



July 9, 2025 Council Meeting

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Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the July 9, 2025 Council agenda items.

6.5 Letter from Minister of Rural Affairs regarding Rural Ontario Development Program

-do we have any projects which we will apply for funding under this program? – **Yes, the Township will be submitting an application for downtown revitalization upgrades in Morriston and Aberfoyle. The proposed upgrades would include:**

- Installation of benches in Aberfoyle and Morriston
- Installation of Community Planters (hanging baskets and stationary planters)
- Gateway and placemaking signage
- Community Murals

6.5 - Rural Ontario Development Program - Are there any projects in the township that might be candidates for this? Puslinch by Design recommendations, Community Centre Upgrades etc.? – **See above**

6.12 Town of Whitchurch-Stouffville - Council Resolution - ARUs and Other Matters in the Greenbelt and Oak Ridges Moraine

-this motion includes asking for legislation change to permit ARUs in a greenbelt area. Do we have similar concerns?

This is not a concern for the Township as the Township's Zoning By-law allows a maximum of two additional residential units per lot in any zone where a single detached, semi-detached or townhouse dwelling is permitted.

6.12 - ARUs and Other Matters in the Greenbelt and Oak Ridges Moraine - has this been a concern in the Township of Puslinch?

See above response.



6.13 - Mandatory Firefighter Certification Requirements Opposition - Is the concern outlined by the Township of Black River shared by Puslinch Fire? **We do not share the same concerns outlined by the Township of Black River. Currently, 90% of PFRS personnel have already achieved the minimum certification standard, with the remaining members on track to complete certification by the end of 2025.**

The County's training program is specifically designed around meeting and maintaining certification requirements. Additionally, the associated training costs are already accounted for within the approved operating budget, ensuring the program's sustainability without the need for additional funding.

6.17 Northumberland County Council Resolution in support of Procurement and Advocacy for Trade Agreement Exemptions

-do we have similar concerns? **Yes, given the recent implementation of tariffs, Township staff recommend that Council supports this resolution.**

9.1 - Agreement for Medical Oversight - Is the intent of this primarily for training and certification purposes? What is meant to be covered by "Medical Direction"? **The intent of this program is to establish medical oversight for the County's fire departments through affiliation with a Base Hospital and a designated medical director (physician). This oversight is not part of standard firefighter certification but is intended to enhance our operational readiness and ensure staff are trained to a higher medical standard.**

Through this affiliation, fire department personnel will receive medical direction and the necessary training to perform certain controlled medical acts that require physician delegation, such as the administration of epinephrine (EpiPen) or naloxone (Narcan). Once training is completed and medical delegation is granted, qualified personnel will be authorized to administer these life-saving interventions in the field.

This program aims to improve prehospital care capabilities, align with best practices in emergency medical response, and ultimately enhance public safety across the County.

9.2.1 FIN-2025-023 Commodity Price Hedging Agreements

-p.76 re "If a rebate is applicable for the November 1, 2023 to October 31, 2024 period, it will be determined in 2025."; does the next paragraph provide this information ie a loss of \$1560? **Based on discussions with LAS and its program partner, all participating members will receive a rebate cheque again. The rebate cheque reflects a share of the reserve fund that the LAS program maintains and then returns to participating members once each year's balancing obligations are completed. It is expected that the rebate will be issued along the same timelines as**



in each of the previous years, and while it is not yet determined, it is estimated that the rebate amount may be in the range of \$500 to \$750 based on the aggregate consumption for the Township. Schedule B to staff's report is a comparison of the LAS program's rate versus an alternate rate, in this case the default utility price. It is a metric to show how the program is doing against other options and is best utilized by reviewing across longer periods of time. In past years, the Township has typically seen savings in the program while keeping the rate consistent to mitigate against significant fluctuations. There are points when the LAS program is higher than the utility and there are points when the LAS program is much better than the utility. It is for comparison purposes only and has no bearing on the rebate returned to members.

9.4 - Heritage Designation - When a building or structure has a heritage designation and is not maintained or in disrepair/neglect, what is the township's role and steps taken to ensure proper maintenance and restoration?

The Township's Property Standards By-law 2020-010 Section 16.0 Heritage Properties states:

16.1 In addition, to all other standards prescribed by this Bylaw, an owner of a Heritage Property shall:

- (a) protect, maintain and stabilize a heritage attribute so as to preserve the existing materials;
- (b) in the conduct of a repair use only materials that match the form and detailing of the original elements of the heritage attribute; and
- (c) be repaired using only recognized conservation methods.

Upon receipt of a by-law complaint, staff will investigate and if the property is found to be in violation, the Township may make an order requiring the property to be repaired and maintained to conform with the standards of the by-law. If the order is not complied with, the Township may repair the property accordingly and any costs associated with such work may be recovered by action or by adding the costs to the tax roll and collecting the costs in the same manner as property taxes.

Further, staff intend to bring the Property Standards By-law under the Administrative Monetary Penalty System which will expand the enforcement tools available to the Township in these cases.

9.4.2 Recreation and Community Wellness Advisory Committee User Fees and Charges

I would like to suggest an amendment to the portion of the motion that reads



"That Council direct staff to seek feedback from community groups that are eligible for a reduced rate regarding potential impacts of the proposed amendments to the Township's User Fees and Charges By-law"

to the following

"That Council direct staff to engage with community groups eligible for reduced rates to communicate the proposed amendments to the Township's User Fees and Charges By-law, to promote understanding of the rationale of the changes, and to consider any unintended consequences that may emerge through this engagement"

Staff will amend the recommendation for Council's consideration accordingly.

COR-2025-030 Records Retention By-law

-in the schedule what does S for Superseded mean?

Superseded means that a record or document has been replaced by a newer version that serves the same purpose or function.

-Schedule H17 the description for retention seems contradictory ie. E + 40 or 20 yrs after the last exposure assuming the event is the exposure.

Code H13 'Claims' provides further guidance on this retention period which is: 40 years from the time such records were first made with respect to the worker; or 20 years from the time the last of such records were made with respect to the worker.

For Codes where multiple retention periods are suggested, the longer retention period should generally be applied. Staff may exercise professional judgement to determine the most appropriate retention timeframe based on operational needs, legal considerations, and best practices. When deviating from the longer suggested period, the rationale should be documented to ensure transparency and consistent.

-Schedule H19 don't we need something on file as long as the individual is alive and being paid through our insurance?

The Ontario Health and Safety Act requires employers to retain records of workplace injuries and illnesses, as well as other health and safety activities for a minimum of five years. For all records related to workplace injuries and illnesses that resulted in a loss-of-time claim, code H13 would apply which states longer retention periods for those records.

-Schedule M09 why wouldn't we want permanent ownership of documents relating to our logo etc.?



Retaining documents or templates that feature outdated logos that no longer serve an operational or legal purpose could pose a risk of confusion and misrepresentation of the organization's current identity. Staff will include a note for "Archival" consideration which will indicate to staff to consider archiving historical logos.

9.4.5 COR-2025-032 By-law Complaint Policy ≠

-please explain the process for undertaking a blitz ie. prior notification, what would precipitate undertaking a blitz and what are the specific bylaws that would warrant a blitz. Proactive education and enforcement blitzes will take place either seasonally (based on historical patterns of complaints) or when the Township has received a number of complaints on the same issue in an area. The By-laws that may be enforced proactively are included in the proposed Service Level Matrix in the By-law Complaint Policy.

For example the Township already provides proactive education for parking on Old Brock Road at the beginning of each school year and sends postcards home with Aberfoyle Public School Students as a reminder regarding parking rules in the area and shares this information through the Township's Social Media.

Another example may be the Township undertaking a proactive education and enforcement blitz for heavy vehicles on a Township road where the Township has received a high number of complaints. Staff will provide prior education regarding the by-law and notification of the program through its Public Service section of the website and through Social Media.

Suggested Policy revisions to clarify this provision have been included in the attached document.

10.2 Watson & Associates Comments regarding Regulatory Registry Proposal 25-MMAH011 –

regarding changes to O. Reg. 82/98

-could the use of London construction indices apply to us? If so do we have an analysis of the pros and cons of using the London indices instead of Toronto? The Township is approximately the same distance from Toronto and London, however, being right outside the GTA, the Township is most likely getting tenders in at a similar cost to municipalities in the



GTA. Also, the London index is not available to be used at this time, as the regulation has not been updated yet to allow for it, however, once it is in place, it may be available for the Township's use, depending on what the regulation allows for. If the Township does choose to use the London index moving forward, the Township would need to use it every year for the balance of the term of the Development Charges (DC) by-law (i.e., the Township cannot choose the London index one year and then Toronto index the next year).

The Township's 2024 DC by-law states the following in Clause 5.1:

5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on January 1st of each year, in accordance with the prescribed index in the Act.

See the table below for the most recent Toronto and London Index information. Please note, the London index only started being tracked over the past 2 years.

STATISTICS CANADA NON-RES BUILDING CONSTRUCTION PRICE INDEX YEAR-OVER-YEAR % CHANGE BY QUARTER 2019 - 2025													
Toronto Series													
As of May 3, 2025													
2023 BASE YEAR	2019		2020		2021		2022		2023		2024		2025
QUARTER	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	% CHNG
I	69.9	5.1%	72.0	3.0%	74.3	3.2%	87.4	17.6%	98.1	12.2%	102.6	4.6%	106.5
II	70.5	4.0%	72.3	2.6%	78.0	7.9%	91.7	17.6%	99.2	8.2%	104.0	4.8%	106.5
III	71.1	3.3%	72.9	2.5%	81.4	11.7%	94.1	15.6%	101.1	7.4%	104.5	3.4%	106.5
IV	71.4	2.9%	73.0	2.2%	84.2	15.3%	96.4	14.5%	101.6	5.4%	105.8	4.1%	106.5
Ann. Avg.	70.7	3.8%	72.6	2.6%	79.5	9.5%	92.4	16.3%	100.0	8.2%	104.2	4.2%	106.5
NOTE THAT THE DCA DOES NOT IDENTIFY THE LONDON SERIES INDEX AT THIS TIME AS ONE THAT CAN BE USED FOR INDEXING DC'S.													
London Series													
As of May 3, 2025													
2023 BASE YEAR	2019		2020		2021		2022		2023		2024		2025
QUARTER	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	INDEX	% CHNG	% CHNG
I									98.8		103.2	4.5%	110.1
II									99.1		106.3	7.3%	110.1
III									100.5		107.2	6.7%	110.1
IV									101.6		108.0	6.3%	110.1
Ann. Avg.									100.0		106.2	6.2%	110.1

The Township will be able to report back once the Regulation is available for review.

-MMAH011 regarding changes to O. Reg. 82/98 be received for information.

-do we have a concern with spending 60% of development charge reserve funds to all eligible services?

Under the current DC Act, municipalities are required to allocate – not necessarily spend – at least 60% of the monies in their D.C. reserve funds to projects related to a highway, water, and wastewater services. The Province has indicated it may consider expanding this allocation



requirement to include additional services. If implemented, such a change could increase the administrative burden on municipalities by requiring additional tracking and reporting through the annual budget and DC reporting processes.



Policy No. 2021-002

Corporate Policy

Department: Administration

Date: February 2021

Amended by: COUNCIL RESOLUTION - DATE

Subject: BY-LAW ENFORCEMENT & COMPLAINT POLICY

Section 1: Purpose

- 1.1 To provide a formal policy and procedure governing the handling of by-law Complaints by the Township of Puslinch and to ensure standardized, thorough, prompt and courteous receipt, processing, investigation and resolution thereof. This policy is intended to apply to both municipal by-laws and provincial statutes which the Municipality is responsible for enforcing.
- 1.2 The Municipality is committed to the delivery of municipal law enforcement services in a timely and effective manner. The goal of these services is to achieve compliance with municipal by-laws through education and enforcement.
- 1.3 The Municipality shall generally operate on a reactive Complaint based process in regards to municipal law enforcement with the exception of a violation that is an immediate threat to health or safety. The Municipality at the discretion of the Administrator may implement education and enforcement on a patrol or proactive basis for any Municipal By-law included in the Service Level Matrix.

Section 2: Definitions

- 2.1 **Administrator** means the Clerk of The Corporation of the Township of Puslinch or designate.
- 2.2 **Complaint** means a Complaint received by the Township, wherein the complainant provides their full name, address, phone number and nature of Complaint that can be verified by the Municipal Law Enforcement Officer, in writing using the required form submitted to the Municipality.
- 2.3 **Municipal Law Enforcement Officer** means a person appointed by the Municipality by-law for the purposes of municipal law enforcement including, but not limited to a Building Inspector, By-law Enforcement Officer, Property Standards Officer, Police Officer and a person authorized by Council or assigned individual with the responsibility for enforcing and administering this policy.



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2.4 Municipality means The Municipal Corporation of the Township of Puslinch.

2.5 Patrol Service Level means a Municipal Law Enforcement Officer is tasked with periodic or routine patrols through all or parts of Municipality to seek out violations based on the complaint trends.

2.42.6 Proactive Service Level means a violation observed during the course of duties where a Municipal Law Enforcement Officer will take necessary steps to correct the violation.

2.52.7 Township means The Corporation of the Township of Puslinch.

2.62.8 Service Level Matrix establishes which by-laws are subject to Patrol and Proactive Service Levels.

2.72.9 Spite Complaint, also known as a **Frivolous and Vexatious Complaint**, means a Complaint submitted with ill will or with intention of malice towards another person and may include retaliatory Complaints and civil disputes. A Spite Complaint may also be defined as a Complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the Complaint process. Such a pattern occurs when on three (3) or more occasions a Complaint comes forward on a matter a Municipal Law Enforcement Officer has already dealt with. After discussing it with the Administrator, the determination of a Complaint being a Spite Complaint shall be at the discretion of a Municipal Law Enforcement Officer.

Section 3: By-law Investigation and Enforcement Procedure

- 3.1** The Municipality shall only respond to Complaints received from a complainant who provides their full name, telephone number, address and nature of the Complaint in writing. Anonymous and/or incomplete Complaints shall not be investigated.
- A Municipal Law Enforcement Officer may undertake an investigation on their own initiative upon observation of a possible situation of a by-law violation where the matter is of an immediate threat to health or safety, or in accordance with the Service Level Matrix.
 - Municipal staff may assist the public by providing by-law information, but will not provide opinions regarding the appropriateness of any proposed activity.



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- 3.2** The Municipality shall only respond to Complaints received from a complainant who resides within the geographic limits of the Township unless the nature of such complaint poses an immediate threat to health or safety.
- 3.3** The name and any personal information provided by the complainant shall remain in the strictest confidence in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a court or other tribunal or body of competent jurisdiction.
- 3.4** A Municipal Law Enforcement Officer may conduct a preliminary review of the Complaint to verify the information provided and research any supporting documentation which may be available in municipal records.
- 3.5** A Municipal Law Enforcement Officer may record all information pertaining to the receipt and investigation of a Complaint in a Municipally approved tracking system.
- 3.6** A Municipal Law Enforcement Officer may call the complainant, when necessary, for further details or to confirm or clarify information provided within the formal Complaint.
- 3.7** A Municipal Law Enforcement Officer may attend the site to investigate the activity to determine if a municipal by-law contravention exists.
- 3.8** If a Municipal Law Enforcement Officer is unclear of a possible contravention, they may seek the advice of the municipal prosecutor or municipal solicitor if required, or the appropriate municipal staff member.
- a) A Municipal Law Enforcement Officer may provide the information required to the appropriate party so that an informed determination can be provided and where necessary the appropriate actions initiated.
- 3.9** Where a violation of a municipal by-law is determined by a Municipal Law Enforcement Officer, excluding set fine situations or documented, chronic violations or where otherwise warranted, a Municipal Law Enforcement Officer may provide an initial warning to the person by any of the following four (4) methods:
- a) In person;
 - b) By telephone;
 - c) Email; or
 - d) In writing.



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- 3.10** Notwithstanding section 3.7 of this policy; in situations wherein set fines or administrative monetary penalties have been established for violations of a municipal by-law, a Municipal Law Enforcement Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket/penalty notice.
- 3.11** Notwithstanding section 3.7 or 3.8 of this policy; where provided for by municipal by-law or otherwise a Municipal Law Enforcement Officer may issue an emergency order to remedy a violation in lieu of an initial warning when such a violation poses an immediate threat to health or safety.
- 3.12** When compliance with the warning and/or order is confirmed, a Municipal Law Enforcement Officer shall enter the Complaint finalized date in the By-law matters database and close the file.
- 3.13** If the warning and/or order has not been complied with within the specified time, a municipal law enforcement officer may review the non-compliance with the Administrator.
- 3.14** Following discussions with the Administrator pursuant to section 3.11 of this policy, a Municipal Law Enforcement Officer shall determine whether to attempt a second written warning or proceed with the actions necessary to address the situation in accordance with municipal by-laws or otherwise.
- a) If a second written warning or formal order is issued, a Municipal Law Enforcement Officer shall determine a final time period to achieve compliance.
 - b) If legal action is required, a Municipal Law Enforcement Officer shall recommend to the Administrator to proceed with legal action when it appears obvious compliance is not forthcoming.
 - c) Notwithstanding Section 3.3 and Section 4.2, at any stage of the enforcement process, if, in the opinion of the Administrator the matter is of significant consequence, the matter may be brought before Council for direction.
- 3.15** Spite Complaints shall not be investigated by a Municipal Law Enforcement Officer.
- 3.16** Failure to comply with any provision of this policy shall not invalidate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law, provincial or federal legislation.



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- 3.17** Any decision made under this policy, including a decision not to respond to a Complaint or enforce a by-law or a decision by the Administrator, may at any time be revisited.
- 3.18** In addition to municipal law enforcement options by the Municipality, persons also have independent legal rights, which may be explored and pursued by said persons.
- 3.19** The Ontario Provincial Police are responsible for emergency situations and should be contacted to deal with issues, including but not limited to loitering, trespassing, noise-related neighbour or domestic disputes, possible drug activity, vandalism or other possible criminal activity.

Section 4: Level of Involvement

- 4.1** Municipal Law Enforcement Officers have, in the absence of Council direction to the contrary, discretion to determine the appropriate response to a Complaint. This may include decisions to act on some, all or none of the Complaint and assign priority between Complaints. This discretion is to be exercised on the basis of the following criteria:
- a) Safety factors;
 - b) History of attempts for compliance made by a Municipal Law Enforcement Officer;
 - c) Available resources, including financial resources;
 - d) Potential impact of not responding;
 - e) Offer for formal mediation;
 - f) Coordinating involvement with other relevant agencies;
 - g) Likelihood of achieving compliance;
 - h) Municipal jurisdiction and authority;
 - i) Other enforcement avenues including civil processes.
- 4.2** Complainants and persons who are subject of a Complaint are protected under the *Municipal Freedom of Information and Protection of Privacy Act* and every complainant will be kept completely confidential and not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a court or other tribunal body of competent jurisdiction.
- 4.3** Pursuant to section 4.2 of this policy; once a Complaint has been filed, other than acknowledgement of receipt of the Complaint, no follow up, involvement, information or correspondence regarding the Complaint shall be provided to the



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complainant as the process is protected by *the Municipal Freedom of Information and Protection of Privacy Act*.

Section 5: Application

5.1 This policy shall come into full force and effect on the day it is adopted by the Council of The Municipal Corporation of the Township of Puslinch.

Section 6: Service Level Matrix

	By-law or Regulation	By-law No.	Proactive	Patrol	Priority
1	Heavy Vehicles	63/21		X	Medium
2	Kennel and Dog Licensing	24/21		X	Low
3	Parking	6000-23		X	Medium
4	Site Alteration	57/23	X		High
Service Level Criteria					
Proactive: Violation observed during course of Municipal Law Enforcement Officer duties, and Municipal Law Enforcement Officer will seek to correct the violation(s)					
Patrol: Periodic/routine patrols through all or parts of Puslinch to seek out violations					

6.1 The “Service Level Matrix” appended to this Policy will be reviewed by the Administrator on an annual basis and will be updated from time to time as Council makes any by-law service change decisions.

175th Anniversary Grant Application	
Description	Budget
Staff Overtime and Fire Public Education Costs	\$ 6,001
Facility Rentals	\$ 2,551
Black Billboard Sign - Guelph Signs	\$ 175
Food Costs (Lower cost of food prices for attendees)	\$ 1,500
Advertising (Facebook, Instagram, Print)	\$ 500
Bouncy castle & maze, dunk tank and face painting	\$ 3,427
TOTAL	\$ 14,154