plan amendment and Community Planning Permit bylaw for enabling and implementing the CPPS will be available on March 27, 2025. To view them online, you can:

- Visit haveyoursay.guelph.ca/community-planning-permit-system
- Go to guelph.ca/agenda to view the staff report and Council documents

For more information, please contact:

Dawson McKenzie, Planner II, Community and Affordable Housing
Strategic Initiatives and Intergovernmental Services

City of Guelph

519-822-1260

dawson.mckenzie@guelph.ca

How to get involved:

Any person may attend the meeting in-person or online, and/or provide written or verbal comments on these applications.

If you would like to register to speak to City Council and/or submit written comments about the proposed Official Plan amendment and Community Planning Permit Bylaw, please do so no later than **10 a.m. on Friday, April 4, 2025.**

You can register to speak to City Council at the decision meeting in the following ways:

- Register online at guelph.ca/delegation
- Call 519-837-5603 or TTY 519-826-9771
- Email clerks@guelph.ca

March 13, 2025

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

You can submit written comments to be included in the Council agenda in the following ways:

- Email clerks@guelph.ca and dawson.mckenzie@guelph.ca
- Drop off in-person at the Service Guelph Counter at City Hall, 1 Carden Street, Guelph
- Send by regular mail or courier to Guelph City Clerk, 1 Carden Street, Guelph, ON N1H 3A1

Written comments must be received by **Friday, April 4, 2025 at 10 a.m.** to be included in the Council agenda.

Appeals information

Only the applicant, specified person and public bodies as defined in the *Planning Act*, and registered owners of lands to which the bylaw will apply and who made oral submissions at the public meeting or who have made written submissions to the City before the bylaw is passed, will be able to appeal the decision of the City of Guelph to the Ontario Land Tribunal.

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

Notice of collection of personal information

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

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



Grand River Conservation Authority

Summary of the General Membership Meeting – March 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-03-25-31 - Administrative By-law Update
- GM-03-25-25 - Financial Summary
- GM-03-25-27 - 2025 Road Site Preparation and Surface Treatment Tender
- GM-03-25-28 - 2025 Replacement Vehicle Purchase
- GM-03-25-29 - Administration Centre Cleaning Services RFP Results
- GM-03-25-30 - Guelph Lake Nature Centre Donor Naming Opportunities
- GM-03-25-23 - Canadian Heritage River Monitoring Report
- GM-03-25-33 - Annual Report of Compliance with requirements under Ontario Regulation 41/24
- GM-03-25-34 - Grand River Watershed Flood Warning System
- GM-03-25-C05 - Drainage Agreements, City of Waterloo (Closed agenda)
- GM-03-25-C06 - License Agreement - Grand River Rafting (Closed agenda)

Information Items

The Board received the following reports as information:

- GM-03-25-36 - Chair's Report
- GM-03-25-32 - Additional Member Appointment, Agricultural Sector Representative
- GM-03-25-37 - Board Presentation Schedule
- GM-03-25-35 - Senior Leadership Team
- GM-03-25-24 - Cash & Investment Status
- GM-03-25-21 - Water Quality - Update on Nitrates
- GM-03-25-22 - Category 2 (Municipal) Programs Annual Report
- GM-03-25-26 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Perth County re: Perth County Stewardship Program

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting was held this month.

For full agendas and reports, and past minutes, please refer to our [Board meeting calendar](#). The minutes of this meeting will be posted on following approval at the next meeting of the General Membership.

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



Tuesday, March 18, 2025

The Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
80 Wellington St
Ottawa, ON K1A 0A6
pm@pm.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, Ontario M7A 1A1
premier@ontario.ca

Dear Prime Minister Carney and Premier Ford,

On behalf of the Western Ontario Wardens' Caucus (WOWC), I want to thank you both for your strong leadership on behalf of Ontario and Canada through the continued uncertainty around tariffs and international trade.

The WOWC is a not-for-profit organization representing 15 upper and single-tier municipalities and 1.6 million constituents across rural Western Ontario, aiming to enhance the prosperity and overall well-being of rural and small communities across the region.

As Chair of the Western Ontario Wardens' Caucus (WOWC), I want to express our ongoing support for the Governments of Ontario and Canada as you work to navigate the challenges posed by tariffs, inter-provincial trade barriers, and other trade restrictions.

Western Ontario's economy is closely linked to trade, particularly with the United States, but also within Canada. Economists highlight that sectors most vulnerable to the imposition of tariffs and trade barriers—potentially leading to layoffs or significant economic challenges—include automotive, construction, energy, agriculture, and consumer goods. In terms of industry GDP, manufacturing, wholesale trade, and transportation and warehousing are expected to be among the most affected industries.

Regional export data, defined as both domestic and international exports outside of Western Ontario, is available through Lightcast Analyst. Western Ontario's exports outside of the region totaled over \$226 billion in 2022. Exports outside the Western Ontario region in the largest industry, manufacturing, totaled close to \$145 billion in 2022, representing 64% of total regional exports. Tariffs on agriculture and food also present substantial risks to the regional economy. This industry accounts for nearly \$12 billion in goods in regional exports.

The WOWC recognizes that trade barriers—whether international or inter-provincial—create significant challenges for industries that are vital to our region's economic stability, job

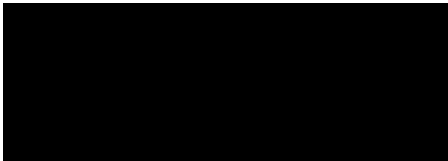


creation, and long-term prosperity. Restrictions on the movement of goods, services, and labour between provinces can hinder economic growth, increase costs for businesses, and limit opportunities for rural communities. Addressing these inter-provincial trade barriers is crucial to ensuring that businesses in Western Ontario can compete effectively in the national and global marketplace.

The WOWC will remain a vocal advocate for solutions that protect our industries and communities, as we are committed to working with all levels of government to safeguard our region's economic future. As part of this commitment, the WOWC strongly supports efforts to develop and implement procurement policies that alleviate some of the financial and administrative burdens on municipalities. We recognize that municipalities are often constrained by procurement regulations that limit flexibility and increase costs. By collaborating with provincial and federal governments, we can work towards policies that streamline procurement, promote local economic development, and enhance the efficiency of public investments.

Western Ontario's strength comes from our ability to adapt and respond as a region, and the WOWC remains dedicated to partnering with all stakeholders to ensure our communities remain strong and resilient. We look forward to continued collaboration with both levels of government to address these pressing economic and trade-related challenges.

Sincerely,



Mayor Amy Martin
Chair, Western Ontario Wardens' Caucus
chair@wowc.ca

cc.

Hon. Lisa Thompson, Ontario Minister of Rural Affairs
Rebecca Bligh, President, Federation of Canadian Municipalities
Robin Jones, President, Association of Municipalities of Ontario
Christa Lowry, Chair, Rural Ontario Municipal Association
Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
Western Ontario MPs and MPPs
Western Ontario Wardens' Caucus Counties and Municipalities



**The Regional
Municipality of
Durham**

Corporate Services
Department –
Legislative Services
Division

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102

durham.ca

**Alexander Harras
M.P.A.
Director of
Legislative Services
& Regional Clerk**

March 27, 2025

The Honourable Arif Virani
Minister of Justice
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Virani:

RE: Motion to amend prior motion presented to Regional Council on February 26, 2025, re: Banning the Nazi Swastika in Canada, to remove references to "Swastika" from the motion and replace them with "Nazi symbols of hate", Our File: C00

As a follow-up to our previous correspondence sent on February 28, 2025, please be advised that the Council of the Region of Durham, at its meeting held on March 26, 2025, adopted the following recommendations of the Finance & Administration Committee:

- A) That subject to a 2/3rds majority vote, the resolution with respect to Banning the Nazi Swastika in Canada, adopted at the February 26, 2025 Regional Council meeting, be reconsidered; and
- B) That subject to Part A) being approved, that the resolution be amended to replace all references to Nazi swastika(s) with the words "Nazi symbols of hate", and make any necessary associated grammatical revisions.

For your reference, the resolution now reads as follows:

"Whereas in recent years, Nazi iconography has surfaced with alarming frequency in the public sphere, used by an increasing number of groups and individuals to promote hate and instill fear within Canadian society; and

Whereas since the atrocities of WWII, the Nazi hakenkreuze, has become universally synonymous with systematic violence, terror and hate. Its growing presence in our country poses a threat to every single Canadian citizen, undermining the core values of equality, diversity, and inclusion that define our nation, and


Whereas eighteen countries have already taken action to ban these symbols, it is imperative that Canada follow suit;

Therefore be it resolved, that Durham Region Council supports B'Nai Brith's call to the Government of Canada to pass legislation banning, with exceptions for certain educational and artistic purposes, the public display of Nazi symbols of hate and iconography, including the Nazi hakenkreuze. Specifically, demanding that the Government of Canada immediately:

1. Ban the Nazi hakenkreuze
2. Ban all Nazi symbols of hate and iconography

Durham Region Council agrees that the people of Canada are counting on the federal government to ensure a future free from hate, where every Canadian is protected, valued, and respected; and

That a copy of this motion is sent to all Canadian Municipalities."


Alexander Harras, M.P.A.
Director of Legislative Services & Regional Clerk
AH/tf

c: B'nai Brith Canada
All Canadian Municipalities

MUNICIPALITY



OF ASSIGINACK

**BOX 238, MANITOWANING, ONT., P0P 1N0
(705) 859-3196 or 1-800-540-0179**

Tuesday, March 18, 2025, 7:00 pm

- a) Agenda Item 6. G) Request for Support – Municipality of Durham to Ban the Nazi Swastika
-

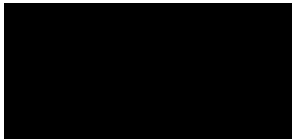
#055-03-2025

J. Hooper – R. Maguire

BE IT RESOLVED THAT we support the Region of Durham regarding the B’Nai Brith’s call to the Government of Canada to pass legislation banning, with certain exceptions the public display of Nazi symbols and iconology.

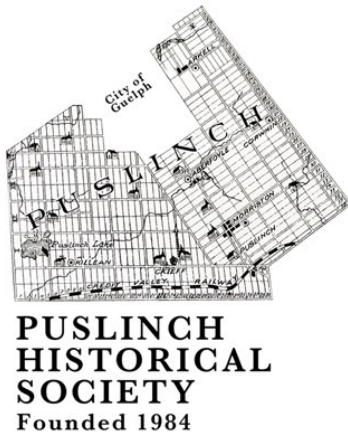
Carried

Certified True Copy



Stasia Carr

Clerk



Puslinch Historical Society
29 Brock Rd. S.
Puslinch, Ontario
N0B 2J0

March 31, 2025

To Mayor Seeley and Council:

Once again, thank you on behalf of the Historical Society for your support each year.

As you know, it is all volunteers who manage the archival collection which has grown from a corner in the original library to an entire roomful in the present library.

We are a paper archives, so suggest to donors that they take larger items to the Wellington County Museum and Archives. As we receive paper items, they are added to the catalogue before shelving. Photographs are scanned as well as displayed, and photograph lists updated.

The catalogue and the photograph lists allow us to search for surnames or subjects (gravel, transportation etc.) so that we can find them on the shelves.

We are grateful to Puslinch Council for their support covering the rent for the room we occupy in the library. However, we rely entirely on donations to finance updates to our computerized system as well as purchase all the necessary archival supplies.

In 2024 we upgraded our computer system and now have a Dell Business Machine, 16GB Ram, 512GB SSD Hard Drive, WIFI, Windows 11 Pro and Monitor. A new backup system was also installed, syncing items by date in the external hard drive which is taken off site each time it is updated.

The new system has a much larger capacity than our former one which, in turn, means we are able to increase the number of scanned items saved as backup.

PHS members continue to answer queries for people writing family histories, school projects or articles for publication. This brings in the most donations, with people out of province benefitting from being able to tap in to our collection from afar. Puslinch Heritage committee members have also made use of the collection in their research.

You are welcome to visit the archives any Saturday afternoon, or by appointment.

Thank you,

Marilynn Crow
PHS photo archivist

THE PUSLINCH PROFILE FEATURES

LET IT BE HALOTHERAPY & WELLNESS CENTRE INC.

LET IT BE Halotherapy & Wellness Centre Inc. is a holistic wellness facility dedicated to providing natural solutions to alleviate physical, mental, and spiritual discomfort. The centre offers a diverse range of services, including Registered Massage Therapy, Halotherapy (dry salt inhalation), Red Light Therapy, Infrared Sauna, Cold Plunge, and Hot Plunge, all designed to help individuals reduce stress, anxiety, pain, and inflammation, while improving overall health. They also feature chair massages, workshops, classes, and a retail store. Families, athletes, and individuals seeking recovery and relaxation all benefit from the variety of tailored treatments available. Their focus on wellness technology makes LET IT BE a unique sanctuary for rejuvenation.

📍 3 Badenoch Street 📞 519-766-4256

✉️ admin@letitbehalo.com

🌐 letitbehalo.com



The story behind LET IT BE is rooted in a deep understanding of the community's need for accessible, effective wellness practices. The centre's commitment to the community extends beyond just providing services—it's about fostering connection, supporting small businesses, and giving back to the neighbourhood. Through offering spaces for events, corporate wellness, and educational workshops, LET IT BE continues to build a sense of belonging and health within the community.



REPORT FIR-2025-002

TO: Mayor and Members of Council

PREPARED BY: Jamie MacNeil, Fire Chief

PRESENTED BY: Jamie MacNeil, Fire Chief

MEETING DATE: April 16th, 2025

SUBJECT: Puslinch Fire Rescue Service 2024 Annual Report

RECOMMENDATION

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

Purpose

To formally inform Council of the 2024 Emergency Responses and other significant increase in events attended by Puslinch Fire and Rescue Services.

Background

The continued practice of reporting to Council is vital for maintaining transparency and ensuring that the Council is informed about the operations and challenges of the Fire Department.

Training:

- Focus for training is based on the July 1st, 2026, deadline for mandatory certification in the province of Ontario. In 2024 staff completed a total of 2,025 hours of weekly training that takes place every Wednesday nights from 7:30pm-9:30pm.
- Additionally, five recruits completed 1,200 hours of county recruit training, working alongside other departments in Wellington County.
- Staff completed 150 hours of Ontario fire College Courses.
- 3,576 hours of training in 2024.

Public Education: In 2024 staff attended 20 public events ranging from station tours, camp day, fall fair and many other community events. 419 hours of public engagement by staff resulted in Puslinch Fire Rescue Service speaking to approximately 8824 members of the public about fire safety.

Fire Prevention: In 2024 a great deal of time was spent on the Community Risk Assessment to gather information to assist the consultants. In July the final version of the Community Risk Assessment was presented to Council. Since then, Fire prevention staff has been concentrating on the recommendations outlined in the report. Fire Prevention also completed 198 inspections, 10 Fire Safety Plan reviews, 13 fire investigations and 1 inspection of a vulnerable occupancy.

Social media: 547 followers, an increase of 17%

Emergency Incidents: Puslinch Fire Rescue Services responded to a total of 446 Incidents in 2024, this is a 16.5% increase over 2023. The highest call for service was Motor Vehicle Accidents with 160 calls. Staff spent a total of 843 hours on emergency response in 2024. Cambridge Fire Department responded to 85 incidents in the fire service agreement area in 2025.

Financial Implications

No financial Implications to the Township other than the operating and capital expenses required to perform Emergency Response and other associated fire department services.

Applicable Legislation and Requirements

Municipal Act, 2001

Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4

Engagement Opportunities

None

Attachments

Puslinch Fire Rescue Service OFM Incident Reports

Respectfully submitted,

Jamie MacNeil,
Fire Chief

Reviewed by:

Courtenay Hoytfox,
Interim CAO

Puslinch Fire & Rescue Service

Puslinch, ON

This report was generated on 1/29/2025 10:09:44 AM



OFM Incident Report for Date Range for Incident Type

Incident Type(s): All Incident Types | Start Date: 01/01/2024 | End Date: 12/31/2024

LOCATION CODE	INCIDENT NUMBER	INCIDENT Date/Time	LOCATION	PROPERTY CLASS	ALARM SOURCE	TIME ON SCENE	RESPONSE TYPE	EST. LOSS	Pt	Pe	Re	In	Fa	CIn	CFa
	2024-1	Jan 02 2024 13:37:43	████ TOWNLINE RD WELLINGTON RD 34/NA		911	00:07:54	Alarm System Equipment - Malfunction	\$0	5	3	0	0	0	0	0
	2024-2	Jan 03 2024 01:24:25	-1 SIDEROAD 10 S GORE RD/CONCESSION 1		911	00:06:40	Vehicle Collision	\$0	6	4	0	0	0	0	0
	2024-004	Jan 05 2024 06:42:22	████ Wellington RD 36		911	00:08:47	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
	2024-3	Jan 05 2024 07:48:58	-1 HIGHWAY 401 E NA/HWY 401		911	00:02:08	Overheat (no fire, e.g. engines, mechanical devices)	\$0	11	3	0	0	0	0	0
	2024-5	Jan 07 2024 17:09:57	████ WELLINGTON RD 34 CONCESSION 7/BROCK RD RD S		911	00:00:05	Call cancelled on route	\$0	3	3	0	0	0	0	0
	2024-6	Jan 07 2024 19:07:19	-1 HIGHWAY 401 W NA/HIGHWAY 6		911	00:13:08	Vehicle Collision	\$0	10	4	0	0	0	0	0
	2024-7	Jan 07 2024 19:46:15	████ BROCK RD N WELLINGTON RD 34/BRIDLE PATH		911	00:42:23	Alarm System Equipment - Malfunction	\$0	6	4	0	0	0	0	0
	2024-8	Jan 07 2024 21:35:42	-1 WELLINGTON RD 35 NA/CONCESSION 4	Vehicles or Vehicle Parts	911	00:41:48	Fire	\$60,000	9	3	0	0	0	0	0
	2024-9	Jan 07 2024 23:36:06	████ BROCK RD N WELLINGTON RD 34/BRIDLE PATH		911	00:01:54	Alarm System Equipment - Malfunction	\$0	4	4	0	0	0	0	0
	2024-10	Jan 09 2024 09:21:30	-1 HIGHWAY 401 W BROCK RD RD S/HIGHWAY 401 E		911	00:26:33	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-11	Jan 10 2024 14:32:29	████ WELLINGTON RD 34 BROCK RD RD S/LODGE STREET PV		911	00:10:42	Medical Aid Not Required on Arrival	None	2	2	0	0	0	0	0

Reviewed Incidents only. Pt = Total Personnel, Pe = Personnel on 1st Unit, Re = Rescued, In = Firefighter Injuries, Fa = Firefighter Fatalities, CIn = Civilian Injuries, CFa = Civilian Fatalities.



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	2024-12	Jan 10 2024 15:54:08	-1 ROSZELL RD NA/CONCESSION 4		911	00:01:00	Call cancelled on route	\$0	3	3	0	0	0	0	0
	2024-13	Jan 11 2024 17:00:28	████ SIDEROAD 20 S GORE RD/CONCESSION 1		911	00:32:04	CO false alarm - perceived emergency (no CO present)	\$0	8	3	0	0	0	0	0
	2024-14	Jan 12 2024 23:37:14	-1 LESLIE RD W HIGHWAY 6/NA		911	01:31:11	Vehicle Collision	\$0	8	4	0	0	0	0	0
	2024-15	Jan 13 2024 07:45:35	████ ARKELL RD WATSON RD S/NASSAGAWEYA- PUSLIN		911	02:12:46	Power Lines Down, Arcing	None	7	4	0	0	0	0	0
	2024-16	Jan 13 2024 11:19:24	████ FOX RUN DR DEER VIEW RIDGE/DEER VIEW RIDG		911	00:04:18	Alarm System Equipment - Malfunction	None	3	3	0	0	0	0	0
	2024-17	Jan 13 2024 23:43:00	-1 ROSZELL RD TOWNLINE RD/NA		911	00:00:00	Call cancelled on route	None	3	3	0	0	0	0	0
	2024-18	Jan 13 2024 23:51:32	-1 ROSZELL RD TOWNLINE RD/NA		911	00:00:00	Call cancelled on route	None	3	3	0	0	0	0	0
	2024-19	Jan 14 2024 08:51:19	████ DAYMOND DR CASSIN CT/NA		911	00:09:30	CO false alarm - equipment malfunction (no CO present)	None	4	4	0	0	0	0	0
	2024-20	Jan 15 2024 10:33:42	-1 ROSZELL RD NA/CONCESSION 4		911	00:00:00	Call cancelled on route	None	10	3	0	0	0	0	0
	2024-21	Jan 15 2024 15:39:53	████ BEIBER RD NICHOLAS BEAVER RD/NA		911	00:11:12	Alarm System Equipment - Malfunction	\$0	6	4	0	0	0	0	0
	2024-22	Jan 16 2024 10:14:28	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 401 W		911	00:19:33	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-23	Jan 16 2024 18:08:44	0 HIGHWAY 401 E /		911	00:08:35	Incident not found	\$0	9	2	0	0	0	0	0
	2024-24	Jan 17 2024 14:32:46	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 401 W		911	00:15:00	Incident not found	\$0	8	2	0	0	0	0	0
	2024-24	Jan 17 2024 14:32:46	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 401 W		911	00:15:00	Incident not found	\$0	8	3	0	0	0	0	0

Reviewed Incidents only. Pt = Total Personnel, Pe = Personnel on 1st Unit, Re = Rescued, In = Firefighter Injuries, Fa = Firefighter Fatalities, CIn = Civilian Injuries, CFa = Civilian Fatalities.

	2024-25	Jan 17 2024 14:38:24	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 401 W		911	00:16:48	Vehicle Collision	\$0	8	3	0	0	0	0	0
	2024-26	Jan 17 2024 17:51:20	████ MALTBY RD E WATSON RD S/CONCESSION 11		911	00:13:29	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	3	3	0	0	0	0	0
	2024-27	Jan 18 2024 11:04:11	████ OLD RUBY LN VICTORIA RD S/NA		From Ambulanc e	00:29:57	Asphyxia, Respiratory Condition	\$0	6	3	0	0	0	0	0
	2024-28	Jan 20 2024 17:51:29	-1 QUEEN ST CALFASS RD/CHURCH ST		911	01:23:34	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-29	Jan 21 2024 12:22:23	-1 WATSON RD S ARKELL RD/NA		911	00:14:47	Medical/resus citator call no action required	\$0	5	2	0	0	0	0	0
	2024-30	Jan 22 2024 17:37:13	-1 HIGHWAY 6 MADDAUGH RD/MACPHERSON'S LN		911	00:07:36	Vehicle Collision	\$0	9	5	0	0	0	0	0
	2024-31	Jan 22 2024 20:29:41	-1 HIGHWAY 401 E WATSON RD S/NA		911	00:17:27	Vehicle Collision	\$0	8	2	0	0	0	0	0
	2024-31	Jan 22 2024 20:29:41	-1 HIGHWAY 401 E WATSON RD S/NA		911	00:17:27	Vehicle Collision	\$0	8	4	0	0	0	0	0
	2024-32	Jan 23 2024 19:04:42	-1 CONCESSION 1 CONCESSION 7/LESLIE RD W		911	01:26:52	Vehicle Collision	\$0	9	3	0	0	0	0	0
	2024-33	Jan 25 2024 13:01:21	-1 HIGHWAY 401 W WELLINGTON RD 35/NA		911	00:27:21	Incident not found	\$0	5	2	0	0	0	0	0
	2024-34	Jan 27 2024 20:39:03	████ HIGHWAY 6 LESLIE RD W/QUEEN ST		911	00:01:17	Medical Aid Not Required on Arrival	\$0	4	3	0	0	0	0	0
	2024-35	Jan 27 2024 23:54:32	-1 HIGHWAY 6 WELLINGTON RD 34/NA		911	00:58:08	Vehicle Collision	\$0	8	1	0	0	0	0	0
	2024-36	Jan 28 2024 21:43:38	-1 MCLEAN RD W CONCESSION 7/KERR CR	Vehicles or Vehicle Parts	911	00:32:10	Fire	\$50,000	9	4	0	0	0	0	0
	2024-37	Feb 01 2024 01:12:45	████ CONCESSION 11 WELLINGTON RD 36/SIDEROAD 17		911	00:42:02	Alarm System Equipment - Malfunction	\$0	6	4	0	0	0	0	0
	2024-38	Feb 01 2024 15:51:16	-1 BROCK RD RD S HIGHWAY 401 E/HIGHWAY 401 W		911	00:17:16	Vehicle Collision	\$0	7	5	0	0	0	0	0

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	2024-39	Feb 02 2024 13:44:08	-1 HIGHWAY 401 W NA/HIGHWAY 6		911	00:12:29	Accident or illness related - cuts, fractures, person fainted, etc.	\$0	9	4	0	0	0	0	0
	2024-40	Feb 03 2024 03:22:43	██████ THIRD LI WELLINGTON RD 124/SIDEROAD 20		911	00:04:36	Call cancelled on route	\$0	6	4	0	0	0	0	0
	2024-41	Feb 03 2024 14:28:37	██████ WELLINGTON RD 34 WELLINGTON RD 32/SIDEROAD 10		911	01:17:18	Assistance to Other Agencies (exc 921 and 922)	\$0	11	4	0	0	0	0	0
	2024-42	Feb 04 2024 16:14:50	-1 ELLIS RD TOWNLINE RD/WELLINGTON RD 32		911	00:04:55	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-43	Feb 05 2024 12:02:47	-1 HIGHWAY 401 W BROCK RD RD S/CONCESSION 7		911	00:35:21	Vehicle Collision	\$0	8	3	0	0	0	0	0
	2024-44	Feb 06 2024 21:24:11	██████ MCLEAN RD W CONCESSION 7/KERR CR	Other Vehicle	911	01:03:17	Fire	\$50,000	7	2	0	0	0	0	0
	2024-45	Feb 07 2024 16:09:22	-1 BROCK RD N HAMMERSLEY RD/DAYMOND DR		911	00:53:38	Vehicle Collision	\$0	5	4	0	0	0	0	0
	2024-46	Feb 07 2024 17:44:06	██████ HIGHWAY 6 FIELDING LN/CONCESSION 1		911	00:20:47	Vehicle Collision	\$0	10	4	0	0	0	0	0
	2024-47	Feb 07 2024 19:21:09	██████ STONE RD E /		911	00:02:40	Medical Aid Not Required on Arrival	\$0	6	6	0	0	0	0	0
	2024-48	Feb 07 2024 22:36:44	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 6	From Ambulanc e	911	00:14:00	Vehicle Collision	\$0	7	5	0	0	0	0	0
	2024-49	Feb 09 2024 11:58:11	██████ ELLIS RD TOWNLINE RD/WELLINGTON RD 32		911	00:32:11	NO LOSS OUTDOOR fire (see exclusions)	None	10	2	0	0	0	0	0
	2024-50	Feb 13 2024 06:20:59	██████ FORESTELL RD ROSZELL RD/NA		911	00:21:29	Human - Perceived Emergency	\$0	9	2	0	0	0	0	0
	2024-51	Feb 15 2024 07:03:48	-1 HIGHWAY 401 W WELLINGTON RD 35/NA		911	00:04:44	Incident not found	\$0	5	2	0	0	0	0	0

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	2024-52	Feb 15 2024 12:57:52	████ WELLINGTON RD 34 WELLINGTON RD 35/SIDEROAD 20		From Ambulanc e	00:01:12	Asphyxia, Respiratory Condition	\$0	7	3	0	0	0	0	0
	2024-53	Feb 16 2024 10:53:10	████ CONCESSION 7 CALFASS RD/CONCESSION 2		911	00:30:22	Power Lines Down, Arcing	None	7	3	0	0	0	0	0
	2024-54	Feb 16 2024 11:28:49	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 401 W		911	00:29:03	Vehicle Collision	\$0	9	3	0	0	0	0	0
	2024-55	Feb 16 2024 11:48:40	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 401 W		911	00:04:57	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-56	Feb 16 2024 19:47:08	-1 HIGHWAY 401 W NA/HIGHWAY 6		911	00:30:24	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-57	Feb 17 2024 12:46:08	████ WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	00:12:46	Alarm System Equipment - Malfunction	\$0	10	4	0	0	0	0	0
	2024-58	Feb 17 2024 18:42:44	-1 HIGHWAY 6 HIGHWAY 401 E/HIGHWAY 401 W		911	01:12:53	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-59	Feb 18 2024 22:11:27	████ NISKA RD NA/NA		911	00:08:35	Other Public Service	\$0	7	5	0	0	0	0	0
	2024-60	Feb 19 2024 02:56:39	-1 401 RD HIGHWAY 401 E/HIGHWAY 401 E		911	00:17:50	Vehicle Collision	\$0	7	3	0	0	0	0	0
	2024-61	Feb 19 2024 04:42:57	████ DARKWOOD RD SMALL RD/LITTLE RD		911	00:32:44	Vital signs absent, DOA	\$0	7	4	0	0	0	0	0
	2024-62	Feb 20 2024 08:08:46	0 HIGHWAY 401 E /		911	00:00:00	Call cancelled on route	\$0	8	1	0	0	0	0	0
	2024-63	Feb 20 2024 12:53:13	████ WELLINGTON RD 34 CONCESSION 7/BROCK RD RD S		911	00:01:29	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	4	4	0	0	0	0	0
	2024-64	Feb 20 2024 19:04:27	████ WELLINGTON RD 34 CONCESSION 7/BROCK RD RD S		911	00:30:27	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	4	4	0	0	0	0	0
	2024-66	Feb 21 2024 15:40:47	████ CARTER RD FARNHAM RD/COOK'S MILL RD		911	00:26:56	NO LOSS OUTDOOR fire (see exclusions)	None	10	3	0	0	0	0	0

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	2024-65	Feb 21 2024 15:43:46	████ QUEEN ST /		From Ambulanc e	00:06:55	Alcohol or drug related	\$0	11	3	0	0	0	0	0
	2024-67	Feb 22 2024 18:11:43	████ HUME RD WATSON RD S/CONCESSION 11		911	00:01:43	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	3	3	0	0	0	0	0
	2024-68	Feb 23 2024 04:44:29	-1 CONCESSION 1 LESLIE RD W/HIGHWAY 6		911	00:38:19	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-69	Feb 25 2024 03:59:31	-1 HIGHWAY 401 W NA/BROCK RD RD S		911	00:00:10	Call cancelled on route	\$0	8	4	0	0	0	0	0
	2024-70	Feb 26 2024 14:51:02	████ QUEEN ST TELFER GLEN ST/CALFASS RD		911	00:04:34	Open air burning/unaut horized controlled burning (no uncontrolled fire)	\$0	10	3	0	0	0	0	0
	2024-71	Feb 27 2024 17:15:58	-1 WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	00:11:03	Call cancelled on route	\$0	10	4	0	0	0	0	0
	2024-72	Feb 28 2024 06:58:21	-1 HIGHWAY 401 W NA/WELLINGTON RD 32		911	00:13:17	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-73	Mar 02 2024 20:37:16	-1 HIGHWAY 401 E NA/HIGHWAY 6		911	00:11:02	Incident not found	\$0	6	4	0	0	0	0	0
	2024-74	Mar 04 2024 13:08:34	████ WATSON RD S MALTBY RD E/HUME RD		911	00:01:50	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	4	4	0	0	0	0	0
	2024-75	Mar 04 2024 13:42:52	████ SIDEROAD 25 S /		Verbal Report to Station (in person)	00:12:04	Authorized controlled burning - complaint	\$0	8	4	0	0	0	0	0
	2024-76	Mar 04 2024 17:28:48	-1 VICTORIA RD S UNKNOWN/WELLINGTO N RD 34		911	00:12:44	Vehicle Collision	\$0	4	1	0	0	0	0	0
	2024-77	Mar 04 2024 19:59:44	-1 HIGHWAY 401 W HIGHWAY 401 E/CONCESSION 7		911	00:31:04	Vehicle Collision	\$0	9	4	0	0	0	0	0

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2024-78	Mar 08 2024 17:34:13	████ WELLINGTON RD 34 WELLINGTON RD 35/SIDEROAD 20		911	00:34:20	NO LOSS OUTDOOR fire (see exclusions)	None	12	4	0	0	0	0	0
2024-79	Mar 09 2024 02:21:08	-1 HIGHWAY 401 E NA/HIGHWAY 6	Small Truck (e.g. pick-up, van, etc.)	911	00:35:09	Vehicle Collision	\$0	8	4	0	0	0	0	0
2024-80	Mar 09 2024 17:46:51	████ GORE RD SIDEROAD 20 S/SIDEROAD 25 S		911	00:23:48	Vehicle Collision	\$30,000	11	4	0	0	0	0	0
2024-81	Mar 10 2024 00:27:47	-1 HIGHWAY 401 W NA/BROCK RD RD S		911	00:19:34	Vehicle Collision	\$20,000	7	4	0	0	0	0	0
2024-82	Mar 11 2024 17:46:21	████ KERR CR MCLEAN RD W/MCLEAN RD W		911	00:02:01	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	3	3	0	0	0	0	0
2024-83	Mar 12 2024 14:31:33	████ WATSON RD S HIGHWAY 401 W/WELLINGTON RD 3		911	00:17:38	Open air burning/unaut horized controlled burning (no uncontrolled fire)	\$0	4	4	0	0	0	0	0
2024-84	Mar 13 2024 18:01:29	-1 HIGHWAY 401 W NA/HIGHWAY 6		911	00:22:55	Vehicle Collision	\$0	7	3	0	0	0	0	0
2024-85	Mar 13 2024 19:08:22	-1 NICHOLAS BEAVER RD BROCK RD RD S/TAWSE PL	Large Truck (Excluding Truck Trailer)	911	00:26:56	Fire	\$100,000	9	4	0	0	0	0	0
2024-86	Mar 13 2024 21:43:53	████ CONCESSION 2 SIDEROAD 10 S/WELLINGTON RD 3	Vehicles or Vehicle Parts	911	00:43:49	Fire	\$8,000	5	4	0	0	0	0	0
2024-87	Mar 15 2024 10:55:00			911	00:00:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
2024-88	Mar 18 2024 09:11:57	████ WELLINGTON RD 36 /		From Ambulanc e	00:01:41	Asphyxia, Respiratory Condition	\$0	6	4	0	0	0	0	0
2024-89	Mar 20 2024 08:22:41	████ CONCESSION 4 NA/SIDEROAD 10 N		911	00:22:15	Vehicle Collision	\$120,000	5		0	0	0	0	0
2024-89	Mar 20 2024 08:22:41	████ CONCESSION 4 NA/SIDEROAD 10 N		911	00:22:15	Vehicle Collision	\$120,000	5	1	0	0	0	0	0
2024-91	Mar 22 2024 16:59:42	████ WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	01:04:06	Vehicle Collision	\$0	12	3	0	0	0	0	0

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	2024-90	Mar 22 2024 17:16:43	0 SEVENTH LI NA/WELLINGTON RD 22	Detached Dwelling	911	00:05:51	Call cancelled on route	\$0	5	3	0	0	0	0	0
	2024-92	Mar 22 2024 17:41:31	0 SIDEROAD 20 /		No Alarm rcv'd - incident discovere d by FD	00:57:31	Vehicle Collision	\$0	3	3	0	0	0	0	0
	2024-93	Mar 22 2024 19:52:36	████ BROCK RD RD S NICHOLAS BEAVER RD/HIGHWAY 401		911	00:11:15	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-94	Mar 24 2024 12:03:52	████ WELLINGTON RD 34 WELLINGTON RD 32/SIDEROAD 10		911	00:15:41	Alarm System Equipment - Malfunction	None	7	5	0	0	0	0	0
	2024-95	Mar 25 2024 14:26:46	-1 HIGHWAY 401 W HIGHWAY 401 E/CONCESSION 7	Vehicles or Vehicle Parts	911	00:19:28	Fire	\$20,000	6	4	0	0	0	0	0
	2024-96	Mar 25 2024 16:48:17	████ VICTORIA RD S UNKNOWN/UNKNOWN		911	00:17:51	Vital signs absent, DOA	\$0	8	5	0	0	0	0	0
	2024-97	Mar 28 2024 07:35:14	-1 HIGHWAY 6 CONCESSION 4/WELLINGTON RD 34		911	00:13:45	Vehicle Collision	\$0	7	3	0	0	0	0	0
	2024-98	Mar 29 2024 07:53:07	████ WELLINGTON RD 32 FORESTELL RD/LAIRD RD W		911	00:01:21	Medical Aid Not Required on Arrival	\$0	7	4	0	0	0	0	0
	2024-99	Mar 30 2024 10:19:43	████ CONCESSION 1 CONCESSION 7/LESLIE RD W		911	00:04:48	Alarm System Equipment - Malfunction	\$0	8	5	0	0	0	0	0
	2024-100	Apr 01 2024 15:09:42	████ CALFASS RD CONCESSION 7/SETTLERS CT		Telephon e from Civilian (other than 911)	00:21:46	Gas Leak - Natural Gas	\$0	7	3	0	0	0	0	0
	2024-101	Apr 02 2024 11:20:24	0 HIGHWAY 401 E /		911	00:00:00	Incident not found	\$0	8	2	0	0	0	0	0
	2024-102	Apr 02 2024 18:05:32	████ VISSER DRIVE PV HERITAGE LAKE DRIVE PV/REID CO		Telephon e from Monitorin g Agency	00:04:28	Alarm System Equipment - Accidental activation (exc. code 35)	None	5	2	0	0	0	0	0
P_PUS_6	2024-103	Apr 03 2024 16:30:47	████ SIDEROAD 10 N CONCESSION 4/FORESTELL RD	Detached Dwelling	911	04:29:05	Fire	\$1,000,000	18	3	0	0	0	0	0

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2024-104	Apr 03 2024 21:15:20	████ SIDEROAD 10 N CONCESSION 4/FORESTELL RD		Two-Way Radio (fire departme nt)	06:49:52	Other Response	\$0	12	2	0	0	0	0	0
2024-105	Apr 06 2024 15:01:56	-1 HIGHWAY 401 W NA/HIGHWAY 6		911	00:14:21	NO LOSS OUTDOOR fire (see exclusions)	None	10	3	0	0	0	0	0
2024-106	Apr 08 2024 19:20:31	-1 HIGHWAY 401 E 401 RD/WATSON RD S		911	00:13:52	Incident not found	\$0	9	4	0	0	0	0	0
2024-107	Apr 10 2024 12:39:19	████ WATSON RD S MALTBY RD E/HUME RD		911	00:13:38	NO LOSS OUTDOOR fire (see exclusions)	None	6	3	0	0	0	0	0
2024-108	Apr 10 2024 13:22:11	████ VICTORIA RD S UNKNOWN/WELLINGTO N RD 34	Construction	911	01:34:52	Fire	\$2,000,000	8	2	0	0	0	0	0
2024-109	Apr 10 2024 16:40:10	-1 FORESTELL RD WELLINGTON RD 32/SIDEROAD 10		911	01:04:06	Vehicle Collision	\$35,000	9	4	0	0	0	0	0
2024-110	Apr 11 2024 14:10:07	-1 HIGHWAY 401 E HIGHWAY 6/HIGHWAY 6		From Ambulanc e	00:02:28	Chest pains or suspected heart attack	\$0	6	4	0	0	0	0	0
2024-111	Apr 12 2024 18:39:00	████ WELLINGTON RD 44 ERAMOSA-MILTON TOWNLINE/INDIAN		911	00:01:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
2024-112	Apr 15 2024 22:42:24	████ ABERFOYLE MILL CR NA/NA		911	00:10:29	Alarm System Equipment - Malfunction	\$0	4	4	0	0	0	0	0
2024-113	Apr 16 2024 14:49:25	████ WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	00:40:29	NO LOSS OUTDOOR fire (see exclusions)	None	9	3	0	0	0	0	0
2024-114	Apr 16 2024 21:10:11	████ LAIRD RD W NEAR PIONEER TL/NA		911	00:29:20	Vehicle Collision	\$0	7	5	0	0	0	0	0
2024-115	Apr 18 2024 17:04:27	████ BEIBER RD NICHOLAS BEAVER RD/NA		911	00:10:08	Alarm System Equipment - Malfunction	\$0	5	2	0	0	0	0	0
2024-116	Apr 19 2024 09:30:42	████ OLD RUBY LN ELIZABETH PL/NA		From Ambulanc e	00:07:00	Seizure	\$0	3	2	0	0	0	0	0
2024-117	Apr 19 2024 13:30:34	████ COBBLESTONE PL NA/NA		911	00:00:03	Call cancelled on route	\$0	6	3	0	0	0	0	0

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	2024-118	Apr 20 2024 18:01:26	-1 CALFASS RD CONCESSION 7/SETTLERS CT		911	00:17:52	NO LOSS OUTDOOR fire (see exclusions)	None	4	4	0	0	0	0	0
	2024-119	Apr 21 2024 00:27:46	████ CARTER RD FARNHAM RD/COOK'S MILL RD		911	00:00:41	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-120	Apr 21 2024 11:01:22	0 HIGHWAY 401 E /		911	00:03:22	Vehicle Collision	\$0	9	5	0	0	0	0	0
	2024-121	Apr 26 2024 20:45:22	████ JACKSON ST BRADY ST/QUEEN ST		911	00:07:28	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-122	Apr 27 2024 14:08:16	████ PIONEER TL 28 LAIRD RD W/NA		911	00:01:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-123	Apr 27 2024 23:05:11	-1 HIGHWAY 401 E NA/HWY 401	Vehicles or Vehicle Parts	911	00:57:51	Fire	\$30,000	10	5	0	0	0	0	0
	2024-124	Apr 28 2024 05:11:32	-1 HIGHWAY 401 W BROCK RD RD S/HIGHWAY 401 E		911	00:04:02	Incident not found	\$0	7	3	0	0	0	0	0
	2024-125	Apr 29 2024 17:11:12	-1 HIGHWAY 401 W NA/HIGHWAY 6		From Ambulanc e	00:12:37	Vehicle Collision	\$0	6	5	0	0	0	0	0
	2024-126	Apr 30 2024 15:16:00	0 HIGHWAY 401 E /		911	00:39:00	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-127	May 01 2024 11:20:35	████ MALTBY RD E NA/WATSON RD S		911	00:02:46	Call cancelled on route	\$0	4	2	0	0	0	0	0
	2024-129	May 01 2024 12:39:00	████ HIGHWAY 7 WELLINGTON RD 29/THIRD LI		911	01:09:22	Assisting Other FD: Mutual Aid	\$0	2	2	0	0	0	0	0
	2024-128	May 01 2024 12:49:49	████ BROCK RD N /		911	00:39:41	NO LOSS OUTDOOR fire (see exclusions)	None	5	4	0	0	0	0	0
	2024-130	May 01 2024 20:46:16	████ HIGHWAY 7 WELLINGTON RD 29/THIRD LI		911	00:01:00	Call cancelled on route	\$0	4	2	0	0	0	0	0
	2024-131	May 03 2024 17:46:25	-1 HIGHWAY 6 WELLINGTON RD 34/HIGHWAY 401		911	01:11:44	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-132	May 04 2024 16:37:43	-1 HIGHWAY 401 W NA/WELLINGTON RD 32		From Ambulanc e	00:08:55	Vehicle Collision	\$0	7	3	0	0	0	0	0

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	2024-133	May 04 2024 18:03:29	-1 HIGHWAY 401 W WELLINGTON RD 35/NA	Small Truck (e.g. pick-up, van, etc.)	911	00:21:39	Vehicle Collision	\$0	5	4	0	0	0	0	0
	2024-134	May 04 2024 18:52:43	-1 HIGHWAY 401 W BROCK RD RD S/NA	Automobile	911	00:27:12	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-135	May 05 2024 07:06:10	0 HIGHWAY 401 E /		911	00:53:03	Vehicle Collision	\$100,000	11	4	0	0	0	0	0
	2024-136	May 06 2024 13:27:50	██████████ WELLINGTON RD 34 LODGE STREET PV/GARDEN PV	Detached Dwelling	911	00:48:26	Fire	\$10,000	10	2	0	0	0	0	0
	2024-137	May 06 2024 20:13:15	-1 BROCK RD RD S HIGHWAY 401 E/HIGHWAY 401 W		911	00:01:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-138	May 08 2024 21:17:18	-1 HWY 401 E HWY 6/NA		911	00:00:20	Incident not found	\$0	15	5	0	0	0	0	0
	2024-139	May 09 2024 16:45:12	██████████ PIONEER TL LAIRD RD W/NA		911	00:22:41	Alarm System Equipment - Accidental activation (exc. code 35)	None	8	4	0	0	0	0	0
	2024-140	May 10 2024 06:46:19	-1 HWY 401 E NA/HWY 6	Vehicles or Vehicle Parts	911	00:32:38	Fire	\$25,000	9	4	0	0	0	0	0
	2024-141	May 10 2024 07:19:31	██████████ BEIBER RD NICHOLAS BEAVER RD/NA		911	00:06:52	Alarm System Equipment - Malfunction	None	9	2	0	0	0	0	0
	2024-142	May 10 2024 14:16:44	██████████ SIDEROAD 10 S CONCESSION 2/NA		911	00:11:39	Overheat (no fire, e.g. engines, mechanical devices)	\$0	6	2	0	0	0	0	0
	2024-143	May 10 2024 18:17:40	-1 HWY 401 W HWY 6/NA		911	00:06:01	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-144	May 12 2024 23:51:52	-1 HWY 401 W HWY 6/CONCESSION 7		911	00:00:01	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-145	May 13 2024 11:03:55	██████████ BASSWOOD RD SUMAC ST/OLYMPIA AV		911	00:18:18	Other Medical/Resu scitator Call	\$0	7	4	0	0	0	0	0

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2024-146	May 13 2024 18:48:39	-1 HWY 401 W BROCK RD S/HWY 401 E		911	00:55:27	Vehicle Collision	\$0	8	5	0	0	0	0	0
2024-147	May 14 2024 11:58:38	■■■■ VISSEY DR HERITAGE LAKE DR/REID CT		Telephon e from Monitorin g Agency	00:12:06	Alarm System Equipment - Accidental activation (exc. code 35)	None	5	4	0	0	0	0	0
2024-148	May 14 2024 15:26:34	■■■■ TOWNLINE RD GORE RD/CONCESSION 1		911	00:28:54	NO LOSS OUTDOOR fire (see exclusions)	None	11	4	0	0	0	0	0
2024-149	May 15 2024 22:08:06	-1 HWY 401 W HWY 6/NA	Vehicles or Vehicle Parts	911	00:41:47	Fire	\$30,000	11	4	0	0	0	0	0
2024-150	May 16 2024 16:56:55	-1 WELLINGTON RD 34 HWY 6/HWY 6		911	00:00:51	Vehicle Collision	\$0	6	2	0	0	0	0	0
2024-151	May 19 2024 15:21:07	■■■■ CONCESSION 7 CONCESSION 2A/MASON RD		911	00:47:03	Open air burning/unaut horized controlled burning (no uncontrolled fire)	\$0	6	4	0	0	0	0	0
2024-152	May 20 2024 03:54:08	-1 HWY 401 W BROCK RD S/CONCESSION 7		911	00:00:26	Call cancelled on route	\$0	8	4	0	0	0	0	0
2024-153	May 20 2024 05:35:27	■■■■ CONCESSION 7 CALFASS RD/CONCESSION 2		911	00:05:07	Assistance to Other Agencies (exc 921 and 922)	None	5	5	0	0	0	0	0
2024-154	May 21 2024 08:21:42	■■■■ ROSZELL RD TOWNLINE RD/NA		911	00:12:57	Vehicle Collision	\$0	6	4	0	0	0	0	0
2024-155	May 22 2024 15:54:14	■■■■ TOWNLINE RD WELLINGTON RD 34/NA		911	00:01:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
2024-156	May 22 2024 22:52:53	-1 VICTORIA RD S UNKNOWN/WELLINGTO N RD 34		911	00:07:20	Vehicle Collision	\$0	3	3	0	0	0	0	0
2024-157	May 23 2024 11:37:57	-1 HWY 401 W NA/BROCK RD S		911	00:28:41	Vehicle Collision	\$0	5	3	0	0	0	0	0

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2024-158	May 25 2024 08:02:09	-1 HWY 401 E HWY 6/NA	Other Vehicle	911	00:07:55	Overheat (no fire, e.g. engines, mechanical devices)	\$10,000	5	3	0	0	0	0	0
2024-159	May 25 2024 13:09:01	OLD RUBY LN ELIZABETH PL/NA		From Ambulanc e	00:03:13	Alcohol or drug related	\$0	7	3	0	0	0	0	0
2024-160	May 25 2024 18:21:34	-1 LAMBETH LN HERITAGE LAKE DR/NA		911	00:02:50	Alarm System Equipment - Malfunction	\$0	3	3	0	0	0	0	0
2024-161	May 27 2024 06:46:11	-1 HWY 401 W NA/HWY 6		911	00:19:06	Overheat (no fire, e.g. engines, mechanical devices)	\$0	3	3	0	0	0	0	0
2024-162	May 27 2024 10:43:40	-1 HWY 401 E NA/HWY 6		911	00:09:08	Call cancelled on route	\$0	8	4	0	0	0	0	0
2024-163	May 29 2024 14:14:57	-1 BROCK RD N WELLINGTON RD 34/BRIDLE PATH		911	00:11:38	Vehicle Collision	\$0	7	4	0	0	0	0	0
2024-164	May 31 2024 13:13:31	VICTORIA RD S OLD RUBY LN/NA		911	00:08:00	Medical Aid Not Required on Arrival	\$0	2	1	0	0	0	0	0
2024-165	May 31 2024 14:58:41	-1 WELLINGTON RD 34 HWY 6/HWY 6		911	00:14:53	Vehicle Collision	\$0	7	5	0	0	0	0	0
2024-166	Jun 01 2024 18:58:38	-1 HWY 401 W BROCK RD S/NA		911	00:29:48	Vehicle Collision	\$0	6	2	0	0	0	0	0
2024-167	Jun 02 2024 11:20:22	-1 HWY 401 E /		911	00:27:20	Vehicle Collision	\$0	13	4	0	0	0	0	0
2024-168	Jun 04 2024 07:10:28	LAIRD RD W WELLINGTON RD 32/SIDEROAD 10 N		911	00:20:12	Vital signs absent, DOA	\$0	5	3	0	0	0	0	0
2024-169	Jun 04 2024 15:20:16	MALTBY RD E RD MAIN NA/WATSON RD S	Sports/Countr y/Social/Yach t Club	911	00:01:21	Assistance not required by other agency	\$0	4	2	0	0	0	0	0
2024-170	Jun 06 2024 20:30:50	HWY 6 LESLIE RD W/NA		Telephon e from Civilian (other than 911)	00:20:05	NO LOSS OUTDOOR fire (see exclusions)	None	4	4	0	0	0	0	0

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2024-171	Jun 06 2024 21:57:25	-1 WELLINGTON RD 36 VICTORIA RD S/WATSON RD S		911	00:05:07	Vehicle Collision	\$0	7	2	0	0	0	0	0
2024-172	Jun 07 2024 11:08:45	████ WATSON RD S WELLINGTON RD 34/MALTBY RD E		Telephone from Monitorin g Agency	00:00:00	Call cancelled on route	\$0	6	2	0	0	0	0	0
2024-173	Jun 07 2024 11:13:08	-1 HWY 6 HWY 401 W/WELLINGTON RD 34		Telephon e from Civilian (other than 911)	00:56:22	Vehicle Collision	\$0	6	2	0	0	0	0	0
2024-174	Jun 07 2024 20:01:49	-1 HWY 401 E HWY 6/WATSON RD S		911	00:22:46	Vehicle Collision	\$0	6	3	0	0	0	0	0
2024-175	Jun 08 2024 00:02:46	████ ELM ST BULLFROG DR/WALNUT WY		911	00:00:52	Medical Aid Not Required on Arrival	\$0	9	4	0	0	0	0	0
2024-176	Jun 08 2024 18:30:42	-1 WELLINGTON RD 29 SIDEROAD 20/NA		911	00:00:00	Call cancelled on route	\$0	11	2	0	0	0	0	0
2024-176	Jun 08 2024 18:30:42	-1 WELLINGTON RD 29 SIDEROAD 20/NA		911	00:00:00	Call cancelled on route	\$0	11	5	0	0	0	0	0
2024-177	Jun 11 2024 14:53:47	████ OLYMPIA AV ASPEN LN/BASSWOOD RD		911	00:00:01	Medical Aid Not Required on Arrival	\$0	6	4	0	0	0	0	0
2024-178	Jun 11 2024 17:37:45	-1 WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	00:41:06	Vehicle Collision	\$0	5	4	0	0	0	0	0
2024-179	Jun 12 2024 08:07:25	-1 ELLIS RD TOWNLINE RD/WELLINGTON RD 32		911	00:35:05	Vehicle Collision	\$129,999	6	4	0	0	0	0	0
2024-180	Jun 12 2024 21:35:07	████ CONCESSION 1 SIDEROAD 25 S/CONCESSION 7		911	00:39:10	NO LOSS OUTDOOR fire (see exclusions)	None	8	3	0	0	0	0	0
2024-181	Jun 14 2024 13:07:18	████ BROCK RD N BRIDLE PATH/FOX RUN DR		From Ambulanc e	00:30:59	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
2024-182	Jun 14 2024 20:24:50	████ QUEEN ST CHURCH ST/NA		911	00:00:01	Call cancelled on route	\$0	4	4	0	0	0	0	0
2024-183	Jun 15 2024 17:49:38	-1 HWY 401 E NA/HWY 6		911	00:13:56	Vehicle Collision	\$0	9	4	0	0	0	0	0
2024-184	Jun 15 2024 21:45:42	████ WATSON RD S MALTBY RD E/HUME RD		911	00:20:54	NO LOSS OUTDOOR fire (see exclusions)	None	6	6	0	0	0	0	0

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	2024-185	Jun 16 2024 22:38:17	████ ROSZELL RD TOWNLINE RD/NA	Detached Dwelling	911	00:31:52	Gas Leak - Natural Gas	\$0	9	4	0	0	0	0	0
	2024-186	Jun 16 2024 23:31:20	-1 HWY 401 W HWY 6/NA		911	00:54:07	Vehicle Collision	\$0	9	5	0	0	0	0	0
	2024-187	Jun 17 2024 14:04:00	████ WELLINGTON RD 34 WELLINGTON RD 35/SIDEROAD 20 N	Agricultural	911	00:24:42	Fire	\$10,000	5	3	0	0	0	0	0
	2024-188	Jun 18 2024 10:15:59	████ SIDEROAD 20 N CONCESSION 4/FORESTELL RD		911	00:04:16	Other Medical/Resu scitator Call	\$0	5	2	0	0	0	0	0
	2024-189	Jun 20 2024 20:35:42	0 HWY401 HY W amp; BROCK RD S /		911	00:00:48	Call cancelled on route	\$0	9	4	0	0	0	0	0
	2024-190	Jun 21 2024 18:05:46	████ BROCK RD S GILMOUR RD/MCLEAN RD E		911	00:01:40	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-191	Jun 22 2024 18:50:16	████ WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	00:13:15	Other Medical/Resu scitator Call	\$0	8	4	0	0	0	0	0
P_PUS_1	2024-193	Jun 24 2024 11:12:32	████ CONCESSION 7 GORE RD/CONCESSION 1		911	00:57:37	Other Rescue	\$0	8	5	0	0	0	0	0
	2024-192	Jun 24 2024 11:45:54	████ NICHOLAS BEAVER RD TAWSE PL/BEIBER RD		Telephon e from Monitorin g Agency	00:00:00	Call cancelled on route	\$0	8	1	0	0	0	0	0
	2024-194	Jun 24 2024 15:45:19	-1 HWY 401 E NA/HWY 6	Trailer Combin. (e.g. auto trailer, small t&t, t&t,etc.)	911	01:16:57	Fire	\$80,000	11	2	0	0	0	0	0
	2024-195	Jun 26 2024 14:09:33	████ BROCK RD S COCKBURN ST/GILMOUR RD		911	00:10:20	Assistance to Other Agencies (exc 921 and 922)	\$0	7	2	0	0	0	0	0
	2024-196	Jun 28 2024 22:28:10	████ CONCESSION 7 GORE RD/CONCESSION 1		911	00:28:00	Open air burning/unaut horized controlled burning (no uncontrolled fire)	None	3	3	0	0	0	0	0
	2024-197	Jun 30 2024 03:18:58	████ ABERFOYLE MILL CR NA/NA		911	00:11:46	Other Medical/Resu scitator Call	\$0	4	4	0	0	0	0	0

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	2024-198	Jun 30 2024 09:59:18	LESLIE RD W CONCESSION 1/HWY 6		911	00:06:33	Vehicle Collision	\$10,000	9	4	0	0	0	0	0
	2024-199	Jun 30 2024 14:42:45	CONCESSION 1 15 NA/SIDEROAD 25 S		911	00:04:20	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
	2024-200	Jul 01 2024 12:41:12	PAVILION RD BULLFROG DR/OLYMPIA AV		911	00:11:51	Other Medical/Resu scitator Call	\$0	4	4	0	0	0	0	0
	2024-201	Jul 01 2024 21:58:38	-1 HWY 401 W HWY 6/NA		911	00:31:24	Vehicle Collision	\$8,000	7	5	0	0	0	0	0
	2024-202	Jul 02 2024 14:24:36	-1 HWY 401 W HWY 6/NA		911	00:27:11	Vehicle Collision	\$0	3	2	0	0	0	0	0
	2024-203	Jul 02 2024 17:48:41	-1 CONCESSION 7 CALFASS RD/CONCESSION 2		911	00:15:51	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-204	Jul 02 2024 18:12:43	-1 HWY 401 W BROCK RD S/HWY 401 E		911	00:06:33	Call cancelled on route	\$0	5	2	0	0	0	0	0
	2024-204	Jul 02 2024 18:12:43	-1 HWY 401 W BROCK RD S/HWY 401 E		911	00:06:33	Call cancelled on route	\$0	5	3	0	0	0	0	0
	2024-205	Jul 03 2024 07:15:45	-1 HWY 401 W NA/HWY 6		911	00:44:51	Vehicle Collision	\$0	7	3	0	0	0	0	0
	2024-206	Jul 03 2024 09:28:28	-1 HWY 401 W HWY 6/NA		911	00:00:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-207	Jul 04 2024 20:05:02	VICTORIA RD S NA/WELLINGTON RD 36		911	00:20:23	Vehicle Collision	\$0	8	3	0	0	0	0	0
	2024-208	Jul 08 2024 14:29:29	WELLINGTON RD 32 WELLINGTON RD 34/CONCESSION 4		911	00:41:03	Power Lines Down, Arcing	\$0	4	1	0	0	0	0	0
	2024-209	Jul 08 2024 16:36:44	-1 WELLINGTON RD 32 FORESTELL RD/LAIRD RD W		911	00:03:54	Power Lines Down, Arcing	\$0	7	2	0	0	0	0	0
	2024-210	Jul 08 2024 23:28:26	OLD BROCK RD COCKBURN ST/NA		911	00:13:00	Alarm System Equipment - Malfunction	\$0	5	4	0	0	0	0	0
	2024-211	Jul 09 2024 07:27:01	WATER RD BULLFROG DR/WALNUT WY		911	00:27:15	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
	2024-212	Jul 10 2024 15:56:26	-1 HWY 401 W BROCK RD S/CONCESSION 7		911	00:06:36	Call cancelled on route	\$0	8	2	0	0	0	0	0
	2024-213	Jul 11 2024 13:09:50	WELLINGTON RD 32 LAIRD RD W/NA	Vehicles or Vehicle Parts	911	00:22:48	Overheat (no fire, e.g. engines, mechanical devices)	None	7	2	0	0	0	0	0

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	2024-214	Jul 11 2024 16:00:08	████ BROCK RD N WELLINGTON RD 34/BRIDLE PATH	Other Vehicle Sales/Service	911	00:33:36	Fire	\$10,000	7	4	0	0	0	0	0
	2024-215	Jul 12 2024 12:00:17	████ MCLEAN RD E BROCK RD S/WINER RD		911	00:36:56	Vehicle Collision	\$0	5	2	0	0	0	0	0
	2024-216	Jul 13 2024 07:08:31	-1 HWY 401 W HWY 6/NA		911	00:10:24	Vehicle Collision	\$0	8	4	0	0	0	0	0
	2024-217	Jul 13 2024 11:18:02	0 HWY 401 W NA/CONCESSION 7	Trailer Combin. (e.g. auto trailer, small t&t, t&t,etc.)	911	00:31:31	Fire	\$100,000	6	2	0	0	0	0	0
	2024-217	Jul 13 2024 11:18:02	0 HWY 401 W NA/CONCESSION 7	Trailer Combin. (e.g. auto trailer, small t&t, t&t,etc.)	911	00:31:31	Fire	\$100,000	6	4	0	0	0	0	0
	2024-218	Jul 13 2024 13:10:51	-1 WELLINGTON RD 34 HWY 6/HWY 6		911	00:19:18	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-220	Jul 18 2024 07:31:21	████ WELLINGTON RD 34 BROCK RD N/LODGE ST		911	00:24:55	Overheat (no fire, e.g. engines, mechanical devices)	\$0	8	4	0	0	0	0	0
	2024-221	Jul 18 2024 08:53:47	-1 WELLINGTON RD 35 CONCESSION 1/CONCESSION 2		911	00:17:43	Vehicle Collision	\$0	10	3	0	0	0	0	0
	2024-222	Jul 18 2024 17:12:47	-1 HWY 401 W WELLINGTON RD 32/TOWNLINE RD		911	00:21:00	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-223	Jul 18 2024 21:15:24	-1 HWY 401 W NA/WELLINGTON RD 32		911	00:07:05	Incident not found	\$0	8	4	0	0	0	0	0
	2024-224	Jul 20 2024 04:00:54	0 MALTBY RD E /		911	00:08:45	Vehicle Collision	\$0	5	5	0	0	0	0	0
	2024-225	Jul 20 2024 10:08:58	████ HEMLOCK CR GARDEN PY/NA		911	00:00:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-226	Jul 20 2024 15:02:04	-1 CONCESSION 2 SIDEROAD 10 S/WELLINGTON RD 35		911	00:11:33	Vehicle Collision	\$0	5	5	0	0	0	0	0
	2024-227	Jul 20 2024 18:39:31	-1 HWY 401 W NA/BROCK RD S		911	00:32:42	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-228	Jul 20 2024 19:56:27	-1 HWY 401 W HWY 6/NA		911	00:08:05	Call cancelled on route	\$0	1	1	0	0	0	0	0

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	2024-229	Jul 23 2024 13:03:54	WATSON RD S MALTBY RD E/HUME RD		911	00:10:54	Other Medical/Resu scitator Call	\$0	4	4	0	0	0	0	0
	2024-230	Jul 24 2024 06:59:20	-1 HWY 401 W WELLINGTON RD 35/NA		911	00:10:21	Vehicle Collision	\$0	6	4	0	0	0	0	0
	2024-231	Jul 24 2024 13:55:45	-1 HWY 401 E HWY 6/WATSON RD S		911	00:12:21	Vehicle Collision	\$0	5	2	0	0	0	0	0
	2024-232	Jul 29 2024 12:24:01	HAMMERSLEY RD BROCK RD N/DEER VIEW RI		911	00:03:58	Vital signs absent, DOA	\$0	2	1	0	0	0	0	0
	2024-233	Jul 29 2024 19:59:31	-1 HWY 401 W HWY 6/NA		911	00:35:17	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-234	Jul 30 2024 02:18:11	-1 HWY 401 W NA/HWY 6	Vehicles or Vehicle Parts	911	00:22:57	Fire	\$30,000	6	4	0	0	0	0	0
	2024-235	Jul 30 2024 08:56:27	-1 VICTORIA RD S LESLIE RD W/NA		911	00:10:30	Vehicle Collision	\$0	3	3	0	0	0	0	0
	2024-236	Jul 30 2024 19:41:54	-1 ROSZELL RD NA/CONCESSION 4		911	00:26:37	Vehicle Collision	\$0	8	3	0	0	0	0	0
	2024-237	Jul 31 2024 07:32:53	VICTORIA RD S MACALISTER BV/DECORSO DR		911	00:00:03	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	1	1	0	0	0	0	0
	2024-238	Jul 31 2024 07:39:58	-1 HWY 401 E NA/HWY 6		911	00:11:40	Vehicle Collision	\$0	8	3	0	0	0	0	0
	2024-239	Aug 01 2024 10:12:12	TAWSE PL NICHOLAS BEAVER RD/NA	Telephon e from Civilian (other than 911)		00:15:53	NO LOSS OUTDOOR fire (see exclusions)	None	8	4	0	0	0	0	0
	2024-240	Aug 01 2024 16:44:38	-1 HWY 401 W HWY 6/NA	From Ambulanc e		00:04:15	Call cancelled on route	\$0	7	3	0	0	0	0	0
	2024-241	Aug 02 2024 00:06:21	WELLINGTON RD 34 VICTORIA RD S/WATSON RD S	From Ambulanc e		00:23:46	Vital signs absent, DOA	\$0	7	4	0	0	0	0	0
	2024-242	Aug 02 2024 16:02:20	-1 WELLINGTON RD 35 CONCESSION 1/CONCESSION 2	From Ambulanc e		00:15:04	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-243	Aug 02 2024 17:09:47	-1 HWY 401 E WATSON RD S/NA	From Ambulanc e		00:23:56	Vehicle Collision	\$0	8	4	0	0	0	0	0

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2024-244	Aug 02 2024 18:15:43	████ WATSON RD S WELLINGTON RD 36/WELLINGTON RD		911	00:11:19	Other Medical/Resu scitator Call	\$0	8	2	0	0	0	0	0
2024-245	Aug 03 2024 09:55:46	-1 HWY 401 W BROCK RD S/HWY 401 E		911	00:35:21	Vehicle Collision	\$0	8	2	0	0	0	0	0
2024-246	Aug 03 2024 18:31:02	████ CONCESSION 7 MCLEAN RD W/SIDEROAD 25 N		911	00:22:16	Vehicle Collision	\$45,000	9	5	0	0	0	0	0
2024-247	Aug 03 2024 20:42:39	-1 WELLINGTON RD 124 FOURTH LI/WELLINGTON RD 27		911	00:00:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
2024-248	Aug 06 2024 22:24:58	████ CONCESSION 2 SIDEROAD 10 S/WELLINGTON RD 35		911	00:17:11	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	5	2	0	0	0	0	0
2024-249	Aug 07 2024 11:39:06	████ WELLINGTON RD 34 BROCK RD N/LODGE ST		911	00:56:39	Gas Leak - Natural Gas	\$0	5	5	0	0	0	0	0
2024-250	Aug 07 2024 20:14:01	████ WELLINGTON RD 35 WELLINGTON RD 34/NA		911	00:03:47	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	4	4	0	0	0	0	0
2024-251	Aug 09 2024 23:16:24	-1 VICTORIA RD S MCLEAN RD E/GILMOUR RD		From Ambulanc e	01:29:33	Vehicle Collision	\$0	9	4	0	0	0	0	0
2024-252	Aug 12 2024 13:17:20	-1 HWY 401 E HWY 401 W/BROCK RD S		From Ambulanc e	00:20:21	Vehicle Collision	\$0	9	4	0	0	0	0	0
2024-253	Aug 12 2024 13:36:34	-1 HWY 401 W WELLINGTON RD 32/TOWNLINE RD		911	01:01:41	Spill - Gasoline or Fuel	\$0	10	4	0	0	0	0	0
2024-254	Aug 12 2024 14:54:36	████ MALTBY RD W MALTBY RD E/CRAWLEY RD		No Alarm rcv'd - incident discovere d by FD	00:55:43	Vehicle Collision	\$0	12	3	0	0	0	0	0
2024-255	Aug 13 2024 11:48:18	████ LAIRD RD W WELLINGTON RD 32/SIDEROAD 10 N		911	00:00:00	Call cancelled on route	\$0	2	2	0	0	0	0	0
2024-256	Aug 13 2024 17:19:01	-1 HWY 401 E HWY 6/WATSON RD S		From Ambulanc e	00:41:26	Vehicle Collision	\$0	9	2	0	0	0	0	0

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	2024-257	Aug 14 2024 14:17:05	-1 HWY 401 E NA/CONCESSION 7		911	00:28:13	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-258	Aug 15 2024 03:15:57	■ OLYMPIA AV TRILLIUM BEACH/CEDARBUSH CR		911	00:31:51	Vital signs absent, DOA	\$0	8	4	0	0	0	0	0
	2024-259	Aug 16 2024 15:09:46	-1 HWY 401 W NA/WELLINGTON RD 32		911	00:11:45	Vehicle Collision	\$0	6	4	0	0	0	0	0
	2024-260	Aug 16 2024 16:58:11	■ BROCK RD N WELLINGTON RD 34/BRIDLE PATH		911	00:12:18	Alarm System Equipment - Malfunction	\$0	7	3	0	0	0	0	0
	2024-261	Aug 16 2024 20:13:59	■ ARKELL RD NA/CARTER RD		911	00:04:11	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	10	2	0	0	0	0	0
	2024-262	Aug 18 2024 10:22:11	■ OLYMPIA AV TRILLIUM BEACH/CEDARBUSH CR		911	00:00:01	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-263	Aug 19 2024 14:17:20	■ QUEEN ST CURRIE DR/CALFASS RD	General Business Office	911	00:17:11	Chest pains or suspected heart attack	\$0	3	3	0	0	0	0	0
	2024-264	Aug 19 2024 17:28:43	-1 HWY 401 W HWY 6/NA		911	01:31:12	Vehicle Collision	\$0	8	4	0	0	0	0	0
	2024-265	Aug 20 2024 07:50:07	■ BROCK RD S IFO COCKBURN ST/GILMOUR RD		911	01:05:21	Vehicle Extrication	\$0	8	1	0	0	0	0	0
	2024-266	Aug 21 2024 15:03:56	■ QUEEN ST CHURCH ST/NA		From Ambulanc e	00:06:04	Other Medical/Resu scitator Call	\$0	4	3	0	0	0	0	0
	2024-267	Aug 22 2024 13:28:12	-1 HWY 401 W NA/HWY 6		911	00:07:31	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-268	Aug 22 2024 23:38:18	■ WELLINGTON RD 34 WELLINGTON RD 32/SIDEROAD 10 N		Telephon e from Monitorin g Agency	00:36:40	Alarm System Equipment - Malfunction	\$0	8	4	0	0	0	0	0
	2024-269	Aug 23 2024 20:22:50	■ CONCESSION 1 SIDEROAD 25 S/CONCESSION 7		911	00:11:14	Accident or illness related - cuts, fractures, person fainted, etc.	\$0	5	2	0	0	0	0	0
	2024-270	Aug 24 2024 14:38:48	-1 HWY 6 CONCESSION 1/LESLIE RD W		911	00:42:27	Vehicle Collision	\$0	8	6	0	0	0	0	0

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	2024-271	Aug 25 2024 11:42:20	████ BROCK RD S COCKBURN ST/GILMOUR RD		911	00:04:18	Other Medical/Resu scitator Call	\$0	8	4	0	0	0	0	0
	2024-272	Aug 25 2024 17:34:18	-1 CONCESSION 11 SMALL RD/LITTLE RD		911	00:34:29	Vehicle Collision	\$0	10	5	0	0	0	0	0
	2024-273	Aug 25 2024 17:48:01	-1 HWY 401 E WATSON RD S/NA		911	00:40:14	Vehicle Collision	\$0	6	5	0	0	0	0	0
	2024-274	Aug 25 2024 20:37:54	-1 HWY 401 E HWY 401 W/BROCK RD S		911	00:28:43	Vehicle Collision	\$0	11	4	0	0	0	0	0
	2024-275	Aug 26 2024 16:20:44	-1 LESLIE RD W HWY 6/NA		From Ambulanc e	00:17:27	Vehicle Collision	\$0	9	3	0	0	0	0	0
	2024-276	Aug 27 2024 00:10:45	████ GORE RD NA/CONCESSION 7		911	00:04:12	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-277	Aug 27 2024 11:28:35	-1 HWY 401 E NA/HWY 6		911	00:00:01	Human - Perceived Emergency	\$0	5	3	0	0	0	0	0
	2024-278	Aug 28 2024 08:06:18	████ SIDEROAD 20 N WELLINGTON RD 34/NA		911	00:04:51	Other Public Service	\$0	4	4	0	0	0	0	0
	2024-279	Aug 28 2024 13:27:16	-1 HWY 401 E HWY 6/NA		911	00:55:55	Vehicle Collision	\$0	4	3	0	0	0	0	0
	2024-280	Aug 29 2024 15:25:01	4 █████ HWY 6 MADDAUGH RD/MACPHERSON'S LN		911	00:38:33	Other Public Service	\$0	8	5	0	0	0	0	0
	2024-281	Aug 30 2024 09:09:35	-1 HWY 401 E NA/HWY 6		911	00:00:00	Human - Perceived Emergency	\$0	8	2	0	0	0	0	0
	2024-282	Aug 30 2024 12:23:10	████ CONCESSION 11 SIDEROAD 17/WELLINGTON RD 34		Telephon e from Monitorin g Agency	00:14:28	Alarm System Equipment - Malfunction	None	7	1	0	0	0	0	0
	2024-283	Aug 30 2024 15:12:10	████ HWY 6 LESLIE RD W/NA		911	00:46:27	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-284	Aug 31 2024 08:02:55	1 █████ BEIBER RD NICHOLAS BEAVER RD/NA	Other Industrial	911	00:25:26	Human - Accidental (alarm accidentally activated by person)	None	4	4	0	0	0	0	0
	2024-285	Aug 31 2024 10:55:22	████ SETTLERS CT TELFER GLEN ST/CALFASS RD		911	00:47:14	Vital signs absent, DOA	\$0	5	5	0	0	0	0	0

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	2024-286	Aug 31 2024 16:54:57	-1 WELLINGTON RD 35 CONCESSION 1/CONCESSION 2		911	00:25:42	Vehicle Collision	\$20,000	8	4	0	0	0	0	0
	2024-287	Sep 01 2024 00:29:53	-1 BROCK RD S GILMOUR RD/MCLEAN RD E		911	00:41:33	Vehicle Collision	\$10,000	6	4	0	0	0	0	0
	2024-288	Sep 01 2024 09:35:23	████ SIDEROAD 10 N ELLIS RD/WELLINGTON RD 34		Telephon e from Monitorin g Agency	00:25:26	Alarm System Equipment - Malfunction	\$0	8	3	0	0	0	0	0
	2024-289	Sep 02 2024 10:13:06	████ WATER RD BULLFROG DR/WALNUT WY		911	00:11:20	Other Medical/Resu scitator Call	\$0	6	4	0	0	0	0	0
	2024-290	Sep 02 2024 23:18:05	████ CURRIE DR HWY 6/OCHS DR		911	00:11:57	Alarm System Equipment - Malfunction	\$0	6	4	0	0	0	0	0
	2024-291	Sep 04 2024 13:09:47	-1 WELLINGTON RD 35 CONCESSION 1/CONCESSION 2		From Ambulanc e	00:08:47	Vehicle Collision	\$0	9	3	0	0	0	0	0
	2024-292	Sep 04 2024 14:08:10	████ SIDEROAD 10 N WELLINGTON RD 34/NA		911	00:14:33	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-293	Sep 05 2024 22:29:49	-1 HWY 401 E HWY 6/NA		911	00:54:44	Incident not found	\$0	4	3	0	0	0	0	0
	2024-294	Sep 06 2024 08:03:01	████ FORESTELL RD SIDEROAD 12 N/DOWNEY RD		911	00:12:35	Human - Perceived Emergency	\$0	7	2	0	0	0	0	0
	2024-295	Sep 06 2024 14:45:46	████ CONCESSION 1 WELLINGTON RD 35/SIDEROAD 20 S		911	00:22:41	Alarm System Equipment - Malfunction	\$0	4	4	0	0	0	0	0
	2024-296	Sep 10 2024 11:47:01	-1 HWY 401 W NA/BROCK RD S		911	00:05:42	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-297	Sep 11 2024 17:10:04	████ BROCK RD S COCKBURN ST/GILMOUR RD		911	00:13:49	NO LOSS OUTDOOR fire (see exclusions)	None	3	3	0	0	0	0	0
	2024-298	Sep 12 2024 15:11:05	-1 HWY 401 E HWY 6/HWY 6		911	00:05:27	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-299	Sep 13 2024 09:31:43	-1 HWY 401 W NA/BROCK RD S		From Ambulanc e	00:22:15	Vehicle Extrication	\$0	4	2	0	0	0	0	0
	2024-300	Sep 14 2024 17:23:41	-1 HWY 401 E NA/HWY 6		911	00:18:49	Vehicle Collision	\$0	7	3	0	0	0	0	0
	2024-301	Sep 15 2024 12:36:29	-1 HWY 401 E HWY 6/NA		911	00:59:33	Vehicle Collision	\$0	7	4	0	0	0	0	0

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2024-302	Sep 17 2024 23:17:58	CONCESSION 4 SIDEROAD 10 N/SIDEROAD 12		911	00:00:00	Call cancelled on route	None	2	2	0	0	0	0	0
2024-303	Sep 18 2024 09:00:00	BADENOCH ST E MAIN ST/ANN ST		Verbal Report to Station (in person)	00:36:00	Assistance to Other Agencies (exc 921 and 922)	None	1	1	0	0	0	0	0
2024-304	Sep 18 2024 14:54:32	CONCESSION 7 CONCESSION 2A/MASON RD		911	00:26:01	Vehicle Collision	\$0	3	3	0	0	0	0	0
2024-305	Sep 18 2024 18:26:44	-1 WELLINGTON RD 34 UNKNOWN/WELLINGTO N RD 35		911	00:24:18	Vehicle Collision	\$0	11	4	0	0	0	0	0
2024-306	Sep 19 2024 00:42:25	-1 HWY 401 W HWY 401 E/CONCESSION 7		911	00:54:56	Vehicle Collision	\$0	7	4	0	0	0	0	0
2024-307	Sep 20 2024 20:16:58	-1 HWY 401 W NA/WELLINGTON RD 32		911	00:14:24	Vehicle Collision	\$0	7	4	0	0	0	0	0
2024-308	Sep 21 2024 12:49:03	-1 HWY 401 E NA/HWY 6		From Ambulanc e	00:05:30	Vehicle Collision	\$0	8	3	0	0	0	0	0
2024-309	Sep 22 2024 18:26:51	ASH AV GARDEN PY/CROSS ST		911	00:03:16	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
2024-310	Sep 23 2024 09:22:16	NICHOLAS BEAVER RD TAWSE PL/BEIBER RD		Telephon e from Monitorin g Agency	00:03:00	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	5	3	0	0	0	0	0
2024-311	Sep 28 2024 06:52:24	-1 HWY 401 E WATSON RD S/NA		911	01:12:02	Vehicle Collision	\$60,000	7	4	0	0	0	0	0
2024-312	Sep 28 2024 08:32:57	-1 HWY 401 E WATSON RD S/NA		911	00:12:14	Medical Aid Not Required on Arrival	\$0	8	3	0	0	0	0	0
2024-313	Oct 01 2024 16:56:01	ELLIS RD TOWNLINE RD/WELLINGTON RD 32		911	00:20:50	Vital signs absent, DOA	\$0	9	4	0	0	0	0	0
2024-314	Oct 02 2024 07:55:54	-1 HWY 401 W NA/BROCK RD S		From Ambulanc e	00:00:01	Call cancelled on route	\$0	4	1	0	0	0	0	0
2024-315	Oct 02 2024 08:16:05	-1 HWY 401 E HWY 401 W/BROCK RD S		From Ambulanc e	00:44:47	Incident not found	\$0	6	1	0	0	0	0	0

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	2024-316	Oct 02 2024 17:05:08	-1 BADENOCH ST E QUEEN ST/MAIN ST		From Ambulanc e	00:27:03	Vehicle Collision	\$0	7	3	0	0	0	0	0
	2024-317	Oct 03 2024 06:34:50	-1 HWY 401 E NA/HWY 6		911	00:20:56	Vehicle Collision	\$0	4	2	0	0	0	0	0
	2024-318	Oct 04 2024 05:32:31	-1 HWY 401 W NA/WELLINGTON RD 35		911	01:14:41	Vehicle Collision	\$0	11	5	0	0	0	0	0
	2024-319	Oct 04 2024 07:01:41	-1 HWY 401 W HWY 401 E/CONCESSION 7		911	00:00:40	Call cancelled on route	\$0	11	5	0	0	0	0	0
	2024-320	Oct 04 2024 07:36:57	-1 SIDEROAD 10 S CONCESSION 2/NA		From Ambulanc e	00:48:06	Vehicle Collision	\$0	13	4	0	0	0	0	0
	2024-321	Oct 04 2024 10:00:12	██████ ELLIS RD TOWNLINE RD/WELLINGTON RD 32		Two-Way Radio (fire departme nt)	02:12:18	Open air burning/unaut horized controlled burning (no uncontrolled fire)	\$0	11	4	0	0	0	0	0
	2024-322	Oct 06 2024 03:52:15	-1 HWY 6 CONCESSION 4/WELLINGTON RD 34		911	00:28:39	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-323	Oct 06 2024 13:56:36	-1 HWY 401 W WELLINGTON RD 32/TOWNLINE RD		911	00:22:51	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-324	Oct 08 2024 18:22:00	██████ ERAMOSA-ERIN TOWNLINE UNKNOWN/WELLINGTO N RD 50		911	00:02:43	Call cancelled on route	\$0	4	1	0	0	0	0	0
	2024-325	Oct 08 2024 22:43:35	-1 HWY 401 W WELLINGTON RD 35/NA		911	00:05:58	Medical Aid Not Required on Arrival	\$0	8	3	0	0	0	0	0
	2024-326	Oct 09 2024 14:20:47	██████ QUEEN ST BADENOCH ST E/CHURCH ST		From Ambulanc e	00:00:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-327	Oct 10 2024 12:36:25	██████ OLD RUBY LN NA/CATHRINE CT		911	00:10:35	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	4	4	0	0	0	0	0
	2024-328	Oct 10 2024 14:19:45	-1 HWY 401 E HWY 6/NA		911	00:00:00	Call cancelled on route	\$0	4	1	0	0	0	0	0

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	2024-329	Oct 10 2024 14:53:34	-1 HWY 6 HWY 401 W/WELLINGTON RD 34		911	00:14:58	Overheat (no fire, e.g. engines, mechanical devices)	\$0	6	4	0	0	0	0	0
	2024-330	Oct 11 2024 14:52:15	-1 HWY 401 E HWY 401 W/HWY 6		From Ambulanc e	00:35:33	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-331	Oct 13 2024 02:36:44	████ VICTORIA RD S NA/MCLEAN RD E		911	00:06:34	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-332	Oct 13 2024 02:51:20	████ VICTORIA RD S NA/MCLEAN RD E		911	00:07:45	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
	2024-333	Oct 13 2024 10:38:38	████ ELM ST BULLFROG DR/WALNUT WY		911	00:11:06	Other Medical/Resu scitator Call	\$0	3	3	0	0	0	0	0
	2024-334	Oct 14 2024 15:28:19	████ NICHOLAS BEAVER RD TAWSE PL/BEIBER RD		911	00:01:38	Other Medical/Resu scitator Call	\$0	2	2	0	0	0	0	0
	2024-335	Oct 15 2024 10:00:25	████ WELLINGTON RD 34 CONCESSION 7/BROCK RD S		911	00:24:53	Other Medical/Resu scitator Call	\$0	7	2	0	0	0	0	0
	2024-336	Oct 15 2024 10:24:45	████ WELLINGTON RD 34 LODGE ST/GARDEN PY		911	01:04:34	Gas Leak - Natural Gas	\$0	5	3	0	0	0	0	0
	2024-337	Oct 15 2024 15:19:42	████ WELLINGTON RD 34 LODGE ST/GARDEN PY		From Ambulanc e	00:15:23	Seizure	\$0	4	2	0	0	0	0	0
	2024-338	Oct 16 2024 13:30:11	████ VICTORIA RD S NA/MCLEAN RD E		From Police Services	04:13:47	Assistance to Police (exc 921 and 922)	\$0	7	2	0	0	0	0	0
	2024-339	Oct 16 2024 18:37:32	-1 HWY 401 W NA/WELLINGTON RD 32		911	01:15:29	Vehicle Collision	\$0	12	4	0	0	0	0	0
	2024-340	Oct 18 2024 06:55:31	-1 WATSON RD S ARKELL RD/NA		911	00:12:13	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-341	Oct 18 2024 09:03:58	████ WELLINGTON RD 34 CONCESSION 7/BROCK RD S		911	00:12:16	Medical Aid Not Required on Arrival	None	3	3	0	0	0	0	0
	2024-342	Oct 18 2024 19:46:00	████ SIDEROAD 10 S GORE RD/CONCESSION 1		911	00:29:55	NO LOSS OUTDOOR fire (see exclusions)	None	7	5	0	0	0	0	0
	2024-343	Oct 19 2024 09:40:39	-1 HWY 401 W NA/WELLINGTON RD 32		911	00:00:03	Incident not found	\$0	8	2	0	0	0	0	0

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	2024-344	Oct 19 2024 10:21:11	LESLIE RD W HWY 6/NA		911	00:26:50	Overheat (no fire, e.g. engines, mechanical devices)	\$0	8	4	0	0	0	0	0
	2024-345	Oct 20 2024 03:16:48	QUEEN ST BADENOCH ST E/CHURCH ST	Detached Dwelling	911	07:23:30	Fire	\$400,000	13	4	0	0	0	0	0
	2024-346	Oct 20 2024 16:41:17	CASSIN CT DAYMOND DR/NA		911	00:17:08	Other Medical/Resu scitator Call	\$0	8	3	0	0	0	0	0
	2024-347	Oct 21 2024 14:47:13	-1 CHURCH ST VICTORIA ST/QUEEN ST		911	00:20:11	Vehicle Collision	\$0	5	3	0	0	0	0	0
	2024-348	Oct 21 2024 17:23:08	WELLINGTON RD 34 CONCESSION 7/BROCK RD S	Detached Dwelling	911	05:44:47	Fire	\$300,000	19	4	0	0	0	0	0
	2024-349	Oct 22 2024 13:05:39	290 HWY 401 W NA/NA		911	00:01:20	Medical Aid Not Required on Arrival	\$0	4	2	0	0	0	0	0
	2024-350	Oct 22 2024 20:09:14	WELLINGTON RD 34 TOWNLINE RD/NA		911	00:32:03	CO false alarm - perceived emergency (no CO present)	\$0	5	4	0	0	0	0	0
	2024-351	Oct 23 2024 04:39:58	WELLINGTON RD 36 WATSON RD S/CONCESSION 11	Outbuildings - structures not classified elsewhere	911	00:37:23	Fire	\$20,000	8	4	0	0	0	0	0
	2024-352	Oct 23 2024 05:33:22	WELLINGTON RD 32 WELLINGTON RD 34/CONCESSION 4		911	00:16:45	CO false alarm - equipment malfunction (no CO present)	None	7	3	0	0	0	0	0
	2024-353	Oct 23 2024 10:07:50	-1 CALFASS RD QUEEN ST/VICTORIA ST		From Ambulanc e	00:00:06	Vehicle Collision	\$0	5	5	0	0	0	0	0
	2024-354	Oct 23 2024 10:14:54	WELLINGTON RD 32 WELLINGTON RD 34/CONCESSION 4		911	00:49:13	NO LOSS OUTDOOR fire (see exclusions)	None	7	1	0	0	0	0	0
	2024-355	Oct 23 2024 21:02:47	WATSON RD S WELLINGTON RD 34/MALTBY RD E		911	00:08:05	Other Medical/Resu scitator Call	\$0	5	5	0	0	0	0	0

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	2024-356	Oct 24 2024 04:41:43	CONCESSION 11 SIDEROAD 17/WELLINGTON RD 34		911	00:00:22	Call cancelled on route	\$0	6	4	0	0	0	0	0
	2024-357	Oct 26 2024 09:25:48	WATSON RD S MALTBY RD E/HUME RD		911	00:11:52	Accident or illness related - cuts, fractures, person fainted, etc.	\$0	6	3	0	0	0	0	0
	2024-358	Oct 26 2024 23:21:45	WATSON RD S WELLINGTON RD 36/WELLINGTON RD		911	00:40:14	NO LOSS OUTDOOR fire (see exclusions)	None	7	4	0	0	0	0	0
	2024-359	Oct 27 2024 16:51:05	-1 BROCK RD S GILMOUR RD/MCLEAN RD W	Vehicles or Vehicle Parts	911	00:28:15	Fire	\$30,000	8	5	0	0	0	0	0
	2024-360	Oct 28 2024 06:14:14	-1 HWY 6 QUEEN ST/HWY 401 E		911	00:03:31	Incident not found	\$0	3	3	0	0	0	0	0
	2024-361	Oct 28 2024 07:11:01	-1 HWY 6 QUEEN ST/HWY 401 E		911	00:00:02	Incident not found	\$0	3	3	0	0	0	0	0
	2024-362	Oct 28 2024 08:35:59	BROCK RD N WELLINGTON RD 34/BRIDLE PATH		911	00:30:02	NO LOSS OUTDOOR fire (see exclusions)	None	9	5	0	0	0	0	0
	2024-363	Oct 29 2024 15:28:06	-1 LESLIE RD W HWY 6/NA		911	00:40:24	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-364	Oct 30 2024 04:12:32	-1 HWY 401 E HWY 401 W/HWY 6		911	00:19:27	Vehicle Collision	\$50,000	8	5	0	0	0	0	0
	2024-365	Oct 30 2024 11:52:45	VICTORIA RD S UNKNOWN/WELLINGTO N RD 34		911	00:18:44	Open air burning/unaut horized controlled burning (no uncontrolled fire)	\$0	4	4	0	0	0	0	0
	2024-366	Oct 30 2024 15:43:46	-1 WELLINGTON RD 35 CONCESSION 1/CONCESSION 2		911	00:20:52	Vehicle Collision	\$0	6	5	0	0	0	0	0
	2024-367	Oct 30 2024 17:44:24	-1 CONCESSION 7 CONCESSION 1/CALFASS RD		911	00:22:36	Vehicle Collision	\$0	10	3	0	0	0	0	0
	2024-368	Oct 30 2024 19:45:29	-1 WELLINGTON RD 34 HWY 6/HWY 6		911	00:52:15	Vehicle Collision	\$0	16	4	0	0	0	0	0

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	2024-369	Oct 31 2024 00:55:45	-1 SIDEROAD 20 S CONCESSION 1/CONCESSION 2		911	00:02:24	Call cancelled on route	\$0	7	3	0	0	0	0	0
	2024-370	Nov 01 2024 10:12:13	██████████ WELLINGTON RD 34 BROCK RD S/LODGE ST		911	00:51:00	CO false alarm - equipment malfunction (no CO present)	\$0	5	1	0	0	0	0	0
	2024-371	Nov 01 2024 11:04:14	██████████ HUME RD WATSON RD S/CONCESSION 11		911	00:15:47	NO LOSS OUTDOOR fire (see exclusions)	None	6	4	0	0	0	0	0
	2024-372	Nov 01 2024 13:29:52	██████████ ELLIS RD WELLINGTON RD 32/SIDEROAD 10 N		911	00:05:45	Medical Aid Not Required on Arrival	\$0	4	2	0	0	0	0	0
	2024-373	Nov 02 2024 13:10:35	-1 HWY 6 HWY 401 E/HWY 401 E		911	00:23:38	Overheat (no fire, e.g. engines, mechanical devices)	\$0	9	4	0	0	0	0	0
	2024-374	Nov 02 2024 14:34:07	-1 HWY 401 W NA/HWY 6		911	00:48:14	Vehicle Collision	\$0	11	4	0	0	0	0	0
	2024-375	Nov 02 2024 14:57:37	-1 WELLINGTON RD 35 CONCESSION 2/HWY 401 E		911	00:43:34	Vehicle Collision	\$0	11	3	0	0	0	0	0
	2024-376	Nov 02 2024 15:38:07	██████████ HERITAGE LAKE DR REID CT/LAMBETH LN		911	00:44:50	Alarm System Equipment - Malfunction	\$0	11	4	0	0	0	0	0
	2024-377	Nov 03 2024 07:30:00			911	00:00:00	Call cancelled on route	None	1	1	0	0	0	0	0
	2024-378	Nov 04 2024 20:46:02	██████████ CONCESSION 7 CALFASS RD/CONCESSION 2		911	00:12:30	Other Public Service	\$0	5	5	0	0	0	0	0
	2024-379	Nov 05 2024 13:09:11	██████████ SIDEROAD 10 N ELLIS RD/WELLINGTON RD 34		911	00:02:47	Alarm System Equipment - Malfunction	\$0	4	4	0	0	0	0	0
	2024-380	Nov 06 2024 16:03:09	██████████ ELLIS RD TOWNLINE RD/WELLINGTON RD 32		911	00:00:05	Medical Aid Not Required on Arrival	\$0	5	2	0	0	0	0	0
	2024-381	Nov 06 2024 16:17:30	-1 HWY 401 E HWY 401 W/HWY 6		911	00:11:23	Incident not found	\$0	8	1	0	0	0	0	0

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2024-382	Nov 06 2024 19:05:11	LAIRD RD W WELLINGTON RD 32/SIDEROAD 10 N		911	01:54:05	NO LOSS OUTDOOR fire (see exclusions)	None	3	3	0	0	0	0	0
2024-383	Nov 07 2024 12:47:00	BADENOCH ST E MAIN ST/ANN ST		Direct Connectio n	00:50:00	Assistance to Other Agencies (exc 921 and 922)	\$0	1	1	0	0	0	0	0
2024-384	Nov 09 2024 18:57:40	-1 ROSZELL RD NA/CONCESSION 4	Vehicles or Vehicle Parts	911	01:07:49	Fire	\$15,000	9	3	0	0	0	0	0
2024-385	Nov 10 2024 00:09:22	-1 HWY 401 W WELLINGTON RD 32/TOWNLINE RD		911	00:24:25	Vehicle Collision	\$0	6	4	0	0	0	0	0
2024-386	Nov 10 2024 21:17:22	-1 HWY 6 WELLINGTON RD 34/NA		911	00:13:16	Vehicle Collision	\$0	6	2	0	0	0	0	0
2024-387	Nov 12 2024 17:02:52	VICTORIA RD S UNKNOWN/WELLINGTO N RD 34		911	00:20:30	NO LOSS OUTDOOR fire (see exclusions)	None	11	3	0	0	0	0	0
2024-388	Nov 13 2024 13:15:48	0 HWY 401 E /		911	00:10:55	NO LOSS OUTDOOR fire (see exclusions)	None	6	2	0	0	0	0	0
2024-389	Nov 14 2024 18:54:47	-1 HWY 401 E HWY 401 W/BROCK RD S		911	00:00:19	Vehicle Collision	\$0	10	2	0	0	0	0	0
2024-390	Nov 15 2024 11:24:58	WELLINGTON RD 36 VICTORIA RD S/WATSON RD S		911	00:03:28	Medical Aid Not Required on Arrival	\$0	3	3	0	0	0	0	0
2024-391	Nov 16 2024 15:06:07	-1 HWY 401 E CONCESSION 7/NA		From Ambulanc e	00:24:36	Vehicle Collision	\$0	5	2	0	0	0	0	0
2024-392	Nov 16 2024 23:03:51	WELLINGTON RD 35 WELLINGTON RD 34/NA		Telephon e from Monitorin g Agency	00:14:09	Human - Accidental (alarm accidentally activated by person)	\$0	5	3	0	0	0	0	0
2024-393	Nov 18 2024 16:53:10	-1 CONCESSION 7 CONCESSION 2A/MASON RD		911	00:19:19	Vehicle Collision	\$0	10	5	0	0	0	0	0
2024-394	Nov 19 2024 03:28:43	PINE LN NA/ASH AV		911	00:35:42	CO incident, CO present (exc false alarms)	\$0	4	4	0	0	0	0	0

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	2024-395	Nov 19 2024 17:53:31	-1 WELLINGTON RD 35 CONCESSION 1/CONCESSION 2		911	00:41:07	Vehicle Collision	\$0	9	4	0	0	0	0	0
	2024-396	Nov 20 2024 14:46:51	████ MCLEAN RD E BROCK RD S/WINER RD		911	00:03:40	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	5	3	0	0	0	0	0
	2024-397	Nov 20 2024 16:13:13	-1 HWY 401 W NA/HWY 6		911	00:26:06	Vehicle Collision	\$0	5	4	0	0	0	0	0
	2024-398	Nov 21 2024 11:03:38	-1 HWY 401 E HWY 6/WATSON RD S		911	00:39:46	Overheat (no fire, e.g. engines, mechanical devices)	\$0	7	2	0	0	0	0	0
	2024-399	Nov 22 2024 17:09:23	-1 HWY 6 HWY 401 W/HWY 401 E		911	00:30:29	Vehicle Collision	\$0	3	3	0	0	0	0	0
	2024-400	Nov 22 2024 17:47:46	-1 WELLINGTON RD 34 SIDEROAD 20 N/HWY 6		911	00:41:19	Vehicle Collision	\$0	5	2	0	0	0	0	0
	2024-401	Nov 23 2024 00:00:25	-1 HWY 401 W WELLINGTON RD 32/TOWNLINE RD		911	00:00:12	Call cancelled on route	\$0	5	5	0	0	0	0	0
	2024-402	Nov 23 2024 07:53:22	-1 HWY 401 E HWY 6/NA		911	00:00:05	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-403	Nov 24 2024 04:30:21	████ WELLINGTON RD 34 WELLINGTON RD 32/SIDEROAD 10 N		911	00:09:27	Other Medical/Resu scitator Call	None	4	4	0	0	0	0	0
	2024-404	Nov 25 2024 10:50:13	████ BADENOCH ST E MAIN ST/ANN ST		Direct Connectio n	00:51:41	Assistance to Other Agencies (exc 921 and 922)	\$0	1	1	0	0	0	0	0
	2024-405	Nov 26 2024 11:55:52	1 █████ COOK'S MILL RD CARTER RD/WATSON RD S		911	00:52:31	CO false alarm - equipment malfunction (no CO present)	\$0	4	4	0	0	0	0	0
	2024-406	Nov 26 2024 19:54:32	-1 HWY 401 W NA/HWY 6		911	00:42:04	Vehicle Collision	\$0	10	4	0	0	0	0	0
	2024-407	Nov 28 2024 18:06:56	-1 HWY 401 E HWY 6/NA		911	00:19:06	Vehicle Collision	\$0	6	3	0	0	0	0	0
	2024-408	Nov 29 2024 03:39:22	████ WELLINGTON RD 32 FORESTELL RD/LAIRD RD W		911	01:34:27	Other Medical/Resu scitator Call	\$0	7	3	0	0	0	0	0

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	2024-409	Nov 29 2024 18:14:43	-1 HWY 401 W NA/HWY 6		911	00:09:42	Incident not found	\$0	7	4	0	0	0	0	0
	2024-410	Nov 30 2024 01:36:55	-1 HWY 401 E HWY 6/NA		911	00:07:16	Incident not found	\$0	5	1	0	0	0	0	0
	2024-411	Dec 01 2024 17:59:48	-1 DARKWOOD RD SMALL RD/LITTLE RD		911	00:05:11	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-412	Dec 02 2024 10:50:15	■ BADENOCH ST E MAIN ST/ANN ST		Direct Connectio n	00:59:53	Assistance to Other Agencies (exc 921 and 922)	\$0	1	1	0	0	0	0	0
	2024-413	Dec 02 2024 14:55:56	■ CONCESSION 11 SMALL RD/LITTLE RD		911	00:32:33	Vehicle Collision	\$0	9	3	0	0	0	0	0
	2024-414	Dec 04 2024 04:48:28	■ QUEEN ST HWY 6/CALFASS RD		911	00:09:13	Alarm System Equipment - Malfunction	\$0	6	4	0	0	0	0	0
	2024-415	Dec 04 2024 16:28:11	-1 CONCESSION 1 SIDEROAD 10 S/WELLINGTON RD 35		911	00:36:11	Vehicle Collision	\$0	10	3	0	0	0	0	0
	2024-416	Dec 04 2024 18:40:18	-1 SIDEROAD 10 S GORE RD/CONCESSION 1		From Ambulanc e	01:22:07	Vehicle Collision	\$0	18	5	0	0	0	0	0
	2024-417	Dec 06 2024 14:57:33	■ BEIBER RD NICHOLAS BEAVER RD/NA		Telephon e from Monitorin g Agency	00:09:40	Other False Fire Call	None	6	4	0	0	0	0	0
	2024-418	Dec 09 2024 14:21:29	■ NICHOLAS BEAVER RD TAWSE PL/BEIBER RD		911	00:04:46	Alarm System Equipment - Accidental activation (exc. code 35)	\$0	2	2	0	0	0	0	0
	2024-419	Dec 10 2024 16:46:13	-1 BROCK RD S NICHOLAS BEAVER RD/HWY 401 W		911	00:32:10	Vehicle Collision	\$0	5	4	0	0	0	0	0
	2024-420	Dec 10 2024 17:30:27	■ ELIZABETH PL OLD RUBY LN/NA		911	00:09:26	Other Cooking/toast ing/smoke/ste am (no fire)	\$0	7	1	0	0	0	0	0
	2024-421	Dec 11 2024 09:42:00	■ ROSZELL RD CONCESSION 4/FORESTELL RD		911	00:41:12	Overheat (no fire, e.g. engines, mechanical devices)	\$0	16	1	0	0	0	0	0
	2024-422	Dec 12 2024 14:29:12	-1 HWY 401 E HWY 6/WATSON RD S		911	00:53:37	Vehicle Collision	\$0	7	4	0	0	0	0	0

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	2024-423	Dec 13 2024 13:11:00	-1 HWY 401 W NA/BROCK RD S		911	00:00:00	Call cancelled on route	\$0	8		0	0	0	0	0
	2024-424	Dec 13 2024 18:11:09	-1 LESLIE RD W HWY 6/NA		911	00:33:05	Vehicle Extraction	\$0	7	4	0	0	0	0	0
	2024-425	Dec 14 2024 03:20:54	BRIDLE PATH NA/CARRIAGE LN		911	00:02:34	Medical Aid Not Required on Arrival	\$0	7	6	0	0	0	0	0
	2024-426	Dec 15 2024 08:12:58	-1 HWY 401 E HWY 401 W/HWY 6		911	00:00:04	Call cancelled on route	\$0	12	5	0	0	0	0	0
	2024-427	Dec 15 2024 12:49:53			911	00:01:00	Call cancelled on route	\$0	1	1	0	0	0	0	0
	2024-428	Dec 16 2024 02:55:10	-1 CONCESSION 1 SIDEROAD 25 S/CONCESSION 7		911	00:11:59	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-429	Dec 16 2024 12:38:36	HAMMERSLEY RD DEER VIEW RI/NA	Telephon e from Civilian (other than 911)		00:14:38	CO false alarm - equipment malfunction (no CO present)	\$0	5	3	0	0	0	0	0
	2024-430	Dec 16 2024 22:32:46	-1 NASSAGAWEYA- PUSLINCH TOWNLINE WELLINGTON RD 34/MALTBY RD E		911	00:00:01	Incident not found	\$0	5	5	0	0	0	0	0
	2024-431	Dec 18 2024 05:41:50	-1 HWY 401 E NA/HWY 6		911	00:38:16	Vehicle Collision	\$0	7	3	0	0	0	0	0
	2024-432	Dec 19 2024 21:43:16	-1 HWY 401 E HWY 401 W/BROCK RD S		911	00:09:24	Vehicle Collision	\$0	7	5	0	0	0	0	0
	2024-433	Dec 19 2024 22:04:54	-1 HWY 401 E HWY 401 W/BROCK RD S		911	00:04:39	Vehicle Collision	\$0	7	2	0	0	0	0	0
	2024-434	Dec 19 2024 23:01:47	-1 HWY 401 W NA/HWY 6		911	00:07:52	Incident not found	\$0	6	4	0	0	0	0	0
	2024-435	Dec 21 2024 11:56:01	BEIBER RD NICHOLAS BEAVER RD/NA		911	00:12:13	Human - Accidental (alarm accidentally activated by person)	\$0	10	4	0	0	0	0	0
	2024-436	Dec 21 2024 15:07:37	-1 CONCESSION 1 SIDEROAD 10 S/WELLINGTON RD 35		911	00:16:43	Vehicle Collision	\$0	10	3	0	0	0	0	0
	2024-437	Dec 21 2024 20:01:07	SEVENTH LI HWY 7/WELLINGTON RD 50		911	00:00:45	Call cancelled on route	\$0	11	2	0	0	0	0	0

Reviewed Incidents only. Pt = Total Personnel, Pe = Personnel on 1st Unit, Re = Rescued, In = Firefighter Injuries, Fa = Firefighter Fatalities, CIn = Civilian Injuries, CFa = Civilian Fatalities.

	2024-438	Dec 23 2024 08:11:28	-1 HWY 401 W NA/WELLINGTON RD 32		911	00:15:42	Vehicle Collision	\$0	7	5	0	0	0	0	0
	2024-439	Dec 23 2024 09:39:54	-1 HWY 401 E HWY 401 W/HWY 6		911	00:11:42	Vehicle Collision	\$0	7	4	0	0	0	0	0
	2024-440	Dec 23 2024 22:13:42	-1 WELLINGTON RD 35 CONCESSION 4/DOWNEY RD		911	00:06:36	Vehicle Collision	\$0	7	5	0	0	0	0	0
	2024-441	Dec 26 2024 18:55:59	-1 HWY 401 W NA/HWY 6		911	00:12:58	Vehicle Collision	\$0	4	4	0	0	0	0	0
	2024-442	Dec 28 2024 17:47:09	-1 HWY 401 W NA/HWY 6	Vehicles or Vehicle Parts	911	00:00:09	Call cancelled on route	\$0	10	4	0	0	0	0	0
	2024-443	Dec 29 2024 03:09:09	██████ MCLEAN RD E BROCK RD S/WINER RD		911	00:32:40	Alarm System Equipment - Malfunction	\$0	6	4	0	0	0	0	0
	2024-444	Dec 30 2024 13:31:09	██████ CONCESSION 11 WELLINGTON RD 34/MALTBY RD E		911	00:21:53	Power Lines Down, Arcing	\$0	8	4	0	0	0	0	0
	2024-445	Dec 31 2024 01:08:00	██████ VICTORIA RD S UNKNOWN/UNKNOWN		911	00:02:12	Call cancelled on route	\$0	4	4	0	0	0	0	0
	2024-446	Dec 31 2024 11:18:36	██████ MCLEAN RD E BROCK RD S/WINER RD	Telephon e from Monitorin g Agency		00:06:07	Alarm System Equipment - Malfunction	None	5	2	0	0	0	0	0

Reviewed Incidents only. Pt = Total Personnel, Pe = Personnel on 1st Unit, Re = Rescued, In = Firefighter Injuries, Fa = Firefighter Fatalities, CIn = Civilian Injuries, CFa = Civilian Fatalities.



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Administrative Monetary Penalty System (AMPS)

April 16, 2025



Agenda

- Draft Policy and By-law Amendments
- Overview of Schedules to AMPS By-law 2025-043
- Updated Dispute Process Diagram
- By-law Enforcement Statistics
 - 2022
 - 2023
 - 2024
 - 2025 YTD
- Enhanced Enforcement Opportunities
- Timing of By-law Complaints
- Part III – Prosecution Role
- Part III – Prosecution Costs
- Penalty Fine Collection
- Hearing



Draft Policy and By-law Amendments

- Formatting of all draft by-laws and policies has been updated
- Technology Policy Amendments
 - 1.5.2 changed “should” to “may”
 - 1.5.6 changed “should” to “shall” in three instances
 - 1.5.8 changed “should” to “shall” in two instances
 - 1.7.1 changed “should” to “shall where possible”
 - 1.7.2, 2.2.1.5, 2.2.1.6, 2.2.2, 3.5.2.3.1, 3.5.2.3.1.5, 3.5.2.3.1.6, 3.5.2.4.1.2.2 changed “should” to “shall”
 - 3.5.2.7.1 changed “should” to “shall in accordance with their service provider agreement”
 - 4.2.1.1, 4.2.1.4 changed “should” to “shall”
 - 4.2.1.7 changed “should” to “shall” in two instances
 - 4.2.1.9.3 added “where feasible”
 - 4.2.1.11 changed “should” to “shall”
 - 5.2.4 changed “should” to “shall be made”
 - 5.2.4.1 changed “should” to “shall”
- Technology Policy Amendments Continued
 - 5.2.4.2 changed should to “Shall incorporate complexity (3 of 4 character sets in the password must be upper and lower case letters 9e.g. a-z and A-Z), digits (e.g. 0-9), and punctuation (e.g. ! @ # \$ % ^ & * () - + = { } [] ; : ” | \ / ? < > . , ~)
 - 5.2.5 changed “should” to “shall be made”
 - 5.2.6 changed “should” to “shall”
 - 5.2.7 changed “several” to “three (3)” and “should” to “shall be disabled for 15 minutes”
 - 5.3.1 changed to “Systems that access or store PII and/or sensitive Township data where the Township has the ability to implement automatic logoff, will be set-up to automatically logoff after 10 minutes of inactivity. Employees would need to login again to regain access and continue the session.
 - 5.4.5.1 changed “should” to “shall”
 - 7.2.3.4 added “Disposal may include the sale or donation of the hardware once the hardware’s data has been removed”
 - 7.2.4 added “disposal or”
 - 7.2.5 added “an”
 - 8.2.2, 8.2.4, changed “should” to “shall”
 - 8.2.6 changed “should” to “shall” and “may”

Draft Policy and By-law Amendments

- 2025-006 Undue Hardship:
 - 7.1.1 added “Income Tax Statements to be considered in relation to Statistic Canada Low Income Cut-offs.
- By-law 2025-043 AMPS By-law
 - Added Schedules A, B & C
- By-law 2025-045 AMPS Amendment
 - Added for Council’s consideration

Administrative Penalty Amounts Draft By-law 2025-043

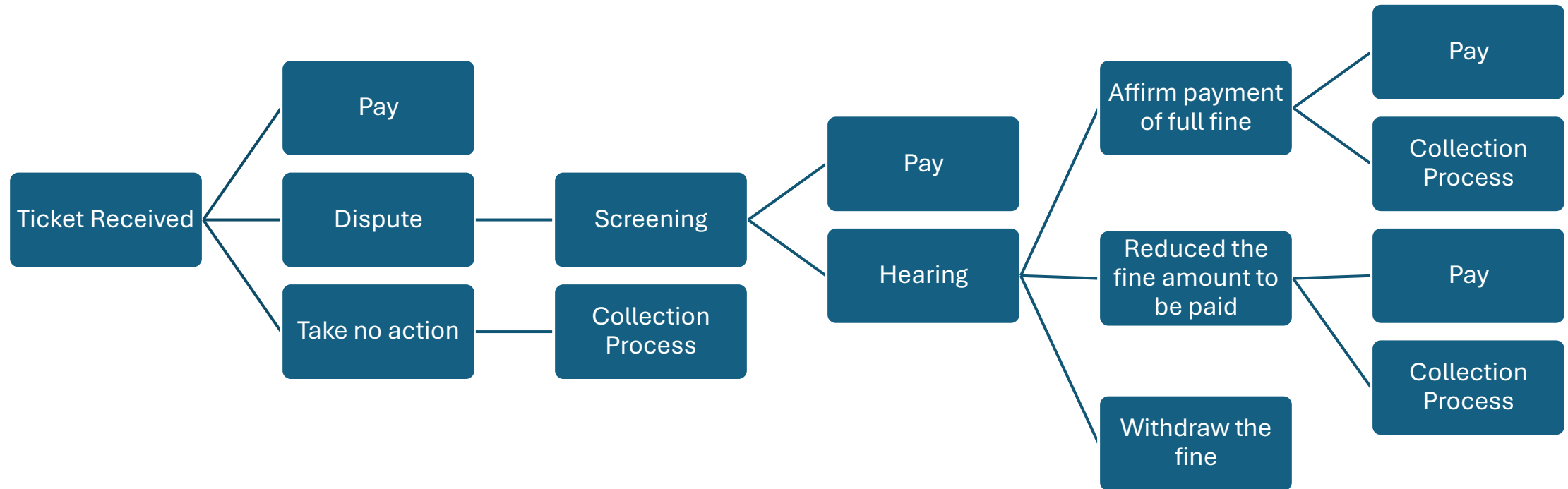
Parking AMPS Penalties

- Early Penalty Amount
- Set Penalty Amount
- No change from MAG Approved Set Fines

Non-Parking AMPS Penalties

- Set Penalty Amount (No change from MAH Approved Set Fines)
- Penalty Amount for Second and Subsequent Contraventions (Double the Set Penalty Amount)
- For continued offenses no second and subsequent contravention fine as staff can continue to ticket each day the offense continues

Updated Dispute Process Diagram



2022 By-law Enforcement

Total Complaints	77
No offense occurred	30
Compliance limited enforcement	26
Warning letter	2
Part I or Part II	4
Part III*	3
Open Files**	4

* 2 files could have been enforced through AMPS

** All 4 files are enforceable through AMPS

26 of the 47 valid complaints in 2022 could have been enforced through AMPS.

2023 By-law Enforcement

Total Complaints	67
No offense occurred	17
Compliance limited enforcement	31
Warning letter	4
Part I or Part II	2
Part III*	3
Open Files**	6

* 2 files could have been enforced through AMPS

** 5 files are enforceable through AMPS

33 of the 50 valid complaints in 2023 could have been enforced through AMPS.

2024 By-law Enforcement

Total Complaints	77
No offense occurred	14
Compliance limited enforcement	30
Warning letter	7
Part I or Part II	4
Part III*	2
Open Files**	13

* 1 file could have been enforced through AMPS

** 9 files are enforceable through AMPS

47 of the 63 valid complaints in 2024 could have been enforced through AMPS.

2025 By-law Enforcement

Total Complaints	12
No offense occurred	2
Compliance limited enforcement	2
Warning letter	0
Part I or Part II	0
Part III*	0
Open Files**	8

** 2 files are enforceable through AMPS

3 of the 10 valid complaints in 2025 could be enforced through AMPS.

Enhanced Enforcement Opportunities



Heavy Vehicle By-law



Road Activity By-law



Site Alteration By-law

Timing of By-law Complaints

Year	Complaints Received During Business Hours	Complaints Received After Hours	Complaints Received on Weekends
2022	52	22	11
2023	52	13	6
2024	55	20	6
2025	9	3	0

Part III - Prosecution Role

- By-laws except for Parking will be enforceable under both by-laws
- Part III Prosecutions may be used for:
 - Planning Act Applications infractions which cannot be enforced under AMPS
 - Egregious continuing offenses where AMPS is not successful in achieving compliance
 - Recurring offenses where AMPS is not successful in achieving compliance

Part 3 Prosecution Costs

Legal Costs

- Animal Control (2024 Open File) – \$15,750.92 to date
- Site Alteration (2022 Open File) – \$23,135.58 to date
- Site Alteration (2023 Open File) - \$29,764.36 to date

Staff Resources

- Creation of prosecution package – 35 hours
- Tracking and follow-ups –depends on complexity of the file – some files continue over months and years in some cases.

Cost Savings

- Opportunity for staff resources to be reallocated to support the AMPS Program
- Expected legal cost savings, amount undetermined

Penalty Fine Collection

Section 434.2 of the Municipal Act states that a penalty imposed under AMPS is a debt to the Municipality and authorizes the Township to add the penalty to the tax roll for any property in the municipality for which the owners are responsible for paying the administrative penalty.

Where a Parking Penalty has gone unpaid staff will send a notice of default to the Ministry of Transportation which will be required to be paid prior your Ontario Vehicle Permit renewal.

Hearings

- Hearing are subject to the Statutory Powers Procedure Act
- Statutory Powers Procedure Act Requires hearings are open to the public except:
 - matters involving public security may be disclosed; or
 - intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public
- Staff will be attending training in May 2025 and will follow best practices with respect to Hearing Proceedings

Next Steps



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



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

Title: Technology Policy

Policy No. 2025-002

Adoption: DATE by Council Resolution No. 2025-XXX

Subject: Technology and Written Information Security

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1. Written Information Security Policy

1.1. Statement of Policy

1.1.1. 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.

- 1.1.2. 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.

1.2. Purpose of Policy

- 1.2.1. The purpose of the WISP is to better:

- 1.2.1.1. 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.;
- 1.2.1.2. Protect against any reasonably anticipated threats or hazards to the security or integrity of such information; and
- 1.2.1.3. 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.

1.3. Scope of Policy

- 1.3.1. In formulating and implementing the WISP, The Township has addressed and incorporated the following protocols:
- 1.3.1.1. 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.
 - 1.3.1.2. Assessed the likelihood and potential damage of these threats, taking into consideration the sensitivity of the PII and sensitive Township data.
 - 1.3.1.3. Evaluated the sufficiency of existing policies, procedures, customer information systems, and other safeguards in place to control risk.
 - 1.3.1.4. Designed and implemented a WISP that puts safeguards in place to minimize identified risks.
 - 1.3.1.5. Implemented regular monitoring of the effectiveness of those safeguards.

1.4. Security of Safeguards

- 1.4.1. 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.

1.5. Administrative Safeguards

- 1.5.1. 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:
- 1.5.1.1. Implementation of the WISP including all provisions outlined in Security Safeguards.
 - 1.5.1.2. Training of all employees that may have access to PII and sensitive Township data. Employees ~~shall~~^{should} receive annual training, and new employees ~~shall~~^{should} be trained as part of the new employee hire process.
 - 1.5.1.3. Regular monitoring of the WISP's safeguards and ensuring that employees are complying with the appropriate safeguards.
 - 1.5.1.4. 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.
 - 1.5.1.5. 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.
 - 1.5.1.6. Investigating, reviewing and responding to all security incidents or suspected security incidents.
- 1.5.2. 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 ~~may~~^{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.
- 1.5.3. 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.
- 1.5.4. 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.
- 1.5.5. 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.

1.5.6. Security Training – All employees, as defined, that may have access to PII and sensitive Township data, will receive security training. Employees ~~shall~~should receive at least annual training, and new employees ~~shall~~should be trained as part of the new employee on-boarding process. Documentation of employee training ~~shall~~should be kept and reviewed.

1.5.7. 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.

1.5.8. Contingency Planning – All systems that store PII and/or sensitive Township data ~~shall~~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 ~~shall~~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 ~~shall~~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.

1.5.9. 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.

1.5.10. Emergency Operations – Procedures ~~shall~~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.

1.5.11. 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.

1.6. Physical Safeguards

- 1.6.1. **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.
- 1.6.2. **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

1.7. Technical Safeguards

- 1.7.1. **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 shall ~~where possible, could~~ have automatic logoff procedures to prevent unauthorized access. See – Access Control
- 1.7.2. **Computer Use** – All employees will be given a Computer Use Procedure that defines acceptable and unacceptable use of The Township's computing resources. Employees shall ~~be~~ required to sign the Computer Use Procedure to acknowledge acceptance of the procedure. See – Computer Use
- 1.7.3. **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 – Equipment Disposal

1.7.4. *Encryption* - To the extent technically feasible all portable devices that contain PII and sensitive Township data should be encrypted to protect the contents.

2. Termination Procedure

2.1. Purpose of Procedure

2.1.1. This procedure defines the steps required to revoke both physical and system access to the Township's facilities and network resources.

2.2. Termination of Access

2.2.1. 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.

2.2.1.1. 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.

2.2.1.2. A terminated employee's physical and electronic access to PII and sensitive Township data must be immediately blocked.

2.2.1.3. 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.).

2.2.1.4. Revoke all computer, network, and data access the terminated employee has for both internal and external systems:

2.2.1.4.1. Internal Systems

2.2.1.4.1.1. Microsoft Windows / Network Domain / Microsoft 365

2.2.1.4.1.2. Systems that store or access PII and sensitive Township data

2.2.1.4.1.3. Database applications (Keystone)

2.2.1.4.1.4. Any other systems that the terminated employee has access to

2.2.1.4.2. External Systems

2.2.1.4.2.1. Cloud based systems such as credit card processing systems, billing systems, customer relationship management (CRM), etc. (ArcGIS, WordPress, CloudPermit, etc.)

2.2.1.5. Remote access ~~shall~~should be removed

2.2.1.6. Wireless access ~~shall~~should be removed

2.2.2. All termination steps that are taken ~~shall~~should be documented as part of the Township's off-boarding process and retained for legal purposes and/or federal or provincial regulations.

3. Security Incident Procedures

3.1. Purpose of Procedure

3.1.1. 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.

3.2. Definitions

3.2.1. **"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.

3.2.2. **"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.

3.2.3. **"Security Incident Response Team (SIRT)"** means a team 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.

3.3. Reporting and Response

3.3.1. 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.

3.3.2. The Township shall have a SIRT charged with the responsibility of identifying, evaluating and responding to security incidents. The Security Officer shall oversee the activities of the SIRT.

3.3.2.1. The SIRT will be responsible for investigating all known or suspected privacy and security incidents.

3.3.2.2. The SIRT will document a procedure for all employees to follow to report privacy and security incidents. See Appendix A – Security Incident Response Log

3.3.2.3. The Township will ensure that all employees receive training on how to identify and report security incidents.

3.3.2.4. All employees must follow the documented procedure to report security incidents. In addition, employees must report all known or suspected security incidents.

3.3.2.5. All employees must assist the SIRT with any security incident investigations.

3.4. Breach Determination

3.4.1. The SIRT will investigate all reported and suspected security breaches. The SIRT will refer to federal or provincial regulations to help with breach determination.

3.4.2. The Security Officer will be responsible for activating SIRT

3.5. Breach Notification

3.5.1. 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).

3.5.2. Key elements of a breach notification include:

3.5.2.1. Date of discovery

3.5.2.1.1. 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.

3.5.2.2. Timeliness of notification

3.5.2.2.1. The Township will provide the required notifications without unreasonable delay after discovery of a breach.

3.5.2.3. Content of notification

3.5.2.3.1. If required, a notification will be provided to each individual affected by the discovered breach. The notification ~~should~~ include the following:

3.5.2.3.1.1. A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;

3.5.2.3.1.2. 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);

3.5.2.3.1.3. Any steps individuals should take to protect themselves from potential harm resulting from the breach;

3.5.2.3.1.4. 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

3.5.2.3.1.5. Contact procedures for individuals to ask questions or learn additional information, which ~~shall~~~~ould~~ include a telephone number, an e-mail address, Web site, or postal address.

3.5.2.3.1.6. The notification ~~shall~~~~ould~~ be written in plain language.

3.5.2.4. Methods of notification

3.5.2.4.1. The following methods are usually used to notify individuals affected by the discovered breach:

3.5.2.4.1.1. *Written notice*

3.5.2.4.1.1.1. 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.

3.5.2.4.1.1.2. If the individual is deceased notifications are usually sent to the next of kin or personal representative

3.5.2.4.1.2. *Substitute notice*

3.5.2.4.1.2.1. If contact information is out of date and written notification cannot be made, a substitute notification may be used.

3.5.2.4.1.2.2. 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 ~~shall~~~~ould~~ include a contact phone number.

3.5.2.5. Notification to media

3.5.2.5.1. 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.

3.5.2.6. Notification to federal or provincial regulatory agencies

3.5.2.6.1. The Township may need to report breaches of unsecured information to federal or provincial regulatory agencies.

3.5.2.7. Notification by Third Party Service Providers

3.5.2.7.1. Third Party Service Provider responsible for a breach of The Township's PII or sensitive Township data ~~shall~~ in accordance with their service provider agreement be required to notify The Township within a pre-determined reasonable timeframe. The timeframe ~~shall~~ should be defined in a Service Provider Agreement.

3.5.2.7.2. Third Party Service Provider breaches may result in The Township having to notify the Township's affected individuals (such as customers, employees, etc.).

3.6. Remediation and Mitigation

3.6.1. 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.

3.7. Incident Report

3.7.1. SIRT will be responsible for drafting an incident report as follows:

3.7.1.1. Incident Summary:

3.7.1.1.1. Brief overview of the incident, including date, time, and initial discovery.

3.7.1.2. Incident Details:

3.7.1.2.1. Nature of Incident: Describe the type of privacy default (e.g., data breach, unauthorized access).

3.7.1.2.2. Affected Systems/Data: Specify the systems, databases, or information impacted.

3.7.1.2.3. Incident Timeline: Chronological sequence of events from initial detection to resolution.

3.7.1.3. Investigation Findings:

3.7.1.3.1. Root Cause Analysis: Identify the primary cause(s) of the incident.

3.7.1.3.2. 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.

3.7.1.4. Actions Taken:

- 3.7.1.4.1. Immediate Response: Detail the immediate actions taken to contain the incident and mitigate risks.
- 3.7.1.4.2. Resolution Measures: Describe the steps implemented to resolve the incident and restore affected systems/data.
- 3.7.1.4.3. Preventative Measures: Outline measures put in place to prevent similar incidents in the future.
- 3.7.1.5. Communication and Notification:
 - 3.7.1.5.1. Stakeholder Communication: List the stakeholders informed about the incident, including affected individuals, regulatory bodies, or authorities.
 - 3.7.1.5.2. Details of Notifications: Provide specific details of how affected parties were notified.
- 3.7.1.6. Lessons Learned and Recommendations:
 - 3.7.1.6.1. Post-Incident Review: Summarize findings from the review process and identify areas for improvement.
 - 3.7.1.6.2. Recommendations: Suggest actionable steps or changes to prevent future incidents.
- 3.7.1.7. Compliance and Legal Considerations:
 - 3.7.1.7.1. Regulatory Compliance: Ensure compliance with relevant data protection laws and regulations.
 - 3.7.1.7.2. Documentation for Legal Purposes: Include any legal documentation related to the incident.
- 3.7.1.8. Retention and Storage:
 - 3.7.1.8.1. Retention Period: Specify the three-year retention period for the incident report.
 - 3.7.1.8.2. Storage Location: Stored in a controlled access file cabinet.
- 3.7.1.9. Signatures and Approvals:
 - 3.7.1.9.1. Authorized Signatures: Obtain signatures of relevant authorities or stakeholders to approve the report.
- 3.7.1.10. Review and Update:
 - 3.7.1.10.1. Review Schedule: Specify intervals for review or updates to the incident report, if necessary.

- 3.7.2. 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.

4. Network Security

4.1. Purpose of Procedure

- 4.1.1. 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.

4.2. Network Security

- 4.2.1. 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.
- 4.2.1.1. Workstations and laptops that are in common areas that store or access PII and/or sensitive Township data shall ~~not~~ 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.
- 4.2.1.2. 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.
- 4.2.1.3. To the extent technically feasible all portable devices that contain PII and/or sensitive Township data should be encrypted to protect the contents.
- 4.2.1.4. Portable devices and media shall ~~not~~ be concealed from view when offsite to prevent theft.
- 4.2.1.5. 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.
- 4.2.1.6. 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.

- 4.2.1.7. A network firewall ~~shall~~ be in place to protect PII and/or sensitive Township data. Firewall protection ~~shall~~ be up to date. Firewalls should be monitored, and alerts should be triggered in the event of unauthorized intrusion or suspected intrusion.
- 4.2.1.8. 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.
- 4.2.1.9. 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.
 - 4.2.1.9.1. 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.
 - 4.2.1.9.2. 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.
 - 4.2.1.9.3. 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, ~~where feasible~~. Servers should be configured to shut down in a controlled manner if the power outage is for an extended period of time.
 - 4.2.1.9.4. All systems should be connected to surge protectors, where feasible, to protect against power spikes and surges.
- 4.2.1.10. A user identification and password authentication mechanism shall be implemented to control user access to the system. (See - Access Control)
- 4.2.1.11. Employees who suspect any inappropriate or unauthorized use of workstations ~~shall~~ immediately report such an incident or misuse to the Security Officer.

5. Access Control

5.1. Purpose of Procedure

- 5.1.1. 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.

5.2. Unique User Identification

- 5.2.1. 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.
- 5.2.2. Each employee must ensure that their assigned user identification is appropriately protected and only used for legitimate access to systems or applications.
- 5.2.3. If an employee believes their user identification has been compromised, they must report the security incident immediately.
- 5.2.4. Employees ~~shall~~be made aware of the following password procedures to create and use strong passwords to protect PII and sensitive Township data:
 - 5.2.4.1. ~~Shall~~be a minimum of 10 characters in length.
 - 5.2.4.2. ~~Shall incorporate complexity (3 of 4 character sets in the password must be~~incorporate both upper- and lower-case letters (e.g. a-z and A-Z), digits (e.g.0-9), and punctuation characters (e.g. ! @ # \$ % ^ & * () _ + = { } [] : ; " ' | \ / ? < > , . ~ `)
 - 5.2.4.3. ~~Should incorporate digits and punctuation characters as well as letters e.g., 0-9, (! @ # \$ % ^ & * () _ + = { } [] : ; " ' | \ / ? < > , . ~ `)~~
 - 5.2.4.4. Should not include easily guessed information such as personal information, names, pets, birth dates, etc.
- 5.2.5. Employees ~~shall~~be made aware of the following procedures to protect passwords:
 - 5.2.5.1. Passwords should not be written down
 - 5.2.5.2. Passwords should not be shared with other employees
 - 5.2.5.3. If an employee suspects that their password has been compromised, they should report the incident immediately.
- 5.2.6. Passwords ~~shall~~be changed at least every 180 days
- 5.2.7. After ~~three (3) several~~ failed password attempts, the employee's account ~~shall be disabled for 15 minutes~~ould be disabled (e.g. 3 or 5 failed attempts).

5.3. Automatic Logoff

- 5.3.1. Systems that access or store PII and/or sensitive Township data where the Township has the ability to implement an automatic logoff, will be set-up to automatically logoff after 10 minutes of inactivity. Employees would need to login again to regain access and continue the session.

- 5.3.2. 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.

5.4. Encryption and Decryption

- 5.4.1. To the extent technically feasible all portable devices that contain PII and/or sensitive Township data should be encrypted to protect the contents.
- 5.4.2. Employees should be trained in the use of encryption to protect PII and sensitive Township data.
- 5.4.3. All backup tapes and media that contain PII and/or sensitive Township data should utilize encryption to protect the data.
- 5.4.4. Secure encrypted remote access procedures should be implemented to protect systems that access or store PII and/or sensitive Township data.
- 5.4.4.1. 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.
- 5.4.4.2. Two-factor authentication (i.e. SMS pin notification) should be implemented where technically feasible.
- 5.4.5. All wireless access to networks should utilize encryption mechanisms.
- 5.4.5.1. Employees ~~shall~~^{should} not utilize open public Wi-Fi networks

5.5. Approved Devices

- 5.5.1.1. Employees shall only access PII and sensitive Township data through Township issued devices and through Township approved applications, unless expressly given permission to do so by the Security Officer.

6. Computer Use

6.1. Purpose of Procedure

- 6.1.1. 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.

6.2. Computer Use

- 6.2.1. 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.
- 6.2.2. 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.
- 6.2.3. 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.
- 6.2.4. Employees must be assigned and use a unique User Identification and Password (See - Access Control)
- 6.2.5. 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.

7. Disposal Procedure

7.1. Purpose of Procedure

- 7.1.1. 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.

7.2. Procedures for computer/hardware disposal

- 7.2.1. The Security Officer or delegate will notify the Information Technology (IT) provider of equipment that needs to be disposed of.
- 7.2.2. The Security Officer or delegate will determine data sensitivity of data to be disposed of. (See Data Classification Table below)
- 7.2.3. IT will assess the condition of the equipment, and:
 - 7.2.3.1. IT will track the disposal of the device (type of hardware, serial number, etc.)
 - 7.2.3.2. IT will run approved wiping software on all devices to make sure all PII and sensitive Township data is removed from the device.
 - 7.2.3.2.1. This may include physical destruction (See Methods of Destruction below)

7.2.3.3. IT will verify the hardware's data has been removed.

7.2.3.4. IT will dispose of the hardware. Disposal may include the sale or donation of the hardware once the hardware's data has been removed.

7.2.4. The Security Officer or delegate / IT will document the disposal or destruction of the asset.

7.2.5. If taken to an 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.

7.3. Data Classification Table

7.3.1. 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.

7.3.1.1. Basic operating system, personal files, etc.

7.3.2. Med (Sensitive but not Confidential) - Erase the data using any means such as reformatting or degaussing.

7.3.2.1. This would be for business related information which is not considered sensitive Township data.

7.3.3. 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)

7.3.3.1. This would be for PII and sensitive Township data.

7.4. Examples of hardware devices include:

7.4.1. Workstation

7.4.2. Laptop

7.4.3. Tablet (iPad/Android)

7.4.4. Smartphones

7.4.5. Server hard drives

7.4.6. Memory stick (USB drives)

7.4.7. CD ROM disk / DVD ROM

7.4.8. Storage / Backup tape(s)

7.4.9. Hard drives

7.4.10. Copiers / Scanners / Fax machines

7.4.11. Any equipment that contains PII or sensitive Township data

7.5. 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.,
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	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 licensed incineration facility with the specific capabilities to perform these activities effectively, securely, and safely. 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>

8. Facility Security Plan

8.1. Purpose of Procedure

- 8.1.1. 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.

8.2. Facility Security Plan

- 8.2.1. 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.
- 8.2.2. All systems that store or access PII and/or sensitive Township data ~~shall~~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.
- 8.2.3. 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.
- 8.2.4. 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 ~~shall~~should be closed, or access ~~shall~~should be terminated (i.e. system logoff).
- 8.2.5. 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.
- 8.2.6. 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 ~~may~~should be required to sign-in at a designated reception, and ~~shall~~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.

9. 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.):	

10. 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 ~~shall~~ 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

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1. Introduction

- 1.1. 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

- 2.1. 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.
- 2.2. 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

3.1. *Municipal Act, 2001* and O. Reg. 333/07

4. Policy Scope

- 4.1. 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.
- 4.2. All Township Policies, By-laws, Agreements, and Procedures also apply as it relates to AMPS including but not limited to the following:
- 4.2.1. 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.
- 4.2.2. 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.
- 4.2.3. 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.
- 4.2.4. 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

- 5.1. **“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;
- 5.2. **“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;
- 5.3. **“AMPS”** means Administrative Monetary Penalty System, established by the Administrative Monetary Penalty System By-law;
- 5.4. **“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;

- 5.5. **“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;
- 5.6. **“Council”** means the Council of the Township of Puslinch;
- 5.7. **“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;
- 5.8. **“Employee”** means Township volunteers, Volunteer Firefighters, Part-time and Full-time employees, temporary employees, contract employees, independent contractors, and consultants.
- 5.9. **“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;
- 5.10. **“Hearing Review”** means the process related to the review of a screening decision, as set out in the Administrative Monetary Penalty System By-law;
- 5.11. **“Penalty Notice”** means a penalty notice as described in the Administrative Monetary Penalty System By-law;
- 5.12. **“Person”** includes an individual or a corporation;
- 5.13. **“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;
- 5.14. **“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:
- 5.14.1. Disciplinary measures;
 - 5.14.2. Demotion of the employee or individual;
 - 5.14.3. Termination of the employee or individual;
 - 5.14.4. Intimidation or harassment of the employee or individual;

5.14.5. Any measure that adversely affects the employment or working conditions of the employee or individual; and,

5.14.6. Directing or counselling someone to commit a reprisal.

5.15. **“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;

5.16. **“Screening Review”** means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law;

5.17. **“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;

5.18. **“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;

5.19. **“Township”** means the Corporation of the Township of Puslinch;

6. Principles of Preventing Political Interference

6.1. 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;

6.2. 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:

6.2.1. A Person who is entitled to be heard in the proceeding or the Person’s lawyer, licensed paralegal or authorized representative; and

6.2.2. 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; and,

6.2.3. This paragraph shall not prohibit the giving or receiving of legal advice.

- 6.3. 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.
- 6.4. 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

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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

- 8.1. 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:
- 8.1.1. has sought information or advice about making a disclosure about wrongdoing contrary to this Policy;
 - 8.1.2. has made a disclosure about wrongdoing contrary to this Policy in good faith;
 - 8.1.3. has initiated or cooperated in an investigation or other process related to a disclosure of wrongdoing contrary to this Policy;

8.1.4. 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;

8.1.5. has alleged or reported a Reprisal; or

8.1.6. is suspected or any of the above actions.

8.2. 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.

8.3. If an employee believes that he or she has suffered Reprisal, this should be reported immediately to the Director.

9. Compliance

9.1. In cases of a Policy violation, the Director may investigate and determine appropriate corrective action.

10. Policy Communication

10.1. This Policy will be posted on the Township's website.

10.2. Affected staff will be advised of the Policy and any major amendments.

10.3. 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;

10.4. 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,

10.5. 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

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1. Introduction

- 1.1. This Policy is to establish financial management and reporting responsibilities related to the Administrative Monetary Penalty System (AMPS).

2. Purpose

- 2.1. Ontario Regulation 333/07 requires a municipality establishing AMPS to have a policy to address financial management and reporting of AMPS.
- 2.2. 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

- 3.1. *Municipal Act, 2001* and O. Reg. 333/07

4. Policy Scope

- 4.1. 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.
- 4.2. 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

- 5.1. **"Administrative Fee"** means any fee specified in the AMPS By-law;
- 5.2. **"Administrative Penalty"** means an administrative penalty imposed for contravention of a Designated By-law, in accordance with the AMPS By-law;
- 5.3. **"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;
- 5.4. **"AMPS"** means Administrative Monetary Penalty System;
- 5.5. **"Chief Administrative Officer (CAO)"** means the CAO for the Township as appointed by Council.
- 5.6. **"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;
- 5.7. **"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;
- 5.8. **"By-law Enforcement Services"** means the By-law Enforcement Services section of the Corporate Services Department of the Township, or any successor thereof;
- 5.9. **"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;
- 5.10. **"Penalty Notice"** means a penalty notice as described in the Administrative Monetary Penalty System By-law;

- 5.11. **“Person”** includes an individual or a corporation;
- 5.12. **“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;
- 5.13. **“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;
- 5.14. **“Township”** means The Corporation of the Township of Puslinch.

6. General Financial Management and Reporting

- 6.1. 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.
- 6.2. 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:
- 6.2.1. Review and monitor current year actual and budgeted financial performance and operating results in accordance with the Township’s policies;
 - 6.2.2. Compare program financial activity with past performance to identify trends, issues and opportunities in accordance with the Township’s policies;
 - 6.2.3. Determine priorities for maintaining and improving AMPS program services levels;
 - 6.2.4. Review and develop long-term plans for AMPS including a multi-year capital budget in accordance with the Township’s policies;
 - 6.2.5. Identify and mitigate factors impacting the AMPS budget and financial performance, such as inflation in accordance with the Township’s policies;
 - 6.2.6. Comply with all corporate reporting standards and requirements as part of the Township’s financial management and reporting processes;
 - 6.2.7. Ensure all necessary financial signing authorities are in place and followed by all staff involved in AMPS administration; and,

6.2.8. Comply with all Township procurement policies and procedures in regard to AMPS.

6.3. Payment of a Penalty Notice:

6.3.1. Any Person issuing a Penalty Notice for an infraction of a Designated By-law is not permitted to accept payment for an Administrative Penalty.

6.3.2. Hearing Officers are prohibited from directly accepting any payment from any Person in respect of a Penalty Notice.

6.3.3. Township employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

7. Methods of Payment

7.1. Following the issuance of a Penalty Notice, the Person is permitted to make a voluntary payment by using one of the following methods:

7.1.1. Online (subject to a nominal processing fee):
AMPS online system

7.1.2. In person at:
Township of Puslinch Municipal Office
7404 Wellington Road 34, Puslinch
Monday – Friday during regular business hours

7.1.3. By mail using cheque or money order only, where:

7.1.3.1. 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.

7.1.3.2. Mail to:
The Township of Puslinch
7404 Wellington Road 34,
Puslinch, Ontario N0B 2J0

7.1.4. 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.

7.2. Payments Processing

- 7.2.1. 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.
- 7.2.2. In Person: Apply the appropriate method of payment to the Penalty Notice. The Person is provided with a receipt of payment for their records.
- 7.2.3. By Mail: Apply the cheque or money order payment to the Penalty Notice. A receipt is not provided when using this method of payment.
- 7.2.4. 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 online system.
- 7.2.5. Unless otherwise agreed by the Director, partial payments will not be accepted. The Penalty Notice will reflect "not paid" status.
- 7.2.6. 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.

7.3. Refund of Payment

- 7.3.1. 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.

7.4. Administrative Fees

- 7.4.1. 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

- 8.1. In cases of Policy violation, the Township may investigate and determine appropriate corrective action.

9. Policy Communication

- 9.1. This Policy will be posted on the Township's website.

- 9.2. Affected staff will be advised of the Policy and any major amendments.
- 9.3. All members of Council, Committee, and Local Board shall be provided with a copy of this Policy.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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

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1. Introduction

- 1.1. This Policy is to address any public complaints regarding the administration of the Administrative Monetary Penalty System (AMPS).

2. Purpose

- 2.1. 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.
- 2.2. 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

- 3.1. *Municipal Act, 2001* and O. Reg. 333/07

4. Policy Scope

- 4.1. 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.
- 4.2. 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.
- 4.3. 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.
- 4.4. This Policy is not intended to:
 - 4.4.1. Operate as an appeal mechanism to reverse or alter any decision of a Screening Officer or Hearing Officer; or
 - 4.4.2. 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

- 5.1. **“Administrative Fee”** means any fee specified in the Administrative Monetary Penalty System By-law;
- 5.2. **“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;
- 5.3. **“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;
- 5.4. **“AMPS”** means Administrative Monetary Penalty System;
- 5.5. **“Council”** means the Council of the Township;
- 5.6. **“Designated Complaints Investigator”** means the Director of Corporate Services/Municipal Clerk or his or her designate;
- 5.7. **“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;
- 5.8. **“Hearing Review”** means the process related to review of a screening decision, as set out in the Administrative Monetary Penalty System By-law;

- 5.9. **“Integrity Commissioner”** means the Integrity Commissioner as appointed by Township Council, from time to time;
- 5.10. **“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;
- 5.11. **“Penalty Notice”** means a penalty notice issued pursuant to the Administrative Monetary Penalty System By-law;
- 5.12. **“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;
- 5.13. **“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;
- 5.14. **“Screening Review”** means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law;
- 5.15. **“Township”** means The Corporation of the Township of Puslinch.

6. General Provisions

- 6.1. A public complaint shall be processed using the following framework:
- 6.1.1. 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;
 - 6.1.2. 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;
 - 6.1.3. Any complaint regarding a Hearing Officer shall be referred by the Designated Complaints Investigator;
 - 6.1.4. 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;

6.1.5. 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;

6.1.6. 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;

6.1.7. 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;

6.1.8. 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;

6.1.9. 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

6.1.10. The Designated Complaints Investigator will report annually on the summary of public complaints filed and addressed in respect of AMPS.

6.2. Complaints that are anonymous will not be accepted.

6.3. A complainant may withdraw his/her complaint by so requesting in writing to the Designated Complaints Investigator at any time.

6.4. 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

7.1. In cases of Policy violation, the Township may investigate and determine appropriate corrective action.

8. Policy Communication:

8.1. This Policy will be posted on the Township's website.

8.2. Affected staff will be advised of the Policy and any major amendments.

- 8.3. All members of Council, Committees, and Local Boards shall be provided with a copy of this Policy.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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

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1. Introduction

- 1.1. 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

- 2.1. 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.

- 2.2. 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

- 3.1. *Municipal Act, 2001* and O. Reg. 333/07

4. Policy Scope

- 4.1. 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

- 5.1. **“Administrative Fee”** means any fee specified in the Administrative Monetary Penalty System By-law;
- 5.2. **“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;
- 5.3. **“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;
- 5.4. **“AMPS”** means Administrative Monetary Penalty System;
- 5.5. **“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;
- 5.6. **“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;
- 5.7. **“Hearing Decision”** means a notice which contains the decision of a Hearing Officer, as set out in the Administrative Monetary Penalty System By-law;
- 5.8. **“Hearing Review”** means the process related to review of a screening decision, as set out in the Administrative Monetary Penalty System By-law;

- 5.9. **“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;
- 5.10. **“Penalty Notice”** means a penalty notice as described in the Administrative Monetary Penalty System By-law;
- 5.11. **“Person”** includes an individual or a corporation;
- 5.12. **“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;
- 5.13. **“Screening Review”** means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law;
- 5.14. **“Screening Decision”** means a notice which contains the decision of a Screening Officer, as set out in the Administrative Monetary Penalty System By-law;
- 5.15. **“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;
- 5.16. **“Township”** means The Corporation of the Township of Puslinch;
- 5.17. **“Undue Hardship”** means financial hardship, or other extenuating circumstances based on compassionate grounds.

6. Process

- 6.1. In accordance with the Administrative Monetary Penalty System By-law, a Screening Officer or Hearing Officer:
- 6.1.1. 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,
- 6.1.2. 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

- 7.1. 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:

7.1.1. Income Tax Statement to be considered in relation to Statistics Canada Low Income Cutoffs

7.1.1.7.1.2. Old Age Security;

7.1.2.7.1.3. Canada Pension;

7.1.3.7.1.4. Guaranteed Income Supplement;

7.1.4.7.1.5. Disability Pension;

7.1.5.7.1.6. Ontario Student Assistance Program; or

7.1.6.7.1.7. Any other form of social assistance.

- 7.2. A Screening Officer or Hearing Officer may also consider the oral evidence provided by the Person in relation to Financial Hardship.

8. Records Retention

- 8.1. 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

- 9.1. In cases of Policy violation, the Township may investigate and determine appropriate corrective action accordingly.

10. Policy Communication

- 10.1. This Policy will be posted on the Township's website.
- 10.2. Affected staff will be advised of the Policy and any major amendments.
- 10.3. This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration employees.
- 10.4. 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**

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1. Introduction

- 1.1. 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

- 2.1. 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.
- 2.2. 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

- 3.1. *Municipal Act, 2001* and O. Reg. 333/07

4. Policy Scope

- 4.1. This Policy applies to all Screening Officers, Hearing Officers, and all Township employees involved in the administration of the AMPS program.
- 4.2. All Township Policies, By-laws, Agreements, and Procedures also apply as it relates to AMPS including but not limited to the following:
 - 4.2.1. 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.
 - 4.2.2. 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.
- 4.3. 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

- 5.1. **"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;

- 5.2. **“AMPS”** means Administrative Monetary Penalty System, established pursuant to the Administrative Monetary Penalty System By-law;
- 5.3. **“CAO”** means the Chief Administration Officer or anyone designated by the Chief Administrative Officer to perform his or her duties relating to AMPS;
- 5.4. **“Council”** means the Council of the Township;
- 5.5. **“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;
- 5.6. **“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;
- 5.7. **“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;
- 5.8. **“Hearing Review”** means the process related to review of a Screening Decision, as set out in the Administrative Monetary Penalty System By-law;
- 5.9. **“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;
- 5.10. **“Penalty Notice”** means a penalty notice as described in the Administrative Monetary Penalty System By-law;
- 5.11. **“Person”** includes an individual or a corporation;
- 5.12. **“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;
- 5.13. **“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:
- 5.14. **“Relative”** includes any of the following persons:
- 5.14.1. spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
 - 5.14.2. Parent or legal guardian;
 - 5.14.3. child, including a step-child and grandchild;

5.14.4. siblings and children of siblings;

5.14.5. aunt, uncle, niece and nephew;

5.14.6. in-laws, including mother, father, sister, brother, daughter and son; or

5.14.7. any person who lives with the person on a permanent basis.

5.15. **“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;

5.16. **“Screening Decision”** means a notice which contains the decision of a Screening Officer, as set out in the Administrative Monetary Penalty System By-law;

5.17. **“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;

5.18. **“Screening Review”** means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law; and

5.19. **“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;

5.20. **“Township”** means The Corporation of the Township of Puslinch;

6. Appointment of Screening Officers and Hearing Officers

6.1. 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.

6.2. Screening and Hearing Officers shall be appointed and recruited in accordance with the Policy for Appointment of Screening and Hearing Officers.

6.3. The following persons shall not be eligible for appointment as or to remain as a Screening Officer or Hearing Officer:

6.3.1. a member of Council, Committee, or Local Board;

6.3.2. a Relative of a member of Council, Committee or Local Board;

6.3.3. an individual indebted to the Township other than:

6.3.3.1. in respect of current real property taxes; or

6.3.3.2. pursuant to an agreement with the Township, where the individual is in compliance with the terms thereof; and,

6.3.4.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

7.1. 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:

7.1.1.such that they could influence a decision made in relation to AMPS;

7.1.2.that may affect the performance of their job duties in relation to AMPS;

7.1.3.that conflicts, might conflict, or may be perceived to conflict with the interests of the proper administration of AMPS; or

7.1.4.that may adversely affect the reputation of the Township as a public authority in relation to AMPS.

7.2. 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:

7.2.1.directorships or employment;

7.2.2.interests in business enterprises or professional practices;

7.2.3.share ownership or beneficial interests in trusts;

7.2.4.professional or personal associations with a Person;

7.2.5.professional associations or relationships with other organizations;

7.2.6.personal associations with other groups or organizations; or

7.2.7.family relationships, including Relatives.

8. Screening Officers

8.1. Screening Officers are employees of the Township of Puslinch and therefore must also abide by the Township's Code of Conduct for Staff.

8.2. 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

- 9.1. 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.).
- 9.2. 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.
- 9.3. 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

- 10.1. All Screening Officers and Hearing Officers shall:
 - 10.1.1. both be and appear to be independent, impartial, and unbiased;
 - 10.1.2. 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;
 - 10.1.3. not represent any Person at a Screening Review or Hearing Review;
 - 10.1.4. not dispute their own Penalty Notices and are expected to pay the Penalty Notice in a timely manner;
 - 10.1.5. not be influenced by partisan interests, public opinion, or by fear of criticism;
 - 10.1.6. not use their title and position to promote their own interests or the interests of others;
 - 10.1.7. discharge their duties in accordance with the law, Township By-laws and AMPS policies, procedures and guidelines in effect from time to time;
 - 10.1.8. 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;
 - 10.1.9. act with integrity, as they are subject to ongoing public scrutiny;
 - 10.1.10. 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;
 - 10.1.11. 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;

- 10.1.12. convey their decisions in plain language, including the reasons therefor where such are required;
- 10.1.13. 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;
- 10.1.14. 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;
- 10.1.15. 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.
- 10.1.16. deal with the matters that come before them in a timely manner and make themselves accessible to those requiring their services; and
- 10.1.17. not knowingly exercise a power or function for which they have not been trained or designated.
- 10.2. 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.
- 10.3. 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

- 11.1. 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.
- 11.2. 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

- 12.1. 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.
- 12.2. 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

- 13.1. Where a real, potential or perceived conflict of interest is reported by a Screening Officer or Hearing Officer, as set out in this Policy:
 - 13.1.1. 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
 - 13.1.2. in the case of a review of a Screening Review or Hearing Review that has commenced:
 - 13.1.2.1. the Screening Officer or Hearing Officer, as the case may be, shall adjourn the review and withdraw from the Power of Decision; and,
 - 13.1.2.2. the Director shall cause the Screening Review or Hearing Review to be recommenced and rescheduled with another Screening Officer or Hearing Officer.
- 13.2. 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.
- 13.3. The Director may consult with anyone necessary, for further guidance in regard to this Policy.
- 13.4. 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

- 14.1. In cases of Policy violation, the Director may investigate and determine appropriate corrective action.

15. Policy Communication

- 15.1. This Policy will be posted on the Township's website.

- 15.2. Affected staff will be advised of the Policy and any major amendments.
- 15.3. This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff.
- 15.4. 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.

DRAFT

Title: Screening and Hearing Officer Appointment

Policy No. 2025-008

Adoption: DATE by Council Resolution No. 2025-XXX

Subject: Administrative Monetary Penalty System

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1. Introduction

- 1.1. 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

- 2.1. 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.
- 2.2. 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

- 3.1. This Policy applies to all Screening Officers, Hearing Officers, and all Township employees involved in the administration of the AMPS program.

- 3.2. All applicable Township Policies, By-laws, Agreements, and Procedures also apply as it relates to AMPS including but not limited to the following:
- 3.2.1. 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.
- 3.2.2. 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.
- 3.3. 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

- 4.1. **“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;
- 4.2. **“AMPS”** means Administrative Monetary Penalty System, established pursuant to the Administrative Monetary Penalty System By-law;
- 4.3. **“Council”** means the Council of the Township;
- 4.4. **“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;
- 4.5. **“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;
- 4.6. **“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;
- 4.7. **“Hearing Review”** means the process related to review of a Screening Decision, as set out in the Administrative Monetary Penalty System By-law;
- 4.8. **“Penalty Notice”** means a penalty notice as described in the Administrative Monetary Penalty System By-law;
- 4.9. **“Person”** includes an individual or a corporation;

- 4.10. **“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;
- 4.11. **“Screening Decision”** means a notice which contains the decision of a Screening Officer, as set out in the Administrative Monetary Penalty System By-law;
- 4.12. **“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;
- 4.13. **“Screening Review”** means the process related to review of a Penalty Notice, as set out in the Administrative Monetary Penalty System By-law; and
- 4.14. **“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;
- 4.15. **“Township”** means The Corporation of the Township of Puslinch;

5. Screening Officer Role

- 5.1. 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.
- 5.2. The key functional responsibilities include:
- 5.2.1. 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
 - 5.2.2. 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

- 6.1. 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.
- 6.2. The key functional responsibilities include authority to:
- 6.2.1. review the Screening Decision, as set out in the Administrative Monetary Penalty By-law;
 - 6.2.2. extend the time to request a review of a Screening Decision, upon proper application, and in accordance with established AMPS policies, procedures and guidelines;

- 6.2.3. 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
- 6.2.4. 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

- 7.1.1. 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

- 7.2.1. 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.
- 7.2.2. The Director will appoint all Screening Officers in writing.

7.3. Revocation of Appointment

- 7.3.1. 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

- 7.4.1. 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

- 8.1. Affected staff will be advised of the Policy and any major amendments.
- 8.2. This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-043

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

1.1. In this By-law:

- 1.1.1. **"Administrative Fee"** means any fee(s) specified in Schedule "C" of this by-law;
- 1.1.2. **"Administrative Penalty"** means an administrative penalty as set out in Schedules "A" and "B" of this by-law;
- 1.1.3. **"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;
- 1.1.4. **"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";
- 1.1.5. **"Director"** means the Director of Corporate Services of the Township, or his/her designate or successor;
- 1.1.6. **"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;
- 1.1.7. **"Hearing Decision"** means the decision of a Hearing Officer, as set out in section 3.3. of this by-law;
- 1.1.8. **"Hearing Non-Appearence 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;
- 1.1.9. **"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;
- 1.1.10. **"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;
- 1.1.11. **"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";
- 1.1.12. **"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";
- 1.1.13. **"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;
- 1.1.14. **"Officer"** means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

- 1.1.15. **“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;
- 1.1.16. **“Penalty Notice”** means a notice as described in section 3.1. of this by-law;
- 1.1.17. **“Penalty Notice Date”** means the date of the contravention;
- 1.1.18. **“Penalty Notice Number”** means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;
- 1.1.19. **“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;
- 1.1.20. **“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”;
- 1.1.21. **“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”;
- 1.1.22. **“Provincial Offences Act”** means the Provincial Offences Act, R.S.O., 1990, c. P. 33;
- 1.1.23. **“Regulation”** means O. Reg. 333/07, made under the Municipal Act, 2001;
- 1.1.24. **“Screening and Hearing Officer By-law”** means the Screening and Hearing Officer By-law of the Township;
- 1.1.25. **“Screening Decision”** means the decision of a Screening Officer, as set out in section 3.2. of this by-law;
- 1.1.26. **“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;
- 1.1.27. **“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;
- 1.1.28. **“Statutory Powers Procedure Act”** means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22;
- 1.1.29. **“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

- 2.1.1. This by-law shall be known as the “Administrative Monetary Penalty System By-law”.

2.2. Administration

- 2.2.1. The Director shall be responsible for the administration of this by-law.

2.3. Delegated Authority

- 2.3.1. The CAO is delegated the authority to:
- 2.3.1.1. 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.
- 2.3.2. The Director is delegated the authority to:
- 2.3.2.1. designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - 2.3.2.2. 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.
- 2.3.3. 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

- 2.4.1. 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

- 2.5.1. 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

- 2.6.1. 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.
- 2.6.2. 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

2.7.1. This by-law shall apply to:

2.7.1.1. Designated By-laws included in Schedule “A” of this by-law; and

2.7.1.2. Designated By-laws included in Schedule “B” of this by-law.

2.8. Application of this By-law

2.8.1. 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.

2.8.2. 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.

2.8.3. 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.

2.8.4. The attached Schedule “C” of this by-law sets out the Administrative Fees imposed for purposes of this by-law.

2.8.5. The Administrative Penalties designated in Schedules “A” and “B” of this by-law, may be dealt with by a Penalty Notice.

2.9. Headings

2.9.1. 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

2.10.1. All references to applicable law are ambulatory and apply as amended from time to time.

3. GENERAL PROVISIONS

3.1. Penalty Notice

3.1.1. 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.

- 3.1.2. 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.
- 3.1.3. 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.
- 3.1.4. 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.
- 3.1.5. A Penalty Notice issued pursuant to Schedule "A" shall include the following information:
- 3.1.5.1. the Penalty Notice Date;
 - 3.1.5.2. the Penalty Notice Number;
 - 3.1.5.3. the license and/or vehicle registration number;
 - 3.1.5.4. the description of the vehicle;
 - 3.1.5.5. the short form wording for the contravention as indicated in Schedule "A";
 - 3.1.5.6. the amount of the Administrative Penalty as indicated in Schedule "A";
 - 3.1.5.7. the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule "A";
 - 3.1.5.8. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - 3.1.5.9. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - 3.1.5.10. the name of the Officer issuing the Penalty Notice.
- 3.1.6. The Penalty Notice issued pursuant to Schedule "B" shall include the following information:
- 3.1.6.1. the Penalty Notice Date;
 - 3.1.6.2. the Penalty Notice Number;
 - 3.1.6.3. the name and address of the Person alleged to have contravened a by-law;
 - 3.1.6.4. the date of birth and/or other official identification of the Person where provided:

- 3.1.6.5. the short form wording for the contravention as indicated in Schedule “B”;
- 3.1.6.6. the amount of the Administrative Penalty as indicated in Schedule “B”;
- 3.1.6.7. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
- 3.1.6.8. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
- 3.1.6.9. the name of the Officer issuing the Penalty Notice.

3.2. Review by Screening Officer

- 3.2.1. A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 3.2.3 of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
- 3.2.2. A Person who is served a Penalty Notice may, in accordance with section 3.2.3 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.
- 3.2.3. 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.
- 3.2.4. 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.
- 3.2.5. 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 3.2.1 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.
- 3.2.6. 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:

- 3.2.6.1. 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;
- 3.2.6.2. the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
- 3.2.6.3. the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
- 3.2.7. 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:
 - 3.2.7.1. 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
 - 3.2.7.2. 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.
- 3.2.8. 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 5.3. of this by-law.
- 3.2.9. 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

- 3.3.1. Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 3.3.3 of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
- 3.3.2. A Person subject to a Screening Decision may, in accordance with section 3.3.3 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.
- 3.3.3. 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.

- 3.3.4. 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.
- 3.3.5. 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 3.3.1 of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
- 3.3.6. 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:
 - 3.3.6.1. 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;
 - 3.3.6.2. the Screening Decision shall be deemed to be affirmed; and
 - 3.3.6.3. the Screening Decision shall not be subject to review.
- 3.3.7. Upon the conclusion of a Hearing, the Hearing Officer may:
 - 3.3.7.1. confirm the Screening Decision; or
 - 3.3.7.2. cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - 3.3.7.3. 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
 - 3.3.7.4. 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.
- 3.3.8. After a Hearing is complete, the Hearing Officer shall issue a Hearing Decision to the Person, and deliver in accordance with section 5.3.

3.3.9. The decision of a Hearing Officer is final.

3.3.10. 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.

3.3.11. 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

4.1. Any Officer may enforce this by-law.

4.2. No Person shall:

4.2.1. 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

4.2.2. obstruct an Officer exercising any authority under this by-law.

4.3. 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:

4.3.1. a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and

4.3.2. 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.

4.4. Any Person who contravenes section 4.2. or 4.3. 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.

4.5. If a corporation has contravened section 4.2. or 4.3. of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

5. SERVICE OF DOCUMENTS

5.1. Service of a Penalty Notice pursuant to section 3.1.1. of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:

5.1.1. affixing it to the vehicle in a conspicuous place at the time of the contravention;

5.1.2. 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;

- 5.1.3. 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
 - 5.1.4. 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.
- 5.2. Service of a Penalty Notice pursuant to section 3.1.2. of this by-law in any of the following ways is deemed effective by:
- 5.2.1. delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - 5.2.2. 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
 - 5.2.3. 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.
- 5.3. Service of any document other than a Penalty Notice may be made by:
- 5.3.1. delivering it personally;
 - 5.3.2. 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;
 - 5.3.3. delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - 5.3.4. by email, to the email address provided by the Owner or Person to whom the documents apply.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.

- 5.7. 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.
- 5.8. 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

- 6.1. 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.
- 6.2. Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 3.1.1. or 3.1.2 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.
- 6.3. Notwithstanding section 6.2. 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.
- 6.4. Notwithstanding section 6.2. 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.
- 6.5. Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 3.1.1. 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.
- 6.6. Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:
- 6.6.1. 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,

- 6.6.2. pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
- 6.7. 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 NSF Fee.
- 6.8. All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.
- 6.9. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
- 6.10. 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.
- 6.11. Where the Person served with a Penalty Notice issued pursuant to section 3.1.1. 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.
- 6.12. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- 6.13. 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.
- 6.14. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

7. ENACTMENT

- 7.1. 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

8. SCHEDULE A – Parking Administrative Penalties

8.1. Designated By-law, Short Form Wordings and Administrative Penalties

- 8.1.1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
- 8.1.2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- 8.1.3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.

Parking By-law 6000-32				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 EARLY PENALTY AMOUNT	COLUMN 5 SET PENALTY AMOUNT
1	9.1	Park in no parking zone	\$35.00	\$45.00
2	9.2	Park within 1 metre of driveway	\$35.00	\$45.00
3	9.3	Park in front of driveway	\$35.00	\$45.00
4	9.4	Park in fire route	\$35.00	\$45.00
5	9.5	Park within 3 metres of fire hydrant	\$35.00	\$45.00
6	9.6	Park left wheels to curb	\$35.00	\$45.00
7	9.7	Park in excess of designated time	\$35.00	\$45.00
8	9.8	Park within prohibited time	\$35.00	\$45.00
9	9.9	Park further than 0.15 metres from curb	\$35.00	\$45.00
10	9.10	Park 2 a.m. to 6 a.m.	\$35.00	\$45.00
11	9.11	Park not within guidelines	\$35.00	\$45.00

12	9.12	Park on highway in excess of 24 consecutive hours	\$35.00	\$45.00
13	9.13	Park on municipal parking lot in excess of 24 consecutive hours	\$35.00	\$45.00
14	9.14	Park in temporary no Parking zone	\$35.00	\$45.00
15	9.16	Park on sidewalk	\$35.00	\$45.00
16	9.17	Park in intersection	\$35.00	\$45.00
17	9.18	Park within 9 metres of intersection	\$35.00	\$45.00
18	9.19	Park in taxicab stand	\$35.00	\$45.00
19	9.20	Park in school bus loading zone	\$35.00	\$45.00
20	9.21	Park in pedestrian crossover	\$35.00	\$45.00
21	9.22	Park within 9 metres of pedestrian crossover	\$35.00	\$45.00
22	9.23	Park in crosswalk	\$35.00	\$45.00
23	9.24	Park within 9 metres of crosswalk	\$35.00	\$45.00
24	9.25	Park opposite boulevard	\$35.00	\$45.00
25	9.26	Park - fail to leave 3 metres of roadway clear	\$35.00	\$45.00
26	9.27	Park roadway side of parked vehicle	\$35.00	\$45.00
27	9.28	Park in bus stop	\$35.00	\$45.00
28	9.29	Park in order to repair, wash or maintain vehicle	\$35.00	\$45.00
29	9.30	Park on bridge	\$35.00	\$45.00
30	9.31	Park - obstruct access ramp	\$35.00	\$45.00
31	9.32	Angle park - not within markings	\$35.00	\$45.00
32	9.33	Park in an accessible parking space	N/A	\$300.00

33	9.34	Park commercial vehicle Between 1 am - 6 am	\$35.00	\$45.00
34	9.35	Park commercial vehicle on municipal parking lot	\$35.00	\$45.00
35	9.36	Park within 15 metres of Railroad crossing	\$35.00	\$45.00
36	9.37	Park in designated parking space - no permit	\$35.00	\$45.00
37	9.38	Park - interfere with snow removal	\$35.00	\$45.00
38	9.39	Park -interfere with traffic	\$35.00	\$45.00
39	9.40	Park facing wrong way on one way street	\$35.00	\$45.00
40	9.41	Park further than 0.15 metres from curb on 1 way street	\$35.00	\$45.00
41	9.42	Park vehicle on boulevard	\$35.00	\$45.00
42	9.43	Non electric vehicle parked in an electric vehicle space	\$35.00	\$45.00
43	9.44	Electric vehicle parked in electric vehicle space not charging	\$35.00	\$45.00
44	9.45	Park prevent removal of another vehicle	\$35.00	\$45.00
45	9.46	Park on a curve	\$35.00	\$45.00
46	9.47	Park on private property without consent	\$35.00	\$45.00
47	9.48	Stop in no stopping zone	\$35.00	\$45.00
48	9.49	Stop - roadway side of parked vehicle	\$35.00	\$45.00
49	9.50	Stop within 9 metres of intersection	\$35.00	\$45.00
50	9.51	Stop in bus stop	\$35.00	\$45.00
51	9.52	Stop in school bus loading zone	\$35.00	\$45.00
52	9.53	Stop with left wheels to curb	\$35.00	\$45.00

53	9.54	Stop on sidewalk	\$35.00	\$45.00
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9. SCHEDULE B – NON-PARKING ADMINISTRATIVE PENALTIES

9.1. Designated By-law, Short Form Wordings and Administrative Penalties

- 9.1.1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
- 9.1.2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- 9.1.3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.
- 9.1.4. The penalties shown in Column 5 in the following tables set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where an officer determines that a Person names in a Penalty Notice has received a Penalty Notice previously for the same offense and such Penalty Notice has been confirmed.

Entrance By-law 032/2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7.1	Cause or permit construction of a new entrance without permit.	\$500.00	\$1000.00
2	Section 7.2	Cause or permit construction of curbs, gutters or other permanent works without permit.	\$500.00	\$1000.00
3	Section 7.3	Cause or permit the paving of a new or existing entrance without permit.	\$500.00	\$1000.00
4	Section 7.4	Change the design or location of an existing entrance without permit.	\$500.00	\$1000.00
5	Section 7.5	Use an existing entrance for use other than original, present or normal use without permit.	\$500.00	\$1000.00
6	Section 7.6	Fail to comply with a term or condition of permit.	\$500.00	\$1000.00

7	Section 7.7	Provide false information to an officer or Director of Public Works.	\$900.00	\$900.00
8	Section 7.8	Hinder or obstruct an Officer or Director of Public Works.	\$900.00	\$900.00
9	Section 9.4	Fail to comply order.	\$1000.00	\$1000.00

Heavy Vehicles By-law 032/2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Move, drive or operate a heavy vehicle on a prohibited route	\$450.00	\$900.00

Kennel and Dog Licensing By-law 024-2021				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.2	Keep more than 3 dogs per dwelling unit / 5 dogs per property	\$200.00	\$400.00
2	Section 2.4	Keep/harbour dog without valid tag	\$150.00	\$300.00
3	Section 2.6.1	Affix tag to unregistered dog	\$150.00	\$300.00
4	Section 3.7	Fail to display License in conspicuous place	\$300.00	\$600.00
5	Section 5.1	Permit dog to run at large	\$100.00	\$200.00
6	Section 5.4	Fail to remove dog excrement	\$100.00	\$200.00
7	Section 7.1	Operate kennel without a license	\$400.00	\$800.00
8	Section 12.1	Permitting Dogs outdoors – 8:00 p.m. to 7:00 a.m.	\$100.00	\$200.00
9	Section 16.3	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

Publicized Displays By-law 008/2022

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 6(a)	Assemble or permit the assembly of a Publicized Display without a Permit.	\$500.00	\$1000.00
2	Section 6(b)	Assemble or permit the assembly of a Publicized Display not in compliance with imposed conditions.	\$500.00	\$1000.00
3	Section 6(c)	Provide false information to the Township.	\$500.00	\$1000.00
4	Section 25	Fail to comply with an Order issued under Section 24.	\$700.00	\$700.00
5	Section 31	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

Road Activity By-law 2023-058				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 9.a.	Permits oils, chemicals or substances to be deposited or spilled on a Highway	\$300.00	\$600.00
2	Section 9.b.	Deposits snow or ice on a Highway	\$300.00	\$600.00
3	Section 9.c.	Deposits Refuse on a Highway	\$300.00	\$600.00
4	Section 9.d.	Encumbers or damages a Highway	\$500.00	\$1000.00
5	Section 9.e.	Permits or allows refuse to be blown from private property onto a Highway	\$300.00	\$600.00
6	Section 9.f.	Obstructs a drain, gutter or water course along or upon a Highway	\$300.00	\$600.00

7	Section 9.g.	Walks upon, rides, drives, or loads an animal, or moves, drives, runs or propels a vehicle upon, over or across a newly constructed Sidewalk or pavement before it has been opened for use by the public	\$200.00	\$400.00
8	Section 9.h.	Cause any Refuse material to be thrown or piled on a Highway, saw or split firewood upon a Highway, or permit it to remain longer than necessary	\$300.00	\$600.00
9	Section 9.i.	Place any merchandise or article upon a Highway or outside a building so that the same projects over any part of the Highway	\$300.00	\$600.00
10	Section 9.j.	Move a Vehicle with cleats, flanges, tracks or rollers along the traveled portion of the Highway	\$500.00	\$1000.00
11	Section 9.k.	Remove a barricade or notice, or enter upon a Highway that is temporarily closed	\$500.00	\$1000.00
12	Section 9.l.	Remove a barricade, sign or light placed around any construction on a Highway	\$500.00	\$1000.00
13	Section 9.m.	Allow a trees, shrub, sapling, hedge or any other plant to extend over or upon a Highway.	\$300.00	\$600.00
14	Section 9.n.	Breaks, digs up, destroy or damage the sod or grass of a boulevard, fence or railing erected to protect the boulevard	\$300.00	\$600.00

15	Section 9.o.	Erect a fence or wall or plant a hedge upon a Highway	\$300.00	\$600.00
16	Section 9.p.	Interfere with any municipal structure affixed or placed upon a Highway.	\$500.00	\$1000.00
17	Section 9.q.	Permit any flood light to illuminate the Highway	\$200.00	\$400.00
18	Section 9.r.	Haul earth, sand, stone, or other substance upon a Highway, load a vehicle or drive a vehicle as to permit the contents to fall or spill on the Highway	\$500.00	\$1000.00
19	Section 9.s.	Bring a Vehicle upon a Highway with mud, clay, lime, fertilizer, manure attached to the wheels	\$500.00	\$1000.00
20	Section 9.t.	While hauling earth, sand, stone or other substance, loads or drives so as to damage a Highway	\$500.00	\$1000.00
21	Section 9.u.	Owner fails to obtain a Haul Route Permit	\$700.00	\$1400.00

Sign By-law 062-2024				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 5.1(d)	Install, Display or Alter, or repair a Sign without a Permit.	\$500.00	\$1000.00
2	Section 5.1(e)	Install, Display or Alter, or repair a Sign except in accordance with approved plans and drawings	\$500.00	\$1000.00
3	Section 5.1(r)	Fail to dim or turn off an Illuminated Sign within 30m of a Residential Use between Sunrise and Sunset	\$300.00	\$600.00
4	Section 5.1(t)	Fail to maintain a Sign in a proper state of repair	\$300.00	\$600.00

5	Section 8.5(a)	Hinder or obstruct, or attempt to hinder or obstruct an Officer	\$900.00	\$900.00
6	Section 8.5(d)	Failure to comply with an Order issued under this By-law	\$700.00	\$700.00
Site Alteration By-law 2023-057				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1(a)	Conduct/undertake/cause/permit or carry out Site Alteration without approval.	\$900.00	\$1800.00
2	Section 3.1(b)	Have/allow to remain fill on property without permit.	\$900.00	\$1800.00
3	Section 3.4(a)	Conduct/undertake/cause/permit or carry out Site Alteration affecting surface water/groundwater.	\$900.00	\$1800.00
4	Section 3.6(a)	Conduct/undertake/cause/permit/ or carry out Site Alteration resulting in Unapproved Grade.	\$900.00	\$1800.00
5	Section 3.7(a)	Conduct/undertake/cause/permit or carry out Site Alteration resulting in adverse effect.	\$900.00	\$1800.00
6	Section 3.9(a)	Submit/cause/permit an application containing misleading or false information.	\$900.00	\$1800.00
7	Section 7.4(b)	Provide false information to inspector or Designated Official	\$900.00	\$1800.00
8	Section 7.4(c)	Hinder/obstruct/attempt to obstruct Designated Official/Inspector/person in the discharge of duties.	\$900.00	\$900.00
9	Section 7.5(a)	Fail to obey order	\$1000.00	\$1000.00

Swimming Pool Enclosure By-law 2018-018				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2 (1)	Own/excavate/install/construct pool without Permit.	\$500.00	\$500.00
2	Section 2 (2)	Own/place water in pool without final inspection.	\$300.00	\$300.00

3	Section 2 (3)	Own/erect/install pool enclosure not in accordance with by-law and approved plans.	\$300.00	\$300.00
4	Section 2 (4)	Fail to maintain pool enclosure in good repair.	\$300.00	\$300.00
5	Section 2 (5)	Fail to lock pool enclosure gate.	\$300.00	\$300.00
6	Section 2 (6)	Fail to close and lock lid of hot tub/whirlpool/spa”	\$300.00	\$300.00
7	Section 8 (5)	Hinder or obstruct,or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

10. SCHEDULE C – ADMINISTRATIVE FEES

ITEM	FEE
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Parking By-laws)	\$25
Late Payment Fee (Non-parking By-laws)	25% of set penalty amount

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-044

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

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:

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1. TITLE

1.1. This By-law shall be known and cited as the “Screening and Hearing Officer By-law”

2. DEFINITIONS

2.1. For the purposes of this By-law:

2.1.1. “Administrative Penalty” means an administrative penalty imposed for a contravention of a Designated By-law, as set out in the Administrative Penalty By-law;

2.1.2. “Administrative Penalty By-law” means the Administrative Penalty By-law of the Township, as amended from time to time, or any successor thereof;

2.1.3. “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;

2.1.4. “Council” means the Council of the Township;

2.1.5. “Designated By-law” means any provision of a Township by-law to which the Administrative Penalty By-law applies, as designated therein;

2.1.6. “Director” means the Direct of Corporate Services of the Township / Municipal Clerk, or his/her designate or successor;

2.1.7. “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;

2.1.8. “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;

2.1.9. “Person” includes an individual or a corporation;

2.1.10. “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;

2.1.11. "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:

2.1.11.1. in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and

2.1.11.2. in the case of a Hearing Officer, in respect of a review of a Screening Decision;

2.1.12. "Regulation" means O. Reg. 333/07, made under the Municipal Act, 2001, as amended from time to time, or any successor thereof;

2.1.13. "Relative" includes any of the following persons:

2.1.13.1. spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;

2.1.13.2. Parent or legal guardian;

2.1.13.3. child, including a stepchild and grandchild;

2.1.13.4. siblings and children of siblings;

2.1.13.5. aunt, uncle, niece and nephew;

2.1.13.6. in-laws, including mother, father, sister, brother, daughter and son; or

2.1.13.7. any person who lives with the person on a permanent basis

2.1.14. "Screening Decision" means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;

2.1.15. "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;

2.1.16. "Spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage; and

2.1.17. "Township" means The Corporation of the Township of Puslinch.

3. SCREENING OFFICER

3.1. 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.

- 3.2. 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.
- 3.3. Screening Officer(s) shall be appointed by the Director, in accordance with the Policy for Appointment of Screening and Hearing Officers.

4. HEARING OFFICER

- 4.1. 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.
- 4.2. 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.
- 4.3. Hearing Officer(s) shall be appointed by the Director, in accordance with the Policy for Appointment of Screening and Hearing Officers.
- 4.4. 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.
- 4.5. Notwithstanding Subsection 4.4, the Director may revoke the appointment of a Hearing Officer at any time, if the Hearing Officer:
 - 4.5.1. is found to have contravened any applicable Township policy relating to the administration of the Administrative Penalty system;
 - 4.5.2. is found to have contravened any other requirement of the appointment; or
 - 4.5.3. at any time during the appointment becomes ineligible for appointment.
- 4.6. A Hearing Officer shall be remunerated at a rate as established by the Director from time to time.
- 4.7. A Hearing Officer is deemed not to be an employee of the Township.

5. ELIGIBILITY

- 5.1. The following persons are not eligible for appointment as a Screening Officer or a Hearing Officer:
 - 5.1.1. a member of Council, Committee, or Local Board or relative thereof;

5.1.2. a Relative of a member of Council, Committee, or Local Board or relative thereof;

5.1.3. a person indebted to the Township, other than:

5.1.3.1. in respect of current property taxes; or

5.1.3.2. pursuant to an agreement with the Township, where the person is in compliance with the terms thereof.

5.2. In addition to the above, Township employees or relatives are not eligible for appointment as a Hearing Officer.

6. GENERAL

6.1. A Screening Officer or a Hearing Officer shall have no authority to further delegate his/her powers or duties.

6.2. 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.

6.3. 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.

6.4. 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.

6.5. 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.

6.6. 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. INTERPRETATION

7.1. 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.

- 7.2. 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.
- 7.3. 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.
- 7.4. This by-law shall be read with all changes in gender or number as the context requires.
- 7.5. References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.
- 7.6. The words “include”, “includes”, “including” are not to be read or interpreted as limiting the words, phrases, or descriptions that precede it.
- 7.7. 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. CONFLICT AND TRANSITION

- 8.1. 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.
- 8.2. 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.
- 8.3. 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

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-045

Being a By-law to amend various Township By-laws for the purposes of enacting and enforcing an administrative monetary penalty system within the Township of Woolwich

Whereas the Council of The Corporation of the Township of Puslinch enacted By-law Number 2025-043 on April 16, 2025, being the Administrative Monetary Penalty System By-law within the Township; and

Whereas the Council of The Corporation of the Township of Puslinch considers it desirable and necessary to amend the Township's by-laws to designate such by-laws to which the Administrative Monetary Penalty System By-law applies to allow for Administrative Penalties and Administrative Fees for the designated Township by-laws set out herein; and

Whereas it is deemed expedient to amend various Township By-laws;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH HEREBY ENACTS AS FOLLOWS:

1. Section 3 of By-law 032/2020, [JN1] is hereby amended by repealing and replacing the section as follows:

3.0 DEFINITIONS

In this By-law:

"Administrative Monetary Penalty System By-law" means the Administrative Monetary Penalty System By-law of the Township, as amended from time to time, or any successor thereof;

"Apron" means the transition between a private driveway and a public road.

"Boulevard" means that portion of the highway, paved or unpaved between the Township property line and the Curb line but does not include the sidewalk.

"Bridge" means a public bridge forming part of a highway or on, over or across which a highway passes.

"Commercial Entrance" means an entrance opening on to a Township road from a property being used for a commercial use as defined in By-law 023/18 Comprehensive Zoning By-law.

"County" means The Corporation of the County of Wellington.

"County Road" means all common and public highways within the geographical limits of the Township of Puslinch where the County of Wellington has jurisdiction.

"Culvert" means a structure that allows water to flow under a road, railroad, trail, or similar obstruction from one side to the other.

"Daylight Triangle" means area directly adjacent to vehicular intersection and may include central median areas of roadways.

"Designated Provision" means any section of this By-law designated in accordance with section 10.7;

"Director of Public Works" means the Director of the Township of Puslinch Public Works Department or their Designate.

“Driveway” means an approved area of the private property intended and used for the ingress and egress of vehicles onto a public road.

“Entrance” means an area of ingress and egress to a privately or publicly owned parcel from a Township of Puslinch road.

“Entrance Permit” means a permit issued by the Director of Public Works, Parks, and Facilities or designate of the Township of Puslinch.

“Field and Woodlot Entrance” means an entrance opening onto a Township Road. It may be used for access to farm fields and woodlots.

“Farm Entrance” means an entrance opening onto a Township Road. It may be used for access to barns, out buildings, or farm residences. A farm is defined as a holding of arable land of more than 4 hectares.

“Industrial Entrance” means an entrance opening on to a Township Road from a property being used for an industrial use as defined in By-law 023/18 Comprehensive Zoning By-law.

“Minimum Sight Distance” means the distance measured from the centre line of the entrance at a height of 1.05 meters above grade, which represents the driver’s eye level, and at an offset of 3.0 meters from the edge of pavement, to a point on the centre of the upstream and downstream lane of the Township road at height of 1.05 meters, which represents the object height.

“Officer” means a Person employed by the Township to perform the duties of enforcing By-laws and appointed by Council as a Municipal Law Enforcement Officer;

“Owner” means the Person that is the owner of the property abutting the Township road that is accessed by an entrance.

“Primary Entrance” means the main entrance opening onto a Township road from each lot of record.

“Public Entrance” means an entrance opening onto a Township road from a registered subdivision, Plan of Vacant Land Condominiums, un-assumed roads, public place, public road, or street.

“Public Place” means any place to which the public have access as of right or by invitation, express or implied.

“Public Road” means all common and public highways, any part of which is intended for or used by the general public for the passage of vehicles and pedestrians and includes the area between the lateral property lines thereof.

“Residential Entrance” means an entrance opening onto a Township Road from a residence.

“Secondary Entrance” means all entrances other than the primary entrance opening onto a Township Road.

“Temporary Entrance” means an entrance opening into a Township road that provides access to property for a limited period, not to exceed 6 months, for the purpose of construction, repairs or improvements to that property or to facilitate a stages development.

“Traffic Channelization” means the use of secondary roads during road construction.

2. By-law 032/2020, [JN2] is hereby amended by adding the following sections thereto:

7.0 PROHIBITIONS

- 7.1 No person shall cause or permit the construction of a new entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.2 No person shall cause or permit the construction of curbs, gutters or other permanent works related to an entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.3 No person shall cause or permit the paving of a new or existing entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.4 No person shall change the design or location of an existing entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.5 No person shall use an existing entrance for any use other than its original, present, or normal use on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.6 No Person shall fail to comply with a term or condition of a Permit.
- 7.7 No person shall provide false information in any statement, whether orally, in writing or otherwise, made to an Officer or Director of Public Works.
- 7.8 No person shall hinder or obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer and/or the Director of Public Works in the lawful exercise of a power or duty under this by-law.

8.0 ENTRY AND INSPECTION

- 8.1 An Officer or Director of Public Works may, at any reasonable time, enter and inspect any property to determine:
 - i. Whether there is compliance with this By-law;
 - ii. Whether the conditions of an approved Entrance Permit are being adhered to;
 - iii. Whether there is compliance with any order made under this by-law.
- 8.2 Every Person who is alleged to have contravened any of the provisions of this By-law shall identify themselves to an Officer or Designated Official upon request, failure to do so shall be deemed to have hindered or obstructed an Officer or Designated Official in the execution of their duties.

9.0 ENFORCEMENT

- 9.1 This By-law may be enforced by Officers and the Director of Public Works. Without limiting/restricting any other power, duty or function granted by this By-law, Officers and the Director of Public Works may: give verbal or written direction, issue an Order to discontinue or to perform work.
- 9.2 An order may include but is not limited to:
 - i. Immediately desist from the activity constituting or contributing to such contravention; and
 - ii. Take immediate action to mitigate and/or remediate the impacts of the activity; and
 - iii. Obtain an Entrance Permit
- 9.3 Orders issued by an Officer or the Director of Public Works under this By-law may be served as follows:
 - i. Personally;
 - ii. By registered mail, shall be deemed to have been served on the Person on the fifth (5th) day after the mailing of the order;

- iii. A placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order.
- 9.4 No Person shall fail to comply with an order issued under this By-law.
- 9.5 Where a contravention of this By-law occurs, the Owner of the Property is presumed to have permitted the contravention to occur, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.
- 10.0 PENALTY AND OFFENCE
- 10.1 Every Person who contravenes:
- i. any provision of this By-law;
 - ii. a Condition of a Permit issued under this By-Law; and/or
 - iii. an Order issued under this By-law, is guilty of an offence and upon conviction is liable to the penalties provided for in this By-law and provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- 10.2 If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.
- 10.3 Every Person who is guilty of a non-continuing offence under this By-law shall be subject to the following penalties:
- i. Upon a first conviction under this By-law, to a fine of not less than \$500 and no more than \$50,000 per offence;
 - ii. Upon a second or subsequent conviction under this By-law, to a fine of not less than \$500 and not more than \$100,000 per offence.
- 10.4 Every Person who is guilty of a continuing offence under this By-law shall upon conviction be subject to a fine of not less than \$500 and not more than \$10,000 for each day or part of a day that the offence continues up to a maximum of \$100,000 per continuing offence.
- 10.5 When a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction thereafter may, in addition to any other penalty or remedy imposed on the Person convicted, make an Order:
- i. prohibiting the continuation or repetition of the offence by the Person convicted; and/or
 - ii. requiring the Person convicted to remove material from, repair or rehabilitate, at the convicted Person's expense, a property or undertaking to achieve compliance with this By-law within such reasonable time as the Court orders.
- 10.6 The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.
- 10.7 Section 7 of this By-law is hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.
- 10.8 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.
- 10.9 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.
- 10.10 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the

Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 10.8.

3. Section 1 of By-law 024-2021,^[JN3] is hereby amended by adding the following definitions thereto:

“Administrative Monetary Penalty System By-law” means the Administrative Monetary Penalty System By-law of the Township, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this By-law designated in accordance with section 16.12

Section 1 of By-law 024-2021, is hereby amended to repeal and replace the following definitions thereto:

~~OWNER: shall mean the person who is the registered owner of the property on which a Kennel is located;~~

OWNER: shall mean any person, group of persons, partnership or corporation who possesses or harbours Dogs; “owns” or “owned”, shall have a corresponding meaning, and shall include a person or persons who are temporarily the keeper of animals and where the Owner is a minor, the person responsible for the custody of the minor;

4. By-law 024-2021,^[JN4] is hereby amended, by adding the following sections thereto:

Administrative Monetary Penalties

16.12 Sections 2, 3, 5, 7 12 and 16 inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

16.13 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

16.14 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

16.15 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

5. By-law 063-2021^[JN5], is hereby amended, by adding the following sections thereto:

5.2 Section 2, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

5.3 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

5.4 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

5.5 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty

under Section 44.2.

6. By-law 6001-24^[JN6], is hereby amended, by adding the following sections thereto:

10.3 Sections 3,4,6 and 8, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

10.4 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

10.5 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

10.6 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

7. By-law 6000-23^[JN7] is hereby amended, repealing and replacing Section 4.1 as follows:

a) Sections 9 and 10, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

b) Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

c) All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

d) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

8. By-law 008/2022^[JN8] is hereby amended, by adding the following sections thereto:

35. Sections 6, 25 and 31, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

36. Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

37. All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

38. Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

9. By-law 008/2022, is hereby amended, by amending the following sections thereto:

Part 15 – SCHEDULES

~~35- 39.~~ Schedule “A” (Short Form Wording and Set Fines) and Schedule ‘B’ (Publicized Display Application Form) attached hereto do not form part of this By-law.

10. By-law ~~2023-058~~^[JN9], is hereby amended, by adding the following sections thereto:

45. Sections 9, 35 and 41, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

46. Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

47. All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

48. Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

11. By-law ~~2023-058~~^[JN10], is hereby amended, by amending the following sections thereto:

PART 11 - SCHEDULES

~~45- 49.~~ Schedule “A” (Short Form Wording and Set Fines) attached hereto do not form part of this By-law.

PART 12 – EFFECTIVE DATE

~~46- 50.~~ This by-law shall come into effect on February 7, 2024.

12. By-law ~~2024-062~~^[JN11], is hereby amended, by adding the following sections thereto:

11.6 Sections 5 and 8, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

11.7 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

11.8 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

11.9 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

13. By-law ~~2023-057~~^[JN12], is hereby amended, by adding the following sections thereto:

Administrative Monetary Penalties

(e) Sections 3 and 7, inclusive of all subsections thereunder, of this By-law are

hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

(f) Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

(g) All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

(h) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

14. By-law [2018-018][JN13], as amended, is hereby amended, by adding the following sections thereto:

Administrative Monetary Penalties

(8) Sections 2 and 8, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

(9) Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

(10) All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

(11) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 44.2.

15. This by-law shall come into effect on August 5, 2025.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF APRIL, 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk



REPORT ADM-2025-015

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: April 16, 2025

SUBJECT: 2025 Priority Properties Intention to Designate

RECOMMENDATION

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

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

(Municipally known as)

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

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

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

Purpose

In accordance with Section 29 of the *Act*, the Council of the municipality is required to state its intention to designate a property or properties prior to bringing forward the designation by-law(s). The purpose of this report is to seek Council's direction related to the intention to designate the properties listed as Schedule "A" through "I" to this report. The list of properties was identified as priority properties by Township Council at its December 13, 2023 (8 Brock Road North), and September 3, 2024 (remaining properties). 8 Brock Road North is included in this report due to an error identified in the property's 2024 Designation By-law.

Background**2025 Heritage Designation Process**

In the chart below, staff have identified the steps completed to date highlighted in green as well as future steps and associated dates highlighted below in grey.

Designation Process Milestone	Date
Notice of Priority Property (Complete)	September 5, 2024
Site Visits (Complete)	October 8, 2024 October 15, 2024 October 24, 2024 February 6, 2025
2025 Open House (Complete)	November 6, 2024
Peer Review of Statements of Cultural Heritage Value and/or Interest (Complete)	December 2024-March 2025
Council States Intention to Designate (Current step)	April 16, 2025
Notice of Intention to Designate	April 16, 2025
Objection Deadline (30 days from Notice of Intention to Designate)	May 16, 2025
Council consideration of Designation By-laws where no objection is received (First Council meeting following 30 day objection period)	May 28, 2025
Final day to pass Designation By-law (120 days from Notice of Intention to Designate)	August 15, 2025

Financial Implications

The cost for advertisements as required by the *Act*, were approved as part of the Township's 2024 Budget and Council at its meeting on September 3, 2024 authorized pre-budget approval in the amount of \$13,910 to be funded from the Corporate Legal Contingency Discretionary Reserve for the registration of the designation by-laws on title as required by the *Act*.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18

Bill 23, More Homes Built Faster Act, 2022

Engagement Opportunities

1. Print Notices;
2. Notice on the Township website in accordance with the Alternate Notice Policy;
3. Additional information on the Township Heritage webpage to spotlight newly designated properties (when applicable).

Attachments

Schedule A – 4422 Wellington Road 32 – Draft Notice of Intention to Designate

Schedule B – 6710-6714 Wellington Road 34 – Draft Notice of Intention to Designate

Schedule C – 4048 Sideroad 20 South – Draft Notice of Intention to Designate

Schedule D – 7735 Leslie Road West – Draft Notice of Intention to Designate

Schedule E – 8 Brock Road North – Draft Notice of Intention to Designate

Schedule F – 68 Brock Road North – Draft Notice of Intention to Designate

Schedule G – 845 Watson Road South – Draft Notice of Intention to Designate

Schedule H – 596 Arkell Road – Draft Notice of Intention to Designate

Schedule I – 86 Farnham Road – Draft Notice of Intention to Designate

Respectfully submitted,

Reviewed by:

**Laura Emery,
Communications and Committee
Coordinator**

**Justine Brotherston,
Interim Director of Corporate
Services/Municipal Clerk**

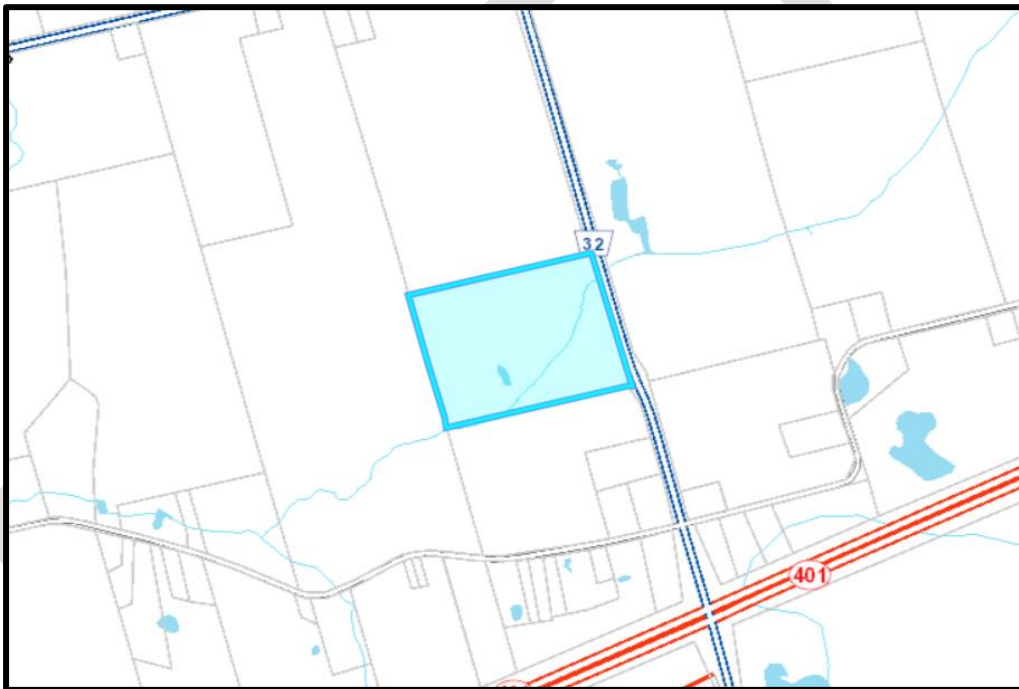


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 4422 Wellington Road 32, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 4422 Wellington Road 32, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Pt Lot 5, Concession 2 Township of Puslinch, Part 2, 61R4571; Township of Puslinch, municipally known as at 4422 Wellington Rd 32, Puslinch.



(Key Map Showing Location of 4422 Wellington Rd 32, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property located at 4422 Wellington Road 32, Puslinch meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

The property located at 4422 Wellington Road 32 retains cultural heritage value in its Gothic “Ontario House” architectural design, and in its historical association with Irish immigration to the Puslinch lake area of the Township, specifically that of the Barrett

family. It is also associated with Roman Catholic missions at Puslinch Lake. It is contextually associated with neighbouring Barrett heritage properties and with Puslinch Lake.

Design Value:

The property is a representative example of a c. 1870 one-and-a-half-storey Gothic "Ontario House" T-style residence in fieldstone covered with plaster. This Gothic "Ontario House" style predominated residential vernacular architecture in Puslinch Township from the late 1850s to the 1880s. Features present in the structure at 4422 Wellington Road 32 that are characteristic of this style include a three bay facade with a central entrance door and single vertical windows centred in the other two bays. The roof is end gabled with a centred peaked gable over a Gothic window that lights the second half-storey. An interior stone masonry chimney is at each gable end. Side facades show two windows placed symmetrically on each floor. The rear of the house has a one and one-half story kitchen tail extension creating a cross-gabled roofline. In later years a sunroom addition was constructed at the former front entranceway and the house entrance was reoriented to the kitchen tail.

Historical/ Associative Value:

The lot was originally owned by John Barrett, who had purchased Lots 2 and 5, Concession 2, when he immigrated from Ireland in the 1830s. He deeded Lot 5 to his son-in-law Charles Barrett who built the residence c. 1870. The Barrett family was one of a few Irish Roman Catholic families in the area adjacent to Puslinch Lake and were active in the Roman Catholic mission that was set up on Big Island in Puslinch Lake. The Barrett family housed the Catholic Priest who attended the mission.

Contextual Value

The property is contextually associated with the former property of John Barrett on Lot 2, Front Concession 2; 6527 Ellis Road, and with Big Island, Puslinch Lake.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4422 Wellington Rd 32:

Charles Barrett House

- All original extant door and window fenestration
- Fieldstone walls
- Height, scale, and massing of original one and one half storey "Ontario House" structure

It is intended that non-original features may be returned to document earlier designs or to their document original without requiring Council to amend the designating by-law.

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

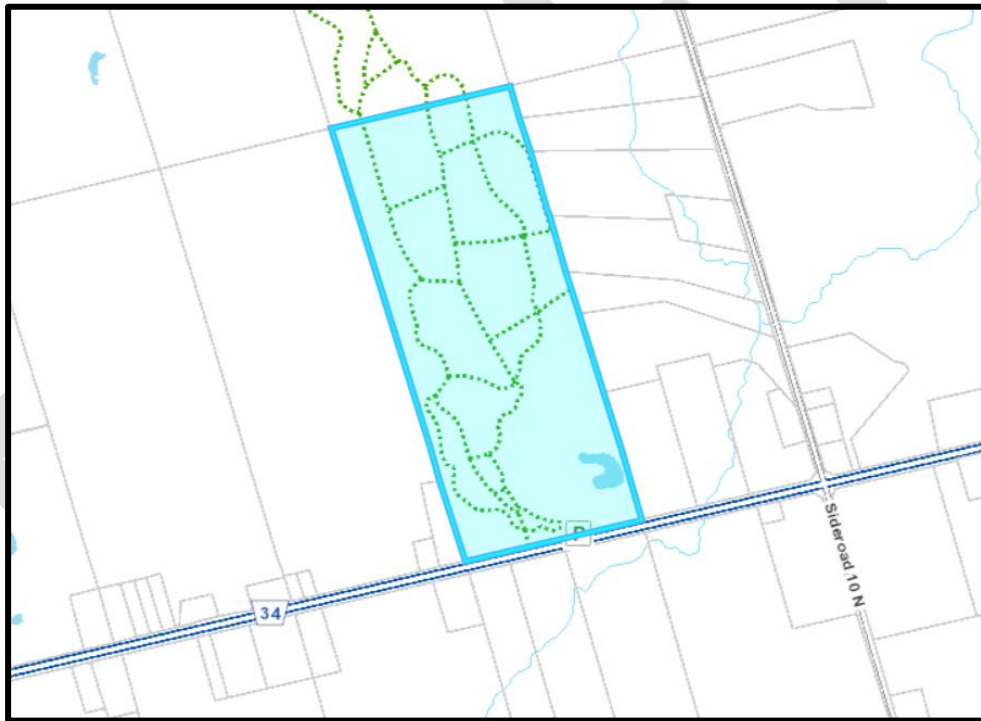


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 6710-6714 Wellington Road 34, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate 6710-6714 Wellington Road 34, Puslinch, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Part Lot 10 Concession 3 Puslinch, Part 1 Plan 61R-21622 & Parts 9 & 13 Plan 61R20345; Township of Puslinch, municipally known as 6710-6714 Wellington Rd 34, Puslinch.



(Key Map Showing Location of 6710-6714 Wellington Rd 34)

Short Statement of Cultural Heritage Value or Interest

The property located at 6710-6714 Wellington Road 34, Puslinch, meets the requirements for heritage designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

The property holds architectural value as an early extant stone cottage. It is historically associated with the Robert Little family who settled the property and farmed it for over a century. It is also associated with cheese production in Puslinch Township. The property is contextually related to other heritage properties in the Third Concession and the Puslinch Lake area, and with the County of Wellington Green Legacy Project.

Design Value:

The property represents a rare and early one and one-half-storey fieldstone, side gabled Ontario cottage style residence in Puslinch Township. Both front and rear facades have 3 bays with a central door bracketed by single symmetrical windows. Extremely large rough cut granite stones serve for quoins and foundations and the stone walls are coursed with smaller limestone and granite pieces parged and scored with lime mortar. All windows and doors with the exception of an upper window in the south facade have cut stone soldier lintels. The roof features large cornice returns. The structure was built in the early 1860s, replacing a log house. A much larger one and one-half storey stuccoed addition was built onto the south side of the cottage sometime in the 1870s-1880s but was demolished in the early twentieth century. The original stone cottage remnant was retained.

Historical/Associative Value:

The current property on Lot 9, Concession 3, was purchased from the Crown by Robert Little, an immigrant from Tyrone, Ireland, who arrived in the Township in 1839. Robert resided in this house while successfully operating a cheese factory situated on Rear Concession 2. It was the first cheese factory in Wellington County and the only one in Puslinch Township. The property was inherited by his son James who continued to farm the 200 acres. The Little family was active in local politics serving as Township councillors, magistrates and school trustees.

In the 1940s John Robert Little, grandson of Robert Little, donated the property to the County of Wellington to both honour his family and other settlers of Puslinch Township and to foster reforestation in the Township.

Contextual Value:

The property is located in an area of several other residences that retain cultural heritage value and dating back to the period of the construction of the Robert Little house in the early 1860s.

As part of its Green Legacy Program, the County of Wellington has established its tree nursery operation on this site. This tree nursery is the largest municipal tree planting programme in North America. The cottage serves as the headquarters for this operation. The property is also contextually associated with the County of Wellington Little Tract hiking trail that traverses part of the original Little 200 acres.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6710-6714 Wellington Road 34:

Robert Little House

- Original door and window fenestration
- Original foundation
- Stone used for exterior walls, quoins and lintels
- Height, scale, and massing of original one storey residence

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

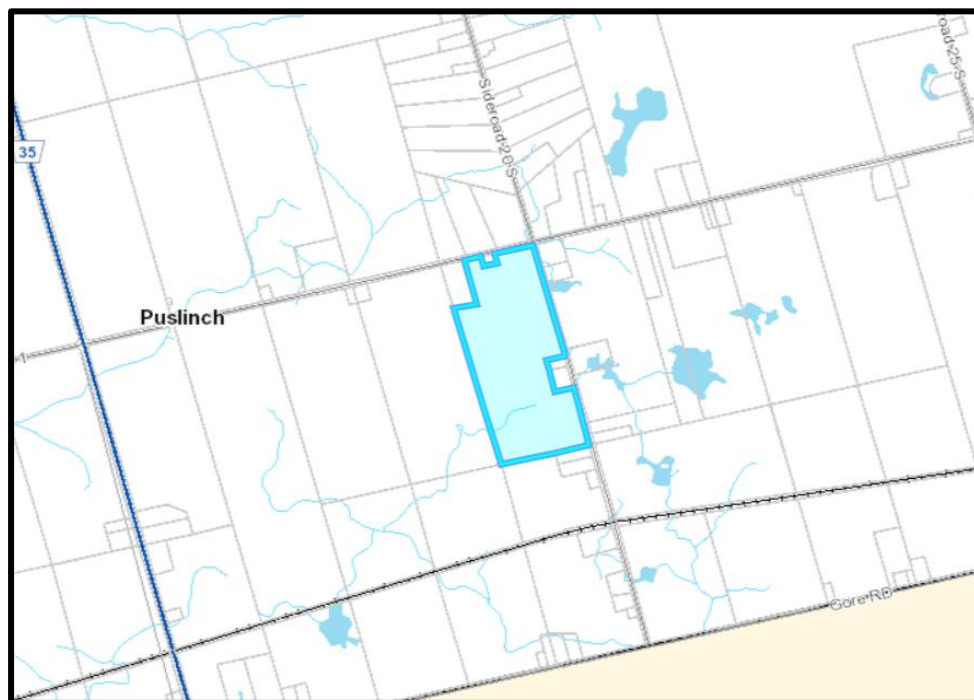


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 4048 Sideroad 20 South, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 4048 Sideroad 20 South, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Gore Rear Part Lot 20, municipally known as at 4048 Sideroad 20 South, Puslinch.



(Key Map Showing Location of 4048 Sideroad 20 S, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property located at 4048 Sideroad 20 South, Puslinch, Puslinch meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

This property includes a residence built in 1874 for Donald Stewart. It retains cultural heritage design value as an outstanding example of vernacular architecture in the Gothic “Ontario House Style”. Historically it is associated with Scottish settlement along the Gore line in Puslinch Township, and in particular with the Donald Stewart family.

Contextually the property is part of a landscape of several nineteenth century stone residences built on Gore Road by or for Scottish immigrants.

Design Value:

The property includes an 1874 granite and limestone residence that is an outstanding example of the Gothic "Ontario House" "t-shape" vernacular architecture rendered in local fieldstone with decorative wood features and trim. This architectural form predominated in Puslinch Township from the late 1850s to the 1880s. In keeping with this architectural style the residence form is a three bay facade with a one and one-half storey side-gabled roof. A centred peaked gable on the upper half storey has a gothic window. A cross-gabled single storey kitchen tail extends at the rear. The front facade central entrance door has a transom and sidelights, and single vertical windows in each side bay. Side walls have vertical windows placed symmetrically above one another, two on each floor.

Notable masonry includes the front facade of large granite and limestone blocks laid in courses with Aberdeen bond pins, and large limestone quoins at the corners. All fenestration has carved stone lintels with keystones, and limestone slab sills, with the exception of the central gabled gothic window that is surrounded by a limestone voussoir.

Notable exterior decorative woodwork includes a covered entry porch that spans the width of the ground floor of the house with spandrels, brackets, spool drops and trelliage on support posts. The central gable bargeboard is a scroll pattern with a lance shaped finial at the peak.

These distinctive elements showcase the craftsmanship and attention to detail characteristic of the Gothic Revival Style in Puslinch. There have been no alterations to the original design and form of the property, which remains in excellent condition and in the Stewart family.

Heritage/ Associative Value:

The property, located at Part Lot 20, Rear Gore, was built for Donald Stewart in 1874, over 30 years after he arrived in Puslinch from Perthshire, Scotland. Stewart, his siblings and parents immigrated to Puslinch in the 1840s and 1850s, settling along the Gore Road and Concession 1. They were part of a large immigration of Highland Scots to the south part of Puslinch Township in the 1820s-1860s. The house was built by the Ritchie Brothers, who were local stonemasons from Clyde just south of Gore Road. They were also responsible for the construction of the verandah and its trielliage. Donald's son Allan took over the homestead in the late 1800s and was a leader in municipal politics as Reeve, Councillor and Warden of Wellington County.

Contextual Value:

The Donald Stewart house sits among the original Highland Scottish settler houses situated along the Gore, and the First and Second concessions in the southern part of Puslinch Township. This property contributes to the collective identity of a thriving Scottish community that existed during the Township's early settlement. Moreover, the

property's architectural design establishes a connection to its surroundings, indicating the presence of Scottish stonemasons and craftsmen in the area. The architectural style of the house further enhances its visual integration with the surroundings, as neighbouring residences such as Laughlin McMillan, Malcolm McCormick, James McPherson, and others were also constructed in the Gothic Revival style.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4048 Sideroad 20 South:

Donald Stewart House:

- Exterior stone granite and limestone walls with Aberdeen bond masonry
- All extant window and door fenestration
- Limestone lintels, sills and voussoir
- Stone chimneys
- Porch with trelliage, spandrels and decorative woodwork
- Scallop bargeboard and lance finial on peaked gable
- Height, scale and massing of the original one and one half-storey "Ontario House" structure

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

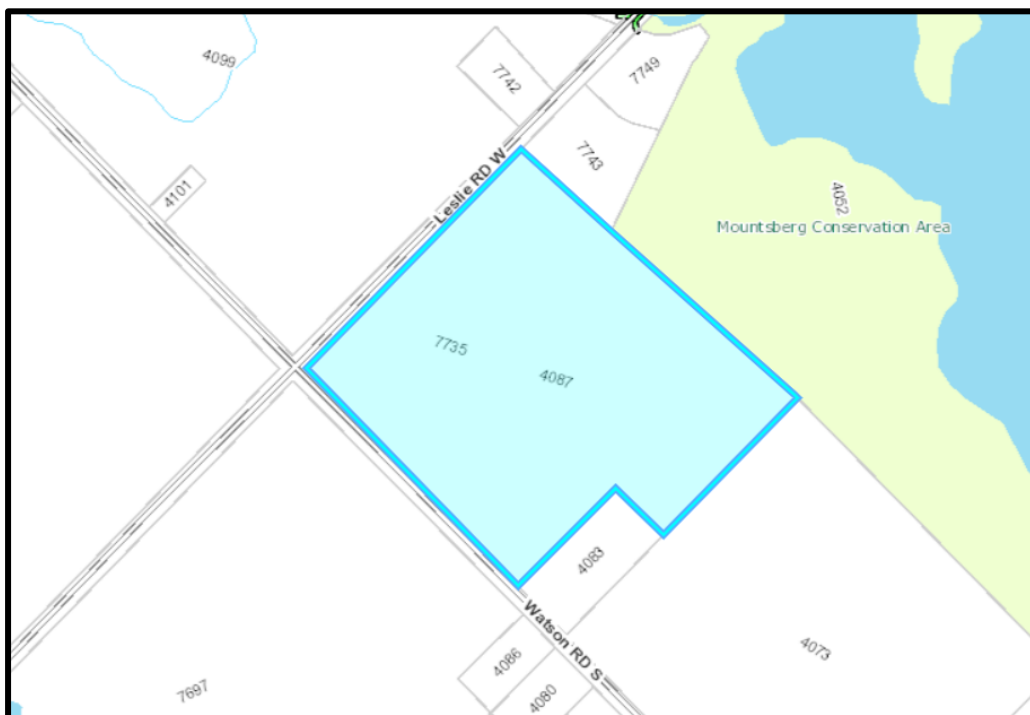


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 7735 Leslie Road W, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 7735 Leslie Road W, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Part Lot 36 Concession 10 Puslinch – Pt 1 61R10644; Puslinch, municipally known as at 7735 Leslie Road W, Puslinch.



(Key Map Showing Location of 7735 Leslie Rd W, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property, located at 7735 Leslie Road West, Puslinch, meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

The property includes a polychrome brick Ontario House style residence built c. 1883, with a 1919 addition built to mirror the original structure. The property is historically associated with lumber milling in Puslinch Township, and with Highland Scots immigration to Badenoch, Puslinch Township. Contextually, the property is associated

with numerous extant early homesteads of these Scottish immigrants from Badenoch, Scotland, to Badenoch, Puslinch Township.

Design Value:

The property is a representative example of a one-and-a-half-storey "Ontario House" style residence in running bond red brick with buff brick decorative trim. The house has a three-bay front façade featuring a central door with symmetrical vertical single windows in each side bay. Typical of the Ontario House style is the end gabled roof with a prominent peaked front gable above a gothic lancet window. The north facing facade has a bay window on the first storey and two symmetrical vertical windows on the upper storey. With the exception of the bay window all fenestrations have surrounds in buff brick: soldiered buff lintels with toothed edging along the vertical sides. Buff toothed edging is featured on the exposed corners of the original residence; full additions on the south and on the east facades of the residence have removed these original exterior walls. The addition on the east facade was constructed in 1919 by the Beaton family, with design, mass, brickwork and architectural detailing mirroring the original structure.

Historical/ Associative Value:

Lot 36 Front Concession 10 was part of a parcel of lots purchased in 1833 by John Linderman who operated a series of sawmills along the creeks that flowed through Lots 32-36. The milling business and properties were bought by Robert Forbes in 1859 and subsequently purchased by John McFarlane about 1877. In 1883, Malcolm Kennedy bought Lot 36 and built the red brick residence during the same year. Kennedy's parents were early immigrants from Badenoch Scotland, who with Clark, McLean, McEdwards and other families settled neighbouring lots in southeastern Puslinch Township in the 1830s, which they named Badenoch. Malcolm Kennedy's mother was a McEdwards and several members of the Kennedy and McEdwards families intermarried. The Kennedy farm was purchased by the Beaton family (Thomas Beaton-Mary McEdwards) in 1900 who added the extension facing east onto the back of the original house in 1919. Their daughters were founders of the Badenoch Women's Institute and accomplished musicians. Diaries, artifacts, and photographs of the family and property during this period are in the Wellington County Archives.

The northeastern section of the original lot was sold to the Halton Region Conservation Authority c. 1964 to be used as part of the reservoir for the Mountsberg Dam.

Contextual Value:

The property has a visual connection to its surroundings, embodying the historical and architectural legacy of the Scottish settlement in the Badenoch area that includes, among others, listed heritage properties built by the McLean, McEdwards and Clark families on nearby lots.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7735 Leslie Road W:

Malcolm Kennedy House 1883 house and Beaton 1919

- exterior brickwork including decorative detailing
- original fenestration
- Height, scale, and massing of original one and a half storey structure

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

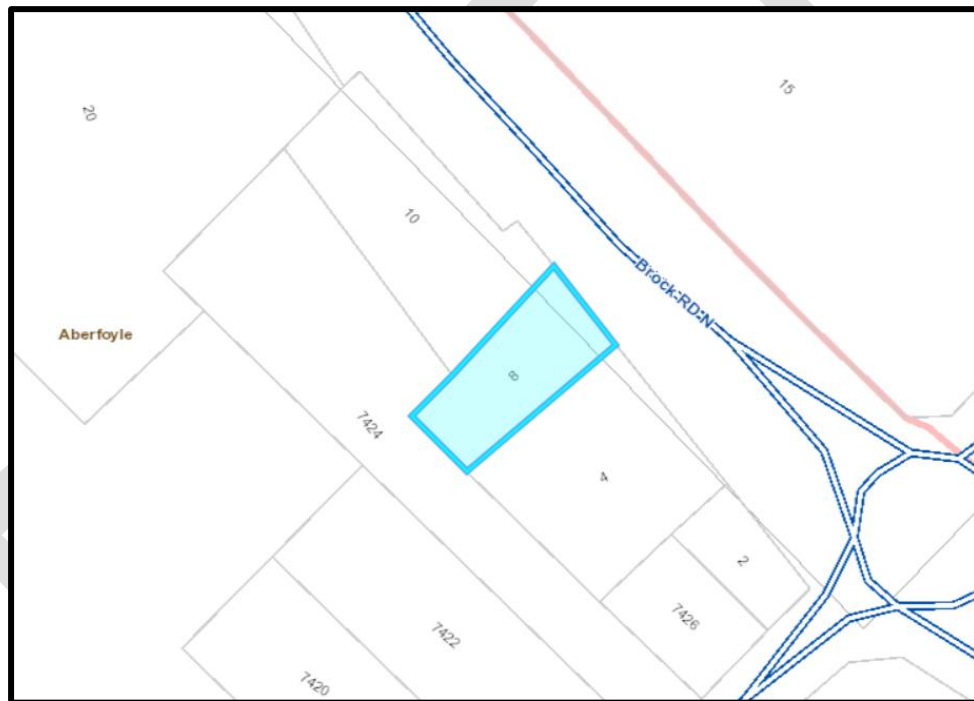


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 8 Brock Road North, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 8 Brock Road North, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Pt Lot 20, Concession 7, Township of Puslinch, as in ROS605606; Township of Puslinch, municipally known as at 8 Brock Road North, Puslinch.



(Key Map Showing Location of 8 Brock Rd N, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property at 8 Brock Road North, Puslinch, meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value. Constructed c. 1860 this two-storey stone structure was built as a blacksmith shop and later accommodated a wagon and carriage shop on its upper floor. The building provided blacksmith services for Puslinch into the twentieth century. It is a landmark on the Aberfoyle Brock Road streetscape.

Design Value:

8 Brock Road is a large vernacular two-storey side-gabled fieldstone structure, built as a blacksmith's shop C.1860, and later renovated to incorporate a carriage-making and repair shop on the upper floor. These functional uses are reflected in the extant architecture; notably a wide central entrance on the front facade with paired windows at each side of the entrance used for a blacksmith shop. The rear of the building has a banked elevation designed to allow carriages into and out of the upper floor for construction and repair for a carriage making business. This function is evident in the extant foundation. The front facade has three original window fenestrations with replacement sash windows on the upper storey. Two original window fenestrations are under each side gable on the upper storey. Window and door fenestrations feature stone voussoirs and sills. The rear exterior of the building has undergone modern renovation and expansion.

Historical/ Associative Value:

The origin and evolution of this building is directly associated with the changing technology and commerce of the Township. Blacksmiths were essential services in the Township's villages during the 1800s and early 1900s and formed either the primary industry or were one of the core industries of the community. These craft industries were gradually subsumed by foundries. Likewise wagon and carriage making and repair was essential in a 19th century farming community. Presently the building is a custom home interiors and design store for the Puslinch and area community, reflecting recent residential expansion on former agricultural lands.

Records indicate the building was constructed circa 1860 by Alex McKenzie. Originally intended as a blacksmith shop, the property was operated as such by the Bickley family for a number of years and later by Walter Warren. By the 1880s the upstairs of the building had been repurposed for Mr. Hugh Campbell, who operated a wagon and carriage shop. In order to accommodate the construction and movement of wagons, significant renovations were carried out, including the addition of large double doors and windows, as well as raising the ground level at the back of the building.

In 1896, James Mason converted the former carriage shop into a residence for his family. The building continued to be used primarily as a residence for the next century. The property now houses a home interiors business and in 2005 a large addition was built adjacent to the south side and rear of the original building for this purpose.

Contextual Value:

The building holds a prominent position on Brock Rd and serves as a significant landmark at a major crossroad in the Township.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 8 Brock Road North:

- Original/extant door and window fenestration on front and side facades
- Height, scale, and massing of the original two storey building
- Stonework on exterior walls
- Stone lintels and voussoirs

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

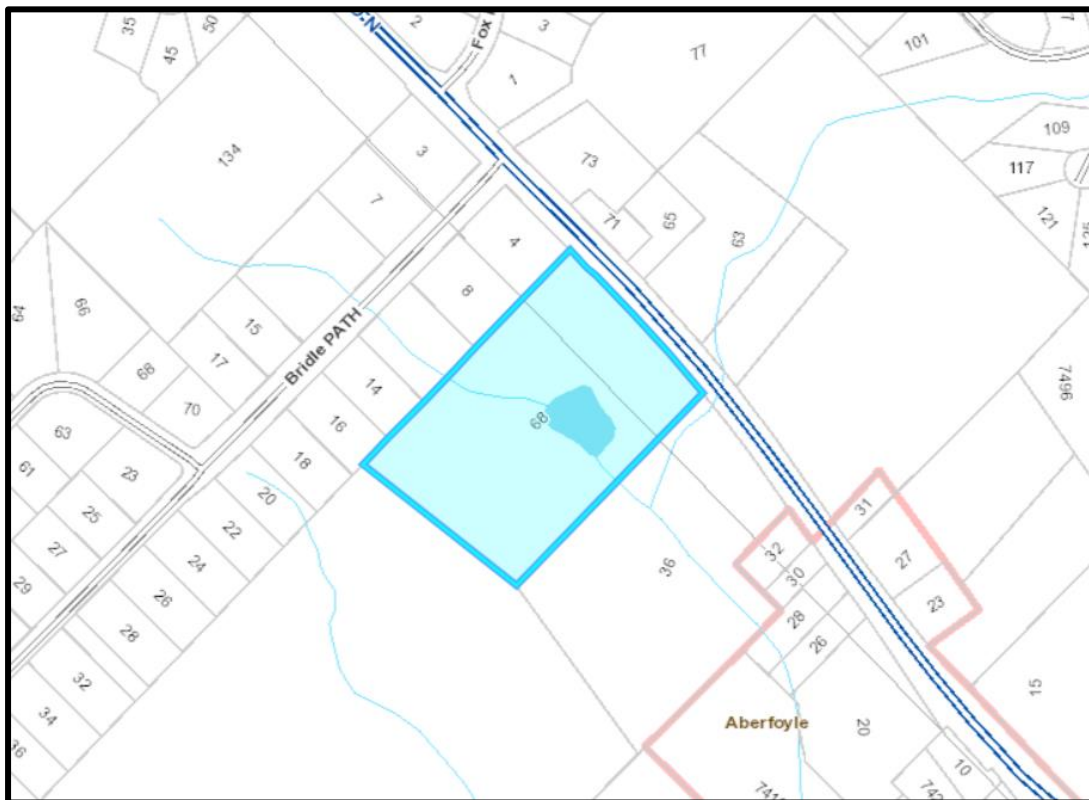


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 68 Brock Road North, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 68 Brock Road North, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Pt Lot 19, Con 7, Township of Puslinch, Pt 2, 61R11763; Township of Puslinch, municipally known as at 68 Brock Rd N, Puslinch.



(Key Map Showing Location of 68 Brock Rd N, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property situated at 68 Brock Road North, Puslinch, meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

Built in 1859, the fieldstone house on this property retains significant cultural heritage value due to its age and design; it is one of the earliest "Ontario House" Gothic style residences in the Township. It is historically associated with John Hammersley, who arrived in Puslinch in the early 1830s, was active in municipal politics and had this residence constructed for his family. Its site at the north end of Aberfoyle Village forms part of a streetscape of residential, commercial and institutional buildings from this settlement period.

Design Value:

The property is an early example in the Township of a granite and limestone house constructed in the Gothic "Ontario House" style that predominated residential vernacular architecture in Puslinch Township from the late 1850s to the 1880s. Features of this style present in the structure at 68 Brock Road North include the one and one-half story three bay facade with a central doorway and a vertical window in each side bay on the first storey. This central doorway has sidelights and a transom, commonly found in properties from this period. The end gabled roof form has large cornice returns. Key to the Ontario House form is the central peaked gable over a window that lights the second half-storey. In this property the window design is Romanesque. Side facades show two windows placed symmetrically on each floor; the south side facade of the property has an addition that has obscured this fenestration on the first floor. The masonry is heavily parged granite with dressed limestone quoins, limestone soldiered lintels, and limestone slab sills. A limestone voussoir highlights the Romanesque window. Masonry work has lime tuckpointing to resemble Aberdeen bond. An interior stone masonry chimney is located on each gable end. Original scalloped barge board and lance finial have been removed in the last decade. The property represents the second residence constructed by John Hammersley on Lot 19, Rear Concession 7, replacing a frame structure. Similar residences built by Hammersley's contemporaries in the area include the property built by Hugh Cockburn Jr., Lot 18, Rear Concession 8.

Historical/ Associative Value:

The property is historically associated with John Hammersley who immigrated to Puslinch from England in 1831. By 1838, he had obtained a deed for the land on which the present property stands. John Hammersley was active in municipal legal and military affairs and was Clerk of the Division Court and Chief Magistrate for over 40 years, and Captain of the local militia during the McKenzie Rebellion. The 1861 census records his profession as "Gentleman."

Contextual Value

The property forms an integral part of a streetscape that encompasses many significant historic buildings in the Township including the 1872 Aberfoyle School and the 1860 blacksmith and wagon shop. The property is contextually associated with neighbouring early stone residences on Brock Road built by English immigrants who were also Hammersley's colleagues in municipal politics, such as Robert Johnston and Richard Ellis. Hammersley Road located nearby is named after John Hammersley.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 68 Brock Road North:

John Hammersley House:

- Original door and window fenestration on front and north side facade.
- Granite and limestone masonry on exterior walls
- Stone chimneys
- Limestone trim on lintels, sills, quoins and voussoir
- Height, scale, and massing of original one and one-half storey “Ontario House” architecture

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 845 Watson Road South, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 845 Watson Rd S, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Pt Lot 7, Concession 9, Township of Puslinch, as in RO705575; Township of Puslinch, municipally known as at 845 Watson Road South, Puslinch.



between the late 1850s and 1880s. The property holds historical significance with the educational history of the Arkell community. The property retains a contextual significance in its adjacency to the former Arkell School Section 1 building and the extant structures in this streetscape from the settlement period in Arkell.

Design Value:

The property includes an 1875 one and one-half storey limestone residence that is a representative example of the Gothic “Ontario House” vernacular architecture that predominated in Puslinch Township from the late 1850s to the 1880s. In keeping with this architectural style the residence form is a three bay front facade with centred doorway and single windows placed midpoint within the other two bays on the main level. The side-gabled roof has a central peaked gable with a gothic window below, located directly above the entrance. The front entrance door has a transom. Side walls have vertical windows placed symmetrically, two on each floor.

Notable masonry includes large limestone quoins at the corners, large tooled limestone block lintels and sills. The central gabled gothic window has a limestone voussoir treatment. Side soffits and cornices have been replaced or covered by aluminum siding, but the bargeboard scrollwork on the peaked gable appears to be original. A barn that was attached to the structure and present in 2000 appears to have been converted into living quarters.

Historical/ Associative Value:

Schoolhouse teachers often boarded in the community, but some local school boards within Puslinch Township erected a purpose-built residence for rent to the school teacher. 845 Watson Road South was built as a “teacherage” in 1875 by the S.S. 1 Arkell School Board on school property. An 1856 stone cottage on the property is recorded as a “teacherage.” It may have been replaced or reconstructed into the present 1875 building. Historical accounts note that Mr. Lamb was the one responsible for the construction in 1875, and the cost was over \$650.

Contextual Value:

The property remains adjacent to S.S.1, Arkell School, a designated property under the Ontario Heritage Act, and is part of a streetscape of heritage buildings in Arkell Village.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 845 Watson Road South:

Arkell Teacherage

- Original doors and window fenestrations
- All original limestone masonry, including quoins, lintels, sills and voussoir
- Wood barge board in scroll pattern
- Height, scale, and massing of original one and a half storey “Ontario House” property

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. The Township is providing a six-week commenting period due to the holiday season. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

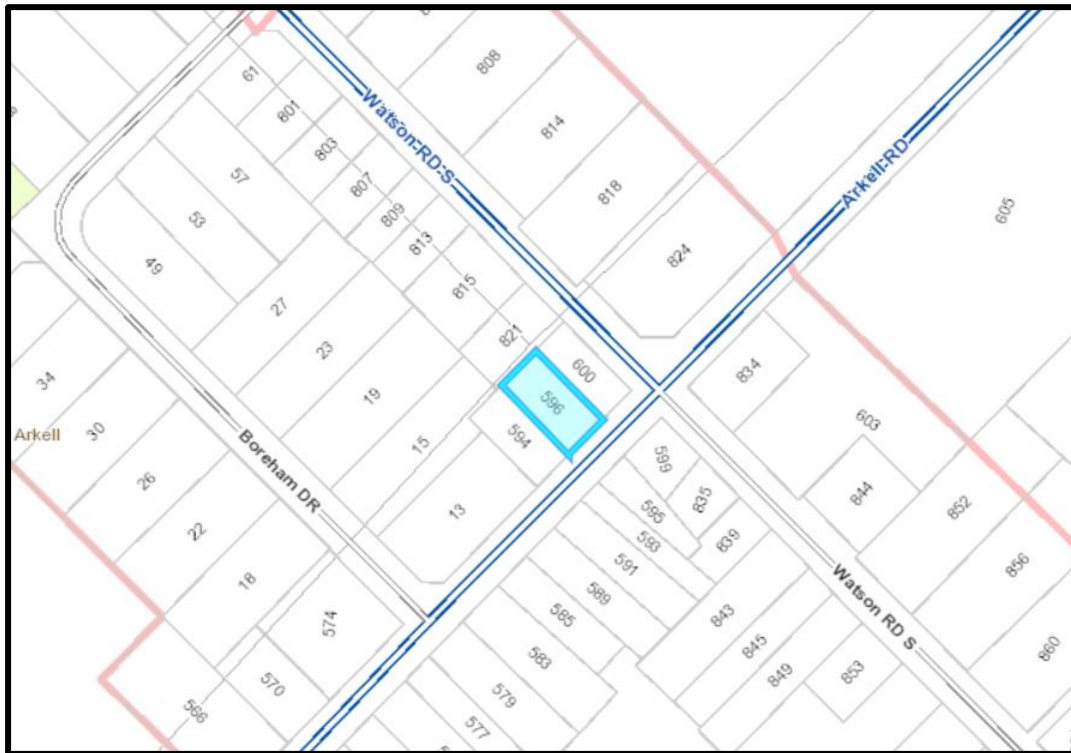


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 596 Arkell Road, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 596 Arkell Road, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX**.

Description of the Property

The subject property is described as being Pt Lot 3, E of Blind Line, Plan 131, Designated as Part 1 61R9995; Township of Puslinch, municipally known as at 596 Arkell Rd, Puslinch.



(Key Map Showing Location of 596 Arkell Rd, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property situated at 596 Arkell Road, Puslinch, Puslinch meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

The property at 596 Arkell Road Puslinch includes a fieldstone blacksmith shop. The building holds cultural heritage value retained in its original form as a purpose-built

blacksmith shop dating from the 1850s. The property is historically associated with George Nichol, a long-practicing blacksmith in Arkell. The property is contextually associated with the Thomas Arkell residence “Stonehaven” and other extant social and commercial early buildings that formed the nucleus of the developing village of Arkell.

Design Value:

The property features a classic 1850s fieldstone one-storey front-gabled blacksmith shop in rectangular form. The first smithy built on this location in the 1840s by George Nichol was log construction and he replaced it in the early 1850s with the current building of coursed fieldstone with large limestone quoins. The front facade of this shop originally featured a large wood entry door for vehicles, with a rectangular and a square window to the left-facing side. This door and window fenestration was removed and replaced with the installation of a single large contemporary steel garage door c. 2019. Original window and door fenestration on the west side facade remains. Stone soldier lintels over the windows on this side are still visible as is a limestone beam lintel over the door. The east side window fenestration has been slightly altered to accommodate new windows.

Historical/Associative Value:

The blacksmith shop located on Lot 3, Plan 131, was the sole local smithy in Arkell and provided essential services for numerous residents in the Farnham, Arkell and area community during the 19th century and early 20th century. The former smithy is one of the earliest extant buildings in the village. Like many other blacksmith shops the smithy was adaptively reused as a garage/gas station after the first world war until the 1970s.

The building is associated with Arkell blacksmith George Nichol who constructed the shop and provided blacksmithing and farrier services to the village and farming community until the 1890s. In particular, he forged the hardware for Thomas Arkell’s 1852 manor house “Stonehaven.”

Contextual Value:

The blacksmith shop is an integral component of the area's character. The building is physically, historically and visually connected to its surroundings. Nichol’s cottage is nearby at 849 Watson Road South. The former smithy was part of the historic social and economic nucleus of the Village, one of the community gathering places that included the adjacent church, general store and school house.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law 596 Arkell Road:

George Nichol Blacksmith Shop:

- Stone exterior walls, sills and lintels
- Limestone quoins
- Height, scale, and massing of original one storey property
- Extant window and door fenestration

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust

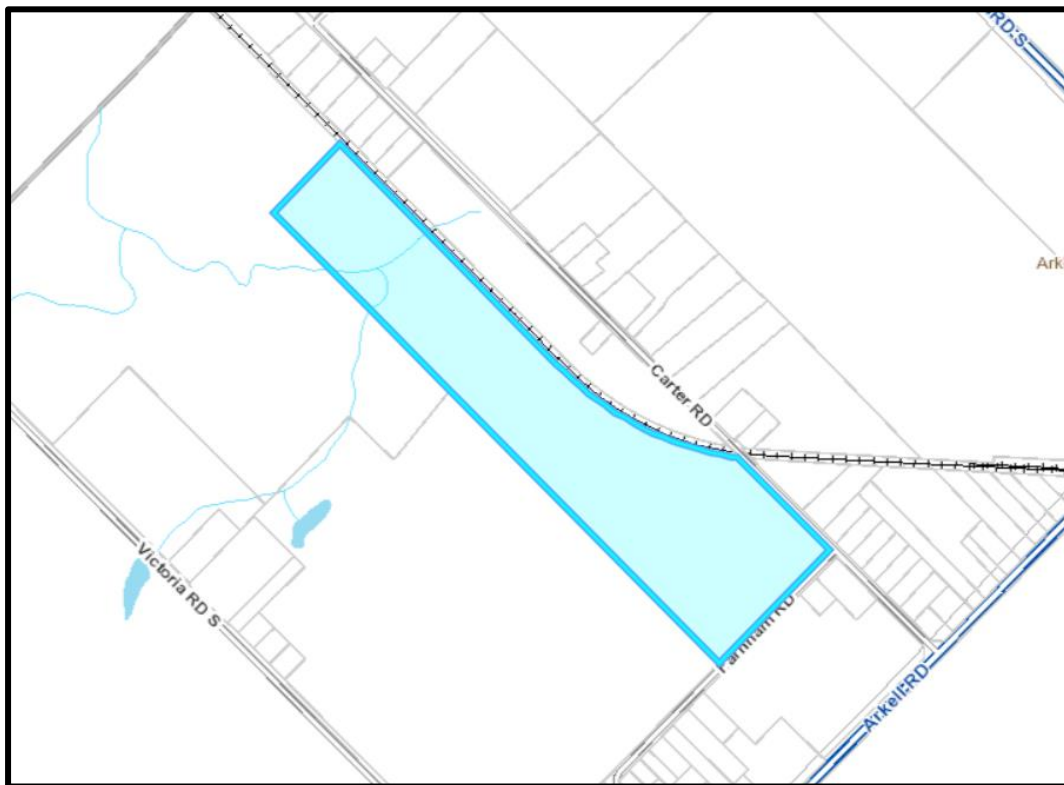


THE TOWNSHIP OF PUSLINCH NOTICE OF INTENTION TO DESIGNATE 86 Farnham Road, Puslinch

TAKE NOTICE that the Council of the Corporation of the Township of Puslinch intends to designate at 86 Farnham Road, as a property of cultural heritage value or interest under section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18. as authorized by Township of Puslinch Council through Resolution No. **2025-XXX.**

Description of the Property

The subject property is described as being Plan 131 Pt Lot 5 WOBL; Clergy Rsv Pt Lots 3 TO 6; Subj to Guelph City Ease, municipally known as at 86 Farnham Road, Puslinch.



(Key Map Showing Location of 86 Farnham Rd, Puslinch)

Short Statement of Cultural Heritage Value or Interest

The property at 86 Farnham Road, Puslinch, meets the requirements for designation in each of the three categories of design/physical value, historical/associative value, and contextual value, according to Reg. 9/06 of the Ontario Heritage Act.

This property holds cultural heritage value retained in its transitional 1901 Victorian/Edwardian residential architecture in Milton red brick. Historically the property is linked to the Iles family, English settlers to Arkell in 1836 and to the English

settlement of the Farnham/Arkell area. The property is contextually associated with neighbouring extant Arkell farmsteads that date from the same period. The barn, dated 1878, is a frame bank barn with later additions.

Design Value:

Residence:

The house located on the property is a representative example of a transitional two-storey Victorian/Edwardian-style residence, built in 1901 and unique to the Village of Arkell. Characteristics of Victorian architecture in the structure are the hip and end gable rooflines, and asymmetrical front facade with decorative porch trim at the main entrance. Edwardian influences include the plain Milton red brick construction with matching mortar, vertical pane windows with soldier lintels, and cut limestone lintels on the front facade. The foundation of the house is mortared fieldstone.

Barn:

The side-gabled banked frame barn was built in 1878 with a central barn doorway and rear stable extension. Its form is representative of historic farming practices and later additions such as silos and a milkhouse point to changes to farming in Puslinch.

Historical/ Associative Value:

The property, which can be found on Pt. Lots 3-6, Rear Concession 9, originally belonged to the John Oulton family who immigrated from England to the Farnham Plains in 1831. John Isles Sr. and family purchased adjacent property. John Sr. was a successful stock breeder, Township Councillor and Arkell school trustee, and in 1864, John Isles Jr. and his wife, Isabel Orme from the neighbouring Orme farm, purchased the property. By 1971 Peter Orme Sr., a widower, was living with the family in their log house, which they replaced in 1901 with the current structure.

Contextual Value:

The property is in close proximity to other properties that were built by prominent members of the Arkell community such as Thomas Arkell and John Caulfield, both early settlers whose properties date from the 1830s. These properties form part of a larger historical landscape of early farmsteads in Arkell Village.

Description of Heritage Attributes

The following are to be considered as heritage attributes for 86 Farnham Road:
John Isles Jr. House:

- Original fenestration
- Milton brick used in the exterior wall construction
- Limestone lintels
- Verandah and its ornamentation
- Height, scale, and massing of two storey residence

Notice of Objection

Any person may send a notice of objection to this proposed designation, before 4:00 p.m. on May 16, 2025. This notice must be sent by registered mail or delivered to the Clerk of the Township of Puslinch, and must set out the reason for the objection and all relevant facts. If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30-day objection period. If Council decides not to withdraw its intention to designate, a heritage designation bylaw must be passed within 120 days after the date of publication of the notice of intention to designate. Council must publish a notice of passing of the designation bylaw which is followed by a 30-day appeal period when appeals of the bylaw may be given to the Ontario Land Tribunal for a hearing and decision.

Dated April 16, 2025

Justine Brotherston,
Municipal Clerk
Township of Puslinch
7404 Wellington Road 34, Puslinch, ON N0B 2J0

CC: Property Owner
Ontario Heritage Trust



REPORT ADM-2025-016

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: April 16, 2025

SUBJECT: Reporting Out from Council Direction Update

RECOMMENDATION

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

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

Purpose

The purpose of this report is to provide Council with a number of updates in respect to previous Council direction to staff.

Background

Agenda Item	Council Direction	Update
March 5, 2025 Council Report ADM-2025-006 Sunday Gun Hunting	Council directed staff to confirm prior to opting-in to Sunday Gun Hunting that the Township had the ability to opt-out of Sunday Gun Hunting.	Refer to Note 1 below.
March 26, 2025 Report ADM-2025-012 Cambridge District	Council directed staff to contact the District Humane Society regarding a number of statistics relating to their service to the	Refer to Note 2 below.

Humane Society Agreement Review	Township and to contact DocuPet regarding changes in dog license design.	
2024 Ground Water Monitoring Report Pit License 20085	Council directed staff to provide aggregate pit monitoring reports to Council for their consideration.	Refer to Schedule "A"

Note 1 - March 5, 2025 Council Report ADM-2025-006 Sunday Gun Hunting

Staff received confirmation from the Ministry of Natural Resources (MNR) on March 10, 2025 that the process to remove a municipality from the list of areas where Sunday gun hunting is allowed is the same process as to be added to the list. The municipality needs to pass a council resolution with a regulation amendment under the timelines, by February 1st for an April 1st effective date and July 1st for a September 1st effective date.

Staff have provided Council's resolution to support Sunday gun hunting to the MNR in order to process a regulatory amendment for an effective date of September 1st.

Note 2 - March 26, 2025 Report ADM-2025-012 Cambridge District Humane Society Agreement Review

Staff received the following response to Council's questions regarding the number of calls, types of calls, and resident feedback with respect to the services received through the Cambridge District Humane Society Agreement:

In 2024, officers report that the majority of calls are dogs RAL (running at large), HBC wildlife still alive (hit by car), DOA cats and sick/injured wildlife. Most call outs occurred in May and June.

Puslinch 2024 Call Logs

		Incident	Investigation	Total
Bite	Animal to Human	0	1	1
	Total	0	1	1
Enforcement	Fail to License	5	0	5
	Multiple Infractions	10	0	10
	RAL	7	0	7
	Total	22	0	22

FIELD	Bylaw	12	0	12
	Other	1	0	1
	Patrol	1	0	1
	Stray Domestic	24	0	24
	Wildlife	41	0	41
	Total	79	0	79
Kennel Inspection	Boarding	1	0	1
	Total	1	0	1
PHONE		1	0	1
	Bylaw	22	0	22
	General	8	0	8
	Stray	32	0	32
	Wildlife	39	0	39
	Total	102	0	102
Total		204	1	205

Primarily the negative feedback received is frustration that deceased cats are not being picked up as this is not under the contract.

Staff received the following response from DocuPet in response to Council's question regarding the changes to the dog licensing noting that they are now stamped instead of etched:

Due to a significant increase in the cost of enamel tags, we've sourced an alternative option to avoid any price hikes for our partners.

Another advantage that was considered for transitioning to aluminum tags is the ability to etch them on demand. This means we no longer have to worry about stock shortages, resulting in getting the tag to the pet owner quickly.

Financial Implications

As noted throughout the report.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule "A" – 20085 - 2024 Ground Water Monitoring Report

Respectfully submitted,

Reviewed by,

**Justine Brotherston,
Interim Municipal Clerk**

**Courtenay Hoytfox,
Interim CAO**



Harden Environmental Services Ltd.
4622 Nassagaweya-Puslinch Townline Road
Moffat, Ontario, L0P 1J0
Phone: (519) 826-0099 Fax: (519) 826-9099

Groundwater Studies

Geochemistry

Phase I / II

Regional Flow Studies

Contaminant Investigations

OMB Hearings

Water Quality Sampling

Monitoring

Groundwater Protection
Studies

Groundwater Modeling

Groundwater Mapping

Permits to Take Water

Environmental Compliance
Approvals

Our File: 9711

April 3, 2025

Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9

Attention: Courtenay Hoytfox
Acting CAO

Dear Courtenay;

Re: Capital Paving Inc., Wellington Pit, License 20085
Puslinch File: E10 CAP – Wellington License: 20085

We have reviewed the 2024 Monitoring Report for the Capital Paving Inc. Wellington Pit, License 20085 prepared by Groundwater Science Corp. on March 9, 2025.

We agree with Groundwater Science Corp. that there is no indication of long-term trends of declining groundwater or surface water levels for on-site monitors. Water levels are observed to vary seasonally but remain within a relatively narrow range over the historical record period. There is no indication that water levels obtained in 2025 are outside of their historical range.

The downward trend in water levels observed in previous years continues in off-site stations A5 SW and A5 GW. There is no indication that the on-site extractive activities can be causing this water level trend. The nearest on-site groundwater monitor is BH219 and it consistently has higher water levels than the A5 series and there is no trend toward lower water levels at BH219. Water levels at station A5 reached historic lows in 2024 with seasonal low water levels being approximately 0.5 metres less than those observed in 1998. Station A5 is in the upland area of the Irish Creek watershed and is thus susceptible to long term changes in precipitation as there are no other sources of water. The measured annual precipitation in fifteen of the past twenty four years was less than the climate normal. This suggests an overall deficit in annual precipitation is occurring. This may be part of the reason for the observed decline or anthropogenic changes in the conveyance of water in the area may also change water levels.

Township of Puslinch

April 3, 2025

Page 2

Based on our review of the 2024 Annual Monitoring Report we conclude that groundwater and surface water conditions adjacent to the pit are not being affected by pit activities.

It is our recommendation that the monitoring program continue until both ARA licenses(#20085 and #626648) are surrendered and all on-site activity on both licenses has ceased.

Sincerely,

Harden Environmental Services Ltd.



Stan Denhoed, M.Sc., P.Eng.
Senior Hydrogeologist

March 19, 2025

George Lourenco
Resource Manager,
Capital Paving Inc.
P.O. Box 815
Guelph, ON
N1H 6L8

Dear Mr. Lourenco:

**RE: 2024 Groundwater Monitoring Summary,
Wellington Pit, Licence No. 20085
Part Lots 7 and 8, Concession 3, Township of Puslinch**

This letter is a summary of the results of the 2024 groundwater monitoring program completed for the above reference property. The site location is shown on **Figure 1** (attached).

1.0 Monitoring Program Requirements

The Licence conditions as listed on the Site Plan are summarized as follows:

- *Quarterly (seasonal) groundwater level measurements at locations BH204, BH205, BH213, BH214, BH219, A3, A4, A5, A8, A10, and TP319 for the life of the pit;*
- *Annual reporting of the monitoring data. The report shall include a review of the monitoring program and recommendations regarding future monitoring frequency. It will also include a determination of the "normal" seasonal groundwater table variations that will trigger mitigation measures;*
- *Should groundwater levels at any time be measured above or below the "normal" seasonal groundwater table variations, all below groundwater table extraction will cease immediately and the operator will inform the Ministry of Natural Resources (MNR), Ministry of the Environment (MOE) and the Township of Puslinch.*

In 2024 Capital filed an application to the MNR to split a portion of the licence (20085) with the neighbouring landowner to the east on Concession 3, Lot 8. The licence split was approved by MNR in late fall of 2024, therefore creating two licences. It is our understanding that despite the licence split, Capital will continue to monitor the two wells (BH213 and BH214) on the new licence (#626648) until such time that Capital surrenders the Wellington Pit licence or monitoring is discontinued.

2.0 Monitoring Completed

As shown on **Figure 1**, Capital Paving reports that the Wellington Pit is nearing the end of extraction and rehabilitation. The northeast portion of the original pit and the western expansion area are fully rehabilitated and returned to agricultural use. In addition, the limited below water table extraction that did occur finished prior to 2006. Extraction completed since that time remained above the water table.

Therefore, potential for groundwater impact is minimal. We note that aggregate washing did not occur at the Wellington Pit in 2024.

Graphs illustrating the historical water monitoring results available, along with a long-term precipitation analysis, are attached for reference.

3.0 Discussion of Monitoring Results

The 2024 groundwater level measurements continue to be largely consistent with previous monitoring results, and has confirmed groundwater conditions at and near the site remain unchanged. As illustrated by the attached climate summary, reported seasonal and annual precipitation volumes in this area have been below “normal” since about 2018. However, groundwater levels remain within the historical range established at the site and within most of the wetland area. We note drainage conditions, and associated surface water and shallow groundwater levels, within the wetland area (for example rising trend at A8 and recent slight declining trend at A5) can also be controlled by local activities or natural changes unrelated to activities at the Wellington Pit.

Historical monitoring over the life of the pit (since 1997) has established that there are no long-term trends that indicate significant or measurable groundwater level impacts (e.g. lowering) related to aggregate extraction or other associated activities (e.g. aggregate washing). Groundwater levels appear to be primarily related to natural seasonal or annual climate variation for the area. No impacts have occurred due to extraction activities at the site.

The Wellington Pit monitoring program has established that no groundwater impacts have occurred to date. As noted previously, potential for groundwater impact at this time is minimal.

4.0 Recommendations

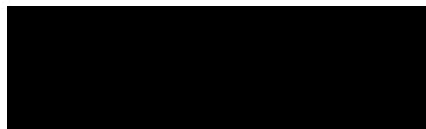
Monitoring should continue according to Site Plan conditions, however, based on the extensive historical groundwater monitoring record at this site, and no observed impacts to groundwater resources as a result of pit operations, we support discontinuation of groundwater monitoring should Capital request to remove the condition on the Site Plan with the MNR.

If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,



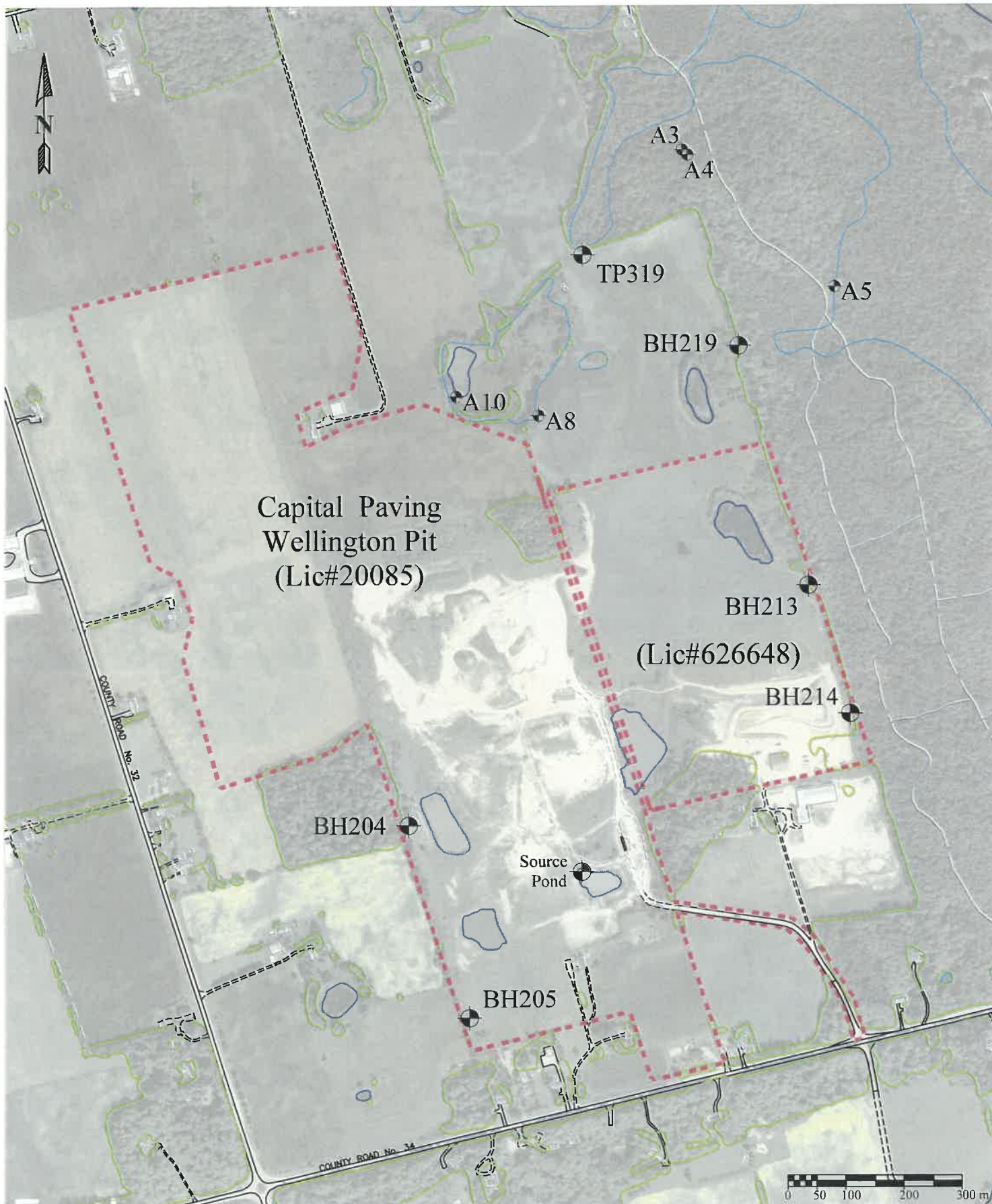
Dave Nahrgang, P.Geo.
Project Hydrogeologist



Andrew Pentney, P.Geo.
Senior Hydrogeologist



Attached: Figure 1 Monitoring Locations
 Hydrograph – Monitoring Well Water Level Data
 Hydrograph – Drive-Point Piezometer Water Level Data
 Table – Monitoring Results Summary
 Climate Summary



--- Site (approx.)

● monitor location (approx)

vegetation lines, wetlands, water bodies & watercourses,
roads, etc. as shown (air photo Google Earth Sept 2024)

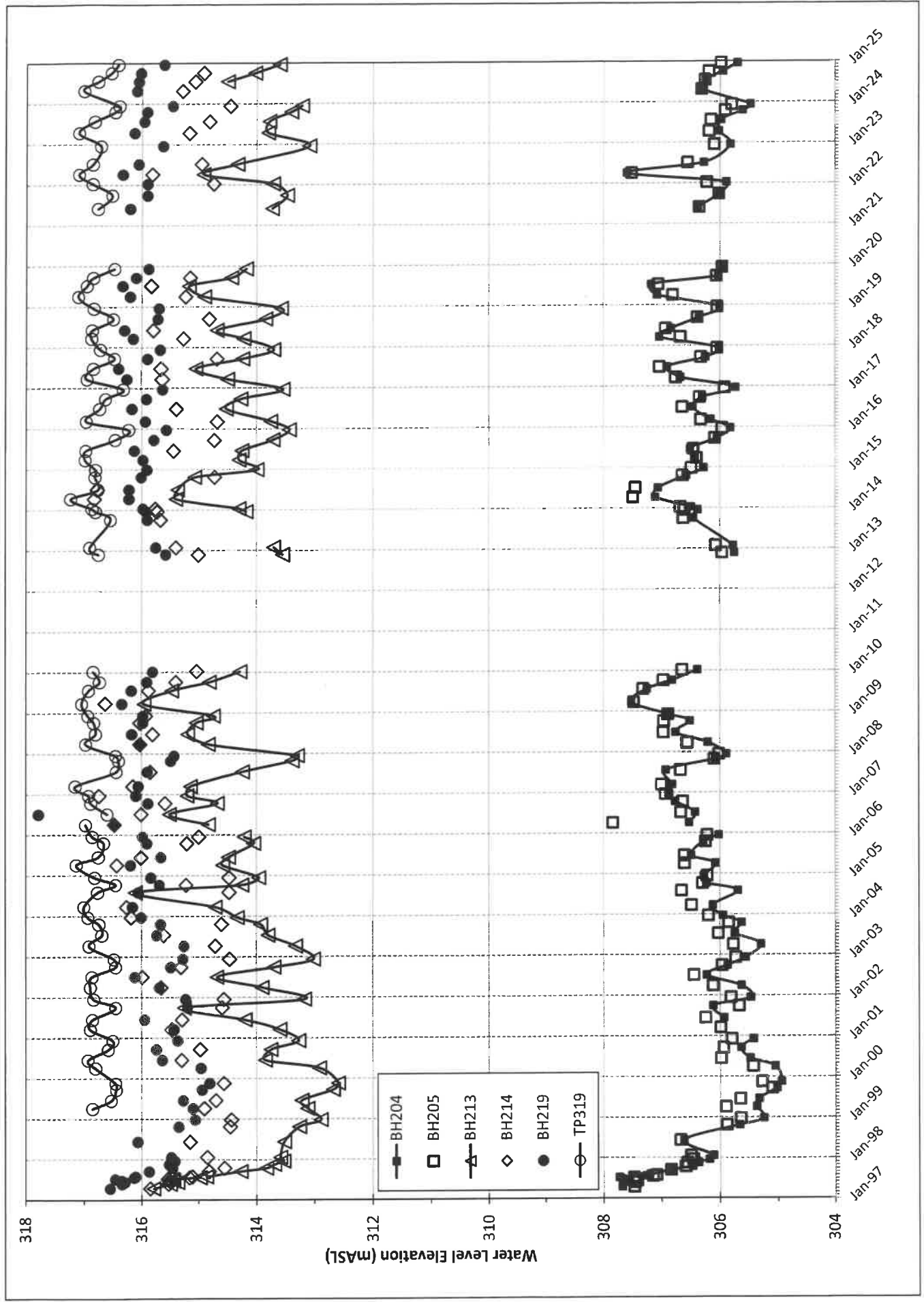
Modified from: geographic data obtained
through Land Information Ontario
Contains information licensed under the Open Government Licence - Ontario

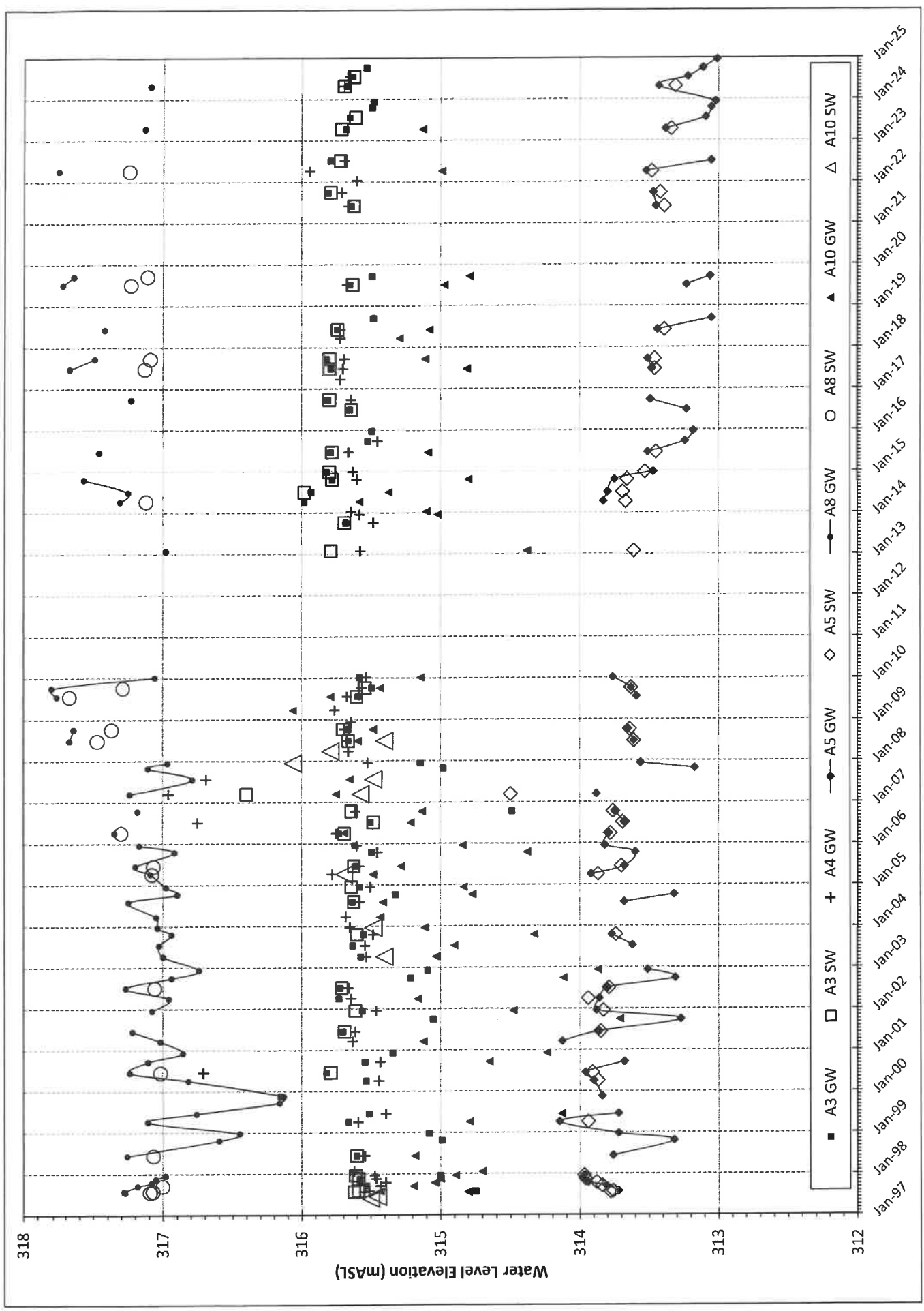
March 2025
Scale: as shown

GROUNDWATER
SCIENCE CORP.

Figure 1: Monitoring Locations

Capital Paving Inc. Wellington Pit
Monitoring Program



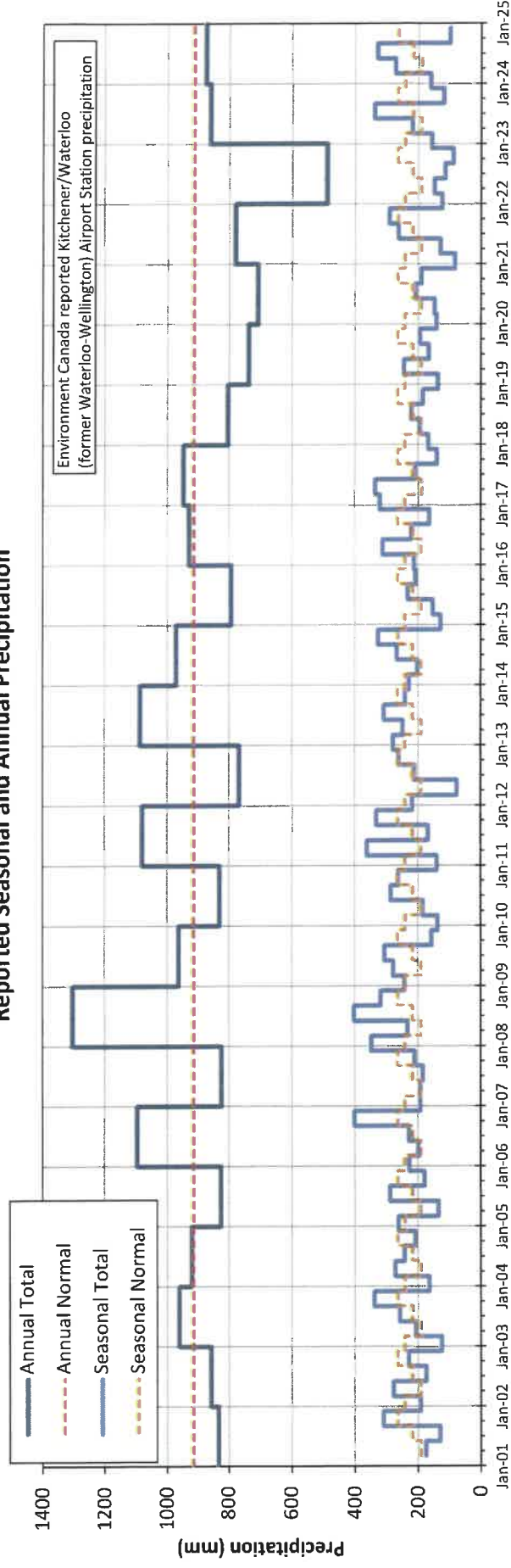


Date	Water Level Elevation (mAMSL)														
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	A10 SW
15-Apr-97	307.68	307.47	315.79	315.85	316.55	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
26-May-97	307.64	307.46	315.50	315.53	316.34	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11-Jun-97	307.58	307.42	315.37	315.49	316.29	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
25-Jun-97	307.68	307.45	315.44	315.51	316.35	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9-Jul-97	307.73	307.48	315.46	315.54	316.46	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
22-Jul-97	307.27	307.15	314.98	315.16	316.13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
23-Jul-97	n/a	n/a	n/a	n/a	n/a	n/a	n/a	315.62	315.55	n/a	313.78	317.27	317.09	314.80	315.50
30-Jul-97	307.21	307.09	314.87	315.11	316.11	n/a	314.75	315.59	315.51	313.72	313.76	317.28	317.07	315.43	315.45
15-Sep-97	306.83	306.84	314.27	314.82	315.87	n/a	315.53	n/a	315.43	313.81	313.84	317.18	317.00	315.19	n/a
15-Oct-97	306.47	306.59	313.83	314.55	315.46	n/a	315.58	n/a	315.39	313.94	313.88	317.08	n/a	315.04	n/a
17-Nov-97	306.37	306.56	313.69	dry	315.52	n/a	315.58	315.59	315.46	313.98	313.96	317.05	n/a	315.00	n/a
17-Dec-97	306.18	306.46	313.53	dry	315.42	n/a	315.00	315.61	315.47	313.97	313.97	316.98	n/a	314.89	n/a
21-Jan-98	306.11	306.50	313.59	314.85	315.48	n/a	n/a	n/a	315.62	fr	n/a	fr	n/a	314.70	n/a
10-Jun-98	306.62	306.68	313.52	315.15	316.07	n/a	315.60	315.60	315.54	313.76	n/a	317.26	317.07	315.18	n/a
23-Oct-98	305.66	305.88	313.26	314.45	315.35	n/a	314.99	dry	dry	313.32	dry	316.60	dry	dry	n/a
24-Dec-98	305.25	305.64	312.89	314.43	315.06	n/a	315.08	dry	dry	313.72	dry	316.45	dry	dry	n/a
6-Apr-99	305.37	305.90	313.12	314.90	315.10	316.85	315.66	fr	315.59	314.15	313.94	317.11	dry	314.79	dry
18-Jun-99	305.33	305.65	313.22	314.70	315.27	316.53	315.51	dry	315.39	313.72	dry	316.76	dry	314.13	dry
22-Sep-99	305.02	305.10	312.68	dry	314.94	316.44	dry	dry	dry	dry	dry	316.16	dry	dry	dry
19-Nov-99	304.94	305.28	312.59	314.56	314.81	316.45	316.15	dry	dry	313.84	dry	316.13	dry	dry	dry
5-Apr-00	305.05	305.43	312.92	dry	314.96	316.80	315.53	dry	315.44	313.90	313.87	316.82	dry	dry	dry
16-Jun-00	305.48	305.99	313.85	315.30	315.64	316.93	315.82	315.79	316.71	313.96	313.91	317.24	317.02	dry	dry
19-Sep-00	305.64	305.94	313.75	314.97	315.74	316.58	315.54	dry	315.43	313.68	dry	317.11	dry	314.65	dry
7-Dec-00	305.43	305.80	313.27	dry	315.37	316.50	315.34	dry	dry	fr	fr	316.86	dry	314.24	dry
19-Mar-01	n/a	305.99	313.60	315.47	315.43	316.89	dry	n/a	315.63	314.13	n/a	317.02	dry	315.12	dry
14-Jun-01	305.93	306.25	314.20	315.29	315.95	316.85	315.70	315.69	315.61	313.86	313.85	317.22	dry	n/a	dry
1-Oct-01	306.12	305.67	315.25	314.59	315.19	316.45	315.05	dry	dry	313.27	dry	n/a	dry	313.71	dry
15-Dec-01	305.47	305.81	313.18	314.56	315.23	316.83	315.56	315.61	315.46	313.88	313.83	317.08	dry	314.48	dry
1-Apr-02	305.63	306.12	313.91	315.66	315.69	316.89	315.73	fr	315.64	313.86	313.94	316.96	dry	315.16	dry
4-Jul-02	306.23	306.45	314.68	315.99	316.12	316.86	315.72	315.71	315.66	313.80	313.79	317.27	317.06	n/a	dry
30-Sep-02	305.87	305.96	313.70	315.31	315.49	316.45	315.21	dry	dry	313.31	dry	316.94	dry	314.12	dry
10-Dec-02	305.56	305.73	313.02	314.46	315.28	316.48	315.09	dry	dry	313.51	dry	316.74	dry	313.87	dry
8-Apr-03	305.30	305.77	313.33	314.71	315.26	316.91	315.57	fr	315.53	fr	fr	317.00	fr	315.03	dry
15-Jul-03	305.75	306.03	313.80	315.61	315.74	316.69	315.63	dry	315.54	313.62	dry	317.03	dry	314.90	dry
20-Oct-03	305.63	305.85	313.93	314.60	315.67	316.74	315.55	315.60	315.48	313.77	313.74	316.94	dry	314.33	dry
21-Dec-03	305.95	306.20	314.33	316.18	316.01	316.93	fr	fr	315.65	fr	fr	317.04	dry	315.11	dry

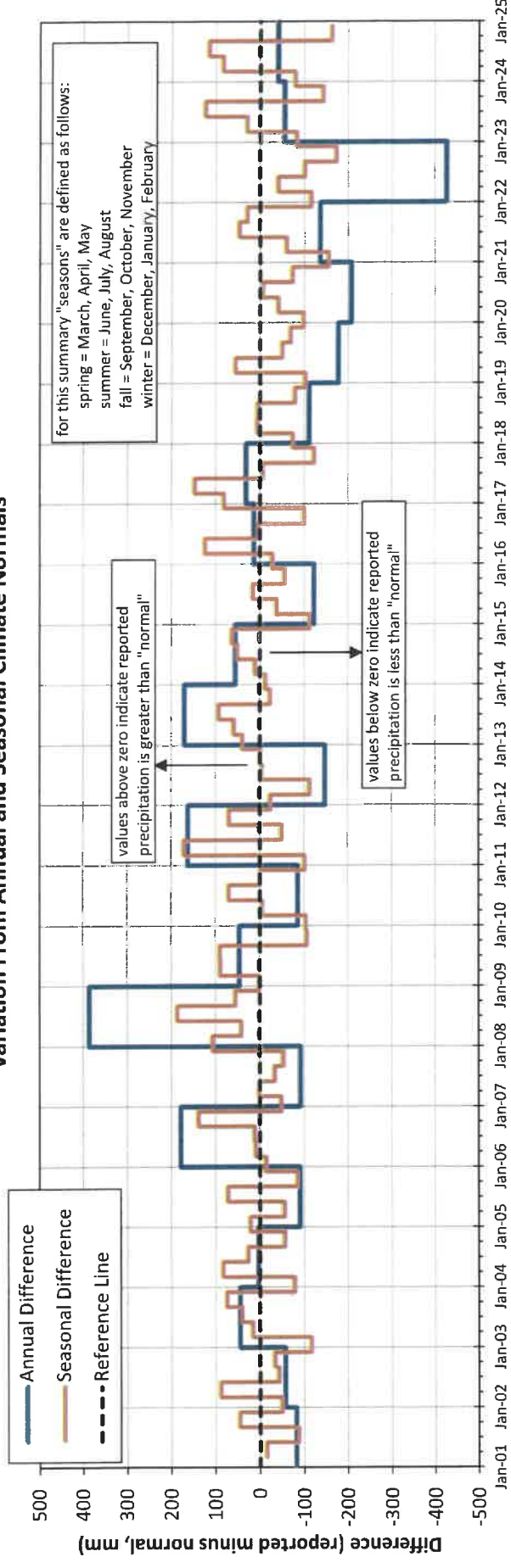
Date	Water Level Elevation (mAMSL)														A10 SW
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW	
24-Mar-04	306.13	306.49	314.71	316.26	316.16	317.00	fr	fr	315.68	fr	fr	317.05	dry	315.43	
3-Aug-04	305.69	306.66	316.11	314.47	316.06	316.76	315.63	315.62	315.58	313.68	dry	317.25	dry	315.41	315.40
8-Oct-04	306.24	306.30	314.25	315.22	315.69	316.45	315.32	dry	dry	313.32	dry	316.90	dry	314.77	dry
13-Dec-04	306.28	306.22	313.96	314.47	315.84	316.81	315.58	315.64	315.50	fr	fr	316.98	dry	314.83	dry
5-Apr-05	306.08	306.61	314.58	316.43	316.19	317.13	fr	fr	315.78	313.92	313.87	317.09	317.08	315.48	315.48
15-Jun-05	306.50	306.61	314.48	316.00	315.66	316.75	315.61	315.62	315.58	313.68	313.70	317.20	317.07	315.28	dry
17-Oct-05	306.29	306.25	314.05	315.20	315.91	316.66	315.49	dry	315.45	313.60	dry	316.92	dry	314.38	dry
15-Dec-05	306.02	306.22	314.21	314.99	315.98	316.85	315.61	fr	315.60	313.82	fr	317.17	dry	314.84	dry
31-Mar-06	n/a	n/a	n/a	n/a	n/a	316.97	315.73	315.69	315.75	313.79	313.78	n/a	n/a	n/a	n/a
6-Apr-06	306.53	307.84	314.83	316.47	316.48	n/a	n/a	n/a	n/a	n/a	n/a	317.35	317.30	315.69	315.69
7-Jul-06	306.43	306.67	315.51	316.01	317.79	316.60	315.50	315.48	316.75	313.68	313.69	n/a	n/a	315.21	dry
13-Oct-06	306.77	306.64	314.67	315.59	315.89	316.88	314.49	315.64	315.61	313.75	313.76	317.18	dry	315.13	dry
20-Dec-06	306.87	306.93	315.20	316.74	316.10	316.92	fr	fr	fr	fr	fr	fr	fr	fr	fr
15-Mar-07	306.82	307.00	315.14	316.15	316.06	317.15	fr	316.40	316.96	313.88	314.50	317.24	dry	315.75	dry
23-Jul-07	306.93	306.68	314.24	315.85	315.90	316.44	dry	dry	316.69	dry	dry	316.79	dry	315.65	dry
29-Oct-07	306.09	306.10	313.38	dry	315.49	316.40	314.98	dry	dry	313.17	dry	317.11	dry	dry	dry
14-Dec-07	305.89	306.02	313.29	dry	315.43	316.45	315.14	n/a	315.52	313.56	n/a	316.97	n/a	dry	n/a
27-Mar-08	306.21	306.56	314.83	316.03	316.04	316.97	fr	fr	315.66	fr	fr	fr	fr	fr	fr
26-Jun-08	306.76	306.97	315.19	315.81	316.17	316.80	315.66	315.66	315.67	313.61	313.61	317.67	317.47	315.59	315.57
6-Oct-08	306.52	306.96	315.04	316.03	315.98	316.83	315.66	315.70	315.69	313.65	313.64	317.64	317.37	315.48	315.48
7-Dec-08	306.89	306.89	314.74	315.93	315.98	316.93	fr	fr	315.64	fr	fr	fr	fr	fr	fr
25-Mar-09	307.52	307.48	315.96	316.63	316.34	317.04	fr	fr	315.76	fr	fr	fr	fr	316.06	316.06
22-Jul-09	307.25	307.32	315.47	315.88	316.18	316.92	315.59	315.60	315.67	313.59	dry	317.77	317.67	315.79	315.79
7-Oct-09	306.82	306.97	314.81	315.40	315.91	316.73	315.49	315.54	315.56	313.63	313.63	317.81	317.29	315.43	315.40
8-Jan-10	306.39	306.65	314.28	315.03	315.81	316.84	315.58	fr	315.53	313.76	fr	317.06	fr	315.14	fr
26-Nov-12	305.75	305.96	313.55	315.00	315.58	316.75	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
29-Jan-13	305.77	306.07	313.70	315.40	315.76	316.90	n/a	315.79	315.58	n/a	313.61	316.98	dry	314.38	dry
4-Oct-13	306.46	306.63	n/a	315.67	315.90	316.54	315.68	315.69	315.48	n/a	n/a	n/a	n/a	n/a	n/a
17-Dec-13	306.38	306.61	314.18	315.73	315.92	316.80	fr	fr	315.58	fr	fr	fr	dry	315.02	dry
13-Jan-14	306.50	306.68	314.30	315.76	315.98	316.86	fr	fr	315.64	fr	fr	fr	fr	315.10	dry
10-Apr-14	307.11	307.49	315.40	316.82	316.22	317.23	315.98	fr	fr	313.83	313.67	317.31	317.12	315.58	fr
3-Jul-14	307.06	307.45	315.37	316.77	316.22	316.76	315.93	315.98	n/a	313.80	313.69	317.25	dry	315.37	dry
23-Oct-14	306.58	306.64	315.07	314.72	316.01	316.81	315.78	315.78	315.60	313.75	313.66	317.57	dry	314.80	dry
29-Dec-14	306.28	306.49	313.99	dry	315.91	316.80	315.82	315.80	315.63	313.47	313.53	fr	dry	fr	dry
27-Mar-15	306.43	306.40	314.30	dry	315.98	316.98	fr	fr	fr	fr	fr	fr	fr	fr	fr

Date	Water Level Elevation (mAMSL)															A10 SW	
	BH204	BH205	BH213	BH214	BH219	TP319	A3 GW	A3 SW	A4 GW	A5 GW	A5 SW	A8 GW	A8 SW	A10 GW			
19-Jun-15	306.51	306.46	314.25	315.44	316.13	316.97	315.79	315.78	315.66	313.51	313.45	317.46	dry	315.09	dry		
24-Sep-15	306.05	306.09	313.71	314.72	315.79	316.46	315.52	dry	315.45	313.24	dry	dry	dry	dry	dry		
23-Dec-15	305.82	305.96	313.43	dry	315.57	316.23	315.49	dry	dry	313.18	dry	dry	dry	dry	dry		
8-Mar-16	306.16	306.33	313.75	314.67	315.94	316.96	fr	fr	dry	fr	fr	fr	dry	fr	fr		
29-Jun-16	306.47	306.65	314.52	315.39	316.17	316.73	315.65	315.64	dry	313.23	dry	dry	dry	dry	dry		
26-Sep-16	306.30	306.35	314.27	dry	315.92	316.63	315.81	315.80	315.64	313.49	313.54	317.23	dry	dry	dry		
20-Dec-16	305.73	305.92	313.54	dry	315.64	316.32	fr	fr	dry	fr	fr	fr/dry	dry	fr	fr		
23-Mar-17	306.68	306.76	314.50	315.64	316.26	316.95	fr	fr	315.72	fr	fr	dry	dry	fr	fr		
26-Jun-17	306.91	307.04	315.05	315.66	316.40	316.84	315.79	315.80	315.70	313.48	313.46	317.67	317.13	314.81	dry		
22-Sep-17	306.25	306.33	314.24	314.68	315.90	316.47	315.82	315.80	315.69	313.51	313.46	317.49	317.09	315.11	dry		
13-Dec-17	306.02	306.05	313.70	dry	315.68	316.72	fr	fr	dry	fr	fr	fr/dry	fr/dry	fr	fr/dry		
22-Mar-18	307.04	306.68	314.22	315.26	316.15	316.87	fr	fr	315.72	fr	fr	fr	dry	315.29	dry		
6-Jun-18	306.84	306.93	314.68	315.80	316.30	316.86	315.74	315.74	315.72	313.44	313.39	317.42	dry	315.08	dry		
14-Sep-18	306.36	306.39	313.84	314.81	315.72	316.49	315.48	dry	dry	313.05	dry	dry	dry	dry	dry		
18-Dec-18	306.01	306.05	313.57	dry	315.70	316.83	fr	fr	dry	fr	fr	dry	dry	fr	dry		
3-Apr-19	307.08	306.81	314.90	315.23	316.20	317.10	fr	fr	fr	fr	fr	fr	fr	fr	fr		
8-Jul-19	307.18	307.06	315.17	315.84	316.33	316.95	315.65	315.63	315.67	313.23	dry	317.72	317.23	314.97	dry		
20-Sep-19	306.03	306.06	314.43	315.15	316.10	316.84	315.49	dry	dry	313.06	dry	317.64	317.11	314.79	dry		
9-Dec-19	305.95	305.96	314.18	dry	315.88	316.47	fr	fr	dry	fr	fr	fr	fr/dry	fr	fr/dry		
1-Jun-21	306.38	306.36	313.73	dry	316.20	316.76	315.64	315.62	315.66	313.45	313.39	dry	dry	dry	dry		
29-Sep-21	306.01	306.02	313.47	dry	315.90	316.51	315.81	315.79	315.71	313.47	313.42	dry	dry	dry	dry		
10-Jan-22	305.89	306.23	313.71	314.74	315.90	316.85	fr	fr	315.60	fr	fr	fr	fr	fr	fr		
6-Apr-22	307.60	307.52	314.92	315.82	316.33	317.09	n/a	n/a	315.94	313.52	313.48	317.75	317.24	314.99	dry		
7-Jul-22	306.28	306.56	314.33	314.95	316.06	316.85	315.79	315.72	315.69	313.05	dry	dry	dry	dry	dry		
16-Dec-22	305.82	306.10	313.09	dry	315.63	316.71	dry	dry	dry	fr	fr	dry	dry	dry	dry		
14-Apr-23	306.02	306.19	313.80	315.16	316.13	317.09	315.68	315.71	blocked	313.38	313.34	317.13	dry	315.13	dry		
26-Jul-23	305.98	306.16	313.78	314.81	315.96	316.82	315.65	315.61	blocked	313.09	dry	dry	dry	dry	dry		
20-Oct-23	305.61	305.91	313.40	dry	315.91	316.46	315.49	dry	blocked	313.05	dry	dry	dry	dry	dry		
12-Dec-23	305.48	305.80	313.22	314.45	315.46	316.39	315.48	dry	blocked	313.02	dry	dry	dry	dry	dry		
26-Apr-24	306.32	306.32	n/a	315.28	316.09	317.00	315.67	315.69	315.69	313.43	313.31	317.09	dry	dry	dry		
19-Jul-24	306.24	306.26	314.50	315.06	316.06	316.76	315.63	315.62	315.65	313.22	dry	dry	dry	dry	dry		
4-Oct-24	305.95	306.19	314.03	314.91	316.02	316.53	315.53	dry	dry	313.11	dry	dry	dry	dry	dry		
18-Dec-24	305.70	305.98	313.60	dry	315.61	316.41	dry	dry	dry	313.01	dry	dry	dry	dry	dry		
Note:	GW = groundwater, SW = surface water 1997 to 2010 data as reported by Stantec															n/a = not available fr = frozen subsequent data as measured by Groundwater Science Corp.	

Reported Seasonal and Annual Precipitation



Variation From Annual and Seasonal Climate Normals





REPORT ADM-2025-017

TO: Mayor and Members of Council

PREPARED BY: Courtenay Hoytfox, Interim CAO

PRESENTED BY: Courtenay Hoytfox, Interim CAO

MEETING DATE: April 16, 2025

SUBJECT: Mill Creek ARA Site Plan Amendment

RECOMMENDATION

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

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

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

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

Purpose

The purpose of this report is to provide Council with background information regarding the Aggregate Resources Act (ARA) licence for the University of Guelph's Mill Creek Pit, located at 7034 Concession 2 and 7115 Concession 2. The pit operator has submitted an application to the Ministry of Natural Resources (MNR) for an amendment to the existing licence, as outlined in the documents attached as Schedule "A" to this report. The deadline for submitting comments is May 1, 2025.

Upon reviewing its records, the MNR has noted that draft site plans may not have been submitted with several past amendment applications. The Township has conducted a review of its own files, as well as those provided by the MNR. It is important to acknowledge that there

may be errors or omissions in the list of historical site plan amendments due to the limitations of the available documentation.

This background information is being presented to Council for context and informational purposes only.

Background

Under the current ARA policy framework, amendments to site plans and licences are categorized as major, minor, or self-filing, depending on the nature and potential impact of the change. Each type of amendment follows a different process as outlined below.

Major Amendments

These are changes that could significantly alter the operation or environmental impact of the site. Examples may include:

- Increases in extraction area or depth
- Changes that affect ground water
- Adding new haul routes or processing equipment

Process:

- Requires public consultation, including notification to agencies, landowners, and the public.
- Must be approved by the MNR.
- Often require technical studies (e.g., hydrogeology, traffic, noise, etc.).
- Subject to objections and possibly referral to the Ontario Land Tribunal (OLT) if unresolved.

Minor Amendments

These are changes with minimal impact that do not significantly alter the operation or environmental effects of the site. Examples may include:

- Shifting internal roads
- Adjustments to screening berms
- Clarifying wording on a site plan

Process:

- Do not require formal public consultation, but adjacent landowners may be notified at the discretion of the MNR.
- Must be submitted to and approved by the MNR.
- Technical justification may still be required, depending on the amendment.

Self-Filing Amendments

These are low-risk administrative or operational changes that can be made by the licensee without prior approval from the MNR. Examples may include:

- Updating contact information
- Correcting typographical errors
- Administrative updates that don't affect operations or the environment

Process:

- Licensee completes a self-filing form and submits it to the MNR for their records.
- No public notice or approval process required.
- The MNR may audit or review these filings periodically.

University of Guelph Mill Creek Pit History

The property located at 7034 Concession 2 was transferred to the University of Guelph on December 17, 1968, followed by the transfer of the property at 7715 Concession 2 on December 31, 1968. A zoning application to rezone the lands to extractive was submitted to the Township on September 12, 1986, and was first reviewed by Township Council on October 1, 1986. A Notice of Appeal was subsequently filed on April 7, 1987, by the Owner.

On June 27, 1990, the Ontario Municipal Board (OMB) issued its decision, which is attached to this report as Schedule "B." Following this, on September 25, 1990, the OMB issued an order amending the Township's Zoning By-law 19/85 to permit the establishment of an extractive zone; this order is included as Schedule "C." The original Aggregate Resources Act (ARA) licence issued for the site is attached as Schedule "D" to this report.

On June 5, 1991, the Township entered into an agreement with the University of Guelph concerning the reconstruction of the haul route as identified in the agreement, a copy of which is included as Schedule "E." Later, on December 9, 2002, the Township and the University entered into an agreement of understanding regarding the installation of a culvert beneath the Township road to accommodate a conveyor system for transporting aggregate materials; this agreement is attached as Schedule "F."

History of Site Plan Amendments**1992 (June) Amendment**

1. Reduction of area to be extracted as a result of additional wetland buffer.
2. Removal of 2.0m berm adjacent to Mill Creek.
3. Consolidation of Entrance / Exit to be located west of existing buildings.

1992 (August) Amendment

1. Construction of dyke wall adjacent to Phase 3.

1997 (March) Amendment

1. Temporary approval for a portable plant site – portable processing equipment was approved from 1994-1999 subject to regular noise monitoring results remaining within MOEE guidelines.
2. Approval to allow the use of portable generators – approval to allow for the use of both hydro and diesel generators (only hydro initially permitted) subject to regular noise monitoring results remaining within MOEE guidelines.
3. Excavation of silt ponds – excavate and temporarily use part of silt pond 4 while silt pond 1 is built.
4. Relocation of silt slurry pipeline – initially the pipeline was intended to follow the internal haul routes. Amendment to install pipeline in straight lines, and if possible, follow internal haul routes.
5. Relocation of scale house – scale house was built not in line with initial licence location. Amendment approved the existing location.
6. Relief from fencing requirement – amendment is to permit relief from required fencing in two locations.
7. Tree planting – Amendment includes altering the timing to plant and the size of trees to be planted on the front berms. Licence requires planting of 3m tall conifer trees. Amendment approves the planting of 1m tall trees at a greater density than originally required. Amendment also permitted the extension of plantings of a windrow to 1998.

1999 (September) Amendment

1. Inclusion of a berm along 401.
2. Revisions to stockpile height.

2000 (September) Amendment

1. Extend silt ponds SP1, SP2 and SP3.

2001 (June) Amendment

1. The addition of the Regional Storm Floodline as illustrated for completeness.
2. Minor drafting revisions, which are a carry-over from previous site plan amendments and notes referencing revisions.
3. Addition of #9 Recharge Trench proposal, by Jagger Hims Ltd., (April 30, 2001).
4. Addition of Site Plan Override Box with the following wording:

SITE PLAN OVERRIDE OF THE OPERATIONAL STANDARDS THAT APPLY TO LICENCES:
TEMPORARY RELIEF IS GRANTED FOR THE FOLLOWING: SECTION 5.11 – GROUPS WATER
RECHARGE TRENCH WILL BE CONSTRUCTED IN THE SET BACK NORTH OF PHASE 1.

5. Addition of #6 Recharge Trench proposal, by Jagger Hims Ltd., (April 30, 2001).
6. Addition to Phase 1 text – a temporary ground water recharge trench will be constructed in the set-back north of Phase 1. Feed-water will be pumped from the pond in phase 1. The use of the recharge trench will not extend past the end of Phase 5, and it will be backfilled prior to the close-out of operations at the site. Please refer to recharge trench proposal (April 30, 2001) for details and monitoring program requirements.
7. Addition of Figure 3 from Recharge Trench Proposal Document illustrating the Typical Trench Detail.
8. Under illustration of Typical Recharge Trench Note: Recharge trenches may be considered at other locations around the site as a form of mitigation, depending on suitability and subject to evaluation of the recharge trench located north of Phase 1 and MNR approval.

2002 (September) Amendment

1. Operational Plan Licence: Add a temporary haul route access across Concession Rd 2 to facilitate the movement of aggregate from Phase 2 to the processing facility in Phase 5b until the conveyor system is in place.

2002 (October) Amendment

1. Add two new trailers (Quality Control and an Office) near the site entrance.
2. Add fuel tanks being stored and utilized near site entrance.

2005 (January) Amendments

1. Revisions to general operation notes (item 16) and technical recommendation:
DURING TIMES WHEN THE PROCESSING PLANT IS OPERATING AND/OR BELOW WATER
TABLE EXTRACTION IS OCCURING, WATER LEVELS IN ALL OPERATIONAL SIL PONDS SHALL BE
VISUALLY AND PYSICALLY MONITORED DAILY AND REPORTED TO THE MNR, THE TOWNSHIP
OF PUSLINCH AND THE GRCA MONTHLY, THIS EXCLUDES PERIODS WHERE PONDS ARE
FROZEN.
2. Site Plan Override of Operational Standards:
 - a. The fencing requirements along the west property line north of Township Road shall be eliminated.
 - b. Ground water recharge trench will be constructed in excavation setback area of north of Phase 1.

- c. Conveyor may be installed in the excavation area.

2005 (April) Amendment

1. Extend silt ponds 1 and 3 (SP1, SP3) so as to connect with the drumlin located between the two silt ponds.
2. Revise the limit of extraction to include the north end of Phase 2 (30m setback along Concession Rd 2 to be maintained).

2010 (February) Amendment

1. Revise the limit of Phase 3 to include the area formerly referred to as the "Monitoring Area".
2. Expand silt ponds 2 and 3
3. Add the berm on the western boundary of Phase 3.

2010 (July) Amendment

1. No fence is required where the conveyor intersects the common boundary between the McMillian and Mill Creek Pit.

2015 (February) Major Amendment

1. To enlarge the limit of extraction in Phase 2.

2017 (September) Amendment

1. To permit extraction of Phase 1 east boundary adjacent to other licenced property to 1.5m above the water table.

2017 (November) Amendment

1. Remove a 2.67-hectare portion of the licenced area from the Operational and Rehabilitation Site Plans. The amendment reflects a reduction in licenced area from 188.6 hectares to 185.9 hectares to reflect a partial surrender of 2.67 hectares of licenced area that have never been expropriated to facilitate widening of Highway 401.

2019 (February) Amendment

1. Site Plan Override of Operational Standards:
 - a. An internal access road to allow off-road equipment from Phase 2 to the adjacent licenced pit along the west boundary of setback.

- b. The excavation setback area and the fencing requirement along the Phase 2 east and west boundaries with the adjacent licenced lands shall be eliminated upon submitting an agreement with the applicable land owner MNR.

2019 (June) Amendment

1. Increase the area to be extracted by 6.8 hectares within the already licences boundary.
2. Add Phase 6 to the approved phasing on the site plan.

2022 (June) Amendment

1. Amendment to the groundwater monitoring program through conditions 19, 20 and 22 of the aggregate licence, which requires the submission of hydrogeology, hydrology, fisheries, and wetland habitat monitoring reports for MNRF approval. This amendment to the groundwater monitoring program revises early warning and threshold values for the OW5-84 to DP5CR threshold pair.

2025 (February) Major Amendment

1. Proposal to extend the limit of above and below water table extraction to include 2.5 hectares of additional area. See Schedule "A" for detailed proposal.

Compliance Assessment Reports (CARS)

The Township previously raised concerns with the 2023 and 2024 CARS regarding the following report notes:

C22 Importation of Material (e.g. for rehabilitation, blending, or recycling):

C22 states fine sand imported from other gravel pits to blend for quality reasons. This is the intent of the "blending" permissions in the site notes of all operators, not processing raw material. The site is currently importing raw materials from other licenced sites.

Clarification from the MNR is required to ensure compliance with the intent of the licence.

The MNR has not responded to this concern to date and staff recommend that clarification be provided as part of this review.

Financial Implications

Cost for Township Hydrogeology Review of the February 2025 proposed ARA amendments.

Applicable Legislation and Requirements

Aggregate Resources Act, R.S.O. 1990, c. A.8

Engagement Opportunities

Circulation to TAPMO for consideration as a potential case study, highlighting how the ARA policy framework—specifically in relation to licence amendments—may undermine transparency and public engagement in the approval process.

Attachments

Schedule “A” February 2025 Proposed ARA Amendment Application

Schedule “B” June 27, 1990 Ontario Municipal Board (OMB) Decision

Schedule “C” September 25, 1990, OMB Order Amending the Township’s Zoning By-law 19/85

Schedule “D” September 26, 1991 Aggregate Resources Act (ARA) Licence

Schedule “E” June 5, 1991 Township Haul Road Reconstruction Agreement

Schedule “F” December 9, 2002 Agreement of Understanding – Culvert Installation

Respectfully submitted,

Courtenay Hoytfox
Interim CAO



February 24, 2025

Ministry of Natural Resources
ARAApprovals@ontario.ca

Lynnette Armour
Environmental Compliance Officer
Ministry of Environment, Conservation and Parks
 Ontario Government Building, 4th Floor
 1 Stone Road West
 Guelph ON, N1G 4Y2

Courtenay Hoytfox
Township Clerk
Township of Puslinch
 7404 Wellington Road 34
 Puslinch, Ontario, N0B 2J0

Ministry of Environment, Conservation and Parks - Species at Risk
SAROntario@ontario.ca

Jennifer Adams
County Clerk
Wellington County
 74 Woolwich Street
 Guelph ON, N1H 3T9

Grand River Conservation Authority
Attn: Staff for Township of Puslinch
 400 Clyde Road, PO Box 729
 Cambridge ON, N1R 5W6

RE: Mill Creek Pit (Licence No. 5738) – Proposed Site Plan Amendment
OUR FILE 9061DX

On behalf of Dufferin Aggregates, a CRH Company (Dufferin), we are pleased to submit the required documentation in support of a proposed Site Plan Amendment for the Mill Creek Pit (Licence No. 5738) located at Part of Lots 21, 22, 23 and 24, Concession 2 and Part of Lot 24, Concession 1, in the Township of Puslinch, County of Wellington. The Mill Creek Pit is licenced by the University of Guelph and operated by Dufferin.

The Mill Creek Pit licence area is 185.9 hectares and the approved extraction area is 119.6 hectares, with the majority approved for below water extraction. The proposed Site Plan Amendment seeks to extend the limit of above/below water extraction to include 2.5 hectares of additional area (2% increase in extraction area). The area subject to the proposed site plan amendment has historically been used for facilities associated with the entrance/exit and the proposed site plan amendment seeks to recover the remaining reserves at the Mill Creek Pit as operations are completed on the north side of the site. See attached Figures 1 and 2, which identify the area subject to the proposed site plan amendment.

A Water Report, Natural Environment Report and Planning Land Use Letter were completed in accordance with MNR requirements for this application. The reports confirm that the area is already zoned to permit the proposed use; the minor increase in the extraction area will not impact water resources; the site is already disturbed and there will be no negative impacts to natural heritage features; the site is not within an area regulated by the Grand River Conservation Authority; and the closest sensitive receptor is approximately 400 metres away from the area subject to the site plan amendment and is located closer to other existing mineral aggregate operations.

As part of the application, the existing groundwater monitoring program at the Mill Creek Pit will continue to apply and there are no proposed changes to the annual tonnage limit of 2,000,000 tonnes, resulting in no increase in truck traffic or overall production at the site.

The application package includes the following:

- Public Notice of Application Form (see attached);
- Redline ARA Site Plans prepared by MHBC, dated October 2024;
- Planning and Land Use Considerations Letter prepared by MHBC, dated September 17, 2024;
- Water Report prepared by WSP, dated July 23, 2024; and
- Natural Environment Technical Report prepared by Goodban Ecological Consulting Inc., dated August 2024.

A copy of the technical reports and site plans can be accessed at the following website: https://dufferinaggregates.com/community-information/#mill_creek_pit and are also included in the following dropbox link:

The documents will be available for download until March 14, 2025.


<https://www.dropbox.com/scl/fo/njj0uip1mjsz5tp35xabj/AMrNVtr2xskvGa3ohz21oEc?rlkey=1fnrwbcl1tzvxaprboib4poxqp&st=vztsf6ci&dl=0>

As noted in the enclosed Public Notice of Application, the last day written comments to the site plan amendment application can be filed is May 1, 2025 (Day 60). Written notices of objection are to be served upon the Applicant and the Ministry of Natural Resources.

Please do not hesitate the undersigned should you have any questions or require additional information.

Yours truly,

MHBC



Brian Zeman, BES, MCIP, RPP
Partner

cc. *Kevin Mitchell / Dufferin Aggregates*
Jennah Pettenuzzo / Dufferin Aggregates
Ellen Ferris / MHBC

Fields marked with an asterisk (*) are mandatory.

Instructions

All information in this form must be included in the notice served to landowners and agencies, in the notice published in a newspaper, and on the sign posted at the boundary of the site. Where noted, information may be inserted by the applicant to complete the required statements.

Section 1

Complete all required information noted below.

This is a notice that an application has been made under the *Aggregate Resources Act* by:

Name of Applicant *

Licensee is the University of Guelph and the site is operated by Dufferin Aggregates, a CRH Company

Section 2

Applicants must complete one of the following sections based on their selected type of application (all other sections must be removed from the notice prior to serving or posting).

If the application is for *

- ☐ a licence or aggregate permit for a new pit or quarry – complete section 2A and section 3
- ☐ a wayside permit for a new pit or quarry – complete section 2B
- ☐ a new pit or quarry adjacent to an established pit or quarry – complete section 2C and section 3
- ☒ an amendment to allow an established pit or quarry to extract below the water table – complete section 2D and section 3
- ☐ an amendment to expand into a road allowance adjacent to an established pit or quarry – complete section 2E and section 3

Section 2D

To be used if the applicant is proposing an amendment to an existing licence or aggregate permit or site plan to allow an established pit or quarry to extract below the water table. Complete all required information noted below.

This application proposes to amend * Class A licence 5738
(Class A licence, Class B licence, or aggregate permit) (insert existing licence or permit #)

to extract below the water table. The existing * pit is located
(pit or quarry or pit and quarry)

(describe proposed location of site – e.g., lot, concession, local and upper tier municipality, geographic township, territorial district) *
Part of Lots, 21, 22, 23 and 24, Concession 2 and Part of Lot 24, Concession 1, Township of Puslinch, County of Wellington

Section 3

Complete this section unless the proposal involves a wayside permit or a remote aggregate permit.

Information about the application will be provided at a session (details about the session to be held as per s.0.5(3) of O.Reg.244/97 – e.g., timing, date(s), location, venue, method of communication, etc).*

In accordance with s. 0.9(2) of O.Reg. 244/97, a public information session is not required for this type of application since the site plan already permits excavation below the water table in other areas of the site.

Section 4

Provide details about where/how detailed application documents can be viewed/accessed.

Detailed technical reports, information and the site plan related to the application can be viewed at *

The technical reports (Water Resources Report, Natural Environment Report and Land Use Planning Letter) and proposed revisions to the approved Aggregate Resources Act site plans, can be accessed at:
https://dufferinaggregates.com/community-information/#mill_creek_pit

Section 5 – Applicant Contact Information

Last Name *	First Name *	Middle Initial
Mitchell	Kevin	
Telephone Number *	Extension	Email *
416-788-0015		kevin.mitchell@ca.crh.com

Address

Unit Number	Street Number *	Street Name *	PO Box
	2300	Steeles Avenue West	
City/Town *	Country *	Province/State *	Postal Code/Zip Code *
Concord	Canada	Ontario	L4K 5X6

Section 6

The following information must be included in the notice served to landowners and agencies and in the notice published in a newspaper, however it is not required to be included on the sign posted at the boundary of the site. Insert the deadline for comments in the space provided below. [In accordance with s. 0.9\(2\) of O.Reg. 244/97, a newspaper notice and sign are not required for this type of application since the site plan already permits excavation below the water table in other areas of the site.](#)

Any person(s) wishing to comment on this application must send, in writing, their comments to the Applicant (at the address above) and send a copy to: ARAapprovals@ontario.ca or if email is not available, Integrated Aggregate Operations Section, Ministry of Natural Resources and Forestry, 300 Water Street, Peterborough ON K9J 3C7.

The last day on which comment(s) may be filed with the **Applicant** and **Ministry** is:

this * 1 day of * May, 2025
(day) (month) (year) *

Note: If you choose to participate in the *Aggregates Resources Act* (ARA) notification and consultation process, all personal information (PI) you provide may be subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA), whether provided to the Applicant or MNRF at any point during the consultation process. The MNRF collects your PI under the authority of s. 11, s.13.1, s.23, s. 35 and other provisions of the ARA and maintains it for the purposes of ensuring consultation and other requirements in the ARA are met. Under the authority of s. 11(2), s.13.1(3), s.23(7), s.35(2) of the ARA, your name and address will form part of the public record (that is available to the general public as described in s 37 of FIPPA) and will appear with your comments, unless you request in your submission that your name and address be kept confidential. If you have any questions about the collection and use of your personal information, please contact Ministry of Natural Resources and Forestry, Natural Resources Information and Support Centre (NRISC) 300 Water Street Peterborough ON K9J 3C7 Toll free: 1-800-667-1940.

[Save Form](#)

[Print Form](#)

[Clear Form](#)

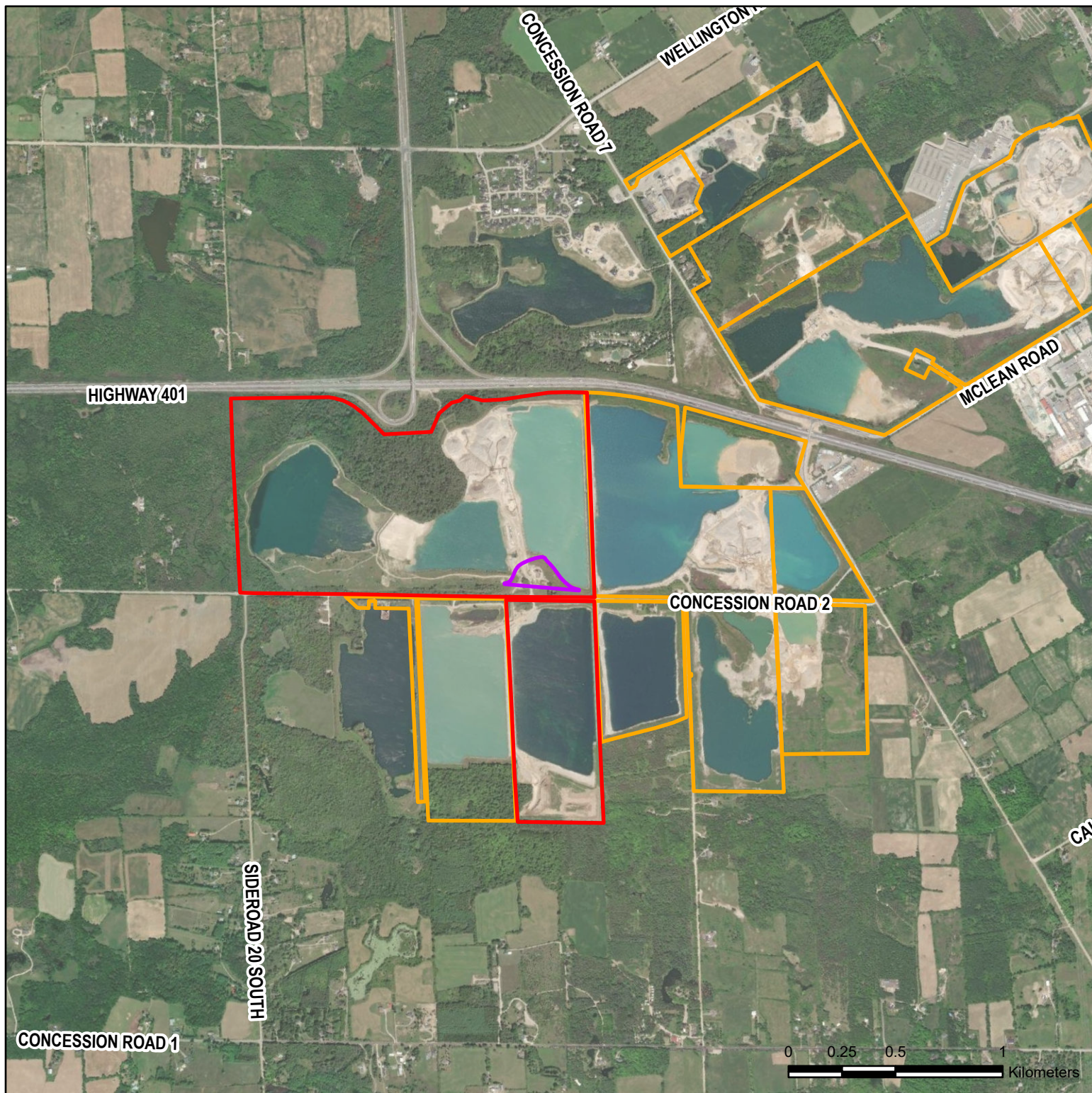


Figure 1 - Site Location

- Subject Area
- Mill Creek Licence Boundary
- Other ARA Licences





Figure # 2
Site View

Mill Creek Pit

Part of Lot 24, Concession 1
Part of Lots 21 to 24, Concession 2
Township of Puslinch
County of Wellington

- Legend**
- Mill Creek Licence Boundary - Licence # 5738
 - Mill Creek Limit of Extraction - Above Water
 - Mill Creek Limit of Extraction - Below Water
 - Proposed Area to be Extracted - 2.5 ha
 - Natural Environment Study Area

Date	August 2024
Sources	Aerial photography from Microsoft Bing, date unknown.
Scale - 1:2000	<div><div></div><div>03060</div><div>Meters</div></div>
N:\Brian\9061DX - Dufferin - Mill Creek SPA\Drawings\GEC - Natural Environment Technical Report\CAD\9061DX - Report Figures.dwg	

DB 84

F 205

Z 870049

M 880029



Ontario Municipal Board
Commission des affaires municipales de l'Ontario

IN THE MATTER OF Section 34(11) of
the Planning Act, 1983

AND IN THE MATTER OF an appeal to
this Board by the University of
Guelph for an order amending
By-law 19/85 of the Township of
Puslinch to rezone the lands
comprising Part of Lots 21, 22, 23,
and 24, Concessions 1 and 2, Township
of Puslinch, from Agricultural "A"
Zone and Hazard "H" Zone to
Extractive Industrial "EX1" Zone,
Hazard "H-2" and Agricultural "A-9"
Zone to permit the establishment and
operation of a pit
O.M.B. File No. Z 870049

- and -

IN THE MATTER OF Section 5(3) of the
Pits and Quarries Control Act, 1980

AND IN THE MATTER OF a referral by
the Honourable Vince Kerrio, Minister
of Natural Resources of an
application by the University of
Guelph for a quarry license for the
operation of a pit on lands being
composed of Part of Lot 24,
Concession 1, and Part of Lots 21 to
24, inclusive, Concession 2, in the
Township of Puslinch
O.M.B. File No. M 880029

C O U N S E L :

G. Hayes Murphy	- for	Township of Puslinch
M. Virginia MacLean, Q.C.	- for	The Trustee Board of the Presbyterian Church in Canada
John Williams, Q.C.	- for	Ontario Federation of Anglers and Hunters
John G. Parkinson, Q.C. and Roderick R. MacDougall	- for	University of Guelph
B.H. Kellock, Q.C. and J.W. Kahn	- for	TCG Materials Limited

DECISION OF THE BOARD and REPORT TO THE MINISTER OF NATURAL
RESOURCES delivered by J. A. WHEELER and R. W. RODMAN

On June 27, 1990, the Board issued its decision on File O 880075
in reference to the referred aggregate-related aspects of Puslinch

This decision deals only with the lands of the University of Guelph. This decision (and report) and that relating to the TCG lands will be issued by the Board at the same time. These decisions will conclude all outstanding decisions arising from both sets of hearings under the Board's head files for the Official Plan references, Files O 880075 and O 880221.

The preliminary comments made in this decision will equally apply to the TCG decision and will not be repeated therein. In this connection, and in addition to what follows, the Board wishes to acknowledge its appreciation to the staff of the Ministry of Natural Resources and Grand River Conservation Authority who admirably responded to concerns of the Board expressed in an undistributed "Memorandum of Oral Direction" delivered at Puslinch Township on January 30, 1989. This Memorandum directed itself to what the Board perceived, at the time, as a likely imbalance of professional assistance to the cases of the residents opposed and the Township itself wherein a particular producer could muster a professional team of experts to present his case while those opposed, could not.

This perceived imbalance increased in importance as the Board was made aware of serious environmental issues associated with both the University and TCG cases. Of particular concern was the possibility that due to the complexity of the issues, "some major aspect of any particular site specific application may escape the Board's attention, leading to the possibility that the Board could make a recommendation to the Minister in respect of a license where a staff recommendation to the Minister in respect of the same license might address a matter not revealed to the Board for consideration". Or, as stated at page 3 of the memorandum, "the Board does not want to see anything of a major consequence slip through the cracks. For that to happen would not do justice to the public hearing process which we are endeavouring to oblige during the course of this

apparent to the Board at that time, particularly where very important aspects of the environment are concerned.

It is also worth mentioning that the Ministry also favoured the Board by producing for consideration at the hearing sets of possible conditions of license for the applications of the University, TCG and Capital Paving, as set forth in Exhibit 430, while making it clear that the presumption should not be made that either the Board or the Ministry "will, respectively, recommend the issuance of a pit license or actually issue a pit license" or "are in any way bound to the specific list of conditions contained herein".

In neither of the original applications of the University or of TCG did Township Council consider the merits thereof under the Planning Act, preferring at the time to delay consideration thereof until after its new Official Plan came into effect. Although the Board had no official position of Council before it directed at the merits of each case, both cases were rigorously addressed by the Township during the course of the hearing. In so doing, as earlier indicated, the Township presented the evidence of its own hydrogeologist, the consultant planner, and the professional staff of the G.R.C.A.

Another active participant in both site specific cases was the Ontario Federation of Anglers and Hunters (O.F.A.H.), represented by John Williams, Q.C., assisted by Chris Horvath. The Federation, under the power of subpoena, brought before the Board various professionals from the Ministry of Natural Resources to respond to or address the environment-related issues surrounding each application.

In the University's case, which this decision will now devote itself to, this kind of professional assistance admirably balanced

Each of the University's expert witnesses addressed their particular discipline through written reports which accompanied their oral testimony. As a possible aid to the comprehension of aspects of the evidence that may be addressed in this decision, the Board will set forth below the particular discipline, the respective expert and the exhibit numbers of his curriculum vitae and professional report in that order, namely:

Geomorphology	-	Dr. Alexander (Sandy) McClellan, Ex. 234/5
Hydrogeology	-	Andrew G. Hims, Ex. 245/6/7
	-	E. Grant Anderson, Ex. 277
Transportation Planning	-	John M. Hemmingway, Ex. 278/9
Acoustical	-	Dr. John S. Keeler, Ex. 282/3, Ex. 382
Fugitive Dust	-	Dr. E.F. LeDrew, Ex. 284/5
Agrology	-	David R. Cressman, Ex. 289/90
Land Use Planning	-	Paul F. Puopolo, Ex. 293/4/5
	-	John F. Bousfield, Ex. 375/6
Aquatic Biology	-	Dr. Hugh R. MacCrimmon, Ex. 301/02/03
Environmental Planning	-	Dr. Paul Eagles, Ex. 307/08

Resumes & reports, oral or written, were provided to the Board from representatives of the G.R.C.A. and M.N.R. in most areas of expertise involving the environmental issues addressed in this decision. It is not necessary to detail this evidence for reasons that will become evident in this decision. It is the Board's general observation that, for the most part, the thrust of their evidence was concern-related and rather than being separated and considered on their own, are best referred, when necessary, in connection with each issue as it is considered. This distinction is made for the reason that the complexities surrounding the environmental aspects of the University's applications, when confronted with the contributions

so at this time than in the future, should extraction proceed as proposed. This observation is even more valid, it seems to the Board, when viewed in the light of fairly rapid population growth in Puslinch Township, mentioned in the Official Plan decision. It is not hard to envisage, down the line, potentially greater opposition to extraction from more residents, perhaps with more reason to oppose than may now be the case. In saying this, it does not follow that the Board automatically endorses the concept that only the marketplace should decide whether any proposed pit should open. However, the Board must look at the reality of the situation in the context of the Province's Mineral Aggregate Resources Policy Statement (M.A.R.P.) approved in Cabinet on May 9, 1986. This was also explored in the aforesaid earlier decision of the Board.

In making these comments it is acknowledged that the Aggregate Policies of the adopted plan had not been finalized when the merits of the University's proposal were being promoted to the Board. One party or another might be disadvantaged. This possibility could not be avoided when, as was the situation with the University, the policies of the Official Plan were being debated along with the merits of a specific proposal. The Board is nonetheless satisfied that one way or another the policies of the approved plan were addressed in the evidence, either expressly or impliedly, enabling the Board to consider Official Plan conformity.

The University's "Puslinch Field Station" comprises about 366 acres north of Concession Road 2 (north site). The remaining 100 acres on the south side of the said Concession Road has an easterly boundary that lines up with the easterly boundary of the north site. One Township lot separated to the west of the south site is the TCG site, on the south side of Concession Road 2. A religious retreat owned by the Presbyterian Church in Canada known as the Crieff Hill Community, lies kitty-corner to the southeast corner of

All this evidence was directed to the fact that the University's lands, for the most part, have been recognized for many years as being a very substantial source of prime aggregate even before this was confirmed in an aggregate resources inventory of Puslinch Township undertaken by the Ontario Geological Survey, M.N.R., published in 1982. Even Plate C to the original 1973 Guelph and Suburban Official Plan recognized this fact for most of the University's lands.

As earlier indicated, the major road block to extraction arises from the fact that most of the aggregate, certainly determinant of viability of extraction, lies below the ground water table and its extraction would leave behind substantial bodies of water both north and south of Concession Road 2.

It was only the resultant bodies of water north of Concession Road 2 that generated the concerns for the wetland and Creek. An earlier extraction proposal for the north site resulted in the creation of a single body of water, or one lake as such bodies of water were described, across the width of the north site within the extraction boundaries then proposed. The single lake proposal involved a possible additional 1 metre lowering of the ground water table, at the driest time of the year, possibly impacting the welfare of a portion of an adjacent wetland node remaining after extraction.

Subsequent discussions with M.N.R. staff led to a decision to reassess the extraction program so that any resulting lakes would reduce the water table in such wetland portion by no more than an additional .5 metres at the driest time of the year. This was the proposal that was presented to the Board. It involved two lakes separated by an unexcavated section or sliver of land in which an engineered barrier wall would be created to control the amount of ground and lake water moving westerly to the proposed smaller

River water shed. The continued welfare of the Creek, even though it appears at the present time as being marginally suited for trout, depends on a continuous supply of the same quantity of cool ground water that it now receives.

These parameters, quantity and quality of ground water, received the greatest degree of concentrated expertise from the University's professional advisors in environmental planning, hydrogeology and aquatic biology on which the site plans were primarily founded. To this end, the University proposes a sophisticated scheme of siltation ponds designed to influence ground water flow direction in relation to, particularly, the eastern and western reaches of Mill Creek as it traverses the north site. Also involved, as earlier referred to, is the construction of an engineered barrier or semi-permeable wall between the two lakes, proposed to be designed so that the amount of water passing through from east to west would control the wetland ground water table by balancing the amount of water exiting from the western lake as ground water towards the Creek. In essence, the wall will control the lake levels and ground water flows.

Doubt was expressed as to whether a semi-permeable barrier wall could do the job assigned to it. Such a wall could be formed through the injection into the ground of a bentonite mixture with the aid of a vibrating beam. To some extent this was viewed by the opposition as an experiment and, as such, was a potential risk to the very environment that is supposed to be protected. With the assurances of Messrs. Grant Anderson and Andrew Hims, both hydrogeologists retained by the University, the Board, for reasons yet to follow and for the reason that no professional evidence was brought forward to show that it would not work, is inclined to view this wall as an operational matter rather than as a determinant of the merits of the University's application. In the clearest way possible, as a proposed condition of license, the University will

contrary hard evidence capable of successfully challenging his evidence.

His report, for example, addressed the consequences of a possible modest loss of stream flow in the eastern section of the Creek as forecasted by the hydrogeologist and equated this possible loss with what he saw as a positive gain to the enhancement of Creek habitat as an overall consequence of extraction, particularly in the western reach of the Creek. The Board accepts Mr. Hims' evidence that any loss of base flow in Mill Creek will be insignificant, even when considered on a cumulative basis.

Dr. MacCrimmon's evidence, which the Board accepts, is perhaps best summarized by reference to the following extract from page 2 of Exhibit 302, namely:-

"It is the opinion of FaunaAquatics, based on the Gartner Lee (1989) and Paul F.J. Eagles Terrestrial Biology (1989) Reports, that the presently stressed aquatic environment of Mill Creek, and its dependent trout fishery, will not be impaired beyond its present condition by the proposed mining operations on the University property. Rather, it is our opinion that the onsite availability of water resources can, at the discretion of fishery managers in combination with riparian and instream habitat improvements, be used to modulate stream flows and temperatures as an enhancement measure benefiting the welfare of future resident trout populations".

His report characterizes various segments of the stream as it passes through the property, which is unnecessary to review in this decision except for the Board to remark that as a consequence of the construction of the Highway 401-Hanlon Expressway interchange, segments of the natural Creek were rechanneled. Yet the artificial nature of such channelization and the associated changes in the ground water table have not, so far as the Board is aware, impaired the function of the altered wetland or irretrievably impaired the Creek as a fish habitat. In any event, Dr. MacCrimmon decided to

Dr. Eagles drew the extraction boundaries on the basis of his study on what he found on his many site visits and on what D.R. Cressman, an agrologist and member of the University's team, reported on in Exhibit 290 and mapped on Exhibit 291 regarding soil conditions found throughout both the north and south sites. Despite Mr. MacMillan's well intended expressions of concern, indeed supplemented by those of D.P. Coulson, M.N.R. biologist and D.A. Hagen, M.N.R. supervisor, the Board cannot find in the evidence anything to seriously question Dr. Eagles' conclusions as to what portions of the north site should be included or excluded from extraction, for wetland value reasons. Mr. Coulson, in particular, challenged Dr. Eagles' conclusions, especially where he would exclude a disconnected series of sloughs, periodically wet, a deer corridor (called the "isthmus") and portions of wetland nodes from what he classified as the main wetland body.

There is no question remaining in the Board's mind after all the evidence was in, that Dr. Eagles approached his task in a most professional manner, fully utilizing and having regard for Provincial guidelines for the identification and classification of wetland values, in reaching his conclusions.

The wetland controversy involves the fact that, as earlier indicated, the Mill (Galt) Creek Swamp having an area of 1,422 hectares, would be reduced in area by about 2.9 per cent. The wetland boundaries within the north site, have an area of 47.7 hectares, as determined by Mr. Coulson in 1989. However, such boundaries, as shown on Exhibit 308 and on mounted plan Exhibit 311, were refined, with reasons, by Dr. Eagles from 47.7 hectares to 40.7 hectares. The latter area would be further reduced by extraction by 9.8 hectares, leaving 30.9 hectares behind. Employing the Ministry's 1984 evaluation system for wetlands of Ontario south of the Precambrian Shield, Dr. Eagles evaluated the consequences of

the consequences of extraction on the remaining wetland. The Mill (Galt) Creek Swamp will continue as a Class 1 wetland, completely unaffected by the University's extraction proposal. In coming to this conclusion the Board has disregarded Dr. Eagles' rehabilitation plans, in staged or in final form, following extraction, which are clearly set forth in his report and reflected on the University's site plans, solely for a wildlife and nature preserve. It is the Board's belief that if these plans are factored into the equation, the wetlands will, in fact, benefit from extraction if hydrogeological forecasts are realized.

On the assumption that the hydrogeological forecast relating to the worst case influence on adjoining wetlands of no more than a 0.5 metre additional drawdown in the driest time of the year will be the result, the Board has no reason not to accept Dr. Eagles' opinion that such water table fluctuation will have only a minor effect on the wetland vegetative community, and not alter the fact that the affected portion or portions of the wetland would nevertheless remain a wetland. Concessions made by the University consequential to the evidence, which will be commented on shortly in this decision, reinforces the Board's conclusions in this regard.

Should the University's plans for the property be realized, the resultant lakes in association with the remaining wetlands will, the Board feels, result in an environmental experience quite unique in Canada but not necessarily so in other jurisdictions, examples of which were cited to the Board by Dr. Eagles, as a wildlife management resource. Already the University has set up a professional group code named LRG² (Landscape Research Groups (Guelph)) to conduct research and establish management parameters for this potential resource.

the north site. This will afford years of additional monitoring and testing time before extraction would close in on the more sensitive parts of this site. Site plan Alternatives 1 and 2, filed as Exhibits 371 and 372, respectively, respond to this concern and were filed by the University in reply to the evidence presented by O.F.A.H. and the Township, particularly. Introduction of these alternatives seemed to reduce the intensity of opposition in reference to Mill Creek, particularly from O.F.A.H., if only because a longer opportunity results so that the monitoring information thus obtained can be extrapolated over to the west end in order to confirm, possibly with greater precision, the limits of extraction nearest the Creek.

Neither alternative varies the location of proposed silt ponds nor the sequencing of same in relation to directing ground water to the western section of Mill Creek, nor do they contemplate not excavating the area identified as 2B on the original site plans (Exhibit 236) and now identified as "X" on Exhibits 371 and 372. Should a favourable Report to the Minister result from this decision, any recommendation of approval will omit Area "X" from any recommended extraction area, but not so in connection with any associated zoning by-law amendment. The question of whether or not Area "X" should be subsequently extracted is a technical issue and not a land use issue, and should therefore be considered only as a matter of licensing under the Aggregate Resources Act.

The Board has devoted a considerable portion of this decision to considerations involving the welfare of the environment comprising the trout stream and surrounding wetland. For the reasons previously given the Board has concluded that the wetland will become no less a wetland and will likely be enhanced as a consequence of extraction. In addition, the Creek itself, as a

by any of the University's professional witnesses capable of taking the form of a condition of license was volunteered by the University and, at the conclusion of the hearing, were either additionally noted on the most recent site plans, namely, Exhibit 371, or set forth in the University's latest compilation of possible conditions of approval, Exhibit 430C.

The adopted plan designated the University's lands as Agricultural, superimposed by a Policy Area No. 2 identification for potential extraction. Although the Board's June 27, 1990 Official Plan decision designated these lands as Extractive Industries, this decision would not have been known at the time of the hearing of the University's case. Notwithstanding this decision of the Board, the Board will now consider Virginia Hildebrandt's submissions, and her supporting evidence favouring a continuation of agriculture for these lands in connection with the proposed by-law amendments.

The evidence revealed that during most of the University's tenure the tillable lands have been cropped, mainly for corn, although being mainly in a Class 3-5 soil classification. The Board does not doubt the evidence that these lands are capable of growing crops on a marginally economic basis, but this fact is not determinant, in the Board's view, on the best use that should be made of these lands after having regard for historical commitments. A similar controversy is capable of surfacing almost anywhere in Puslinch Township where a prime source of aggregate is found, for, invariably, they are found together.

As modified, the new Official Plan Aggregate Policies encourage rehabilitation to agriculture where extraction involves Classes 1, 2 and large blocks of Class 3 soil. However, extraction below the water table, as in the cases of the University and TCG, makes

by-law amendment, particularly for the north site. At page 2 of his Report, Mr. Bousfield gave the following opinion:-

"It is my opinion that the hatching on Schedule "C" which indicates a 'potential gravel pit' is intended to include all of the aggregate deposits which are economically extractable on a property, whether or not such property happens to be wholly or partially covered by the hatching. Section 7.2.2 indicates that the hatching "...is intended to indicate in a very general way..." the limits of known gravel deposits. I believe this is the only reasonable interpretation which can be applied, given the scale of the map, and the obvious inability of the authors of the Official Plan to delineate with any accuracy the proper and practical limits of the deposits where roads, rail lines or other defined features do not exist.

This view is reinforced, I think, by Clause 11.2 of the Plan, which states that Schedules "A" and "C" "...are for illustrative purposes only, and are to be interpreted as such".

Mr. Bousfield supplemented his opinion in the witness stand. The Board is inclined to agree with him.

The Board has concluded that the north site is exempt from the Food Land Guidelines by virtue of the concluding sentence to the said Section 3.16.4 thereof. The Board has concluded that the subject lands have been committed to extraction for so long and to such an extent that the issue of agriculture should not be the foundation for refusal of the University's applications.

The Board believes that thus far in this decision the main issues surrounding the University's applications have been addressed favouring the University. Strictly from the standpoint of a land use designation on Schedule "A" (Land Use Map) to the Official Plan as modified, the requested by-law amendment would obviously comply. However, as remarked in the June 27, 1990 Official Plan decision, mere designation may not be enough to ensure zoning compliance. The University devoted a good deal of professional attention to possible impacts of extraction on those neighbouring the proposed operation.

Without further qualification, except for additional comments in the recommended conditions of approval, which forms part of this Decision and Report to the Minister, the Board will accept the evidence of Mr. Hims relative to the absence of impact on any of the Crieff Hills water wells or on the wells of any other neighbour. The Board prefers this evidence to the concerns expressed by Dr. H.R. Whitely evolving from his views on the effect of extraction on the subject ground water table as a Township resource. Extraction below the water table is proposed to be done by a free draining drag line bucket ensuring maximum return of excavated ground water. The Board does not propose to review the evidence of Mr. Hims to any greater degree to reinforce the Board's finding in this regard.

So far as local wells are concerned, the University proposes a condition of approval whereby the University will save harmless any person whose well water is interfered with by the University's operation. The hydrogeologic evidence is so convincing that the Board has difficulty foreseeing any impact on any well.

The Board has carefully considered possible social impacts caused by extraction, including the concept of tolerance levels promoted by Mrs. Pedersen, and capable of being considered under Section 14.2(1) and (3), particularly in the context of the proposed haul routes. In this connection and also relative to possible impacts on neighbours to the proposal and Township residents is the evidence of J.M. Hemmingway, the University's traffic consultant, along with the evidence of J.S. Keeler, noise consultant, on the impacts, of not only University-related gravel truck impacts but also such traffic in combination with that of the proposed TCG extraction operation. The Board's comments on this kind of traffic related impacts on homes on the south side of Concession Road 2 east

Exhibit 279, Mr. Hemmingway at page 17 thereof sets forth a list of recommendations, most of which have been incorporated into the Board's suggested conditions of approval herein.

The haul route recommended by Mr. Hemmingway, and endorsed by the Board, is stipulated in the proposed conditions for good reason. His Report comments on the abilities of other Township roads to handle anticipated truck traffic and reasons for avoidance. Clearly his suggested routing is desirable and should be capable of being enforced in some manner. It seems to the Board that because Section 12(h) of the Aggregate Resources Act, 1989, requires consideration of this extraction-related matter, that if stipulation is considered necessary, it is only through the vehicle of conditions of approval that compliance with a stipulated haul route is likely enforceable. The Board does not wish to encourage the use of development agreements, commented on in the June 27, 1990 Decision, absent legislative authority, in this connection or any other connection.

The Board's suggested conditions of approval, appended hereto as Appendix "A", developed and commented on by the Board contain comments additional to some of the considerations made in this decision. Appendix "A" also addresses aspects of the evidence considered unnecessary to repeat in the body of this decision, but nevertheless important to the Board's assessment of the planning ramifications surrounding the proposed undertaking.

The Board's assessment of the evidence in all respects, mostly commented on in this Report to the Minister, has led the Board to conclude that the University's case, supportive of an amendment to the Township's Zoning By-law 19/85 to accommodate extraction, both north and south of Concession Road 2, has merit, despite the expressions of concern, environmentally and otherwise, raised during

As explored with counsel, and considered in the Board's said June 27, 1990 decision, the Board, on the advice of counsel, particularly A.L. Ostner, as M.N.R. counsel in the Official Plan portion of the hearing, will not delay ordering an amendment to the zoning by-law along the lines of the University's draft by-law amendment filed as Exhibit 300B pending a decision of the Minister on the license application.

The rezoning of University's lands shall, however, omit Phase 5A in the southwest sector of the north site to reflect comments made in the proposed conditions but will include Phase X for reasons given herein.

In order to accommodate the proposed A-10 zoning at the south end of the south site, and more precisely delineate the EXI-3 limits in the north site, as a follow-up to the Board's conclusions in the June 27, 1990 Decision, the Board requests the Township, when it provides the Board with the land use map (Schedule A) requested thereby, to show thereon the Extractive Industries limits for the University's lands as revised to more closely reflect the limits on the plan attached to Exhibit 300B and for the A-10 and H-2 limits as well, if needed for conformity reasons.

Additionally the Board requests the Township, presumably through its planner Jean Monteith, to provide the Board with a form of By-law amendment satisfactory to the Township and in keeping with the intent of Exhibit 300B, except for the said Phase 5A.

In view of the above, the Board allows the University's zoning appeal. When the Board's Order issues on the basis of the said June 27, 1990 Board Decision in respect of the Official Plan matters (O 880075), the Board will also order an amendment to By-law 19/85 in accordance with the foregoing.



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Ontario Municipal Board
Commission des affaires municipales de l'Ontario

APPENDIX "A"

SUGGESTED CONDITIONS OF APPROVAL
FOR THE UNIVERSITY OF GUELPH LICENSE APPLICATION

The Board, in the body of this decision, recommended in its Report to the Minister, that a license issue to the applicant under the Aggregate Resources Act on the basis of conditions of approval appended thereto. The recommended application for license constitutes the following site plan material, namely, Exhibit 371A, 371B and 371C (representing sheets 2A, 2B and 4) and the remaining sheets 1A, 1B, 3A and 3B of Exhibit 236, also Exhibit 240, in mounted coloured form.

Careful regard for Exhibits 430 and 430A, B, C, E, F and G, certain recommendations of the University's expert advisors and others, went into the following suggested conditions of approval.

As an introduction to these conditions, the Board is of the view that it would not be appropriate to stage approvals of the University's application which would depend on monitoring results. The Board is satisfied that the monitoring arrangements being proposed, as well as the reporting and review requirements of the new Aggregate Resources Act, will ensure that the environment is protected in an appropriate manner, including fisheries, wetlands and other items of concern. It is the Board's opinion that a sufficient amount of time is available to ensure that adequate baseline data will be available for both ground water monitoring and monitoring of the effects on wetlands and other environmental concerns, rather than staged licensing as proposed by the Federation

proposal, particularly as it relates to the extraction phases north of Concession Road 2. One item of concern related to silt ponds nos. 1 and 2 being allowed in the first phase of operation. The objectors felt that the ponds should not be created until such time as the flow measurements and the effects on the wetlands were finally determined to be appropriate. It is the Board's suggestion that this approach is not appropriate in that the silt ponds are necessary to effect control of the ground water movement to a specific area in Mill Creek. The effectiveness of the silt ponds in achieving that end must be determined as soon as possible, all the while keeping the wetlands protected. It is the Board's view that the silt ponds are needed to achieve information from the monitoring program which is of relevance when considering its effect on Mill Creek and/or the adjacent wetlands. The Board is satisfied that the monitoring program as proposed and generally indicated on Exhibit 434A, subject to final design and review, will produce the information needed.

One caveat to this recommendation would be to require the "nest" of ground water monitors originally proposed in anticipation of a "north to south" direction of excavation in Phase 1 being moved to a more appropriate location to accommodate extraction in a "south to north" direction. The south to north direction will allow more time to achieve monitoring information as it relates to Mill Creek where it traverses the northerly parts of this site. This conclusion is based on the fact that the only reason for extraction from north to south is for noise control. When questioning the residents directly affected, such as Dr. Hildebrandt, preference was for a "south to north" extraction, thereby allowing more time for monitoring and protection measures, if needed, for Mill Creek and adjacent wetlands.

The Board has fixed the above working hours to take cognizance of the residences along the east limit of Phase 2 and the Crieff Hills Community to the south. It is the Board's view that the above hours are satisfactory for an economical operation by the applicant and also will afford more reasonable hours of operation as they would affect the residences in the immediate area.

The same general comments will apply to condition of approval no. 5 which follows.

5. Aggregate extraction operations, aggregate processing operations and construction operations, including top soil stripping and landscaping, shall be confined to the period between 7:00 a.m. and 7:00 p.m. on weekdays, and to the period between 7:00 a.m. and noon on Saturdays, and these operations shall not be carried out on Sundays or on statutory holidays.
6. Notwithstanding condition 5, construction operations, including top soil stripping and landscaping occurring within 500 metres of any residences that are not protected by a perimeter noise barrier shall be confined to the months of October to April, inclusive, unless prior written consent is obtained from the Ministry of Natural Resources.
7. Any extraction occurring within 500 metres of a residence shall proceed in a direction towards the nearest residence, so that the working face is kept between excavation equipment and the nearest residence.
8. No more than one drag line operation and no more than one front end loader shall operate simultaneously within 500 metres of any residence.

13. The primary method for transporting raw aggregate from the active pit phase to the processing plant shall be by conveyor belt.

There was some discussion that the consultant for the applicant had suggested a 90 per cent/10 per cent ratio as indicating the primary method. The Board is satisfied that there is no need to include such a stipulation, in that some flexibility should be allowed and there should be no need for getting into strict enforcement of that type of an operation which, at best, would be unwieldy. The Board is satisfied that the conveyor belts, when constructed, will be utilized in the most appropriate manner possible.

14. The exhaust systems of all internal combustion engines used in the operations of the proposed gravel pit shall be kept in a state of good repair.

15. Noise emissions shall be monitored at least once per month for the first year of pit operation and at least twice per calendar year for the life of the pit operation; and if the Ministry of the Environment guidelines for stationary sources or construction equipment are being exceeded, that remedial action to reduce the noise to acceptable levels be taken immediately.

It is the Board's view that the latter part of this condition is necessary to ensure that an indication is given that prompt action will be taken should the monitoring indicate a problem.

16. The monitoring information collected in accordance with condition no. 15 shall be collected under the supervision of a qualified acoustics specialist, and this information shall be provided to the Ministry of Natural Resources in a report, the

shall be constructed, and these berms shall not be removed until processing operations have ceased.

19. The licensee shall, prior to the start of extraction operations, provide the District Manager, Ministry of Natural Resources, with a comprehensive ground water monitoring report which shall include a description of monitoring equipment, monitoring locations, methods of data collection and recording, action thresholds, calculations to be carried out (eg. base flow calculations), frequency of data collection, a proposed reporting schedule, and any other details required by the District Manager. The licensee shall maintain the monitoring programs described above, throughout the operating life of the extraction and during the site rehabilitation period and beyond, until such time that the Ministry of Natural Resources agrees to the termination of, or reduction in, the monitoring program.

The Board is satisfied that this method of data collection and reporting, etc. is sufficient to ensure that information will be available, satisfactory for the review requirements of Section 17 of the Aggregate Resources Act, and any other monitoring and review processes inherent in the monitoring program undertaken. This comment, while directed to condition no. 19, also relates in general to all monitoring items which form part of these conditions of approval and which follow.

20. The licensee shall, prior to the start of extraction operations, provide the District Manager, Ministry of Natural Resources, with a detailed wetland habitat monitoring report which will outline a program designed to measure ecological changes in those parts of the Mill Creek wetland adjacent to extraction operations carried out under this license.

- (b) The licensee shall provide the District Manager, Ministry of Natural Resources, with a detailed surface water drainage plan which will describe the existing surface water in and surrounding the site and the proposed water diversion, storage, and drainage facilities on the site, and points of discharge to surface waters.
- (c) The monitoring report described in this license condition shall include a description of those tests and analytical methods to be used to determine whether there is either a net gain or a net loss in Mill Creek or its tributaries of fish habitat as defined in the Fisheries Act, Chapter F.14, Statutes of Canada as a consequence of pit operations.

The Board is recommending that reference be made to fish habitat as defined in the Fisheries Act. While the Board is cognizant of certain policies now in effect, it is the Board's view that reference to the Federal statute is the most appropriate means of placing limits. We are satisfied there is sufficient flexibility for the Ministry of Natural Resources to relate this to the brook and brown trout population and habitat, which would form the basis of any monitoring program relating to this concern. While argument was given that reference should be made to the Federal/Provincial agreement relating to the Ministry of Natural Resources involvement in fisheries protection, the Board is satisfied that all policies inherent and controlled by the ministry will, in fact, be given serious consideration in the implementation of any conditions of approval for the University lands. The Board does not see it necessary to make any finding with respect to the meaning and interpretation of fish habitat which may be

responsibility of the licensee to ensure that this condition is satisfied.

25. Prior to the start of extraction operations, the licensee shall provide the District Manager, Ministry of Natural Resources, with a contingency plan that will describe the actions proposed to be taken by the licensee if action is required to assure compliance with condition 23 of this license.
26. Where operation of the pit has resulted in or is likely to result in a net loss of fish habitat, the licensee shall take action to replace or prevent the net loss of habitat, and action shall only be taken in consultation with and with the approval of the District Manager, Ministry of Natural Resources.
27. Ground water monitoring results collected by the licensee for the Ministry of Natural Resources also shall be sent to the Ministry of the Environment.

This condition has been worded to ensure that all ground water monitoring results are sent to the Ministry of Environment for its action, if deemed desirable. It is the Board's assumption that any concerns which the Ministry of Natural Resources might have with respect to any ground water monitoring results, such as its effect on the wetlands, would be relayed to the Ministry of the Environment for consultation and recommendation purposes.

28. Where the Ministry of Natural Resources or the Ministry of the Environment has determined that the operation of the pit has caused any well water to be adversely affected, the licensee shall, at the licensee's expense, either deepen the well or replace the well to ensure that historic water production

water supply problem, the licensee shall, at the licensee's expense, ensure a continuous supply of water to the affected landowner.

As indicated in the previous suggested condition, if the applicant is responsible for a water problem, he should be required to finance any required improvements.

30. The licensee shall, upon the receipt of any complaint in regard to water supplies, immediately advise the Ministry of Natural Resources and the Ministry of the Environment that the complaint has been received.
31. (a) Prior to the start of extraction operations, the licensee shall amend the site plan for the licensed property by deleting the area described as 'extraction area "X"' from the plan and adding a new extraction limit (i.e. east side of area "X") and appropriate rehabilitation details for the new extraction limit. In addition, the area noted as 5a, located in the southwest corner of the proposed extraction limit, shall be deleted so that the south and west limits in this area for extraction will be those of silt pond no. 1. The above amendments are subject to the approval of the District Manager, Ministry of Natural Resources.
31. (b) The site plan shall also be amended by deleting the line between silt ponds SP4 and SP5 and redesignating the silt pond as SP4.

The following comment applies to suggested conditions 31(a) and 31(b). The intent of the suggestions is to ensure that extraction will not occur in the area defined as "X" since

license, and work shall be carried out in strict compliance with the landscaping plan approved under condition 32.

34. (a) Prior to the design, construction of and installation of any barrier structure for the purpose of controlling lake levels and ground water flows, a detailed, geotechnical, site-specific investigation will be undertaken to determine the engineering design parameters of the barrier structure; and a barrier structure shall not be constructed without the prior written approval of the Ministry of Natural Resources, with professional comments from the Township of Puslinch, if forthcoming.
34. (b) The licensee shall ensure that there is sufficient silt available to implement and carry out the site plan which may, if necessary, be brought from an off-site source of supply.

These comments apply with respect to suggested conditions 34(a) and 34(b). There was much discussion with respect to the barrier wall design. The Board is satisfied, on the evidence, that a barrier wall can be designed to achieve parameters required and dictated by such things as results of required monitoring programs. It is the Board's view that the Township should be afforded the opportunity of providing input to any design which might be deemed appropriate, but any design approval should be the Minister's alone.

The latter part of this suggested condition of approval is to ensure that sufficient silt is made available to make sure that all silt ponds are constructed as indicated on the site plans. This is required since it is the

It is a suggestion of the Board that consideration be given to the use of 5 foot fences in certain of the above areas to restrict deer movement from the wetlands into the areas proposed for extraction. The 5 foot fence would be more effective in restricting such movements as compared to the new Act's requirement for a 4 foot fence.

37. No top soil or subsoil shall be removed from the licensed area without the prior written consent of the Ministry of Natural Resources.

38. All chemicals such as calcium chloride shall be stored in a secure indoor area to prevent unauthorized use of the chemicals and to provide protection from adverse weather conditions.

It is the Board's view that there is no need to restrict the possible use of calcium chloride, particularly for dust control on certain of the internal haul routes. The Board is satisfied that sufficient regulations now are in place which would ensure protection to the lakes being created.

39. Any fuel storage tanks shall be placed on an impermeable base or tray and shall be enclosed by a berm or dyke capable of containing the entire volume of the fuel contained in the storage tank.

40. Any fuel or chemical spill involving the discharge of contaminants to the natural environment shall be reported immediately to the Ministry of the Environment and the Ministry of Natural Resources.

41. The licensee shall apply dust suppressants as frequently as necessary to control dust emissions from internal haul routes;

43. The licensee shall utilize snow fences or dust screens to reduce dust emissions on both active dust generation areas (eg. excavation areas and haul routes) existing prior to the establishment of those berms and tree screens prescribed in the site plans.
44. If requested by an owner, any residence within 400 metres of the Concession Road 2 section of the proposed haulage route shall be equipped with central air conditioning, and noise barriers shall be built around their quiet outdoor living areas if feasible, subject to the approval of the Minister of the Environment. Any request for either air conditioning or noise barriers must be made within 2 years of the commencement of extraction.

This requirement stems from a suggestion of the University's noise expert. It is the Board's view that this is desirable and a 2 year request period should be given to those who might be affected. This should allow sufficient time for an individual to assess if a noise problem does occur, and also imposes a reasonable time limit in which to decide.

45. Prior to the commencement of the hauling of aggregates, satisfactory arrangements shall be made to provide for the following improvements:
- (a) The section of Concession Road 2 adjacent to the licensed lands shall be widened to accommodate separate right-turn and left-turn lanes into the pit, and be paved within the widened limits. The auxiliary lane proposed shall be integrated with the entrance proposals put forth to implement the TCG haulage routes, including those into and

of the Township in that it should meet reasonable Township standards. Condition 45(d), in effect, is an arbitration tool should no agreement be reached between the Township and the applicant, which the Board finds to be unlikely, in that the design would be in accordance with normal design standards. However, some final decision authority must be established for any dispute. It is the Board's view that an independent arbitrator would be the Minister or his designated representative and that this decision is most appropriate in his hands, since the condition is the Minister's condition.

46. The licensee shall require its own, as well as customer, trucks entering or leaving the gravel pit to use as a haul route Concession Road 2 to Concession Road 7, thence northerly along Concession Road 7 across Highway 401 to McLean Road, thence easterly along McLean Road to Brock Road (County Road 46). No other Township roads except the above shall be used as haul routes except for the purpose of local deliveries.

It is the Board's view that the haul route as described above and shown on Exhibit 243 is perhaps one of the most appropriate haul routes conceivable for an extraction operation. It is the Board's opinion that the licensee should be required to have control over not only its own trucks but also those of the customer. In making this comment, it is the Board's view that any customers not adhering to the haul route should no longer remain as customers to the applicant. Of course, an exception must be made to accommodate local deliveries. Although this may appear unwieldy or even unreasonable for a producer to police, the Board considers this approach much more desirable than nothing at all or as an item necessitating a questionable development agreement.



Ontario

Ontario Municipal Board
Commission des affaires municipales de l'Ontario

Z 870049

TOWNSHIP OF PUSLINCH

RECEIVED

MAY 15 1991

Office of the Clerk Treasurer

IN THE MATTER OF Section 34(11) of
the Planning Act, 1983

AND IN THE MATTER OF an appeal to
this Board by the University of
Guelph for an order amending By-law
19/85 of the Township of Puslinch to
rezone the lands comprising Part of
Lots 21, 22, 23 and 24, Concessions 1
and 2, Township of Puslinch, from
Agricultural "A" Zone and Hazard "H"
Zone to Extractive Industrial "EXI"
Zone, Hazard "H-2" and Agricultural
"A-9" Zone to permit the
establishment of a pit operation

B E F O R E :

J. A. WHEELER
Member

- and -

R. W. RODMAN
Member

)
)
)
)
)
)
)

Tuesday, the 25th day
of September, 1990

THIS MATTER having come on for public hearing and the Board having
reserved its decision until this day;

THE BOARD ORDERS that the appeal for an order amending Zoning By-law
19/85 is allowed and Zoning By-law 19/85 is hereby amended as set out
in Schedule "I" attached hereto and forming part of this order.

SECRETARY

ENTERED
O. B. No. <u>Z 87-1</u>
Folio No. <u>149</u>
MAY 13 1991
ACTING SECRETARY, ONT. MUNICIPAL BOARD



Ontario

Ontario Municipal Board
Commission des affaires municipales de l'Ontario

SCHEDULE I

to the Order of the Ontario Municipal Board
made on the 25th day of September, 1990

1. Schedule "A" Key Map Nos. 17 and 26 to By-Law Number 19/85 are hereby amended by changing from "A" and "H" to "A-13", "H-4" and "EXI-5" the zone symbols of the lands identified as "ZONE CHANGE TO A-13", "ZONE CHANGE TO H-4" and "ZONE CHANGE TO EXI-5", respectively, on the attached Schedule "A".

2. Section 5(4) to By-Law Number 19/85 is hereby amended by adding a new Subsection (m), as follows:

"(m) A-13

Notwithstanding any provision of this By-Law to the contrary, the area zoned "A-13" on Schedule "A" hereto may be included within a licence issued by the Minister of Natural Resources to extract sand and/or gravel provided that there shall be no aggregate extraction within the area zoned "A-13", and further provided that the following special provisions shall apply:

(i) Uses Permitted Shall be Restricted to:

- erection of berms;
- forestry and woodlots;
- open space and conservation;
- fish and wildlife management.

(ii) Zone Requirements

The provisions of Section 5(3) - A Zone - Agricultural Zone do not apply to any berm erected."

3. Section 16(4) to By-Law Number 19/85 is hereby amended by adding a new Subsection (e), as follows:

"(e) EXI-5

Notwithstanding any provision of this By-Law to the contrary, within any area zoned EXI-5 on Schedule "A" hereto, the following special provisions shall apply:

- (i) Uses Permitted
 - all uses permitted an EXI Zone.
- (ii) Minimum Pitface Setback
 - no setback shall be required for any pitface or excavation on those lands zoned EXI-5 on Schedule "A" when adjacent to an H-4 Zone or adjacent to an A-13 Zone.
- (iii) Setback
 - no setback shall be required for any building, structure, or product stockpile on those lands zone EXI-5 on Schedule "A" from an adjacent H-4 Zone.
- (iv) Berming
 - no setback shall be required for any berm on those lands zoned EXI-5 on Schedule "A" from an adjacent H-4 Zone or from an adjacent A-13 Zone."

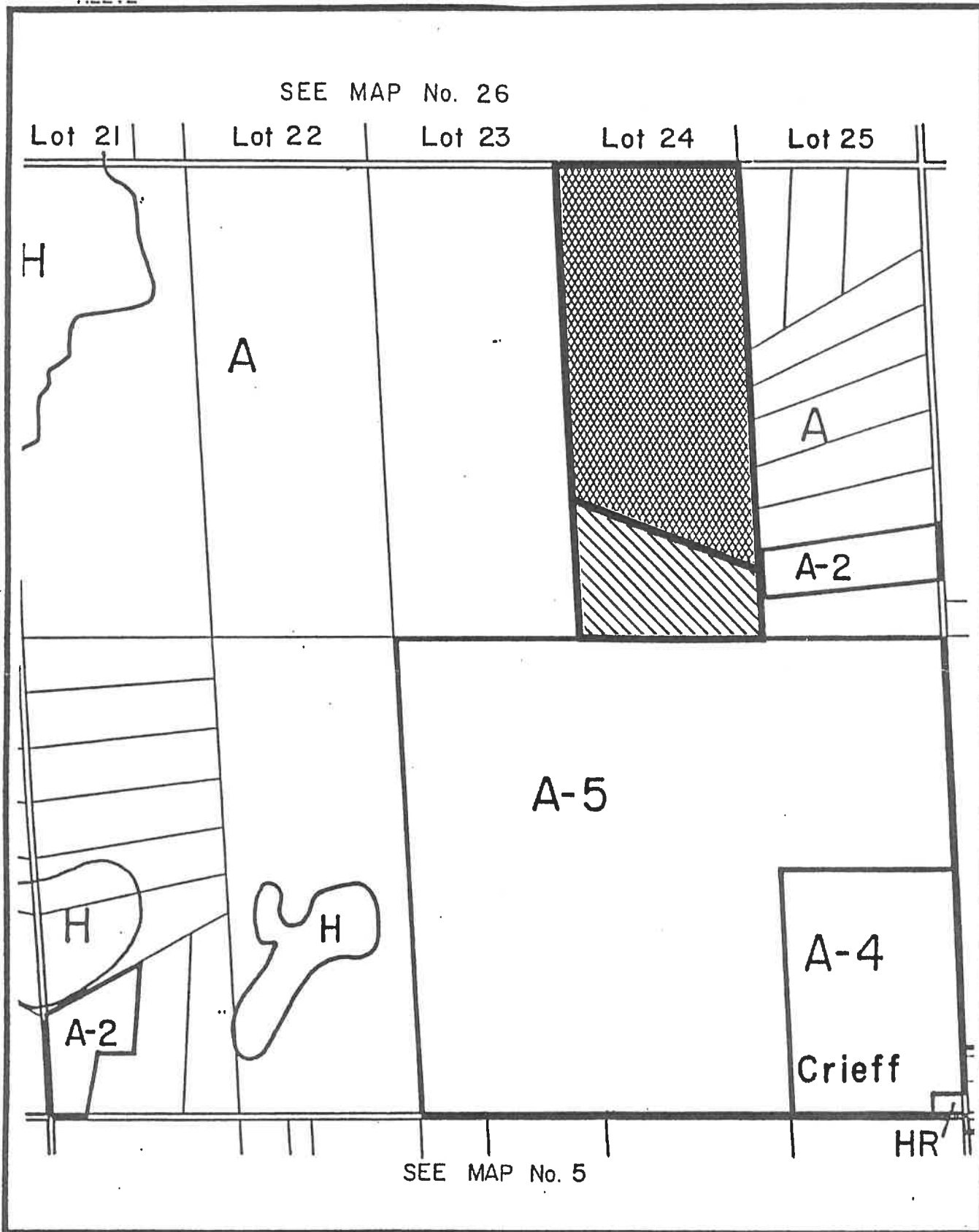
4. Section 20(4) to By-Law Number 19/85 is hereby amended by adding a new Subsection (d), as follows:

"(d) H-4

Notwithstanding any provision of this By-Law to the contrary, the area zoned H-4 on Schedule "A" hereto may be included within a licence issued by the Minister of Natural Resources to extract sand and/or gravel provided that there shall be no aggregate extraction within the area zoned H-4, and further provided that in addition to the zone requirements of Section 20(3), the following special provisions shall apply:

- (i) Uses Permitted Shall be Restricted to:
 - forestry;
 - fish and wildlife management;
 - any public use;
 - research and educational use."

TOWNSHIP OF PUSLINCH



 ZONE CHANGE
TO EXI-5

 ZONE CHANGE
TO A-13

**SCHEDULE 'A' TO BY-LAW NO. _____
A BY-LAW TO AMEND SCHEDULE 'A'
TOWNSHIP OF PUSLINCH
ZONING BY-LAW NO. 19/85**

ALE = 1:12,500

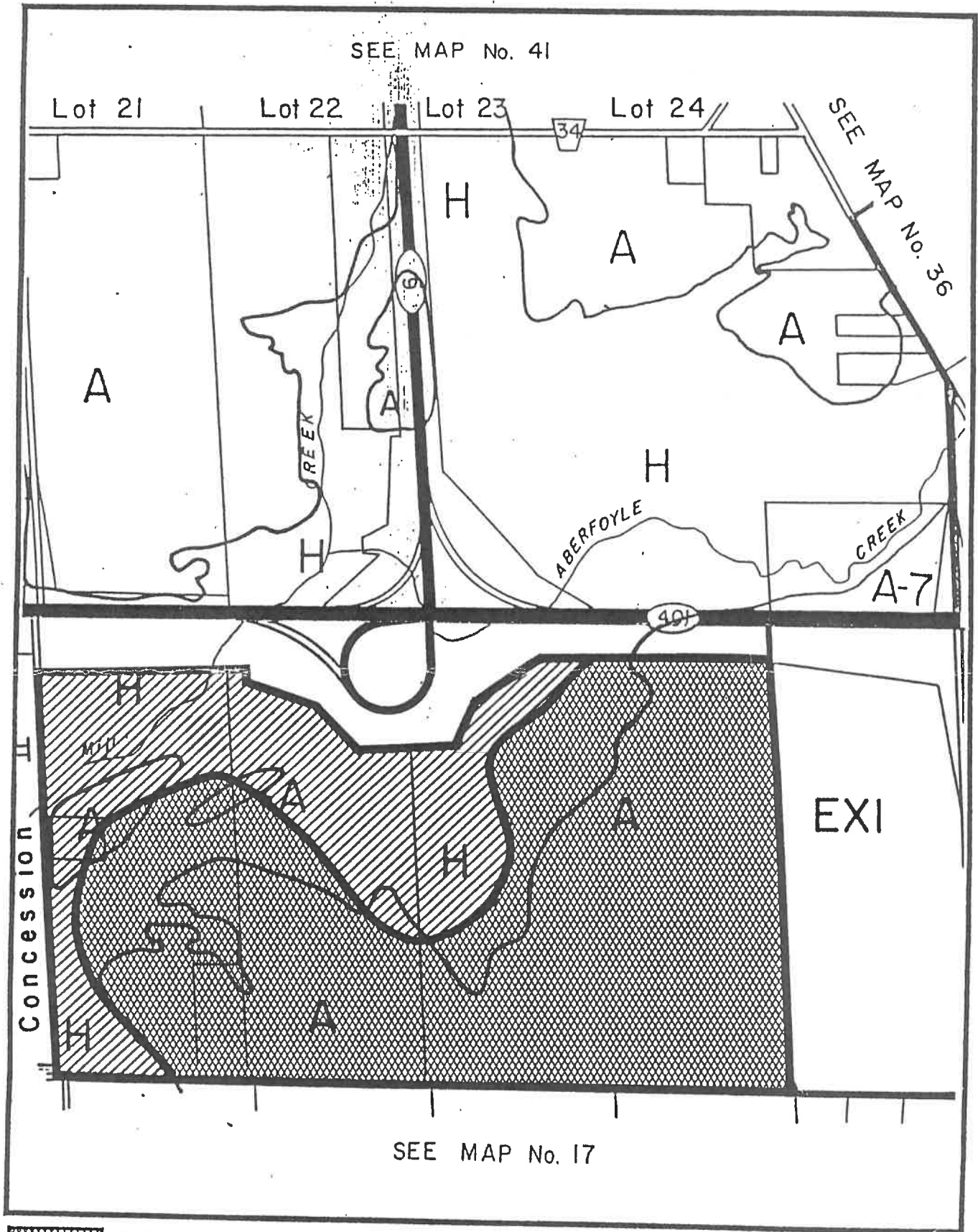
100 200 300 400 500 750 1000 metres

50 500 1000

3000 feet

Key Map No. 17

THIS IS SCHEDULE "A" TO THE TOWNSHIP OF PUSLINCH



ZONE CHANGE
TO EXI-5



ZONE CHANGE
TO H-4

SCHEDULE 'A' TO BY-LAW NO. _____
A BY-LAW TO AMEND SCHEDULE 'A'
TOWNSHIP OF PUSLINCH
ZONING BY-LAW NO. 19/85



SCALE = 1:12,500

0 100 200 300 400 500 750 1000 metres



0 250 500 1000 3000 feet

Key Map No. 26



LICENCE
Aggregate Resources Act
PERMIS
Loi sur les ressources en agrégats

Licence No. _____
No du permis _____ 5738

Amended Licence

Pursuant to the Aggregate Resources Act and Regulations thereunder, and subject to the limitations thereof and to the conditions of the licence and the requirements of the site plan,

Conformément à la Loi de 1997 sur les ressources en agrégats et à ses règlements, et sujet aux restrictions qu'ils comportent, aux conditions d'octroi du permis et aux exigences du plan du site,

this Class licence is issued to:
nous délivrons ce permis de classe: **A** à:

UNIVERSITY OF GUELPH

150 RESEARCH LANE
SUITE 310
GUELPH, ON CANADA
N1G 4L5

to operate a Pit on a hectare site located in:
pour exploiter un/une _____ sur le terrain de 185.9 hectares situé à l'endroit suivant:

Pt. 21-24	2		PUSLINCH	PUSLINCH TP	WELLINGTON CO
Pt. 24	1		PUSLINCH	PUSLINCH TP	WELLINGTON CO
Lot	Concession	Section	Geographic Township	Local Municipality	County / Regional Municipality / District

The licence is subject to the following conditions:
Ce permis est assujéti aux conditions suivantes:

Contained in the attached Schedule "A" (Dated September 26, 1991)

Effective the _____ day of _____
En vigueur le _____ jour de _____

Minister of Natural Resources and Forestry
Ministre des Richesses Naturelles et des Forêts

SCHEDULE "A"

#P726077

1. The site plan to which this licence relates is the plan referred to as Alternative No. 1, that being a plan prepared by Planning Initiatives Ltd. (Corporate Project 168) with revisions dated October, 1990.
2. No more than 2,000,000 tonnes of aggregate shall be removed from the licensed area in any calendar year.
3. The production of asphalt or concrete shall not be permitted on the licensed site.
4. Aggregate loading and aggregate haulage shall be confined to the period between 7:00 a.m. and 7:00 p.m. on weekdays, and to the period between 7:00 a.m. to noon on Saturdays, and these activities shall not be carried out on Sundays or on statutory holidays, all of which applies to any operations involving Phase 2 of the University's site. With respect to all other phases of this site, the respective hours shall be 6:00 a.m. to 7:00 p.m. on weekdays and 7:00 a.m. to noon on Saturdays, with the same caveat for work on Sundays or on statutory holidays.
5. Aggregate extraction operations, aggregate processing operations and construction operations, including top soil stripping and landscaping, shall be confined to the period between 7:00 a.m. and 7:00 p.m. on weekdays, and to the period between 7:00 a.m. and noon on Saturdays, and these operations shall not be carried out on Sundays or on statutory holidays.
6. Notwithstanding condition 5, construction operations, including top soil stripping and landscaping occurring within 500 metres of any residences that are not protected by a perimeter noise barrier shall be confined to the months of October to April, inclusive, unless prior written consent is obtained from the Ministry of Natural Resources.
7. Any extraction occurring within 500 metres of a residence shall proceed in a direction towards the nearest residence, so that the working face is kept between excavation equipment and the nearest residence.

8. No more than one drag line operation and no more than one front end loader shall operate simultaneously within 500 metres of any residence.
9. The noise emitted by drag line operations shall not exceed the levels shown for the proposed new drag line in Figure 1 of the report by J. S. Keeler Ltd. entitled "Impact and Abatement of Noise, University of Guelph Gravel Pit., dated May 10, 1989, (Exhibit 283).
10. The aggregate crusher unit, whether stationary or mobile, shall be a fully electric machine driven from the Ontario Hydro grid and this unit shall be enclosed in a structure or otherwise screened to afford at least 10 DB of attenuation to the free field noise levels emitted by the crusher toward nearby residences.
11. All construction equipment used in any phase of pit operations shall conform to the Ontario Ministry of the Environment noise guidelines for construction equipment as prescribed in the Ministry's publication NPC-115. In addition, whenever it is feasible, construction operations such as stripping top soil prior to aggregate extraction, shall be carried out after the perimeter berms have been erected.
12. The licensee shall comply with the Ontario Ministry of the Environment noise guidelines for stationary sources as prescribed in that Ministry's publications NPC-132 and NPC-105. The processing plant shall be located in Area 5b as shown on the drawings for sequential operations of the proposed gravel pit.
13. The primary method for transporting raw aggregate from the active pit phase to the processing plant shall be by conveyor belt.
14. The exhaust systems of all internal combustion engines used in the operations of the proposed gravel pit shall be kept in a state of good repair.
15. Noise emissions shall be monitored at least once per month for the first year of pit operation and at least twice per calendar year for the life of the pit operation; and if the Ministry of the Environment guidelines for stationary sources or construction equipment are being exceeded, the licensee shall take immediate action to reduce the noise to acceptable levels.
16. The monitoring information collected in accordance with condition no. 15 shall be collected under the supervision of a qualified acoustics specialist, and this information shall be provided to the Ministry of

Natural Resources in a report, the format and content of which is acceptable to the Ministry. The above report and information collected under condition 15 shall be made available to the Ministry of Environment upon the request of that Ministry.

17. Prior to aggregate extraction occurring in any prescribed phase of the pit operation, perimeter acoustical berms shall be constructed in accordance with the Site Plan, and those berms shall not be removed until extraction has been completed in that phase.

The following criteria shall relate to noise barriers:

- (a) have a surface density of at least 20 kg/m²
 - (b) be continuous without cracks or gaps from end to end and from the ground to their full height, except for openings necessary for access; and
 - (c) that all such openings be adequately baffled to limit noise propagation and diffraction through the openings.
18. Prior to the commencement of aggregate processing operations, all perimeter berms adjacent to the processing plant facilities shall be constructed, and these berms shall not be removed until processing operations have ceased.
19. The licensee shall, prior to the start of excavation operations, provide the District Manager, Ministry of Natural Resources, with a comprehensive ground water monitoring report which shall include a description of monitoring equipment, monitoring locations, methods of data collection and recording, action thresholds, calculations to be carried out (eg. base flow calculations), frequency of data collection, a proposed reporting schedule, and any other details required by the District Manager. The reporting schedule shall include the requirement to provide a comprehensive interim monitoring report for review and District Manager approval prior to commencement of excavation in each phase of the pit operation. The licensee shall maintain the monitoring programs described above, throughout the operating life of the extraction and during the site rehabilitation period and beyond, until such time that the Ministry of Natural Resources agrees to the termination of, or reduction in, the monitoring program.
20. The licensee shall, prior to the start of excavation operations, provide the District Manager, Ministry of Natural Resources, with a detailed wetland habitat monitoring report which will outline a program

designed to measure ecological changes in those parts of the Mill Creek wetland adjacent to extraction operations carried out under this licence. The reporting schedule shall include the requirement to provide a comprehensive interim monitoring report for review and District Manager approval prior to commencement of excavation in each phase of the pit operation.

21. (a) The licensee shall, prior to the start of excavation operations, provide the District Manager, Ministry of Natural Resources, with a comprehensive hydrological and biological monitoring report for Mill Creek and its tributaries, and this report shall include a description of monitoring equipment, monitoring locations, methods of data collection and reporting, action thresholds, a proposed reporting schedule, and any other details required by the District Manager. The reporting schedule shall include the requirement to provide a comprehensive interim monitoring report for review and District Manager approval prior to commencement of excavation in each phase of the pit operation.
- (b) The licensee shall provide the District Manager, Ministry of Natural Resources, with a detailed surface water drainage plan which will describe the existing surface water in and surrounding the site and the proposed water diversion, storage, and drainage facilities on the site, and points of discharge to surface waters.
- (c) The monitoring report described in this licence condition shall include a description of those tests and analytical methods to be used to determine whether there is or is likely to be either a net gain or a net loss in fish habitat as a consequence of pit operations.
22. The licensee shall, prior to the start of excavation operations obtain the written approval of the District Manager, Ministry of Natural Resources, for the reports required under licence condition nos. 19, 20 and 21 and, upon approval of the reports, the licensee shall carry out the monitoring programs as described in the monitoring reports.
23. Pit operations shall not result in a net loss of the productive capacity of fish habitat in Mill Creek or its tributaries.
24. Where the licensee, his agents, or any person operating under the authority of the licence obtains information from the monitoring program, or any other source, that indicates condition 23 has been or may be contravened, the District Manager, Ministry of Natural Resources, shall be notified immediately and it is the responsibility of the licensee to ensure that this condition is satisfied.

25. Prior to the start of excavation operations, the licensee shall provide, to the satisfaction of the District Manager, Ministry of Natural Resources, a contingency plan that will describe the actions proposed to be taken by the licensee to ensure compliance to condition 23 of this licence.
26. Where operation of the pit has resulted in, or is likely to result in, a net loss of the productive capacity of fish habitat, the licensee shall take action to replace or prevent the net loss of habitat, and action shall only be taken in consultation with and with the approval of the District Manager, Ministry of Natural Resources.
27. Ground water monitoring results collected by the licensee shall be submitted to the local office of the Ministry of the Environment for its information and any action deemed necessary by that Ministry.
28. Where the Ministry of Natural Resources or the Ministry of the Environment has determined that the operation of the pit has caused any well water to be adversely affected, the licensee shall, at the licensee's expense, either deepen the well or replace the well to ensure that historic water production capacity and historic water quality standards are maintained for that well.
29. Where the Ministry of Natural Resources or the Ministry of the Environment is satisfied that this pit operation has caused a water supply problem, the licensee shall, at the licensee's expense, ensure a continuous supply of water to the affected landowner.
30. The licensee shall, upon the receipt of any complaint in regard to water supplies, immediately advise the Ministry of Natural Resources and the Ministry of the Environment that the complaint has been received.
31. All landscaping operations carried out in the fringe areas of Mill Creek wetland and on the slopes of the proposed lakes shall be carried out in accordance with a detailed landscaping plan which must be submitted to and approved by the District Manager, Ministry of Natural Resources.
32. (a) Prior to the design, construction of and installation of any barrier structure for the purpose of controlling lake levels and ground water flows, a detailed, geotechnical, site-specific investigation will be undertaken to determine the engineering design parameters of the barrier structure; and a barrier structure shall not be constructed without the prior written approval of the Ministry of Natural

Resources, with professional comments from the Township of Puslinch, if forthcoming.

- (b) The licensee shall ensure that there is sufficient silt available to implement and carry out the site plan which may, if necessary, be brought from an off-site source of supply.
- 33. Fencing within or adjacent to the Mill Creek wetland area shall not include barbed wire. In the area along the south and east limits of Phase 2, the following specification for fencing shall apply: the erection and maintenance of a fence of heavy duty farm fencing at least 5 feet in height which shall follow the contours of the surface of the ground.
- 34. Any new fencing required for areas within or adjacent to the Mill Creek wetland, shall be established prior to the start of excavation, in locations approved by the District Manager, Ministry of Natural Resources.
- 35. No top soil or subsoil shall be removed from the licensed area without the prior written consent of the Ministry of Natural Resources.
- 36. All chemical dust suppressants shall be stored in a secure indoor area to prevent unauthorized use of the chemicals and to provide protection from adverse weather conditions.
- 37. Any fuel storage tank should be placed on an impermeable containment area which should be designed in accordance with the Ministry of the Environment's Guidelines for Environmental Protection Measures at Chemical Storage Facilities.
- 38. Any fuel or chemical spill involving the discharge of contaminants to the natural environment shall be reported immediately to the local offices of the Ministry of Natural Resources and the Ministry of the Environment, and should a spill occur outside normal working hours the licensee shall report the spill to the Ministry of the Environment's Spills Action Centre 1-800-268-6060.
- 39. The licensee shall apply dust suppressants as frequently as necessary to control dust emissions from internal haul routes; and the type of suppressant, the method of application and the frequency of application shall be in accordance with any requirements of the Ministry of Natural Resources and the Ministry of the Environment. In addition, the private pit roads shall be paved for the reaches where

there will be braking, acceleration or turning. The shoulders of these sections also shall be paved.

40. Dust emissions from the licensed site shall be controlled to ensure compliance with the Environmental Protection Act and Ontario Regulation 308.
41. The licensee shall utilize snow fences or dust screens to reduce dust emissions on both active dust generation areas (eg. excavation areas and haul routes) existing prior to the establishment of those berms and tree screens prescribed in the site plans.
42. The licensee shall require its own, as well as customer, trucks entering or leaving the gravel pit to use as a haul route Concession Road 2 to Concession Road 7, thence northerly along Concession Road 7 across Highway 401 to McLean road, thence easterly along McLean Road to Brock Road (County Road 46). No other Township roads except the above shall be used as haul routes except for the purpose of local deliveries.

Dated this 26th day of September, 1991.

THIS AGREEMENT made this 5th day of June 1991.

B E T W E E N:

THE UNIVERSITY OF GUELPH, a University under the Colleges and Universities Act of the Province of Ontario,

hereinafter called "the University",

OF THE FIRST PART

- and -

ST. LAWRENCE CEMENT COMPANY, a company incorporated under the laws of the Dominion of Canada having its head office in the City of Montreal, in the Province of Quebec,

hereinafter called "St. Lawrence",

OF THE SECOND PART

- and -

TCG MATERIALS LIMITED, a company having its head office in the City of Brantford, in the County of Brant,

hereinafter called "TCG",

OF THE THIRD PART

- and -

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH,

hereinafter called "the Township",

OF THE FOURTH PART.

WHEREAS the University is the owner of certain lands situate, lying and being in Part of Lot 24, Concession 1, and Part of Lots 21 to 24 inclusive, Concession 2, in the Township of Puslinch ("St. Lawrence Pit");

AND WHEREAS TCG is the owner of certain lands situate, lying and being in Part of Lot 22, Concession 1, in the Township of Puslinch ("TCG Pit");

AND WHEREAS the by-laws to permit the said lands to be used for the extraction and processing of sand and gravel have been approved by the Ontario Municipal Board;

AND WHEREAS TCG has applied to the Ministry of Natural Resources ("Ministry") for a license pursuant to the Aggregate Resources Act, 1989, S.O. 1989, c.23, ("ARA") permitting it to operate a sand and gravel pit on the TCG Pit, and the University has applied for a license pursuant to the ARA permitting St. Lawrence to operate a sand and gravel pit on the St. Lawrence Pit;

AND WHEREAS the Parties are desirous of entering into an agreement to provide for the reconstruction of parts of the haul roads for hauling aggregates from the St. Lawrence Pit and the TCG Pit and whereas the Township prefers that, contrary to the recommendations of the Ontario Municipal Board in its reasons delivered on September 26, 1990, TCG and St. Lawrence both use the haul road shown on Schedule "A" annexed hereto and it is anticipated that the Ministry of Natural Resources may by condition of license require TCG and the University to use the haul road shown on Schedule "A" hereto;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants hereinafter contained, each of the Parties hereto agree as follows:

1. The Parties acknowledge the validity of the recitals hereinbefore contained.
2. TCG and St. Lawrence agree to reconstruct or pay for the reconstruction of Township Road 2 and Concession Road VII according to the plans forming part of this Agreement and attached hereto as Schedule "A", according to the cost sharing allocation described on Schedule "B" hereto prior to using such roads for the haulage of aggregate from the TCG Pit and/or the St. Lawrence Pit.
3. The road reconstruction will be completed within three years of the issuance of a license pursuant to the ARA to both TCG and the University.
4. TCG and St. Lawrence will have construction plans prepared by a competent engineer and approved by the Township Engineer.

5. The reconstruction shall generally be to standards established by the Ministry of Transportation for suburban roads for year round use.

6. It is the intention of the parties that the proposed improvements as set out in Schedule "A" shall be completed within the boundaries of the present right-of-way. In the event that the reconstruction cannot be carried out without the acquisition of additional lands, the Township shall acquire those lands which are required and each party shall be responsible for bearing the cost of any such acquisition which is required in the section of the road for which they are financially responsible, pursuant to Schedule "B" hereto.

7. (a) St. Lawrence and TCG shall, except for the purpose of local deliveries, and subject to paragraph (b) below, require their own trucks and use their best efforts to require their customers' trucks to enter and leave the Properties by the route described on Schedule "A" hereto;

(b) Notwithstanding paragraphs 2 and 7 (a) above, until the haul road reconstruction has been completed, TCG is entitled to permit its trucks and its customers' trucks to use the haul road shown on schedule "C" hereto together with a private haul road across lots 25, 26 and 27, concession 2, in the Township of Puslinch, provided that it has reconstructed the portion of Township Road 2 to the standards required for TCG's operation between the entrance to the TCG pit and the entrance from Township Road 2 to the private haul road, as shown on schedule "C" hereto.

8. This Agreement is subject to any conditions of license imposed by the Ministry pursuant to the ARA, and any provisions of this agreement which conflict with any such conditions are of no effect.

9. The covenants, agreements, conditions and understandings herein contained shall be binding upon the Parties hereto and their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Parties have hereunto
affixed their corporate seals under the hands of their
duly authorized officers and the Township has hereunto set
its corporate seal attested by the hands of its Reeve and
Clerk, on the date and year first above written.

THE UNIVERSITY OF GUELPH

C. C. FERGUSON
Vice-President, Administration

Per: *C. C. Ferguson*

Per: *J. V. Carlson* 01207-10

ST. LAWRENCE CEMENT COMPANY

Per: *[Signature]*

Per: _____

TCG MATERIALS LIMITED

Per: *David J. Smith*

Per: _____

THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH

Per: *A. MacRae*

Per: *Donald Law*

NOTES:

UNLESS OTHERWISE NOTED ALL THROUGH PAVED LANES TO BE 3.5 METRES IN WIDTH. AUXILIARY LANES TO BE 3.0 METRES IN WIDTH.

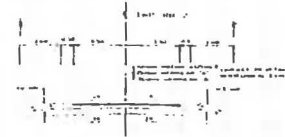
LIMITS OF PAVEMENT SHOWN AT PIT ENTRANCES AND EXITS EXCLUDE ADDITIONAL PAVED ROADWAY SECTIONS INTERNAL TO PITS.

LEGEND:

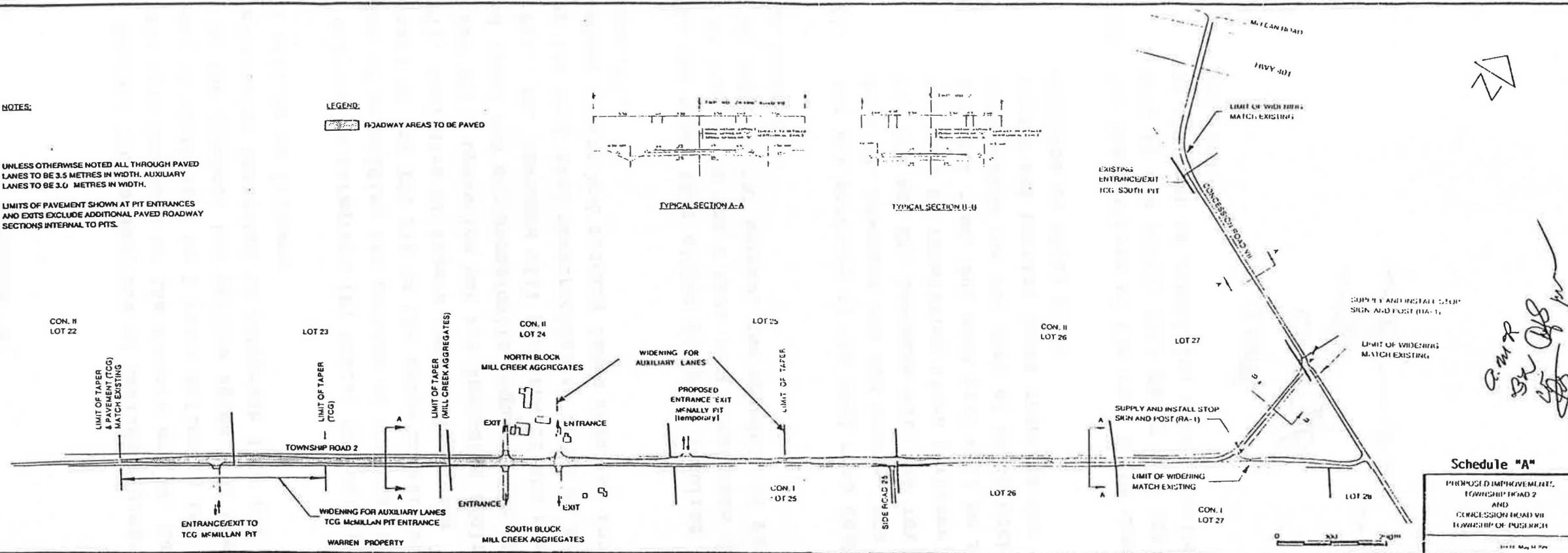
 ROADWAY AREAS TO BE PAVED



TYPICAL SECTION A-A



TYPICAL SECTION U-U



Schedule "A"

PROPOSED IMPROVEMENTS,
TOWNSHIP ROAD 2
AND
CORRECTION ROAD VII
TOWNSHIP OF PUSKASCH

DATE: May 12, 1998

Handwritten signatures and initials:
A.M.P.
B.A.
D.B.
J.P.


SCHEDULE "B"

1. Whereas TCG is desirous of hauling aggregates immediately upon issuance of the licence and St. Lawrence is desirous of starting 2 to 3 years following the issuance of the licence, the parties agree that the cost sharing allocation described in paragraph 3 of the Agreement will be as follows:

(a) Subject to paragraph (b) below, TCG will pay 100% of the cost of rebuilding the portion of the road from the entrance/exit of the TCG Pit to the entrance/exit of the McNally Pit, inclusive of tapers and turning lanes required for TCG's operation but not including additional tapers and lanes and entrances/exits required for the St. Lawrence Pit. St. Lawrence will pay 100% of the cost of completing the haul road construction as shown on Schedule "A", including tapers and turning lanes required for the St. Lawrence Pit.

(b) In the event that either party is required as a condition of license to use a haul road other than that described on Schedule "A" hereto, the schedule of payments shall be as follows:

- (i) for all portions of the haul road used by both St. Lawrence and TCG trucks, TCG will pay 22% and St. Lawrence will pay 78% of the cost of rebuilding those portions of the haul road, but each part will be solely responsible for the cost of construction of tapers and turning lanes required for the entrance to their Pits;
- (ii) for the portions of the road to be used only by one party, that party will pay 100% of the cost of rebuilding those portions of the road.

A. McR
BZ Q.S.


ON. II
OT 22

LOT 25

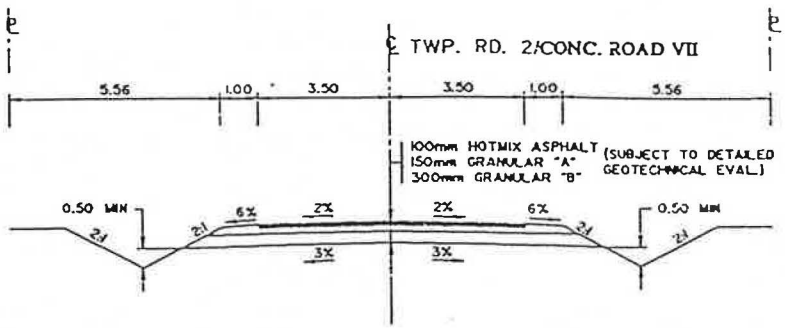
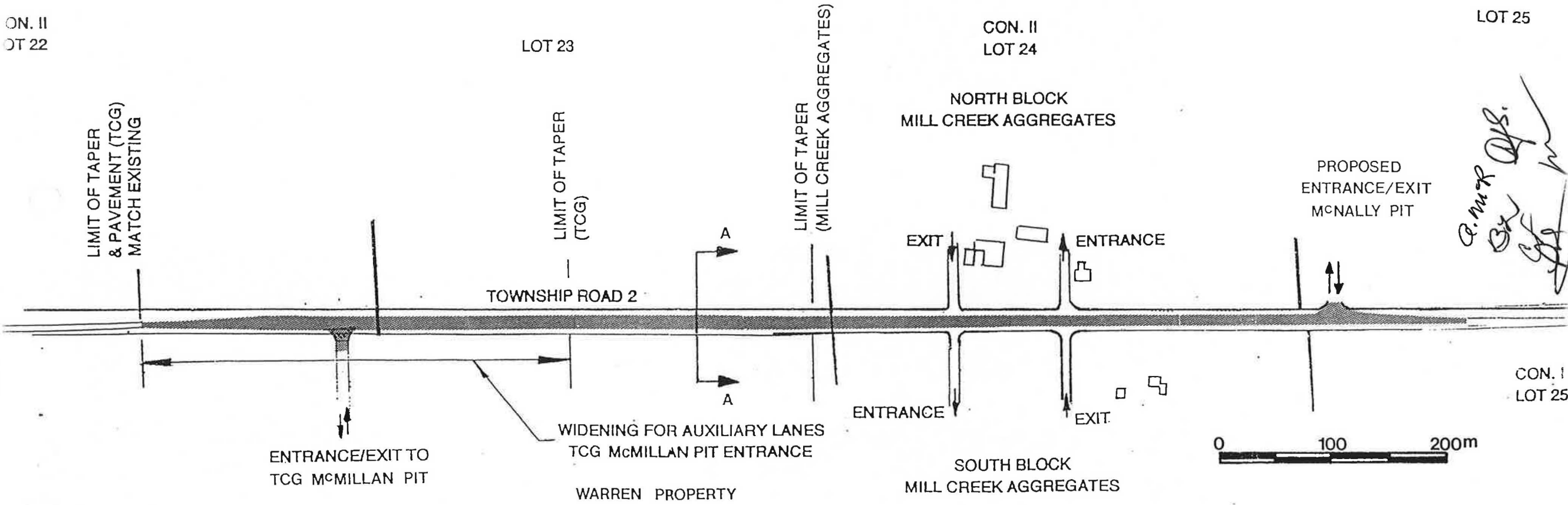
CON. II
LOT 24

LOT 23

NORTH BLOCK
MILL CREEK AGGREGATES


PROPOSED
ENTRANCE/EXIT
McNALLY PIT

CON. I
LOT 25



TYPICAL SECTION A-A

LEGEND:

 ROADWAY AREAS TO BE PAVED
[2 lanes except for entrance tapers
to McMillan and McNally entrances]

NOTES:

UNLESS OTHERWISE NOTED ALL THROUGH PAVED
LANES TO BE 3.5 METRES IN WIDTH. AUXILIARY
LANES TO BE 3.0 METRES IN WIDTH.

LIMITS OF PAVEMENT SHOWN AT PIT ENTRANCES
AND EXITS EXCLUDE ADDITIONAL PAVED ROADWAY
SECTIONS INTERNAL TO PITS.

Schedule "C"

Proposed Improvements
Township Road 2
Township of Puslinch
1:4 000



May 14, 1991

AGREEMENT OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
(The Township)

and

ST. LAWRENCE CEMENT INC. (DUFFERIN AGGREGATES)
(The Proponent)

and

UNIVERSITY OF GUELPH
(The Owner)

WHEREAS the University of Guelph is the owner of the property, known as Part of Lot 24, Concession 1 and Part of Lots 21-24, Concession 2 in the Township of Puslinch, County of Wellington (the "Lands").


AND WHEREAS St. Lawrence Cement Inc. (Dufferin Aggregates) is the Proponent that operates the aggregate extraction business located on the owner's lands.

AND WHEREAS it is the intention of the Proponent to extract aggregate from Phase 2 (Part Lot 24, Concession 1) and convey such aggregate to the processing plant located on Part Lot 24, Concession 2 by way of a conveyor system and culvert structure beneath Township Concession Road 2.

AND WHEREAS the Proponent is requesting permission from the Township to construct a culvert and conveyor system across Concession Road 2.

AND WHEREAS the Township deems it necessary to enter into this Agreement of Understanding with the Proponent to provide for the design, construction, maintenance and removal of the proposed culvert and conveyance systems beneath Concession Road 2.

The Proponent covenants and agrees with the Township and the Owner as follows:

1. The Proponent shall have prepared by a Professional Engineer, plan and profile drawings showing the proposed culvert crossing and design details of the culvert crossing, for the review and approval of the Township Engineer.
 2. The Proponent shall pay all outstanding accounts owed to the Township at the time of signing this Agreement and shall pay all reasonable out-of-pocket costs incurred by the Owner in reviewing and settling the terms of this Agreement.
 3. The Proponent, and the Proponent's contractor retained to construct the approved culvert crossing, shall be responsible for all safety matters, shall maintain safe traffic movement
- 

through the construction site, and maintain access to all adjacent properties during construction.

4. The Proponent and the Proponent's contractor retained to construct the approved culvert crossing shall carry a minimum of \$2,000,000 General Liability Insurance in a form acceptable to the Township and the Township's Solicitor. The Township and the Owner shall each be named as an additional insured under the policy for this project, and a copy of the Insurance Certificate shall be submitted to the Township prior to any work commencing on the Township road allowance.
5. The Proponent shall be responsible for the cost of preparing all plans, contract documents, specifications, construction and removal of the approved culvert crossing and the Township's engineering and legal costs as it relates to the review of plans, preparation of agreements, and review of the proposed works.
6. The Proponent shall retain the service of a qualified Professional Engineer (the Design Engineer) to review and inspect the proposed works during construction to certify to the Township and the Owner, upon completion of the works, that the works have been constructed in accordance with the approved plans.
7. The Proponent shall be required to remove the conveyor and the culvert crossing at Concession Road 2 upon completion of the aggregate extraction in Phase 2 (Part Lot 24, Concession 1) unless the culvert is required for the movement of material required in order to rehabilitate the Lands, in which event the culvert shall be removed at the time that rehabilitation of the Lands is completed. Removal of the structure and restoration of the road will be completed within six months after such time.
8. The Proponent shall be fully responsible for all maintenance and repair costs of the culvert, culvert crossing and conveyor system for the life of the proposed works.
9. The Proponent shall have prepared by the Design Engineer a detailed estimate of the construction quantities and cost estimate of the proposed culvert construction and removal for the review and approval of the Township Engineer.

For the purpose of determining the financial security for the future removal cost component, the removal cost component shall be:

$$\text{Future removal cost} = \text{Current estimated construction cost} \times (1 + i)^n$$

where i = 3% interest
 n = 10 years

10. The approved construction cost estimate will form the basis for the financial security deposit from the Proponent to the Township to guarantee the construction and removal of the proposed culvert crossing. If the tendered price is higher than the cost estimate, the Proponent shall increase the Letter of Credit to the increased amount. If the tender price is lower than the cost estimate, the Letter of Credit shall be adjusted to the tendered



amount. The detailed cost estimate for the proposed works is attached as Schedule A to this agreement.

The financial security shall be either in the form of an irrevocable Letter of Credit or a certified cheque to be held by the Township until final acceptance of the completed works by the Township. The portion of the financial security for the construction of the culvert crossing will be reduced to zero upon completion of the culvert installation and acceptance of the culvert construction by the Township. The portion of the financial security for the removal of the culvert shall be retained by the Township until the culvert is removed and the road restored and accepted by the Township.

The Proponent shall deliver to the Township the required financial security prior to commencement of construction.

11. The Owner/Proponent indemnifies and shall keep indemnified and save harmless the Township from all loss, damage, cost and expense of every nature and kind whatsoever arising from or in consequence of the maintenance or operation of the works or any matter under this Agreement, whether such loss, damage, cost or expense is incurred by reason of negligence or without negligence on the part of the Owner and/or Proponent and whether such loss, damage, cost or expense is sustained by the Township, the Owner, the Proponent or their several and respective employees, workmen, servants, agents or councillors or any other person or corporation. The Proponent shall indemnify and save the Owner fully harmless from and against all loss, damage, cost and expense of every nature and kind whatsoever suffered or incurred by the Owner under this Section 11, unless caused by the wilful default or gross negligence of the Owner. Any failure by the Proponent to comply with its covenants in favour of the Owner in this Agreement, within 30 days after written notice is given by the Owner to the Proponent of a valid claim for indemnity by the Owner, shall constitute a default under the extraction agreement dated October 11, 1990 as amended January 1, 1995, between the Owner and the Proponent with respect to the Lands.
12. The Proponent shall have prepared by a Professional Engineer contract document and specifications for the proposed works for review and approval by the Township Engineer.
13. The Proponent and/or the Proponent's Consultant shall provide the Township and the Owner with copies of all reports and material testing results for the construction and removal of the proposed works.
14. The covenants, agreements, conditions and understanding herein contained shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns. If the Owner disposes of the Lands, then if the purchaser assumes the obligations of the Owner under this Agreement at the time of such disposition, the Owner shall be relieved of all obligations which arise under this Agreement from and after the time of such disposition.
15. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute



one and the same instrument, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such counterpart.

IN WITNESS WHEREOF the parties have hereto affixed their corporate seals under the hands of their duly authorized officers on the date and year first below written.

DATED at Aberfoyle, Ontario this 9th day of December, 2002.

UNIVERSITY OF QUELPH

N. Sullivan

By: Nancy Sullivan
Name: Vice-President c/s
Title: Finance & Administration

By: JOHN MILES
Name: ASSIST. V.P. FINANCE
Title: UNIVERSITY OF QUELPH

ST. LAWRENCE CEMENT INC.
(DUFFERIN AGGREGATES DIVISION)

By: Bill Galloway
Name: Bill Galloway c/s
Title: GENERAL MANAGER

By: Sarah J. Lowe
Name: SARAH LOWE
Title: PROPERTY AND RESOURCES MANAGER

UNIVERSITY OF GUELPH

By: _____
Name: _____ c/s
Title: _____


By: _____
Name: _____
Title: _____

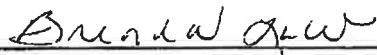
**ST. LAWRENCE CEMENT INC.
(DUFFERIN AGGREGATES)**

By: _____
Name: _____ c/s
Title: _____

By: _____
Name: _____
Title: _____

**THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH**

By: 
Name: BRAD WHITCOMB c/s
Title: MAYOR

By: 
Name: BRENDA LAW
Title: CLERK- TREASURER

SCHEDULE A
LIST OF IMPROVEMENTS AND ESTIMATED CONSTRUCTION COST

"To be provided by Proponent's Consultant for approval of the Township Engineer"



COST ESTIMATE FOR AGREEMENT OF UNDERSTANDINGCONSTRUCTION OF CULVERT CROSSING - CONCESSION ROAD NO. 2 - TOWNSHIP OF PUSLINCH

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Traffic Control	-	L.S.	-	\$3,000.00
2	Supply of Multi-Plate Pipe Arch 3400mm X 2010mm c/w Step Bevel as per OPSD 801.03	36	m	\$1,115.00	\$40,140.00
3	Installation of Multi-Plate Pipe Arch - including excavation, dewatering, backfilling, grading	-	L.S.	-	\$17,000.00
4	Granular "B", Type 1 - Road	300	Tonne	\$8.00	\$2,400.00
5	Granular "A" - Road & Shoulder	350	Tonne	\$10.00	\$3,500.00
6	Pulverizing Existing Asphalt	1060	m ²	\$1.80	\$1,908.00
7	Sawcut Bituminous Pavement	21	m	\$8.00	\$128.00
8	Hot Mix Asphalt HL 8 Binder Course	137	Tonne	\$50.00	\$6,850.00
9	Hot Mix Asphalt HL 3	142	Tonne	\$50.00	\$7,100.00
10	Topsoil (Imported)	300	m ²	\$5.00	\$1,500.00
11	Hydraulic Seed & Mulch	300	m ²	\$3.00	\$900.00
12	Site Inspection and Supervision	-	L.S.	-	\$4,000.00
SUB-TOTAL					\$88,424.00
G.S.T. - 7.0%					\$6,189.68
TOTAL - INSTALLATION					\$94,613.68

COST ESTIMATE FOR AGREEMENT OF UNDERSTANDINGFUTURE REMOVAL OF CULVERT CROSSING - CONCESSION ROAD NO. 2 - TOWNSHIP OF PUSLINCH

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Traffic Control	-	L.S.	-	\$3,000.00
2	Installation of Multi-Plate Pipe Arch - including excavation, dewatering, backfilling, grading	-	L.S.	-	\$20,000.00
3	Granular "B", Type 1 - Road	300	Tonne	\$8.00	\$2,400.00
4	Granular "A" - Road & Shoulder	120	Tonne	\$10.00	\$1,200.00
5	Removal of Existing Asphalt	300	m ²	\$10.00	\$3,000.00
6	Sawcut Bituminous Pavement	15	m	\$8.00	\$90.00
7	Hot Mix Asphalt HL 8 Binder Course	35	Tonne	\$50.00	\$1,750.00
8	Hot Mix Asphalt HL 3	38	Tonne	\$50.00	\$1,900.00
9	Topsoil (Imported)	300	m ³	\$5.00	\$1,500.00
10	Hydraulic Seed & Mulch	300	m ³	\$3.00	\$900.00
11	Site Inspection and Supervision	-	L.S.	-	\$4,000.00
SUB-TOTAL					\$39,740.00
G.S.T. - 7.0%					\$2,781.80
SUB-TOTAL - REMOVAL AND RESTORATION 2002 PRICES					\$42,521.80
TOTAL - COMPOUNDED 3% ANNUALLY - 10 YEARS					\$57,145.74



REPORT PD-2025-006

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Interim Municipal Clerk

PRESENTED BY: Justine Brotherston, Interim Municipal Clerk

MEETING DATE: April 16, 2025

SUBJECT: Environmental Protection Lands and Outstanding Items Direction - Zoning By-law Amendment Application (D14/WDD)
WDD Main St. Inc.
Part Lot 31, Concession 8
File: D14/WDD

RECOMMENDATION

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

That Council state its intention to [acquire/not acquire] Block 23 as part of the Draft Plan of Subdivision approval process.

Purpose

The purpose of this report is to advise Council of steps taken to date with respect to the Zoning By-law Amendment Application, to provide Council with the Township's Planning Consultants Report outlining the purpose of the proposed Zoning By-law Amendment and to seek Council's direction with respect acquiring Block 23 which is identified as Environmental Protection Lands.

Background

Council at its meeting on January 22, 2025 deemed the Zoning By-law Amendment Application for Part Lot 31, Concession 8 to be complete and directed staff to complete the notice

requirements in accordance with Section 3 and Section 5 O. Reg 545/06 of the *Planning Act, 1990*, as amended.

The following steps have been completed to date:

- Application presented to Planning and Development Advisory Committee for comments January 14, 2025
- Circulate the statutory notice to properties within a 120 metre buffer including Badenoch Street and Queen Street to the corner of Badenoch, in addition to all required agencies on January 31, 2025
- Statutory notice circulated in Wellington Advertiser on February 6, 2025
- Public Information Meeting March 5, 2025
- Circulated the notice of the second public information meeting to properties within a 120 metre buffer including Badenoch Street and Queen Street to the corner of Badenoch on March 27, 2025
- Second public information meeting notice circulated in Wellington Advertiser on March 27, 2025

A Second Public Information Meeting is being held on April 16, 2025 to address the concerns raised relating to traffic and access at the March 5, 2025 Public Information Meeting.

The next step in the process is to provide Council with a Planning Recommendation report at a future Council meeting. Staff do not have an anticipated date for this report at this time.

Comments

The applicant has required that through the Plan of Subdivision that the Township acquire Block 23 which are identified as Environmental Protection Lands. It is not a common practice that municipalities acquire Environmental Protection Lands through a Plan of Subdivision, especially lands of the size being proposed by the applicant. The Township's Planning Consultant has prepared a report for the April 16, 2025 Public Information Meeting attached as Schedule "A" to this report which provides additional information regarding the outstanding matters with this application including additional information regarding Block 23.

If the Township were to acquire Block 23 there would be an opportunity to install a recreational trail which would be subject to O. Reg. 191/11 Integrated Accessibility Standards. Staff have limited resources to create and maintain additional recreational facilities within the Township and have concerns with respect to the Township's liability with acquiring Block 23.

Financial Implications

Should Council choose to acquire Block 23 staff will report through the 2026 Budget process on cost options with respect to potential recreational trails on the property.

Applicable Legislation and Requirements

County of Wellington Official Plan

Township of Puslinch Zoning By-law 2018-023

Planning Act, R.S.O. 1990, as amended

O. Reg. 191/11 Integrated Accessibility Standards

Attachments

Schedule "A" – WDD Main St. Inc. Public Information Meeting Report prepared by NPG Planning Solutions

Respectfully submitted,

Reviewed by:

**Justine Brotherston,
Interim Municipal Clerk**

**Courtenay Hoytfox,
Interim CAO**



Planning Report for the Township of Puslinch
Prepared by NPG Planning Solutions Inc.

To: Courtenay Hoytfox, CAO
Township of Puslinch

From: Jesse Auspitz, Principal Planner
NPG Planning Solutions Inc.

Subject: Second Public Meeting – WDD Main St Inc. (Main St)
Zoning By-law Amendment Application D14-WDD
PUSLINCH CON 8 PT LOT 31; PLAN 135 LOTS 7 AND 8
11 Main St, Puslinch

Attachments: 1 - Aerial Map of Subject Lands
2 - Draft Plan of Subdivision provided by applicant
3 - Draft Zoning By-law provided by Applicant
4 - Correspondence from Township's Ecologist

SUMMARY

The purpose of the Application for Zoning By-law Amendment (the “Application”) is to rezone the Subject Lands from Urban Residential (UR), Future Development 2 (FD2) and Natural Environment Zone to Urban Residential Site-Specific Zones (UR(spXX) and UR(spYY)) and Natural Environment Zone with an environmental protection overlay. The Application is required to facilitate a subdivision consisting of twenty-one (21) single detached dwellings, a stormwater management facility and natural environment lands.

Township Council deemed the Application Complete on its January 22, 2025 meeting. Minutes of Township Council direct staff to schedule an additional public meeting for the Application in order to give the public an additional opportunity to provide input on the Application. The first Public Meeting occurred on March 5, 2025. The second Public

Meeting is scheduled to occur on April 16, 2025. This report provides an overview and preliminary responses regarding comments that have been received to date. For contextual information regarding the proposal including policy overview and Staff comments, this report should be read in conjunction with the Public Meeting Report considered March 5, 2025.

Additionally, the Applicant is undergoing a concurrent Draft Plan of Subdivision. As part of the Draft Plan of Subdivision, the Applicant intends to dedicate a 17.131-hectare block for environmental protection purposes, shown as Block 23 on **Attachment 1** being the Draft Plan of Subdivision. Recognizing that a decision on the Zoning By-law Amendment and Draft Plan of Subdivision will come at a later date, Township Council is being asked for guidance on whether it wishes for the Township to take ownership of Block 23.

It is recommended that:

- This Public Meeting Report regarding the proposed Zoning By-law Amendment Application D14-WDD be received; and
- That Township Council provides direction on whether it wishes to acquire Block 23 as part of the Draft Plan of Subdivision approval process.

INTRODUCTION

The Subject Lands are currently vacant and have frontages along Highway 6 (being a Provincial Highway), Main St and Ochs St; and located southeast of Old Morriston Park in the Town of Morriston. The Lands are also located southeast of Badenoch Street East (being Regional Road 36) The lands' legal description are Part of Lots 7 & 8 North of Queen Street, Registered Plan 135 and Part of Lot 31 Concession 8, Township of Puslinch, County of Wellington. The Subject Lands are approximately 23.10 hectares in size and irregular in shape.

Environmental features exist on and adjacent to the Subject Lands, 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. 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. An aerial of the property is included as **Attachment 1**.

PURPOSE

The purpose of the Application for Zoning By-law Amendment (“the Application”) is to amend the Township of Puslinch Comprehensive Zoning By-law No. 023-18 (the “Puslinch Zoning By-law”) to permit a subdivision consisting of twenty-one (21) single detached dwellings (4.436 hectares), a stormwater management facility (0.345 hectares), natural environment lands (17.131 hectares) and a public street (1.33 hectares). Details of the proposed Zoning By-law Amendment are included in subsequent sections of this report.

A concurrent Draft Plan of Subdivision application was also submitted to the County of Wellington and circulated to the Township of Puslinch for comments. The Draft Plan of Subdivision is included as **Attachment 2**.

SUMMARY OF COMMENTS AND PRELIMINARY RESPONSES

Location of Access

Residents raised concerns pertaining to the use of Ochs Street and requested the consideration of alternatives such as Main Street and Highway 6 (Queen Street). These alternatives were not feasible for the following reasons:

- **Main Street:** There are technical concerns to providing an access from Main Street including, that the Main Street full boulevard width is less than the required 20 metres and queuing along Badenoch Street from Highway 6. Access from Main Street would also impacts wetlands.
- **Highway 6:** Access to Highway 6 is not an option as it is a Controlled Access Highway and MTO advised that all access to the development must be from the County and Municipal-road network. Providing access to Highway 6 would also impact wetlands along the south side of the Subject Lands.

One option to limit traffic entering Back Street from the Subject Lands is to convert Back Street to a one-way operation. Through this approach, one-way traffic would originate from Main Street and run east. As mailboxes are located along the Main Street entrance, residents would be able to pick-up mail on the way home. This approach is preferred by the Township’s Public Works Department and the Township’s Traffic Consultant. Alternate options include providing signage to limit access to and from Back Street and the Subject Lands.

Sight Lines

A sightline analysis was completed in accordance with the requirements of the Township and the County. The assessment confirmed that sufficient sightlines are available conditional on the realignment of the road and shifting of the retaining wall. The Township’s Traffic Consultant has no outstanding concerns regarding sightlines.

Location of Mailboxes/Sidewalks

The location of mailboxes and sidewalks are not zoning matters but will be considered as Conditions of Approval of the Draft Plan of Subdivision. Consideration through the Draft Plan of Subdivision should be given to locate mailboxes to limit access onto Back Street.

Length of the Public Road

The length of the Public Road is not a concern of the Chief Building Official or the Fire Chief. There are two fire water reservoirs proposed being in front of Lot 18 and across from Lot 16.

Dark Sky Compliant Lighting

Section 4.15 of the Township's By-law includes the following requirements applicable to lighting on private property:

- a. The type, location, height, intensity, and direction of lighting shall be designed to ensure that lighting is confined to the building face, parking area and the vicinity of the lot.*
- b. Lighting fixtures shall be installed with the light directed downwards and deflected away from adjacent lots and streets, and in such a manner as to not confuse persons driving vehicles on such streets.*

There are no policies or requirements regarding dark sky complaint lighting for the public boulevard. The Township's engineer will address the current requirements for street lighting during their review of the subdivision/ development plans.

Internal Grades of Roads

Public Works is not concerned regarding the slope of the public road and indicated that sandboxes may be installed within the subdivision to ensure friction between vehicles and roads during winter months.

Environmental Protection Lands (Block 23)

Block 23 is constrained by natural heritage and hazard features, including non-provincially significant and unevaluated wetlands, significant woodlands, and both regulated and non-regulated watercourses, including Bronte Creek tributaries. The regulated watercourses also include associated floodplains. These features are designated as Core Greenlands and Greenlands in the County of Wellington Official Plan.

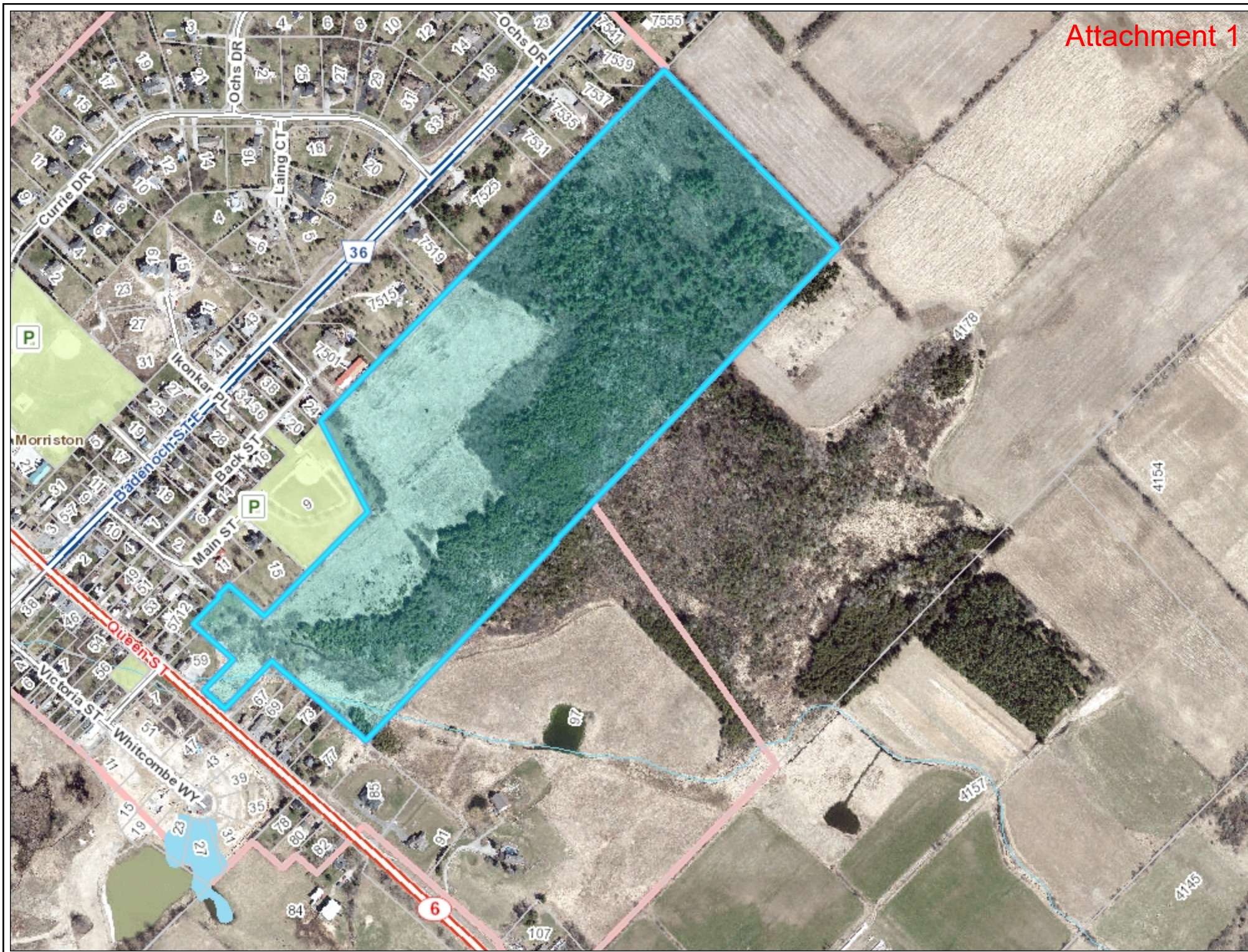
Section 5.6.1 of the Official Plan allows open space and passive recreation within these designations. The Township's ecologist was consulted on the feasibility of passive

recreational uses and did not have concerns about introducing limited activities. Detailed correspondence is provided in **Attachment-4**.

If the Township acquires Block 23 and installs a trail, staff capacity to maintain it will be limited. Trail access could be provided through Block 22, intended for stormwater management, via a shared gravel driveway used for the maintenance of the stormwater management pond. For safety, the stormwater management pond within Block 22 would be fenced-in.

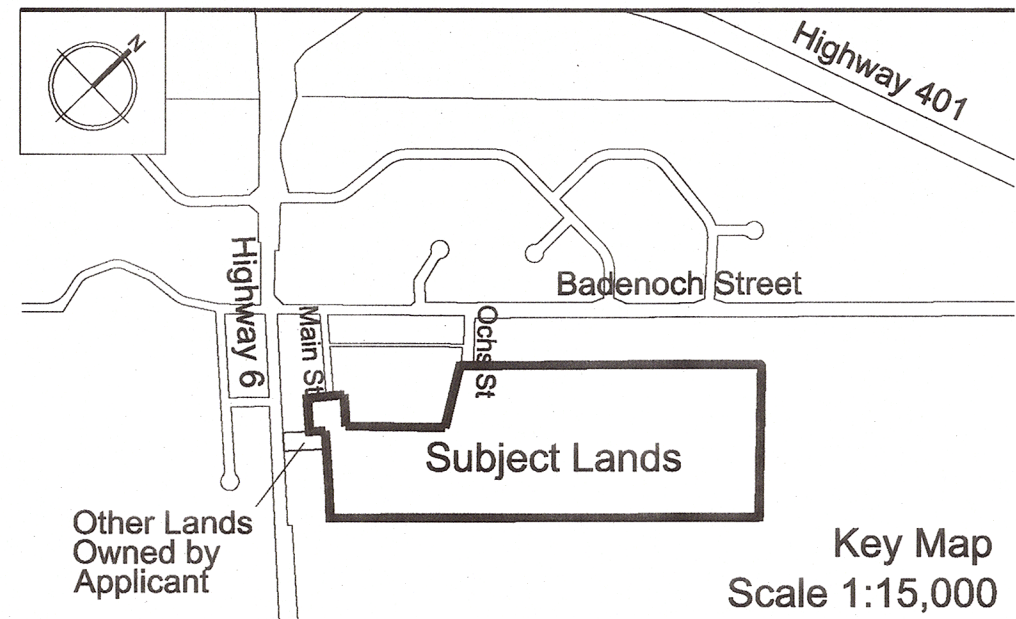
NEXT STEPS

- Our Recommendation Report is anticipated to be prepared for a future Council Meeting.



DRAFT PLAN OF SUBDIVISION

PART OF LOTS 7 & 8
NORTH OF QUEEN STREET
REGISTERED PLAN 135
AND PART OF LOT 31
CONCESSION 8
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON



OWNER'S CERTIFICATE:
I authorize Weston Consulting Group Inc. to prepare and submit this plan for draft approval.

Faisal Hamadi Date: Sept 5, 2024

WDD MAIN STREET INC. c/o FAISAL HAMADI
489 BRANT STREET
BURLINGTON, ONTARIO L7R 2G5
PHONE: 905-463-7369
info@wddinternational.com

SURVEYOR'S CERTIFICATE:
I hereby certify that the boundaries of the lands being subdivided and their correct relationship to the adjacent lands are accurately and correctly shown on this plan.

Raymond J. Sighthorp, OLS Date: Sept 4, 2024

RAYMOND J. SIGHTHROP, OLS
J.D. DARNES LIMITED
257 WOODLAWN ROAD WEST, UNIT 101
GUELPH, ONTARIO N1H 5J1
PHONE: (519) 822-4031 www.jdarnes.com

ADDITIONAL INFORMATION:
[Section 51(17) of the Planning Act, R.S.O. 1990, c. P.13],
as amended to August 26, 2024.
a), b), e), f), g), i) & l) - on plan.
c) - on key plan
d) - see statistics
h) - piped water to be installed by developer
i) - silty sand, sand and silt, and clayey silt
k) - all services to be made available by developer

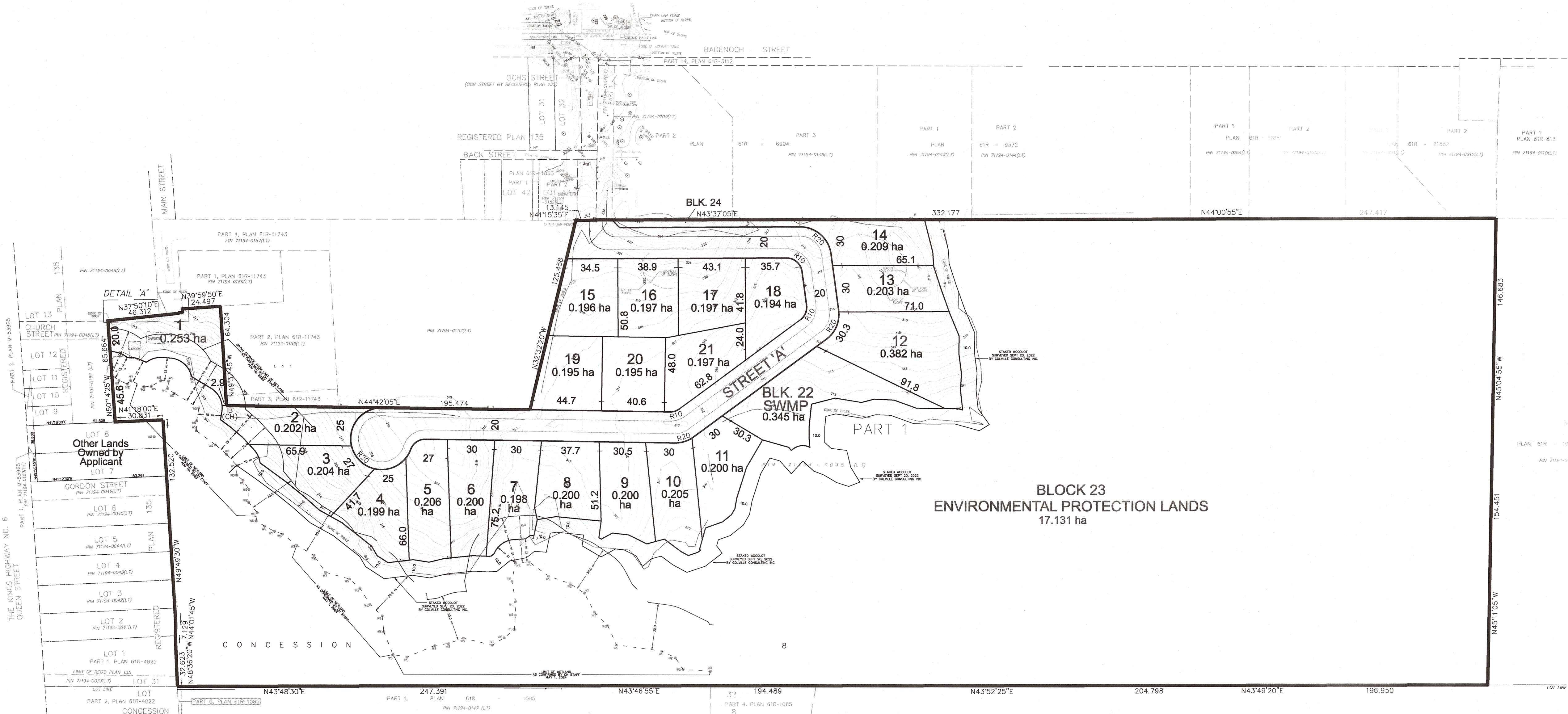
DEVELOPMENT STATISTICS:			
LOTS/BLOCKS		LOTS	AREA
Single Detached Lots (20 m+) [Lots 1-21]:		21	4,436 ha
SWMP [Blk. 22]:			0.345 ha
Environmental Protection Lands [Blk 23]:			17.131 ha
Additional lands [Blk. 24]:			0.059 ha
Roads:			1.133 ha
Total:		21	23.104 ha



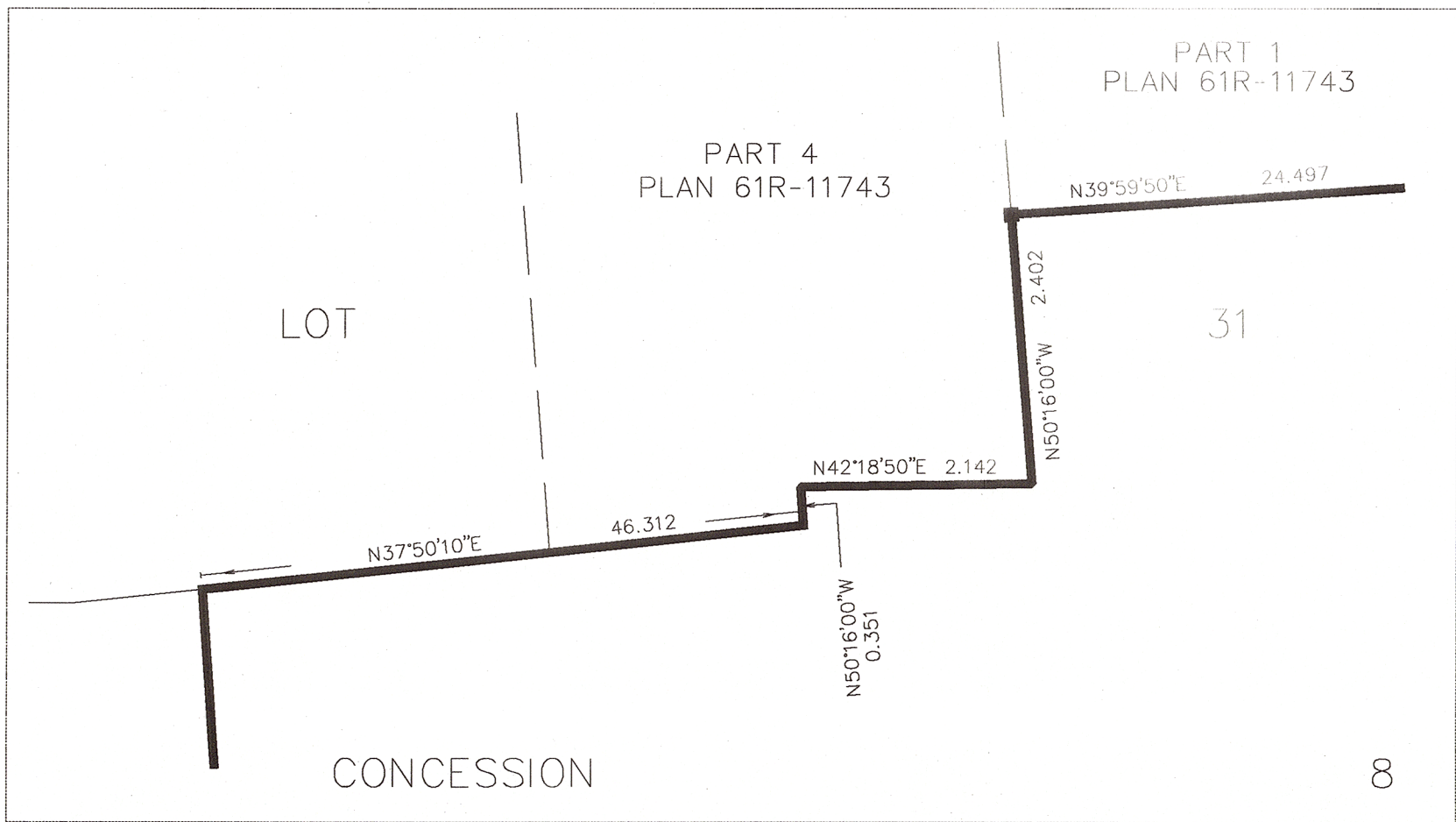
WESTON CONSULTING
Vaughan: 201 Millway Ave. Suite 19
Vaughan, Ontario L4K 5H5
T: 905.738.8080 F: 905.738.6637
Toronto: 288 Berkeley St.
Toronto, Ontario M5A 2X1
T: 416.640.9917 F: 905.738.6637

REVISIONS LIST	
03 SEP 2024	Revise survey text and Detail 'A'.
09 JUN 2024	Modify Lots 1-3,7 per 15m wetland setback. Outline/measure enhanced buffer area
14 MAY 2024	Update using new topo survey with 30m wetland setback. Modify SWM & Lots 1-14.
02 MAY 2024	Revise Lots 1-14 & SWM Block. Remove walkway and revise Lots 15-21
20 DEC 2023	Revise cul-de-sac to R=20 m & lots 3-5.
03 OCT 2023	Remove wetland limits by Colville Sept 20, 2022. Remove original edge of trees & staked limit. Insert Staked Woodlot Surveyed Sept 20, 2022 by Colville Consulting Inc.
20 SEP 2023	Remove old treeline, Regulated Limits. Update using 2023-09-11 topo file
15 SEP 2023	Revise ROW width to 20m & revert back to north-east access
23 FEB-11 APR 2023	Revise per topo plan. Revise per updated survey plan & survey text
14 DEC 2022	Revise SL B per grading plan (Crozier) & revise Lots 17-23
11 NOV 2022	Revise ROW width to 18 metres & design lots (min 0.2 ha)
20 OCT 2022	Update drawing using 2022-10-12 survey

File Number: 10779
Drawn By: SM
Planner: PT
Scale: 1:1500
CAD: 10040 Draft Plan D14 2024-09-03.dgn
Drawing Number: **D14**



DETAIL 'A'
NOT TO SCALE



INTEGRATION DATA			
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).			
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.			
POINT ID	EASTING	NORTHING	
ORP (A)	571 819.11	4 810	772.76
ORP (B)	572 189.46	4 811	593.30
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.			
THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 900.588 N24°17'31"E			

ZONING BY-LAW AMENDMENT to By-law 023/18

for

WDD Main Street Inc.
11 Main Street, Puslinch

Township Rezoning Application D14/____

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

**A BY-LAW TO AMEND BY-LAW NUMBER 023/18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 023/18 pursuant to Sections 34 of the Planning Act, R.S.O. 1990 as amended;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule "A" of By-law 023/18 is hereby amended by rezoning lands legally known as PT LOT 31, CONCESSION 8, TOWNSHIP OF PUSLINCH, AS IN RO722846 & MS8894; LOTS 7 & 8, PLAN 135, DONALD MCEDWARDS PORTION, NORTH OF QUEEN ST, SAVE AND EXCEPT MS53965; S/T THE RIGHTS OF OWNERS OF ADJOINING PARCELS, IF ANY, UNDER IS13908 & ROS585925; TOWNSHIP OF PUSLINCH, within the Township of Puslinch, and municipally referred to as 11 Main Street, from *Urban Residential (UR)*, *Future Development 2 (FD2)* and *Natural Environment (NE)* zone to *Urban Residential Site-Specific Special Provisions XX (UR-XX) ZONE*, *Urban Residential Site-Specific Special Provisions YY (UR-YY) ZONE* and *Natural Environmental (NE) ZONE* with an "*Environmental Protection (EP)*" overlay as shown on Schedule "A" of this By-law.
2. That Section 14 Site-Specific Special Provisions is amended by adding the following site-specific provision:

No.	Zone Designation	Permitted Uses	Prohibited Uses	Site Specific Special Provision
1	Urban Residential (UR-XX)	Single Detached Dwellings Additional Residential Unit (Attached Detached) Home Business and Private Home Daycare	N/A	Minimum Required Lot Area = 0.19 ha
2	Urban Residential (UR-YY)	Stormwater Management Facilities	N/A	Minimum Required Lot Area = 0.3 ha

3. That the subject land as shown on Schedule "A" to this By-Law shall be subject to all applicable regulations of Zoning By-Law 023/18, as amended.
4. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ OF _____, 20__.

MAYOR

CLERK

READ A THIRD TIME AND PASSED THIS _____ OF _____ 20__.

MAYOR

CLERK

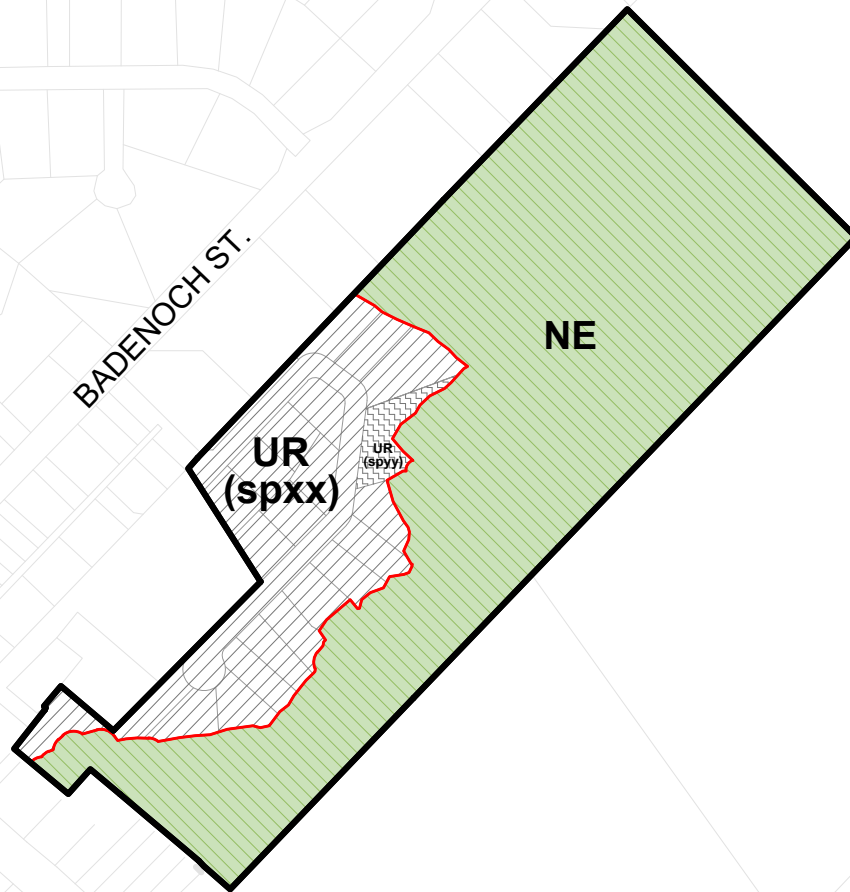
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION OF BY-LAW NO. _____

By-law Number _____ amends the Township of Puslinch Zoning By-law 23/18 by rezoning PT LOT 31, CONCESSION 8 , TOWNSHIP OF PUSLINCH, AS IN RO722846 & MS88941 ; LOTS 7 & 8, PLAN 135 , DONALD MCEDWARDS PORTION, NORTH OF QUEEN ST, SAVE AND EXCEPT MS53965 ; S/T THE RIGHTS OF OWNERS OF ADJOINING PARCELS, IF ANY, UNDER IS13908 & ROS585925 ; TOWNSHIP OF PUSLINCH, within the Township of Puslinch, and municipally referred to as 11 Main Street from *Urban Residential (UR)*, *Future Development 2 (FD2)* and *Natural Environment (NE)* zone to *Urban Residential Site-Specific Special Provisions XX (UR-XX)* zone, *Urban Residential (UR-YY)* zone and *Natural Environmental (NE)* zone with *Environmental Protection (EP)* overlay to permit a 21-lot residential subdivision and conserve the natural features.

The subject property is approximately 23.48 hectares (58.03 acres) in size and is currently vacant.

Within the County's Official Plan, the subject lands are designated as "Residential", "Greenlands" and "Core Greenlands" lands. The Residential designation permits a variety of housing types.



THIS IS "SCHEDULE A"
TO ZONING BY-LAW AMENDMENT NO. _____

-  Subject Lands
-  Environmental Protection Overlay
-  Natural Environment
-  Site Specific Exemption
-  Urban Residential (spxx)
-  Urban Residential (spyy)

0 125 250m



Attachment 4 - Correspondence from Township's Ecologist

From: [Jack Richard](#)
To: [Lynne Banks](#); [Planning](#)
Cc: [Justine Brotherston](#); [Jesse Auspitz](#); [Jeremy Tran](#)
Subject: Re: D14-WDD Main St. - EP Lands
Date: March 14, 2025 2:01:10 PM
Attachments: [WNqZfav8wqp1kDC9.png](#)
[E6l68tsFTji8WOt9.png](#)
[yUv0irzBENavYJGZ.png](#)

Hi Lynne,

Speaking strictly from the ecological perspective, some passive recreational uses should not amount to introducing any new impact on the woodland, particularly given that there already are some informal trails within the feature. In my mind this would be limited to things like trail walking, cross country skiing, nature observation, and that sort of thing. The use of any motorized recreational vehicle should not be allowed and I would not recommend mountain biking as that tends to result in additional trails being made or soil/erosion impacts.

If the applicant intended to formalize the trail system, additional information would need to be provided to to evaluate the potential impacts to the woodland, watercourses and wetlands (depending on the trail layout) throughout that block. This would need to consider both construction impacts and future use impacts such as how increased use in the block by way of users venturing off-trail into sensitive areas (i.e., wetlands), allowing dogs off-leash, inadvertently introducing non-native species into the woodland, and things like that.

In certain cases we've recommended not establishing a formal trail system based on these increased uses/impacts, and also because whoever assumes ownership will have to carry the cost to maintain the trail surface, remove hazard trees, etc.

Overall I think we would just say that very limited, low-impact recreational uses could be considered, but would discourage anything that might result in the introduction of impacts to the woodland or hydrological features.

Hope that helps but let me know if you have any additional questions. Thanks,

Jack

Jack Richard M.F.C. R.P.F.

Terrestrial Biologist and Registered Professional Forester

Natural Resource Solutions Inc.

Proudly Indigenous-owned

415 Phillip Street, Unit C

Waterloo, ON N2L 3X2

(p) 519-725-2227 Ext. 435 (f) 519-725-2575

(m) 905-960-9919

(w) www.nrsi.on.ca (e) jrichard@nrsi.on.ca



[@nrsinews](#)



[Natural Resource Solutions Inc.](#)

Over 25 years of environmental consulting excellence

Attachment 4 - Correspondence from Township's Ecologist

On 3/14/2025 12:55 PM, Lynne Banks wrote:

Good Afternoon –

Further to the above matter, would you please advise what types of uses would be permitted on Block 23 (the EP lands), shown on the attached draft Plan of Subdivision, including whether passive recreational uses would be permitted?

If you can provide a response today, that would be greatly appreciated.

Thanks –

Lynne



<!--[if !vml]--><!--[endif]-->Lynne Banks
Development and Legislative Coordinator
Township of Puslinch
7404 Wellington Rd 34, Puslinch ON N0B 2J0
519-763-1226 ext. 226 Fax 519-736-5846 www.puslinch.ca



REPORT REC-2025-001

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Interim Manager of Corporate Services/Deputy Clerk

PRESENTED BY: Mike Fowler, Director of Public Works, Parks and Facilities

MEETING DATE: April 16, 2025

SUBJECT: Agreement to permit the Puslinch Junior Garden Club to continue to manage the established gardens at the Puslinch Community Centre

RECOMMENDATION

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

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

Purpose

The purpose of this report is to request Council's approval for the Township of Puslinch to renew its Land Use Agreement with the Puslinch Junior Garden Club to permit the Club to continue to manage the established gardens at the Puslinch Community Centre. The renewed Land Use Agreement would permit the Puslinch Junior Garden Club to continue to utilize the established lands for the purpose of providing youth the opportunity to learn how to grow food and plants. The renewed agreement would be valid for a period of three years, expiring May 2028.

Background

In 2022, The Puslinch Junior Garden Club contacted Township staff requesting permission to create three raised garden beds to be located between the Optimist Recreation Center and the Blue Storage Shed. The mandate of the club is to provide youth of all ages with the opportunity and knowledge to grow their own food and plants. The three garden beds will be used to grow a variety of fruit, vegetables and flowering plants.

At it's meeting on May 4, 2022, Township Council considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-149

**Moved by Councillor Bailey and
Seconded by Councillor Goyda**

That Council receive report REC-2022-007 entitled Request to allow the Puslinch Junior Gardeners Club to establish several gardens at the Puslinch Community Centre; and

Than Council authorize staff the enter into a facility use agreement with the Puslinch Junior Gardeners Club for the use of the Puslinch Community Centre as outlined in the report

CARRIED

The Township of Puslinch entered into a Land Use Agreement with the Puslinch Junior Gardeners Club on May 19, 2022, for a period of three years, expiring May 18, 2025.

Financial Implications

There are no financial implications related to this report.

Applicable Legislation and Requirements

None

Attachments

Schedule A - Draft Agreement

Respectfully submitted,

Reviewed by:

**Mike Fowler, Director of Public
Works, Parks and Facilities**

**Justine Brotherston, Interim Municipal
Clerk**

**Sarah Huether, Interim Manager of
Corporate Services/Deputy Clerk**

AGREEMENT made this ____ day of May 2025.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

(hereinafter called "the Township")

-and-

THE PUSLINCH JUNIOR GARDEN CLUB

(hereinafter called "the Club")

WHEREAS:

1. The Township is the registered owner of certain lands in the Township of Puslinch known municipally as 23 Brock Road South, being the Puslinch Community Centre, (the "Lands"); and
2. The Club has requested permission to enter those lands shown in red on Schedule 'A' hereto ("Permitted Lands") the right to use and maintain a portion of the Permitted Lands for the purpose of maintaining three (3) raised garden beds for teaching purposes ("Permitted Use"); and
3. The Township and the Club wish to formalize an Agreement concerning the use and maintenance responsibilities of each of them with respect to the Permitted Lands.

NOW, THEREFORE, this Agreement witnesseth that in consideration of the premises, other good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada, now paid by each of the parties hereto to each of the other parties hereto (the receipt whereof is hereby acknowledged), the parties agree as follows:

1.0 Term and Non-Exclusive Agreement

- 1.1 To occupy and use the Permitted Lands in an "as is" condition subject to the terms and conditions referred to below at the Club's sole cost and expense.
- 1.2 This Agreement shall become effective on May 19, 2025, and shall expire at midnight on May 18, 2028 (the "Term"), unless it is terminated earlier. The Term of this Agreement or any extension thereof is subject to any and all rights of either party to terminate this Agreement pursuant to the terms hereof, or otherwise available to either party at law or in equity.

2.0 Operating Costs

The Club shall be responsible for its own operating costs and expenses including, but not limited to, security, fencing, vandalism, damage by animals and wildlife, watering, weeding, garden care, soil quality and liability insurance.

3.0 Repairs and Renovation

The Club agrees that it will leave the Permitted Lands in a good state of repair, fair wear and tear excluded, at the end of the Term.

4.0 Fences, Structures and Obstructions

4.1 Structure

The Club shall not erect any structures in the Permitted Lands.

4.2 Signage

The Club shall not erect any signage in the Permitted Land without permission.

4.3 Obstructions

The Club shall not place any equipment or vehicles in such a way as to obstruct public access within the Permitted Lands.

5.0 Condition of the Permitted Lands

The Club accepts the Permitted Lands in their condition as of the date of execution of this agreement and will not call upon the Township to do or pay for any work or supply any equipment to make the Permitted Lands more suitable for the Club's activities.

6.0 Indemnity

The Club shall indemnify, defend and save harmless the Township, its elected officials, officers, employees, contractors, agents, successors, and assigns from and against all actions, claims and demands whatsoever which may be brought against or made upon the Township and against all losses, liability, judgments, claims, damages, costs, demands or expenses (including legal expenses) which the Township may sustain, suffer, or be put to resulting from or arising out of the Club's failure to exercise reasonable care, skill or diligence, or for any breach of the Club's obligations under this Agreement, or otherwise arising out of the Club's negligence out anything done or omitted by the Club, its agents, servants, employees, subcontractors, sub-consultants, or any of them.

The rights to indemnity contained herein shall survive the termination or expiry of the Agreement.

The Club shall give the Township immediate written notice of any accident on the Permitted Lands.

7.0 Insurance

The Lessee shall supply to the Lessor with a summary of insurance coverage presently being maintained 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 Lessor of Puslinch as an additional insured.

If the Lessor requests that the amount of coverage of the Lessee's Insurance be increased or special insurance be obtained for this Agreement, then the Lessee shall co-operate with the Lessor 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 Agreement documents.

It is understood and agreed, that the coverage provided by either of those insurance policies or specially required will not be cancelled by the Lessee until thirty (30) days after written notice of such cancellation has been delivered by the Lessee

8.0 Termination

8.1 Notwithstanding anything elsewhere herein contained, either party may terminate this Agreement by giving 30 days' notice in writing to the other party.

8.2 Termination of this Agreement shall not affect the parties' rights, responsibilities, obligations or liabilities arising during the term of the Agreement with respect to matters arising prior to the date of termination and shall not affect any right or remedy to which the Township would otherwise be entitled.

9.0 Notices

Any demand, notice or communication to be provided hereunder shall be in writing and may be given by personal delivery, by prepaid first class mail or by email, addressed to the respective parties as follows:

- (a) in the case of the Club, to:

Puslinch Junior Garden Club

c/o Jenn Deter

4604 Sideroad 12 N

Puslinch ON N0B 2J0

Email: [REDACTED]

- (b) in the case of the Township to:

The Corporation of the Township of Puslinch

7404 Wellington Road 34

Puslinch, ON N0B 2J0

Attention: Clerks Department

Tel: (519) 763-1226

Email: admin@puslinch.ca

Or to such other address as any party may from time to time notify the other. Any demand, notice or other communication given by personal delivery shall be conclusively deemed to have been received by the party to which it is addressed on the day of actual delivery thereof. If given by email, on the same day as the date of emailing provided that a delivery receipt is generated and retained. In the case of a demand, notice or communication addressed to more than one party, on the day upon which actual delivery thereof has been completed to all such parties. Any notice sent by prepaid first class mail as aforesaid shall be deemed to have been delivered on the fifth (5th) business day (excluding Saturdays, Sundays and Statutory Holidays) following the date of mailing thereof provided that postal services have not been interrupted, in which case notice shall only be given by personal delivery or email as aforesaid.

10.0 Schedules

Attached hereto and forming part of this agreement is the following Schedule:

“A” - Aerial Map of the Lands showing the location of the gardens outlined in red.

11.0 Waiver

It is expressly understood and agreed that the remedies of the Township under this Agreement are cumulative and the exercise by the Township of any right or remedy for the default or breach of any term, covenant, condition or agreement herein contained shall not be deemed to be a waiver or alter, affect or prejudice any other right or remedy or other rights or remedies, to which the Township may be lawfully entitled for the same default or breach; and any waiver by the Township of the strict observance, performance or compliance by the Club or with any term, covenant, condition or agreement herein

contained, or any indulgence granted by the Township to the Club shall not be deemed to be a waiver of any subsequent default or breach by the Club, nor entitle the Club to any similar indulgence heretofore granted.

12.0 No assignment without consent

The Club shall not assign this Agreement without the prior written consent of the Township, which consent will not be unreasonably withheld.

13.0 Clubs acceptance of Agreement

The Club agrees not to make any claims, demands, and/or commence any actions, suits, proceedings or maintain the same for any and all costs, damages, losses, compensations, injurious affection arising either directly or indirectly from this Agreement, or as a result of the termination of this Agreement. The Club agrees that this Agreement shall not be registered against the Permitted Lands.

14.0 Time of the Essence

Time shall be of the essence of this Agreement and every party thereof.

15.0 Severability

If any term of this Agreement shall be found to be *ultra vires* of the Township, or otherwise unlawful, such term shall conclusively be deemed severable and the remainder of this Agreement *mutandis* shall be and remain in full force and effect.

16.0 Headings

All headings and subheadings within this Agreement are incorporated for ease of reference purposes only and do not form an integral part of the Agreement.

17.0 No Landlord and Tenant Relationship

This Agreement is non-exclusive, non-transferable and does not create the relationship of Landlord and Tenant between the parties.

18.0 Entire Agreement

This Agreement constitutes the entire agreement and understanding of the parties and supersedes any and all prior understandings, discussions, negotiations, commitments, representations, warranties, and agreements, written or oral, express or implied between the Parties with respect to the subject matter of this Agreement.

19.0 Enurement

This Agreement shall enure to the benefit of, and shall be binding upon, the Parties and their respective successors and assigns, subject only to any limitations explicit in this Agreement.

20.0 Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

21.0 Counterparts

This Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals or where applicable

have caused to be affixed their corporate seals under the hands of their duly authorized officers in that behalf.

SIGNED, SEALED AND DELIVERED

In the presence of:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Per:

Name: James Seeley

Title: Mayor

Name: Justine Brotherston

Title: Interim Municipal Clerk

I/we have authority to bind the Corporation

SIGNED, SEALED AND DELIVERED

In the presence of:

THE PUSLINCH JUNIOR GARDEN CLUB

Per:

Witness

Name: Jenn Deter

Title: The Puslinch Junior Garden Club Curator

I/we have authority to bind the Corporation

Schedule A



Location of the Gardens

AGREEMENT made this ____ day of May 2025.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

(hereinafter called "the Township")

-and-

THE PUSLINCH JUNIOR GARDEN CLUB

(hereinafter called "the Club")

WHEREAS:

1. The Township is the registered owner of certain lands in the Township of Puslinch known municipally as 23 Brock Road South, being the Puslinch Community Centre, (the "Lands"); and
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3. The Township and the Club wish to formalize an Agreement concerning the use and maintenance responsibilities of each of them with respect to the Permitted Lands.

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Email: rjdeter@hotmail.com

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7404 Wellington Road 34

Puslinch, ON N0B 2J0

Attention: Clerks Department

Tel: (519) 763-1226

Email: admin@puslinch.ca

Or to such other address as any party may from time to time notify the other. Any demand, notice or other communication given by personal delivery shall be conclusively deemed to have been received by the party to which it is addressed on the day of actual delivery thereof. If given by email, on the same day as the date of emailing provided that a delivery receipt is generated and retained. In the case of a demand, notice or communication addressed to more than one party, on the day upon which actual delivery thereof has been completed to all such parties. Any notice sent by prepaid first class mail as aforesaid shall be deemed to have been delivered on the fifth (5th) business day (excluding Saturdays, Sundays and Statutory Holidays) following the date of mailing thereof provided that postal services have not been interrupted, in which case notice shall only be given by personal delivery or email as aforesaid.

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contained, or any indulgence granted by the Township to the Club shall not be deemed to be a waiver of any subsequent default or breach by the Club, nor entitle the Club to any similar indulgence heretofore granted.

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This Agreement constitutes the entire agreement and understanding of the parties and supersedes any and all prior understandings, discussions, negotiations, commitments, representations, warranties, and agreements, written or oral, express or implied between the Parties with respect to the subject matter of this Agreement.

19.0 Enurement

This Agreement shall enure to the benefit of, and shall be binding upon, the Parties and their respective successors and assigns, subject only to any limitations explicit in this Agreement.

20.0 Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

21.0 Counterparts

This Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals or where applicable

have caused to be affixed their corporate seals under the hands of their duly authorized officers in that behalf.

SIGNED, SEALED AND DELIVERED

In the presence of:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Per:

Name: James Seeley

Title: Mayor

Name: Justine Brotherston

Title: Interim Municipal Clerk

I/we have authority to bind the Corporation

SIGNED, SEALED AND DELIVERED

In the presence of:

THE PUSLINCH JUNIOR GARDEN CLUB

Per:

Witness

Name: Jenn Deter

Title: The Puslinch Junior Garden Club Curator

I/we have authority to bind the Corporation

Schedule A



Location of the Gardens



REPORT REC-2025-002

TO: Mayor and Members of Council

PREPARED BY: Sarah Huether, Interim Manager of Corporate Services/Deputy Clerk

PRESENTED BY: Mike Fowler, Director of Public Works, Parks and Facilities
Sarah Huether, Interim Manager of Corporate Services/Deputy Clerk

MEETING DATE: April 16, 2025

SUBJECT: Drop-in Roller Skating and Inline Shinny Schedule at the ORC

RECOMMENDATIONS

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

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

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

Purpose

The purpose of this report is to present Council with a revised schedule for the drop-in roller-skating and inline shinny programs at the ORC Rink. Facility staff estimated the utilization of the Sunday drop-in program to have been very low in 2024. With the increase in traffic at the ORC gymnasium and the PCC Park on Saturdays, along with marginal rentals of the ORC rink from May 2024 to November 2024, Saturday's is a more ideal day to offer the drop-in program.

Background

Council at its meeting held on April 10, 2024, passed the following Council Resolution No. 2024-131:

That Report REC-2024-001 entitled Roller Skating Free Drop-in Time at the ORC Rink – Final Pilot Program Results be received; and

That the following free drop-in schedule at the ORC Rink continue to remain in place:

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

CARRIED

Staff recommend that the above schedule be modified by rescheduling the Sunday drop-in roller-skating session to Saturdays and that the three-hour time lot be divided into two sessions to offer both roller-skating and inline shinny as per the following schedule:

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

Financial Implications

Staffing costs will be reduced, as facility staff in most instances were being scheduled specifically for the Drop-in Programming on Sunday's. Only 8 of the 30 Sundays that staff were scheduled had a private rental in the gymnasium between the hours of 10:00 a.m. to 1:00 p.m.

There is a possibility of lost rental revenue during the approved drop-in times, but the loss is considered marginal as the ORC rink was only rented once from Saturday May 4, 2024, to Saturday November 30, 2024, during the hours of 10:00 a.m. to 1:00 p.m. Typically, renters provide alternative times for their rentals if an allotted time is not available.

Applicable Legislation and Requirements

None

Engagement Opportunities

The approved drop-in roller-skating and inline shinny schedule will continue to be advertised as follows:

- Social Media Posts at Facebook.ca/TownshipofPuslinch & Twitter.com/TwpPuslinchON & [Instagram](#)
- Township Website at Puslinch.ca/Facilities within the Recreation and Leisure Calendar
- [County of Wellington Events Calendar](#)
- Community Guide
- Aberfoyle Public School engagement

Attachments

None

Respectfully submitted,

Reviewed by:

**Mike Fowler, Director of Public
Works, Parks and Facilities**

Courtenay Hoytfox, Interim CAO

**Sarah Huether, Interim Manager of
Corporate Services/Deputy Clerk**

Puslinch by Design: Employment Lands Study

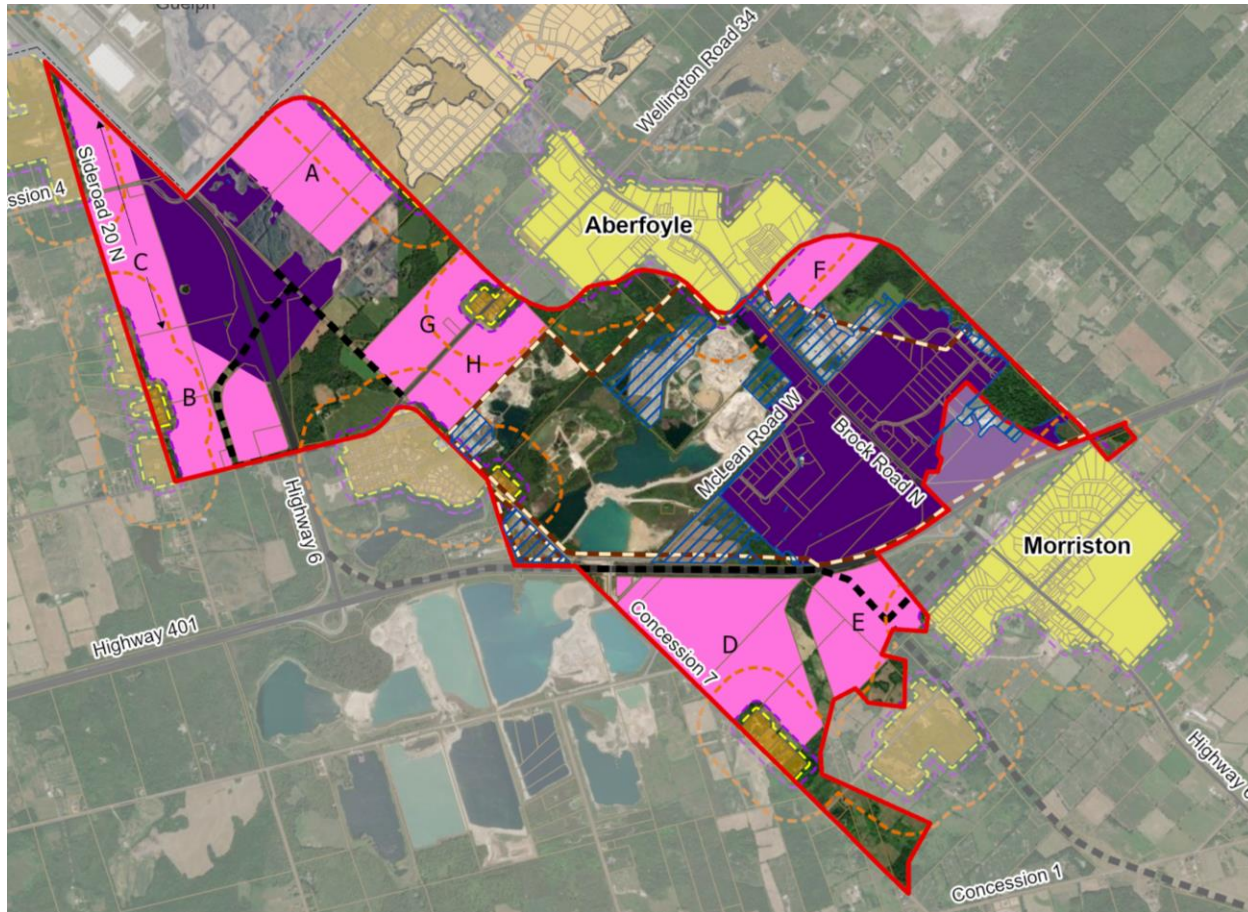
Open House Feedback

County of Wellington and Township of Puslinch

April 16, 2025



Preliminary Land Options



ELS Option	Gross ha	Net ha
A	61.68	35.05
B	56.82	43.40
C	58.88	58.03
D	92.98	86.00
E	46.66	35.61
F	21.37	16.91
G	36.17	23.30
H	34.22	30.07

Puslinch by Design – Public Feedback

- A Council Meeting and Open House for this study was held on February 26, 2025, to gather feedback from Council and the community on Phases 3 and 4 of this Project.
- The feedback has been grouped into 5 categories:

Rural Character

Agriculture

Transportation
Infrastructure

Natural Heritage

Compatibility between Employment and
Sensitive Uses

Puslinch by Design – Public Feedback

Rural Character:

- Protection of rural character including:
 - Preserving the rural character of roads
 - Sufficient setbacks to houses
 - Consideration for conservation of heritage properties

Puslinch by Design – Public Feedback

Agriculture:

- Removal of farmland which cannot be returned to agricultural uses later
- Ensuring employment uses do not impede or limit farm uses now or in future
- Synergies between agriculture and natural heritage

Puslinch by Design – Public Feedback

Transportation Infrastructure:

- Concerns regarding traffic access, increased truck traffic, noise and access to County roads, safety for other road users
- Avoiding areas with concentrations of housing

Puslinch by Design – Public Feedback

Natural Heritage:

- Preserving the rolling topography
- Protection of environmental features and wildlife species
- Protection of aquifers and hydrology

Puslinch by Design – Public Feedback

Compatibility between Industrial and Sensitive Uses:

- No negative impacts to residential uses through buffers and/or appropriate setbacks
- Noise, dust, pollution, bright lighting and water usage by industrial uses

Puslinch by Design – Public Feedback

Preferred locations for growth:

- Comments that options A and D were preferred

Puslinch by Design – Council Comments

Update:

- Aquifers and hydrology

Further Direction requested:

- Future strategic growth areas

Puslinch by Design – Council Comments

Aquifers and hydrogeology

- We've consulted with the Township's Hydrogeologist and Risk Management Official, who have advised that:
 - No significant concerns raised with any of the options
 - Options A, B and C are less preferred
 - Options D, G, and H are better options

Puslinch by Design – Council Comments

Future strategic growth areas:

- Some municipalities plan for employment growth so that future needs can be met
- Future needs involve lands being identified for employment growth as “Strategic Growth Areas”
- Strategic Growth Areas can be implemented beyond 2051

Puslinch By Design: Next Steps

Phase 5: Preferred Land Option Report:

- Provide a recommended land option using the Evaluation Criteria in Phase 4 Report
- Outline infrastructure needs, costing estimates, recommended policy directions and design directions establish the necessary policy framework for the development of the Rural Employment Area(s).
- From today: Address Future Strategic Employment Areas

Phase 6: Implementation:

- Recommend implementation tools to establish the development framework for the new Rural Employment Area.

Project Timeline

Project Initiation

01

Initial meetings, confirming data, and finalizing project schedule.



Spring/Summer 2024



Report on Township's website



Report on County's website

Spring/Summer 2024



02

Research and analysis of topics to consider for Puslinch's employment lands (examples: transportation, land-use) which will establish the background context.

Existing Conditions

Detailed Planning Study

03

Bring together the background conditions and key information necessary to form land-use options for the future employment lands.



Summer/Fall 2024



Report on County's website



Report on Township's website



Township Council Meeting

Project Timeline cont'd



Thank you. Questions?

Southwest Guelph Water Supply

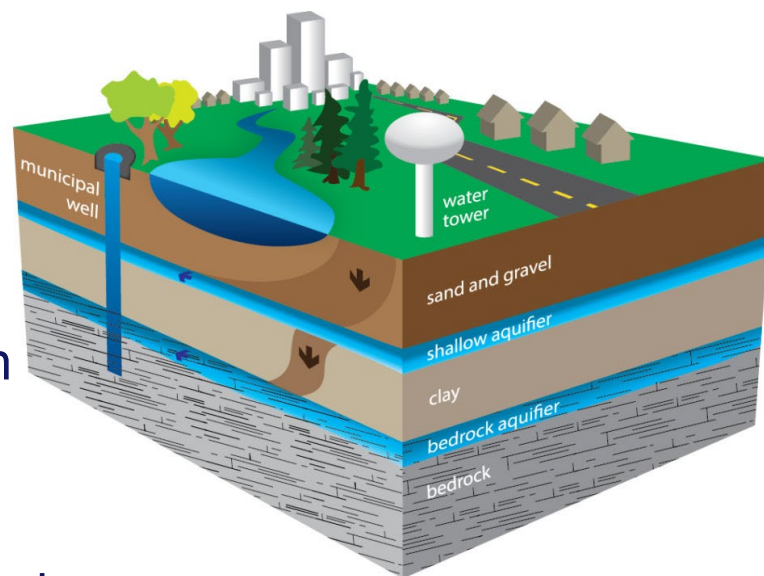
Environmental Assessment

April 16, 2025

Presentation to
Township of Puslinch Council

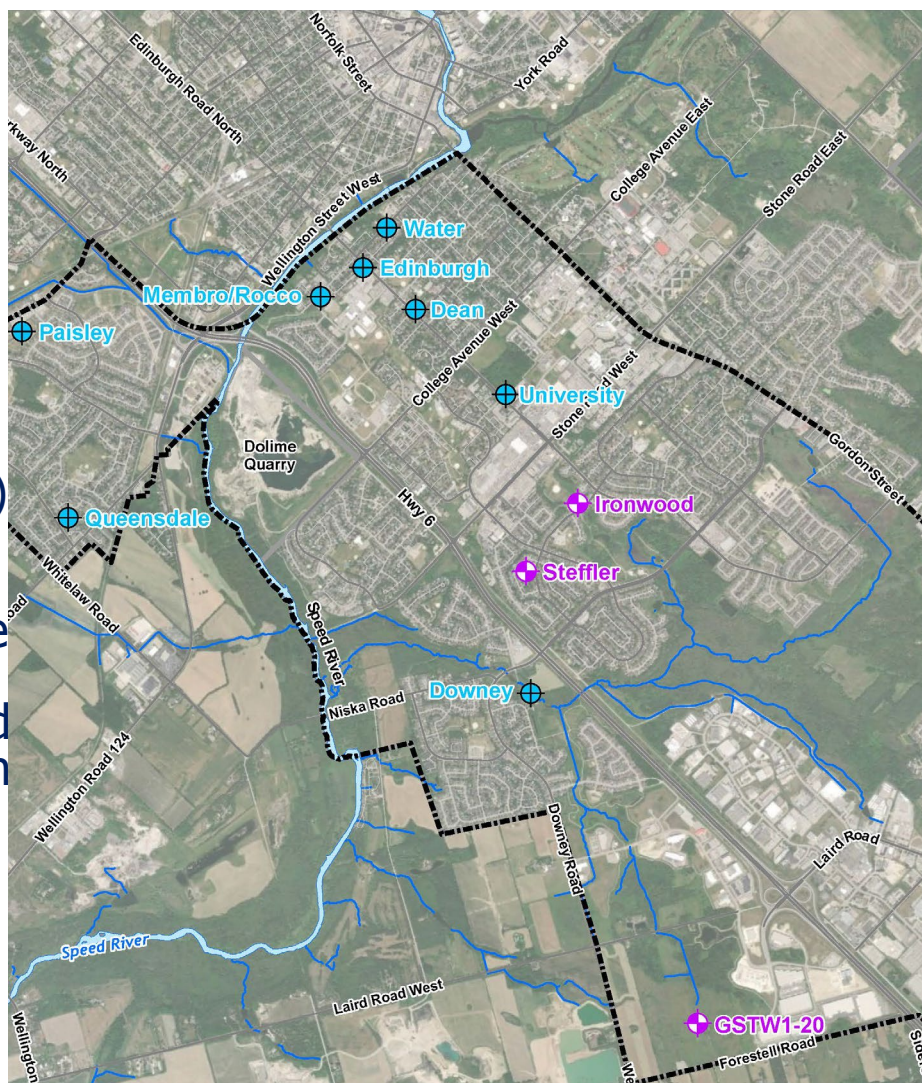
Background

- Water Supply Master Plan: Projects 2, 3 and 4, Develop Existing Municipal Test Wells
- Study potential for new water supply from existing municipal test wells
- Evaluate groundwater to surface water interactions at the Dolime Quarry to determine how much additional water supply maybe available.
- Inform the need for design and function of a water management system at the Dolime quarry.
- Testing will help further identify how much groundwater can safely be pumped from each well under common water supply operational conditions with existing wells while sustaining pond water levels at the Dolime quarry.



Milestones

- **Stages 1-4 (2022 – 2024)** focused on optimizing the City's existing production well capacity under controlled quarry dewatering conditions
- **Stage 5 (2025)** will test the additional capacity of City test wells (Ironwood and GSTW01-20) with three step tests.
- **Stage 6 (2025)** will evaluate the overall maximum sustainable wellfield capacity under controlled quarry dewatering conditions with existing municipal tells and 30-day pumping test at:
 - GSTW01 Test Well at a rate of 50 L/s
 - Ironwood Test Well at a rate of 87 L/s





Dolime Quarry

This map shows the Guelph area with the Speed River flowing through it. Several locations are marked with green dots and labels: PAISLEY, EDINBURGH, DEAN, ROCCO, UNIVERSITY, QUEENSDALE, CITY OF GUELPH, STEFFLER, DOWNNEY, and WATERS. Three specific sites are highlighted with orange circles and labels in orange boxes: Dolime Quarry (near the river), Ironwood Test Well (near the City of Guelph), and GSTW01 Test Well (near the Township of Puslinch). The map also shows the boundaries of the Township of Guelph/ERAMOSA and the Township of PUSLINCH.

Ironwood Test Well

GSTW01 Test Well

Operational Testing Program Schedule

Stage 5

June 1, 2025 - Pump at municipal wells** at standard operational pumping rates.

June 23, 2025 - Step tests at Ironwood Test Well and GSTW01-20 Test Well.

Stage 6

July 4, 2025 - Pump at municipal wells** at to maximum feasible permitted rates until the end of Stage 6.

July 7, 2025 –30 Day Pumping Test at Ironwood at a rate of 87 L/s

July 14, 2025 – 30 Day Pumping Test at GSWT01-20 at a rate of 50 L/s

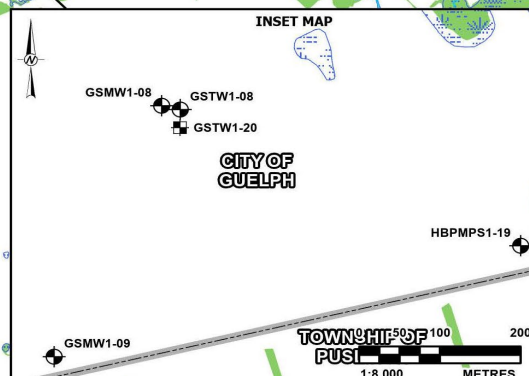
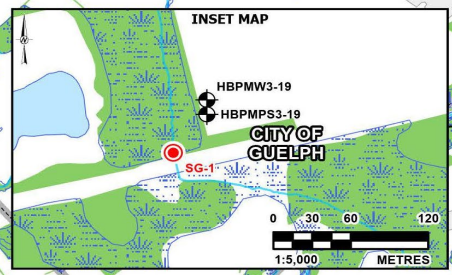
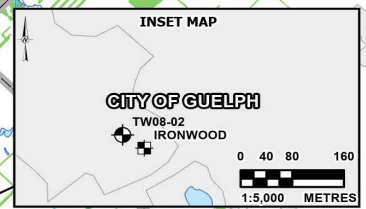
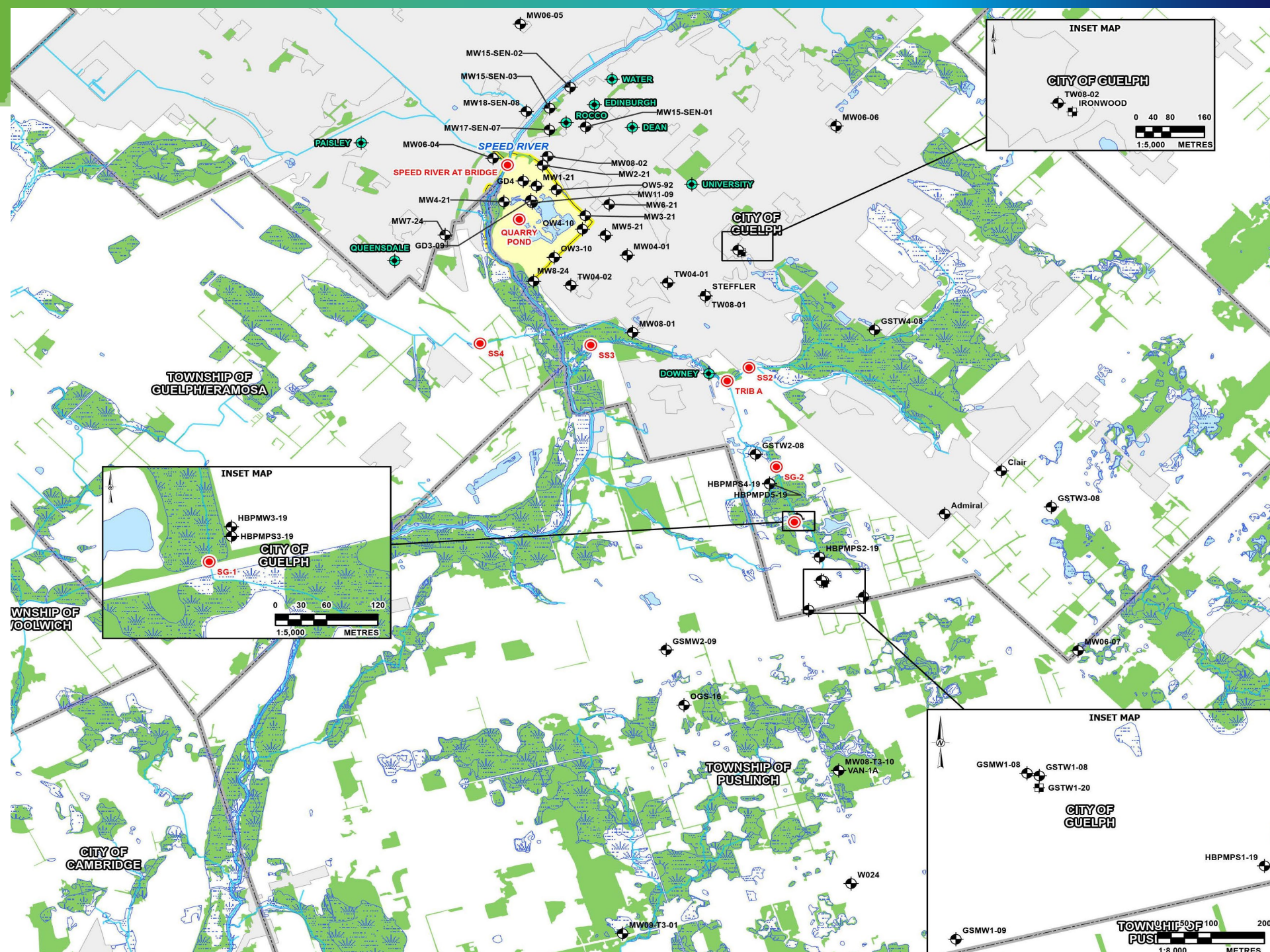
*** Municipal wells that are part of the Southwest Guelph Water Supply EA include Membro Replacement (also known as Rocco), Water Street, Dean, University, Downey, Queensdale, and Paisley.*

Testing Program Water Monitoring Locations

Surface Water Monitoring: 8 Locations

Groundwater Monitoring:

- 12 Overburden Locations
- 45 lower bedrock locations
- 35 upper bedrock locations



Project Stage 5 & 6

Engagement & Communication

- Continue liaison with Wellington Source Water Protection, Harden Environmental, and Wellington Hydrogeology.
- Pumping test notification letter will be delivered to private water well owners within ~1Km of GSTW01-20.
- Public notice will be posted on City's website.
- Signage will be posted at GSTW01-20 site

Project Timeline

Apr 8, 2025: Wellington Sourcewater Protection and Township Technical Workshop

Jun 1 – Aug 11, 2025: Phase 5 & 6 Stages

Aug 2025: Public Quarterly Report on the project website

Aug 2025: PIC #1

Nov 2026: WSWP and Township Technical Summary Workshop

April – Dec 2026: Preliminary design, schedule and cost of recommended solution

Dec 2025: Project completion

For More Information

City of Guelph Project Manager:

Albanie Douglas M.Sc., P.Geo., Hydrogeologist

Mobile: 226-821-3055

Albanie.Douglas@guelph.ca

AECOM Project Manager:

Matt Alexander M.Sc., P.Geo. Hydrogeologist

Mobile: 226-821-4906

Matthew.Alexander@aecom.com

Project Website:

<https://guelph.ca/city-hall/planning-and-development/environment-planning/environmental-assessments/southwest-guelph-water-supply-environmental-assessment/>

Thank you!

Questions?



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Don Kudo, P. Eng., County Engineer
Date: Tuesday, March 11, 2025
Subject: **Automated Speed Enforcement - Project Update #4**

Background:

This report provides an update on the Automated Speed Enforcement (ASE) programme. At the time of writing this report, the contractor and County staff continue to work on the implementation of ASE cameras for the WR 24 Hillsburgh and WR 27 Rockwood locations. It is planned for the ASE cameras at these locations to go live for the end of April.

At last month's Committee meeting, a report providing details for time of day speeding infractions and ASE signage was requested. At last month's Council meeting, details on how ASE revenue will be used by the County was also requested.

Time of Day

A report to review time of day speeding infractions has been provided by the contractor. The report provided a summary of speeding infractions for the following general times of day: Day (7am to 5pm), Evening (5pm to 12am) and Night (12am to 7am). Based on these timeframes, a summary of the five active ASE locations indicates ASE speeding infractions at the following times of day:

- Day (7am to 5pm) 87%
- Evening (5pm to 12am) 12%.
- Night (12am to 7am) 1%

Signage

The current ASE signage at the County ASE locations meets O. Reg. 398/19 Automated Speed Enforcement that outlines the signage requirements and provides minimum size requirements. Further review of the regulations indicates that O. Reg. 615 provides direction on the sizing of the regulatory signs.

Staff have inquired with other municipalities and the Ontario Traffic Council with respect to creating larger ASE signs as an additional measure to inform drivers of the presence of ASE cameras. Our review has indicated that no other municipality has implemented oversized Camera In Use signs as municipalities have noted they are in compliance with the standard regulation requirements.

As part of the one year trial ASE programme, staff plan to install oversized Camera In Use signs at the WR 46 ASE location. This location would appear to be an ideal candidate for oversized signs since this section of road currently has oversized speed limit signs, it is a four lane roadway and has the highest traffic volume of all the ASE locations. Staff believe the current signage at the other ASE locations is appropriate and do not plan to change the signage at this time.

ASE Revenue

Revenue generated from the trial ASE programme will be allocated to the Roads Capital Reserve with the intention to fund future work and projects in the Roads budget. Currently, there is an annual capital budget item for Speed Management that has been primarily used for speed radar signs and speed monitoring. This account could be funded from ASE revenue. Other road projects that could be considered for funding from ASE revenue would be capital road construction including roundabouts. Capital road projects that improve road safety and measures to manage speed could include road geometric design changes such as installing curbs, paving shoulders and narrowing lane widths. The upgrading of pedestrian crosswalks, traffic signals and guard rails are other infrastructure improvements that could also be funded from ASE revenue.

Depending on the amount of revenue generated from the one year trial and the continuation of the ASE programme beyond the one year trial, funding for various projects, upgrades, and improvements will need to be determined as part of the 2026 budget process.

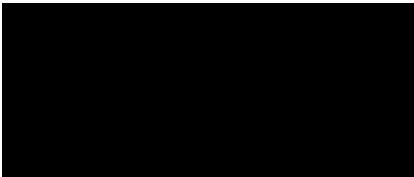
Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan:
Doing what the County does best – Providing Critical Daily Services for your residents

Recommendation:

That the report "Automated Speed Enforcement – Project Update #4" be received for information.

Respectfully submitted,



Don Kudo, P. Eng.
County Engineer

In consultation with/approved by:
Ken DeHart, County Treasurer
Scott Wilson, Chief Administrative Office



COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the Roads Committee
From: Don Kudo, County Engineer
Date: Tuesday, March 11, 2025
Subject: **Automated Speed Enforcement – Additional Trial Locations**

Background:

The County has a total of 17 Community Safety Zones. In October, 2024, seven CSZ locations were approved as the initial ASE trial locations. The following are the ten remaining CSZ locations on County roads that are candidates for ASE implementation as part of the one year trial programme:

Municipality	County Road	From:	To:	Posted Speed Limit (km/h)	School
Wellington North	Wellington Road 16	1,700 metres North of Wellington Road 109	1,300 metres North of Wellington Road 109	70	Mennonite School
Mapleton	Wellington Road 10 (McGivern Street)	470 metres South of Hillwood Drive	the intersection with Caroline Street	40/50	Maryborough Public School
Mapleton	Wellington Road 8	200 metre West of Sideroad 19	200 metres East of Sideroad 19	70	Mennonite School
Mapleton	Wellington Road 86	220 metres West of Sideroad 16	220 metres East of Sideroad 16	70	Mennonite School
Centre Wellington	Wellington Road 7	Wellington Road 21 (McNab Street)	Speers Road	50	NA
Centre Wellington	Wellington Road 18 (East Mill Street)	Chapel Street	Kertland Street	40	Elora Public School
Centre Wellington	Wellington Rd 19 (Garafraxa Street East)	420 metres South of First Line	the intersection with Robinson Road	40/70	Maranatha Christian School
Centre Wellington	Wellington Road 7	300 metres East of Sideroad 14	135 metres West of Sideroad 14	60/70	Ponsonby Public School
Erin	Wellington Road 124	430 metres South of Patrick Drive	120 metres North of Trafalgar Road	60	Brisbane Public School

Erin	Wellington Road 124 (Main Street)	East Church Street	Millwood Road	40	NA
------	-----------------------------------------	--------------------	---------------	----	----

In the October, 2024 report, it was proposed that the additional locations at the remaining CSZ would be implemented by September, 2025 and that staff would report back to confirm the timing for these future ASE locations. Based on our experience from the initial seven trial ASE locations, there are many site specific details and approvals that need to be reviewed and considered prior to ASE cameras going live. In order to meet the September, 2025 timeline, staff and the County's contractor need to start working on the implementation details.

At this time, staff are seeking direction from the Committee to move forward with ASE implementation at the ten remaining CSZ sites. Staff will report back on the ASE implementation status for these sites as the work progresses.

Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

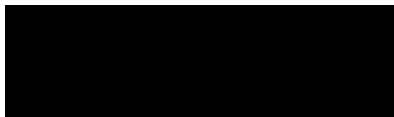
Making the best decisions for the betterment of the Community

Recommendation:

That the report Automated Speed Enforcement – Additional Trial Locations be received for information;

And that staff review and investigate the ten locations, as outlined in the report, for Automated Speed Enforcement and report back to the Roads Committee on the implementation status for these sites.

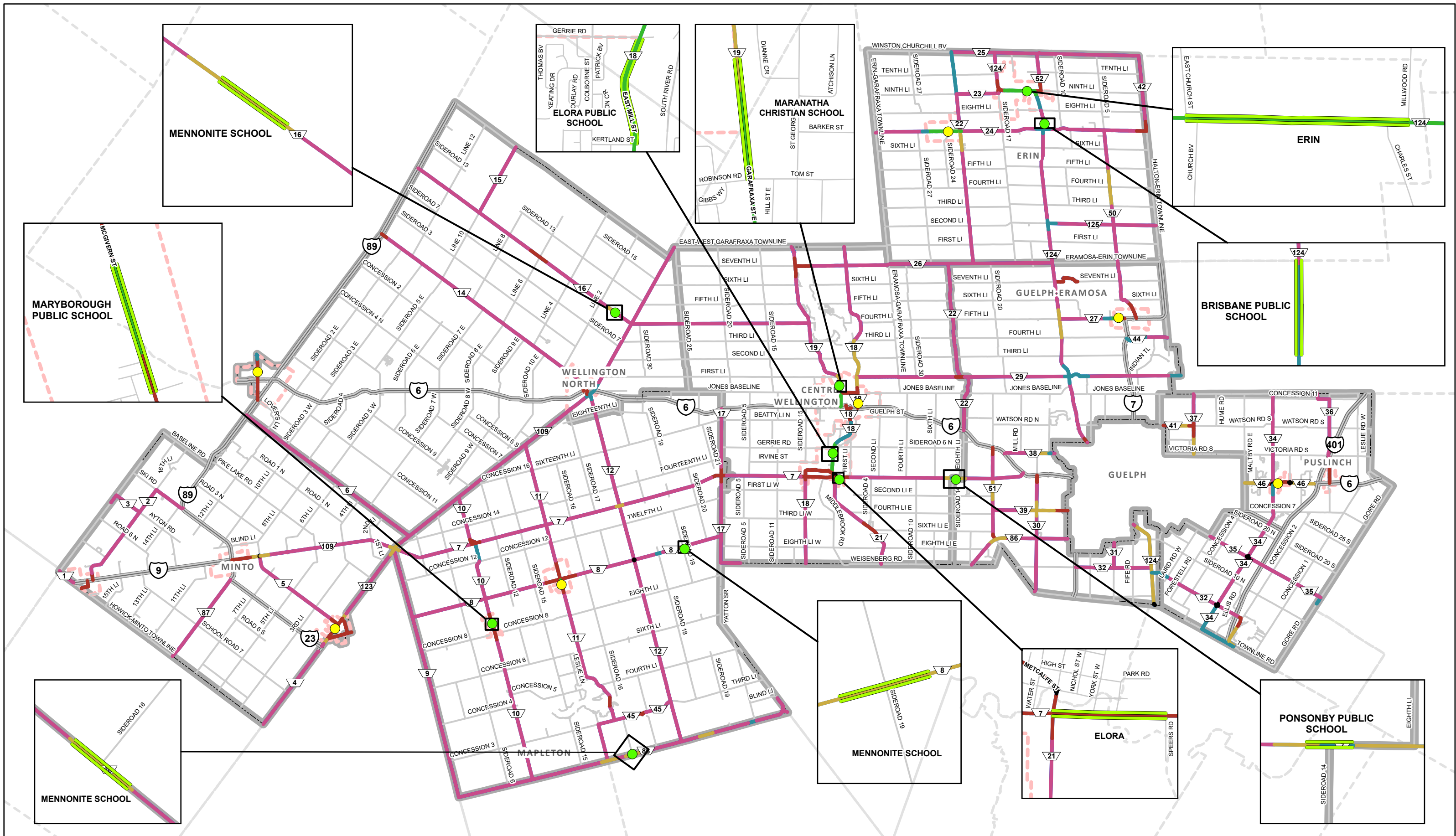
Respectfully submitted,



Don Kudo, P. Eng.
County Engineer

In consultation with/approved by:
Scott Wilson, Chief Administrative Officer

Attachment – Map: Automated Speed Enforcement – Additional Trial Locations



**WELLINGTON
COUNTY**

County Posted Speed (km)

- 30
- 40
- 50
- 60
- 70
- 80
- <all other values>

COMMUNITY SAFETY ZONE
 EXISTING ASE TRIAL LOCATIONS

LOCAL ROAD
 COUNTY ROAD
 HIGHWAY
 URBAN BOUNDARY
 MUNICIPAL BOUNDARY

AUTOMATED SPEED ENFORCEMENT - ADDITIONAL TRIAL LOCATIONS

WELLINGTON COUNTY

0 2.5 5 10 Km
Scale: 1:250,000



Date: October 2024

Produced by: County of Wellington Roads Department

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COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Don Kudo, P. Eng., County Engineer
Date: Tuesday, April 08, 2025
Subject: **Automated Speed Enforcement - Project Update #5**

Background:

ASE Revenue Usage Policy

The proposed allocation of revenue generated from the trial ASE programme was reported last month to the Roads Committee as part of a project update report. Treasury staff are working on a revenue usage policy for approval by the Administration, Finance and Human Resources committee. It is expected the policy will provide details on the ASE process, revenue usage, budgeting and reporting. The policy will be presented to the AFHR committee at their meeting on Tuesday, April 15, 2025.

Last month's ASE Project Update #4 report listed possible road safety initiatives and projects that could be funded from ASE revenue. The AFHR revenue usage policy will propose to use any net proceeds from the ASE revenue to put towards capital projects that improve road safety and measures to manage speed. This can include, but not be limited to:

- Installing speed radar signs
- Undertaking speed monitoring and traffic studies
- Installing and upgrading pedestrian crosswalks, traffic signals and guard rails
- Installing curbs
- Paving shoulders
- Narrowing lane widths
- Constructing roundabouts

ASE Reporting

The County has an Automated Speed Enforcement Administrative Penalty Agreement with the Ministry of Transportation. One of the sections of the agreement is the monitoring of safety effectiveness with respect to the ongoing monitoring of ASE devices:

- Reporting Requirements – Municipalities must provide MTO with semi-annual reports no later than six months after the reporting periods of January 1 to June 30 and July 1 to December 31.
- Collision Reporting – Municipalities need to report on all motor vehicle collisions that occur within road segments adjacent to an ASE device including injury and property damage information. Reporting is to also include collision information over an equivalent period of time one year prior to the deployment of the ASE device. Collision reporting also includes the timing of sign installation and removal, camera locations, number of lanes, and posted speed limits.
- Vehicle Speed Data – Municipalities need to provide semi-annual reports detailing vehicle speed for all vehicles observed by ASE devices. Speed data is to include average travel speed,

proportion of vehicles travelling above the speed limit, and 85th percentile speed. The same speed data for a period within one year prior to ASE device deployment will need to be reported if available.

- Administrative Penalty Data – Municipalities need to provide a breakdown of the number of vehicles passing ASE devices, the number of vehicle images acquired by ASE devices, the number of penalty orders reviewed by a Screening Officer, the number of penalty orders reviewed by a Hearing Officer, and the number of repeat contraventions for the same registered vehicle owner.

A semi-annual report will be due to the MTO after June 30, 2025, however, in order to provide an ASE trial monitoring report for the committee's information, staff intend to provide a preliminary report on the available data to the Roads Committee at the June committee meeting. The finalization and submission of the report to the MTO will then be completed after June 30, 2025.

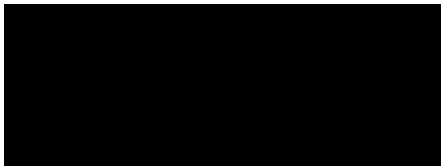
Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan:
Doing what the County does best – Providing Critical Daily Services for your residents

Recommendation:

That the report "Automated Speed Enforcement – Project Update #5" be received for information.

Respectfully submitted,



Don Kudo, P. Eng.
County Engineer

In consultation with/approved by:
Ken DeHart, County Treasurer
Scott Wilson, Chief Administrative Office

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-043

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

1.1. In this By-law:

- 1.1.1. **"Administrative Fee"** means any fee(s) specified in Schedule "C" of this by-law;
- 1.1.2. **"Administrative Penalty"** means an administrative penalty as set out in Schedules "A" and "B" of this by-law;
- 1.1.3. **"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;
- 1.1.4. **"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";
- 1.1.5. **"Director"** means the Director of Corporate Services of the Township, or his/her designate or successor;
- 1.1.6. **"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;
- 1.1.7. **"Hearing Decision"** means the decision of a Hearing Officer, as set out in section 3.3. of this by-law;
- 1.1.8. **"Hearing Non-Appearence 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;
- 1.1.9. **"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;
- 1.1.10. **"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;
- 1.1.11. **"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";
- 1.1.12. **"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";
- 1.1.13. **"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;
- 1.1.14. **"Officer"** means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

- 1.1.15. **“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;
- 1.1.16. **“Penalty Notice”** means a notice as described in section 3.1. of this by-law;
- 1.1.17. **“Penalty Notice Date”** means the date of the contravention;
- 1.1.18. **“Penalty Notice Number”** means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;
- 1.1.19. **“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;
- 1.1.20. **“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”;
- 1.1.21. **“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”;
- 1.1.22. **“Provincial Offences Act”** means the Provincial Offences Act, R.S.O., 1990, c. P. 33;
- 1.1.23. **“Regulation”** means O. Reg. 333/07, made under the Municipal Act, 2001;
- 1.1.24. **“Screening and Hearing Officer By-law”** means the Screening and Hearing Officer By-law of the Township;
- 1.1.25. **“Screening Decision”** means the decision of a Screening Officer, as set out in section 3.2. of this by-law;
- 1.1.26. **“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;
- 1.1.27. **“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;
- 1.1.28. **“Statutory Powers Procedure Act”** means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22;
- 1.1.29. **“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

- 2.1.1. This by-law shall be known as the “Administrative Monetary Penalty System By-law”.

2.2. Administration

- 2.2.1. The Director shall be responsible for the administration of this by-law.

2.3. Delegated Authority

- 2.3.1. The CAO is delegated the authority to:
 - 2.3.1.1. 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.
- 2.3.2. The Director is delegated the authority to:
 - 2.3.2.1. designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - 2.3.2.2. 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.
- 2.3.3. 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

- 2.4.1. 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

- 2.5.1. 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

- 2.6.1. 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.

- 2.6.2. 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

- 2.7.1. This by-law shall apply to:

- 2.7.1.1. Designated By-laws included in Schedule “A” of this by-law; and
2.7.1.2. Designated By-laws included in Schedule “B” of this by-law.

2.8. Application of this By-law

- 2.8.1. 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.
- 2.8.2. 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.
- 2.8.3. 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.
- 2.8.4. The attached Schedule “C” of this by-law sets out the Administrative Fees imposed for purposes of this by-law.
- 2.8.5. The Administrative Penalties designated in Schedules “A” and “B” of this by-law, may be dealt with by a Penalty Notice.

2.9. Headings

- 2.9.1. 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

- 2.10.1. All references to applicable law are ambulatory and apply as amended from time to time.

3. GENERAL PROVISIONS

3.1. Penalty Notice

- 3.1.1. 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.

3.1.2. 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.

3.1.3. 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.

3.1.4. 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.

3.1.5. A Penalty Notice issued pursuant to Schedule “A” shall include the following information:

3.1.5.1. the Penalty Notice Date;

3.1.5.2. the Penalty Notice Number;

3.1.5.3. the license and/or vehicle registration number;

3.1.5.4. the description of the vehicle;

3.1.5.5. the short form wording for the contravention as indicated in Schedule “A”;

3.1.5.6. the amount of the Administrative Penalty as indicated in Schedule “A”;

3.1.5.7. the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule “A”;

3.1.5.8. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

3.1.5.9. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and

3.1.5.10. the name of the Officer issuing the Penalty Notice.

3.1.6. The Penalty Notice issued pursuant to Schedule “B” shall include the following information:

3.1.6.1. the Penalty Notice Date;

3.1.6.2. the Penalty Notice Number;

- 3.1.6.3. the name and address of the Person alleged to have contravened a by-law;
- 3.1.6.4. the date of birth and/or other official identification of the Person where provided;
- 3.1.6.5. the short form wording for the contravention as indicated in Schedule “B”;
- 3.1.6.6. the amount of the Administrative Penalty as indicated in Schedule “B”;
- 3.1.6.7. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
- 3.1.6.8. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
- 3.1.6.9. the name of the Officer issuing the Penalty Notice.

3.2. Review by Screening Officer

- 3.2.1. A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 3.2.3 of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
- 3.2.2. A Person who is served a Penalty Notice may, in accordance with section 3.2.3 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.
- 3.2.3. 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.
- 3.2.4. 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.
- 3.2.5. 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 3.2.1 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.

- 3.2.6. 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:
- 3.2.6.1. 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;
 - 3.2.6.2. the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - 3.2.6.3. the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
- 3.2.7. 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:
- 3.2.7.1. 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
 - 3.2.7.2. 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.
- 3.2.8. 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 5.3. of this by-law.
- 3.2.9. 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

- 3.3.1. Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 3.3.3 of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
- 3.3.2. A Person subject to a Screening Decision may, in accordance with section 3.3.3 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.

- 3.3.3. 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.
- 3.3.4. 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.
- 3.3.5. 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 3.3.1 of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
- 3.3.6. 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:
- 3.3.6.1. 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;
 - 3.3.6.2. the Screening Decision shall be deemed to be affirmed; and
 - 3.3.6.3. the Screening Decision shall not be subject to review.
- 3.3.7. Upon the conclusion of a Hearing, the Hearing Officer may:
- 3.3.7.1. confirm the Screening Decision; or
 - 3.3.7.2. cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - 3.3.7.3. 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
 - 3.3.7.4. 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.

- 3.3.8. After a Hearing is complete, the Hearing Officer shall issue a Hearing Decision to the Person, and deliver in accordance with section 5.3.
- 3.3.9. The decision of a Hearing Officer is final.
- 3.3.10. 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.
- 3.3.11. 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

- 4.1. Any Officer may enforce this by-law.
- 4.2. No Person shall:
 - 4.2.1. 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
 - 4.2.2. obstruct an Officer exercising any authority under this by-law.
- 4.3. 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:
 - 4.3.1. a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and
 - 4.3.2. 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.
- 4.4. Any Person who contravenes section 4.2. or 4.3. 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.
- 4.5. If a corporation has contravened section 4.2. or 4.3. of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

5. SERVICE OF DOCUMENTS

- 5.1. Service of a Penalty Notice pursuant to section 3.1.1. of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:
 - 5.1.1. affixing it to the vehicle in a conspicuous place at the time of the contravention;

- 5.1.2. 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;
 - 5.1.3. 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
 - 5.1.4. 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.
- 5.2. Service of a Penalty Notice pursuant to section 3.1.2. of this by-law in any of the following ways is deemed effective by:
- 5.2.1. delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - 5.2.2. 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
 - 5.2.3. 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.
- 5.3. Service of any document other than a Penalty Notice may be made by:
- 5.3.1. delivering it personally;
 - 5.3.2. 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;
 - 5.3.3. delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - 5.3.4. by email, to the email address provided by the Owner or Person to whom the documents apply.
- 5.4. 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.
- 5.5. 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.

- 5.6. 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.
- 5.7. 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.
- 5.8. 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

- 6.1. 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.
- 6.2. Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 3.1.1. or 3.1.2 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.
- 6.3. Notwithstanding section 6.2. 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.
- 6.4. Notwithstanding section 6.2. 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.
- 6.5. Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 3.1.1. 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.
- 6.6. Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:

- 6.6.1. 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,
- 6.6.2. pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
- 6.7. 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 NSF Fee.
- 6.8. All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.
- 6.9. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
- 6.10. 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.
- 6.11. Where the Person served with a Penalty Notice issued pursuant to section 3.1.1. 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.
- 6.12. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- 6.13. 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.
- 6.14. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

7. ENACTMENT

- 7.1. 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 16th Day Of APRIL 2025.

James, Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

8. SCHEDULE A – Parking Administrative Penalties

8.1. Designated By-law, Short Form Wordings and Administrative Penalties

- 8.1.1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
- 8.1.2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- 8.1.3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.

Parking By-law 6000-32				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 EARLY PENALTY AMOUNT	COLUMN 5 SET PENALTY AMOUNT
1	9.1	Park in no parking zone	\$35.00	\$45.00
2	9.2	Park within 1 metre of driveway	\$35.00	\$45.00
3	9.3	Park in front of driveway	\$35.00	\$45.00
4	9.4	Park in fire route	\$35.00	\$45.00
5	9.5	Park within 3 metres of fire hydrant	\$35.00	\$45.00
6	9.6	Park left wheels to curb	\$35.00	\$45.00
7	9.7	Park in excess of designated time	\$35.00	\$45.00
8	9.8	Park within prohibited time	\$35.00	\$45.00
9	9.9	Park further than 0.15 metres from curb	\$35.00	\$45.00
10	9.10	Park 2 a.m. to 6 a.m.	\$35.00	\$45.00
11	9.11	Park not within guidelines	\$35.00	\$45.00

12	9.12	Park on highway in excess of 24 consecutive hours	\$35.00	\$45.00
13	9.13	Park on municipal parking lot in excess of 24 consecutive hours	\$35.00	\$45.00
14	9.14	Park in temporary no Parking zone	\$35.00	\$45.00
15	9.16	Park on sidewalk	\$35.00	\$45.00
16	9.17	Park in intersection	\$35.00	\$45.00
17	9.18	Park within 9 metres of intersection	\$35.00	\$45.00
18	9.19	Park in taxicab stand	\$35.00	\$45.00
19	9.20	Park in school bus loading zone	\$35.00	\$45.00
20	9.21	Park in pedestrian crossover	\$35.00	\$45.00
21	9.22	Park within 9 metres of pedestrian crossover	\$35.00	\$45.00
22	9.23	Park in crosswalk	\$35.00	\$45.00
23	9.24	Park within 9 metres of crosswalk	\$35.00	\$45.00
24	9.25	Park opposite boulevard	\$35.00	\$45.00
25	9.26	Park - fail to leave 3 metres of roadway clear	\$35.00	\$45.00
26	9.27	Park roadway side of parked vehicle	\$35.00	\$45.00
27	9.28	Park in bus stop	\$35.00	\$45.00
28	9.29	Park in order to repair, wash or maintain vehicle	\$35.00	\$45.00
29	9.30	Park on bridge	\$35.00	\$45.00
30	9.31	Park - obstruct access ramp	\$35.00	\$45.00
31	9.32	Angle park - not within markings	\$35.00	\$45.00
32	9.33	Park in an accessible parking space	N/A	\$300.00

33	9.34	Park commercial vehicle Between 1 am - 6 am	\$35.00	\$45.00
34	9.35	Park commercial vehicle on municipal parking lot	\$35.00	\$45.00
35	9.36	Park within 15 metres of Railroad crossing	\$35.00	\$45.00
36	9.37	Park in designated parking space - no permit	\$35.00	\$45.00
37	9.38	Park - interfere with snow removal	\$35.00	\$45.00
38	9.39	Park -interfere with traffic	\$35.00	\$45.00
39	9.40	Park facing wrong way on one way street	\$35.00	\$45.00
40	9.41	Park further than 0.15 metres from curb on 1 way street	\$35.00	\$45.00
41	9.42	Park vehicle on boulevard	\$35.00	\$45.00
42	9.43	Non electric vehicle parked in an electric vehicle space	\$35.00	\$45.00
43	9.44	Electric vehicle parked in electric vehicle space not charging	\$35.00	\$45.00
44	9.45	Park prevent removal of another vehicle	\$35.00	\$45.00
45	9.46	Park on a curve	\$35.00	\$45.00
46	9.47	Park on private property without consent	\$35.00	\$45.00
47	9.48	Stop in no stopping zone	\$35.00	\$45.00
48	9.49	Stop - roadway side of parked vehicle	\$35.00	\$45.00
49	9.50	Stop within 9 metres of intersection	\$35.00	\$45.00
50	9.51	Stop in bus stop	\$35.00	\$45.00
51	9.52	Stop in school bus loading zone	\$35.00	\$45.00
52	9.53	Stop with left wheels to curb	\$35.00	\$45.00

53	9.54	Stop on sidewalk	\$35.00	\$45.00
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9. SCHEDULE B – NON-PARKING ADMINISTRATIVE PENALTIES

9.1. Designated By-law, Short Form Wordings and Administrative Penalties

- 9.1.1.** The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
- 9.1.2.** Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- 9.1.3.** Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.
- 9.1.4.** The penalties shown in Column 5 in the following tables set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where an officer determines that a Person names in a Penalty Notice has received a Penalty Notice previously for the same offense and such Penalty Notice has been confirmed.

Entrance By-law 032/2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7.1	Cause or permit construction of a new entrance without permit.	\$500.00	\$1000.00
2	Section 7.2	Cause or permit construction of curbs, gutters or other permanent works without permit.	\$500.00	\$1000.00
3	Section 7.3	Cause or permit the paving of a new or existing entrance without permit.	\$500.00	\$1000.00
4	Section 7.4	Change the design or location of an existing entrance without permit.	\$500.00	\$1000.00
5	Section 7.5	Use an existing entrance for use other than original, present or normal use without permit.	\$500.00	\$1000.00
6	Section 7.6	Fail to comply with a term or condition of permit.	\$500.00	\$1000.00

7	Section 7.7	Provide false information to an officer or Director of Public Works.	\$900.00	\$900.00
8	Section 7.8	Hinder or obstruct an Officer or Director of Public Works.	\$900.00	\$900.00
9	Section 9.4	Fail to comply order.	\$1000.00	\$1000.00

Heavy Vehicles By-law 032/2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Move, drive or operate a heavy vehicle on a prohibited route	\$450.00	\$900.00

Kennel and Dog Licensing By-law 024-2021				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.2	Keep more than 3 dogs per dwelling unit / 5 dogs per property	\$200.00	\$400.00
2	Section 2.4	Keep/harbour dog without valid tag	\$150.00	\$300.00
3	Section 2.6.1	Affix tag to unregistered dog	\$150.00	\$300.00
4	Section 3.7	Fail to display License in conspicuous place	\$300.00	\$600.00
5	Section 5.1	Permit dog to run at large	\$100.00	\$200.00
6	Section 5.4	Fail to remove dog excrement	\$100.00	\$200.00
7	Section 7.1	Operate kennel without a license	\$400.00	\$800.00
8	Section 12.1	Permitting Dogs outdoors – 8:00 p.m. to 7:00 a.m.	\$100.00	\$200.00
9	Section 16.3	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

Publicized Displays By-law 008/2022				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 6(a)	Assemble or permit the assembly of a Publicized Display without a Permit.	\$500.00	\$1000.00
2	Section 6(b)	Assemble or permit the assembly of a Publicized Display not in compliance with imposed conditions.	\$500.00	\$1000.00
3	Section 6(c)	Provide false information to the Township.	\$500.00	\$1000.00
4	Section 25	Fail to comply with an Order issued under Section 24.	\$700.00	\$700.00
5	Section 31	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

Road Activity By-law 2023-058				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 9.a.	Permits oils, chemicals or substances to be deposited or spilled on a Highway	\$300.00	\$600.00
2	Section 9.b.	Deposits snow or ice on a Highway	\$300.00	\$600.00
3	Section 9.c.	Deposits Refuse on a Highway	\$300.00	\$600.00
4	Section 9.d.	Encumbers or damages a Highway	\$500.00	\$1000.00
5	Section 9.e.	Permits or allows refuse to be blown from private property onto a Highway	\$300.00	\$600.00
6	Section 9.f.	Obstructs a drain, gutter or water course along or upon a Highway	\$300.00	\$600.00

7	Section 9.g.	Walks upon, rides, drives, or loads an animal, or moves, drives, runs or propels a vehicle upon, over or across a newly constructed Sidewalk or pavement before it has been opened for use by the public	\$200.00	\$400.00
8	Section 9.h.	Cause any Refuse material to be thrown or piled on a Highway, saw or split firewood upon a Highway, or permit it to remain longer than necessary	\$300.00	\$600.00
9	Section 9.i.	Place any merchandise or article upon a Highway or outside a building so that the same projects over any part of the Highway	\$300.00	\$600.00
10	Section 9.j.	Move a Vehicle with cleats, flanges, tracks or rollers along the traveled portion of the Highway	\$500.00	\$1000.00
11	Section 9.k.	Remove a barricade or notice, or enter upon a Highway that is temporarily closed	\$500.00	\$1000.00
12	Section 9.l.	Remove a barricade, sign or light placed around any construction on a Highway	\$500.00	\$1000.00
13	Section 9.m.	Allow a trees, shrub, sapling, hedge or any other plant to extend over or upon a Highway.	\$300.00	\$600.00
14	Section 9.n.	Breaks, digs up, destroy or damage the sod or grass of a boulevard, fence or railing erected to protect the boulevard	\$300.00	\$600.00

15	Section 9.o.	Erect a fence or wall or plant a hedge upon a Highway	\$300.00	\$600.00
16	Section 9.p.	Interfere with any municipal structure affixed or placed upon a Highway.	\$500.00	\$1000.00
17	Section 9.q.	Permit any flood light to illuminate the Highway	\$200.00	\$400.00
18	Section 9.r.	Haul earth, sand, stone, or other substance upon a Highway, load a vehicle or drive a vehicle as to permit the contents to fall or spill on the Highway	\$500.00	\$1000.00
19	Section 9.s.	Bring a Vehicle upon a Highway with mud, clay, lime, fertilizer, manure attached to the wheels	\$500.00	\$1000.00
20	Section 9.t.	While hauling earth, sand, stone or other substance, loads or drives so as to damage a Highway	\$500.00	\$1000.00
21	Section 9.u.	Owner fails to obtain a Haul Route Permit	\$700.00	\$1400.00

Sign By-law 062-2024				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 5.1(d)	Install, Display or Alter, or repair a Sign without a Permit.	\$500.00	\$1000.00
2	Section 5.1(e)	Install, Display or Alter, or repair a Sign except in accordance with approved plans and drawings	\$500.00	\$1000.00
3	Section 5.1(r)	Fail to dim or turn off an Illuminated Sign within 30m of a Residential Use between Sunrise and Sunset	\$300.00	\$600.00
4	Section 5.1(t)	Fail to maintain a Sign in a proper state of repair	\$300.00	\$600.00

5	Section 8.5(a)	Hinder or obstruct, or attempt to hinder or obstruct an Officer	\$900.00	\$900.00
6	Section 8.5(d)	Failure to comply with an Order issued under this By-law	\$700.00	\$700.00
Site Alteration By-law 2023-057				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1(a)	Conduct/undertake/cause/permit or carry out Site Alteration without approval.	\$900.00	\$1800.00
2	Section 3.1(b)	Have/allow to remain fill on property without permit.	\$900.00	\$1800.00
3	Section 3.4(a)	Conduct/undertake/cause/permit or carry out Site Alteration affecting surface water/groundwater.	\$900.00	\$1800.00
4	Section 3.6(a)	Conduct/undertake/cause/permit/ or carry out Site Alteration resulting in Unapproved Grade.	\$900.00	\$1800.00
5	Section 3.7(a)	Conduct/undertake/cause/permit or carry out Site Alteration resulting in adverse effect.	\$900.00	\$1800.00
6	Section 3.9(a)	Submit/cause/permit an application containing misleading or false information.	\$900.00	\$1800.00
7	Section 7.4(b)	Provide false information to inspector or Designated Official	\$900.00	\$1800.00
8	Section 7.4(c)	Hinder/obstruct/attempt to obstruct Designated Official/Inspector/person in the discharge of duties.	\$900.00	\$900.00
9	Section 7.5(a)	Fail to obey order	\$1000.00	\$1000.00

Swimming Pool Enclosure By-law 2018-018				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2 (1)	Own/excavate/install/construct pool without Permit.	\$500.00	\$500.00
2	Section 2 (2)	Own/place water in pool without final inspection.	\$300.00	\$300.00

3	Section 2 (3)	Own/erect/install pool enclosure not in accordance with by-law and approved plans.	\$300.00	\$300.00
4	Section 2 (4)	Fail to maintain pool enclosure in good repair.	\$300.00	\$300.00
5	Section 2 (5)	Fail to lock pool enclosure gate.	\$300.00	\$300.00
6	Section 2 (6)	Fail to close and lock lid of hot tub/whirlpool/spa”	\$300.00	\$300.00
7	Section 8 (5)	Hinder or obstruct,or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

10. SCHEDULE C – ADMINISTRATIVE FEES

ITEM	FEE
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Parking By-laws)	\$25
Late Payment Fee (Non-parking By-laws)	25% of set penalty amount

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-044

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

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:

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1. TITLE

1.1. This By-law shall be known and cited as the “Screening and Hearing Officer By-law”

2. DEFINITIONS

2.1. For the purposes of this By-law:

2.1.1. “Administrative Penalty” means an administrative penalty imposed for a contravention of a Designated By-law, as set out in the Administrative Penalty By-law;

2.1.2. “Administrative Penalty By-law” means the Administrative Penalty By-law of the Township, as amended from time to time, or any successor thereof;

2.1.3. “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;

2.1.4. “Council” means the Council of the Township;

2.1.5. “Designated By-law” means any provision of a Township by-law to which the Administrative Penalty By-law applies, as designated therein;

2.1.6. “Director” means the Direct of Corporate Services of the Township / Municipal Clerk, or his/her designate or successor;

2.1.7. “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;

2.1.8. “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;

2.1.9. “Person” includes an individual or a corporation;

2.1.10. “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;

2.1.11. “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:

2.1.11.1. in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and

2.1.11.2. in the case of a Hearing Officer, in respect of a review of a Screening Decision;

2.1.12. “Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001, as amended from time to time, or any successor thereof;

2.1.13. “Relative” includes any of the following persons:

2.1.13.1. spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;

2.1.13.2. Parent or legal guardian;

2.1.13.3. child, including a stepchild and grandchild;

2.1.13.4. siblings and children of siblings;

2.1.13.5. aunt, uncle, niece and nephew;

2.1.13.6. in-laws, including mother, father, sister, brother, daughter and son; or

2.1.13.7. any person who lives with the person on a permanent basis

2.1.14. “Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;

2.1.15. “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;

2.1.16. “Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage; and

2.1.17. “Township” means The Corporation of the Township of Puslinch.

3. SCREENING OFFICER

3.1. 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.

- 3.2. 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.
- 3.3. Screening Officer(s) shall be appointed by the Director, in accordance with the Policy for Appointment of Screening and Hearing Officers.

4. HEARING OFFICER

- 4.1. 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.
- 4.2. 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.
- 4.3. Hearing Officer(s) shall be appointed by the Director, in accordance with the Policy for Appointment of Screening and Hearing Officers.
- 4.4. 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.
- 4.5. Notwithstanding Subsection 4.4, the Director may revoke the appointment of a Hearing Officer at any time, if the Hearing Officer:
 - 4.5.1. is found to have contravened any applicable Township policy relating to the administration of the Administrative Penalty system;
 - 4.5.2. is found to have contravened any other requirement of the appointment; or
 - 4.5.3. at any time during the appointment becomes ineligible for appointment.
- 4.6. A Hearing Officer shall be remunerated at a rate as established by the Director from time to time.
- 4.7. A Hearing Officer is deemed not to be an employee of the Township.

5. ELIGIBILITY

- 5.1. The following persons are not eligible for appointment as a Screening Officer or a Hearing Officer:
 - 5.1.1. a member of Council, Committee, or Local Board or relative thereof;

5.1.2. a Relative of a member of Council, Committee, or Local Board or relative thereof;

5.1.3. a person indebted to the Township, other than:

5.1.3.1. in respect of current property taxes; or

5.1.3.2. pursuant to an agreement with the Township, where the person is in compliance with the terms thereof.

5.2. In addition to the above, Township employees or relatives are not eligible for appointment as a Hearing Officer.

6. GENERAL

6.1. A Screening Officer or a Hearing Officer shall have no authority to further delegate his/her powers or duties.

6.2. 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.

6.3. 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.

6.4. 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.

6.5. 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.

6.6. 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. INTERPRETATION

7.1. 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.

- 7.2. 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.
- 7.3. 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.
- 7.4. This by-law shall be read with all changes in gender or number as the context requires.
- 7.5. References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.
- 7.6. The words “include”, “includes”, “including” are not to be read or interpreted as limiting the words, phrases, or descriptions that precede it.
- 7.7. 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. CONFLICT AND TRANSITION

- 8.1. 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.
- 8.2. 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.
- 8.3. 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 16th DAY OF APRIL 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-045

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

Whereas the Council of The Corporation of the Township of Puslinch enacted By-law Number 2025-043 on April 16, 2025, being the Administrative Monetary Penalty System By-law within the Township; and

Whereas the Council of The Corporation of the Township of Puslinch considers it desirable and necessary to amend the Township's by-laws to designate such by-laws to which the Administrative Monetary Penalty System By-law applies to allow for Administrative Penalties and Administrative Fees for the designated Township by-laws set out herein; and

Whereas it is deemed expedient to amend various Township By-laws;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH HEREBY ENACTS AS FOLLOWS:

1. Section 3 of By-law 032/2020, is hereby amended by repealing and replacing the section as follows:

3.0 DEFINITIONS

In this By-law:

"Administrative Monetary Penalty System By-law" means the Administrative Monetary Penalty System By-law of the Township, as amended from time to time, or any successor thereof;

"Apron" means the transition between a private driveway and a public road.

"Boulevard" means that portion of the highway, paved or unpaved between the Township property line and the Curb line but does not include the sidewalk.

"Bridge" means a public bridge forming part of a highway or on, over or across which a highway passes.

"Commercial Entrance" means an entrance opening on to a Township road from a property being used for a commercial use as defined in By-law 023/18 Comprehensive Zoning By-law.

"County" means The Corporation of the County of Wellington.

"County Road" means all common and public highways within the geographical limits of the Township of Puslinch where the County of Wellington has jurisdiction.

"Culvert" means a structure that allows water to flow under a road, railroad, trail, or similar obstruction from one side to the other.

"Daylight Triangle" means area directly adjacent to vehicular intersection and may include central median areas of roadways.

"Designated Provision" means any section of this By-law designated in accordance with section 10.7;

"Director of Public Works" means the Director of the Township of Puslinch Public Works Department or their Designate.

“Driveway” means an approved area of the private property intended and used for the ingress and egress of vehicles onto a public road.

“Entrance” means an area of ingress and egress to a privately or publicly owned parcel from a Township of Puslinch road.

“Entrance Permit” means a permit issued by the Director of Public Works, Parks, and Facilities or designate of the Township of Puslinch.

“Field and Woodlot Entrance” means an entrance opening onto a Township Road. It may be used for access to farm fields and woodlots.

“Farm Entrance” means an entrance opening onto a Township Road. It may be used for access to barns, out buildings, or farm residences. A farm is defined as a holding of arable land of more than 4 hectares.

“Industrial Entrance” means an entrance opening on to a Township Road from a property being used for an industrial use as defined in By-law 023/18 Comprehensive Zoning By-law.

“Minimum Sight Distance” means the distance measured from the centre line of the entrance at a height of 1.05 meters above grade, which represents the driver’s eye level, and at an offset of 3.0 meters from the edge of pavement, to a point on the centre of the upstream and downstream lane of the Township road at height of 1.05 meters, which represents the object height.

“Officer” means a Person employed by the Township to perform the duties of enforcing By-laws and appointed by Council as a Municipal Law Enforcement Officer;

“Owner” means the Person that is the owner of the property abutting the Township road that is accessed by an entrance.

“Primary Entrance” means the main entrance opening onto a Township road from each lot of record.

“Public Entrance” means an entrance opening onto a Township road from a registered subdivision, Plan of Vacant Land Condominiums, un-assumed roads, public place, public road, or street.

“Public Place” means any place to which the public have access as of right or by invitation, express or implied.

“Public Road” means all common and public highways, any part of which is intended for or used by the general public for the passage of vehicles and pedestrians and includes the area between the lateral property lines thereof.

“Residential Entrance” means an entrance opening onto a Township Road from a residence.

“Secondary Entrance” means all entrances other than the primary entrance opening onto a Township Road.

“Temporary Entrance” means an entrance opening into a Township road that provides access to property for a limited period, not to exceed 6 months, for the purpose of construction, repairs or improvements to that property or to facilitate a stages development.

“Traffic Channelization” means the use of secondary roads during road construction.

2. By-law 032/2020, is hereby amended by adding the following sections thereto:

7.0 PROHIBITIONS

- 7.1 No person shall cause or permit the construction of a new entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.2 No person shall cause or permit the construction of curbs, gutters or other permanent works related to an entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.3 No person shall cause or permit the paving of a new or existing entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.4 No person shall change the design or location of an existing entrance on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.5 No person shall use an existing entrance for any use other than its original, present, or normal use on any property within the Township without first obtaining an Entrance Permit issued pursuant to this By-law.
- 7.6 No Person shall fail to comply with a term or condition of a Permit.
- 7.7 No person shall provide false information in any statement, whether orally, in writing or otherwise, made to an Officer or Director of Public Works.
- 7.8 No person shall hinder or obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer and/or the Director of Public Works in the lawful exercise of a power or duty under this by-law.

8.0 ENTRY AND INSPECTION

- 8.1 An Officer or Director of Public Works may, at any reasonable time, enter and inspect any property to determine:
- i. Whether there is compliance with this By-law;
 - ii. Whether the conditions of an approved Entrance Permit are being adhered to;
 - iii. Whether there is compliance with any order made under this by-law.
- 8.2 Every Person who is alleged to have contravened any of the provisions of this By-law shall identify themselves to an Officer or Designated Official upon request, failure to do so shall be deemed to have hindered or obstructed an Officer or Designated Official in the execution of their duties.

9.0 ENFORCEMENT

- 9.1 This By-law may be enforced by Officers and the Director of Public Works. Without limiting/restricting any other power, duty or function granted by this By-law, Officers and the Director of Public Works may: give verbal or written direction, issue an Order to discontinue or to perform work.
- 9.2 An order may include but is not limited to:
- i. Immediately desist from the activity constituting or contributing to such contravention; and
 - ii. Take immediate action to mitigate and/or remediate the impacts of the activity; and
 - iii. Obtain an Entrance Permit
- 9.3 Orders issued by an Officer or the Director of Public Works under this By-law may be served as follows:
- i. Personally;
 - ii. By registered mail, shall be deemed to have been served on the Person on the fifth (5th) day after the mailing of the order;

- iii. A placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order.
- 9.4 No Person shall fail to comply with an order issued under this By-law.
- 9.5 Where a contravention of this By-law occurs, the Owner of the Property is presumed to have permitted the contravention to occur, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.
- 10.0 PENALTY AND OFFENCE
- 10.1 Every Person who contravenes:
- i. any provision of this By-law;
 - ii. a Condition of a Permit issued under this By-Law; and/or
 - iii. an Order issued under this By-law, is guilty of an offence and upon conviction is liable to the penalties provided for in this By-law and provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- 10.2 If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.
- 10.3 Every Person who is guilty of a non-continuing offence under this By-law shall be subject to the following penalties:
- i. Upon a first conviction under this By-law, to a fine of not less than \$500 and no more than \$50,000 per offence;
 - ii. Upon a second or subsequent conviction under this By-law, to a fine of not less than \$500 and not more than \$100,000 per offence.
- 10.4 Every Person who is guilty of a continuing offence under this By-law shall upon conviction be subject to a fine of not less than \$500 and not more than \$10,000 for each day or part of a day that the offence continues up to a maximum of \$100,000 per continuing offence.
- 10.5 When a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction thereafter may, in addition to any other penalty or remedy imposed on the Person convicted, make an Order:
- i. prohibiting the continuation or repetition of the offence by the Person convicted; and/or
 - ii. requiring the Person convicted to remove material from, repair or rehabilitate, at the convicted Person's expense, a property or undertaking to achieve compliance with this By-law within such reasonable time as the Court orders.
- 10.6 The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.
- 10.7 Section 7 of this By-law is hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.
- 10.8 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.
- 10.9 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.
- 10.10 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the

Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 10.8.

3. Section 1 of By-law 024-2021, is hereby amended by adding the following definitions thereto:

“Administrative Monetary Penalty System By-law” means the Administrative Monetary Penalty System By-law of the Township, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this By-law designated in accordance with section 16.12

Section 1 of By-law 024-2021, is hereby amended to repeal and replace the following definitions thereto:

~~OWNER: shall mean the person who is the registered owner of the property on which a Kennel is located;~~

OWNER: shall mean any person, group of persons, partnership or corporation who possesses or harbours Dogs; “owns” or “owned”, shall have a corresponding meaning, and shall include a person or persons who are temporarily the keeper of animals and where the Owner is a minor, the person responsible for the custody of the minor;

4. By-law 024-2021, is hereby amended, by adding the following sections thereto:

Administrative Monetary Penalties

16.12 Sections 2, 3, 5, 7 12 and 16 inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

16.13 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

16.14 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

16.15 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

5. By-law 063-2021, is hereby amended, by adding the following sections thereto:

5.2 Section 2, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

5.3 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

5.4 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

5.5 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty

under Section 434.2.

6. By-law 6001-24, is hereby amended, by adding the following sections thereto:

10.3 Sections 3,4,6 and 8, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

10.4 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

10.5 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

10.6 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

7. By-law 6000-23, is hereby amended, repealing and replacing Section 4.1 as follows:

a) Sections 9 and 10, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

b) Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

c) All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

d) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

8. By-law 008/2022, is hereby amended, by adding the following sections thereto:

35. Sections 6, 25 and 31, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

36. Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

37. All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

38. Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

9. By-law 008/2022, is hereby amended, by amending the following sections thereto:

Part 15 – SCHEDULES

~~35-~~ 39. Schedule “A” (Short Form Wording and Set Fines) and Schedule ‘B’ (Publicized Display Application Form) attached hereto do not form part of this By-law.

10. By-law 2023-058, is hereby amended, by adding the following sections thereto:

45. Sections 9, 35 and 41, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

46. Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

47. All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

48. Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

11. By-law 2023-058, is hereby amended, by amending the following sections thereto:

PART 11 - SCHEDULES

~~45-~~ 49. Schedule “A” (Short Form Wording and Set Fines) attached hereto do not form part of this By-law.

PART 12 – EFFECTIVE DATE

~~46-~~ 50. This by-law shall come into effect on February 7, 2024.

12. By-law 2024-062, is hereby amended, by adding the following sections thereto:

11.6 Sections 5 and 8, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

11.7 Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

11.8 All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

11.9 Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

13. By-law 2023-057, is hereby amended, by adding the following sections thereto:

Administrative Monetary Penalties

(e) Sections 3 and 7, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

(f) Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

(g) All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

(h) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

14. By-law 2018-018, as amended, is hereby amended, by adding the following sections thereto:

Administrative Monetary Penalties

(8) Sections 2 and 8, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this By-law to which the Administrative Monetary Penalty System By-law applies.

(9) Any person shall, upon issuance of a penalty notice for a contravention of this By-law, in accordance with the Administrative Monetary Penalty System By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty System By-law.

(10) All the provisions of this by-law continue to apply in the Provincial Offences Act in addition to the Designated Provisions of this by-law.

(11) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

15. This by-law shall come into effect on August 5, 2025.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY F
APRIL, 2025.**

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-046

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

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the *Council for the Corporation of the Township of Puslinch* deems it appropriate to enter into a Land Use Agreement with The Puslinch Junior Garden Club for the use of the established gardens located at the Puslinch Community Centre;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Corporation of the Township of Puslinch enter into a Land Use Agreement with The Puslinch Junior Garden Club for the use of the established gardens located at the Puslinch Community Centre.
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 Land Use 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

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-048

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

WHEREAS the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, (the“Act”) subsection 5(0.1) provides that the council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

AND WHEREAS the Corporation of the Township of Puslinch has established, maintains and operates a fire department; and

AND WHEREAS the Act further provides if a fire department is established, the council of the municipality shall appoint a fire chief for the fire department and describes the powers and responsibilities of the fire chief; and

AND WHEREAS the Act further provides that a fire chief may delegate his or her powers or duties to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch enacts as follows:

- 1. That Michael Chant is hereby appointed to the position of Deputy Fire Chief of the Puslinch Fire and Rescue Services Department;
- 2. This by-law repeals by-law numbers 071-2017 and 2021-004; and
- 3. That this By-law shall come into full force and effect April 24, 2025 and remain in full force and effect until such time that it is repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF APRIL 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-047

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 April 16, 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 April 16, 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 16 DAY OF APRIL 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk