



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JULY 9, 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 July 9, 2025

REGULAR MEETING: 9:00 A.M.

CLOSED MEETING: 12:00 P.M.

Addendum

7.1.1 9:05 A.M. Delegation by David Pady and Sandra Pady regarding 10.1 Presentation by NPG Planning Solutions regarding Puslinch by Design Phase 5 & 6

10.1 9:15 A.M. Amended Presentation by NPG Planning Solutions regarding Puslinch by Design Phase 5 & 6 ≠

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

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

≠ Denotes resolution prepared

- 1. Call the Meeting to Order**
- 2. Roll Call**
- 3. Moment of Reflection**



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4. Confirmation of the Agenda ≠

5. Disclosure of Pecuniary Interest & the General Nature Thereof

6. Consent Agenda ≠

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

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

6.1.1 June 18, 2025, Council Meeting Minutes
(Circulated under separate cover)

6.1.2 May 13, 2025 Planning and Development Advisory Committee Meeting
Minutes

6.1.3 May 13, 2025 Committee of Adjustments Meeting Minutes

6.1.4 May 5, 2025 Youth Advisory Committee Meeting Minutes

6.1.5 April 15, 2025 Recreation and Community Wellness Advisory Committee
Meeting Minutes

6.1.6 February 11, 2025 Planning and Development Advisory Committee Meeting
Minutes

6.2 AMO Policy Update - Bill 46 Bill 10 and Supporting Public Safety Workers

6.3 AMO Policy Update - Response to Bill 17 Province Releases Integrated Energy Plan

6.4 Ministry of Municipal Affairs and Housing Deputy Minister's Letter regarding clarity of Bill
17

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

6.6 City of Guelph Notice regarding Well testing between Laird Rd. W and Forestell Rd

6.7 Municipality of Bluewater Council Resolution in support of the Northern Health Travel
Grant Program

6.8 Municipality of Tweed Council Resolution regarding the Responsibilities of Blue Box
Producers

6.9 Prince Edward County Council Resolution regarding Disability without Poverty

6.10 Town of Bracebridge Council Motion regarding Road Salt Usage

6.11 Town of Bradford West Gwillimbury Council Motion - Advocacy for Increased Income
Support Thresholds for Canadian Veterans

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

6.13 Township of Black River - Matheson Council Resolution regarding Mandatory Firefighter
Certification Requirements Opposition



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- 6.14** Township of Brudenell Lyndoch and Raglan Letter of Support for inclusive research to reflect diversity of Canadian communities
- 6.15** Township of Georgian Bay Council Resolution regarding Floating Accommodations - Position Paper
- 6.16** Township of North Frontenac Council Resolution in Support of Township of Puslinch Banning Symbols of Hate
- 6.17** Northumberland County Council Resolution in support of Procurement and Advocacy for Trade Agreement Exemptions
- 6.18** Grand River Conservation Authority June 27, 2025 Meeting Summary
- 6.19** Pit #5738 May 2025 Monthly Monitoring Report
- 6.20** Puslinch Profile July-August 2025

Recommendation:

That the Consent Agenda items listed for the July 9, 2025, Council meeting be received for information.

7. Delegations ≠

7.1 Specific Interest (Items Listed on the Meeting Agenda)

- 7.1.1** 9:05 A.M. Delegation by David Pady and Sandra Pady regarding 10.1 Presentation by NPG Planning Solutions regarding Puslinch by Design Phase 5 & 6

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

- 7.2.1** None

8. Public Meeting

- 8.1** July 9, 2025, at 7:00 p.m. Open House held in-person at the Puslinch Community Centre (23 Brock Road South) regarding Phase 5 & 6 of Puslinch by Design Study

9. Reports ≠

9.1 Puslinch Fire and Rescue Services

- 9.1.1** **FIR-2025-003 Agreement for Medical Oversight Services with Hamilton Health Sciences ≠**

Recommendation:

That Report FIR-2025-003 entitled Agreement for Medical Oversight Services with Hamilton Health Sciences be received for information; and



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That Council authorize the Mayor and staff to execute the required contract documents.

9.2 Finance Department

9.2.1 FIN-2025-023 Commodity Price Hedging Agreements ≠

Recommendation:

That Report FIN-2025-023 entitled 2024 Commodity Price Hedging Agreements be received; and,

That Council accepts the Treasurer's statement that based on the information supplied by Local Authority Services (LAS), all commodity price hedging agreements are consistent with the Township's statement of policies and goals related to the use of financial agreements to address commodity pricing and costs as outlined in Schedule A to Report FIN-2025-023.

9.3 Office of the CAO

9.3.1 None

9.4 Corporate Services Department

9.4.1 COR-2025-028 Designation of 880 Victoria Rd S ≠

Recommendation:

That Report COR-2025-028 entitled Designation of 880 Victoria Road South be received for information; and,

That Council affirm its decision to designate 880 Victoria Road South pursuant to Section 29, Part IV of the Ontario Heritage Act; and,

That Council give three readings to BL2025-065 being a Designation By-law for the property municipally known as 880 Victoria Road South.; and,

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

9.4.2 COR-2025-029 Recreation and Community Wellness Advisory Committee User Fees and Charges By-Law Recommendations ≠



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Recommendation:

That Report COR-2025-029 entitled Recreation and Community Wellness Advisory Committee User Fees and Charges By-law Recommendations be received for information; and

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; and,

That Council direct staff to report back with the feedback received as part of the proposed 2026 User Fees and Charges By-law; and,

That Council direct staff to incorporate a non-resident rental surcharge of 25% to all Township facility non-resident rentals as part of the 2026 User Fees and Charges By-law.

9.4.3 COR-2025-030 Records Retention By-law ≠

Recommendation:

That Report COR-2025-030 entitled Records Retention By-law Repeal and Replace be received for information; and,

That Council give three readings to By-law 2025-066 being a By-law to establish retention periods for the records of the Township of Puslinch and to repeal By-law 2013-069.

9.4.4 COR-2025-031 County of Wellington Anniversary Celebration Grant ≠

Recommendation:

That Report COR-2025-031 entitled Wellington County Community Anniversary Celebration Grant Request be received; and,

That Council endorse the grant application for \$5,000 in support of the Township of Puslinch's 175 Anniversary Event to be held on October 4, 2025; and,

That Council direct staff to submit a grant application to the County of Wellington Clerk for the County's Consideration.

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



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Recommendation:

That Report COR-2024-032 entitled By-law Complaint Policy Amendment be received for information; and,

That Council approve the amendments to the By-law Complaint Policy as [presented/amended].

9.5 Building Department

9.5.1 None

9.6 Public Works Department

9.6.1 None

9.7 Recreation Department

9.7.1 None

10. Correspondence ≠

10.1 9:15 A.M. Amended Presentation by NPG Planning Solutions regarding Puslinch by Design Phase 5 & 6 ≠

Recommendation:

That Correspondence item 10.1 Presentation by NPG Planning Solutions regarding Puslinch by Design Phase 5 & 6 be received for information.

10.2 Watson & Associates Comments regarding Regulatory Registry Proposal 25-MMAH011 regarding changes to O. Reg. 82/98 ≠

Recommendation:

That Correspondence item 10.2 Watson & Associates Comments regarding Regulatory Registry Proposal 25-MMAH011 regarding changes to O. Reg. 82/98 be received for information.

10.3 County of Wellington Official Plan Review – Phase 3B Rural Residential Growth Report ≠

Recommendation:

That Correspondence item 10.3 10.3 County of Wellington Official Plan Review – Phase 3B Rural Residential Growth Report be received for information.

11. Council reports

11.1 Mayor' Updates



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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 BL2025-065 Designation By-law for property municipally known as 800 Victoria Road South

12.1.2 BL2025-066 Records Retention By-law

Recommendation:

That the by-laws 2025-065 through to 2025-066 be taken as read three times and finally passed in open Council.

13. Announcements

13.1 10:05 A.M. Senior of the Year Award recipient Florence Peer

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 – Heritage Advisory Committee Appointment

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

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

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

14.4.1 June 18, 2025 Closed Meeting Minutes

15. Business Arising from Closed Session

16. Notice of Motion

17. New Business

18. Confirmatory By-law ≠

18.1 BL2025-067 Confirm By-law – July 9, 2025



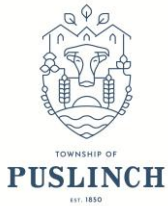
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Recommendation:

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

By-law 2025-067 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on the 9th day of July 2025.

19. Adjournment #



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 13, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: May 13, 2025
MEETING: Following Committee of Adjustment

The May 13, 2025 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:18 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

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

ABSENT:

None

STAFF IN ATTENDANCE:

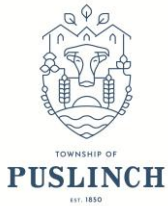
Lynne Banks, Secretary/Treasurer
Mehul Safiwala, Jr. Planner

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-014:

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



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

That the Committee approves the May 13, 2025 PDAC Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

**7.1 Approval of the Minutes
April 8, 2025**

Resolution No. 2025-015:

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

That the Planning and Development Advisory Committee approves the Minutes from the meeting held April 8, 2025.

CARRIED

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

None

9. REPORTS

None

9.1. LAND DIVISION (Consents)

**9.1.1 Severance Application B11-25 – (KUR) – Kuruvilla, Jacob – 4059 Sideroad 20 S,
Township of Puslinch ≠**

Proposed severance is 56m fr x 150m = 0.84 hectares, existing agricultural use for proposed rural residential use.



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Retained parcel is 29.4 hectares with 468m frontage, existing and proposed agricultural use with existing dwelling and barn.

Resolution No. 2025-016:

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

That the Committee supports Severance Application B95-24 subject to the following condition(s):

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (included but not limited to Taxes paid in full and Consent Review/Condition Clearance Fee and Safe Access Clearance Fee) which the Township of Puslinch may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject land; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.
2. That the Owner obtain zoning compliance for the proposed severed parcel and proposed retained parcel including and not limited to item 2.1 to be demonstrated to the satisfaction of the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
 - 2.1 That the Owner demonstrates MDS I compliance for barn located at the property municipally known as 4048 Sideroad 20 South; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.
3. That any fees incurred by the Township of Puslinch for the review of this application will be the responsibility of the applicant; and further, that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee, a letter of clearance of this condition.
4. That the Owner provides a predevelopment site plan to the satisfaction of the Township of Puslinch, denoting the existing (if applicable) and proposed driveway, buildings, well and on-site septic field locations to ensure the site will



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accommodate development of a single dwelling residence. Provide dimensions to illustrate compliance with setback requirements.

CARRIED

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

None

9.3. STAFF REPORTS

9.3.1 PDAC-2025-001- Minor Variance Questionnaire

Resolution No. 2025-017

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

That Report PDAC-2025-001 – Minor Variance Questionnaire be received for information and that the Sub-Committee's recommendations be provided to Council.

CARRIED.

9.3.2 PDAC-2025-003 – Finance and Budget Training

Resolution No. 2025-018

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

That Reports CofA-2025-002 and PDAC-2025-003 – Finance and Budget Training be received for information.

CARRIED.

10. CORRESPONDENCE

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2025-019

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

That the Planning and Development Advisory Committee hereby adjourned at 7:46 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 13, 2025 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD. 34

MINUTES

DATE: May 13, 2025

MEETING: 7:00 p.m.

The May 13, 2025 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

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

ABSENT:

None

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-015:

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 13, 2025 COMMITTEE OF ADJUSTMENT MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
AT 7404 WELLINGTON RD. 34

1. That the Committee approves the May 13, 2025 Agenda as circulated; and
2. That the Committee approves the addition to the agenda as follows:
Consent Item 6.2 Questions received from the Committee Members seeking additional information and the corresponding responses provided by staff regarding the May 13, 2025 Committee of Adjustment Agenda.
3. That item 8.1 – CofA-2025-002-Finance Budget Training by moved to the Planning and Development Advisory Committee Agenda.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. CONSENT AGENDA

6.1 Approval of the Minutes

- 6.1. April 8, 2025 Committee of Adjustment Meeting Minutes.

Resolution No. 2025-016:

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

That the Committee of Adjustment approves the Minutes from the meeting held on April 8, 2025.

CARRIED.

7. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION under section 45 of the Planning Act to be heard by the Committee this date:

7.1 Minor Variance Application D13-GIL – Manny Gill – 101 Heritage Lake Dr. PV., Township of Puslinch. ≠

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, to permit the following:

1. A reduced interior side yard setback of 2.05 meters instead of 5 metres, as required.
2. A reduced rear yard setback of 2.05 metres instead of 7.5 meters, as required.



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3. A total lot coverage of 26.64% instead of 25%, as required.
4. An additional residential unit to be partially constructed in the Natural Environment (NE) Zone.

Resolution No. 2025-017:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Paul Sadhra

That the Committee defers the application to a later date at the request of the Applicant.

CARRIED.

7.2 Minor Variance Application D13-CAM – Seymore Campbell – 4424 Victoria Rd. S., Township of Puslinch. ≠

Requesting relief of New Comprehensive Zoning By-law # 23-2018, as amended, to permit a detached garage of 684 m² instead of 500 m² as required.

Resolution No. 2025-018:

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

*That Report D13-2025-009 entitled Minor Variance Application D13/CAM be received;
and;*

Whereas the variance requested would provide relief from Section 4.4.2, Table 4.1 of Township Comprehensive Zoning By-law 2018-023, as amended (Zoning By-law), requesting permission to allow a 0.76 metre setback of interior side yard for the existing shed instead of a 2 metre interior side year setback as required; and

Whereas the minor variance application would maintain the general intent and purpose of the Official Plan and Zoning By-law, is considered minor in nature, and is desirable and appropriate for the development of the subject property; and

Therefore, that the Committee approves the application with the following conditions:

1. That the Sea Container be removed from the property once the garage is constructed/completed.
2. Confirmation of total lot coverage to include all buildings located on the property.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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VIRTUAL MEETING BY ELECTRONIC PARTICIPATION & IN PERSON
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CARRIED.

8. NEW BUSINESS

8.1 Report CofA-2025-002 – Finance and Budget Training – Moved to Planning and Development Advisory Committee Agenda.

9. ADJOURNMENT

Resolution No. 2025-019:

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

That the Committee of Adjustment hereby adjourns at 7:18 p.m.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 5, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON 7404 WELLINGTON RD 34

MINUTES

DATE: May 5, 2025

MEETING: 6:00 P.M.

The May 5, 2025 Youth Advisory Committee was held on the above date and called to order at 6:08 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Kenzo Szatori - Chair
Katey Whaling
Jasmine Coburn
Kaiden Wineberg
Nimrit Basi
Aaron Dochstader
Xander Wineberg
Oliver Van Gerwen

Absent:

Councillor Sara Bailey
Carter Devries
Talía Wineberg

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator
Sarah Huether, Interim Manager of Corporate Services/Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-017:

Moved by Jasmine Coburn and
Seconded by Oliver Van Gerwen

That the Youth Advisory Committee approves the May 5, 2025 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 5, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 April 7, 2025 Youth Advisory Committee Minutes

Resolution No. 2025-018:

Moved by Jasmine Coburn and
Seconded by Xander Wineberg

That the Consent Agenda item listed for the May 5, 2025 Youth Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – YOU-2025-005 – Finance and Budget Training

Resolution No. 2025-019:

Moved by Aaron Dochstader and
Seconded by Katey Whaling

That report YOU-2025-005 entitled Finance and Budget Training be received for information.

CARRIED

8.2 Report – YOU-2025-006 – Committee Goals and Objectives & Working on our Projects

Resolution No. 2025-020:

Moved by Kaiden Wineberg and
Seconded by Katey Whaling

That report YOU-2025-006 entitled Committee Goals and Objectives & Working on our Projects be received; and,

That the presentations by Jasmine Coburn and Xander Wineberg be received.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 5, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON 7404 WELLINGTON RD 34

8.3 Ice Breaker Activity

Resolution No. 2025-021:

Moved by Nimrit Basi and
Seconded by Xander Wineberg

That the Ice Breaker Activity be received for information.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2025-022:

Moved by Jasmine Coburn and
Seconded by Katey Whaling

That the Youth Advisory Committee hereby adjourns at 7:34 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 15, 2025 RECREATION AND COMMUNITY WELLNESS ADVISORY COMMITTEE
MEETING, IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: April 15, 2025

MEETING: 7:00 P.M.

The April 15, 2025 Recreation and Community Wellness Advisory Committee was held on the above date and called to order at 7:05 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda

Stephanie McCrone

Tracey McQueen

Joanna Jefferson

Margaret Hauwert

Beth Charles

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Manager of Corporate Service/Deputy Clerk

Absent:

Mary Christidis

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-009:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That the Recreation and Community Wellness Advisory Committee approves the April 15, 2025 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 15, 2025 RECREATION AND COMMUNITY WELLNESS ADVISORY COMMITTEE
MEETING, IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 March 4, 2025 Recreation and Community Wellness Advisory Committee Minutes

7.2 2024 Council and Committee Year in Review

7.3 Facility Revenues and previous year comparators for January 1, 2025 to March 31, 2025

Resolution No. 2025-010:

Moved by Beth Charles and
Seconded by Joanna Jefferson

That Consent Agenda items listed for the April 15, 2025 Recreation and Community
Wellness Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2025-004 – 2022-2026 Goals and Objectives Update

Resolution No. 2025-011:

Moved by Margaret Hauwert and
Seconded by Joanna Jefferson

That report REC-2025-004 entitled 2022-2026 Goals and Objectives Update be received for
information.

CARRIED

8.2 Verbal Update – Interim Manager of Corporate Service/Deputy Clerk

Resolution No. 2025-012:

Moved by Beth Charles and
Seconded by Joanna Jefferson

That the verbal update be received for information.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 15, 2025 RECREATION AND COMMUNITY WELLNESS ADVISORY COMMITTEE
MEETING, IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2025-013:

Moved by Beth Charles and
Seconded by Margaret Hauwert

That the Recreation and Community Wellness Advisory Committee hereby adjourns at
8:33 p.m.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: February 11, 2025

MEETING: 7:00 p.m.

The February 11, 2025 Planning and Development Advisory Committee Meeting was held on the above date and called to order at 7:40 p.m. via electronic participation and in-person at 7404 Wellington Road 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:

PRESENT:

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

ABSENT:

None

STAFF IN ATTENDANCE:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-006:

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Kim McCarthy



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

That the Committee approves the February 11, 2025 PDAC Agenda as circulated; and

That the Committee approves the addition to the agenda as follows:

Consent Item 7.2 - Questions received from the Committee Members seeking additional information and the corresponding responses provided by staff regarding the February 11, 2025 Planning and Development Advisory Committee agenda.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

**7.1 Approval of the Minutes
January 14, 2025**

Resolution No. 2025-007:

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

That the Planning and Development Advisory Committee approves the Minutes from the meeting held January 14, 2025.

CARRIED

7.2 Other Consent Items

Questions received from the Committee Members seeking additional information and the corresponding responses provided by staff regarding the February 11, 2025 Planning and Development Advisory Committee agenda.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

8. NOTICE OF PUBLIC MEETINGS/HEARINGS

Public Meeting – March 5, 2025 at 7:00 p.m.

9. REPORTS

None

9.1. LAND DIVISION (Consents)

None

9.2 ZONING BY-LAW AMENDMENT APPLICATIONS

9.2.1 – WDD Main Street Zoning By-law Amendment Application D14-WDD – 11 Main St, Township of Puslinch.

- **Kayly Robbins, Senior Planner, Weston Consulting, for the Applicant provided a presentation and overview of the application.**

Resolution No. 2025-008:

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

That report PDAC-2025-002 entitled Zoning By-law Amendment Application D14/WDD Request for the Committee's review and comments be received; and

That the Committee supports the application and provides the following comments for Council's consideration:

1. Land Use & Zoning Compliance

- **Township development standards are to be used during detail design plans**

2. Infrastructure & Services

- **How will the presence of ARUs & home businesses affect parking provisions in the future?**
- **Township consultant comments regarding water quality/quantity are to be addressed**
- **Fibre internet should be required for all homes in the subdivision**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

3. Environmental Considerations

- What is the most appropriate zoning of the Greenlands?
- Ensure existing fill meets quality for a residential development

4. Housing & Density

- School Boards are to be consulted to ensure space availability for children of families living in the area

5. Transportation & Walkability

- Proper sight lines be provided at Badenoch & Ochs Streets
- Clarify sidewalk requirements and who will be responsible to maintain
- Council to consider on-street parking and it should be planned for now

6. Public Spaces & Amenities

- Access to be provided to the wooded area to the south for recreation, hiking etc.
- Easy access from the development to the ball diamond area

7. Economic & Fiscal Impact

- Ensure taxes cover staff and maintenance

8. Community Input & Stakeholder Engagement

- Additional public meeting prior to subdivision approval

9. Legal & Procedural Compliance

- Support expanding the public notification area to 500m

10. Other

- Impact of construction on current residents and the road systems
- Ensure that any public comments/concerns are addressed prior to approval
- ARUs – ensure ARUs can be accommodated at the time of house purchase by ensuring facilities such window sizes, 2nd entrances, parking and septic options are available
- Township should consider renaming street(s) to a name with historical significance

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 11, 2025
PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

9.3 Staff Reports

None

10. CORRESPONDENCE

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2025-009

Moved by Committee Member Amanda Knight and
Seconded by Committee Member Kim McCarthy

That the Planning and Development Advisory Committee hereby adjourned at 8:33 p.m.

CARRIED.

From: AMO Policy <policy@amo.on.ca>
Sent: Friday, June 6, 2025 6:04 PM
To: Admin
Subject: AMO Policy Update - Bill 46, Bill 10 and Supporting Public Safety Workers

This sender is trusted.



Policy Update - Bill 46, Bill 10 and Supporting Public Safety Workers

Bill 46, *Protect Ontario by Cutting Red Tape Act, 2025*

Yesterday, the government tabled its newest red tape reduction bill. The bill and additional communications [backgrounder](#) include a number of initiatives of interest to the municipal sector including:

- Commitment to explore changes to strengthen the Strong Mayor Framework following the recent expansion to 170 more municipalities.
- Proposed amendments to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to allow for online posting of annual municipal audited financial statements.
- Permitting DSSABs to apply for Infrastructure Ontario's Loan Program, a long-supported AMO initiative that will help build more local infrastructure.
- MAG and MMAH will explore opportunities for Landlord Tenant Board reform to reduce delays and backlogs at the Landlord and Tenant Board.
- Following Indigenous and stakeholder consultations, phased updates to archaeological assessment standards and guidelines to streamline reporting and shorten review timelines.
- Implementing changes to make it easier for municipalities to establish red light camera programs.
- Streamlining Community Safety Grant programs to make it easier for small and medium sized police services to access funding for public safety initiatives.

- Commitment to expect the Canada Disability Benefit from being counted as income for ODSP, Ontario Works, and Assistance for Children with Severe Disabilities program recipients. AMO has advocated for this action.
- Speeding up permitting to secure land for mine development as well as committing to review the *Mining Act* mining leases term length.
- Commitment to explore municipally-administered private financing for clean energy projects, a voluntary tool supporting economic and housing growth.
- Committed to tabling a carbon management framework that will accelerate the use of new technologies to reduce industry's carbon footprint.
- Revisions to the *Resource Recovery and Circular Economy Act*'s blue box requirements to cut producer costs (e.g., lower collection targets), improve data collection, and ensure small business collection continues.

Bill 10, *Protect Ontario Through Safer Streets and Stronger Communities Act*, Implications for Municipal Landlords

[AMO sent a letter](#) to the government and a [submission](#) to provide advice about the implementation of *Bill 10, Protect Ontario Through Safer Streets and Stronger Communities Act, 2025*, specifically with respect to Schedule 8: *Measures Respecting Premises with Illegal Drug Activity Act, 2025*. Bill 10 was passed by the legislature. However, there is an opportunity to support the development of future regulations and guidance materials to landlords.

The legislation has implications for residential and commercial landlords, including municipalities and District Social Service Administration Boards of community housing, supportive housing and potentially emergency shelters for the homeless. It would hold landlords to account for illegal drug trafficking and production in their buildings.

AMO supports increased public safety measures to better protect tenants in buildings addressing illegal and predatory behaviour. However, we want to ensure that there are no unintended consequences, no undue burdens and risks to municipal landlords. Further consultation is called for to address these concerns.

Warrior Health Digital Portal and Grant Application Now Open

Warrior Health has now launched their [digital portal](#) and [grant applications](#). Warrior Health is a partnership between the Ministry of the Solicitor General and Wounded Warriors Canada to provide public safety personnel and their families with specialized services and supports. Warrior Health includes free core services and fee-for-service programs that public safety organizations can purchase. Grant applications are now open until June 27. Please email mh.secretariat@ontario.ca if you have any questions.

Learn more about Warrior Health at the AMO Conference where Matthew Pegg, Warrior Health's COO will be featured as part of a plenary session on Innovative Approaches to Supporting Mental Health, Addictions and Supportive Housing.

An online version of this Policy Update is available on the [AMO Website](#).

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

Association of Municipalities of Ontario

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

From: AMO Policy <policy@amo.on.ca>
Sent: Thursday, June 19, 2025 2:20 PM
To: Admin
Subject: AMO Policy Update – Response on Bill 17, Province Releases Integrated Energy Plan

This sender is trusted.



Policy Update - Response on Bill 17, Province Releases Integrated Energy Plan

AMO's Response on Bill 17 – *Protect Ontario by Building Faster and Smarter Act*

AMO has [submitted comments](#) to the province on legislative changes made under Bill 17, which was fast-tracked through the legislature and has received Royal Assent.

The legislation incorporates several joint recommendations from AMO and the Ontario Home Builders' Association (OHBA) regarding development charge (DC) modernization. Bill 17 contrasts significantly with the broad, across-the-board reductions introduced by Bill 23, offering instead a framework for changes with details to be developed through further consultation. AMO supports this collaborative approach, as it provides municipalities a valuable opportunity to apply their expertise and shape effective on-the-ground implementation. AMO will structure further collaboration with the municipal sector and OBHA to advise government on successful implementation. Advice will focus on these elements of the DC regime included in the bill for later regulatory implementation, which modernize calculations and their transparency:

- Merging DC service categories for credit purposes
- Defining a local service
- Deferring payment of DCs for residential developments
- Limiting recoverable capital costs
- Prescribing methodologies for calculating the benefit of new infrastructure to existing development, and
- Various measures to increase transparency

The ongoing housing crisis and challenging development market create an imperative for the province to act quickly. AMO will need to be nimble, working quickly and efficiently with our sector and home builders to influence regulations. We will jointly develop initial advice to support broader subsequent municipal engagement.

In our Bill 17 comments and in its broader advocacy, AMO continues to call on the province for predictable, sustainable, and adequate funding for municipal infrastructure to support unprecedented growth, address aging assets, and increase climate resilience.

AMOs' comments on Bill 17 also included implementation advice on other elements including:

- Planning regime changes, e.g. expanding as-of-right permissions, how to determine what constitutes a complete planning application, considerations for relying on stamps by certified professionals, etc.
- A recommendation that the new Minister of Infrastructure's Minister's Zoning Order authority for transit-oriented communities is only used in collaboration with municipalities, including securing a formal council resolution
- Balancing the standardization and streamlining of building approvals with a strong green building and energy efficiency standards, and
- Recommending ongoing engagement with the municipal sector in support of provincial consultations announced with the bill on new water and wastewater services governance and technology as well as road construction standardization.

Province Releases Integrated Energy Plan for Ontario

The Minister of Energy and Mines has released Ontario's first [Integrated Energy Plan](#) which outlines the province's vision to meet energy demand while prioritizing affordability, reliability, energy security, and clean energy. This plan gives municipalities a framework to inform local decisions about energy projects, and reinforces the role of municipalities in the energy system. The plan reflects [AMO's advocacy](#) to the province on energy including committing to:

- Continuing to ensure project proponents in competitive electricity procurements are required to obtain a supportive municipal council resolution for new projects, and encouraging projects to provide meaningful local benefit agreements

- Maintaining a mix of energy sources including renewable electricity, nuclear, hydroelectric, natural gas, and low-carbon fuels to balance the goal of a clean energy supply with flexibility for residents and businesses to use the energy type that fits their needs
- Ensuring reliability and affordability, particularly in rural and northern communities, including through expanded electricity transmission infrastructure
- Working with local distribution corporations (LDCs) to modernize the electricity distribution grid including identifying new infrastructure funding approaches, and technology to ensure residents can connect and access electricity when and where they need it

An online version of this Policy Update is available on the [AMO Website](#).

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

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7100



242-2025-4

June 19, 2025

Dear Sir/Madam,

I am writing to provide clarity regarding the authority of municipalities in setting building standards, particularly in light of the recently passed legislative changes under the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17).

As part of the government's commitment to accelerating housing development and ensuring consistency across Ontario, the amendment to the *Building Code Act, 1992*, in Schedule 1 of Bill 17 now provides greater clarification that municipalities do not have, and have never had, the authority to pass by-laws that establish construction or demolition standards. Municipalities cannot use provisions in the *Municipal Act*, *City of Toronto Act*, and *Planning Act*, including site plan control, to create and require construction or demolition standards for buildings. This includes, but is not limited to, local green building standards or green development standards as they pertain to the construction of a building, including any energy efficiency requirements for buildings.

The intent of this clarification is to:

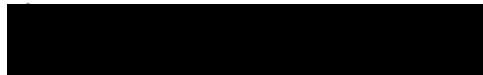
- Ensure predictability and consistency for builders and developers across the province.
- Avoid duplication and any differences between municipal by-laws and provincial regulations.
- Support the timely delivery of housing and other buildings.
- Avoid the need for developers and designers to redesign their products for use in different municipal jurisdictions.

Municipalities play an important role in community planning and development, however, it is essential that all jurisdictions operate within the framework established by provincial legislation to ensure a streamlined and effective approach to building across Ontario.

As this clarification is reflected in municipal processes, the ministry has been directed to monitor outcomes to ensure actions are not taken to bypass this, which would erode efforts to ensure standardization of mandatory requirements across the province. If necessary, and considering economic conditions, the government is prepared to take additional legislative action to ensure municipalities are adhering to the provincial framework and reducing red tape in this space.

Should you have any questions or require further clarification, please contact David McLean, Assistant Deputy Minister, Housing Policy and Planning Division, MMAH.

Sincerely,

A black rectangular box redacting the signature of Martha Greenberg.

Martha Greenberg
Deputy Minister, Ministry of Municipal Affairs and Housing

Cc: David McLean, Assistant Deputy Minister, Housing Policy and Planning Division,
MMAH

Monika Farncombe

From: noreply@salesforce.com on behalf of Minister MRA <minister.mra@ontario.ca>
Sent: Tuesday, June 24, 2025 3:55 PM
To: Admin
Subject: Letter from the Honourable Lisa Thompson, Minister of Rural Affairs / Lettre de l'honorable Lisa Thompson, ministre des Affaires rurales

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Tuesday, June 24, 2025

Justine Brotherston
Municipal Clerk (Interim)
Township of Puslinch
admin@puslinch.ca

<Voir version française ci-après>

Dear Justine Brotherston:

As the Minister of Rural Affairs, I am pleased to announce that the newly expanded [Rural Ontario Development \(ROD\)](#) program is now accepting applications.

This enhanced program is part of [Enabling Opportunity: Ontario's Rural Economic Development Strategy](#), our government's blueprint for protecting rural Ontario and helping rural communities and businesses to grow and thrive.

Ontario is investing \$20 million, doubling the funding over two years, to support rural municipalities, not-for-profits, Indigenous communities, local service boards and rural small businesses to attract investment and create new jobs and opportunities for rural workers.

The ROD program introduces four new enhanced funding streams and expands program eligibility to include more rural communities and rural small businesses:

Economic Diversification, Competitiveness and Capacity Building
Projects that support communities with building economic development

capacity and implementing strategies to increase competitiveness and retain businesses, attract investment and enhance growth. There are three sub-streams for applicants to explore:

- Strategies and plans – Up to \$50,000 (50 per cent cost share)
- Economic diversification and competitiveness – Up to \$150,000 (50 per cent cost share)
- Capacity building events – Up to \$10,000 (35 per cent cost share)

Workforce Development, Attraction and Retention

Projects that support communities to implement strategies and/or undertake initiatives for attracting and retaining workers. Applicants can apply for up to \$150,000 (50 per cent in cost share).

Community Infrastructure Enhancements

Projects that update or transform community assets that have been identified as important to the community's economy. Applicants can apply for up to \$25,000 (35 per cent cost share) for small projects or up to \$250,000 (35 per cent cost share) for large projects.

Business Development

Projects that support small brick-and-mortar businesses in rural Ontario with between one to 20 employees. Applicants can apply for up to \$10,000 (35 per cent cost share).

Whether you're an applicant or a connector in your community, we hope you will help us spread the word about this program and its expanded eligibility. Applicants can find full program details, instructions and applications at www.ontario.ca/RODprogram.

Applications will be accepted until September 24, 2025, at 5 p.m. On the ROD program homepage, applicants can register for a free information session, stay up to date on future program intakes and learn more about opportunities for applicant support. To learn more about Ministry of Rural Affairs programs and to stay connected, please visit this page and follow the Ministry of Rural Affairs on LinkedIn, Facebook or X.

Our government is committed to protecting Ontario's rural communities, enabling them to take advantage of economic development opportunities, address workforce challenges and encourage business attraction and investment.

Please accept my best wishes as you explore the opportunities that are possible through the Rural Ontario Development program.

Sincerely,

Original signed by

Lisa M. Thompson
Minister of Rural Affairs

c: Hannah Anderson, Chief of Staff
Martha Greenberg, Deputy Minister
Laurie Miller, Assistant Deputy Minister, Rural Affairs Division

Bonjour,

En tant que ministre des Affaires rurales, j'ai le plaisir d'annoncer que le nouveau [Programme de développement des collectivités rurales de l'Ontario](#) accepte maintenant les demandes.

Ce programme amélioré fait partie des [Meilleures perspectives : Stratégie ontarienne de développement économique des collectivités rurales](#), le plan directeur de notre gouvernement pour protéger les régions rurales de l'Ontario, et aider les entreprises et les collectivités rurales à croître et à prospérer.

L'Ontario investit 20 millions de dollars, soit le double du financement sur deux ans, pour soutenir les municipalités rurales, les organismes sans but lucratif, les communautés autochtones, les régies locales des services publics et les petites entreprises rurales en vue d'attirer des investissements et de créer de nouveaux emplois et de nouvelles occasions pour les travailleurs ruraux.

Le Programme de développement des collectivités rurales de l'Ontario met en place quatre volets de financement améliorés et étend l'admissibilité au programme pour inclure un plus grand nombre de collectivités rurales et de petites entreprises rurales.

Diversification économique, compétitivité et renforcement des capacités

Des projets qui aident les collectivités à renforcer leur capacité de développement économique et à mettre en œuvre des stratégies visant à accroître la compétitivité et à retenir les entreprises, à attirer des investissements et à stimuler la croissance. Les demandeurs peuvent explorer trois sous-volets :

- Stratégies et plans – Jusqu'à 50 000 \$ (50 % de partage des coûts)
- Diversification économique et compétitivité – Jusqu'à 150 000 \$ (50 % de partage des coûts)
- Activités de renforcement des capacités – Jusqu'à 10 000 \$ (35 % de partage des coûts)

Perfectionnement, attraction et rétention de la main-d'œuvre

Des projets qui aident les collectivités à mettre en œuvre des stratégies ou à entreprendre des initiatives visant à attirer les travailleurs et à les maintenir en poste. Les demandeurs peuvent demander jusqu'à 150 000 \$ (50 % de partage des coûts).

Amélioration de l'infrastructure communautaire

Des projets qui mettent à jour ou transforment les actifs communautaires qui ont été désignés comme importants pour l'économie de la collectivité. Les demandeurs peuvent demander jusqu'à 25 000 \$ (35 % de partage des coûts) pour les petits projets ou jusqu'à 250 000 \$ (35 % de partage des coûts) pour les grands projets.

Développement des affaires

Des projets qui soutiennent les petites entreprises physiques dans les régions rurales de l'Ontario comptant entre un et 20 employés. Les demandeurs peuvent demander jusqu'à 10 000 \$ (35 % de partage des coûts).

Que vous soyez un demandeur ou un connecteur dans votre communauté, nous espérons que vous nous aiderez à faire connaître ce programme et son admissibilité élargie. Les demandeurs peuvent trouver tous les détails du programme, les directives et les demandes à l'adresse suivante : www.ontario.ca/RODprogram.

L'organisme acceptera les demandes jusqu'au 24 septembre 2025 à 17 h. Sur la page d'accueil du Programme de développement des collectivités rurales de l'Ontario, les candidats peuvent s'inscrire à une séance d'information gratuite, se tenir au courant des futures admissions et en apprendre davantage sur les possibilités de soutien aux candidats.

Pour en savoir plus sur les programmes du ministère des Affaires rurales et pour rester connecté, veuillez consulter cette page et suivre le ministère des Affaires rurales sur LinkedIn, Facebook ou X.

Notre gouvernement s'est engagé à protéger les collectivités rurales de l'Ontario, leur permettant ainsi de tirer parti des possibilités de développement économique, de relever les défis liés à la main-d'œuvre et d'encourager l'attraction d'entreprises et l'investissement.

Je vous prie d'accepter mes meilleurs vœux en explorant les possibilités offertes par le Programme de développement des collectivités rurales de l'Ontario.

Sincèrement,

Original signé par

Lisa M. Thompson
Ministre des Affaires rurales

c. c. Hannah Anderson, chef de cabinet
Martha Greenberg, sous-ministre
Laurie Miller, sous-ministre adjointe, Division des affaires rurales



[Home \(https://guelph.ca/\)](https://guelph.ca/) » [Environment \(https://guelph.ca/category/environment/\)](https://guelph.ca/category/environment/) » [Water \(https://guelph.ca/category/environment/water/\)](https://guelph.ca/category/environment/water/) » Well testing to begin June 23 between Laird Road West and Forestell Road

Well testing to begin June 23 between Laird Road West and Forestell Road

As part of the [Southwest Guelph Water Supply Class Environmental Assessment \(/city-hall/planning-and-development/environment-planning/environmental-assessments/southwest-guelph-water-supply-environmental-assessment/\)](https://guelph.ca/city-hall/planning-and-development/environment-planning/environmental-assessments/southwest-guelph-water-supply-environmental-assessment/), the City of Guelph will begin testing at a City owned Guelph South (GSTW1-20) Test Well which is located between Laird Road West and Forestell Road.

What you need to know

Why is the well being tested

The City of Guelph is pursuing a [Southwest Guelph Water Supply Class Environmental Assessment \(/city-hall/planning-and-development/environment-planning/environmental-assessments/southwest-guelph-water-supply-environmental-assessment/\)](https://guelph.ca/city-hall/planning-and-development/environment-planning/environmental-assessments/southwest-guelph-water-supply-environmental-assessment/) to increase the Guelph community's water supply capacity. The testing is being completed to evaluate the Guelph South (GSTW01-20) Test Well as a future water supply source for the City of Guelph to ensure future water capacity needs with projected population growth.

When will the work start

The work is expected to begin around June 23rd and will continue over the course of up to seven weeks, for 24 hours a day.

Will I be impacted by the work

While testing takes place, you may notice the following:

- Lane reductions can be expected throughout the project. Please follow all posted signs and any flagpeople directing traffic to ensure everyone's safety on site.
- There will be temporary lighting at the corner of Laird Road and Quarterman Road to allow for safe discharge into the sanitary sewer.
- Water testing may cause well interference issues for private water well owners in the area. Written notification has been shared with impacted residents.

What do I do if my private well is impacted

If you are a private water well owner and are experiencing well interference issues while work is taking place, please contact:

Albanie Douglas M.Sc., P.Geo., Hydrogeologist

Water Services, Environmental Services

City of Guelph

519-837-5627

albanie.douglas@guelph.ca (<mailto:albanie.douglas@guelph.ca>)

How is the water tested

The test will pump potable drinking water to the sanitary sewer at the corner of Quarterman Road and Laird Road.

How will the results be used

Once the testing is completed, the City will use the test results to inform the Southwest Guelph Water Supply Class Environmental Assessment and Project 3 (Guelph South Well) in the latest **[Water Supply Master Plan update \(2022\)](#)** (**[/plans-and-strategies/water-supply-master-plan/](#)**).

For additional information

Albanie Douglas M.Sc., P.Geo., Hydrogeologist

Water Services, Environmental Services

City of Guelph

519-837-5627

albanie.douglas@guelph.ca (**<mailto:albanie.douglas@guelph.ca>**)

This entry was posted in **[Construction](https://guelph.ca/category/construction-2/)** (**<https://guelph.ca/category/construction-2/>**), **[Water](https://guelph.ca/category/environment/water/)** (**<https://guelph.ca/category/environment/water/>**) and tagged **[swgea](https://guelph.ca/tag/swgea/)** (**<https://guelph.ca/tag/swgea/>**), **[water](https://guelph.ca/tag/water/)** (**<https://guelph.ca/tag/water/>**), **[water supply master plan](https://guelph.ca/tag/water-supply-master-plan/)** (**<https://guelph.ca/tag/water-supply-master-plan/>**), **[Water Supply Master Plan Update](https://guelph.ca/tag/water-supply-master-plan-update/)** (**<https://guelph.ca/tag/water-supply-master-plan-update/>**) on **[June 16, 2025](https://guelph.ca/2025/06/well-testing-to-begin-june-23-between-laird-road-west-and-forestell-road/)** (**<https://guelph.ca/2025/06/well-testing-to-begin-june-23-between-laird-road-west-and-forestell-road/>**).

(/news/)



June 6, 2025

The Honourable Doug Ford
Legislative Building
Queens Park
TORONTO ON M7A 1A4
premier@ontario.ca

Dear Premier Ford:

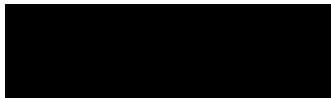
At the Municipality of Bluewater's regular Council meeting held on June 2, 2025, Council received a resolution distributed by the Town of LaSalle regarding the Northern Health Travel Grant Program. Please be advised that the Council of the Municipality of Bluewater passed the following resolution:

MOVED: Councillor Bailey **SECONDED:** Councillor Walden
THAT the Council of the Municipality of Bluewater supports the resolution passed by the Town of LaSalle regarding the Northern Health Travel Grant Program; and

THAT this resolution of support be circulated to all Ontario municipalities, Premier Doug Ford, Lisa Thompson, MPP for Huron Bruce, Minister of Health and Deputy Premier Ms. Sylvia Jones.
CARRIED.

Attached is the resolution passed by the Town of LaSalle.

Sincerely,



Chandra Alexander
Manager of Corporate Services/Clerk

cc:
Lisa Thompson, Huron-Bruce MPP
Sylvia Jones, Minister of Health and Deputy Premier
Jennifer Astrologo, Director of Council Services/Clerk
Ontario Municipalities



February 4, 2025

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

Via Email: premier@ontario.ca

Re: Northern Health Travel Grant Program

Council of the Town of LaSalle, at its Regular Meeting held Tuesday, January 28, 2025, passed the following resolution:

14/25

Moved by: Deputy Mayor Akpata
Seconded by: Councillor Renaud

Whereas the Northern Health Travel Grant program (the "Program") offers financial assistance to Northern Ontario residents who need to travel long distances for specialized medical services or procedures at a ministry funded health care facility;

And Whereas, the grants for this Program are based on the distance residents must travel to reach the nearest medical specialist or ministry funded healthcare facility;

And Whereas, residents must travel at least 100 kilometers one-way to access the nearest medical specialist or ministry-funded healthcare facility for services that are not available locally to qualify for the grant;

And Whereas, there are many occasions in which residents of Windsor-Essex County must travel at least 100 kilometers one way to access health care facilities or services that are not available locally; And Whereas, there are four primary children's hospitals across the province, located in London, Hamilton, Toronto and Ottawa, and none of these facilities are within 100 kilometers of Windsor-Essex County;

And Whereas, it has been reported that more than 5,000 times each year pediatric patients across Windsor-Essex County must drive to London Health Sciences Centre for treatment at its Children's Hospital, which places a financial strain on families and care-givers;

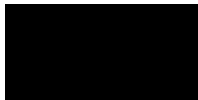
Now Therefore, the Town of LaSalle calls upon the Provincial Government and Ministry of Health to establish a grant system similar to the Northern Health Travel Grant program in Windsor-Essex County to provide support to the residents of Windsor-Essex County when they need to travel long distances for specialized medical services or procedures at ministry funded health care facilities;

And that, this motion be circulated to all municipalities for support, Premier Doug Ford, MPP Anthony Leardi, MPP Andrew Dowie, Minister of Health and Deputy Premier Ms. Sylvia Jones and all local municipalities.

Carried.

Please consider this letter as confirmation of the Town of LaSalle's support of the above matter.

Yours Truly,



Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

Cc: (via email)
MPP Anothony Leardi Anthony.Leardi@pc.ola.org
MPP Andrew Dowie Andrew.Dowie@pc.ola.org
MPP Minister of Health and Deputy Premier Sylvia Jones sylvia.jones@pc.ola.org
Association of Municipalities of Ontario resolutions@amo.on.ca
All Ontario Municipalities

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No. 274
Title: Notices of Motion
Date: Tuesday, June 10, 2025

Moved by D. DeGenova
Seconded by J. Palmateer

BE IT RESOLVED THAT:

WHEREAS under Ontario Regulation 391/21:Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21:Blue Box program is in essence a provincial tax on ineligible sources;

AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Municipality of Tweed Council hereby request that the province amend Ontario Regulation 391/21:Blue Box so that producers are responsible for the end-of-life management of recycling product from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Member of Provincial Parliament for Hastings-Lennox and Addington, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

Carried

June 13, 2025

Please be advised that during the regular Council meeting of June 10, 2025 the following resolution regarding support of advocacy to the Federal Government for 'disability without poverty' was carried.

RESOLUTION NO. 2025-345

DATE: June 10, 2025

MOVED BY: Councillor Roberts

SECONDED BY: Councillor Branderhorst

WHEREAS one in four Ontarians lives with a disability; and

WHEREAS the median household income in Prince Edward County (\$75K) is already well below both the Basic Living Income and the Ontario Median Household Income (\$84K); and

WHEREAS persons with disabilities are twice as likely to live in poverty and would already require an average of 30% more income just to reach the poverty line; and

WHEREAS the new federal benefit for people with disabilities (about \$200/month) and called the Canada Disability Benefit) is about to be rolled out; and

WHEREAS the Federal government has yet to exempt this new federal benefit from being considered income for federal tax purposes,

NOW THEREFORE BE IT RESOLVED:

THAT the Mayor be requested to communicate with Prime Minister Carney that the Council of the County of Prince Edward calls on the Government of Canada to commit to exempting the Canada Disability Benefit from income tax and work towards supporting Canadians with a disability to live without poverty;

THAT Prime Minister Carney be requested to publicly confirm his government's commitment to making that legislative change as soon as possible; and

THAT a copy of this resolution be circulated to the federal Minister of Finance, the federal Minister of Health, the Federation of Canadian Municipalities, Prince Edward Lennox and Addington Social Services, the Rural Ontario Municipal Association (ROMA), the Eastern Ontario Wardens' Caucus (EOWC) and all municipalities in the Province of Ontario.

CARRIED

Yours truly,



Victoria Leskie, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Branderhorst, and Adam Goheen, Interim CAO





June 16, 2025

Re: Item for Discussion – Road Salt Usage

At its meeting of June 11, 2025, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-068, regarding Road Salt Usage, as follows:

“WHEREAS chloride concentrations have increased by at least 0.5 mg/L in 80 of 274 (29%) of the lakes sampled by the District of Muskoka between 2018 and 2022, and by 15-fold in Lake Muskoka since 1970;

AND WHEREAS Queen’s University scientist, Dr. Shelley Arnott, a leader in global research on the effects of road salt on lakes, has demonstrated that in Muskoka lakes, some important aquatic organisms are negatively affected at chloride exposure levels as low as 10 mg/L, far below the 120 mg/L long term or chronic exposure guideline;

AND WHEREAS roughly one quarter of lakes sampled by the District Municipality of Muskoka now have chloride levels above 10 mg/L;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Bracebridge:

1. Commits to ongoing efforts toward the reduction of road salt as much as possible, while maintaining safety on roads, including public reporting on annual use, supporting local efforts to research the ongoing impacts of road salt, and assisting education efforts.
2. Urges the Province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially-endorsed standard Best Management Practices for snow and ice management on private lands; and to create and fund an expert stakeholder advisory committee to advise the Province and municipalities on the best courses of action to protect freshwater ecosystems, drinking water and infrastructure from the impacts of salt pollution.

AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario; the Ontario Minister of the Environment, Conservation and Parks; the Attorney General of Ontario; the Muskoka-Parry Sound MPP; Conservation Ontario; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, the District Municipality of Muskoka; and other lower-tier municipalities in Muskoka.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly



Lori McDonald
Director of Corporate Services/Clerk

June 17, 2025

VIA EMAIL

Re: Advocacy for Increased Income Support Thresholds for Canadian Veterans

At its Regular Meeting of Council held on Tuesday, June 3, 2025, the Town of Bradford West Gwillimbury Council ratified the following motion:

Resolution 2025-185

Moved by: Councillor Harper

Seconded by: Councillor Scott

WHEREAS the Town of Bradford West Gwillimbury recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values;

WHEREAS the 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support;

WHEREAS Veterans Affairs Canada (VAC) currently administers income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program;

WHEREAS the eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019—set at \$20,000 annually for a single-person household—fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living;

WHEREAS such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life;

WHEREAS it is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability;

THEREFORE, BE IT RESOLVED That the Council of the Town of Bradford West Gwillimbury formally calls on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household; and

THAT Council urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada;

THAT this motion be formally endorsed and sent to:

- The Right Honourable Mark Carney, Prime Minister of Canada;
- The Honourable Jill McKnight, Minister of Veterans Affairs;
- The Honourable Andrew Scheer, Acting Leader of the Official Opposition
- Scot Davidson, Member of Parliament for New Tecumseth-Gwillimbury;
- All 444 municipalities across the Province of Ontario;
- The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for broader distribution and endorsement; and

THAT a copy of this resolution be published on the Town's official website and communicated through the Town's official channels to raise awareness and gather public support.

Regards,



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

CC: Hon. Mark Varney, Prime Minister of Canada
Hon. Jill McKnight, Minister of Veterans Affairs
Hon. Andrew Scheer, Acting Leader of the Official Opposition
Scot Davidson, MP New Tecumseth-Gwillimbury
All Ontario Municipalities
The Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)

To whom it may concern,

**Re: Town of Stouffville Council Resolution of June 4th, 2025 – DS-021-25
Additional Residential Units and Other Matters in the Greenbelt and Oak
Ridges Moraine Area**

Please be advised that the Council of the Town of Whitchurch-Stouffville considered staff report DS-021-25, Additional Residential Units and Other Matters in the Greenbelt and Oak Ridges Moraine Area, a copy which is enclosed, at its meeting held on June 4, 2025. Council adopted the following resolution:

- 1) That Council endorse the following recommendations for the Province to consider permitting Additional Residential Units (ARUs) within the Oak Ridges Moraine Conservation Plan (ORMCP) and the Greenbelt Plan Area, as outlined in this Report:
 - a) Permit up to two ARUs in all of the ORMCP designations, including the Countryside Area, Natural Linkage Area, and Natural Core Area designations;
 - b) Permit up to two ARUs in all of the Greenbelt Plan designations, including the Protected Countryside and within the Natural Heritage System;
 - c) Permit up to two ARUs in the primary dwelling, or one ARU in the primary dwelling and/or one ARU in an existing or new accessory building/structure;
 - d) That the ARU development criteria outlined in Section 3.5 b) of this Report be considered to provide Provincial guidance in ensuring the responsible stewardship of the Greenbelt and Oak Ridges Moraine when evaluating the appropriateness of permitting ARUs, consistent with the Provincial Planning Statement, 2024; and
 - e) That the terminology and definitions within these Provincial Plans be updated to specifically reference ARUs and be consistent and align with the ARU permissions within prime agricultural areas under the Provincial Planning Statement, 2024.
- 2) That the Province expedite the amendments to the Provincial Plans at this time through Bill 17 (Protecting Ontario by Building Faster and Smarter Act, 2025), to implement updated permissions for ARUs which align with the Provincial Planning Statement, 2024, in order to facilitate the development of much needed housing.
- 3) That the Province expedite the review of the Provincial Plans at this time to consider addressing other matters to provide greater flexibility and guidance in implementation, as outlined in Section 3.6 of this Report, including:

- a) Expanded local decision-making powers and a process to implement minor amendments to the Oak Ridges Moraine Conservation Plan should be considered;
 - b) Process and guidance for the redesignation of prime agricultural areas to rural areas;
 - c) Defer broader permissions for small scale commercial, industrial and institutional uses in the Countryside Area, including both rural and prime agricultural lands, of the Oak Ridges Moraine Conservation Plan; until such time as staff bring forward a report providing additional clarification and information on this area.
 - d) Broader permissions for public service facilities / parks in the Countryside Area, including both rural and prime agricultural lands, of the Oak Ridges Moraine Conservation Plan; and
 - e) Provincial guidance on settlement area expansions within the Countryside Area of the Oak Ridges Moraine Conservation Plan.
- 4) That Council direct staff to submit this Report to the Minister of Municipal Affairs and Housing, Minister of Agriculture, Food and Agribusiness, and the Minister of Red Tape Reduction for consideration.
- 5) That Council direct staff to submit this Report to the Clerks of all municipalities within the Oak Ridges Moraine Conservation Plan Area and the Greenbelt Plan Area for information.

The above is for your consideration and any attention deemed necessary.

Kind regards,

Steven Medvesky,

Legislative Services Assistant – Council/Committee

Encl.: Staff Report DS-021-25 Additional Residential Units and Other Matters in the Greenbelt and Oak Ridges Moraine Area

COPY:

Hon. Rob Flack, Minister of Municipal Affairs and Housing rob.flack@pc.ola.org

Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness
trevor.jones@pc.ola.org

Hon. Andrea Khanjin, Minister of Red Tape Reduction andrea.khanjin@pc.ola.org
Ontario Municipalities in the Oak Ridges Moraine Conservation Plan Area and the Greenbelt Plan Area



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON
367 FOURTH AVE, P.O. BOX 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313 EMAIL : brm@twpbrm.ca WEBSITE: www.twpbrm.ca

Jon Pegg
Fire Marshal of Ontario
Office of the Fire Marshal
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

June 10, 2025

Via Email: Jon.Pegg@ontario.ca

Dear Fire Marshal Pegg:

Subject: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)

On behalf of the Council of the Township of Black River-Matheson, I am writing to express our concerns regarding the mandatory firefighter certification requirements under Ontario Regulation 343/22.

At its meeting held on June 10th, Council passed the attached resolution formally opposing the implementation of these requirements. While we recognize and support the importance of firefighter training and safety, the regulation as it stands does not adequately reflect the operational realities of small, rural, and northern municipalities.

Communities such as ours rely heavily on volunteer and composite fire departments that already face critical challenges in recruitment, training accessibility, and financial capacity.

Specifically, we are burdened by:

- Geographic barriers and long travel distances to accredited training centres,
- Inconsistent access to instructors and scheduling options,
- Limited budgets and competing capital demands,
- Difficulty in retaining and replacing volunteers due to increased regulatory pressures.

Without additional support, flexibility, or exemption mechanisms, the implementation of O. Reg. 343/22 will severely compromise our ability to provide consistent, timely, and effective fire protection to our residents.

Accordingly, the Council of the Township of Black River-Matheson respectfully requests that the Office of the Fire Marshal and the Ministry of the Solicitor General:

1. Defer full implementation of the certification regulation for rural and northern municipalities,
2. Provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, remote fire services,
3. Increase funding and training supports for municipalities outside major urban centres.

We believe that a one-size-fits-all regulatory model will disproportionately and unfairly affect communities like ours. A more flexible, consultative approach is urgently needed. Thank you for your consideration of this request. We would welcome further discussion and are open to participating in any future consultations or working groups aimed at resolving these challenges collaboratively.

Sincerely,

Dave Dymont, Mayor

/hjl

On behalf of the Council of Black River-Matheson

Encl.: Resolution No.2025-214 – Council Opposition to O. Reg. 343/22

CC:

The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca

The Honourable Doug Ford, Premier of Ontario – premier@ontario.ca

John Vanthof, MPP, Timiskaming—Cochrane – jvanthof-co@ndp.on.ca

Association of Municipalities of Ontario (AMO) – amo@amo.on.ca

Federation of Northern Ontario Municipalities (FONOM) – admin@fonom.org

All Ontario Municipalities



Corporation of the Township of Black River - Matheson
367 Fourth Avenue
P.O. Box 601
Matheson, Ontario
P0K 1N0

ITEM # 2025-10.b)
RESOLUTION

DATE: June 10, 2025

2025-214

Moved by Councillor Steve Campsall
Seconded by Councillor Alain Bouchard

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Black River-Matheson acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Black River-Matheson formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM, and all Ontario municipalities

☒ CARRIED ☐ DEFEATED



CHAIR SIGNATURE

☐ Original ☐ Amendment ☐ Refer ☐ Defer ☐ Reconsider ☐ Withdrawn

Recorded Vote-TO BE COMPLETED BY CLERK ONLY

	YEAS	NAYS
Mayor Dave Dymont		
Councillor Allen		
Councillor Charbonneau		
Councillor Campsall		

Councillor McCutcheon		
Councillor Gadoury		
Councillor Bouchard		

Hong Ji Lei
Town Manager/Clerk



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2025

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

RE: Call for inclusive research to reflect diversity of Canadian communities

Dear Mr. Ford,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Parry Sound.

Resolution No: 2025-05-04-08
Moved by: Councillor Kauffeldt
Seconded by: Councillor Keller

"Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Parry Sounds resolution regarding the Call for inclusive research to reflect diversity of Canadian communities.

And further that this resolution be forwarded to Doug Ford, Premier of Ontario Lisa Thompson, Minister of Rural Affairs Cheryl Gallant, MP Billy Denault, MPP AMO (Association of Municipalities of Ontario) All Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 046

DIVISION LIST

YES NO

DATE: April 15, 2025

Councillor G. ASHFORD
Councillor J. BELESKEY
Councillor P. BORNEMAN
Councillor B. KEITH
Councillor D. McCANN
Councillor C. McDONALD
Mayor J. McGARVEY

MOVED BY:

[REDACTED]

SECONDED BY:

[REDACTED]

CARRIED: ☒ DEFEATED: ☐ Postponed to: _____

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.

[REDACTED]

Mayor Jamie McGarvey



The Township of Georgian Bay

Resolutions

Council - 02 Jun 2025

Item 11.(b)

Date: June 2, 2025

C-2025-155

Moved by Councillor Kristian Graziano

Seconded by Councillor Allan Hazelton

WHEREAS the Floating Accommodations – Position Paper (April 2025) provides detailed guidance to Ontario municipalities on the regulation of Floating Accommodations, highlighting critical legal and environmental challenges; and

WHEREAS the document identifies significant gaps in current provincial and federal frameworks that municipalities are best positioned to address through zoning and land-use bylaws; and

WHEREAS the paper recommends proactive municipal action based on successful case studies and legal precedents such as the Glaspell v. Ontario decision; and

WHEREAS Georgian Bay Township has already taken steps to address Floating Accommodations and has an interest in promoting inter-municipal collaboration on this issue;

NOW THEREFORE BE IT RESOLVED THAT Council receive the Floating Accommodations – Position Paper (May 2025) for informational purposes; and

THAT the Clerk be further directed to forward the document and this resolution to the Association of Municipalities of Ontario (AMO) and member municipalities for consideration and potential provincial advocacy.

☒ Carried ☐ Defeated ☐ Recorded Vote ☐ Referred ☐ Deferred

Recorded Vote:

	For	Against	Absent
Councillor Brian Bocek			
Councillor Peter Cooper			
Councillor Kristian Graziano			
Councillor Allan Hazelton			
Councillor Stephen Jarvis			
Councillor Steven Predko			
Mayor Peter Koetsier			

Peter Koetsier, Mayor



**Resolution of the Regular Council
of the Corporation of the Township of North Frontenac**

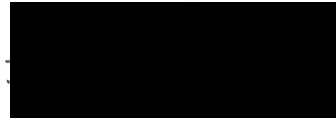
Date: June 12, 2025

Resolution # 181-25

Moved By:



Seconded By:



Be It Resolved That Council receives for information the Township of Puslinch's Resolution advising in recent years Nazi iconography has surfaced with alarming frequency, used by an increasing number of groups and individuals to promote hate and instill fear within Canadian society;

And That the Nazi Hakenkreuze has become universally synonymous with systemic violence, terror and hate; and its growing presence in our country undermines the core values of equality, diversity and inclusion that defines our nation;

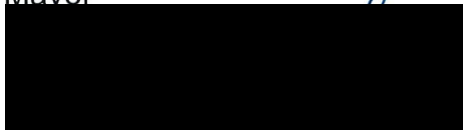
And That North Frontenac Council supports the Durham Regional Council's request for the Government of Canada to pass legislation banning, with exceptions for certain educational and artistic purposes, the public display of Nazi symbols of hate and iconography, specifically:

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

And That Council instructs the Clerk to provide this resolution to the Honourable Arif Virani, Minister of Justice; Township of Puslinch; and the Association of Municipalities, *Ontario.*

Carried

Mayor





Northumberland County

Council Resolution

SENT VIA EMAIL

June 25, 2025

Right Honourable Mark Carney (Prime Minister of Canada)
Honourable Philip Lawrence (MP for Northumberland-Clarke)
Honourable Doug Ford (Premier of Ontario)
Honourable Victor Fedeli (Minister of Economic Development, Job Creation and Trade)
Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development)
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Northumberland County's 7 Member Municipalities
All Ontario municipalities

**Re: Correspondence, Township of Mulmur
'Procurement and Advocacy for Trade Agreement Exemptions'**

At a meeting held on June 18, 2025 Northumberland County Council approved Council Resolution # 2025-06-18-508, adopting the below recommendation from the June 3, 2025 Finance and Audit Committee meeting:

Moved by: Councillor John Logel

Seconded by: Councillor Scott Jibb

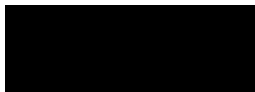
"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Council Resolution # 2025-06-18-508

Carried

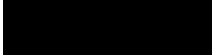

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather



Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By J. Logel 
Seconded By S. Dibb 

Agenda
Item 10

Resolution Number
2025-06-18- 508

Council Date: June 18, 2025

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 2, 3 and 4, 2025).

Recorded Vote
Requested by _____
Councillor's Name

Deferred _____
Warden's Signature

Carried 
Warden's Signature

Defeated _____
Warden's Signature

Finance & Audit Committee Resolution

Committee Meeting Date: June 3, 2025

Agenda Item: 7.a

Resolution Number: 2025-06-03- 444

Moved by: M. Martin

Seconded by: B. Ostrander

Council Meeting Date: June 18, 2025

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Carried 

Committee Chair's Signature

Defeated _____

Committee Chair's Signature

Deferred _____

Committee Chair's Signature



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local **(705) 466-3341**
Toll Free from 519 only **(866) 472-0417**
Fax **(705) 466-2922**

April 11, 2025

Procurement & Advocacy for Trade Agreement Exemptions

At the meeting held on April 2, 2025, Council of the Township of Mulmur passed the following resolution:

Moved by Lyon and Seconded by Cunningham

Whereas the Township of Mulmur recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Mulmur recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;

And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Mulmur commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Mulmur commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Mulmur calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

And further that a copy of this resolution be sent to:

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities for their consideration and support.

Carried.

Sincerely,



Roseann Knechtel, Clerk



Grand River Conservation Authority

Summary of the General Membership Meeting – June 27, 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-06-25-60 - CAO Performance Review Policy
- GM-06-25-65 - Financial Summary
- GM-06-25-62 - Amendments to the Grand River Conservation Authority, Conservation Authorities Act Hearing Guidelines and Procedures
- GM-06-25-61 - Delegation of Powers
- GM-06-25-59 - Natural Heritage Annual Report
- GM-06-25-58 - Giant Hogweed on GRCA Properties
- GM-06-25-54 - Pride Staple Structural Repairs

Information Items

The Board received the following reports as information:

- GM-06-25-67 - Chair's Report
- GM-06-25-63 - Strategic Plan Implementation
- GM-06-25-64 - Cash & Investment Status
- GM-06-25-57 - Scoped Agricultural Policy Review for the Administration of Ontario Regulation 41/24
- GM-06-25-56 - Dam Management Program - Funding of Small Dams
- GM-06-25-55 - Wellesley Dam and Baden Dam Repairs
- GM-06-25-66 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- David Hughes - Complaint to Minister regarding land-use activities
- City of Guelph - 2026 Budget Increase
- Township of Puslinch Council Resolution No. 2025-167 - Bill 5: Protecting Ontario by Unleashing Our Economy Act 2025
- Town of Parry Sound Council Resolution No. 2025-067 - Bill 5: Protecting Ontario by Unleashing Our Economy Act 2025
- Don McKay, Friends of Mill Creek - Mill Creek Stewardship Ranger Program

Source Protection Authority Correspondence & Action Items

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

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'.



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

June 11, 2025

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

Attention: Mr. Rapus

**Re: Monthly Monitoring Report – May 2025
Mill Creek Pit, License #5738
Township of Puslinch, Wellington County**

Please find enclosed the required monitoring data for the month of May 2025. There were no exceedances to report.

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

Sincerely,

Matthew Erdmann
Site Superintendent



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



Monthly Reporting
Mill Creek Aggregates Pit
May 2025

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
5-May-25	305.82	305.60	NO
12-May-25	305.83	305.60	NO
20-May-25	305.85	305.60	NO
29-May-25	305.84	305.60	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
5-May-25	305.31	305.17	NO
12-May-25	305.34	305.17	NO
20-May-25	305.32	305.17	NO
29-May-25	305.33	305.17	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
5-May-25	304.78	304.54	NO
12-May-25	304.77	304.54	NO
20-May-25	304.79	304.54	NO
29-May-25	304.75	304.54	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
5-May-25	304.19	303.69	NO
12-May-25	304.20	303.69	NO
20-May-25	304.22	303.69	NO
29-May-25	304.26	303.69	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
5-May-25	304.31	303.97	NO
12-May-25	304.30	303.97	NO
20-May-25	304.32	303.97	NO
29-May-25	304.31	303.97	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
5-May-25	303.35	302.86	NO
12-May-25	303.36	302.86	NO
20-May-25	303.37	302.86	NO
29-May-25	303.36	302.86	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
5-May-25	306.27	305.82	0.45	0.11	NO
12-May-25	306.27	305.83	0.44	0.11	NO
20-May-25	306.26	305.85	0.41	0.11	NO
29-May-25	306.22	305.84	0.38	0.11	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
5-May-25	305.80	305.31	0.49	0.14	NO
12-May-25	305.78	305.34	0.44	0.14	NO
20-May-25	305.79	305.32	0.47	0.14	NO
29-May-25	305.83	305.33	0.50	0.14	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
5-May-25	305.74	304.78	0.96	0.73	NO
12-May-25	305.71	304.77	0.94	0.73	NO
20-May-25	305.75	304.79	0.96	0.73	NO
29-May-25	305.79	304.75	1.04	0.73	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
5-May-25	304.73	304.19	0.54	0.34	NO
12-May-25	304.75	304.20	0.55	0.34	NO
20-May-25	304.78	304.22	0.56	0.34	NO
29-May-25	304.77	304.26	0.51	0.34	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
5-May-25	304.92	304.31	0.61	0.17	NO
12-May-25	304.94	304.30	0.64	0.17	NO
20-May-25	304.91	304.32	0.59	0.17	NO
29-May-25	304.91	304.31	0.60	0.17	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
5-May-25	303.63	303.35	0.28	0.18	NO
12-May-25	303.62	303.36	0.26	0.18	NO
20-May-25	303.65	303.37	0.28	0.18	NO
29-May-25	303.63	303.36	0.27	0.18	NO

No exceedances to report for the month of May.

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



Monthly Reporting Mill Creek Aggregates Pit May 2025												
		Max. Allowable as per PTTW- Main Pond				Max. Allowable as per PTTW- Silt Pond						
		(Imperial Gallons)		(Litres)			(Imperial Gallons)		(Litres)			
		2,500	per minute	11,365			2,597	per minute	11,806			
		1,800,000	per day	8,183,000			3,739,477	per day	17,000,000			
		Total Monthly Precipitation (mm): 97.2										
		Total Monthly Normal Precipitation (mm): 80.2										
		Kitchener/Waterloo (Actual)										
		Waterloo-Wellington A (30-year Normal)										
Date	Below Water Table Extraction Phase 5	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-May-25	-	-	1,109,085	-	306.51	N	306.02	N	305.06	N	306.27	N
2-May-25	-	-	-	-	306.51	N	306.02	N	305.04	N	306.25	N
3-May-25	-	-	-	-	-	-	-	-	-	-	-	-
4-May-25	-	-	-	-	-	-	-	-	-	-	-	-
5-May-25	-	-	1,284,180	-	306.50	N	306.01	N	305.02	N	306.26	N
6-May-25	-	-	1,300,018	-	306.51	N	306.03	N	305.00	N	306.27	N
7-May-25	-	-	1,194,213	-	306.50	N	306.05	N	305.03	N	306.28	N
8-May-25	-	-	1,175,516	-	306.51	N	306.04	N	305.01	N	306.26	N
9-May-25	-	-	-	-	306.50	N	306.05	N	305.03	N	306.25	N
10-May-25	-	-	-	-	-	-	-	-	-	-	-	-
11-May-25	-	-	-	-	-	-	-	-	-	-	-	-
12-May-25	-	-	1,259,324	-	306.50	N	306.02	N	305.01	N	306.26	N
13-May-25	-	-	1,123,163	-	306.50	N	306.03	N	304.99	N	306.25	N
14-May-25	-	-	1,129,542	-	306.51	N	306.03	N	304.99	N	306.24	N
15-May-25	-	-	1,240,187	-	306.50	N	306.04	N	305.00	N	306.25	N
16-May-25	-	-	-	-	306.49	N	306.05	N	305.01	N	306.23	N
17-May-25	-	-	-	-	-	-	-	-	-	-	-	-
18-May-25	-	-	-	-	-	-	-	-	-	-	-	-
19-May-25	-	-	-	-	-	-	-	-	-	-	-	-
20-May-25	-	-	1,271,642	-	306.51	N	306.04	N	304.99	N	306.24	N
21-May-25	-	-	1,230,948	-	306.50	N	306.02	N	304.97	N	306.22	N
22-May-25	-	-	1,248,325	-	306.51	N	306.02	N	304.99	N	306.23	N
23-May-25	-	-	915,952	-	306.51	N	306.03	N	304.98	N	306.25	N
24-May-25	-	-	-	-	-	-	-	-	-	-	-	-
25-May-25	-	-	-	-	-	-	-	-	-	-	-	-
26-May-25	-	-	1,201,472	-	306.53	N	306.04	N	305.00	N	306.27	N
27-May-25	-	-	1,223,689	-	306.53	N	306.05	N	305.01	N	306.26	N
28-May-25	-	-	1,214,010	-	306.54	N	306.05	N	305.00	N	306.25	N
29-May-25	-	-	1,232,488	-	306.53	N	306.06	N	304.99	N	306.25	N
30-May-25	-	-	396,825	-	306.52	N	306.04	N	304.99	N	306.28	N
31-May-25	-	-	-	-	-	-	-	-	-	-	-	-
Total	0	0	20,750,579	0	-	-	-	-	-	-	-	-

Notes:
No exceedances to report for the month of May.

THE PUSLINCH PROFILE FEATURES

Crieff Hills Retreat Centre

Located on 250 peaceful acres in Crieff, Ontario, Crieff Hills Retreat Centre offers individuals and groups a chance to reconnect with nature and experience deep rest and renewal. Guests can walk the labyrinth, hike forest trails, or take part in yoga retreats and wellness programs. Accommodations include private suites, historic homes, and group lodges for up to 115 guests, all paired with chef-prepared seasonal meals featuring ingredients grown right on the farm.

Crieff Hills has a rich history rooted in community and generosity. Once the country estate of Colonel John Bain Maclean – founder of Maclean's magazine – the property was gifted to the Presbyterian Church in 1950 to serve as a space for healing and hospitality. Since 1975, Crieff Hills has welcomed people of all faiths and backgrounds, with a special focus on supporting nonprofit leaders, caregivers, and frontline workers through affordable retreats, educational workshops, and seasonal events.

In 2025, Crieff Hills celebrates its 50th anniversary with a lineup of meaningful events including a Foraging Dinner (August 24th), Fall Yoga Retreat (September 26 –28th), 50-Year Gala Harvest Dinner (September 28th), and Christmas Wreath Making (November 26th). Deeply committed to local relationships, Crieff Hills partners with nearby farms and neighbours to strengthen community ties and create spaces of shared support. It remains a unique destination where nature, nourishment, and spiritual renewal come together.



 519-824-7898

 crieffhills.com

 director@crieffhills.com

 7098 Concession 1, Puslinch, ON

Justine Brotherston

From: Township of Puslinch <services@puslinch.ca>
Sent: Thursday, July 03, 2025 9:49 PM
To: Justine Brotherston
Subject: New Entry: Delegate Request

Warning! This message was sent from outside your organization and we were unable to verify the sender.

[Block sender](#) | [Report](#)

Type of Meeting

Council

Meeting Date

July 9, 2025

How many delegates are requesting to make this presentation?

Two (2)

Type of Delegation

This is a request to delegate on a topic on the upcoming agenda

Identify which agenda item you are requesting to delegate on?

10.1 Presentation by NPG Solutions (Puslinch by Design)

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

David Pady

Mailing Address of Delegate

[REDACTED]

Phone Number of Delegate

[REDACTED]

Email Address of Delegate

[REDACTED]

Name of Second Delegate

Sandra Pady

Mailing Address of Second Delegate

[REDACTED]

Phone Number of Second Delegate

[REDACTED]

Email Address of Second Delegate

[REDACTED]

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

We need to follow the evidence-based land use planning process that was just completed by the NPG professionals and not include personal opinions.

A formal presentation is being submitted to accompany the delegation

No

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

No

Acknowledgement

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

Sent from [Township of Puslinch](#)



REPORT FIR-2025-003

TO: Mayor and Members of Council

PREPARED BY: Jamie MacNeil, Fire Chief

PRESENTED BY: Jamie MacNeil, Fire Chief

MEETING DATE: July 9th, 2025

SUBJECT: Agreement for Medical Oversight Services with Hamilton Health Sciences

RECOMMENDATION

That Report FIR-2025-003 entitled Agreement for Medical Oversight Services with Hamilton Health Sciences be received for information; and

That Council authorize the Mayor and staff to execute the required contract documents.

Purpose

To provide Council with an overview of the Medical Oversight Agreement entered between the seven Wellington County Fire Departments and Hamilton Health Sciences Corporation (HHS) through its Centre for Paramedic Education and Research (CPER), and to outline the cost allocation model across the 13 fire stations within the County.

Background

In response to the need for standardized medical oversight, training, and certification for firefighters engaging in prehospital emergency care, the Wellington County Fire Departments have entered into a two-year agreement with Hamilton Health Sciences Corporation (HHS), commencing January 1, 2025.

This agreement supports medical direction, quality assurance, training program development, and certification/recertification for controlled medical acts performed under delegated authority by certified firefighters.

The agreement ensures compliance with provincial standards and legislation, including the *Regulated Health Professions Act*, *PHIPA*, and the guidelines established by the College of Physicians and Surgeons of Ontario (CPSO).

Financial Implications

The total two-year cost of the agreement is \$46,000, covering:

- Medical Direction and Quality Management: \$20,000/year
- Training Development and Coordination: \$3,000/year

Annual Total: \$23,000/year

This cost is shared proportionately by the 7 Wellington County municipalities across their 13 combined fire stations, calculated on a per-station basis. Each municipality is billed based on the number of stations it operates:

Municipality	Stations	Annual Cost (Estimated)
Minto	3	\$5,307.69
Mapleton	2	\$3,538.46
Wellington North	2	\$3,538.46
Centre Wellington	2	\$3,538.46
Erin	2	\$3,538.46
Puslinch	1	\$1,769.23
Guelph-Eramosa	1	\$1,769.23
Total	13	\$23,000

Costs will be reviewed annually and are subject to change based on actual services provided or requested enhancements.

Applicable Legislation and Requirements

- *Regulated Health Professions Act, 1991*
- *Personal Health Information Protection Act (PHIPA), 2004*
- CPSO Delegation Guidelines
- *Fire Protection and Prevention Act, 1997*

Engagement Opportunities

None

Attachments

None

Respectfully submitted,

**Jamie MacNeil,
Fire Chief**

Reviewed by:

**Courtenay Hoytfox,
Interim CAO**



REPORT FIN-2025-023

TO: Mayor and Members of Council

PREPARED BY: Michelle Cassar, Deputy Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: July 9, 2025

SUBJECT: 2024 Commodity Price Hedging Agreements
File No. A09 HED

RECOMMENDATIONS

That Report FIN-2025-023 entitled 2024 Commodity Price Hedging Agreements be received;
and

That Council accepts the Treasurer's statement that based on the information supplied by Local Authority Services (LAS), all commodity price hedging agreements are consistent with the Township's statement of policies and goals related to the use of financial agreements to address commodity pricing and costs as outlined in Schedule A to Report FIN-2025-023.

DISCUSSION

Purpose

The purpose of this report is to comply with the Treasurer's reporting requirements as set out by Ontario Regulation 653/05 of the Municipal Act, 2001.

Background

Section 7(1) of Ontario Regulation 653/05, as amended states that if a municipality has commodity price hedging agreements in place, the Treasurer of the municipality must prepare and present to Council once every fiscal year a detailed report on those agreements. The report must contain the following information:

1. A statement about the status of the agreements during the period of the report, including a comparison of the expected and actual results of using the agreements.
2. A statement by the Treasurer that all of the agreements entered into during the period of the report are consistent with the municipality's statement of policies and goals related to the use of financial agreements to address commodity pricing and costs.

The Township entered into hedging agreements for natural gas and electricity procurement through Local Authority Services Limited (LAS), a wholly owned subsidiary of the Association of Municipalities of Ontario (AMO). These agreements are as follows:

- The Electricity Agency Appointment and Retainer Agreement dated September 19, 2012
- The Natural Gas Appointment and Retainer Agreement dated February 10, 2021

The Commodity Price Hedging Policy was approved by Council through adoption of By-law No. 56/12, attached as Schedule A to this Report.

Natural Gas Procurement Program

The LAS Natural Gas Procurement Program currently includes 160+ participating organizations. An annual price (per m³) for all natural gas consumption is determined by LAS and reflects LAS's completed gas purchases and expectations for spot market natural gas costs for the one-year period. LAS purchases physical natural gas and provides it to all enrolled municipalities based on their consumption requirements.

There is not a hedge percentage in the LAS Natural Gas Procurement Program. In situations when LAS over collects fees (ie. when spot market prices are lower than LAS's expectations), LAS provides the municipality with a rebate.

Electricity Procurement Program

The LAS Electricity Procurement Program currently includes 145+ municipalities. LAS removes municipal accounts from government (default) pricing and instead purchases electricity forward price contracts for much of the municipality's consumption.

The Township hedges 50% of its electricity requirements while the remaining 50% is purchased at spot market prices. There are no rebates for the electricity program as LAS purchases a financial hedge for each participating municipality at a negotiated cost (per/kWh) and settles, as retailer, along with the spot market cost of power.

Purpose of Hedging

The goal of hedging is not to speculate on the future price of a commodity, but rather to fix its price to an agreed amount. Volatile shifts in utility prices create significant challenges for municipalities in terms of meeting utility budgets. This uncertainty in energy pricing can impact decision making and cost control. The LAS programs offer more stable energy pricing. Utility costs are unpredictable. Therefore, in any given year there is the possibility that the hedged cost may be higher than the current spot market cost which would result in a higher cost to the Township.

Financial Implications

Natural Gas

The 2024 actual natural gas costs amounted to \$26,933 (2023 - \$25,843). The consumption volume for 2024 (65,764 m³) increased compared to 2023 (64,644 m³). The change from 2023 to 2024 is comparable.

The LAS Program Fee increased to \$0.004 cents/m³ for July 2024 (2023 - \$0.0038 cents/m³) a 5% increase, which is the first fee increase for the program since 2007. The Township utilized the LAS Natural Gas Procurement Program at the following rates:

Time Period	Price per m ³ – includes LAS program fee
Nov. 2022 to Oct. 2023	\$14.1 cents / m ³
Nov. 2023 to Oct. 2024	\$13.6 cents/m ³
Nov. 2024 to Oct. 2025	\$14.0 cents/ m ³

The LAS natural gas rate was lower than the Enbridge Gas rates from January 2023 to March 31, 2024. The LAS natural gas rate was higher than the Enbridge Gas rates from April 1, 2024 to December 31, 2024. If LAS collects more revenue through the set program rate than is required to run the program, an amount is rebated back to municipalities. The rebate provided is based on the quantity of natural gas consumed during the rebate period. In 2024, the Township received a rebate of \$520.72 for the period of November 1, 2022 to October 31, 2023. If a rebate is applicable for the November 1, 2023 to October 31, 2024 period, it will be determined in 2025.

Schedule B to this Report includes the results of using the LAS Natural Gas Procurement Program for 2024 obtained from LAS. The Township's total loss based on hedging the natural gas rates with the LAS program were \$-1,560 in 2024 (2023 – savings of \$3,262).

Electricity

The 2024 actual electricity costs excluding streetlight repair costs amounted to \$79,826 (2023 - \$76,911). The change from 2023 to 2024 is comparable.

LAS has introduced a new \$1.50 transaction fee, representing half of the \$3.00 transaction fee charged by the utility. The LAS Program Fee for all accounts excluding streetlights remains unchanged from previous years at \$0.15 cents/kWh. The LAS program fee for streetlight accounts remains unchanged from previous years at \$6 per month per account. The Township utilized the LAS Electricity Procurement Program at the following rates for 50% of the Township's electricity for all accounts excluding streetlights:

Year	Price per kWh – includes LAS program fee
2022	\$7.147 cents/kWh
2023	\$7.05 cents/kWh
2024	\$5.02 cents/kWh

Schedule C to this Report includes the results of using the LAS Electricity Procurement Program for 2024 obtained from LAS. The Township's total savings based on hedging the electricity rates with the LAS Program were \$3,941 in 2024 (2023 - savings of \$1,943).

Applicable Legislation and Requirements

Ontario Regulation 653/05 of the Municipal Act, 2001

Engagement Opportunities

The Township posts its annual energy consumption reporting and its Five Year Energy Conservation and Demand Management Plan on the Energy Conservation page of the Township's website on [Puslinch.ca/energy](https://puslinch.ca/energy)

Attachments

Schedule A – By-law No. 56/12 - Commodity Price Hedging Policy

Schedule B – LAS Natural Gas Procurement Program Results for 2024

Schedule C – LAS Electricity Procurement Program Results for 2024

Respectfully submitted:

Michelle Cassar
Deputy Treasurer

Reviewed by:

Mary Hasan
Director of Finance/Treasurer

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 56/12

Being a by-law to authorize the Township of Puslinch to establish a policy respecting Commodity Price Hedging for the Township of Puslinch.

WHEREAS Council for the Corporation of the Township of Puslinch considers it desirable to establish a Commodity Price Hedging policy.

NOW THEREFORE BE IT RESOLVED THAT Council does hereby enact the following as a By-law;

1. THAT the Corporation of the Township of Puslinch does hereby adopt a policy respecting Commodity Price Hedging as attached hereto and marked as Schedule "A" to this By-law.
2. THAT this By-law shall take effect upon the date of passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 19th DAY OF SEPTEMBER, 2012.



Mayor Dennis Lever



Brenda Law, CAO/Clerk-Treasurer

APPENDIX A

FINANCE POLICY

SUBJECT: COMMODITY PRICE HEDGING POLICY

1. Interpretation

This policy is to be interpreted and applied in accordance with the requirements of the *Municipal Act, 2001* ("the Act") and any regulations passed thereunder ("the regulations"). Terms used in the policy have the meanings applicable to those terms in the corresponding sections of the Act and the regulations.

2. Purpose

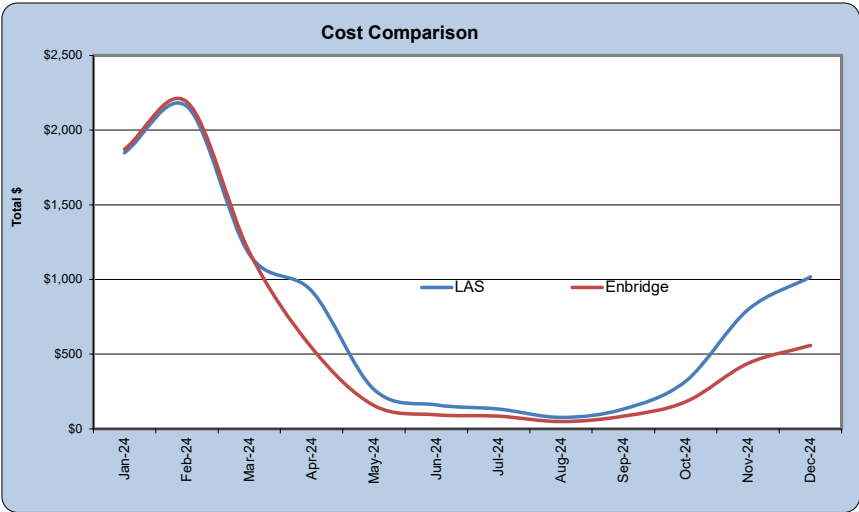
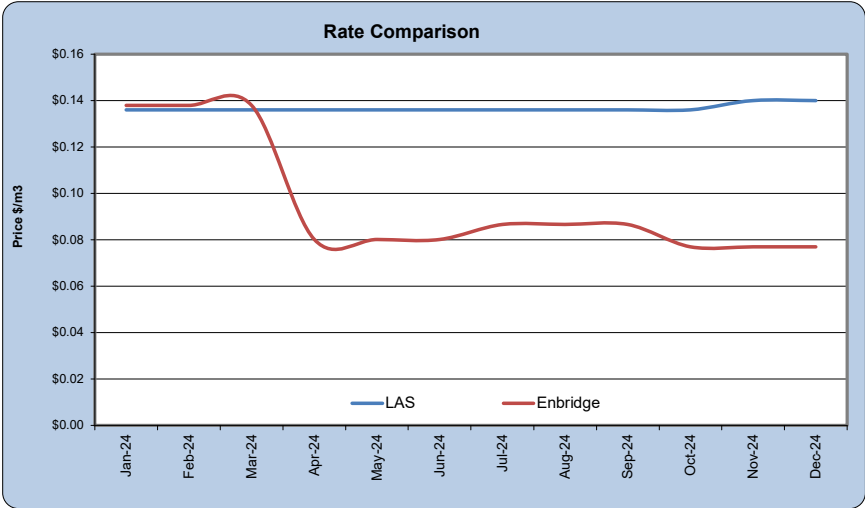
The purpose of this policy is to adopt a statement of the municipality's commodity price hedging policies and goals. Section 6(1) of O. Reg. 653/05 requires the adoption of such a statement before the municipality may enter into commodity price hedging agreements.

3. Statement of Commodity Price Hedging Policies and Goals

- (a) The Township of Puslinch will consider commodity price hedging agreements as a means of fixing, directly or indirectly, or enabling the municipality to fix, the price or range of prices to be paid by the municipality for the future delivery of some or all of the commodity or the future cost to the municipality of an equivalent quantity of the commodity, where it is advantageous for the municipality to do so.
- (b) In determining whether a particular commodity price hedging agreement is advantageous for the municipality, the following considerations will be taken into account:
 - (i) Any and all projects of the municipality are projects for which commodity price hedging agreements will be appropriate;
 - (ii) If, at the time, it is the opinion that fixed costs and estimated costs of the municipality will be reduced by virtue of the use of such an agreement;

- (iii) If, at the time, it is the opinion that the future price or cost to the municipality of the applicable commodity will be lower or more stable than it would be without the agreement;
- (iv) If, at the time, the project includes a detailed estimate of the expected result of using such an agreement;
- (v) If, at the time, it is the opinion that the financial and other risks to the municipality that would exist with the use of such an agreement will be lower than the financial and other risks to the municipality that would exist without such an agreement;
- (vi) If, at the time, it is the opinion that the agreement contains adequate risk control measures relating to such an agreement, such as,
 - (1) Limited credit exposure based on credit ratings and/or on the degree of regulatory oversight and/or on the regulatory capital of the other party to the agreement,
 - (2) a standard agreement,
 - (3) ongoing monitoring with respect to the agreement.

Township of Puslinch



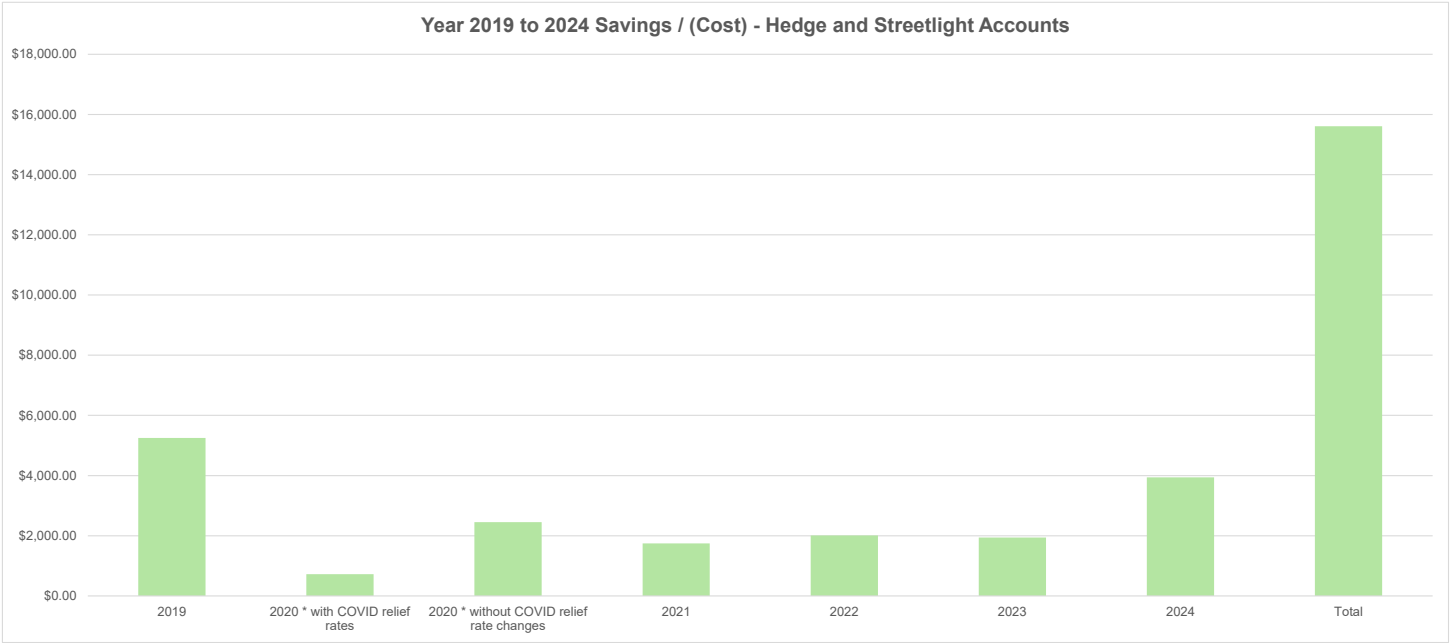
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
Volume (m3)	13,585	15,871	8,591	6,783	1,935	1,173	979	564	974	2,350	5,698	7,259	65,762
LAS Rate (\$/m3)	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1360	\$ 0.1400	\$ 0.1400	
LAS Cost	\$ 1,847.56	\$ 2,158.46	\$ 1,168.38	\$ 922.49	\$ 263.16	\$ 159.53	\$ 133.14	\$ 76.70	\$ 132.46	\$ 319.60	\$ 797.72	\$ 1,016.26	\$ 8,995.46
Enbridge Rate (\$/m3)	\$ 0.1379	\$ 0.1379	\$ 0.1379	\$ 0.0801	\$ 0.0801	\$ 0.0802	\$ 0.0865	\$ 0.0865	\$ 0.0865	\$ 0.0770	\$ 0.0770	\$ 0.0770	
Enbridge Cost	\$ 1,873.14	\$ 2,188.34	\$ 1,184.55	\$ 543.52	\$ 155.05	\$ 94.02	\$ 84.73	\$ 48.81	\$ 84.30	\$ 180.98	\$ 438.81	\$ 559.03	\$ 7,435.29
Savings/(Loss)	\$ 25.58	\$ 29.89	\$ 16.18	\$ (378.97)	\$ (108.11)	\$ (65.51)	\$ (48.41)	\$ (27.89)	\$ (48.17)	\$ (138.62)	\$ (358.91)	\$ (457.23)	\$ (1,560.17)



Puslinch

2024 Cost Summary		
Hedge	Total Volume kWh	462,929.58
	LAS Rate \$/kWh	0.041705
	LAS Cost \$	19,306.35
	Global Adjustment Rate \$/kWh	0.067192
	Global Adjustment Cost \$	31,104.98
	Total Cost LAS + GA \$/kWh	50,411.33
	TOU Rate \$/kWh	0.114342
	Total TOU Cost \$	52,932.29
	Hedge Savings/Cost \$	2,520.97
Streetlights	Total Volume STL kWh	55,406.01
	LAS Rate \$/kWh	0.031184
	LAS Cost \$	1,727.77
	Global Adjustment Rate \$/kWh	0.067192
	Global Adjustment Cost \$	3,722.82
	Total Cost LAS + GA \$/kWh	5,450.58
	TOU Tiered Rate \$/kWh	0.124000
	Total TOU Tiered Cost \$	6,870.35
	Streetlight Savings/Cost \$	1,419.76
Total		Savings/Cost \$ 3,940.73

6 Year Cost Summary								
Year	2019	2020 * with COVID relief rates	2020 * without COVID relief rate changes	2021	2022	2023	2024	Total
% Savings	13%	2%	5%	6%	6%	4%	7%	6%
\$ Savings	\$5,251.72	\$720.22	\$2,449.71	\$1,743.53	\$2,009.45	\$1,943.19	\$3,940.73	\$15,608.84





REPORT COR-2025-028

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications & Committee Coordinator

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: July 9, 2025

SUBJECT: Designation of 880 Victoria Road South

RECOMMENDATION

That Report COR-2025-028 entitled Designation of 880 Victoria Road South be received for information; and,

That Council affirm its decision to designate 880 Victoria Road South pursuant to Section 29, Part IV of the Ontario Heritage Act; and,

That Council give three readings to BL2025-065 being a Designation By-law for the property municipally known as 880 Victoria Road South.; and,

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

Purpose

The purpose of this report is to provide the designation by-law for 880 Victoria Road South for Council's consideration and adoption in accordance with Section 29 of that *Ontario Heritage Act, R.S.O. 1990, c. O.18* where no objections were received in accordance with Council's direction at its May 7, 2025 Council Meeting.

Background

On May 7, 2025, Council stated its intention to designate 880 Victoria Road South through Council Resolution No. 2025-148 as follows:

Resolution No. 2025-148:

**Moved by Councillor Sepulis and
Seconded by Councillor Hurst**

That Report ADM-2025-018 entitled 880 Victoria Road South Notice of Intention to Designate be received for information; and,

That the Council of the Township of Puslinch state an intention to designate the property municipally known as 880 Victoria Road South pursuant to Section 29 (Part IV) of the Ontario Heritage Act, 1990 (the Act); and,

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 a designation by-law for Council's consideration and enactment.

CARRIED

Options for Council regarding designation

Option 1 (Recommended)

Council may determine to affirm its decision to proceed with the designation process and adopt the designation by-law as presented. Should Council proceed with this option, the Municipal Clerk will, in accordance with Section 29(8)3., shall serve to the property owner, the Trust and any person who objected under subsection (5) a notice advising that any person who objects to the by-law may appeal to the Tribunal by giving the clerk of the municipality, within 30 days after the date of publication under paragraph 4, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal and a copy of the by-law. Further, the Municipal Clerk will publish the notice in accordance with the Township's Ontario Heritage Act Alternative Notice Policy.

Option 2

Council may determine to withdraw its notice of intention to designate the property, pursuant to subsection 29 (7) of the Ontario Heritage Act. Should Council proceed with this option, the Municipal Clerk will issue a notice of withdrawal to the property owner, Ontario Heritage Trust and publish the notice in accordance with the Township's Ontario Heritage Act Alternative Notice Policy. Staff are not recommending the withdrawal of the notice of intention to designate for the property.

Financial Implications

There are legal fees associated with the review and registration of the designation by-laws. These fees are paid by the Township and were approved by Council as part of the 2025 Budget.

Applicable Legislation and Requirements

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

Attachments

Schedule 'A' - BL2025-065 Designation By-law for the property municipally known as 880 Victoria Road South.

Respectfully submitted,

Reviewed by:

**Laura Emery,
Communications & Committee
Coordinator**

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

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 065-2025

Being a by-law to authorize the designation of real property located at 880 Victoria Road South, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

WHEREAS the Ontario Heritage Act, R.S.O. 1990, c. O.18 authorizes a municipality to designate a property within the municipality to be of cultural heritage interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out in the Ontario Heritage Act;

AND WHEREAS the Council for the Corporation of the Township of Puslinch, in consultation with the Puslinch Heritage Advisory Committee, deems 880 Victoria Road South to be of cultural heritage interest in accordance with the prescribed criteria by the Ontario Heritage Act, R.S.O. 1990, c. O.18;

AND WHEREAS the Council for the Corporation of the Township of Puslinch did give notice of its intention to designate the property mentioned in section 1 of this by-law in accordance with subsection 29(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the property located at 880 Victoria Road South and more particularly described in Schedule "A" hereto annexed and forming part of this by-law, is hereby designated as property of cultural heritage value.
2. That the Municipal Clerk is hereby authorized and directed,
 - a. to cause a copy of this by-law, together with reasons for the designation, to be served on the subject property owner and The Ontario Heritage Trust by personal service or by registered mail;
 - b. to publish a notice of this by-law once in a newspaper having general circulation in the Township of Puslinch.
3. That the Municipal Clerk is hereby authorized and directed to cause a copy of this bylaw, together with the statement of cultural heritage value or interest and description of heritage attributes set out in Schedule "B" hereto annexed and forming part of this bylaw, to be registered against the property affected in the proper land registry office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JULY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Schedule "A"
To
By-law Number 065-2025

880 Victoria Road South,
Puslinch

PIN: 71185-0059

Legal Description: PT LOT 2, WEST OF BLIND LINE, PLAN 131, PT 1, 61R2727; PT LOT 3 & 4, WEST OF BLIND LINE, PLAN 131, AS IN MS27654; TOWNSHIP OF PUSLINCH

DRAFT

Schedule "B"
To
By-law Number 065-2025

880 Victoria Road South,
Puslinch

**STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND DESCRIPTION OF
HERITAGE ATTRIBUTES**

Short Statement of Cultural Heritage Value or Interest

The property located at 880 Victoria Road South, Puslinch, holds significant cultural value due to its association with the Caulfield and Carter families, who were part of the initial wave of immigration to the Township and were deeply involved in agriculture, sawmilling, and grist milling in the Arkell area. The architectural value of the property lies in its farmhouse, as the 2-storey Georgian/Neoclassic style farmhouse was built out from the side wall of the original, single-storey stone farmhouse. The dwelling is situated on Concession 9 and is a significant part of the early settlement along the part of Victoria Road that leads from the City of Guelph into the Township. The property meets the requirements for designation prescribed by the Province Ontario as it satisfies at least two of the nine criteria for determining cultural heritage value or interest under Ontario Regulation 9/06 (as amended by O. Reg. 569/22) under the Ontario Heritage Act.

Design Value:

The property provides excellent and early representations of two comparatively different styles. The initial one-storey, stone Caulfield farmhouse was constructed with a limestone façade and fieldstone rubble side and rear walls, incorporating large granite pieces into the lower east side wall. The front window of the original farmhouse had a hung sash design with 12-over-12 glass panes. The building footprint has a T-shape with and an end gable main roof a gable roof tail. The roof of the tail still contains its original wooden framing underneath the modern shingled exterior and is reflective of very early construction. The entrance to the original farmhouse located beside the rear wall of the later farmhouse addition and still contains an original sliding wooden door on the rear wall. The two-storey Georgian/Neoclassic farmhouse was made of roughly coursed limestone with various stone sizes. The windows had hung sashes and the remains of an extremely rare original 8-over-12 window on the second floor of the rear wall. Many of the windows were subsequently changed to 1-over-1 and 2-over 2 pane arrangements under single stone lintels or flat arches with stone voussoirs. A distinctive belt course of corbelled limestone is seen at the floor plate of the upper level on the façade. The hipped roof has two chimneys made of limestone and is indicative of the Georgian/Neoclassic style. Original woodwork is extant in the Carter farmhouse including: the front door surround (transom and sidelights); main stair with bannister and newel post; wood trim (window and door casings, corner blocks and baseboards). When the northwest side of the original dwelling was incorporated into the new house, it served as a connected woodshed.

Historical/Associative Value:

The property, located on Lot 2, Concession 9, was first owned by John Caulfield, who was one of the earliest settlers in the area. He immigrated to Puslinch from Ireland and was recorded as living in the Township as early as 1831. By 1840, he had built the stone cottage. In 1844, John Caulfield had built a flour and a grist mill south of the property. In 1855, the new Georgian style property was built. When John died in 1871 the property was inherited by his son, James. In 1879, William Haines acquired the property and had divided the plot into front and rear in 1885, selling the front half to Alice and Thomas Petty which also included the homestead.

In 1897, the Pettys had sold the land to Thomas Carter Jr., the grandson of James Carter, who came to the Township in 1831 and was also one of the earliest settlers in Arkell. Thomas had lived there for many years, when in 1920, his son Earl and his wife inherited the land. In 1971, Earl retired and built a red brick house on the property but was later demolished. He had rented out the farmhouse to a tenant until 1983 when the City of Guelph purchased the property.

Contextual Value:

The property is situated in an area deeply intertwined with early settlement in the Farnham/Arkell area. The property plays a crucial role in defining the character of the surrounding area, primarily due to its architectural transformations during the 1840s-50s. These changes demonstrate the evolution of architectural styles and design preferences within a relatively short period. Additionally, the property's use of limestone and timber directly connect it to its immediate surroundings.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 880 Victoria Road South:

John Caulfield and Thomas Carter Farmhouse:

- Form, height, scale, and massing of original one-storey, T-plan farmhouse and two-storey Georgian/Neoclassic farmhouse addition
- Two limestone chimneys over hip roof
- Exterior walls of limestone and granite
- Wooden roof support beams in Caulfield dwelling
- Location and form of original doors and windows (including front door transom and sidelights)

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.

Schedule "C"
To
By-law Number 065-2025

880 Victoria Road South,
Puslinch



Denotes the Heritage Designated Structure



REPORT COR-2025-029

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications & Committee Coordinator
Sarah Huether, Interim Manager of Corporate Services/Deputy Clerk

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: July 9, 2025

SUBJECT: Recreation and Community Wellness Advisory Committee User Fees and Charges By-law Recommendations

RECOMMENDATION

That Report COR-2025-029 entitled Recreation and Community Wellness Advisory Committee User Fees and Charges By-law Recommendations be received for information; and

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; and,

That Council direct staff to report back with the feedback received as part of the proposed 2026 User Fees and Charges By-law; and,

That Council direct staff to incorporate a non-resident rental surcharge of 25% to all Township facility non-resident rentals as part of the 2026 User Fees and Charges By-law.

Purpose

The purpose of this report is to provide Council with the recommendations from the Recreation and Community Wellness Advisory Committee with respect to reduced rates for eligible user groups and non-resident user fees and to seek Council's direction to engage with impacted community groups.

Background

Council at its September 24, 2024 meeting directed the Recreation and Community Wellness Advisory Committee to conduct an analysis of comparator and boundary municipalities regarding what they provide for reduced rates for eligible user groups, as well as reviewing the

annual financial and membership details for the Township's current eligible user groups. Subsequently, the Recreation and Community Wellness Advisory Committee at its meeting on June 17, 2025 resolved as follows:

Resolution No. 2025-018:

Moved by Beth Charles and

Seconded by Joanna Jefferson

That Committee Memo MEMO-2025-001 entitled Reduced Rate Eligibility Analysis be received; and,

Whereas the reduced rate eligibility analysis was completed through researching the Township's comparator municipalities reduced rates without consultation with user groups that may be impacted by the proposed changes; and,

Therefore it be resolved,

That the Committee recommends that Council direct staff to separate Seniors' Events or Programs into Seniors' Recreation Programs and Seniors Events; and,

That the Committee recommends that Council direct staff to change the reduced rate from 90% to 50% for sports and recreation activities related to Seniors' Recreation Programs that meet the eligibility criteria; and,

That this reduction is phased in over a two-year period; and,

That the Committee recommends that Council direct staff to maintain the 90% reduced rate eligibility for Seniors Events; and,

That the Committee recommends that Council direct staff to change the reduced rate from 75% to 50% for sports and recreation activities related to organizations that meet the eligibility criteria; and,

That this reduction is phased in over a two-year period; and,

That engagement with the user groups take place prior to any reduction in reduced rates be decided.

CARRIED

Additionally, the Recreation and Community Wellness Advisory Committee was directed to conduct analysis of comparator and boundary municipalities regarding non-resident rental rates. Subsequently, the Recreation and Community Wellness Advisory Committee at its meeting on June 17, 2025 resolved as follows:

Resolution No. 2025-019:

Moved by Margaret Hauwert and
Seconded by Beth Charles

That Committee Memo MEMO-2025-002 entitled Resident and Non-Resident Analysis be received; and,

That the Committee recommends that Council implement a non-resident rental surcharge of 25% to all Township facility non-resident rentals as part of the 2026 User Fees and Charges By-law.

CARRIED

Comments**Seniors Reduced Rate Eligibility**

The Recreation and Community Wellness Advisory Committee recommends subject to community feedback that Section 33 of the User Fees and Charges By-law be amended to state:

“A 90% reduced rate shall apply to Seniors’ Community Events that meet the eligibility criteria, and a 50% reduced rate shall apply to Seniors’ Recreation Programs that meet the eligibility criteria”.

During the Recreation and Community Wellness Advisory Committee’s analysis of comparator and boundary municipalities it was found that reduced rates are not offered for any seniors’ community events and recreation programming. However, the Committee acknowledges the importance in its mandate to support and foster the Township’s senior community and recommends that a 50% reduced rate for seniors’ events and programming still be offered for those eligible groups. The reduction in the reduced rate is to be phased in over a two-year period. This would result in a 70% reduced rate in 2026 and a 50% reduced rate in 2027, pending the organizations continue to meet the reduced rate eligibility requirements.

It is recommended that Senior Community Events continue to receive a 90% reduced rate as these events serve a vital role in enhancing the quality of life for our senior community. For example, a singular event such as senior’s lunch-in hosted by a local Puslinch organization would qualify so long as the organization hosting the event met the eligibility criteria. The eligibility criteria will be further detailed with the annual user fees and charges by-law following engagement with community groups.

All Other Organizations Reduced Rate Eligibility

The Recreation and Community Wellness Advisory Committee recommends all other organizations that meet the 75% reduced rate eligibility criteria should be reduced to 50%, phased in over a two-year period. This would result in a 62.5% reduced rate in 2026 and a 50% reduced rate in 2027, pending the organizations continue to meet the reduced rate eligibility requirements. This recommendation is supported by the comparator and boundary municipality analysis that found that the Township offers the most generous reduced rate programs, while comparators provide a between a 30% to 50% discount for eligible user groups. Schedule "A" provides the analysis completed by the Reduced Rate Eligibility Analysis Sub-committee.

The recommendations made by the Recreation and Community Wellness Advisory Committee do not apply to those user groups who host large community events through their endeavours (ex. Optimist Club of Puslinch and the Aberfoyle Agricultural Society). Therefore, these groups would maintain their 75% reduced rate.

Using the 2025 User Fees and Charges By-law fees, the below chart provides a comparison of facility rental rates and the recommended reduced rental rates for Council's reference.

Facility	No Reduced Rate	50% Reduced Rate	75% Reduced Rate	90% Reduced Rate
ORC Gymnasium	\$42.00	\$21.00	\$10.50	\$4.20
Baseball Diamond (No Lights)	\$32.00	\$16.00	\$8.00	\$3.20
Soccer Field (No Lights)	\$32.12	\$16.06	\$8.05	\$3.20
Tennis Courts (No Lights)	\$22.90	\$11.45	\$5.71	\$2.27
PCC Hall (Resident rate, non-prime time)	\$67.74	\$33.87	\$16.95	\$6.77

Non-Resident Rental Rates

Through the Recreation and Community Wellness Advisory analysis, it is recommended that the 2026 User Fees and Charges By-law be updated to include a non-resident rental surcharge of 25% for all Township facilities, rented by non-Puslinch residents. This recommendation is supported by the comparator and boundary municipality analysis as most comparators include

a non-resident user fee in their User Fees and Charges By-law. Schedule “B” provides a complete analysis completed by the Resident and Non-Resident Rate Recreation and Community Wellness Advisory Committee Sub-committee.

Using the 2025 User Fees and Charges By-law fees, the below chart provides a comparison of the 2024 facility user fees and the fee for with a 25% surcharge:

Facility	User Fee	25% Surcharge Non-resident User Fee
ORC Gymnasium	\$53.48	\$66.85
Baseball Diamond (No Lights)	\$32.00	\$40.00
Soccer Field (No Lights)	\$32.12	\$40.15
Tennis Courts (No Lights)	\$22.90	\$38.63
PCC Hall (Resident rate, non-prime time)	\$67.74	\$84.64 (currently implemented)
Ice Rink (Prime)	\$241.02	\$301.28

Financial Implications

As detailed throughout the report.

Applicable Legislation and Requirements

Section 391 (1) of the Municipal Act

Engagement Opportunities

There is an opportunity for specific engagement to the affected user groups who's reduced rate may be impacted by these recommendations.

Attachments

Schedule A – MEMO-2025-001 Reduced Rate Eligibility Sub-committee Memo

Schedule B – MEMO-2025-002 Resident and Non-Resident Rate Analysis

Respectfully submitted,

Reviewed by:

Laura Emery,
Communications & Committee
Coordinator

Justine Brotherson,
Interim Director of Corporate
Services/Municipal Clerk

COMMITTEE MEMO

TO: Recreation and Community Wellness Advisory Committee

FROM: Reduced Rate Eligibility Sub-Committee Members
Stephanie McCrone & Jessica Goyda

MEETING DATE: June 17, 2025

SUBJECT: Reduced Rate Eligibility Analysis

Recommendation

That Committee Memo MEMO-2025-001 entitled Reduced Rate Eligibility Analysis be received; and,

Whereas the reduced rate eligibility analysis was completed through researching the Township's comparator municipalities reduced rates without consultation with user groups that may be impacted by the proposed changes; and,

Therefore it be resolved,

That the Committee recommends that Council direct staff to change the reduced rate from 90% to ____% for sports and recreation activities related to Seniors' Events and Programs that meet the eligibility criteria; and,

That this reduction is completed over a two-year period; and,

That the Committee recommends that Council change Section 29 of the User Fees and Charges By-law to increase the duration or frequency of one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room to a ____ - hour room rental and/or ____ complimentary two-hour room rental(s) for ____ meeting(s) during non-prime times in the Meeting Room.

Purpose

The purpose of this Committee Memo is to inform the Recreation and Community Wellness Advisory Committee on the findings of comparator and boundary municipalities reduced rental rates for prescribed community groups as well as the reduced rate eligibility criteria.

Comments

Based on the information collected from comparator and boundary municipalities, an overall summary is listed below.

Eligibility Criteria Comparison

Whereas the Township has eligibility requirements for reduced rates included within the Use Fees and Charges By-law, this is not the case in any of the other comparator municipalities. Wellington North is in the process of putting a policy in place for reduced rates, however, at the time of writing this report, there is no policy. Although, the sub-committee believes there may be adjustments required to the eligibility requirements for the Township of Puslinch. It is recommended that it is good practice to keep the eligibility requirements included in the User Fees and Charges By-law and have the eligibility criteria submitted to Township staff on an annual basis to ensure clear and transparent expectations to the public.

Some of the comparator and boundary municipalities do include language in their User Fees and Charges By-laws as it relates to providing reduced rates for minor sports groups. For instance – Centre Wellington, who does provide a discount of 30% for sports facilities requires that 80% of their membership resides in Township of Centre Wellington and 100% of the users are youth (under the age of 18).

Rate Comparisons for Sports Facilities, Halls and Boardrooms and Pre-School

Sports Facilities – Youth Minor Sports and Seniors

- Puslinch offers one of the most generous reduced rental rates among the comparator and boundary municipalities as it relates to sports facilities.

Puslinch Rate Reductions Available

- 75% discount for eligible organizations.
- 90% discount for Seniors' Events or Programs that meet criteria.

Comparator Municipalities vary significantly in how reduced rates are applied to sports facilities. The chart below provides a high-level overview which can be viewed in greater detail in the attached Schedule A.

Municipality	Ice Rental Discount (Minor Sports)	Fields/Diamonds Discount (Minor Sports)	Other Youth Sport Discounts	Seniors Discount on Sports Facility Rental
Cambridge	40%	Not specified	Not specified	None
Centre Wellington	30%	30%	30% on floor sports	None
Erin	15%	None or youth > adult	None	None

Guelph	45% subsidy	45% subsidy	Pools, gyms: 45%	None
Guelph Eramosa	None	None	35% for school field trips	None
Hamilton	43% (subsidized groups)	50% youth affiliated	Gyms: 50% subsidized	None
Mapleton	17%	\$15.50/participant /year	\$15.50/participant/year	None
Minto	18%	Annual fee/participant	Arena, Ball, Soccer: per participant	None
Milton	No info	50% youth (fields), 25% (beach vball)	None	None
Wellington North	25%	20–40% (local minor orgs)	25% for arena floor sports	None

Based on the information gathered from comparator and boundary municipalities, here are some key points.

- Puslinch's 75–90% discounts for eligible groups including youth sports and seniors are exceptional relative to comparator municipalities.
- Most other comparator municipalities provide 30–50% discounts for youth/minor sports.
- Seniors' discounts are rare or unspecified in most comparator municipalities.
- Some comparator municipalities use a flat annual fee (e.g., Mapleton, Minto), while Puslinch uses a percentage-based discount.

Currently, seniors receive a 90% discount on facility rentals, while local youth sports organizations receive a 75% reduction. These rates are significantly more generous than those offered by comparator and boundary municipalities. In the interest of equity, any adjustments to these discounts should ensure consistent treatment across all eligible groups.

Offering reduced rental rates to external program providers remains an effective tool to ensure residents continue to benefit from accessible and diverse recreational opportunities. However, the existing discount structure is more generous than that of comparator municipalities. Moderately adjusting the discount rates would help ensure that the Township can continue to support community programming while managing fiscal responsibilities. It is important that any changes be implemented in a manner that maintains incentives for private and non-profit organizations to offer services locally. Changes and modification to discount rates need to consider the right balance between keeping things affordable for program providers and making sure the Township can cover its costs in a sustainable way.

Notably, Puslinch is the only municipality among its comparators where senior groups are currently eligible for a reduced rate for sports facility rentals. The Township may wish to review and potentially revise the eligibility criteria for senior discounts to better reflect regional practices.

Through the sub-committee's findings and analysis, it is recommended that a gradual reduction of facility rental discounts be implemented for sports facilities for both youth and seniors, in order to be more in line with comparator and boundary municipalities. Aligning Puslinch's discount rates with those of comparator municipalities would help maintain accessibility while improving cost recovery. A revised, uniform discount structure would promote fairness among all eligible groups.

To minimize the impact on affected groups and provide time for financial planning, it is further recommended that the Township implement a phased approach over two years. This will help maintain affordability in the short term while gradually aligning Puslinch with the practices of member municipalities and supporting the long-term sustainability of recreational services.

Community Groups – Halls and Boardrooms

The Township of Puslinch provides for one complimentary 2-hour meeting per year for eligible groups. Eligible groups are those that provide services benefiting the Township and its residents.

Compared to our comparator municipalities, in some cases, Puslinch's policy is more limited in terms of the frequency and duration of complimentary facility use. For example:

- In Centre Wellington, a community group located within the Township and already a regular facility renter can use the meeting room(s) at no charge.
- A Centre Wellington community group located within the Township, even if not a regular facility renter, can access a meeting room for 2 hours per month at no charge (e.g., Food Bank, Lions Club).
- In Wellington North, local user groups identified as providing benefit to the community at large receive one meeting per month at no cost.

The sub-committee recommends that staff consider increasing the duration or frequency of complimentary or discounted meeting space use during non-prime times for eligible groups. This would better align with comparable municipalities and further support organizations that contribute to community well-being.

Additionally, the following community events are exempt from the rental fees in the User Fees and Charges By-law:

- Fall Fair
- Santa Claus Parade
- Canada Day and Family Day
- Remembrance Day

- The Winter Classic Tournament held during the Family Day Long Weekend including events held on the statutory holiday are exempt from the payment of rental fees with the exception of part-time staffing costs

Although data from comparator municipalities is limited, the Township appears to offer a more generous exemption for community special events. This approach supports the community's most valued traditions while remaining fiscally responsible and equitable. The exemptions currently in place for the special events listed above are key parts of Puslinch's community calendar. They help bring people together, build local pride, and get all ages involved. By continuing to support them, the Township shows it values these traditions and wants to keep the community engaged. Therefore, it is recommended that the current policy for special events exemptions be maintained.

Pre-School

The Township currently provides a significant facility rental reduction to Whistlestop Co-operative Pre-School, a provider of early childhood education and care in the community. Although research indicates that comparator municipalities generally do not offer similar rental discounts to preschools, these municipalities benefit from a broader range of both public and private early learning options, which reduces the necessity for direct municipal support. In contrast, Puslinch lacks comparable alternatives, placing greater importance on the continued operation of Whistlestop. It is recommended that any future changes to the rental reduction should consider the lack of alternatives in the Township and the potential impact on families.

Summary

In summary, the analysis conducted by the Reduced Rate Eligibility sub-committee provides important insights into the Township of Puslinch's facility rental discounts and eligibility criteria.

The Township of Puslinch currently offers some of the most generous rental discounts in the region, including a 75% reduction for eligible youth sports organizations and a 90% reduction for senior groups. These rates exceed those of comparator municipalities, where youth sport discounts generally range between 30–50%, and senior discounts are largely absent. Puslinch is also unique in embedding its eligibility criteria within its User Fees and Charges By-law, which enhances transparency and accountability.

Although this level of support enhances access to recreational opportunities—particularly for youth and seniors—it also presents challenges in terms of long-term financial sustainability. As such, the report recommends a gradual two-year phase-in of revised, more moderate discount rates. This would bring Puslinch closer in line with regional practices while maintaining accessibility and minimizing disruption to community programming.

In terms of meeting spaces, Puslinch currently offers one complimentary 2-hour meeting per year for eligible community groups, which is more limited compared to other municipalities.

Increasing the frequency or duration of complimentary use, particularly during non-prime hours, would better support local organizations and align with neighbouring policies.

The Township also exempts several key community events—such as Canada Day, the Santa Claus Parade, and the Winter Classic—from rental fees. These exemptions reflect strong community values and traditions, and it is recommended these exemptions remain in place.

Lastly, the Township's support for the Whistlestop Co-operative Pre-School stands out as unique among its comparators, which generally do not provide rental discounts to preschool programs. Given the limited availability of early childhood education providers in Puslinch, any future adjustments to this support should carefully consider the potential impact on local families.

Overall, the recommendations aim to strike a balance between community support and fiscal responsibility, ensuring sustainable, fair, and accessible use of Township facilities.

Financial Implications

Potential Increases and Decreases in Facility Rental Income based on the information provided throughout this report.

Attachments

Schedule A – Comparator and Boundary Municipality Reduced User Fees and Eligibility Review

Schedule A
Comparator and Boundary Municipality Reduced User Fees and
Eligibility Review

Sports Facilities

City of Cambridge

- Ice Rental – 40% off for Minor Sports. (local only or all organizations/clubs)

Township of Centre Wellington

- Minor Sport Group-defined as 80% of their membership resides in Township of Centre Wellington and 100% of the users are youth (under the age of 18)
- Ice Rental - 30% Discount off hourly rental rate for Minor Sports Organizations
- (Gymnasium)Floor Sports - 30% Discount off hourly rental rate for Minor Sports Organizations
- Fields and Baseball Diamonds 30% Discount off hourly rental for Minor Sports

Town of Erin

- Ice Rental – 15% discount off hourly rental rates for minor sports (Local?)
- Baseball Diamonds – Youth League games are more per hour than Adult League games
- Soccer Fields – no discount

City of Guelph

City of Guelph has a 45% subsidy for all youth organizations/sports group. This applies to Ice, , Gymnasiums, Sport Fields & Baseball Diamonds. Subsidy does not apply to non prime time rates.

Township of Guelph/Eramosa

- Royal Distributing Athletic Performance Centre – 35% Discount for indoor field rental for publicly funded school field trips
- No Discount for Seniors or Youth Organizations

City of Hamilton –

- Ice Rental – 43% discount for subsidized groups (information on what qualifies as subsidized group not available)
- Sports Fields and Baseball Diamonds – 50% discount for youth affiliated rental

- Gymnasiums - 50% discount for subsidized groups (information on what qualifies as subsidized group not available)

Township of Mapleton

- Ice Rental - 17% Discount off hourly rental rate for Minor Sports Organizations
- Baseball Diamonds – Annual Fee of \$15.50 per registrant in Mapleton Minor Baseball – based on honours system for organization to report accurate registration numbers. Otherwise, diamonds are rented for \$42.50/game
- Soccer Field - Annual Fee of \$15.50 per registrant in Mapleton Minor Soccer – based on honours system for organization to report accurate registration numbers. Otherwise, fields are rented for \$25.50/game

Town of Minto

- Ice Rental - 18% Discount off hourly rental rate for Minor Sports Organizations
- Arena Floor Sports (Non-ice use for Lacrosse, Floor Hockey) , Sports Fields and Baseball Diamonds - Minor Sports group pay an annual fee per participant based on an honours system.
Arena Floor Sports (Lacrosse/Floor Hockey) - \$44.25/participant/season
Minor Baseball - \$39.82/participant/season
Minor Soccer - \$39.82/participant/season

City of Milton

- Ice Rental – No Information Available (local?)
- Baseball Diamonds, Sports Fields, Cricket Pitch - Youth affiliated rate of 50% discount
- Beach Volleyball - Youth affiliated rate of 25% discount

Township of Wellington North

- Ice Rental - 25% Discount off hourly rental rate for Minor Sports Organizations (local?)
- Arena Floor Sports (Non-ice use for Lacrosse, Floor Hockey) - 25% Discount off hourly rental rate for Minor Sports Organizations
- Baseball Diamonds – 20% Discount for Local Minor Sports Organizations (no lights) for games and 40% Discount for Local Minor Sports Practice
- Soccer Fields – Minor Soccer pays a seasonal flat rate of \$7250.00

Community Groups and Halls and Boardrooms

City of Cambridge

No Information Available

Township of Centre Wellington

- Community Group (user-group): located within the Township of Centre Wellington and is a regular facility rental can use the meeting room(s) at no charge
- Community Group (non-user group): located within the TWP, not a facility renter, can use a meeting room for 2 hours per month at NO Charge. (ie. Food Bank, Lions Club, etc.)
- Canadian Blood Services-receives an approx. 75% discount on community hall day reservations
- Special Events-an event that requires outdoor grounds as well as indoor hall and/or floor space for two or more consecutive days receive a 15% discount

Town of Erin

- Meeting Rooms for Not for Profit receive a 20% discount

City of Guelph

- 40% discount for registered non profit groups.
- 15% surcharge for commercial and non-residents

Township of Guelph/Eramosa

- *10% Discount for Instructional Recreational/Cultural Community Programming Rental – registration must be open to the general public*

City of Hamilton

- Hall rentals/community Rooms – 50% discount for subsidized groups ((information on what qualifies as subsidized group not available)

Mapleton Township

- Service organizations listed below can rent halls or boardrooms at no cost. To be eligible for this list, each organization must delegate to council to make the request and also have staff support. *Eligible groups must be either a local based minor sports group OR a group that an demonstrate that they give back to the community.*
-100 Women Who Care - Drayton & District Figure Skating Club - Drayton Kinsmen Club- Drayton Kinettes -Drayton Minor Hockey-Drayton Minor Soccer -Drayton Moorefield Minor Ball -Drayton Rotary Club -Mapleton Agricultural Society -Mapleton Buds and Blooms -Mapleton Chamber of Commerce -Mapleton Historical Society -Moorefield & District Horticultural Society -Moorefield Optimist Club -Palmerston and District Hospital Foundation -Reach Forth Hockey Club -Seniors' Centre for Excellence -Community Craft

Show Committee (c/o Mary Miller) -Royal Canadian Legion Branch 416 -Drayton Peel
Firefighters Association -Masonic Lodge

City of Milton

- No information available for local community groups

Town of Minto

- For frequent user groups/community groups – there are individualized by-law agreements that set out the terms and fees for each group. These include church groups, community groups and agricultural society.

Township of Wellington North

- Local User Groups (identified as those who provide benefit to the community at large) receive 1 meeting per month at no cost
- Community Signature Special Events such as Optimist Day, Mount Forest Fireworks Festival and Canada Day – Entire Community Grounds is rented for \$500 for the duration of event
- Lions Club Bingo – Rents Large Hall every week – Rate is \$200, normally \$393 (49% discount)
- Blood Donor Clinic – Large Hall – Rate is \$200, normally \$393 (49% discount)

Seniors

City of Cambridge

Township of Centre Wellington

Does not offer any specific Seniors Discounts for Facility Rentals

Town of Erin

Does not offer any specific Seniors Discount for Facility Rentals

City of Guelph

Guelph has the Evergreen Centre which runs programs for seniors

Township of Guelph/Eramosa

Does not offer any specific Seniors Discounts for Facility Rentals

There is the Rockmosa Older Adult Centre which is run out of the same building as the Rockwood Library. It has a membership and runs programs, workshops and socials. Must be 55+

City of Hamilton

- Pool – Seniors receive 33% discount on pool admission
Drop in Skating – Seniors receive 33% discount on admission
No Other Seniors Discounts are available for facility rentals

Township of Mapleton

- Mapleton does not offer any specific Seniors Discounts for Facility Rentals, however, there is a centre for Seniors within Mapleton that is identified as the Seniors' Centre for Excellence (SCE). It is fully Grant funded

City of Milton

- No Information Available for Seniors Discount for Facility Rental

Town of Minto

- For frequent user groups/community groups – there are individualized by-law agreements that set out the terms and fees for each group. These include church groups, community groups and agricultural society.

Township of Wellington North

- Seniors programming of shuffleboard and card playing runs every Wednesday during the day. The hall is rented for this group at \$21/hour – normally rented for \$38/hour at non prime times (44% discount)

COMMITTEE MEMO

TO: Recreation and Community Wellness Committee

FROM: Residents/Non-Residents Sub-Committee: Tracey McQueen, Beth Charles, Joanna Jefferson

MEETING DATE: June 17, 2025

SUBJECT: Resident and Non-Resident Analysis

RECOMMENDATIONS

That Committee Memo MEMO-2025-002 entitled Resident and Non-Resident Analysis be received; and,

That the Committee recommends that Council implement a non-resident rental surcharge of 25% to all Township facility non-resident rentals as part of the 2026 User Fees and Charges By-law.

Purpose

In accordance with Council's direction, the Resident and Non-Resident Subcommittee was asked to investigate best practices regarding the application of resident versus non-resident rental rates, reviewing the Township's comparator and boundary municipalities rates. This includes but was not limited to researching if a resident versus non-resident rate is established across all facilities or just particular types of facilities, and the price difference between resident and non resident rates.

Background

It has been observed that Puslinch residents place a higher value on their local community facilities compared to non-residents. In 2022, a resident and non-resident rate was created for rentals at the Puslinch Community Centre for the Archie MacRobbie Hall.

The sub-committee was tasked with reviewing and comparing the resident and non resident rates for facility rentals that are in place across the Township's comparator and boundary municipalities – Cambridge, Centre Wellington, Erin, Guelph, Guelph Eramosa, Hamilton, Mapleton, Milton, Minto and Wellington North.

Comments

Many municipalities outside of Puslinch apply non-resident fees either universally across all facilities or selectively based on demand. While the application of such fees varies and is not always consistent, it typically reflects each municipality's individual philosophy and the level of demand for specific facilities.

Implementing a non-resident surcharge aligns with common practices observed in other municipalities and presents an opportunity for additional revenue generation. Currently the Puslinch Community Centre already has this surcharge in place. Therefore, the sub-committee recommends that for private groups composed of non-residents, a non-resident surcharge of 25% should be applied to all facility rental contracts.

Financial Implications

There are no significant financial implications anticipated, aside from minimal staff time. This includes but is not limited to the initial implementation of new formulas into the system and efforts related to awareness and communication of the changes amongst the staff and community.

Attachments

None

Non-Resident User Fees

Non-resident user fees are designed to ensure that individuals from outside the community contribute fairly to the upkeep and operational costs of the facilities and programs they use. Evaluating these fees is essential for maintaining financial sustainability, ensuring equitable access for residents, and aligning with best practices in municipal cost recovery.

	Programs	Facilities								
	User Fees & Memberships	Gymnasia	Ice	Dry Floor	Outdoor Fields (Soccer/Baseball)	Outdoor Courts (Tennis/Pickleball)	Parks and Amenities	Community Hall	Meeting Room	Other
Centre Wellington										In progress
Cambridge	20% surcharge for aquatic leadership		Private/Adult +20%				90%-100% surcharge for out of city events	Per affiliation policy	Per affiliation policy	Reduced rates available through affiliation policy
Erin			19% surcharge prime ice only. Capital surcharge applies to all bookings (res/non-res)							80% residency requirement for community group discounts (youth/adult)
Guelph	15% surcharge on all programs		15% surcharge for commercial/non-resident							80% residency requirement for community group discounts (youth/adult)
Guelph Eramosa	Walking track charge for non-res (free for residents)									Non-resident groups can rent at higher rate only if offering programs for whole community

Hamilton	\$15.35 surcharge on clip cards & memberships. Non-resident registered rates vary by type & age.	30% - 50% surcharge for non-resident (based on size)		Premium daily rate for non-residents or commercial				30% surcharge		95% residency requirements for minor sport/community group (50% subsidy)
Mapleton										None
Milton	10% surcharge (excludes drop in). Approx 20% surcharge on memberships.				10% surcharge per hour	Reduced rates not available				Non-resident registration 2 days residents, 75% Residency requirements for league/annual bookings.
Minto			Minor non-residents pay adult rate (approx 20% more)							
Wellington North			35% surcharge per hour (prime & nonprime)	15% on adult rentals						

Observations Programs

Only 3 municipalities in this review charge additional fees on programs. Milton and Guelph has a percentage that applied to most programs, with some exclusions for drop in programs. Milton offers a “Play and Sport” Membership, which is available to residents and non-residents. There is a surcharge of approximately 20% on the cost of this membership. Milton also allows residents to register for programs 2 full days prior to non-residents.

Hamilton applies a flat rate surcharge for multi-pass cards, memberships and drop in programs. For registered programs, non-resident rates vary by type of program and age of participants. Some non-resident program fees are as much as 50% more than resident fees.

Guelph Eramosa uses another approach for use of the walking track, which is free for residents. Non-residents pay a nominal fee per use.

While not applicable in Puslinch it is interesting to note that aquatic leadership courses were heavily discounted for residents in all municipalities. This is done to help fill shortages in aquatic staff.

Observations Facilities

Non-resident surcharges are also commonly applied to both indoor and outdoor facilities. Where a standard percentage surcharge is applied, the range was an additional 10% - 20% above the adult rate. The non-resident rate is often the same as the commercial rate, especially for dry floor arena bookings. Hamilton, for example, has only a flat day rate for commercial and non-resident use of the dry floor (at a higher rate), while residents and minor sport groups can book by the hour. Hamilton also had the highest surcharge on ice time and use of community halls (30% - 50%). This likely reflects the high demand for these types of facilities.

All municipalities offer some kind of free access to meeting rooms/halls for affiliated sport and community groups (e.g., for monthly meetings or AGMs).

Affiliation and Allocation Policies

These types of policies, whether formal or informal, outline the requirements for community and sport groups to qualify for discounted rental rates. In allocation policies, non-resident group are always considered once municipal, affiliated organization (residents) and school board requests have been fulfilled.

Residency requirements are found in the affiliation policies for 4 of the municipalities reviewed. Residency requirements range from 80% - 95%. The subsidy available to these groups is significant and as noted, these groups have priority for booking. In some other municipalities, the residency requirements may be lower for certain sports where participants are drawn from a wider geographic range or for youth sport.

Records Retention By-law Repeal and Replace

June 18, 2025, Council Meeting



Agenda

- Overview of existing Records Retention By-law
- Enabling Legislation
- Overview of proposed changes to Records Retention By-law and associated Retention Schedule.
- Benefits of proposed changes
- Next Steps



Current Records Retention By-law 2013-069

- By-law was enacted in 2013 and it repealed and replaced the original By-law, enacted in 1966
- Uses the Ontario Municipal Records Management System (TOMRMS) as a legislative guide however the By-law retention schedule is not consistently updated.
- Requires that all paper and digital records be retained, creating duplicate copies of records
- Administered by the Clerk who delegates authority to the Deputy Clerk to establish procedures related to record creation, retention and destruction
- Amendments to the By-law and/or Retention Scheduled would require Council approval

Enabling Legislation

- **Section 254(1)** of the *Municipal Act 2001*, provides that a municipality shall retain and preserve its records in a secure and accessible manner;
- **Subsection 255(3)** of the *Municipal Act 2001*, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;
- **Subsection 255(2)** of the *Municipal Act 2001*, as amended, provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired;

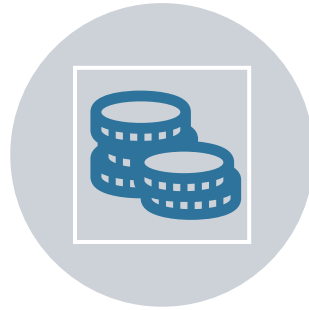
Proposed Changes to Records Retention By-law

- Update the list of definitions to accurately define key terms throughout the by-law and retention schedule to improve clarity and remove ambiguity
- Permit digital “copies” to be made of physical records and require that only one type of record (physical or digital) be retained as per the required retention period.
- Permit physical “copies” to be destroyed once digital “copies” are created
- Transitory records do not require a destruction notice.
- The Retention Schedule can be updated as required to align with current TOMRMS retention schedule guide and Township business needs

Benefits of Proposed Changes



IMPROVED
EFFICIENCY



COST-
EFFECTIVENESS



COMPLIANCE



ENHANCED
CUSTOMER SERVICE

Next Steps

- Council approve the by-law as presented
- Staff training of the new by-law and retention schedule
- All Departments to transition to TOMRMS for consistent filing scheme
- Destruction of physical records that have been digitized in accordance with the retention schedule

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-066

Being a by-law to establish retention periods for records of the Township of Puslinch and to repeal By-law 2013-069

WHEREAS section 254(1) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, ("*Municipal Act*") provides that a municipality shall retain and preserve its records in a secure and accessible manner;

AND WHEREAS subsection 255(3) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS subsection 255(2) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired;

AND WHEREAS the Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's Records Retention By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

1. TITLE

1.1. This By-law may be referred to as the "Records Retention By-law".

2. DEFINITIONS

2.1. For the purpose of this by-law:

2.1.1. "Copy" means an exact copy of a record however recorded, whether in hardcopy form, by electronic means or otherwise.

2.1.2. "Committee Member" means all Township Committees where members are appointed by Council and all individuals appointed to approved external committees.

2.1.3. "Council Member" means any individual elected member of the Council or the Township of Puslinch.

2.1.4. "Current Year" means the current calendar year at the time of viewing the record.

2.1.5. "Deputy Clerk" means the Township's Deputy Clerk or their designate;

2.1.6. "Destruction" means the final phase of a records life cycle;

2.1.7. "Destruction Notice" means a formal detailed notification of the scheduled destruction of records;

2.1.8. "Event (E)" as defined under "Schedule A" of the Schedule Citation Table.

2.1.9. "Life Cycle" means the life span or time period from the creation or receipt of a record through its useful life to its final disposition. The five stages in the life cycle of a record include; the creation,

distribution, use, storage/management, retention, and disposition/destruction.

2.1.10. "Permanent Record (P)" means a record that must be kept permanently, whether electronic or physical, and shall not be destroyed.

2.1.11. "Record" means any record of information however recorded, whether in printed form, on file, by electronic means or otherwise, and includes,

- a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a file, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics and any copy thereof, and
- b) Subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software of any other information storage equipment and technical expertise normally used by the institution.

2.1.12. "Responsible Department" is a column heading in the retention table and identifies the department with the primary responsibility for retaining the records;

2.1.13. "Retention" means the length of time a record is to be retained before its final disposition;

2.1.14. "Signing Authority" means the Department Head of the responsible department, or his or her designate;

2.1.15. "Staff" Means anyone that the Township employs as a part of the Township's departments and operations including all seasonal, part-time, full-time and contract employees

2.1.16. "Superseded (S)" means a record only needs to be retained until it is replaced with more current information.

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

2.1.18. "Transitory Record" means records of temporary usefulness in any format that have no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record and includes;

- a) Retained solely for convenience or reference.
- b) Required solely for the completion of a routine action, or the preparation of another record;
- c) of insignificant or no value in documenting Township business transactions
- d) not an integral part of a Township record;
- e) not filed regularly with records or filing systems;
- f) not required to meet statutory obligations or to sustain administrative or operation functions;
- g) about social events that are not special Township event;
- h) not related to Township business; or
- i) a voice mail message

2.1.19. "Vital Record (V)" means a record of any form or format, containing information that is essential to continue the immediate operation of

the Township, and that is necessary to recreate its legal and financial position, and to preserve its claims and rights and those of its stakeholders.

2.1.20. “*” means maximum copy retention

2.1.21. “**” means the record is subject to archival selection. Certain records have been designated as having potential historical and research value to the municipality. These records may be reviewed prior to their destruction.

3. ADMINISTRATION AND DELEGATED AUTHORITY

3.1. Administration

3.1.1. The Deputy Clerk, or designated, shall be responsible for the administration of this by-law.

3.2. Delegated Authority

3.2.1. Council hereby delegates authority to the Deputy Clerk to:

- a) Establish procedures to provide guidelines to ensure that records are created, classified, organized, managed, retrieved, maintained, and destroyed efficiently throughout their Life Cycle in accordance with the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, and the principles of The Ontario Municipal Records Management System (TOMRMS) for the management of Records within the Township.
- b) Amend Schedule A as required to ensure that Retention periods meet legislative requirements, as well as business needs.

4. GENERAL PROVISIONS

4.1. Record Retention Requirements

4.1.1. Council Members, Committee Members, and Staff are required to:

- a) comply with the Retention periods as specified in Schedule A attached hereto;
- b) ensure the Destruction process is followed, including, completing the Destruction form and receiving the appropriate approvals prior to Destruction;
- c) ensure that business Records in their custody or control are protected from inadvertent Destruction or damage; and
- d) ensure that Transitory records and reference materials in their custody or control are destroyed when they are no longer needed

4.2. Record Destruction

4.2.1. Records are required to be destroyed in accordance with the following:

- a) ensure that Destruction forms are completed, approved and preserved permanently.
- b) no Record shall be destroyed unless authorized by the Signing Authority and first classified according to this By-law;
- c) the Retention period for the Record has expired;
- d) all Records, including Transitory and Copies shall be destroyed in a manner that preserves the confidentiality of any information contained in such Records;
- e) any Record pertaining to pending or actual litigation or investigation or a request under privacy legislation shall not be destroyed until such Record is no longer required for such purposes; and
- f) all Records that are categorized as Permanent (P) or are a Vital Record shall be kept permanently, whether electronic or physical, and shall not be destroyed.

4.3. Exemptions

- 4.3.1. Records created or accumulated by elected officials in a political capacity and outside of Council business are not corporate Records and are not subject to the Retention periods attached hereto in Schedule A.
- 4.3.2. A Records Destruction notice form is not required for the Destruction of the following Records:
- a) the Record is a Transitory Record;
 - b) the Record is a Copy of a Record.

5. RETENTION SCHEDULE

5.1. The Retention schedule attached as Schedule 'A' forms part of this By-law

6. EFFECTIVE DATES AND REPEAL OF PREDECESSOR BY-LAW

6.1. This By-law Repeals By-laws 2013-069

6.2. (b) This By-law shall come into force and effect upon its passage, at which time By-law 2013-069 and all amendments thereto shall hereby be repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JULY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Schedule "A" Records Retention Schedule

Primary Heading: Administration Includes records regarding routine administration and office services functions
--

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A00	Administration - General Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
A01	Associations and Organizations Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as Ratepayers Association, AMCTO, AMO, MISA, etc.	All Departments	1		Excludes: Membership Fees - see F01
A02	Staff Committees and Meetings Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.	All Departments	4**		Excludes: - Council Minutes and Agenda - see C03-C04 - Council Committees - see C05-C06
A03	Computer Systems and Architecture Information Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions. May also include requests for significant modification, fixes and upgrades.	Corporate Services	S + 6	V	Excludes : - Reports - file by subject. - Acquisitions - see F18
A04	Conferences and Seminars Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc.	All Departments	1**		Only those sponsored by the Township are subject to archival review Excludes: - Speeches and Presentations - see M08 - Employee/Council Expenses - see F01 - Ceremonies and Events - see M02 - Invoices - see F01 - Rental Agreements - see L14

Legend:

E = Event **P** = Permanent **S** = Superseded

* maximum copy retention

** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A05	Consultants Includes correspondence, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.	All Departments	2**		Excludes : - Reports - file by subject. - Quotations and Tenders - see F18 - Invoices - see F01
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.	All Departments	6		Excludes : - Assets - see F06
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.	Finance	E+1		E = disposal of item Excludes: - Computer Hardware/Software - see A03 - Service Agreements - see L14 - Assets - see F06
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and word-processing services.	Finance	1		
A09	Policies and Procedures Includes policy and procedure manuals, guidelines and directives.	All Departments	S + 15		Retention period updated from P to 15 years (effective July 9, 2025)”
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.	All Departments	S	V	Excludes : - Retention By-Law - see C01 - Policies and Procedures – see A09 - Records Disposition - see A11
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	All Departments	P		

Legend:

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, fire communications systems, and 911 emergency systems.	Fire Public Works Corporate Services	S	V	Excludes: - Licenses - see P09 - Assets - see F06 - Long Distance Call Records - see F01 - Agreements - see L04 or L14
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	All Departments	1		Excludes: - Employee and Council Expenses - see F01
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as fire-fighters' clothing and safety clothing.	All Departments	S**		
A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	All Departments	2		Excludes: - Purchase Orders and Requisitions - see F01 - Office Equipment - see A07 - Fleet Management - see V01
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.	All Departments	5**		Excludes: - Legislation - see L10/L11 Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.
A17	Information Access and Privacy Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act, and records regarding the handling of requests under the Act.	Corporate Services	2		E= completion of the FOI Request Excludes: - Copies of the Act - see L11 - Complaints and Inquiries - see M04

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A18	Security Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	All Departments	5		Excludes: - Vandalism Reports - see P05 - Computer Security - see A03
A19	Facilities Construction and Renovations Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.	All Departments	E+2**	V	E = project finished Specifications, architectural and engineering drawings are kept permanently.
A20	Building and Property Maintenance Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, garages and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.	Facilities	5		Excludes : - Parks Construction & Management - see R04 - Recreational Facilities - see R05
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of outdoor and indoor recreational and administrative facilities for specific activities.	Facilities	2		
A22	Accessibility Of Services Includes records relating to the accessibility of Municipal buildings, services and information to persons with a disability.	All Departments	P		Excludes: - Policy & Procedures – see A09 - Construction records, inspections – see A19
A23	Information Systems Production Activity and Control Includes records relating to computer system operations. Includes activity logs and reports, file access control reports and system changes	Corporate Services	E + 2		E = date closed
A24	Access Control and Passwords Records related to the management of and access to programs. Includes individual access, password management, etc.	Corporate Services	S		

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Schedule "A"
Records Retention
Schedule

Primary Heading: Council and By-laws

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C00	Council and By-Laws - General Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
C01	By-Laws Includes signed and final versions of the municipality's by-laws, along with amendments and attachments that are legally part of the by-laws.	Corporate Services	P		Excludes: - Background information –working documents are kept for 4 years after the approval of the by-law and filed by subject
C02	By-Laws - Other Municipalities Includes final versions of by-laws of other municipalities which are of interest.	All Departments	S		
C03	Council Agenda Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Corporate Services	S+5		Excludes: - Council Committees - see C05
C04	Council Minutes Includes minutes of the proceedings of Council meetings.	Corporate Services	P Working notes = 6		Excludes: - Council Committees - see C06 - Reports to Council - see C11
C05	Council Committee Agenda Includes notices of meetings and agenda for the committees of Council .	Corporate Services	S+2		
C06	Council Committee Minutes Includes minutes of the committees of Council and copies of Council Local Boards.	Corporate Services	P		

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C07	Elections - Management Includes records related to the processes involved in the management of Township elections, by-elections. May include management of election projects such as voting system, voting locations, election personnel, training manuals, communications, media management, applications to amend voters list, and all other administrative activities.	Corporate Services	E+4 Ballot = 120 days after voting or resolution of recount	V (only during election year)	E = Date of Election
C07	Elections - Personnel Includes records related to election personnel appointed to assist in the election. Including election worker applications, letters of appointment, oaths, etc.	Corporate Services	E + 120 days	V (only during election year)	E = Date of Election
C07	Election - Candidates Includes records relating to candidates running for the office of Mayor, Area and County Councillors, and Board Members. Also includes completed nomination forms, nomination withdrawal, signed oaths, financial statements, affidavits, and all supporting correspondence	Corporate Services	E+4	V (only during election year)	E = Date of Election
C07	Election - Returns Includes records related to the Township's official voting place documentation and materials. Also includes ballot box documents, advance poll sheets, used spoiled and cancelled ballots, voters' lists.	Corporate Services	E+ 120 days	V (only during election year)	E = Date of Election In accordance with the <i>Elections Act</i> , retention is set at 120 days after official declarations of results unless there is a court order or recount. The retention will then be re-determined if this occurs.
C07	Election - Recount Includes records related to the request for and conduct of Township election recount. Also includes recount request, associated amendments, affidavits and certifications, recount notices and other supporting recount documents.	Corporate Services	E+4	V (only during election year)	E = Date of Election Supporting documentation does not need to be retained.
C07	Election - Results Includes records related to the Township's official election results including election date, Township Clerk's official declaration of election, poll by poll results, and all other supporting documentation.	Corporate Services	P	V (only during election year)	Supporting documentation does not need to be retained.

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives, and mission statements.	All Departments	10 yrs**		Retention period changed in 2025. Prior to 2025 retention period was S**. Retention period updated from S** to 10 years (effective July 9, 2025).
C09	Intentionally Left Blank				
C10	Motions and Resolutions - Other Municipalities Includes final versions of motions and resolutions of other municipalities which are of interest.	Corporate Services	1		
C11	Reports to Council Includes all original reports to Council.	All Departments	P**		
C12	Appointments to Boards and Committees Includes records regarding appointments of citizen and members of Council.	Corporate Services	P**		

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Schedule "A"
Records Retention
Schedule

Primary Heading: Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.
Subjects are grouped according to long range vs. developmental planning

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D00	Development and Planning - General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Corporate Services	1		
D01	Demographic Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	Corporate Services	10**		Excludes: - Vital Statistics - see L12
D02	Economic Development Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.	Corporate Services	10**		Excludes : - Demographic Studies - see D01 - Residential Development - see D04 - Tourism Development - see D06 - Industrial/Commercial Development - see D21
D03	Environment Planning Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning.	Corporate Services	15 yrs**	V	E = completion of project Excludes : - Air Quality Monitoring - see E05 - Waste Management - see E07 Retention period changed from E+2 to 15 years (effective July 9, 2025)
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Corporate Services	10**		

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D05	Natural Resources Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Corporate Services	5 years		Retention Period changed DATE, 2025 from 2**.
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Corporate Services	10**		
D07	Condominium Plans Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Corporate Services	P		Applications can be destroyed 2 years after final decision.
D08	Official Plans Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Corporate Services	P**		Excludes : - Official Plan Amendment Applications - see D09 - Background Reports – see D24
D09	Official Plan Amendment Applications Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Corporate Services	E+5		E = final decision Excludes: - OMB Hearings & Decisions – see L01 - Hearing – see L01 - Decision – see C01 (with Bylaw)
D10	Severances Includes records regarding the granting of severances to parcels of land including application for severance.	Corporate Services	P land titles reg. + 6 years		E = final decision Certificates and Decisions are kept permanently

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D11	Site Plan Control Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	Corporate Services	P Application 2yrs after final decision		Applications can be destroyed 2 years after final execution and registration on title. Excludes: - Systems for Servicing Land - see relevant subject - Site Plan Agreements - see L04
D12	Subdivision Plans Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans.	Corporate Services	P Application 2yrs after final decision		Applications can be destroyed 2 years after final decision Excludes: Subdivision Agreements - see L04
D13	Variances Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations.	Corporate Services	P Application 2 yrs after final decision		Excludes: - Budget Variances - see F05
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Corporate Services	E+2		E = Final Decision Excludes: Zoning By-Laws - see C01 Permanent Retention Only: Affidavit/OMB Decision – C01 (with By-law)
D15	Easements Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private or Township-owned property.	Corporate Services	E+6*		E = termination of rights Excludes: - Agreements - see L04

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	Corporate Services	E+6**		E = termination of rights Excludes: - Agreements - See L04 - Encroachment By-Laws - see C01
D17	Annexation/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on restructuring.	Corporate Services	P**		
D18	Community Improvement Projects Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc	Corporate Services Finance	E+6**		E = completion of project Excludes: Economic Development see D02
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Building	S+10**	V	
D20	Reference Plans Includes Registered Deposit Plans and site plans, as received from Registry Office.	Corporate Services	P		
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Corporate Services	10**		Excludes: - Agricultural Development – see D23
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format.	Corporate Services	S		Excludes the actual data residing on these systems Air photos subject to archival selection.

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**Schedule “A”
Records Retention
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Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Corporate Services	10 years **	best practice/ business need	Includes all records regarding development of agricultural growth.
D24	Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.	Corporate Services	Final Decision + 5 years	best practice/b usiness need	Includes reports pertaining to amendments and changes to the Official Plan.
D25	Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighboring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Corporate Services	Final Decision + 2 yrs	best practice /business need	
D26	Development Charges Study Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	Finance	15 yrs **		Add row below
D27	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Corporate Services	Final Decision +15y		E = final decision Excludes: Bylaws – see C01

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Schedule "A"
Records Retention
Schedule

Primary Heading: Environmental Services

Includes records regarding provision of public works and other environmental services other than roads.
Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E00	Environmental Services – General Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
E01	Intentionally left blank				
E02	Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers.	Public Works	1** project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	V	Specifications are kept permanently
E03	Storm Water Management Ponds Includes records relating to the construction and maintenance of storm water management ponds.	Public Works	P		
E04	Trees Maintenance Includes records of tree removal, planting, trimming, pruning and preservation.	Public Works	5		

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**Schedule “A”
Records Retention
Schedule**

E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity.	All Departments	Later of: date of offence or; day evidence of offence first came to attention of person appointed under s. 5 + 5 yrs **		Event = last record made Excludes: - Water Quality – see E13 to E15 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04 Retention Period changed DATE, 2025 from 2**.
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Public Works	5**	V	Excludes: - Site Plans – see D11
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.	All Departments	10 years or cease to apply + 10 yrs Post landfill site closure documentation = closure + 25 yrs		County Responsibility Excludes: - Environment Planning – see D03 - Private Sewage Disposal Systems – see E12 Retention Period changed DATE, 2025 from 2.
E08	Water Works (Drinking Water Plant) Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment	Public Works	15 years		Specifications = Permanent as per A27
E09	Drains Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants.	Public Works	S + 5 yrs**	V	Specifications are kept Permanently as per A27 Retention Period changed DATE, 2025 from E+1**.

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**Schedule “A”
Records Retention
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Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E10	Pits & Quarries Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	Corporate Services	P		Specifications = life of the pit or quarry
E11	Nutrient Management Includes the records regarding the management of livestock and/or crop planning and regulations pertaining to the operations. Control of storing/spreading /using liquid manure on land, near waterways, runoff etc.	Corporate Services	S + 5 yrs** or Expiry of plan + 2 yrs		
E12	Private Sewage Disposal Systems Includes records regarding the design, construction and maintenance of septic systems.	Building	P		Specifications = life of system Private Septic – see D24/Property File.
E13	Water Monitoring Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.	Corporate Services	E + 15 years		E = created, approved or plan no longer in force Excludes; - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04
E14	Water Sampling Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.	Corporate services Parks and Facilities	E + 15 years Childcare facility plumbing flush and water testing = 6 yrs		E = Created, approved or plan no longer in force Excludes: - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04J

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**Schedule “A”
Records Retention
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Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E15	Chemical Sampling of Water Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.	Public Works	P		Excludes: Air Quality Monitoring – see E05 By-Law Enforcement - see P01 Complaints and Inquiries – see M04 Facilities Routine water use, monitoring & testing – see P21
E16	Intentionally left blank				
E17	Energy Management Includes records regarding municipality’s Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports.	Finance Parks Facilities	E + 7 yrs		E: = End of reporting period to which relates
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbors and beaches.	Corporate Services	E + 3		E = end of designated year
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Corporate Services Public Works	Created, approved or facility no longer in use + 15		

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Schedule "A"
Records Retention
Schedule

E20	Source Water Protection Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment.	Corporate Services	E +15 yrs		E = created, approved or plan no longer in force
E21	MOE Environmental Compliance Approvals Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	Corporate Services	Cease to apply + 3 years		

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Finance and Accounting

Includes records regarding the management of funds

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F00	Finance and Accounting – General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		Do not file accounting records required for tax purposes
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, registers, telephone bills and membership fees. Includes all background documentation authorizing the procurement of goods and services. Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques. Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc.	Finance	E+7		Excludes: - Attendance – see H01 Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, registers, and recoveries reports. Includes accounts receivable that have been written off as uncollectible and records of bankruptcies.	Finance	E+7	V	Excludes: - Tax Assessments, Rolls and Tax Arrears – see F22 and F23 Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital	Remarks
F03	Audits Includes records regarding internal and external financial audits of accounts. Includes all working papers, and working notes, calculations and background documentation used to calculate financial statements.	Finance	E+7		Excludes: - Operational audits – see relevant subject - Audited Financial Statements – see F10
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, bank statements, N.S.F. cheques, and deposit records.	Finance	E+7	V	
F05	Budgets and Estimates Includes departmental and corporate budgets, both capital and operating. Also includes Budget Variances. Includes all budget working papers, and working notes, calculations and background documentation.	Finance	E+7		E = end of the last year in which the capital budget is expended
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	Finance	E + 10 years**	V	E = disposal of asset Excludes: - Land & Building Acquisition and Sale – see L07 Retention Period changed from E+7 to E+10 (effective July 9, 2025)
F07	Intentionally left Blank				
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors and debenture registers.	Finance	E+7		E = debentures surrendered for exchange/cancellation

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F09	Intentionally left blank				
F10	Financial Statements Includes consolidated statements of Financial Position, Operations, Changes in Net Financial Assets and Cash Flows, and the summary of significant accounting policies and other explanatory information.	Finance	P**		Excludes: - all working notes, calculations and background documentation, see F03
F11	Grants and Loans received by Township Includes records regarding revenue generated in the form of provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, reports and grants provided by the Township to eligible organizations.	Finance	E+7		E = Date the loan was paid off
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+7		E = closure of the account, maturity of investment
F13	Intentionally left blank				
F14	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	E+7**		E= completion of transaction Excludes: - Documents and vouchers used to support entries – see relevant subject in this Primary. -Subsidiary ledgers, registers, and journals specific to payments and receipts, payroll, debentures, assets, taxation, etc. are filed with their relevant subject file.
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance	P	V	

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F16	Payroll Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, payroll registers, reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council.	Finance	E+7	V	E = Close of Fiscal Tax Year
F17	Intentionally left blank				
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	Finance	E+7 yrs ** Note: Unsuccessful bids - retain for 1 year from contract award		Excludes: - Agreements – See L04 or L14 (agreement/contract file will also contain successful bid, original tender and attachments)
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance	7		
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	E+7		
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges, aggregate levy, and public donations and sponsorships.	Finance	7 Note: Records related to Township mortgages must be kept for 10 years		Excludes: - Accounts Receivable - see F02 - Tax Rolls - see F22 and F23 - Agreements (MOU) – see L04

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F22	Tax Rolls and Records Includes taxation records of long term importance, such as assessment rolls, tax sale records, records of bankruptcies. Tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	Finance	P	V	Excludes: - Accounts Receivable see F02 - Mortgage Companies see F23 - Correspondence related to tax issues that are not of a long-term importance see F23
F23	Taxes Receivable Includes correspondence and other records related to tax collection and supporting documentation that are not of a long-term importance. Includes tax registers, tax adjustments, payments in lieu of taxes, requests from mortgage companies, etc.	Finance	E+7	V	
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, Ontario Home Renewal Program, etc.	Finance	E+7		E = closure of account Trust accounts for residents, statements, accounts and records = Permanent
F25	Security Deposits Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (ie. Bonds).	Finance	E+7		E = closure of account
F26	Intentionally left blank				
F27	Regulatory Reporting – Financial Includes regulatory, banking, financial information returns and government/other reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.	Finance	E+7		

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Administration Includes records regarding the municipality’s relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.					
Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H00	Administration – General Includes records regarding Administration which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
H01	Attendance and Scheduling Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	Human Resources	3	V	Excludes: - Individual Time Sheets – see F16
H02	Benefits Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	Finance Human Resources	S		Excludes: - Payroll – see F16
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Records related to payroll and benefits are separate from the above with Finance and Human Resources access. Includes all employees and volunteers.	Finance Human Resources	Date employee ceased to be employed by employer + 5 years Firefighter employment terms = P		E = date employee ceased to be employed by the Township Note: Part-time and Volunteer fire-fighter employee records are kept permanently. Excludes: - Employee Complaints, Investigations, and Grievances – see H14 - Pension Records – see H10 Retention timeline changed effective July 9, 2025

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes information on health, safety and wellness programs for staff, and Health & Safety Committee inspections on Township property.	Human Resources	7**		Excludes: - Accidents of the Public – see P05 - Lost-time reports and claims – see H13 Accident and Workplace Safety & Insurance Board (WSIB) reports are kept permanently
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.	Human Resources	Day last used + 1yr Human Rights special program designation minimum 5 yrs**		Excludes: Employee Records – see H03
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S**		
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Human Resources	E+10**	V	E = expiry of contract period Excludes: Collective Agreement – see L04
H08	Organization Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Human Resources	S**		Excludes: Job Descriptions – see H06
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules.	Finance Human Resources	5 Years		Excludes: Employee Records – see H03

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H10	Pension Records Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.	Finance Human Resources	P		Excludes: - Deductions for pensions – see F16 - General information on pension plans – see H02 - Payments made to OMERS – see F01 Pension plans, annual information returns, and OMERS eligibility letters and waivers are kept Permanently.
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	All Departments Human Resources	E+1** 1 Year		E = close of competition
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.	All Departments Human Resources	Date when that particular course ceases to be offered + 2 yrs ** salt use training materials – 7 yrs drinking water training materials – 5 yrs Long term care training and orientation = P		Only courses developed and presented by the Township are subject to archival selection Excludes: - Employee Records – see H03

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD.	Finance Human Resources	E+10 Resolution of claim+3 yrs Hazardous exposure claims = longer of 40 years or 20 years after last record made		E = resolution of claim Excludes: - Non lost-time incidents or accidents – see H04 - Self-insured STD – see H01 WSIB claims are kept permanently. Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of: (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.
H14	Employee Complaints, Investigations and Grievances Includes records dealing with complaints by or against employees of the Township such as the initial complaint, investigation, reports and final resolution, in relation to the <i>Occupational Health and Safety Act</i> , the Human Rights Code, and the Township’s Code of Conduct.	All Departments Human Resources	E+7** Resolution of Claim +10yrs		E = resolution of complaint, investigation or grievance
H15	Harassment and Violence Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.	Human Resources	3 Resolution of Complaint +3yrs		Excludes Employee Complaints, Investigations or Grievances – see H14

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H16	Criminal Background Checks Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	Human Resources	E + 7 yrs		E= date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E + 40 yrs or 20 years after last record of exposure		
H18	Employee Medical Records Includes doctor's notes, correspondence, and health reports related to an employee's medical situation	Human Resources	E + 3 years		E = When STD/LTD claims are resolved
H19	Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation	Human Resources	E+ 5 years		E= day issued or earlier as may be specified by Commission
H20	Confined Spaces Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists.	Human Resources	1 year or the period necessary to ensure the 2 most recent records retained		Excludes: Health & Safety – see H04 Staff training – see H12
H21	Employee Recognition	Human Resources	5 yrs		
H22	Employee Certifications	Human Resources	E + 2 years		E = certification expired

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Legal Affairs Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.					
Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L00	Legal Affairs – General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
L01	Appeals and Hearings Includes all records regarding appeals, hearings, and legal proceedings. Also includes final judgments and appeals such as zoning, official plan, closed meeting investigations, and all OMB orders, etc.	Corporate Services	P		Excludes: - Litigation - see Claims - L02-L03 - Property Standards – see P01 - Committee of Adjustment - see D10 Retention Period changed DATE, 2025 from 6**
L02	Claims Against the Municipality Includes all litigation made by other parties against the municipality.	Corporate Services	Resolution of claim and all appeals + 2 years ultimate limitation = 15 years		E= resolution of claim and all appeals Excludes: - Appeals and Hearings - see L01 NOTE: Human Rights Claims will be subject to archival selection. Retention period updated from 10 to 2 years (effective July 9, 2025).

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L03	Claims By the Municipality Includes all litigation made against other parties by the municipality.	Corporate Services	Resolution of Claim and all appeals + 2 yrs		E= resolution of claims and all appeals Excludes:- Appeals and Hearings - see L01 Retention period updated from 5 to 2 years (effective July 9, 2025)
L04	Contracts and Agreements - Under Seal Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.	Corporate Services	E+15**		E = expiry of Contract/Agreement and warranty Excludes: - Simple Agreements see L14 - Contracts regarding Land Acquisition and Sale - see L07, - Insurance Policies - see L06
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Finance Corporate Services	E+15		E= change of appraisal value
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Finance	E+15	V	E= expiry of policy Excludes: - Employee Group Insurance – see H02 - Third Party Contracts – see L04

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L07	Land Acquisition and Sale Includes records regarding the purchase, sale or expropriation of land and buildings by the Township.	Corporate Services	P Property disposition + 10Y		Renewable energy project agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Corporate Services	S**		
L09	Precedents Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Corporate Services	S**		
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Corporate Services	S		
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Corporate Services	S		
L12	Vital Statistics Includes registers of births, deaths and marriages.	Corporate Services	P	V	Excludes: - Population Statistics – see D01 NOTE: Once the Form 17's (Notice of Registration of Birth or Stillbirth) are on register they can be destroyed after 2 years.

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L13	Prosecutions Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Corporate Services	E+7		E= delivery of judgment Excludes: - By-Law Enforcement – see P01 - Appeals and Hearings – see L01
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts, vehicle lease, purchase agreements, street sweeping, gravel, etc.	All Departments	E + 2Y		E= expiry of contract and warranty Retention period updated from E+7 to E+2 (effective July 9, 2025)

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Media and Public Records

Includes records regarding the municipality's relationship with the media and the general public.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
M00	Media and Public Relations – General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
M01	Advertising / Marketing Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	All Departments	1**		Excludes: - News Releases – see M06 - Recruitment – see H11 - Elections – see C07
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day. Also includes records regarding the set-up and running of special events.	Corporate Services	5**		
M03	Left Blank Intentionally				
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters.	All Departments	5 Years**		Excludes: - Accessibility of Records (FOI) – see A17 - Specific Complaints – see appropriate subject Retention Period changed DATE, 2025 from 1**.
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	All Departments	1**		Excludes: Clippings used as reference material - see relevant subject.
M06	News Releases Includes final versions of news releases issued. Includes messages for inclusion in special event programs.	All Departments	1**		

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, recreation guide, industrial directories, business directories, and maps. May include annual reports of a non-financial nature.	All Departments	S**		
M08	Speeches and Presentations Includes final versions of speeches, presentations and news conferences given by elected and non-elected officials.	All Departments	3**		Excludes: - Media coverage of speeches/ presentations – see M05 - News Releases – see M06
M09	Visual Identity, Insignia, Logo Trademark Registrations Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office. Also includes trademark registrations and infringements/violation of usage.	Corporate Services	S + 5 Years		Retention period updated from P to S+5 (effective July 9, 2025).
M10	Website and Social Media Content Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	All Departments	S + 2years		

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Protection and Enforcement Services

Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P00	Protection & Enforcement Services – General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws such as zoning, property standards, parking, animals, etc. Includes records such as orders to comply, inspection reports, stop work orders for fill permits, complaints, working notes, statements, correspondence, exhibits, photographs, property standards orders, etc. Also includes appeals, decisions, and final inspection records.	Building By-law Fire	E+6**		E = infraction settled or file closed Excludes: - Hearing Minutes – see C06 - Prosecutions – see L13
P02	Daily Occurrence Logs Includes logs maintained of daily occurrences such as fire assistance calls maintained by the Chief Building Official and Fire Department.	All Departments	5**		
P03	Emergency Planning Includes records regarding the planning and rehearsal of emergency measures.	All Departments	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	V	

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.	All Departments	5 years	V	E+5 years for PCB material storage records after PCB removed from site Retention period updated from S+3 to 5 years (effective July 9, 2025). Excludes: - Staff Safety Training – see H04
P05	Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	All Departments	E + 25		E = date of accident Retention period updated from E+10 to E+25 (effective July 9, 2025). Excludes: - Security – see A18 - Accidents of Municipal Staff - see H04 - Vehicle Accidents – see L02 or L03
P06	Building and Structural Inspections Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections, and WSIB Audits. Also includes fire alarm testing and alarm certificates of verification	Facilities Fire Building Human Resources	P	V	E+2 for inspections, maintenance and testing related to the fire code Retention Period changed from S to P (effective July 9, 2025) Excludes: - By-Law Enforcement – see P01
P07	Health & Fire Safety Inspections Includes inspection reports conducted or performed by Fire & Rescue Services on private, public and commercial properties and Fire Marshall inspections.	Fire	S - minimum of 1 year	V	Record must be kept for a minimum of one year even if it is superseded by a new record

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P08	Investigations Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and firefighting activities.	All Departments	10**		Excludes: - By-Law Enforcement – see P01
P09	Licences Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries, etc.	Corporate Services	E + 2		E = expiry of licence Retention period updated from E+4 to E+2 (effective July 9, 2025).
P10	Building Permits Includes permits issued to builders, contractors, and residents giving them permission to build or renovate.	Building	P		Excludes: - All other permits – see P11 NOTE: All Building Permit records are retained permanently in the electronic property roll file or in the Building Permit Software platform
P11	Permits, Other Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to sell fireworks, hold publicized displays, site alterations, etc.	All Departments	E + 2		E = expiry of permit Retention period updated from E+7 to E+2 (effective July 9, 2025). Excludes: - Building Permits
P12	Warrants Includes all issued warrants.	Building Corporate Services Fire	E+2		E = execution of warrant

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity.	Building Corporate Services Fire	E+5		E = occurrence/ investigation closed or disposition of charge Excludes: - Investigations – see P08 - Prosecutions – see L13
P14	Animal Control Includes records and reports regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports.	Corporate Services	E+2		Excludes: - Dog Licenses – see P09
P15	Community Protection Programs Includes records on community protection, public fire, and crime prevention such as Community Policy. Records include correspondence and brochures.	Corporate Services Fire	S+2**		
P16	Emergency Services Includes records regarding land ambulance, fire and rescue services.	Fire	S+5	V	Retention Period changed from S+2 to S+5 (effective July 9, 2025)
P17	EMS and Fire Significant Incident & Impact Reports Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	EMS Fire	S+5		

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P18	EMS and Fire Accident Response Reports Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.	EMS Fire	S+5		Excludes: Investigations – see P08
P19	EMS and Fire Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	EMS Fire	S+2		
P20	Prohibition Notices & Orders Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Corporate Services	15		

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Recreation, Heritage and Culture

Includes records regarding the provision of recreational and cultural services to the community.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
R00	Recreation, Heritage, Culture – General Includes records regarding recreation, heritage and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
R01	Heritage Preservation Includes records and information regarding local history, listings and designations of individual properties and districts on the municipal register, private and abandoned cemeteries, and the heritage reference library.	Corporate Services	E + 3**		E=End of plan year or removal of designation Excludes: - Original By-Laws – see C01 Retention period updated from P to E+3 (effective July 9, 2025)
R02	Intentionally Left Blank				
R03	Intentionally Left Blank				
R04	Parks Construction & Management Includes correspondence, descriptions, reports and other records dealing with the construction, management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans.	Corporate Services Parks	Park Maintenance = 5yrs** Playground equipment maintenance = 15		Excludes: - Building and Property Maintenance – see A20 Retention period updated from P to 15 years for Playground Equipment (effective July 9, 2025).
R05	Recreational Facilities Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, etc..	Corporate Services Parks	5**		Excludes: - Facilities Construction – see A19 - Building and Property Maintenance – see A20

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
R06	Recreational Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Corporate Services	5** Program dev & eval = 3 yrs** Program Reg = 1 Attendance fee collection = 6		

Legend:

E = Event **P** = Permanent **S** = Superseded

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All numbers in retention columns refer to years unless otherwise specified.

Schedule "A"
Records Retention
Schedule

Primary Heading: Transportation Includes records regarding the development and improvement of transportation systems (roads and public transit).

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T00	Transportation – General Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Public Works	E+6	V	E= completion of project Specifications are kept Permanently
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Public Works	E+6		E= closure of lot or space
T03	Public Transit Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for persons with disabilities.	Public Works	E+1**		E= closure of route/shelter/stop

Legend:

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T04	Road & Sidewalk Construction Includes records and studies regarding design, planning and construction projects on roads. Includes the construction of new roads and major improvements to existing roads & sidewalks, such as resurfacing, widening, bridges, retaining walls, etc. Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and side-walks, cycle-ways, footpaths, walkways, trails, etc.	Public Works	E + 1** Specifications = P	V	E = project finished Specifications are kept Permanently Excludes: - Simple Agreements – see L14 - Design and Planning – see T05 - Routine maintenance and minor improvements to road systems – see T06
T05	Left Blank Intentionally				
T06	Road & Sidewalk Maintenance and Salt Usage Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, trails, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	Public Works	E+1** salt plans, usage, training and reports = 7 years Specifications = P		E = project finished Specifications are kept Permanently
T07	Signs and Signals Includes records and studies regarding the manufacture and installation of signs and signals.	Public Works	E+1	V	E= removal of sign/signal Excludes: - Visual Identity Program – see M09
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	Public Works	E+1 Temp road closure = 2y		E = project finished Temporary road closures 2 years

Legend:

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All numbers in retention columns refer to years unless otherwise specified.

Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T09	Roads and Lanes Openings/Closures Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.	Public Works	E+1**		E = project finished Excludes: - Temporary road closures see T08 - Land Sales see L07 - Road Closing By-Laws see C01
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Public Works	E+1		E = project finished
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Public Works	E+1 Specifications = P		E = project finished
T11	Specifications and Engineering Structural Assessment Reports	Public Works	P		
T13	Activity Sheets Includes activity sheets for road, traffic, fleet and parks services.	Public Works	E+25		E= start date of activity

Legend:

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All numbers in retention columns refer to years unless otherwise specified.

**Schedule “A”
Records Retention
Schedule**

Primary Heading: Vehicles and Equipment Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.					
Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
V00	Vehicles and Equipment – General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	All Departments Public Works	1		
V01	Fleet Management Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal.	All Departments Public Works	E + 2 public vehicles trip record = 1 year Daily Inspection Logs = 2 yrs or 6 months after vehicle ceases to be operated		E = termination of lease or disposal of vehicle Excludes: - Insurance Policies – see L06 - Accident Claims – see L02, L03 - Leases/Contracts - see L14 Retention period updated from E+1 to E+2 (effective July 9, 2025).
V02	Mobile Equipment Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	All Departments Public Works	E + 1year		E = Disposal of Equipment Retention period updated from E+6 to Disposal of Equipment +1 year (effective July 9, 2025).
V03	Transportable Equipment Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	All Departments Public Works	Disposal of Equipment + 1year		E = as long as the device is in service. Retention period updated from E+6 to Disposal of Equipment +1 year (effective July 9, 2025).

Legend:

E = Event **P** = Permanent **S** = Superseded

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
V04	Protective Equipment Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.	All Departments Public Works	Disposal of Equipment + 1year		E = as long as the device is in service. Excludes: - Uniforms and Clothing - see A14 Retention period updated from E+6 to Disposal of Equipment +1 year (effective July 9, 2025).

Legend:

E = Event **P** = Permanent **S** = Superseded

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REPORT COR-2025-031

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: July 9, 2025

SUBJECT: Wellington County Community Anniversary Celebration Grant Request

RECOMMENDATION

That Report COR-2025-031 entitled Wellington County Community Anniversary Celebration Grant Request be received; and,

That Council endorse the grant application for \$5,000 in support of the Township of Puslinch's 175 Anniversary Event to be held on October 4, 2025; and,

That Council direct staff to submit a grant application to the County of Wellington Clerk for the County's Consideration.

Purpose

The purpose of this report is to seek Council's endorsement of the Township submitting a Community Anniversary Grant under the County of Wellington Draft Policy Frame in support of the Township's 175th Anniversary work and request that to provide Council with the draft framework

Background

The County of Wellington AF&HR Committee at it's April meeting recommended that a Community Anniversary Celebration Support Policy be drafted based on the criteria outlined in the Community Anniversary Celebration Support Policy Memo dated May 20, 2025 and attached as Schedule "A" to this report.

The Township of Puslinch was incorporated in 1850 and has existed as a Municipality since that time with no amalgamations taking place since its incorporation. This year is the 175th Anniversary of the incorporation of the Township of Puslinch which is being marked through an event being held on October 4, 2025 which will incorporate the Puslinch Community Showcase where local businesses show their support by participating in a vendor market focused on spreading awareness about everything that Puslinch has to offer. Participants in the vendor market are invited to provide the Township with monetary donations when they register to participate in the event. Further, the Township will be unveiling the Killeen School Bell Monument as a commemoration of the Township's history focusing on the 12 School Houses which existed throughout the community.

This event would not be possible without the support of the Township's Community Groups, Businesses and broader community.

Comments

Staff recommend that the Township submit an application to the County of Wellington in advance of the formal Community Anniversary Celebration Support Policy being finalized in order for facilitate the Township providing additional activities for families and youth at the event including a bouncy castle, inflatable obstacle course, dunk tank and face painters. Further, this grant money would support enhanced marketing of the event to reach more residents within the Township and to reduce the cost of food to be offered at the event to reduce barriers to participation in all aspects of the celebration. Schedule 'B' to the report is the costing for the additional activities, advertising and food subsidy.

Financial Implications

As stated throughout the report.

Applicable Legislation and Requirements

County of Wellington Draft Requirements Community Anniversary Celebration Support Policy

Engagement Opportunities

None

Attachments

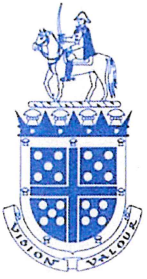
Schedule "A" – County of Wellington Community Anniversary Celebration Support Policy Memo
Schedule "B" – Grant Application Costing

Respectfully submitted,

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

Reviewed by:

**Courtenay Hoytfox,
Interim CAO**



SCOTT WILSON
CHIEF ADMINISTRATIVE OFFICER
519.837.2600 X 2330
scottw@wellington.ca

COUNTY OF WELLINGTON
74 Woolwich Street
Guelph, ON
N1H 3T9

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Scott Wilson, CAO
Date: Tuesday, May 20, 2025
Subject: **Community Anniversary Celebration Support Policy**

Background:

During the AF&HR meeting in April, the Committee considered the report, "Drayton's 150th Anniversary Celebration". Although the recommendation to donate \$5000.00 was supported, the staff were requested to prepare a policy to guide similar, future requests.

With the Committee's and Council's approval, staff will develop the policy on the basis of the following points:

- County Council will consider, and may fund, events in celebration of former municipal entities or communities within current municipal corporations (eg. Drayton, Eden Mills).
- Applications must be forwarded to the County Clerk three months in advance of the planned event;
- Applications must have written support from the local/host municipality;
- Granted funds will be paid to the local municipality on a schedule established by the municipality;
- The County will not be the sole or majority supporter/sponsor of the event. Noteworthy local financial support must be verified by the municipal Treasurer;
- Funding support will be up to \$5000.00, or an amount to be granted by County Council considering the circumstances of the event;
- Funding for qualifying celebrations will not be drawn from the annual community grants budget;
- Non-monetary support may be provided as requested and deemed reasonable in the circumstances;
- Celebratory events must mark anniversary years with multiples of 25 in order to qualify for consideration (eg. 50, 125, 200); and,
- Applications which meet the required criteria will be forwarded to AF&HR with a staff recommendation.

RECOMMENDATION

"That the AF&HR Committee recommends to County Council that a Community Anniversary Celebration Support policy be drafted based on the points above; and,

That the policy be distributed to the County's local municipal CAOs for their awareness and use as appropriate."

Respectfully,

A large black rectangular redaction box covering the signature of Scott Wilson.

Scott Wilson
CAO

175th Anniversary Grant Application	
Description	Budget
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	\$ 5,602



REPORT COR-2025-032

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: July 9, 2025

SUBJECT: By-law Complaint Policy Amendment

RECOMMENDATION

That Report COR-2024-032 entitled By-law Complaint Policy Amendment be received for information; and,

That Council approve the amendments to the By-law Complaint Policy as [presented/amended].

Purpose

The purpose of this report is to provide Council with the proposed amendments to the By-law Complaint Policy to incorporate the Township's increase in service level through the implementation of the Administrative Monetary Penalty System (AMPS).

Background

Council at its meeting on December 18, 2024, approved the establishment of a second By-law Enforcement Officer in order to implement AMPS and subsequently adopted By-law 2025-043 being a by-law to establish AMPS for the Township of Puslinch at its April 16, 2025, Council meeting.

Comments

With the establishment of AMPS and the pending recruitment of a second By-law Enforcement Officer, staff are recommending the Township's By-law Complaint policy to be updated to include the following increased service levels:

- Permit staff to implement education/enforcement blitzes for Municipal By-laws;

- Establish Proactive and Patrol Services Levels for the Township's Heavy Vehicle By-law, Kennel and Dog Licensing By-law, Parking By-law, and Site Alteration By-law.

Further, staff are recommending the policy be updated to reference AMPS.

Financial Implications

As detailed in the report.

Applicable Legislation and Requirements

Township By-law Complaint Policy 2021-002

Engagement Opportunities

None

Attachments

Schedule "A" Proposed Amended By-law Complaint Policy No. 2021-002

Respectfully submitted,

Reviewed by,

Justine Brotherston,
Interim Municipal Clerk

Courtenay Hoytfox,
Interim CAO



TOWNSHIP OF
PUSLINCH
EST. 1850

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 proactive education and enforcement blitzes for any Municipal By-law. Further, the Municipality has established a Service Level Matrix which identified which By-laws the Municipal Law Enforcement Officer may enforce on a Patrol or Proactive basis.

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



TOWNSHIP OF
PUSLINCH
EST. 1850

Policy No. 2021-002

Corporate Policy

Officer, Police Officer and a person authorized by Council or assigned individual with the responsibility for enforcing and administering this policy.

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

2.5 Patrol Service Level means a Municipal Law Enforcement Office is tasked with periodic or routine patrols through all or parts of Municipality to seek out violations.

2.42.6 Proactive Service Level means a violation observed during 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 the 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, through an approved education/enforcement blitz, 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.



PUSLINCH
EST. 1850

Policy No. 2021-002

Corporate Policy

- 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.



TOWNSHIP OF
PUSLINCH
EST. 1850

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Corporate Policy

- 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.



TOWNSHIP OF
PUSLINCH
EST. 1850

Policy No. 2021-002

Corporate Policy

- 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



TOWNSHIP OF
PUSLINCH
EST. 1850

Policy No. 2021-002

Corporate Policy

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.

Puslinch By Design - Employment Lands Study

RECOMMENDED LAND OPTION AND LAND USE REPORT

County of Wellington & Township of Puslinch
June 2025



TOWNSHIP OF
PUSLINCH
EST. 1850

NPG
PLANNING
SOLUTIONS

KING ENGINEERING
CONSULTANTS

COLVILLE 
CONSULTING INC.

 **MobilSafe**

Parcel

Executive Summary

This Report represents Phase 5 of the *Puslinch By Design: Employment Land Study* (“*Puslinch By Design*”). *Puslinch By Design* is being prepared for Wellington County in partnership with the Township of Puslinch to study the location of lands suitable for future employment growth to meet employment needs into 2051 and beyond. Specifically, the study is considering where to accommodate a future Rural Employment Area. “Employment Areas,” as currently defined within Provincial legislative and policy, are lands set aside for groups of businesses and economic activities. These areas support the economy of Puslinch so that local jobs grow as the community grows. Employment uses are industrial in nature and may include manufacturing (and related research and development), warehousing and supporting uses, but are no longer to include institutional or commercial uses.

The Rural Employment Area is to be located within the Study Area established for *Puslinch By Design*. The Study Area is generally bounded by the boundary of the City of Guelph (Maltby Road W) at the north, Aberfoyle to the east, Sideroad 20 N and Concession 7 to the west and Morriston and Greenbelt lands to the south. The Study Area correlates with the Regionally Significant Economic Development Study Area outlined in the Wellington County’s Official Plan (Schedule A7). Existing uses in the Study Area include a range of agricultural activities, employment (dry industry), mineral aggregate extraction and housing.

The initial phases of *Puslinch By Design* studied existing conditions and uses in the area, as well as market needs and trends in areas surrounding Puslinch and similar market areas, to determine how best to position Puslinch for competitive economic growth while respecting the existing rural and agricultural character of the community. Subsequent phases analyzed existing policy and legislative requirements for employment areas and the uses best suited for the needs and realities of Puslinch, such as dry industrial uses, and light to medium industrial uses. In addition, preliminary land options for the future Rural Employment Area were identified which developed a list of potential locations for the Rural Employment Area.

This Phase 5 Report evaluates the preliminary land options against criteria identified in earlier phases to recommend the Preferred Land Option, Land Option ‘D’. Specific land use employment designations and policies are recommended for the Preferred Land Option, which will be a unique policy area within the Wellington County Official Plan. In addition, as recommended by Township Council, strategic Future Rural Employment Areas have been recommended to be identified, being Land Options ‘B’ and ‘C’ as well as ‘G’ and ‘H.’ Specific policies address how the Future Strategic Rural Employment Areas may, through a future amendment to the Wellington County Official Plan, be redesignated to Rural Employment Area. This Report also provides recommendations for design guidelines to assist in achieving a Rural Employment Area that is compatible with the surrounding rural context.

The next and final phase of *Puslinch By Design*, Phase 6, will provide the final text and map changes to amend the Official Plan, a guidance document for future development applications pertaining to the Rural Employment Area, and recommended design guidelines.

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1.INTRODUCTION

1. Introduction

The *Puslinch By Design* Employment Land Study is intended to ensure that there are sufficient lands available to meet projected employment growth needs in Puslinch. This Study will assist in positioning the Township to accommodate employment that can provide jobs to residents and position the Township to be economically competitive now and in the future. It is recognized that the Study Area for *Puslinch By Design* is defined by a rural character and has a variety of uses including housing, farms, natural areas, employment uses and mineral aggregate extraction areas. The area also includes crucial transportation corridors such as Provincial Highway 401. Through engagement sessions for this Study, residents have described how Puslinch provides a unique community setting defined by the integration and synergies between open and natural areas and farmlands. These areas are valued for their beauty, ecological and recreational benefits to the community.

To date, *Puslinch By Design* has examined the Study Area to understand existing conditions and uses, and examined how Puslinch is suited to provide employment uses that meet market trends and demands. The Study has provided recommendations for employment uses appropriate for Puslinch with consideration for uses that would minimize potential noxious output, provide high-quality design and visibility from transportation corridors. Changing legislative requirements for employment areas have also been considered. Eight (8) preliminary land options were identified and assessed for employment growth. Of the

Figure 1 – The rural character in Puslinch, including green shoulders, farmland, varied topography, trees and natural heritage are valued by the community (Source: DH 2024)



recommended, eight (8) land options, one (1) was recommended not to be carried given that the Ministry of Transportation owns a substantial portion of the lands reducing the

developable area and constraining the timeframe anticipated for the forecasted job growth.

This Phase 5 Report integrates the findings and analyses from previous Study phases to recommend a Preferred Land Option and employment land uses. This Report will assess the remaining land options against the evaluation criteria and consider how the Preferred Land Option will meet the Principles for Land Use developed for *Puslinch By Design*. This Report also establishes the proposed Official Plan policy direction for the Preferred Land Option, which will become a Special Policy Area and community design direction to guide compatible development in the Rural Employment Area.

1.1 Purpose of Report

The purpose of this report is to evaluate the preliminary land options presented in earlier Study phases to recommend a Preferred Land Option for employment growth. The Evaluation Criteria, which will be used to assess each land option, were refined in Phase 4 of *Puslinch By Design*. The Evaluation Criteria address key policy matters and considerations within the Study Area to achieve orderly employment growth that respects the rural character and setting that defines Puslinch as valued by the community. The Evaluation Criteria includes assessment of market trends / employment uses and needs, compatibility with existing uses – particularly clusters of rural homes, transportation needs and infrastructure, environmental and agricultural protection, compatible employment design, and impacts to cultural heritage.

Once the Preferred Land Option has been recommended, this Report will outline the preliminary infrastructure needs to support the Rural Employment Area. The Report also provides proposed policy direction and design guidelines to assist in achieving a compatible, high-quality and functional Rural Employment Area.

Figure 2 – Safe and efficient transportation infrastructure is a key component for a successful Employment Area (Source: DH 2024)



1.2 Public Engagement: What We Heard

On February 26, 2025, NPG Planning Solutions, in coordination with the Township and County, hosted a public Open House at the Puslinch Community Centre to engage with the community on Phases 3 and 4 of *Puslinch by Design*. Attendees had the opportunity to review the Phase 3 Detailed Planning Study Report and the Phase 4 Land Use Options Report.

The Open House included a presentation by NPG, followed by an informal question-and-answer session with the consultant team.

Key topics raised by the community included:

- Preserving Puslinch's rural identity
- Protecting rural residential clusters, employment setbacks, and buffers
- Community preferences regarding Land Options A and D
- The need for additional employment lands in the Township
- Servicing concerns
- Questions about aquifers and water quality

In response to the feedback, formal answers were compiled and are available in a separate document, which can be accessed on the Township website. Community engagement has informed proposed policy directions for development of future Employment Areas and design guidelines to guide compatible development in this report.

Questions about aquifers and water quality have been considered and policies recommended to ensure the provision of the necessary studies prior to development to ensure mitigation of potential negative impacts are addressed.

Throughout the public engagement process of Phases 3 and 4 as well as previous phases, the protection of Puslinch's rural character was identified as being a community priority. The rural character of Puslinch is defined by its expansive agricultural lands, natural open spaces, and dispersed residential clusters that contribute to a scenic environment. This landscape is interwoven with key transportation corridors, yet retains a distinct identity shaped by its farmland, woodlots, and a strong sense of community. Feedback consistently highlighted the need for respectful planning to ensure employment growth respects the existing community, avoids heavy industrial uses, and integrates with surrounding agricultural and residential uses. As a result, planning recommendations have prioritized compatibility, and specific design direction addressing setbacks, and buffering strategies. This balance ensures that growth aligns with the community's vision for the future.

Figure 3 – Open House meeting with community to gain feedback on the preliminary land options and land uses (Source: DH 2025)



The background features two large, abstract, rounded shapes in shades of teal. One shape is in the top-left corner, and the other is in the bottom-right corner. The text is centered between them.

2. PREFERRED LAND OPTION AND LAND USE EVALUATION

2. Preferred Land Option and Land Use Evaluations

This section will outline the preliminary land options identified in Phase 4 and evaluate the suitability of the land options for employment growth using the recommended Evaluation Criteria.

2.1 Overview of Preliminary Land Options

Seven (7) land options will be evaluated as Option E was removed from further consideration due to the Ministry of Transportation Ontario owning a considerable portion of the lands. The land options to be evaluated include:

Option A, located south of Maltby Road West and east of Concession Road 7, spans 61.68 hectares, with approximately 35.05 hectares of developable land. It is strategically positioned near Highway 6 North and planned rural employment lands, making it a candidate for business growth. The site benefits from strong transportation access and minimal agricultural (Minimum Distance Separation or MDS) setbacks. However, extensive tree coverage and natural heritage constraints may limit development, requiring environmental assessments.

Option B is located at the northwest of the study area, divided by the new Highway 6 North interchange spanning 56.82 hectares, with 43.4 hectares of developable land. This option has direct access to major highways enhancing its appeal for logistics and warehousing. The site is mostly flat, minimizing development costs, and largely free of MDS constraints. However, a rural residential cluster in the west reduces developable land area.

Option C, covering 58.88 hectares with 58.03 hectares of developable land, is located at the northern edge of the study area, near Highway 6. It is largely free from natural heritage constraints but features rolling topography requiring regrading prior to development. Adjacent planned employment lands enhance its suitability, but the site lacks existing road infrastructure, requiring significant investment for improved transportation connectivity.

Option D, located south of Highway 401 and east of Concession 7 spans 92.98 hectares with 86 hectares of developable land. This option's flat topography and upgraded truck-ready roads make it ideal for industrial and employment uses. It offers strong transportation links to major highways, enhancing logistics efficiency. The lands are adjacent to aggregate uses, and more distance from sensitive land uses such as rural residential clusters. There are some natural heritage constraints, including wetlands and potential wildlife habitats, that may require buffer areas, impacting the amount of land for development.

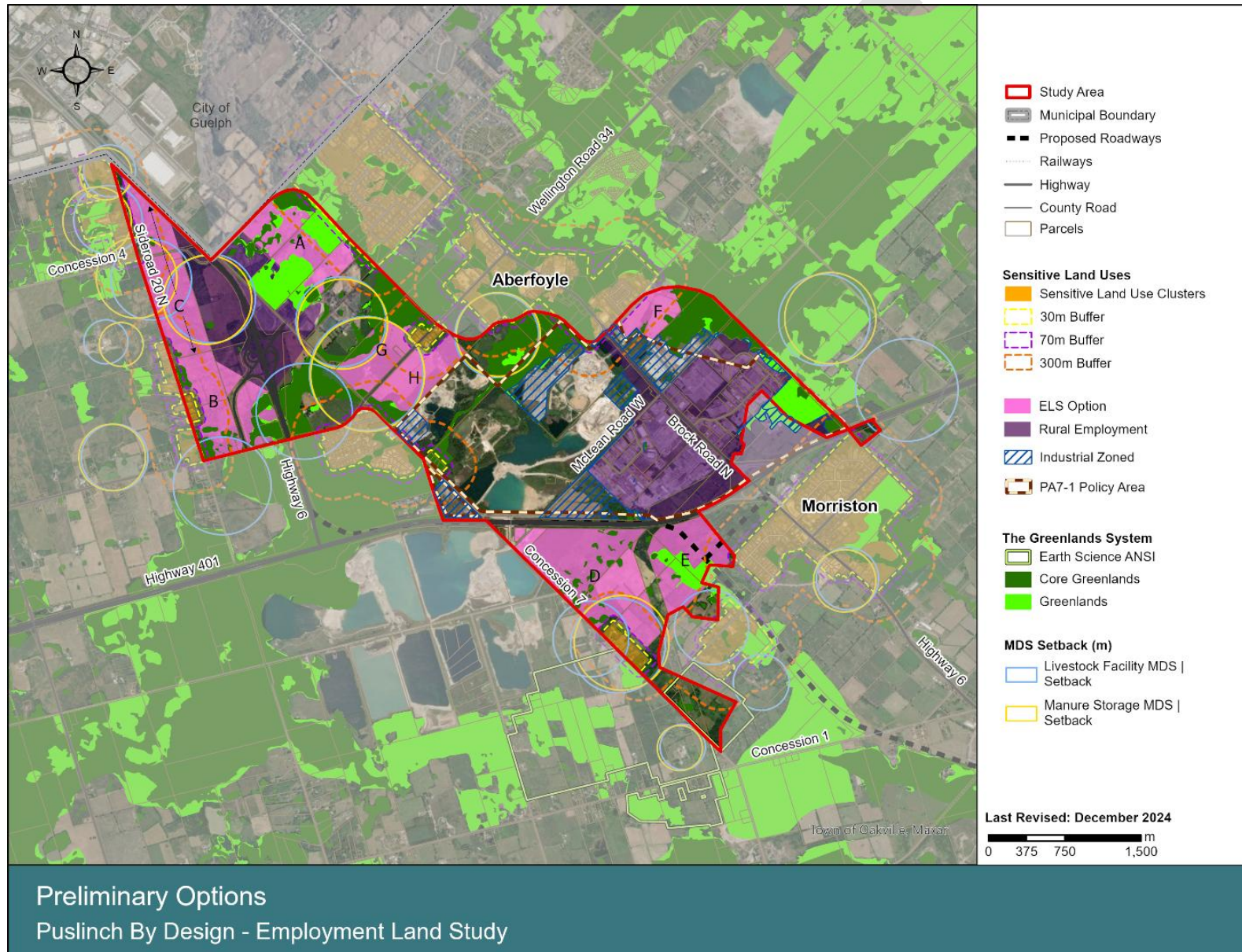
Option E has been removed from the land options and will not be assessed.

Option F, located south of Gilmour Road, spans of 21.37 hectares, with 16.91 hectares of developable land, located near Aberfoyle. It benefits from proximity to Highway 401 and Highway 6, making it accessible for employment uses. The land is generally free from natural heritage constraints and adjacent to industrially zoned land. However, its smaller size does not meet the minimum 30-hectare requirement, requiring additional land elsewhere.

Option G, located north of Wellington Road 34, just east of Concession Road 7 spans 36.17 hectares, with 23.3 hectares of developable land near Aberfoyle. Fronting a County Road, it is well-positioned for industries requiring high logistical efficiency. However, the site is impacted by rural residential uses and MDS constraints from livestock operations. While environmental features limit some development, a significant contiguous area remains available.

Option H, south of Wellington Road 34 and east of Concession Road 7 spans 34.22 hectares with 30.07 hectares of developable land. It shares many attributes with Option G, benefiting from proximity to Highway 6 North and Highway 401. Most of the land is available for development, apart from a wooded area along Concession Road 7. MDS constraints impact portions of the land, though they could be minimized if livestock operations cease.

Figure 4 – Location of Preliminary Land Options



2.2 Assessment of Land Options using the Evaluation Criteria

Tables 2.1 – 2.9 provide criteria to evaluate each land option according to the following discrete topics: employment land market, transportation infrastructure, private servicing, aggregate impacts, agricultural impacts, natural heritage, design, and cultural heritage.

The Evaluation Criteria use a rating scale as a basis to assess the suitability of Land Options for a future Rural Employment Area. The criteria include key considerations and matters of importance within the study area to minimize and mitigate impacts to existing conditions and uses, and to support a functional Rural Employment Area. While the Evaluation Criteria uses a scale, the overall assessment of Land Options is not intended to be solely quantitative in nature, but to be balanced by qualitative considerations raised by the community and Township Council, such as impacts to rural character. This promotes respect for community sense of place and responsible growth management.

Table 2.1: Employment Land Market Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Large contiguous blocks that allow for a range of parcel sizes.	Better Option	Less Preferred Option	Best Option	Best Option	Not forward carried	Less Preferred Option	Better Option	Better Option
Deep lots that provide opportunity for outdoor storage behind main building	Better Option	Better Option	Best Option	Best Option	Not forward carried	Less Preferred Option	Better	Better Option
Visibility to Highway 401 and Highway 6 provides an opportunity to attract high profile national tenants	Better Option	Better Option	Better Option	Best Option	Not forward carried	Least Preferred Option	Acceptable	Acceptable

Table 2.2: Transportation Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Proximity to Access Hwy 401 or Hwy 6 Interchange	Best Option	Best Option	Best Option	Better Option	Not carried forward	Better Option	Best Option	Best Option
County and Township Road Access Operational Structure	Best Option	Best Option	Best Option	Best Option	Not carried forward	Best Option	Better Option	Better Option

Table 2.3: Land Use Planning & Land Use Compatibility Evaluation Criteria - Growth Management Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Does the option contribute to a complete community – • Rural Employment Areas • Settlement Areas	Higher Contribution	Modest Contribution	Modest Contribution	Higher Contribution	Not carried forward	Highest Contribution	Higher Contribution	Higher Contribution
Does the option achieve the outcome of the Land Supply Analysis?	Higher Favourability	Higher Favourability	Most Favourable	Most Favourable	Not carried forward	Least Favourable	Favourable	Lower Favourability
Do the lands have site suitability for	Suitable	Suitable	Higher Suitability	Higher Suitability	Not carried forward	Higher Suitability	Lower Favourability	Lower Favourability

Evaluation Criteria	Land Option Assessment							
employment land development addressing topography?								

Table 2.4: Land Use Planning & Land Use Compatibility Evaluation Criteria - Land Use Compatibility

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Will the proposed employment location result in impacts to existing employment uses within the municipality?	Highest Suitability	Highest Suitability	Highest Suitability	High Suitability	Not carried forward	Not Suitable	Suitable	Suitable
Distance from settlement area boundaries to minimize impacts for potential future urban expansion	Not Suitable	Lower Suitability	Lower Suitability	Highest Suitability	Not carried forward	Lower Suitability	Highest Suitability	Highest Suitability

Table 2.5: Aggregates Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
What is the level of impact on existing or planned aggregate resources ?	Negligible Impact	Negligible Impact	Negligible Impact	Minimal Impact	Not carried forward	Modest Impact	Negligible Impact	Negligible Impact

Table 2.6: Agriculture Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Will the proposed employment location comply with the mapped - MDS I setback requirements?	Minimal Impact	Minimal Impact	High Impact	Minimal Impact	Not carried forward	No Impact	Modest Impact	Minimal Impact
Will the proposed employment location result in unnecessary fragmentation of the agricultural land base?	Minimal Impact	Modest Impact	Modest Impact	No Impact	Not carried forward	Minimal Impact	High Impact	High Impact
Will the proposed	Minimal Impact	No Impact	Minimal Impact	Minimal Impact	Not carried forward	High Impact	Modest Impact	Modest Impact

Evaluation Criteria	Land Option Assessment							
employment location result in increased traffic levels on rural roads used for moving farm equipment? If so, can the employment location be designed in a way to direct non-agricultural traffic to major roads?								

Table 2.7: Natural Heritage Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
How significantly is the land option constrained by the Greenland System (Official Plan Core Greenlands and Greenlands designations) and GRCA regulated areas, which are to be avoided?	Modest Impact	Modest Impact	Minimal Impact	Minimal Impact	Not carried forward	Minimal Impact	Minimal Impact	Minimal Impact

Table 2.8: Design Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Will the land option create an integrated street pattern and design of parcels to achieve excellent standards of overall design?	Highly Suitable	Higher Suitability	Highly Suitable	Highly Suitable	Not carried forward	Suitable	Higher Suitability	Higher Suitability

Table 2.9: Cultural Heritage Evaluation Criteria

Evaluation Criteria	Land Option Assessment							
	A Concession Road 7 and Maltby Road West	B Sideroad 20 N and Wellington Road 34	C Sideroad 20 N and Highway 6	D Highway 401 and Concession 7	E Highway 401 and Calfass Road	F Gilmour Road	G Wellington Road 34 and Concession Road 7 (North)	H Wellington Road 34 and Concession Road 7 (South)
Will the land option result in negative impact(s) on Protected Heritage Property, significant built heritage resources, or cultural heritage landscapes? Can impacts be mitigated?	No impact	High Impact	No impact	No impact	Not carried forward	No impact	No impact	No impact

2.3 Summary of Evaluation

Following evaluation of the land options, Option A and Option D emerge as the strongest candidates for future employment growth. Options G and H are the next best performing candidates, although are currently constrained by MDS. Options B and C perform less strongly, with constraints from MDS and proximity to housing clusters. Option F performs poorly in comparison.

While Option A generally performs strongly, the land option is significantly constrained by natural heritage, and development of this land option would result in significant negative impacts to natural heritage.

Option D is therefore recommended as the “Preferred Land Option” for rural employment growth. Located immediately south of Highway 401 and east of Concession 7 Road, the site encompasses approximately 92.98 hectares, with a net developable area of approximately 61 hectares, providing a surplus of employment land area in excess of the 30 hectare minimum established through the County Official Plan review.

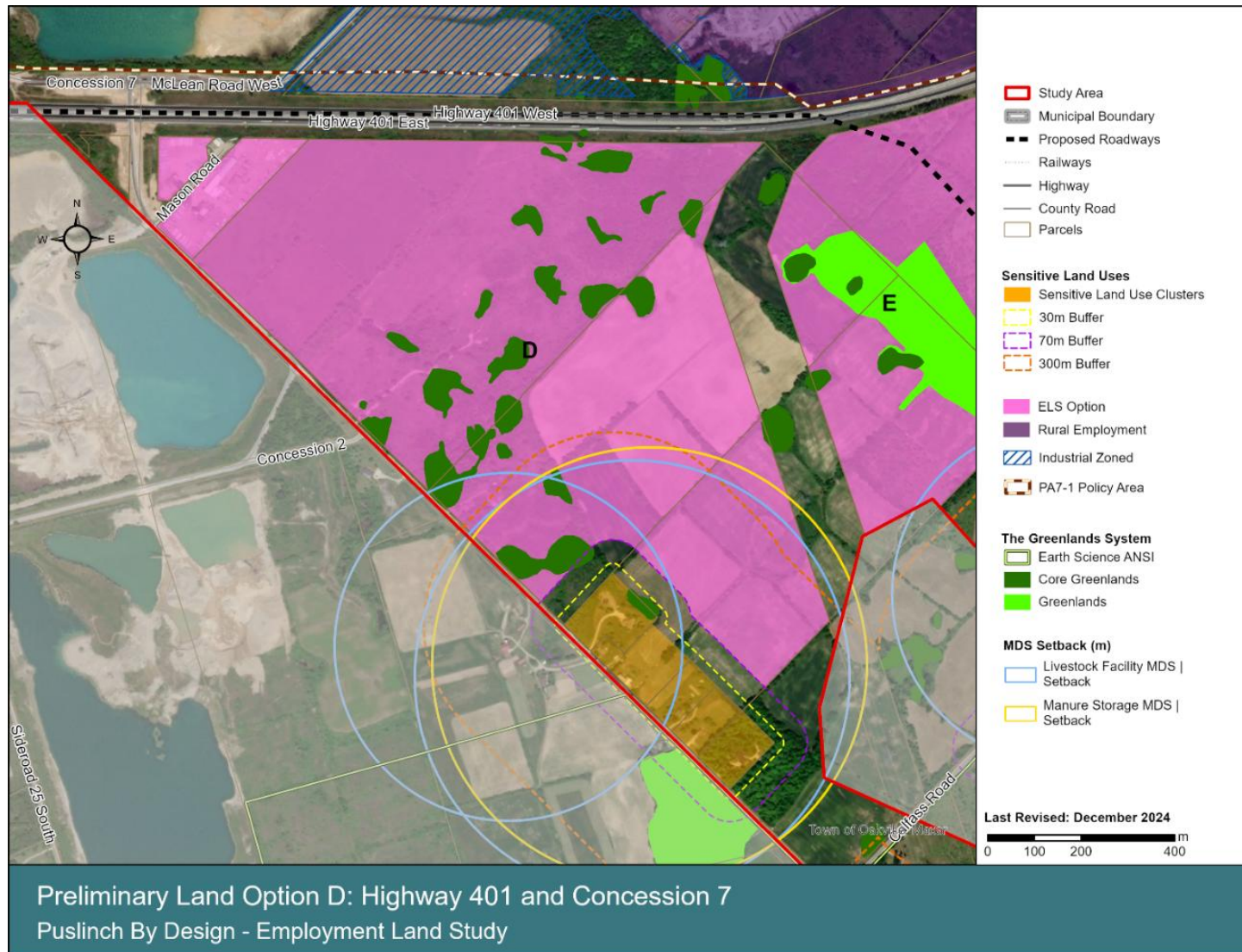
Option D offers several strengths that position it as the Preferred Land Option. The site’s relatively flat topography is anticipated to minimize site preparation costs, while frontage on Highway 401 enhances visibility and business promotion potential. Further, the site benefits from upgraded truck-accessible roads along Concession Road 7 (North of Mason Road), which connects to McLean Road West providing connections to both Highway 6 and to Highway 401 and the broader provincial transportation network. Two routes are provided to access Highway 401, both within 4 kilometres. This transportation network also provides access to the existing employment areas along McLean Road West, facilitating a cluster of employment land uses within the Township. There are also significant planned transportation infrastructure improvements in proximity to Option D such as the new Highway 6 mid-block interchange, the Highway 6/Morrison Bypass and the widening of Highway 401 to upwards of 10 lanes from Cambridge to Milton. Site access would be possible via a new intersection aligning with Concession 7 and Concession 2A, with road improvements to provide for two (2) paved lanes with 1.0 metre shoulders.

The north portion of the site fronting Highway 401 is largely unconstrained by residential, natural heritage, or agricultural setbacks, making it highly suitable for employment uses. While the middle and southern portions of Option D contain natural heritage features, with Core Greenland designations on the County Official Plan and Grand River Conservation Authority pockets of wetlands, potential impacts to these environmental features can be addressed through appropriate setbacks and mitigation measures as part of the development process.

Rural residential uses exist along the southwest boundary; careful planning including use of appropriate setbacks and buffering can mitigate potential negative impacts on these uses from new employment uses.

While not specifically considered within the evaluation criteria, Township councillors and residents raised concerns through this study process regarding hydrogeology matters, and specifically whether water extraction by new industrial uses could affect the aquifers that supply nearby farms and homes. The Township's Hydrogeologist and Risk Management Official were consulted and advised that there are no significant concerns raised with any of the land options. They further advise that the development of land options D, G and H will have less impact to groundwater recharge on the Galt and Paris moraines than the other land options.

Figure 5 – Preferred Land Option D



2.4 The Preferred Land Option and the Principles of Land Use

This section outlines how the Preferred Land Option D at Highway 401 and Concession 7 meets the principles. The Principles of Land Use were prepared to assist in choosing a suitable area for rural employment growth that respects the existing rural context in the Township of Puslinch. These principles are informed by existing conditions and land uses in the area, and after engagement with the community in order to plan for compatibility with existing uses.

Principle 1: Priority locations for new Rural Employment Area(s) will have access to existing and planned transportation network.

The existing transportation network serving Land Option D includes Concession 7 and McLean Road West which provide convenient access to the Highway 401 and Highway 6 corridors. Recent transportation improvements to Concession 7 with a new overpass of Highway 401 including intersection improvements with McLean Road W improves the accessibility and safety for both passenger vehicle and heavy truck movements. Planned Provincial transportation infrastructure improvements (Highway 6 Morriston Bypass and Highway 401) widening will improve the County and Municipal transportation network accessibility and operation serving Land Option D.

Land Option D provides frontage adjacent to Highway 401 which contributes to strong visibility of businesses along crucial transportation networks, encouraging business to locate in the area.

Principle 2: Large parcels that are relatively free of development constraints are prioritized to meet market demands.

Land Option D has the largest net area (86 hectares) and is relatively flat in topography, which is ideal for future employment land development. This option does present some constraints though wetlands and natural heritage features in parts of the site which will require further studies and mitigation.

Principle 3: Inclusion of Employment Uses and Employment Serving Uses

In terms of accommodating primary employment uses, Land Option D, given its multiple access points and strategic location along key industrial corridors, offers the highest potential for primary employment uses. Employment serving uses are not proposed within the rural employment area, given changes to Provincial legislation, however, there are existing employment serving uses within the McLean Employment Area in proximity.

Principle 4: Rural Employment Areas will be planned and designed to be compatible with the Rural Character of the area.

Maintaining the rural character while accommodating new employment uses is a key consideration. A new Rural Employment Area must be integrated in a way that does not compromise the countryside's inherent charm. Option D is generally unconstrained from rural residential uses. A portion of the lands are currently used for agriculture, where other portions are vacant or feature existing industrial uses, minimizing impacts on the existing agricultural land base.

Principle 5: Rural Employment Area(s) will be planned to be compatible with residential uses and other sensitive land uses.

Land Option D is in proximity to a cluster of residences at the southwest, which will require buffering and sensitive design. Even with a minimum 70 metre buffer from existing residential uses, Land Option D provides a large tract of land for future development. Measures to achieve land use compatibility will consider type of industrial use, setbacks, landscaping, and design modifications—to ensure that employment activities do not adversely affect the residential quality of life.

Principle 6: Rural Employment Areas will be planned to avoid, minimize and/or mitigate impacts to agricultural uses and natural heritage.

Protecting agricultural operations and natural heritage features is a key community concern and is echoed in the Wellington County Official Plan. Land Option D has some existing agricultural lands with vacant lands and a small area of existing industrial uses.

2.5 Future Rural Employment Area Overlay

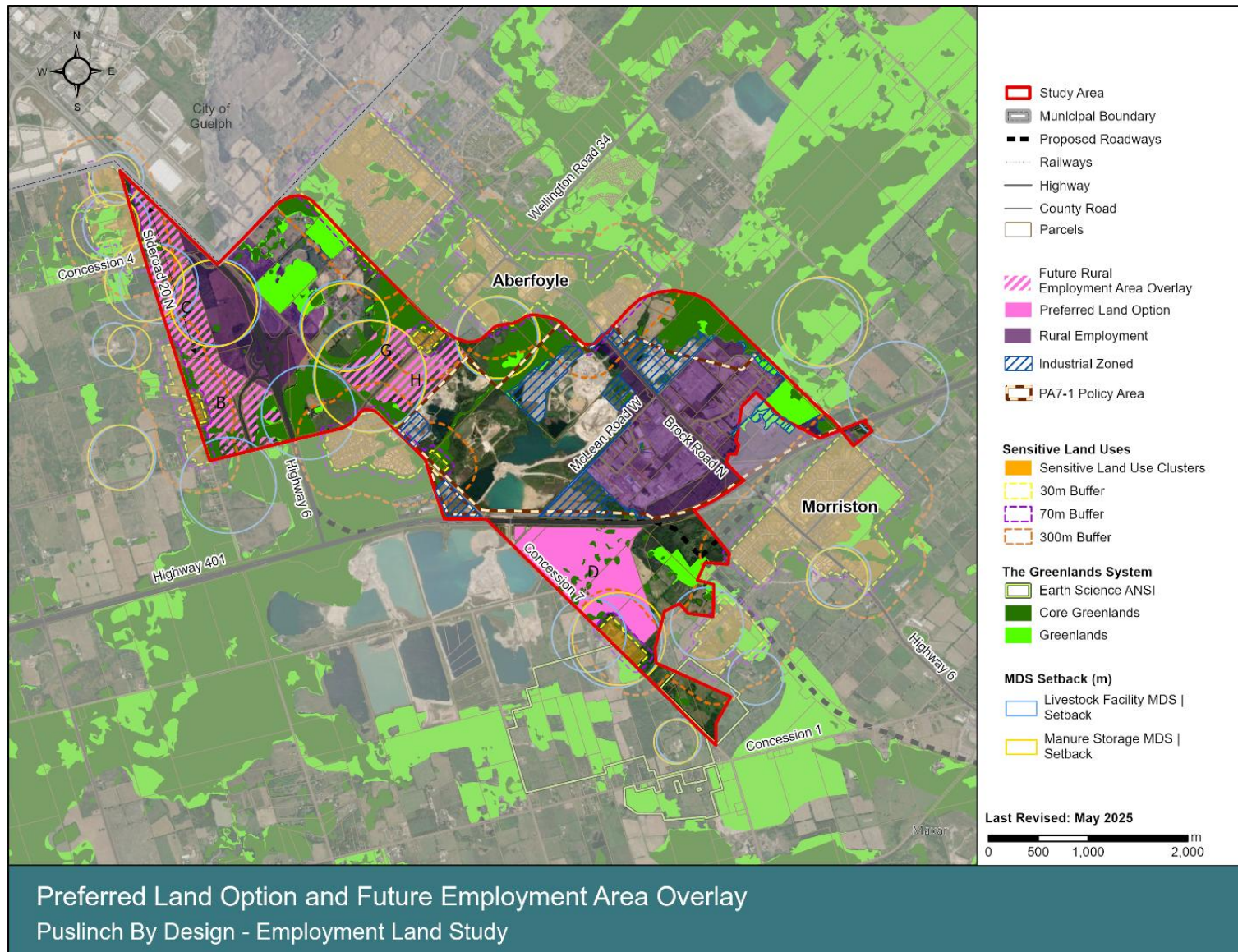
Puslinch Township Council at their meeting on April 16, 2025, provided direction that the remaining land options be considered for future rural employment growth. It is recommended that additional lands be identified in the County of Wellington Official Plan within a “*Future Rural Employment Area*” overlay. The overlay is a planning tool that identifies potential lands and sets policy requirements before the lands can be developed based on growth projections to 2051.

Land Option G (23.3 net hectares) and Option H (30.07 net hectares) are recommended to be included within the overlay. These lands would collectively provide approximately 65 net hectares of developable employment land, supporting large-format rural employment uses. These lands are currently constrained by MDS setback requirements but could be developed in future of the MDS constraints were removed. It is envisioned that Prestige Industrial types uses and Class I and II (per D-6 MECP Guidelines) would front onto the County Road 34.

Additionally, Land Option B and Option C are strong candidates given their proximity to lands currently designated for rural employment uses allowing for larger comprehensive and functional employment areas. While Township Council has directed that additional land options be identified for future growth, it is also recognized that land Options B and C are in proximity to houses on the west side of Sideroad 20 North. The community has expressed concern about proximity of employment uses to existing houses and potential use of Sideroad 20 North for heavy traffic related to employment lands. To address community concerns related to land use compatibility it is recommended that buffering is used to separate uses. In addition, it is recommended that new road infrastructure be required prior to development of Options B and C, and that employment uses not use Sideroad 20 North for transportation. A detailed transportation plan will be required as part of any future consideration of Options B and C that addresses the requirement that employment uses not use Sideroad 20 North for transportation.

Wellington County Official Plan policies for the *Future Rural Employment Area* overlay are detailed in Section 3 of this report.

Figure 6 - Map identifying Preferred Land Option and Future Rural Employment Areas





3. Recommended Land Uses and Proposed Policy Direction



3. Recommended Land Uses and Proposed Policy Direction

This section provides recommendations for land use designations that respond to the rural context, as well as market needs and economic growth trends at the provincial level (to identify how emerging trends could shape industries attracted to Puslinch) and industrial real estate trends in the Greater Golden Horseshoe (“GGH”) as well as municipalities in the Western GGH. Proximity to Highway 401 provides a unique edge in attracting industries because it supports efficient access to labour, goods and services.

The Preliminary Draft Official Plan Amendment and Mapping is provided in Appendix A.

3.1 Official Plan Policy Context and Proposed Policy Direction

3.1.1 Growth Structure

The County of Wellington Official Plan (County OP) currently has two employment area categories identified within the County Growth Structure on Schedule A7 for Puslinch, being “Employment Area” and “Rural Employment Area.” The predominant existing rural employment areas within the Township are located within the McLean Road West & Highway 401 area and at Highway 6 North & Maltby Road West. There is also a small Employment Area located within the western boundary of Aberfoyle, which generally corresponds with the Township offices and County garage. These are not land use designations, but are growth categories meant to protect these areas from conversion to other uses.

Proposed Policy Direction

To implement the recommendations of *Puslinch By Design*, changes to Schedule A and A7 will be needed to remove the Regionally Significant Economic Development Study Area and to identify new areas of employment and identify the future rural employment areas.

3.1.2 Land Use

Schedule B7 of the County OP provides the relevant land use designations for the Township of Puslinch which identifies the predominant existing employment land use designations within the Township as being Rural Employment Area (specifically within the McLean Road West & Highway 401 area and Highway 6 North & Maltby Road West) with a small Employment Area designation located along the western boundary of Aberfoyle.

Schedule B7 of the County OP identifies the relevant land use designations for the Township of Puslinch.

In the County OP “Rural Employment Areas” are defined as follows:

Rural Employment Areas are lands set aside for industrial and limited commercial uses which would benefit from a rural location due to:

- *The need for a relatively large site; or*
- *The need for access to major transportation routes; or*
- *The need to be close to rural resources*

In all cases, rural employment areas will be used by “dry” industrial and limited commercial uses which do not use significant amounts of water in their operation and which do not produce significant amounts of effluent, consistent with rural servicing levels which rely on private water and sewage systems.

The existing “Rural Employment Area” definition highlights the importance of access to large sites and major transportation routes.

Proposed Policy Direction

To address the unique needs of the Township of Puslinch and its major transportation corridors, it is recommended that County OP Schedule A7 and Section 9.8 Puslinch Local Policies be amended to include three (3) new site-specific Policy Areas in Puslinch:

- i. Prestige Rural Employment Areas (Land Option D)
- ii. Rural Employment Areas (Land Option D)
- iii. Future Rural Employment Area Overlay (Land Options G and H and Options B and C)

Prestige Rural Employment Areas

The Preferred Land Option features large areas with frontage along Highway 401, one of the most highly utilized and important transportation corridors in the County of Wellington and Ontario. It is imperative that future employment lands take advantage of the significant visibility provided by being located on such an important transportation corridor, therefore a Prestige Rural Employment Area designation is proposed to assist in future land uses maximizing the land use potential of these lands.

The Prestige Rural Employment Area designation is a land use category intended to promote high-quality, employment-focused development in strategic areas generally with direct frontage along transportation corridors that generally are deemed not to be obnoxious by reason of dust, odour and fumes. The primary purpose is to attract businesses and industries that require professional, visually appealing environments with enhanced design standards while ensuring land use compatibility with adjacent development and enhancing the overall economic profile of the municipality. Prestige Employment uses generally permit a range of light industrial and accessory office-oriented employment uses, including but not limited to:

- Research and development facilities in connection with manufacturing;

- Warehousing and distribution with limited outdoor storage;
- Light manufacturing and assembly uses;
- Business offices as an accessory use.

Incorporating this land use designation would enable the Township to provide elevated forms of employment uses within lands along major transportation corridors, bolstering the Township's range of employment uses and improving its appeal to businesses.

Rural Employment Areas

A "Rural Employment Special Policy Area" based on the "Rural Employment Areas" designation, as established within Section 6.8 of the County OP, will apply to portions of the lands within the Preferred Land Option. The Rural Employment Special Policy Area will incorporate several policy changes refining the range of permitted uses within the Special Policy Area and including policies related to maintaining land use compatibility. These policy changes ensure that the special policy area remains consistent with the County's long-term planning objectives. Policy text for this Special Policy Area designation is included within Section 3.2 of this report.

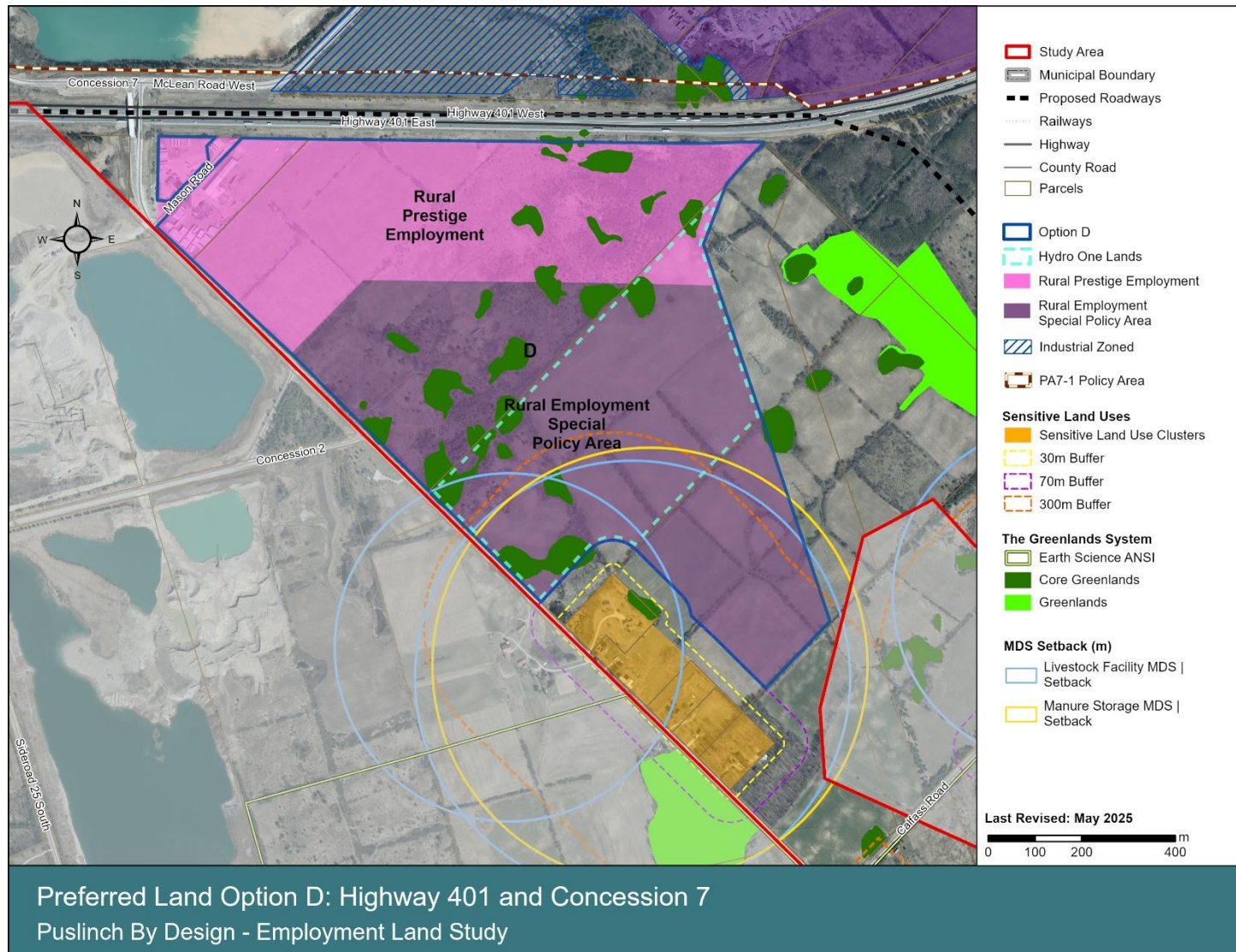
Future Rural Employment Area Overlay

While there is a need for at least 30 ha of employment area land in Puslinch to the 2051 planning horizon, the 2024 Provincial Planning Statement allows for planning for employment areas to extend beyond that timeframe. With an approximate net area of 86 ha, Option D is almost 3 times that requirement however, a parcel within Option D is owned by Hydro One. If that land is not made available for industrial development, the potential to be realized from Option D would be closer to 61 ha.

Township Council provided further direction to identify options beyond the selection of one out of the eight areas studied.

A "Future Rural Employment Area" overlay will need to be established to identify areas to be considered for future rural employment use. An overlay is not a land use designation and confers no immediate development opportunity. An overlay identifies potential areas for Future Rural Employment, subject to meeting the requirements in the County Official Plan. The requirements in the County Official Plan are proposed as part of the Official Plan Amendment, including requiring future studies and planning applications to confirm whether the lands should be developed for Rural Employment.

Figure 7 - Recommended Site Specific Policy Areas for new Rural Employment Area



3.1.3 Other Applicable Policies

The County OP currently contains a local policy 9.8.3 Puslinch Industrial Policy as follows:

9.8.3 *Puslinch Industrial Policy*

- a) *Areas designated Rural Employment in Puslinch are permitted to have the following additional uses:*
- *complementary commercial uses such as automotive uses, restaurants, motels and limited retail*
 - *offices, including a head office and/or research centre*
- b) *Two large parcels of land to both the east and west of the Hanlon Expressway have been designated Rural Employment. These lands have lower priority for development than the industrial lands in the “Puslinch Economic Development Area”. Existing properties will not be further fragmented by severance or subdivision until a detailed concept plan is developed, in cooperation with the City of Guelph, which provides an appropriate connection between the City’s industrial lands to the north and the proposed interchange on the Hanlon Expressway. This restriction will be reviewed periodically to determine if these lands should be available for development or whether the designation should be expanded to include additional lands. The sequence of development shall be further controlled so that the eastern side of the Hanlon develops first. Development immediately adjacent to the Hanlon shall be restricted in the degree and location of open storage and type of uses. The area to the west of the Hanlon Expressway will only be considered should no other suitable site be available.”*

The policies of subsection (a) apply broadly to the rural employment areas of the Township and no longer conform with the new “employment area” definition of the *Planning Act*. Changes through the County Official Plan Review as part of Official Plan Amendment 123 implement the new definition.

The policies of subsection (b) apply to the area shown in purple at right comprised of the existing Rural Employment lands on the east and west side of Highway 6 North between the City of Guelph limits to the north and the new interchange to the south.



Proposed Policy Direction

It is recommended that the policies of Section 9.8.3 be deleted from the Official Plan as they are out of date and are more appropriately addressed through the new site specific policy areas.

Once the *Puslinch by Design* Study is complete, the County OP policies enabling the study under Section 9.8.4 (below) will no longer be needed.

9.8.4 Regionally Significant Economic Development Study Area

Schedule A7 and B7 of this Plan identifies a Regionally Significant Economic Development Study Area in Puslinch. This area includes Secondary Agricultural lands to be considered for future employment uses and as appropriate, other uses based on need which are compatible with the surrounding area.

This area also includes lands which have been developed and/or are designated Rural Employment and form part of the Puslinch Economic Development Area (PA7-1). Other lands are licenced and active aggregate extraction operations.

The Regionally Significant Economic Development Study will be initiated by the Township in consultation with the County. Prior to initiation of the study, the Township and County shall prepare detailed terms of reference and, if necessary, make minor refinements to the Study Area limits. The Study shall incorporate a transportation analysis, a servicing strategy, an agricultural and environmental review.

Proposed Policy Direction

It is recommended that the policies of Section 9.8.4 be deleted from the Official Plan as part of the implementing County OP amendment.

3.2 Proposed Official Plan Policies

Based on the findings of *Puslinch by Design*, Wellington County will undertake an Official Plan Amendment to amend the County of Wellington Official Plan to include new policies and land use designations for the Township of Puslinch to facilitate the future use of the employment lands.

Prestige Rural Employment Area

The Official Plan is amended to introduce a new *Prestige Rural Employment Area* designation for lands south of Highway 401 and east of Concession 7. These lands are intended for high-quality, visually prominent industrial and employment uses such as enclosed warehousing, light manufacturing, and corporate offices. Outdoor storage is restricted from highway frontages to maintain an attractive appearance. The amendment includes detailed zoning direction, including compatibility assessments per MECP D-6

Guidelines, a required minimum 70 m setback from sensitive uses, enhanced buffering, and support for larger lot sizes. The 70 m setback is mandatory, must be natural self-sustaining vegetation, and can only be reduced by an Official Plan Amendment. This designation reflects the Township's goal to attract investment and leverage visibility along major transportation corridors.

Additional policy matters include:

- discouraging the use of multiple penetrating aquifers to protect groundwater function and quality;
- requiring developers to bear the costs of road infrastructure related to rural employment development;
- use of design guidelines to achieve compatibility with surrounding land uses and the existing rural character, and to promote high-quality design.

Rural Employment Special Policy Area

A new *Rural Employment Special Policy Area* designation is applied to lands south of Highway 401 on the east side of Concession 7, south of the Prestige Rural Employment Area. This policy area limits permitted uses to traditional industrial operations such as manufacturing, processing, servicing, and storage, while explicitly excluding commercial, retail, and office uses. This policy area is intended to accommodate more traditional rural industrial activities that are not reliant on exposure to major transportation infrastructure. Similar to the *Prestige Rural Employment Area*, zoning regulations will require compatibility assessments, appropriate buffering from sensitive uses, and consideration of lot sizes that support diverse industrial needs.

Additional policy matters include:

- discouraging the use of multiple penetrating aquifers to protect groundwater function and quality;
- requiring developers to bear the costs of road infrastructure related to rural employment development;
- use of design guidelines to achieve compatibility with surrounding land uses and the existing rural character, and to promote high-quality design.

Future Rural Employment Area

The *Future Rural Employment Area overlay* is introduced to identify lands with long-term employment potential. These areas are not land use designations and do not permit new employment development until an Official Plan amendment is adopted and approved. Future development will be contingent on a demonstrated employment land need. Specific transportation requirements apply to lands near Sideroad 20 North, including the need to avoid truck and employment use traffic on rural roads and to provide alternative internal road connections through a detailed transportation plan. This policy provides long-term protection for strategically located lands near Highway 401, ensuring they are

preserved for future employment uses and not prematurely developed. No driveway access to Sideroad 20 will be permitted should these lands be redesignated/developed for Rural Employment. Similar policies requiring the 70 m setback as natural self-sustaining vegetation and requiring an Official Plan Amendment to reduce this setback are included.

Direction on appropriate permitted uses for these lands is to be considered through the development application process (County Official Plan Amendment) to ensure proposed employment uses are compatible with existing land uses, including residential or other sensitive land uses. The following additional policy matters (among others) are to be considered during the County Official Plan Amendment review process within the Future Rural Employment Area:

1. The use of multiple penetrating aquifers shall be limited to protect groundwater function and quality.
2. Developers shall be responsible for the full cost of road infrastructure improvements required to support rural employment development.
3. Design guidelines are to be used to promote high-quality design and to ensure compatibility with surrounding land uses and the existing rural character.

Removal of Section 9.8.3 & 9.8.4

Section 9.8.3 (Puslinch Industrial Policy) and Section 9.8.4 (Regionally The deleted policies are replaced by more refined designations and policy areas that provide clearer land use guidance, compatibility standards, and servicing expectations, which have been developed through *Puslinch by Design*.

Mapping Changes

Mapping changes have been included to delineate the boundaries of the new land use designations, including the *Prestige Rural Employment Area*, *Rural Employment Special Policy Area*, and *Future Rural Employment Area*. The updated land use schedules are provided in Appendix A as part of the draft Official Plan Amendment.



4. SUPPORTING INFRASTRUCTURE NEEDS

4. Supporting Infrastructure Needs

4.1 Transportation Infrastructure

Key objectives of the Employment Land Study are to prepare an implementation plan that:

- considers the role and utilization of the existing and future transportation infrastructure;
- addresses the future road and employment land requirements;
- identifies the preferred location of siting additional employment lands;
- addresses the strategic importance of employment lands near or adjacent to Highway 401 and Highway 6; and
- identify initial transportation infrastructure requirements.

4.1.1 Transportation System Infrastructure

Transportation infrastructure considerations for Land Option D include key planning criteria and planned improvements being complete in the 10-year timeframe:

Planning Criteria

- frontage along Highway 401 which enhances both visibility and business promotion
- proximity to truck accessible roads (Concession 7, McLean Road W, Highway 6) linking to the Highway 401 and Highway 6 Corridors
- alternative routes to access Hwy 401:
 - Alternate Route A – Concession 7, McLean Rd. W, WR 46 (3.6 km)
 - Alternate Route B – Concession 7, New Hwy 6 Interchange (4.0 km)

Planned Transportation Infrastructure Improvements

- new Highway 6 / Hanlon Expressway mid-block interchange and adjacent County and Municipal Road improvements which address existing traffic congestion and safety issues along Hanlon Expressway
- Highway 6 / Morriston Bypass
- widening of Highway 401 corridor to upwards of 10 lanes from Cambridge to Milton

The planned transportation infrastructure improvements noted above, will enhance and improve the existing transportation network operation and provide an excellent transportation system to address employee and goods movement access to Option D.

4.1.2 Option D Site Access – Short-Term

The preferred site access is a new intersection of Concession 7 and Concession 2A approximately 450m south of Mason Road (St. Mary's CBM Aggregate entrance). The proposed intersection would be fully channelized with consideration for traffic signals when required.

The section of Concession 7 from Mason Road to Option D Site access will require reconstruction to a paved 2 lane roadway with 1m shoulders. The road design would include:

- 2 lane paved rural road reconstruction
 - 7.5m paved width – 3.75m / lane to accommodate truck traffic
 - 1.0m shoulders
- Unsignalized Intersection Concession 7 / Mason Road
- Signalized Intersection Concession 7 / Concession 2A / Option D Site Access

An Order of Magnitude short-term construction cost for the required opening day/short-term infrastructure is estimated to be approximately \$3 Million based (with the Township responsible for the improvement costs) on consideration for the following construction cost items:

- Concession 7 road reconstruction (.5km)
- Concession 7 / Mason Road intersection – turning lanes
- Concession 7 / Option D Site Access Intersection (Concession 2A)
 - Intersection Reconstruction with Traffic Signals
- Landscaping
- Property
- Utility Relocation
- Miscellaneous Construction Items
- Environmental Assessment
- Pre-Construction Engineering
- Estimating Contingency

It is noted that Order of Magnitude Costs for Transportation Infrastructure construction can range from -50% to +100% and require a more rigorous review once site planning is initiated.

4.1.3 Option D Site Access – Long-Term

It is assumed that both Concession 7 and McLean Rd. West can accommodate the increased traffic flows in the short term. However, in the longer term (10 – 20-year period) as the Rural Employment Area at Land Option D approaches full build out, McLean Rd. West may require widening and additional traffic control.

To address the longer-term transportation system requirements related to full development of Land Option D, it is recommended that Puslinch Township undertake a transportation system needs assessment every five years to identify timing and cost of required transportation improvements. Road improvements required as a result of development of Option D will be paid for by the developer.

4.2 Private Servicing Infrastructure

As per the Provincial Policy Statement 2024, for rural development and communities that do not have available municipal services private communal sewage services and private communal water services are the preferred form of servicing. Specifically, both private communal sewage services and private communal water services are to be the first consideration for multi-unit/lot development to support protection of the environment and minimize potential risks to human health and safety.

Private communal water services offer significant benefits and reduce risks, such as:

- Coordinated neighbourhood firefighting waters (either pressurized hydrants, or, communal firefighting static water storage containers)
- Possibility to have neighbourhood pressurized hydrants and pressurized sprinklers systems, both of which reduce fire risks and protect human life / infrastructure insurance costs
- Coordinated water intake has a lower long-term unit-cost as compared to privately owned water services, with better coordination of impacts with other sources of impact (neighbours, septic fields, existing aggregate ponds, etc.)

Private communal sewage services is split into two categories: stormwater management and sanitary sewage.

Stormwater management is generally designed by applicants as a unified communal system in order to maximize developable area. For most municipalities in Ontario, stormwater management facilities (such as stormwater wet ponds or infiltration dry ponds) are transferred over to the municipality in a similar manner to municipal Right of Way roads. Stormwater management facilities are also intrinsically tied to high-precipitation storm events, where it is imperative that all individual links in the chain of stormwater drainage are owned by a small group of owners to manage flooding risks (such as up-stream receivership or down-stream discharge issues).

From both a PPS and a general engineering safety and efficiency perspective, private communal sanitary sewage systems offer added benefits and reduce risks, such as:

- Higher reliability of proper inspections, maintenance, and repairs
- Higher levels of scrutiny during application and design phase, specifically with review and input by the Ministry of the Environment, Conservation and Parks through their Environmental Compliance Approval process

- Reduced risk of breach and contamination of surrounding area (either internal or external of the property boundary)
- Less overall total “zone of influence” as compared to multiple individual units
- Less likelihood of abandonment and transference of problems to local municipalities

It is therefore recommended that all future development use private communal sanitary sewage systems unless there is a rationale why the development proponent cannot reasonably implement communal sanitary sewage systems. The following do not constitute acceptable reasons for an exemption:

- To retain future flexibility of development
- Unknown future population (employment) forecast for proposed development
- Related costs and financial implications to physically distribute sewage to these communal systems
- Unwillingness to participate in upkeep and maintenance costs of private systems for non-full usage / only anticipated small load usages
- Specific volume allocation is insufficient, assuming that the communal system is capable of expansion / re-allocation of capacity with neighbours, etc.

Implementation could be achieved through a variety of forms, including through development agreements related to each development application. Other examples include Plans of Condominium where the Condominium Corporation is responsible for the system and maintenance/financing of the maintenance. The Township may, through development agreements, hold securities to ensure long-term sustainability of the system.



5. DESIGN GUIDELINES

5. Design Guidelines

This section will form the basis of the detailed urban design guidelines to be prepared as a standalone document for the *Prestige Rural Employment Area* and the *Rural Employment Area Special Policy Area* south of Highway 401 and west of Concession 7. These design guidelines are separate but supportive and complementary to the Township's existing Urban Design Guidelines (2010), which are applicable Township-wide. The guidelines were formulated by considering findings across all disciplines in previous study phases.

The guidelines will contain design principles, strategies, and highlight key considerations for special focus areas. Concept cross-sections are provided to inform compatible future development.

The *Prestige Rural Employment Area* and the *Rural Employment Area Special Policy Area* south of Highway 401 and west of Concession 7 is envisioned to develop with an integrated street pattern and parcel design that achieves high standards of overall design. Development in this area is to respect the rural character. This will be achieved through landscape treatment, cohesive site and building design, and an integrated approach that ensures the design of private developments complements and enhances the adjacent road network.

Figure 8 – The rural character of Puslinch is strongly defined by its rural streetscape character



5.1 Design Principles

The overall design approach, vision, and direction have been synthesized to provide five main design principles to guide design of the *Prestige Rural Employment Area* and the *Rural Employment Area Special Policy Area*. These principles will contribute to achieving a high-quality and well-designed built environment that respects Puslinch's distinct rural character, while providing for a full range of compatible employment uses.

The recommended design principles are as follows:

1. Respect the rural character of the area.

Development will ensure that the existing rural character of the area will be respected while fostering a distinct character within the rural employment area and at strategic locations such as gateways and priority areas.

2. *Achieve a high-quality built environment.*

Excellent building and site design will be facilitated by developments in a manner that integrates with the existing and planned streetscape, respects adjacent uses, and enhances the appearance and prestige of the rural employment area. This will be accomplished through a high standard of site layout and architectural design that effectively addresses building orientation, site circulation, setbacks, landscaping, and separation distances. Collectively, these will contribute to a high-quality built environment that provides safe pedestrian circulation, and promotes sustainability, accessibility, and compatibility.

3. *Promote environmentally sustainable development.*

Development will have regard for environmental sustainability and the impacts of climate change through site planning and layout. Green building-design measures that promote native plant species, low impact development methods (LID), energy efficiency, durable building materials, and reduced impervious surfaces will be encouraged. LID methods are practices and technologies which mimic the natural water processes in order to address stormwater runoff and support stormwater infiltration into the ground, through methods such as rain gardens, green roofs, stormwater landscaping, permeable pavement, rainwater harvesting, soakaways, and more.

4. *Ensure appropriate interfaces and buffering between uses.*

The transition and interface between different uses, specifically employment and sensitive land uses, and built forms is an important design consideration to ensure compatibility and mitigate potential conflict. Measures such as setbacks, separation distances, landscaping, buffering, fencing, location of loading areas, location of stormwater ponds (if required) and screening will be as a transition between different land uses.

5. *Promote flexible development standards to accommodate evolving employment needs.*

Flexible development standards will be considered to accommodate a range of industry and private servicing needs.

5.2 Design Strategies for Land Use Designations

The following section outlines recommended urban design strategies applicable to the *Prestige Rural Employment Area* and the *Rural Employment Area Special Policy Area*, which contain differing character.

The *Prestige Rural Employment Area* is adjacent to Highway 401 and Concession 7 and is intended to accommodate businesses and light to medium industry that requires a professional environment. These areas generally require enhanced design standards due to visibility from crucial transportation corridors.

The *Rural Employment Area* permits a broader range of industrial uses that would benefit from a rural location due to their need for larger sites and access to major transportation routes.

The urban design strategies are organized as follows:

- General strategies applicable to all land use designations within the preferred land option;
- Strategies for *Prestige Rural Employment Areas*; and,
- Strategies for *Rural Employment Areas*.

The urban design strategies encompass site planning components such as layout, parking and loading, landscaping, and signage, as well as built-form components such as massing, height, and building façade and materials. The design principles (outlined in Section 5.1) are identified under each of the urban design strategies, demonstrating how the urban design strategies reinforce the overarching design objectives.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
Site Design and Layout	<ul style="list-style-type: none"> Buildings shall be oriented to face the highway and/or major roads. Site layout and building orientation is encouraged to be designed to maximize solar gain and capture solar energy through elements such as windows as a form of passive heating. Outdoor storage and display areas are not recommended, but where they are necessary, display areas should be orderly and related to the business. <p><i>Principles #1, 2, 3, 4</i></p>	<ul style="list-style-type: none"> Development shall be located and sited in highly visible locations such as near gateways, highways, or major roads. Buildings shall generally be located to front Highway 401 where possible. Building walls shall be proportional to the lot frontage to support a well-defined and consistent street edge. Outdoor storage and display areas are not permitted between the building and Highway 401. Minimal parking shall be permitted between the building and Highway 401. No loading spaces or loading bays shall face Highway 401. <p><i>Principles #1, 2, 4, 5</i></p>	<ul style="list-style-type: none"> Front and side yard setbacks shall be increased proportionally for taller and/or more intensive uses. In addition to required setbacks, further separation distances will be required for any outdoor uses (e.g outdoor storage) and adjusted according to the intensity of the use. Outdoor storage and display areas shall be located away from sensitive land uses such as residential uses. <p><i>Principles #1, 2, 4, 5</i></p>

Design Strategies	General	Prestige Employment Area	Rural Employment Area
Access and Circulation	<ul style="list-style-type: none"> Shared driveways with adjacent developments are encouraged to minimize disruption to roadways. Employee and visitor parking areas are encouraged to be separated from the loading and service areas. Safe pedestrian circulation shall be provided throughout the site, between the buildings and the street and parking area(s). <p><i>Principles #2, 4</i></p>	<ul style="list-style-type: none"> The number of site access points is to be minimized in order to maximize building frontage. Landscaped strips shall be planted along pedestrian walkways as a buffer between the driveway and/or parking area(s). <p><i>Principles #2, 3, 4</i></p>	<ul style="list-style-type: none"> Truck access shall not conflict with general passenger vehicle circulation. Employee and visitor parking areas are encouraged to be separated from outdoor storage of goods and vehicles. <p><i>Principles #2, 4, 5</i></p>
Parking and Loading	<ul style="list-style-type: none"> Parking shall generally be located in the rear or interior side yard. The visual impact of parking and loading facilities shall be minimized through landscape plantings and screening. 	<ul style="list-style-type: none"> Minimal parking shall be permitted between the primary entrance and the street and along Highway 401. Appropriate screening techniques shall be utilized where parking is provided along the street or the highway. 	<ul style="list-style-type: none"> The general design strategies apply.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<ul style="list-style-type: none"> • Safe and efficient pedestrian circulation shall be promoted in parking areas and shall minimize potential pedestrian-vehicular conflicts through pavement markings, signage, and demarcated routes. • Loading areas shall not face sensitive land uses. • Adequate lighting shall be provided in parking and loading areas. • Secure bicycle storage is encouraged to be provided where appropriate. <p><i>Principles #2, 3, 4</i></p>	<ul style="list-style-type: none"> • Parking shall be located in the rear yard. Where demonstrated that it is necessary to be located in the side yard, it must be appropriately screened from public view. • Loading, servicing, and garbage facilities are not permitted to face the highway or street. They must be screened in a manner compatible with the architectural character of the building. <p><i>Principles #2, 4</i></p>	
Landscaping	<ul style="list-style-type: none"> • Landscaping shall consist of non-invasive and native species that are low maintenance, 	<ul style="list-style-type: none"> • A large portion of the lot perimeter should be landscaped with buffer plantings, screening, and/or street trees. 	<ul style="list-style-type: none"> • Landscaped treatments shall be incorporated within building setbacks to achieve enhanced buffering.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<p>and pest- and disease-resilient.</p> <ul style="list-style-type: none"> • Accent planting and coordinated signage is encouraged at the main driveway entrances, subject to sight-line requirements. • There should be a significant minimum landscape buffer provided where industrial uses are adjacent to residential and/or open spaces. This buffer shall consist of plantings such as high shrubs and dense tree coverage that obscures views of the industrial development from the adjacent residential and/or open space uses. • Fencing and screening is encouraged to reflect the character of an existing area in terms of materials, visual 	<ul style="list-style-type: none"> • Landscaping shall not obstruct important views to the main building nor sightlines from site access points. • Developments should incorporate high-quality and decorative landscaping, as well as paving treatments to complement the building frontage. • Fencing in public view is encouraged to incorporate upgraded materials such as cast iron, metal slats, or wood. <p><i>Principles #1, 2, 4</i></p>	<p><i>Principles #1, 2, 4</i></p>

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<p>permeability, and height.</p> <p><i>Principles #1, 2, 3, 4</i></p>		
Outdoor Storage	<ul style="list-style-type: none"> • Outdoor storage shall not abut the highway or street. • Where outdoor storage is proposed, effective screening must be implemented. • Storage enclosures are encouraged to be constructed of materials that match or complement the building material. • Outdoor storage shall not face sensitive land uses such as residential. <p><i>Principles #1, 2, 4</i></p>	<ul style="list-style-type: none"> • No outdoor storage is permitted. <p><i>Principles #1, 2</i></p>	<ul style="list-style-type: none"> • The general design strategies apply.
Signage	<ul style="list-style-type: none"> • Signage shall be placed at entry points and designed to be consistent with the rural character of the area. 	<ul style="list-style-type: none"> • Signage shall complement and be consistent with the overall building design and material palette. 	<ul style="list-style-type: none"> • The general design strategies apply.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<ul style="list-style-type: none"> • Signage shall be designed to be an appropriate scale and to be clearly visible from the street in a manner that does not overwhelm the site. • Signage shall be appropriately lit for nocturnal visibility and exposure. <p><i>Principles #1, 2, 3, 4</i></p>	<ul style="list-style-type: none"> • Buildings with multiple occupants are to integrate signage into the building façade to reduce sign clutter. 	
Lighting	<ul style="list-style-type: none"> • Pedestrian-scale lighting shall be incorporated throughout the site and parking area to improve safety and functionality of the site. • Lighting shall be energy efficient and dark-sky compliant. • Spill-over lighting shall be avoided. <p><i>Principles #1, 2, 3, 4</i></p>	<ul style="list-style-type: none"> • Additional lighting should create enhanced aesthetics. • Lighting is encouraged to be used as an accent feature to highlight architectural and landscaping elements. <p><i>Principles #1, 2</i></p>	<ul style="list-style-type: none"> • The general design strategies apply.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
Sustainability	<u>Site Planning</u> <ul style="list-style-type: none"> • Low impact development (LID) methods which filter, absorb, and/or store stormwater runoff such as rain gardens and bioswales shall be incorporated throughout the site. • Existing significant trees and vegetation shall be preserved, where possible. • Developments are encouraged to incorporate energy-efficient and water-efficient practices. • Areas such as driveways and parking areas are encouraged to incorporate permeable paving where possible within permitted standards. 	<u>Site Planning</u> <ul style="list-style-type: none"> • Areas allocated for carpool and/or electric vehicle chargers are encouraged to be provided. <p><i>Principles #3</i></p> <u>Built Form</u> <ul style="list-style-type: none"> • Green roofs are encouraged for large buildings in order to minimize storm water runoff. • Large buildings shall include high albedo/reflective surfaces in order to mitigate the heat island effect. • Renewable energy such as solar panels and wind turbines are encouraged to be incorporated in the development where possible. 	<ul style="list-style-type: none"> • The general design strategies apply.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<p><i>Principles #1, 2, 3</i></p> <p><u>Built Form</u></p> <ul style="list-style-type: none"> • Buildings are encouraged to incorporate sustainable building design measures that are aligned with the Canada Green Building Council (CAGBC) certification standards or through a CAGBC Alternative Compliance Pathway (ACP), which provides a locally-relevant, equivalent means of demonstrating compliance with sustainability standards. • Adaptive reuse of building materials are encouraged in new developments, where possible. • Building materials shall be selected to be durable, and where 	<p><i>Principles #1, 2, 3</i></p>	

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<p>possible, consisting of recycled products.</p> <p><i>Principles #1, 2, 3</i></p>		

Built Form Urban Design Strategies

Design Strategies	General	Prestige Employment Area	Rural Employment Area
Building Height and Massing	<ul style="list-style-type: none"> Building and ground-floor heights are encouraged to be flexible to accommodate evolving employment uses. Large expanses of building elevations shall incorporate wall projection and/or recess, dynamic architectural articulation and/or changes in colours and materials to break up their massing. <p><i>Principles #1, 2, 5</i></p>	<ul style="list-style-type: none"> Industrial components shall be located to the rear of the site. Building and ground-floor heights should reflect the nature of operations and use, including accessory office and administrative uses. Buildings shall be consistent and compatible with adjacent buildings in terms of scale and massing, height, and configuration. Buildings are encouraged to be no longer than 80 metres. 	<ul style="list-style-type: none"> Office areas in the building shall have maximum exposure to streets, as applicable. Buildings are encouraged to be no longer than 100 metres. <p><i>Principles #1, 2</i></p>

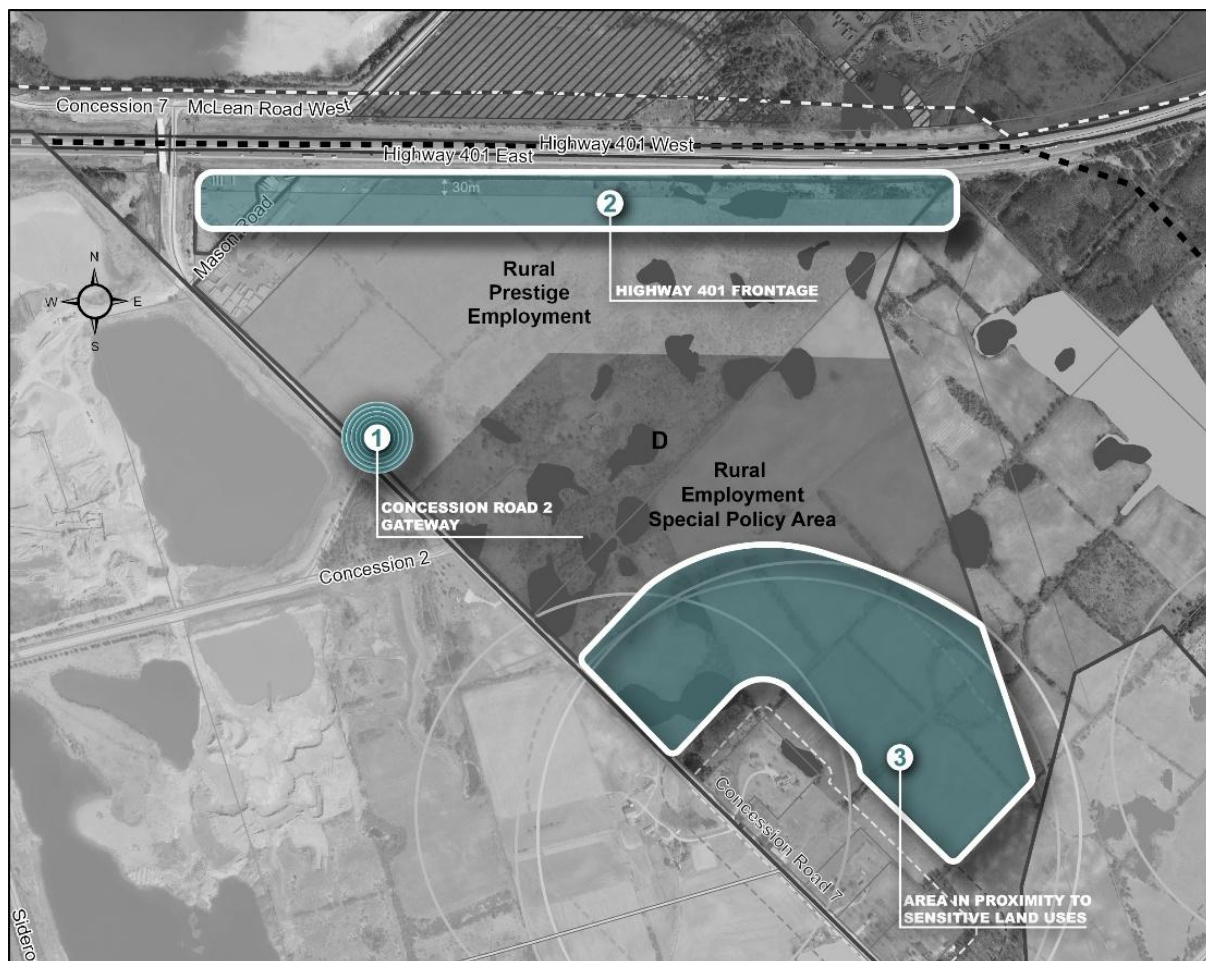
Design Strategies	General	Prestige Employment Area	Rural Employment Area
		<i>Principles #1, 2, 4, 5</i>	
Building Façade, Materials and Elevations	<ul style="list-style-type: none"> Buildings are encouraged to exhibit a high-standard of architectural design. Building facades facing the highway and/or major roads shall not have blank facades and shall utilize various materials, architectural treatments, and articulation to generate visual interest. <p><i>Principles #1, 2, 5</i></p>	<ul style="list-style-type: none"> Glazing along the building frontage is encouraged to ensure visibility indoors. The material palette of a building is encouraged to include variety as well as well-proportioned materials and colours to create visual interest and avoid monotony. Building materials should be high-quality and durable in a manner that will retain its appearance overtime. <p><i>Principles #1, 2, 5</i></p>	<ul style="list-style-type: none"> The main office/visitor area should be designed with high quality materials and architectural treatments. Street-oriented building facades shall have high quality materials and architectural treatment. <p><i>Principles #1, 2, 5</i></p>
Entrances	<ul style="list-style-type: none"> Building entrances shall be coordinated with the placement of pedestrian walkways. Entrances are encouraged to be emphasized through canopies, awnings, and other architectural elements. 	<ul style="list-style-type: none"> Buildings shall provide entrances that are oriented to the streets where possible. Entrances shall be prominent and visible. <p><i>Principles #1, 2</i></p>	<ul style="list-style-type: none"> The general design strategies apply.

Design Strategies	General	Prestige Employment Area	Rural Employment Area
	<ul style="list-style-type: none"> • Steps and ramps are encouraged to be architecturally integrated into the building. • Access ramps shall be located as close as possible to the most direct barrier-free path of travel. <p><i>Principles #2</i></p>		

5.3 Design Strategies for Focus Areas

A critical component of the design framework is the identification of focus areas (mapped in **Figure 8**) and specific design guidance for those areas. The focus areas are areas with high visibility and prominence from the public, or locations that require strategic interfaces with adjacent uses.

Figure 8 – Location of the Strategic Focus Areas



Focus Area #1 – Gateway at Concession Road 7 Access Point

Gateways are integral for wayfinding, create a sense of arrival and define the area's image. A gateway is recommended at the primary access to the rural employment area.

The Puslinch Design Guidelines already contain guidelines for the treatment of gateways. Detailed design strategies are recommended to ensure continuation of relevant guidelines in the Puslinch Design Guidelines while providing additional context-appropriate strategies for employment area. Any future gateway signage shall comply with all applicable sign by-laws and relevant signage policy documents of the Township,

County, and/or Ministry of Transportation. The developer is to bear the responsibility and costs of signage, landscaping and lighting as part of development at the entrance to the area.

Design Strategies	General
Signage	<ul style="list-style-type: none"> • Incorporate gateway signage on Concession 7 at the access point to the rural employment area. • Any signage is to have a low-to-ground profile, not backlit, using natural materials to suit the rural context. • The signage should include the future name of the employment area within the gateway feature. • Tall directory signs should not be utilized.
Landscaping	<ul style="list-style-type: none"> • Use enhanced landscaping with a combination of native trees, and seasonal plantings to create a visually appealing and distinctive entrance.
Lighting	<ul style="list-style-type: none"> • Use restrained lighting to enhance the gateway signage elements and reinforce the sense of arrival while respecting the rural character. Downlighting is recommended.
Building Design	<ul style="list-style-type: none"> • Design buildings located at gateway intersections to the highest architectural standards, with distinctive and attractive building and elevation design that is compatible with the rural character of the area. • Corner buildings should address all streets they front onto through the provision of entrances, and articulate and engaging elevation design. • Position signage on the building façade if needed, incorporating design elements that complement the Township's branding and create a welcoming experience.

Figure 9 - Example of entry point into the employment lands using restrained signage, and landscaping to facilitate a sense of arrival



Focus Area #2 – Highway 401 Frontage

The northern boundary contains the Prestige Rural Employment lands adjacent to Highway 401. Buildings and design in this focus area should be prioritized for an elevated standard of design due to their high visibility from the highway, creating a defined image of the Township of Puslinch.

Design Strategies	General
Signage	<ul style="list-style-type: none"> • Signage design must adhere to any applicable Township By-laws and Ministry of Transportation (MTO) requirements. The design should be compatible with the rural character of the area. • Signage should be integrated into building design to reduce clutter. Rooftop signs should not be utilized. • Signage sizes should be appropriate to the speed and scale of the highway environment. Signage that is incorporated on building facades oriented to the highway should not dominate building facades.
Landscaping	<ul style="list-style-type: none"> • Subject to the MTO's regulations, the entire area between the buildings and the Highway 401 should incorporate enhanced landscaped treatment which should include a vegetative landscape buffer and may include a berm and fences. • Provide landscape treatment that can be perceived while traveling at high speed. This may involve large, simple, repetitive and/or bold landscaping features.

Design Strategies	General
	<ul style="list-style-type: none"> • Coordinate consistent treatment along Highway 401 to establish a distinct identity for the employment lands.
Lighting	<ul style="list-style-type: none"> • Lighting design should adhere to the relevant by-laws for the Township of Puslinch and MTO. • Accent lighting to emphasize building design and landscape elements should be provided. • Light emitting diodes (LEDs), solar power, road reflectors and other alternative lighting and energy sources are encouraged for energy efficiency.
Building Design	<ul style="list-style-type: none"> • Building facades oriented towards Highway 401 shall be designed with the highest architectural quality and standards. A great amount of articulation is encouraged to create visual interest, and may include building projections, material variations and fenestration arrangement. Interior active uses (i.e. offices, common space) are encouraged to be oriented towards the Highway. • Where taller buildings are proposed in the Rural Employment Area, they should be concentrated along Highway 401. The massing of such buildings needs to be appropriately designed to not detract from the rural character of the surrounding areas.
Outdoor Storage, Parking and Service Areas	<ul style="list-style-type: none"> • Outdoor storage and display of items that are visible from Highway 401 are not permitted. • Parking and loading facilities generally shall not be located between buildings and Highway 401.

Figure 10 - Example of interface between industrial area and highway with use of signs, landscaping and prominent buildings



Focus Area #3 – Area in Proximity to Sensitive Land Uses

The lands east of Concession Road 7 and north of Calfass Road, adjacent to existing rural residential uses, have been identified as a focus area requiring careful planning to ensure compatibility between residential and employment uses. The strategic focus area encompasses the lands 70-metres to 300-metres from the existing rural residential uses (based on distances identified in the MECP D-6 guidelines).

This focus area is also subject to the MDS requirements related to livestock and manure storage facilities in the vicinity. While the livestock and manure storage facilities remain in operation, employment uses within the MDS setback would be restricted. However, enhanced design guidelines are proposed in case MDS constraints are removed in future to uphold land use compatibility between residential and employment uses. The following design strategies are recommended:

Design Strategies	General
Compatible Uses	<ul style="list-style-type: none"> Encourage land uses compatible with both the industrial operations and sensitive land uses, such as those permitted under the definition of an Employment Area in the Provincial Planning Statement (PPS) and the <i>Planning Act</i>, within this focus area as buffer.
Building Location and Orientation	<ul style="list-style-type: none"> Locate and orient buildings and activities that are potential sources of noise, dust, odour and vibration away from this focus area where feasible and in accordance with the relevant guidelines from the MECP.

Design Strategies	General
	<ul style="list-style-type: none"> Consider locating uses and functions that do not generate adverse impacts on sensitive uses in this focus area, such as landscaping, septic beds and stormwater management ponds.
Outdoor Storage	<ul style="list-style-type: none"> Discourage outdoor operations and outdoor storage of goods, materials and waste materials within this focus area, especially in proximity to the westerly and southerly edges of the focus area.
Landscaping & Buffering	<ul style="list-style-type: none"> Enhanced landscaping and buffering features, such as berms, noise attenuation walls, privacy fences, trees and substantive landscape strips to screen any sources of nuisance from view shall be provided adjacent to all rural residences and rural residential clusters.

5.4 Concept Cross-Sections for Roads

This section illustrates concept cross-sections for local roads within the Rural Employment Area. This section will also present a modified local road cross-section for Concession Road 7, which serves as the primary access to the Rural Employment Area. The main objective for Concession Road 7 is to preserve its rural character, while future local roads will strive to achieve high-quality, pedestrian oriented streetscapes with their own distinct character. These cross-sections will be implemented through the design guidelines for the employment area.

Concession Road 7 Cross-Section

Concession Road 7 is a Township of Puslinch Road, with a rural profile, that forms the western boundary of the employment lands and serves as a primary access road. As a key interface, it functions as the main frontage for the proposed employment uses. The interface between the private and public realm should feature enhanced landscape treatments, building upon the existing rural cross-section. Refer to **Figure 9** below for the typical Concession Road 7 cross-section.

Future Local Roads

Any future local roads developed as part of a development application should feature enhanced landscape treatments and informal seating areas to improve the streetscape. Design connections to enhance pedestrian access internally and implement traffic calming measures where pedestrian crossings are needed. Engineering studies will be required. Refer to **Figure 10** below for the concept future local road cross-section.

Figure 9 – Concept Cross-section of Concession Road 7

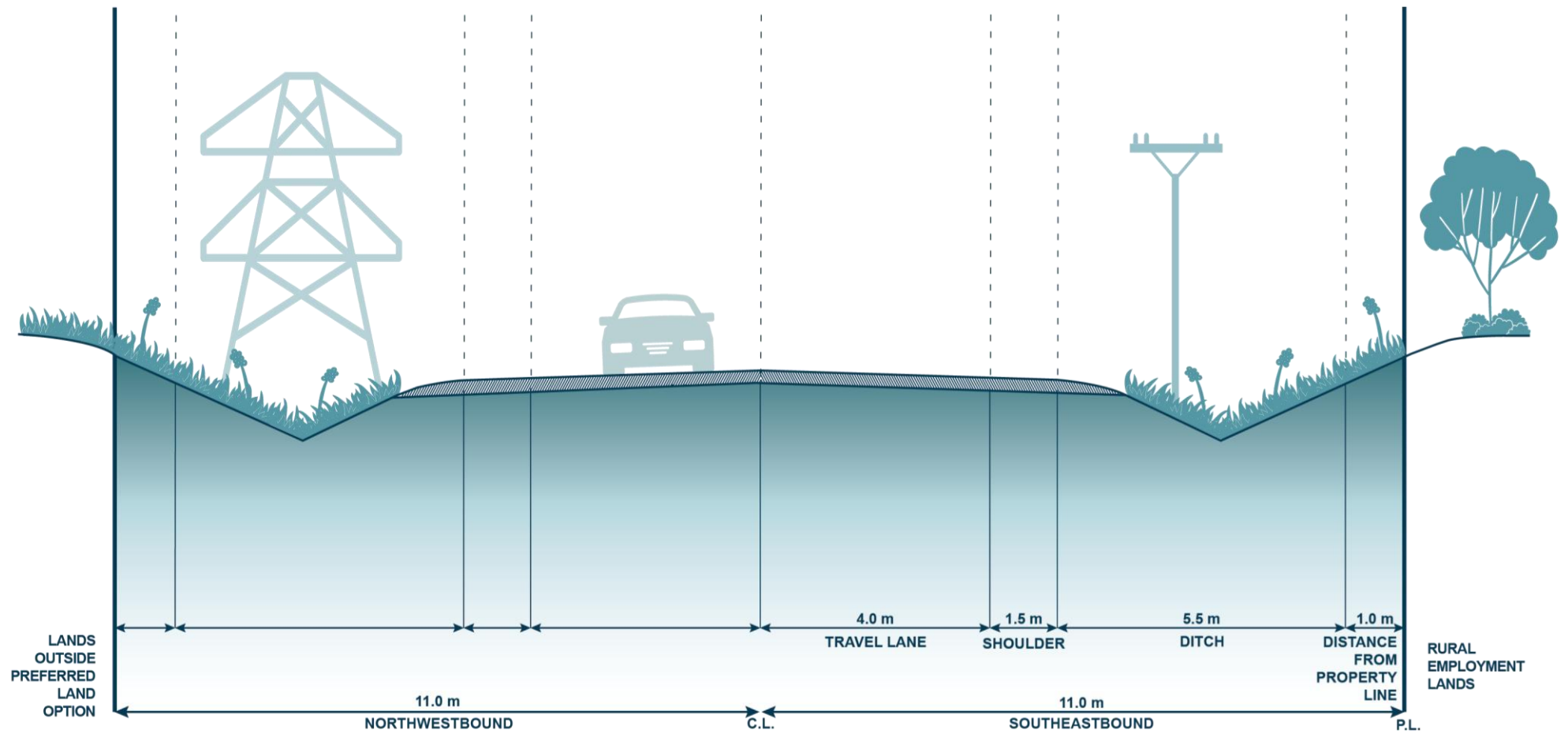
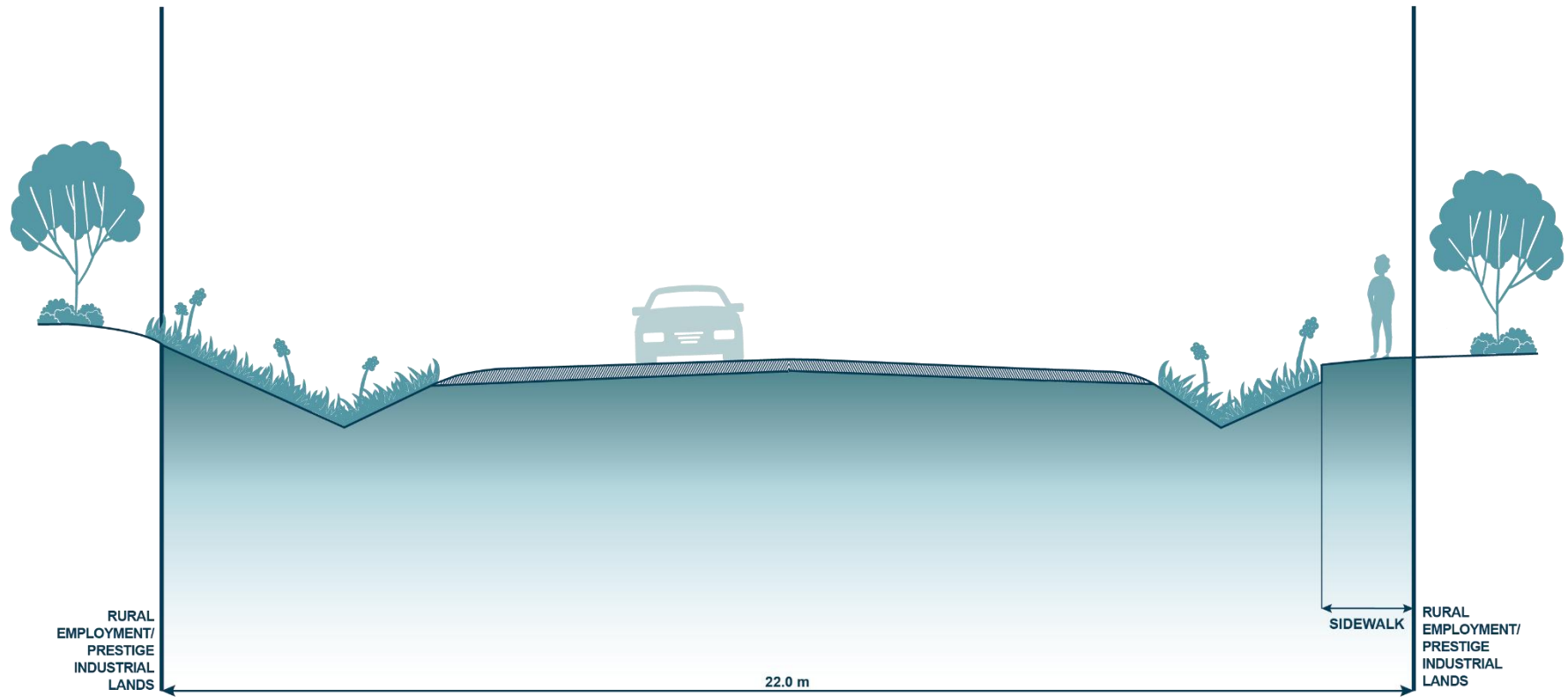


Figure 10 – Concept Cross-Section for Future Local Road





6. RECOMMENDED IMPLEMENTATION



6. Recommended Implementation

The County will lead the County of Wellington Official Plan Amendment process to implement the policy framework for the Prestige Rural Employment Area, the Rural Employment Area and the Future Rural Employment Area Overlay as recommended in Section 3 of this report.

In addition, the following will be provided to assist with processing applications within the Prestige Rural Employment Area and the Rural Employment Area Special Policy Area:

- Development Application Guidance
- Design Guidelines

Both the Development Application guidance and Design Guidelines will be standalone documents; the guidelines will be implemented through Official Plan policy.

6.1 Development Application Guidance

The Development Application Guidance document outlines the Township's development process for the *Prestige Rural Employment Areas*, *Rural Employment Special Policy Area*, and *Future Strategic Rural Employment Areas*. The guide is intended to provide clear direction on application requirements, processing steps, and preferences to achieve a comprehensively planned rural employment area.

While the development application process will follow *Planning Act* processes and requirements there will be additional site-specific guidance to address key matters relative to the area identified through the *Puslinch by Design* employment land study.

Specific matters to be considered include comprehensive planning of existing and proposed employment areas, as well as direction for communal servicing, joint access and internal road networks, shared buffers and transitional features, coordinated stormwater management and communal wells. In addition, there is direction regarding the interface between employment and residential or sensitive land uses. Notably, future communal wells should not be Multiple Aquifer Penetrating.

The proposed Development Application Guidance is provided in Appendix B.

6.2 Design Guidelines

The Design Guidelines have been developed for the site-specific needs and requirements of the new rural employment area. Official Plan policies for the implementation of the guidelines are included in County of Wellington Official Plan Amendment.

The proposed Design Guidelines are provided in Appendix C.



7. CONCLUSION

7. Conclusion

The Phase 5 report of the *Puslinch By Design* Employment Land Study has provided a comprehensive evaluation of land options, consideration of market trends, and adherence to policy and planning principles. Ultimately, this phase has identified Land Option D as the preferred location for a new Rural Employment Area. This option was selected based on its strategic location, access to major transportation corridors, compatibility with existing land uses, and ability to support long-term economic growth while preserving the rural character of the area.

The analysis contained within Phase 5 has demonstrated that Land Option D offers the greatest potential to attract and sustain employment uses, particularly given its proximity to Highway 401 and Concession Road 7. The site provides ample developable land, benefits from planned infrastructure improvements, and presents fewer conflicts with residential, agricultural, and environmentally sensitive areas compared to other options. While some natural heritage constraints exist, these can be effectively mitigated through appropriate setbacks, environmental assessments, and sustainable design practices.

The introduction of a Prestige Rural Employment Area policies further enhances the potential of the site by ensuring high-quality, visually appealing employment uses along major transportation routes, contributing to the economic and aesthetic value of the Township. Additionally, recommendations for road network improvements, site design, and buffering strategies aim to ensure that future employment development aligns with both economic objectives and community expectations.

Public engagement has played a critical role throughout this process, with feedback from residents and stakeholders informing key decisions. Concerns about preserving Puslinch's rural identity and mitigating impacts on nearby residential areas have been carefully considered in the final recommendations. The proposed policies and design principles seek to strike a balance between economic development and land use compatibility, supporting a vision for employment growth that is both sustainable and responsive to local needs.



8. APPENDICES



8. Appendices

Appendix A – Draft Official Plan Amendment and Mapping

**AMENDMENT
NO. XX TO THE
OFFICIAL
PLAN OF
THE
COUNTY OF WELLINGTON**

**THE CORPORATION OF THE COUNTY OF
WELLINGTON BY-LAW NO. 2025-XX**

**A By-law to adopt Amendment No. XX
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. XX to the Official Plan of the County of Wellington, consisting of the attached explanatory text and schedules, is hereby adopted.
2. THAT this Amendment shall come into force upon approval by the Minister of Municipal Affairs and Housing.

READ a FIRST, SECOND and THIRD time and PASSED _____

.....
CLERK

.....
WARDEN

AMENDMENT NUMBER XX
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 126.

PART C - THE APPENDICES

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

PART A – THE PREAMBLE

1. PURPOSE

The purpose of this Amendment is to establish policies for Prestige Rural Employment Areas, Rural Employment Areas, and Future Rural Employment Areas in the Township of Puslinch in the County of Wellington Official Plan to protect and guide the long-term development of strategically located rural lands for high-quality industrial and business uses.

2. LOCATION OF THE AMENDMENT

This amendment applies to various lands located within the rural areas of the Township of Puslinch in the County of Wellington.

The lands subject to this Amendment are shown more specifically in the Maps A-1 and A-2 attached.

3. DETAILS OF THE AMENDMENT

The amendment modifies Part 9.8 – Puslinch Local Policies of the County of Wellington Official Plan to introduce new sections and policy areas for Prestige Rural Employment Areas, Rural Employment Areas, and Future Rural Employment Areas in the Township of Puslinch.

Modifications are included to Section 6.8 – Rural Employment Areas are made to create a Highway 401 and Concession 7 Rural Employment Area. Sections 9.8.3 Puslinch Industrial Policy and 9.8.4 Regionally Significant Economic Development Study Area are to be deleted.

4. BASIS

This Amendment is based on the findings of the *Puslinch by Design: Employment Lands Study*, which identified additional lands, in accordance with the County of Wellington Official Plan and Growth Management Strategy, to diversify and expand the Township's employment land base. The Study emphasized the importance of protecting and leveraging key highway-adjacent parcels for high-profile business and light industrial development, while also securing rural lands for future employment growth beyond the current planning horizon.

The Prestige Rural Employment Area designation supports high-quality, visible employment uses near major highways to attract investment and

maintain rural character. The Future Rural Employment Area Overlay identifies key rural lands for potential long-term employment while preventing premature or incompatible development. Together, these designations and Overlay provide a coordinated approach to rural employment planning and align with provincial and regional growth objectives. The Rural Employment Area designation accommodates a broader range of industrial and employment uses that are compatible with the rural context and private servicing, supporting local job creation and economic diversification.

PART B – THE AMENDMENT

All of this part of the Amendment entitled “Part B – The Amendment,” consisting of the following text and schedules, constitutes Amendment No. XX 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 - Land Use of the Official Plan of the County of Wellington, is hereby amended by redesignating the lands subject to this Amendment as shown in Map A-2 attached hereto, to Prestige Rural Employment Area, Future Rural Employment Area, and Rural Employment Area.
2. THAT Section 9.8 of the County of Wellington Official Plan is amended to include the following:

PA7-Xa Highway 401 and Concession 7 Prestige Rural Employment Area

The lands identified as PA7-Xa on Schedule B7 of this Plan generally located on the south side of Highway 401 and east side of Concession 7 are designated Rural Employment Area. Notwithstanding Section 6.8 or any other provisions in this Plan to the contrary, the following policies apply:

a) Defined

The Prestige Rural Employment Area lands are intended for high-quality industrial, business and employment uses that require a well-designed setting while taking advantage of the proximity to major transportation infrastructure. The intent of this designation is to maximize the potential of lands with exposure to Highway 401 to promote businesses that are visible from these Highways. As such, Prestige Rural Employment Areas are generally located along major roads and generally face Highway 401 with enhanced architectural and landscaping design standards to maintain a visually attractive environment. Outdoor storage and parking are limited to maintain the area’s aesthetic appeal and will not be permitted along the frontage

of Highway 401. Loading areas are not permitted to face the Highway 401 frontage.

In all cases, Prestige Rural Employment Area lands will be used by “dry” uses which do not use significant amounts of water in their operation and which do not produce significant amounts of effluent, consistent with rural servicing levels which rely on private water and sewage systems.

b) Permitted Uses

Notwithstanding Section 6.8.2 the uses permitted in the PA7-X area are limited to enclosed warehousing and distribution centres, corporate offices and headquarters accessory to a principle use, research and development facilities associated with manufacturing uses, light, medium, or high-tech manufacturing and processing operations deemed not to be noxious by reason of dust, odour, fumes, particulate matter, noise and excessive vibrations.

c) Zoning

Appropriate regulations for the Prestige Rural Employment Area shall be included in the Zoning By-law. Zoning provisions should address the following criteria:

- i. Land Use Compatibility: To ensure land use compatibility between industrial and sensitive land uses, a buffer area shall be established according to the following policies:*
 - Where a proposed industrial use is located within 300 metres of a sensitive land use, or where a sensitive land use is proposed within 300 metres of an existing or planned industrial use, the Township shall apply the Ministry of the Environment, Conservation and Parks (MECP) D-6 Guidelines: Compatibility Between Industrial Facilities and Sensitive Land Uses.*
 - For Class I or Class II industrial facilities (as defined by MECP D-6 Guidelines), a Land Use Compatibility Study or equivalent technical assessments may be required to evaluate potential impacts such as noise, odour, dust, vibration, or emissions. Based on the findings of these*

studies, additional separation distances, buffering, or mitigation measures may be prescribed.

All land use decisions shall be consistent with the D-6 Guidelines and any successor documents, as well as the cumulative impacts of surrounding land uses. No Class III industrial facilities are permitted.

- ii. Parcel sizes: The need for a range of parcel sizes to accommodate diverse business needs, with an emphasis placed on the provision of larger parcels to support industries requiring significant land area. Lot fabric and subdivision design shall address long-term flexibility and market trends in industrial land demand.*
- iii. Design guidelines: Where appropriate, design guidelines adopted by Township Council should be integrated as zoning requirements.*
- iv. Buffers areas: Incorporate enhanced landscaping setbacks, buffering and screening where employment area lands interface with rural residential uses, rural residential clusters and/or sensitive land uses.*
- v. Holding Provisions: The policy area may be placed in an appropriate prestige industrial zoning category and shall be subject to a Holding (H) provision. Prior to the removal of the Holding provision, Council shall require the submission and approval of associated technical reports, studies and any additional information as deemed necessary by Council.*
- vi. Lot Coverage: Maximum lot coverage should generally be in the range of 40%, to ensure adequate space for landscaping, stormwater management, and buffering.*

d) Design Guidelines

New development is encouraged to adhere to the design guidelines approved by Council for the area.

e) *Communal Wells*

In order to protect groundwater function and quality, future communal wells should not be Multiple Aquifer Penetrating.

f) *Road Infrastructure*

In all cases the cost for road infrastructure owned by the County and/or Township for development in the Rural Employment Area will be borne by the developer.

3. THAT Section 9.8 of the County of Wellington Official Plan is amended to include the following:

PA7-Xb Highway 401 and Concession 7 Rural Employment Area

The lands identified as PA7-Xb on Schedule B7 of this Plan are generally located to the south of Highway 401 on the east side of Concession 7. Notwithstanding Section 6.8 or any other provisions in this Plan to the contrary, the lands may be used as follows:

a) *Permitted Uses*

Notwithstanding Section 6.8.2 the uses permitted in the PA7-Xb area are limited to manufacturing, processing, fabrication and assembly of raw materials or raw materials or repair, servicing, distribution and storage of materials is permitted. Accessory uses including the retail sale of products produced on-site may be permitted. Commercial, service commercial, retail, and office uses are not permitted. Outdoor storage and parking are to maintain the area's rural character and will not be permitted along the frontage of Concession 7. Loading areas are not permitted to face Concession 7 frontage.

b) *Zoning*

Appropriate regulations for the Rural Employment Area shall be included in the Zoning By-law. Zoning provisions should address the following criteria:

- i. *Land Use Compatibility: To ensure land use compatibility between industrial and sensitive land uses, a buffer area shall be established according to the following policies:*

-
- *Where a proposed industrial use is located within 300 metres of a sensitive land use, or where a sensitive land use is proposed within 300 metres of an existing or planned industrial use, the Township shall apply the Ministry of the Environment, Conservation and Parks (MECP) D-6 Guidelines: Compatibility Between Industrial Facilities and Sensitive Land Uses.*
 - *For Class I or Class II industrial facilities (as defined by MECP D-6 Guidelines), a Land Use Compatibility Study or equivalent technical assessments may be required to evaluate potential impacts such as noise, odour, dust, vibration, or emissions. Based on the findings of these studies, additional separation distances, buffering, or mitigation measures may be prescribed.*

All land use decisions shall have regard for the D-6 Guidelines and any successor documents, as well as the cumulative impacts of surrounding land uses. No Class III industrial facilities are permitted.

- ii. *Parcel sizes: The need for a range of parcel sizes to accommodate diverse business needs, with an emphasis placed on the provision of larger parcels to support industries requiring significant land area. Lot fabric and subdivision design shall consider long-term flexibility and market trends in industrial land demand.*
- iii. *Design Guidelines: Where appropriate, design guidelines adopted by Township Council should be integrated as zoning requirements.*
- iv. *Buffer areas: Incorporate enhanced landscaping and setbacks, buffering and screening where employment area lands interface with rural residential uses, rural residential clusters, and/or sensitive land uses. A minimum 70 m setback shall be required from rural residential uses, rural residential clusters and/or sensitive land uses. The setback may be greater than 70 m based on the recommendations within a*

land use compatibility assessment. The required setback shall be landscaped and/or contain natural self-sustaining vegetation in a manner that respects and sustains the rural character. This setback shall only be reduced through an Official Plan Amendment.

- v. Holding Provisions: The policy area may be placed in an appropriate industrial zoning category and shall be subject to a Holding (H) provision. Prior to the removal of the Holding provision, Council shall require the submission and approval of associated technical reports, studies and any additional information as deemed necessary by Council.*

c) Design Guidelines

New development is encouraged to adhere to the design guidelines approved by Council for the area.

d) Communal Wells

In order to protect groundwater function and quality, future communal wells should not be Multiple Aquifer Penetrating.

e) Road Infrastructure

In all cases the cost for road infrastructure owned by the County and/or Township for development in the Rural Employment Area will be borne by the developer.

- 4. THAT Section 9.8 of the County of Wellington Official Plan is amended to include the following:

PA7-Xc Future Rural Employment Area

The lands identified as PA7-Xc on Schedule A7 and B7 were options evaluated as part of a local Employment Lands Study approved by Township Council. The purpose of the Future Rural Employment Area, shown as an overlay on Schedule A7 and B7, is to identify lands which may be suited for employment in this Plan due to

proximity to major transportation facilities and/or existing Rural Employment Areas.

The underlying land use designations are shown on Schedule B7 and these remain applicable, including the policies of this Plan. PA7-Xc Future Rural Employment Areas are not land use designations and confer no permitted uses for employment uses.

An amendment to this Plan shall be required prior to any further development of Future Rural Employment Area lands for Rural Employment Area uses subject to the following:

- a) Establishment of need for additional Rural Employment Land, consistent with the current Provincial Planning Statement, and addressing the following:
 - i. That there is an insufficient supply of Rural Employment Area Lands to accommodate 30-years' through a review and analysis of the County's employment projections and land needs assessments; and*
 - ii. An analysis of the existing Puslinch land supply and demonstration that any proposed redesignation will not adversely impact or undermine achieving the County's and Township's employment forecasts;**
- b) Application of the PA7-Xa Highway 401 and Concession 7 Prestige Rural Employment Area and PA7-Xb Highway 401 and Concession 7 Rural Employment Area policy framework as appropriate including:
 - i. Only Class I and Class I Industrial uses are permitted;*
 - ii. The Prestige Industrial Designation is identified in the land use plan proposed as part of the Official Plan Amendment. For greater clarity, the Prestige Industrial designation shall apply to those portions of the proposed lands that front Provincial Highways and/or County Roads, and should have a minimum depth of 300 m;**

-
- c) *For the land located on the east side of Sideroad 20 North (both north and south of Concession Road 4):*
- i. *Future employment uses are prohibited from directing traffic onto Sideroad 20 North and from establishing driveway access to Sideroad 20 North.*
 - ii. *A minimum 70 m setback shall be required from rural residential uses, rural residential clusters and/or sensitive land uses. The setback may be greater than 70 m based on the recommendations within a land use compatibility assessment. The required setback shall be landscaped and/or contain natural self-sustaining vegetation in a manner that respects and sustains the rural character. This setback shall only be reduced through an Official Plan Amendment. Fencing is not permitted within 20 m of Sideroad 20 N.*
 - iii. *Prior to consideration of new employment uses (through the County Official Plan Amendment process, division of land, rezoning, minor variance, or site plan application), alternative truck traffic route options as well as all employment related traffic shall be considered and approved by the County and Township.*
 - iv. *A comprehensive concept plan shall be prepared at the developer's cost, as part of the County Official Plan Amendment process, if privately initiated, to ensure orderly development across all employment lands, as well as an interconnected internal road network and appropriate connection to the new interchange.*
- d) *Prior to the development of the land south of Concession Road 4 on the east side of Sideroad 20 North for employment purposes (through the County Official Plan Amendment process, division of land, rezoning, minor variance, or site plan application), a Transportation Plan shall be prepared by a qualified professional to the satisfaction of the County and Township. The Transportation Plan shall provide options for the establishment of new internal road connections to higher order roads which direct truck traffic away from Sideroad 20 North. The Transportation Plan must be accepted by the*

County and Township prior to any decision on any Planning Act application.

e) Road Infrastructure

In all cases the cost for road infrastructure owned by the County and/or Township for development in the Rural Employment Area will be borne by the developer.

f) Only lands within the Future Rural Employment Land Overlay will be considered for redesignation to Rural Employment Land.

5. THAT Section 9.8 of the County of Wellington Official Plan is amended to delete the following:

9.8.3 Puslinch Industrial Policy

a) Areas designated Rural Employment in Puslinch are permitted to have the following additional uses:

- complementary commercial uses such as automotive uses, restaurants, motels and limited retail*
- offices, including a head office and/or research centre.*

b) Two large parcels of land to both the east and west of the Hanlon Expressway have been designated Rural Employment. These lands have lower priority for development than the industrial lands in the “Puslinch Economic Development Area”. Existing properties will not be further fragmented by severance or subdivision until a detailed concept plan is developed, in cooperation with the City of Guelph, which provides an appropriate connection between the City’s industrial lands to the north and the proposed interchange on the Hanlon Expressway. This restriction will be reviewed periodically to determine if these lands should be available for development or whether the designation should be expanded to include additional lands. The sequence of development shall be further controlled so that the eastern side of the Hanlon develops first. Development immediately adjacent to the Hanlon shall be restricted in the degree and location of open storage and type of uses. The area

to the west of the Hanlon Expressway will only be considered should no other suitable site be available.

9.8.4 Regionally Significant Economic Development Study Area

Schedule A7 and B7 of this Plan identifies a Regionally Significant Economic Development Study Area in Puslinch. This area includes Secondary Agricultural lands to be considered for future employment uses and as appropriate, other uses based on need which are compatible with the surrounding area.

This area also includes lands which have been developed and/or are designated Rural Employment and form part of the Puslinch Economic Development Area (PA7-1). Other lands are licenced and active aggregate extraction operations.

The Regionally Significant Economic Development Study will be initiated by the Township in consultation with the County. Prior to initiation of the study, the Township and County shall prepare detailed terms of reference and, if necessary, make minor refinements to the Study Area limits. The Study shall incorporate a transportation analysis, a servicing strategy, an agricultural and environmental review.

SCHEDULES

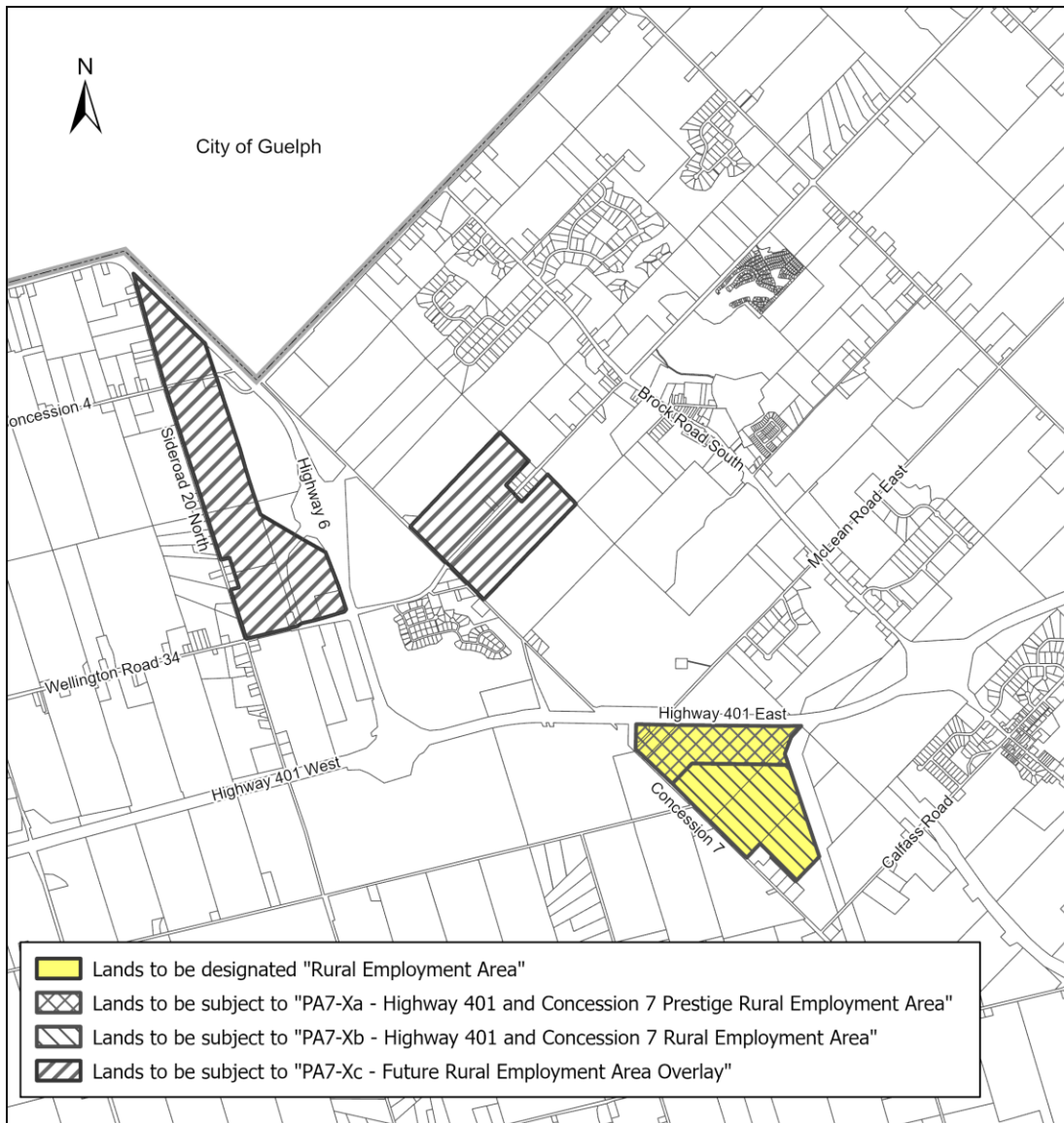
1. County Growth Structure Schedule A7 (Puslinch) is amended as shown on Map A-1 by:
 - a. removing the Regionally Significant Economic Development Study Area;
 - b. adding Rural Employment Area (Option D); and
 - c. adding Future Rural Employment Area (Options G and H and Options B and C) as an overlay.
2. County Land Use Schedule B7 (Puslinch) is amended as shown on Map A-2 by:
 - a. redesignating lands to Rural Employment (Option D);
 - b. adding PA7-Xa Highway 401 and Concession 7 Prestige Rural Employment Area (portions of Option D);

-
- c. *adding PA7-Xb Highway 401 and Concession 7 Rural Area (portions of Option D);*
 - d. *adding PA7-Xc Future Rural Employment Area Overlay (Options G and H and Options B and C); and*
 - e. *removing the Regionally Significant Economic Development Study Area Policy.*

MAP "A-1" OF OFFICIAL PLAN AMENDMENT NO. XX



MAP "A-2" OF OFFICIAL PLAN AMENDMENT NO. XX





Appendix B – Development Application Guidance

County of Wellington and Township of Puslinch

Development Application Guidance:

Highway 401 and Concession 7 Prestige Rural Employment Area, Rural Employment Special Policy Area, and Future Rural Employment Areas

1.0 | Introduction

The *PA7-Xa Highway 401 and Concession 7 Prestige Rural Employment Area* and *PA7-Xb Highway 401 and Concession 7 Rural Employment Area* in the Township of Puslinch are planned to accommodate employment uses suitable for the rural context. In addition, the *PA7-Xc Future Rural Employment Area* overlay, as shown in the County of Wellington Official Plan, is planned for suitable employment uses. The overlay confers no employment development opportunities unless an amendment to the County of Wellington Official Plan is approved. The underlying land use designations to the *Future Rural Employment Area* overlay continue to apply.

This guidance development is informed by the *Puslinch By Design: Employment Lands Study (2025)* prepared for the County of Wellington and the Township of Puslinch, which included engagement with the community to develop a planning framework that respects matters important to the community and proactive planning for the economic needs of the Township.

In all cases, uses are required to be “dry” industrial uses. Consideration has been given to the importance of the frontage along Highway 401 and access to Highway 401 and Highway 6 as major transportation networks in the County of Wellington and Ontario. Compatibility with adjacent rural residential uses is crucial to ensuring a successful employment area and the mitigation of negative impacts on surrounding sensitive land uses.

2.0 | Purpose

This guidance document outlines the development process required by the County of Wellington and Township of Puslinch for the *Prestige Rural Employment Area*, *Rural Employment Special Policy Area*, and *Future Rural Employment Areas* as identified in Schedules A7 and B7 of the County of Wellington Official Plan.

This guide provides direction to County and Township staff, applicants, agencies, and stakeholders on application requirements, processing steps, and key considerations to

achieve well-planned, compatible, and economically beneficial employment areas. The development application process will follow *Planning Act* processes and requirements with additional site-specific guidance to address key matters specific to the area.

This guideline is applicable, but not limited to, applications for:

- County of Wellington Official Plan Amendments, including for redesignation of lands in the *Future Strategic Rural Employment Areas* overlay
- Draft Plan of Subdivision and/or Condominium Applications
- Zoning By-law Amendments
- Site Plan Control Applications
- Consent Applications for Employment Land Parcels

3.0 | Approval Process Overview

The following is the required process for development applications under the *Planning Act*:

1. Pre-consultation with County and Township Staff is strongly encouraged
2. Submission of complete application with all required materials
3. Circulation to agencies and internal review
4. Public meeting(s) (for OPA/ZBA)
5. Recommendation report to County Council (OPA's and Subdivision Applications) and Township Council (all other applications)
6. Draft approval or conditional approval with requirements
7. Post-approval agreements (Site Plan, Subdivision, servicing, etc.)
8. Building Permit issuance, subject to final conditions

Additional notes:

- Applicants are encouraged to consult early with County and Township staff regarding potential constraints (e.g., MDS setbacks, agricultural proximity, groundwater supply).
- Public engagement will be recommended for large-scale applications.

3.1 Pre-Consultation Meeting Requirements

In advance of application submissions, all applicants are strongly encouraged to participate in a Pre-consultation Meeting with Township staff and relevant agencies as applicable (e.g., County of Wellington, MECP, MTO, GRCA) to review applicable policies and designations, necessary studies and materials, servicing strategies and road access, and land use compatibility matters (per D Series Guidelines).

4.0 | Studies & Supporting Materials

Applicants will be required to submit a complete planning application, including necessary background studies and reports.

The County and Township will work together to review the development applications, as applicable, to prepare and present a recommendation to Council. A complete planning application related to employment land uses will be subject to the policies contained in Section 13.18 of the County of Wellington Official Plan. The County of Wellington Official Plan outlines standard and typical studies that may be required with development applications in Section 13.18.5 of the County of Wellington Official Plan.

Section 11.2.3 of the County of Wellington Official Plan also sets out requirements for a Servicing Options Assessment for multi-lot or multi-unit development applications relying on private communal or individual on-site servicing.

The following table identifies studies that may be more particularly required with development applications to address rural employment matters:

Study	Intent
Functional Servicing Report/Storm Water Management Report (OP Section 13.18.5)	As the Township does not have municipal services, detailed engineering reports will be required to confirm the proposal can be supported by private servicing and stormwater management will be managed on-site.
Archaeological Assessment (OP Section 13.18.5)	An Archaeological Assessment may be required to investigate the archaeological potential of the proposed employment area.
Hydrogeological Study (OP Section 13.18.5)	The County currently requires these for cumulative effects assessment where aggregate extraction is proposed below the water table. For rural employment, detailed assessment of hydrogeology may be required to ensure no negative impacts on the water table.
Land Use Compatibility as part of a Planning Impact Assessment (OP Section 4.6.2 and 13.18.5) and Noise Study, Vibration Study, Odour Study, Dust Study as above.	Land use compatibility and associated studies may be required to examine factors such as noise, air quality, traffic, and environmental hazards to inform planning decisions.
Urban Design Brief (OP Section 4.6.2)	An Urban Design Brief analyzes the form, function, and character of development to ensure it aligns with planning goals. This may be required as part of a Planning Impact

Study	Intent
	Assessment or as an independent assessment but must be prepared by a professional with the requisite expertise.
Employment Land Needs Study (OP Section 4.6.2)	Needed to assess the demand for the proposed use, parcel size, and alignment with broader employment land supply and economic development objectives. This may be required as part of a Planning Impact Assessment or as an independent assessment but must be prepared by a professional with the requisite expertise (Registered Professional Planner). This study is mandatory for all County OPA applications.
Minimum Distance Separation Assessment (OP Section 4.6.5)	When new development or lot creation is proposed near, for instance, existing livestock facilities or manure storage, this assessment ensures adequate separation to address nuisance issues related to odour.
Landscape Plan (OP Section 13.18.5)	To ensure that the rural character of Concession 7 is maintained and respected and to ensure appropriate screening of employment uses from surrounding sensitive land uses.

4.1 Additional Requirements for *Future Rural Employment Area* Overlay

The following additional requirements are applicable for the *Future Rural Employment Area* overlay areas in addition to the requirements in the above chart:

Study	Intent
Needs Assessment	For additional Rural Employment Lands beyond the Township's current supply of Rural Employment Lands. This will be required as part of a Planning Impact Analysis or as an independent assessment, but must be prepared by a professional with the requisite expertise (Registered Professional Planner). This study is mandatory for all County OPA applications.
Detailed Development Plan and Transportation Plan	<p>For lands north of Highway 401 and west of Highway 6, including both the <i>Future Rural Employment Areas</i> and <i>Rural Employment Lands</i>, that provides an internal road network and access to arterial roads. For greater clarity, the Development Plan and Transportation Plan must preclude employment traffic utilizing Sideroad 20 North.</p> <p>The detailed development plan must address permitted uses and land use designations consistent with the land use designations determined in the Puslinch by Design Study.</p>

Land Use Compatibility Assessment	To assess land use compatibility impacts associated primarily with introducing new land uses, including sensitive land uses, currently not permitted, and any associated existing and potential land use compatibility issues.
Urban Design and/or Community Design Analysis	The interface with the rural and agricultural community for lands in the <i>Future Rural Employment Area</i> overlay must also address urban design and community design. This includes the approach to buffering and protecting the existing rural homes/rural home clusters, rural character, and how impacts for proximity to employment uses will be mitigated.

5.0 | Design Considerations

Detailed design guidelines have been prepared for the *PA7-Xa Highway 401 and Concession 7 Prestige Rural Employment Area* and *PA7-Xb Highway 401 and Concession 7 Rural Employment Area*. Applications for development shall demonstrate through a Planning Impact Assessment and/or Urban Design Brief how the proposed developed meets the applicable Design Guidelines.

For the *PA7-Xc Future Rural Employment Area* overlay, the preparation of Design Guidelines will be required by County or Township Staff to address the particular needs of those areas, including compatibility with adjacent residential uses and the rural character of the area.

6.0 | Comprehensive Development Requirements

To support efficient, coordinated, and compatible development, the County in consultation with the Township, will encourage the shared use of infrastructure, servicing, and supporting resources among adjacent or related developments where feasible.

The following matters will be specifically considered:

Communal Servicing: The Township will support the establishment of communal water and wastewater systems to serve multiple properties. Development proposals shall demonstrate how shared servicing opportunities have been explored through the pre-consultation and application review process.

Joint Access and Internal Road Networks: It is a requirement that a comprehensive development plan must be submitted prior to, or in support of, an application for all lands identified within a larger employment block (e.g., where adjoining *Rural Employment* or *Future Rural Employment Area* lands exist). This plan must address internal road

connections across parcels and coordinate access points to minimize rural road impacts and improve overall site function.

Shared Buffers and Transitional Features: Where employment lands interface with sensitive uses such as agricultural uses or rural residential uses, the County will support the creation of shared buffer areas on employment lands, landscaped setbacks, and coordinated design elements across property lines to ensure compatibility and avoid land use conflicts.

Coordinated Stormwater Management: Developers shall be encouraged to design shared stormwater management facilities or integrated low-impact development features that serve multiple parcels, where appropriate, to reduce environmental impacts and duplication of infrastructure.

Communal Wells: Future communal wells should not be Multiple Aquifer Penetrating in order to protect water quality and the function of the Galt and Paris Moraines.

Road Infrastructure: In all cases, the costs for road infrastructure related to development of these employment lands will be borne by the developer.

Plan of Subdivision: The Plan of Subdivision will implement the applicable Design Guidelines prepared for the *PA7-Xa Highway 401 and Concession 7 Prestige Rural Employment Area* and *PA7-Xb Highway 401 and Concession 7 Rural Employment Area*. For clarity, local roads within the developable area are to implement the cross-sections as outlined within the applicable Design Guidelines for the entire Rural Employment Area.



Appendix C – Highway 401 and Concession 7 Rural Employment Area Design Guidelines

Puslinch By Design - Employment Lands Study

HIGHWAY 401 AND CONCESSION 7 RURAL EMPLOYMENT AREA DESIGN GUIDELINES

County of Wellington & Township of Puslinch
June 2025 Draft

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1. Introduction

1.1 Purpose

The Township of Puslinch in Wellington County has identified a rural employment area that is located south of Highway 401 and east of Concession 7. The Highway 401 and Concession 7 Rural Employment Area is mapped in Schedule B7 of the County of Wellington Official Plan. The rural employment area benefits from strong transportation connections with direct access to Concession Road 7, which connects to McLean Road West, linking to both Highway 6 and Highway 401. The northern portion of the area provides strong visibility to Highway 401 encouraging opportunities for business promotion. A high standard of design is expected along this interface. The surrounding area is characterized by a rural context, with adjacent rural residential clusters on the east side of Concession 7 and aggregate operations on the west side of Concession 7. The rural employment area is to include light and medium industrial uses that will support long-term employment growth and respect existing surrounding lands uses. With its strategic location, visibility and accessibility, the area positioned as an appealing and desirable location for future employment investment within the Township.

The *Highway 401 and Concession 7 Rural Employment Area Design Guidelines* (the “design guidelines”) establish the overarching design principles and detailed guidelines for new development applicable to the new rural employment area. These design guidelines provide set of design principles to attract investment, guide future development, support development in the context of the rural landscape, and serve as a practical reference tool. The design guidelines are to support and implement future built form within this rural employment area reflects sustainable, high-quality design practices. These guidelines also support achieving compatible development within the rural context of Puslinch with a focus on the interface along public streets and sensitive land uses. Community input has informed the development of these guidelines, specifically for the protection of the rural character of Puslinch, and highlighting the need for compatibility with existing residential and agricultural uses.

These design guidelines are organized to include general design strategies and targeted strategies specific to the different land uses, the Prestige Rural Employment Area and the Rural Employment Area. Additionally, these guidelines provides specific guidance for three (3) Focus Areas within the rural employment area. The Focus Areas warrant specific design direction given the high visibility and prominence from the public, or locations that require strategic interfaces with adjacent uses.

These design guidelines build upon the *Puslinch Design Guidelines (February 2010)* and incorporate specific directions tailored to the Highway 401 and Concession 7 Rural Employment Area.

1.2 Where these Design Guidelines Apply

These design guidelines apply to the Highway 401 and Concession 7 Rural Employment Area in the Township of Puslinch. The Rural Employment Area includes the Highway 401 and Concession 7 Prestige Rural Employment Area (PA7-Xa) and Highway 401 and Concession 7 Rural Employment Area (PA7-Xb) as mapped in the County of Wellington Official Plan.

1.3 Organization of the Document

Section 1: Introduction

Outlines the purpose of the design guidelines and provides an overview of the rural employment area to which these guidelines apply. It also identifies the intended users of these design guidelines and explains how to use the guidelines.

Section 2: Design Framework

This section outlines the guiding design principles and sets the foundation for achieving a high-quality, cohesive, and context-sensitive employment area that aligns with Puslinch's rural character. This section provides general descriptions of the Prestige Rural Employment Area, the Rural Employment Area, and highlights Focus Areas for design.

Section 3: Design Guidelines

This section presents the site design guidelines for the private realm and for the three (3) Focus Areas.

Section 4: Concept Cross-sections for Roads

This section provides concept cross-sections for development within the Rural Employment Area fronting Concession 7 and local roads internal to the employment area.

Section 5: Design Guideline Review and Updates

This section provides recommendations for updating the design guidelines.

1.4 Who Should Use the Guidelines

These design guidelines are applicable to all development within the Highway 401 and Concession 7 Rural Employment Area and should be considered and consulted early in the planning process by:

- **Private landowners, developers, and professionals such as engineers, planners, urban designers, architects, and landscape architects,** to understand the Township's expectations for the design of the Rural Employment

Area, and to incorporate appropriate design considerations into development proposals that meet or exceed these expectations; and

- **Township Staff**, as a reference tool to guide the review and evaluation of development applications ensuring achievement of the overall design vision for the area.

1.5 How to use the Guidelines

This document serves as a guiding tool for development applications by outlining a clear set of expectations. Where possible, the guidelines should be applied consistently and should serve as best practices to promote high-quality development for the area. They are intended to inform and support the development review process by identifying key design priorities early, helping to streamline review and ensure alignment with the Township's overall requirements.

These design guidelines are intended to inform the site planning and design but do not replace the Township's Comprehensive Zoning By-law or other applicable policies and regulations. These guidelines are to be read in their entirety alongside other applicable plans and guidelines. These design guidelines build upon the existing *Puslinch Design Guidelines (February 2010)* and provide specific direction relevant to the Rural Employment Area.

The following section of the *Puslinch Design Guidelines* remains relevant and is still applicable for development within the Highway 401 and Concession 7 Rural Employment Area:

- Part 2: B Promoting Quality Development; and
- Part 2: C Respecting Established Character

In the event of conflict between the *Puslinch Design Guidelines* and this document, the *Highway 401 and Concession 7 Rural Employment Area Design Guidelines* shall take precedence.

2. Design Framework

2.1 Principles

These design guidelines are premised on the following five (5) guiding principles, which reflect the design approach and vision for the area. These principles will contribute to achieving a high-quality and well-designed built environment that respects Puslinch's distinct rural character, while providing for a full range of compatible employment uses.

1. Respect the rural character of the area.

- Preserve the existing surrounding rural character; and
- Establish a distinct identity within the rural employment area especially at gateways and priority locations.

2. Achieve a high-quality built environment.

- Promote excellent building and site design that integrates with the existing and planned streetscape;
- Respect adjacent land uses;
- Enhance the appearance and prestige of the Rural Employment Area;
- Ensure a high standard of site layout and architectural design through building orientation, site circulation, setbacks, landscaping and separation distances; and
- Support safe pedestrian movement and accessibility.

3. Promote environmentally sustainable development.

- Have regard for environmental sustainability and the impacts of climate change through responsible site planning and layout;
- Encourage green building-design practices, including use of native plant species, Low Impact Development (LID) methods, energy-efficient design, durable building materials, reduced impervious surfaces; and
- Promote LID technologies such as rain gardens, green roofs, permeable pavement, rainwater harvesting, stormwater landscaping, and infiltration systems.

4. Ensure appropriate interfaces and buffering between uses.

- Minimize conflict by incorporating design transitions between employment and sensitive land uses; and
- Use buffering measures such as, setbacks and separation distances, landscaping and fencing and location and screening of loading areas and stormwater ponds.

5. Promote flexible development standards to accommodate evolving employment needs.

- Allow for flexible development standards to accommodate a variety of industries and private servicing requirements.

2.2 Prestige Rural Employment Area and Rural Employment Area

There are two (2) different land use designations within the Highway 401 and Concession 7 Rural Employment Area.

The *Prestige Rural Employment Area* is adjacent to Highway 401 and Concession 7 and is intended to accommodate businesses and light to medium industries that take advantage of the visibility from Highway 401. This area requires enhanced design standards due to visibility from this prominent transportation corridors.

The *Rural Employment Area* permits a broader range of industrial uses that would benefit from a rural location due to their need for larger sites and access to major transportation routes.

Design strategies are presented for: Site Plan Design and Built Form Design.

The Site Plan Design Guidelines address the following topics:

- Site design and layout;
- Access and circulation;
- Parking and loading;
- Landscaping;
- Outdoor storage;
- Signage;
- Lighting; and
- Sustainability

The Built Form Design Guidelines address the following topics:

- Building height and massing;
- Building façade, materials and elevations; and
- Building entrances

Within each of these topics, design guidelines are further organized as follows:

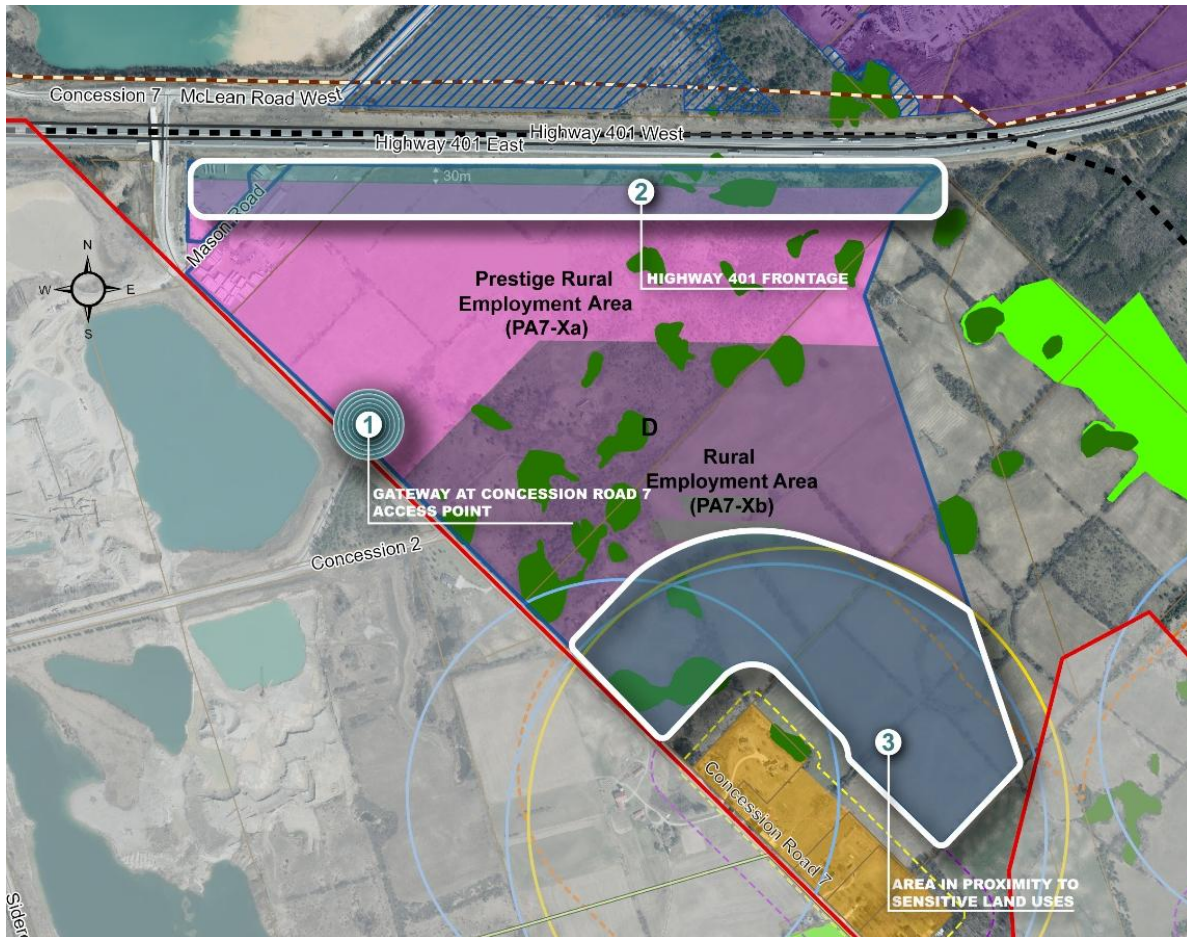
- **General:** Applicable to all land use designations within the rural employment area;
- **Prestige Rural Employment Area:** Applicable to lands designated Prestige Rural Employment Area; and
- **Rural Employment Area:** Applicable to lands designated Rural Employment Area.

2.3 Focus Areas

There are three (3) specific focus areas identified for their high visibility and prominence from the public, or locations that require strategic interfaces with adjacent uses. This document will provide specific guidelines for the following Focus Areas, as illustrated in **Figure 2**.

- **Focus Area #1:** Gateway at Concession Road 7 Access Point
- **Focus Area #2:** Highway 401 Frontage
- **Focus Area #3:** Area in Proximity to Sensitive Land Uses

Figure 2. Map of the three (3) Focus Areas



3. Design Guidelines

3.1 Site Plan Design Guidelines

3.1.1 Site Design and Layout

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
1. Buildings shall be oriented to face the	1. Development shall be located and sited in highly visible locations	1. Front and side yard setbacks shall be increased proportionally

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>highway and/or major roads.</p> <p>2. Site layout and building orientation is encouraged to be designed to maximize solar gain and capture solar energy through elements such as windows as a form of passive heating.</p> <p>3. Outdoor storage and display areas are not recommended, but where they are necessary, display areas should be orderly and related to the business.</p>	<p>such as near gateways, highways, or major roads.</p> <p>2. Buildings shall generally be located to front Highway 401 where possible.</p> <p>3. Building walls shall be proportional to the lot frontage to support a well-defined and consistent street edge.</p> <p>4. Outdoor storage and display areas are not permitted between the building and Highway 401.</p> <p>5. Minimal parking shall be permitted between the building and Highway 401.</p> <p>6. No loading spaces or loading bays shall face Highway 401.</p>	<p>for taller and/or more intensive uses.</p> <p>2. In addition to required setbacks, further separation distances will be required for any outdoor uses (e.g outdoor storage) and adjusted according to the intensity of the use.</p> <p>3. Outdoor storage and display areas shall be located away from sensitive land uses such as residential uses.</p>

3.1.2 Access and Circulation

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>1. Shared driveways with adjacent developments are encouraged to minimize disruption to roadways.</p> <p>2. Employee and visitor parking areas are</p>	<p>1. The number of site access points is to be minimized in order to maximize building frontage.</p> <p>2. Landscaped strips shall be planted along</p>	<p>1. Truck access shall not conflict with general passenger vehicle circulation.</p> <p>2. Employee and visitor parking areas should be separated from outdoor</p>

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>encouraged to be separated from the loading and service areas.</p> <p>3. Safe pedestrian circulation shall be provided throughout the site, between the buildings and the street and parking area(s).</p>	<p>pedestrian walkways as a buffer between the driveway and/or parking area(s).</p>	<p>storage of goods and vehicles.</p>

3.1.3 Parking and Loading

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>1. Parking shall generally be located in the rear or interior side yard.</p> <p>2. The visual impact of parking and loading facilities shall be minimized through landscape plantings and screening.</p> <p>3. Safe and efficient pedestrian circulation shall be promoted in parking areas and shall minimize potential pedestrian-vehicular conflicts through pavement markings, signage, and demarcated routes.</p> <p>4. Loading areas shall not face sensitive land uses.</p>	<p>1. Minimal parking shall be permitted between the primary entrance and the street and along Highway 401. Appropriate screening techniques shall be utilized where parking is provided along the street or the highway.</p> <p>2. Parking shall be located in the rear yard. Where demonstrated that it is necessary to be located in the side yard, it must be appropriately screened from public view.</p> <p>3. Loading, servicing, and garbage facilities are not permitted to face the highway or street.</p>	<p>1. The general design strategies apply.</p>

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>5. Adequate lighting shall be provided in parking and loading areas.</p> <p>6. Secure bicycle storage is encouraged to be provided where appropriate.</p>	<p>They must be screened in a manner compatible with the architectural character of the building.</p>	

3.1.4 Landscaping

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>1. Landscaping shall consist of non-invasive and native species that are low maintenance, and pest- and disease-resilient.</p> <p>2. Accent planting and coordinated signage is encouraged at the main driveway entrances, subject to sight-line requirements.</p> <p>3. There should be a significant minimum landscape buffer provided where industrial uses are adjacent to residential and/or open spaces. This buffer shall consist of plantings such as high shrubs and dense tree coverage that obscures views of the industrial development</p>	<p>1. A large portion of the lot perimeter should be landscaped with buffer plantings, screening, and/or street trees.</p> <p>2. Landscaping shall not obstruct important views to the main building nor sightlines from site access points.</p> <p>3. Developments should incorporate high-quality and decorative landscaping, as well as paving treatments to complement the building frontage.</p> <p>4. Fencing in public view is encouraged to incorporate upgraded materials such as cast iron, metal slats, or wood.</p>	<p>1. Landscaped treatments shall be incorporated within building setbacks to achieve enhanced buffering.</p>

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>from the adjacent residential and/or open space uses.</p> <p>4. Fencing and screening is encouraged to reflect the character of an existing area in terms of materials, visual permeability, and height.</p>		

3.1.5 Outdoor Storage

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>1. Outdoor storage shall not abut the highway or street.</p> <p>2. Where outdoor storage is proposed, effective screening must be implemented.</p> <p>3. Storage enclosures are encouraged to be constructed of materials that match or complement the building material.</p> <p>4. Outdoor storage shall not face sensitive land uses such as residential.</p>	<p>1. No outdoor storage is permitted.</p>	<p>1. The general design strategies apply.</p>

3.1.6 Signage

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<ol style="list-style-type: none">1. Signage shall be placed at entry points and designed to be consistent with the rural character of the area.2. Signage shall be designed to be an appropriate scale and to be clearly visible from the street in a manner that does not overwhelm the site.3. Signage shall be appropriately lit for nocturnal visibility and exposure.	<ol style="list-style-type: none">1. Signage shall complement and be consistent with the overall building design and material palette.2. Buildings with multiple occupants are to integrate signage into the building façade to reduce sign clutter.	<ol style="list-style-type: none">1. The general design strategies apply.

3.1.7 Lighting

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<ol style="list-style-type: none">1. Pedestrian-scale lighting shall be incorporated throughout the site and parking area to improve safety and functionality of the site.2. Lighting shall be energy efficient and dark-sky compliant.3. Spill-over lighting shall be avoided.	<ol style="list-style-type: none">1. Additional lighting should create enhanced aesthetics.2. Lighting is encouraged to be used as an accent feature to highlight architectural and landscaping elements.	<ol style="list-style-type: none">1. The general design strategies apply.

3.1.8 Sustainability

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p><u>Site Planning</u></p> <ol style="list-style-type: none"> 1. Low impact development (LID) methods which filter, absorb, and/or store stormwater runoff such as rain gardens and bioswales shall be incorporated throughout the site. 2. Existing significant trees and vegetation shall be preserved, where possible. 3. Developments are encouraged to incorporate energy-efficient and water-efficient practices. 4. Areas such as driveways and parking areas are encouraged to incorporate permeable paving where possible within permitted standards. <p><u>Built Form</u></p> <ol style="list-style-type: none"> 5. Buildings are encouraged to incorporate sustainable building design measures that are aligned with the Canada Green Building Council (CAGBC) certification 	<p><u>Site Planning</u></p> <ol style="list-style-type: none"> 1. Areas allocated for carpool and/or electric vehicle chargers are encouraged to be provided. <p><u>Built Form</u></p> <ol style="list-style-type: none"> 2. Green roofs are encouraged for large buildings in order to minimize storm water runoff. 3. Large buildings shall include high albedo/reflective surfaces in order to mitigate the heat island effect. 4. Renewable energy such as solar panels and wind turbines are encouraged to be incorporated in the development where possible. 	<ol style="list-style-type: none"> 1. The general design strategies apply.

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>standards or through a CAGBC Alternative Compliance Pathway (ACP), which provides a locally-relevant, equivalent means of demonstrating compliance with sustainability standards.</p> <p>6. Adaptive reuse of building materials are encouraged in new developments, where possible.</p> <p>7. Building materials shall be selected to be durable, and where possible, consisting of recycled products.</p>		

3.2 Built Form Design Guidelines

3.2.1 Building Height and Massing

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<p>1. Building and ground-floor heights are encouraged to be flexible to accommodate evolving employment uses.</p> <p>2. Large expanses of building elevations shall incorporate wall projection and/or recess, dynamic</p>	<p>1. Industrial components shall be located to the rear of the site.</p> <p>2. Building and ground-floor heights should reflect the nature of operations and use, including accessory office and administrative uses.</p>	<p>1. Office areas in the building shall have maximum exposure to streets, as applicable.</p> <p>2. Buildings are encouraged to be no longer than 100 metres.</p>

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
architectural articulation and/or changes in colours and materials to break up their massing.	3. Buildings shall be consistent and compatible with adjacent buildings in terms of scale and massing, height, and configuration. 4. Buildings are encouraged to be no longer than 80 metres.	

3.2.2 Building Façade, Materials and Elevations

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
1. Buildings are encouraged to exhibit a high-standard of architectural design. 2. Building facades facing the highway and/or major roads shall not have blank facades and shall utilize various materials, architectural treatments, and articulation to generate visual interest.	1. Glazing along the building frontage is encouraged to ensure visibility indoors. 2. The material palette of a building is encouraged to include variety as well as well-proportioned materials and colours to create visual interest and avoid monotony. 3. Building materials should be high-quality and durable in a manner that will retain its appearance overtime.	1. The main office/visitor area should be designed with high quality materials and architectural treatments. 2. Street-oriented building facades shall have high quality materials and architectural treatment.

3.2.3 Building Entrances

A. GENERAL	B. PRESTIGE RURAL EMPLOYMENT AREA	C. RURAL EMPLOYMENT AREA
<ol style="list-style-type: none">1. Building entrances shall be coordinated with the placement of pedestrian walkways.2. Entrances are encouraged to be emphasized through canopies, awnings, and other architectural elements.3. Steps and ramps are encouraged to be architecturally integrated into the building.4. Access ramps shall be located as close as possible to the most direct barrier-free path of travel.	<ol style="list-style-type: none">1. Buildings shall provide entrances that are oriented to the streets where possible.2. Entrances shall be prominent and visible.	<ol style="list-style-type: none">1. The general design strategies apply.

3.3 Focus Areas Design Guidelines

3.3.3 Focus Area #1: Gateway at Concession Road 7 Access Point

This focus area is intended to establish a strong sense of arrival and help define the identity of the Rural Employment Area. Located at the intersection of Concession Road 2A and Concession Road 7, approximately 450 metres south of Mason Road, this access point serves as a key entry into the employment area. It presents a unique opportunity to create a visually distinctive and welcoming gateway that reflects the Township's vision for a high-quality and context-sensitive rural employment area.

Design Strategies	General Guidelines
Signage	<ol style="list-style-type: none"> 1. Incorporate gateway signage on Concession 7 at the access point to the rural employment area. 2. Any signage is to have a low-to-ground profile, not backlit, using natural materials to suit the rural context. 3. The signage should include the future name of the employment area within the gateway feature. 4. Tall directory signs should not be utilized.
Landscaping	<ol style="list-style-type: none"> 5. Use enhanced landscaping with a combination of native trees, and seasonal plantings to create a visually appealing and distinctive entrance.
Lighting	<ol style="list-style-type: none"> 6. Use restrained lighting to enhance the gateway signage elements and reinforce the sense of arrival while respecting the rural character. Downlighting is recommended.
Building Design	<ol style="list-style-type: none"> 7. Design buildings located at gateway intersections to the highest architectural standards, with distinctive and attractive building and elevation design that is compatible with the rural character of the area. 8. Corner buildings should address all streets they front onto through the provision of entrances, and articulate and engaging elevation design. 9. Position signage on the building façade if needed, incorporating design elements that complement the Township's branding and create a welcoming experience.

3.3.4 Focus Area #2: Highway 401 Frontage

The northern boundary contains the Prestige Rural Employment Area adjacent to Highway 401. Buildings and design in this focus area should be prioritized for an elevated standard of design due to their high visibility from the highway, creating a defined image of the Township of Puslinch.

Design Strategies	General Guidelines
Signage	<ol style="list-style-type: none"> 1. Signage design must adhere to any applicable Township By-laws and Ministry of Transportation (MTO) requirements. The

Design Strategies	General Guidelines
	<p>design should be compatible with the rural character of the area.</p> <ol style="list-style-type: none"> 2. Signage should be integrated into building design to reduce clutter. Rooftop signs should not be utilized. 3. Signage sizes should be appropriate to the speed and scale of the highway environment. Signage that is incorporated on building facades oriented to the highway should not dominate building facades.
Landscaping	<ol style="list-style-type: none"> 4. Subject to the MTO's regulations, the entire area between the buildings and the Highway 401 should incorporate enhanced landscaped treatment which should include a vegetative landscape buffer and may include a berm and fences. 5. Provide landscape treatment that can be perceived while traveling at high speed. This may involve large, simple, repetitive and/or bold landscaping features. 6. Coordinate consistent treatment along Highway 401 to establish a distinct identity for the employment lands.
Lighting	<ol style="list-style-type: none"> 7. Lighting design should adhere to the relevant by-laws for the Township of Puslinch and MTO. 8. Accent lighting to emphasize building design and landscape elements should be provided. 9. Light emitting diodes (LEDs), solar power, road reflectors and other alternative lighting and energy sources are encouraged for energy efficiency.
Building Design	<ol style="list-style-type: none"> 10. Building facades oriented towards Highway 401 shall be designed with the highest architectural quality and standards. A great amount of articulation is encouraged to create visual interest, and may include building projections, material variations and fenestration arrangement. Interior active uses (i.e. offices, common space) are encouraged to be oriented towards the Highway. 11. Where taller buildings are proposed in the Rural Employment Area, they should be concentrated along Highway 401. The massing of such buildings needs to be appropriately designed to not detract from the rural character of the surrounding areas.

Design Strategies	General Guidelines
Outdoor Storage, Parking and Service Areas	<p>12. Outdoor storage and display of items that are visible from Highway 401 are not permitted.</p> <p>13. Parking and loading facilities generally shall not be located between buildings and Highway 401.</p>

3.3.5 Focus Area #3: Area in Proximity to Sensitive Land Uses

The lands east of Concession Road 7 and north of Calfass Road, adjacent to existing rural residential uses, is a focus area requiring careful planning to ensure compatibility between residential and employment uses. This focus area encompasses the lands 70-metres to 300-metres from the existing rural residential uses (based on distances identified in the MECP D-6 guidelines).

This focus area is also subject to the MDS requirements related to livestock and manure storage facilities in the vicinity. While the livestock and manure storage facilities remain in operation, employment uses within the MDS setback would be restricted.

Design Strategies	General Guidelines
Compatible Uses	1. Encourage land uses compatible with both the industrial operations and sensitive land uses, such as those permitted under the definition of an Employment Area in the Provincial Planning Statement (PPS) and the <i>Planning Act</i> , within this focus area as buffer.
Building Location and Orientation	<p>2. Locate and orient buildings and activities that are potential sources of noise, dust, odour and vibration away from this focus area where feasible and in accordance with the relevant guidelines from the MECP.</p> <p>3. Consider locating uses and functions that do not generate adverse impacts on sensitive uses in this focus area, such as landscaping, septic beds and stormwater management ponds.</p>
Outdoor Storage	4. Discourage outdoor operations and outdoor storage of goods, materials and waste materials within this focus area, especially in proximity to the westerly and southerly edges of the focus area.
Landscaping & Buffering	5. Enhanced landscaping and buffering features, such as berms, noise attenuation walls, privacy fences, trees and substantive landscape strips to screen any sources of nuisance from view

Design Strategies	General Guidelines
	shall be provided adjacent to all rural residences and rural residential clusters.

4. Concept Cross-Sections for Roads

This section illustrates concept cross-sections for local roads within the Rural Employment Area. This section will also present a modified local road cross-section for Concession Road 7, which serves as the primary access to the Rural Employment Area. The main objective for Concession Road 7 is to preserve its rural character, while future local roads will strive to achieve high-quality, pedestrian oriented streetscapes with their own distinct character.

Concession Road 7 Cross-Section

Concession Road 7 is a Township of Puslinch Road, with a rural profile, that forms the western boundary of the employment lands and serves as a primary access road. As a key interface, it functions as the main frontage for the proposed employment uses. The interface between the private and public realm should feature enhanced landscape treatments, building upon the existing rural cross-section. Refer to **Figure 1** below for the typical Concession Road 7 cross-section.

Future Local Roads

Any future local roads developed as part of a development application should feature enhanced landscape treatments and informal seating areas to improve the streetscape. Design connections to enhance pedestrian access internally and implement traffic calming measures where pedestrian crossings are needed. Engineering studies will be required. Refer to **Figure 2** below for the concept future local road cross-section.

Figure 1 - Concept Cross-Section for Concession 7 Road

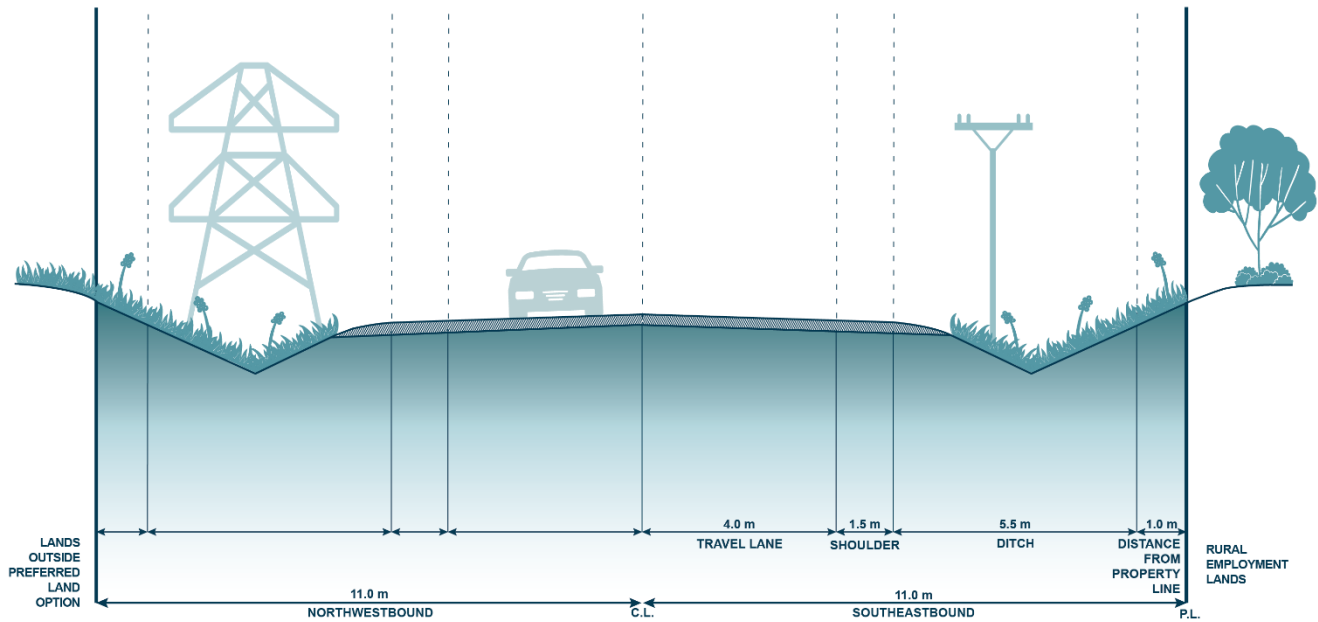
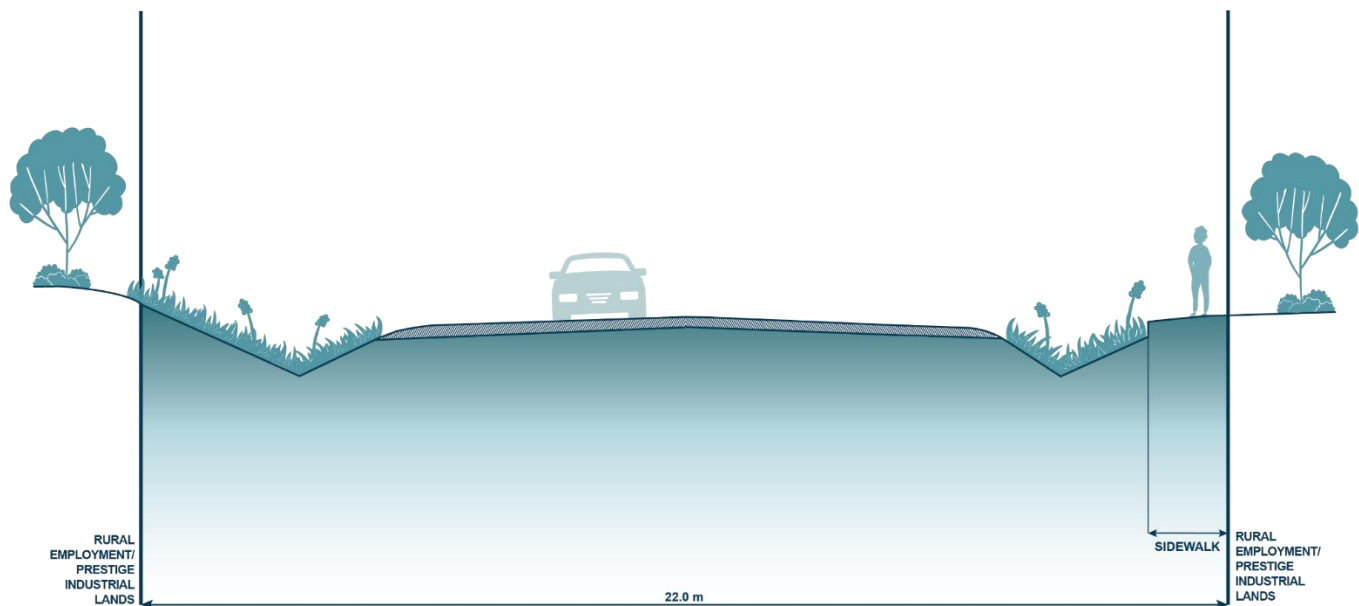


Figure 2 - Concept Cross-Section for Future Local Road



5. Design Guideline Review and Updates

The Township should review and update these design guidelines every five (5) years or as necessary to reflect evolving area needs, policy changes, building design standards, sustainable design practices, and/or the changing context of the area. Any updates of this document must remain conform with the applicable County Official Plan policies and the Township Zoning By-law, and should uphold the overall design vision and guiding principles established for the area.

Justine Brotherston

To: Admin
Subject: RE: Puslinch by Design - (SLU PEATS# 199)

From: Joan Zhao <Joan.Zhao@HydroOne.com>
Sent: Wednesday, July 2, 2025 2:06 PM
To: Admin <admin@puslinch.ca>
Cc: SECONDARY LAND USE Department <Department.SecondaryLandUse@hydroone.com>; Joan Zhao <Joan.Zhao@HydroOne.com>
Subject: Puslinch by Design - (SLU PEATS# 199)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Hi There,

Hydro One received the attached Employment Lands Study – the Land Options Report dated Feb 2025. Please be advised that Hydro One has transmission lines in the area. In particular, Options D & E will impact Hydro One high voltage transmission lines, lands owned by Hydro One. We would need to review your design when it is ready. The [Compatible Land Use | Hydro One](#) link would be of assistance in your planning stage.

When you have come up with a plan effecting Hydro One's asset, please contact this office. I will work with you to obtain a secondary land use approval(s) from relevant stakeholders. Do not hesitate to call if you have questions.

Thanks,

Joan Zhao SR/WA

Sr. Real Estate Coordinator
Facilities & Real Estate
Hydro One Networks Inc.

C: (416) 573-7987 | F: (905) 946-6242

P.O. Box 4300 | Markham ON | L3R 5Z5

Courier: 185 Clegg Road | Markham ON | L6G 1B7

joan.zhao@hydroone.com

This e-mail message is intended only for the addressee. It contains privileged and/or confidential information. Any unauthorized copying, use or disclosure is strictly prohibited. If this message has been sent to you in error, please notify the sender immediately and delete it without reading, copying or forwarding to anyone. Thank you.

June 26, 2025

To our Municipal Clients:

Re: Regulatory Registry Proposal 25-MMAH011 Comments – Assessment of Proposed Regulatory Changes to Ontario Regulation 82/98 under the Development Charges Act, 1997

In our continued efforts to keep our clients up to date on legislative changes that may impact them, we are writing to inform you of proposed regulatory changes to Ontario Regulation 82/98 under the *Development Charges Act, 1997* (D.C.A.). This letter provides a summary of the proposed changes and commentary on potential impacts to municipalities.

The Province is seeking comments via the Regulatory Registry at the following link: <https://www.regulatoryregistry.gov.on.ca/proposal/50953>. We will be submitting our comments prior to the deadline of July 23, 2025.

1. Overview

There are two proposed changes to Ontario Regulation 82/98:

1. Enable Use of the Statistics Canada Non-Residential Building Construction Price Index for London; and
2. Expand the Requirement for Municipalities to Spend or Allocate 60% of Development Charge Reserve Funds to all Eligible Services.

The proposal only provides a summary of the proposed changes and not the exact wording to be included in the regulation. As such, the following commentary is based on the summary provided by the Province and will be further reviewed upon release of the actual amendment to the regulation.

Furthermore, no implementation dates for the proposed regulatory changes have been provided.

2. Enable Use of the Statistics Canada Non-Residential Building Construction Price Index for London

Currently, municipalities with development charge (D.C.) by-laws may include provisions in the by-law to index the charge to reflect changes in construction costs. Section 7 of Ontario Regulation 82/98 provides the prescribed index to be used for indexing a D.C. The Ottawa-Gatineau or Toronto series of the Statistics Canada Non-



Residential Building Construction Price Index is to be used by municipalities as appropriate.

The proposed changes would allow for the London series (recently added by Statistics Canada) to be utilized as an index for municipalities in Southwestern Ontario who elect to index their D.C. by-laws. This series would also be available for use by municipalities whose D.C. by-law does not specify a series (i.e., Ottawa-Gatineau vs. Toronto series). A D.C. by-law amendment, however, would be required to facilitate the use of the London series for municipalities in Southwestern Ontario whose D.C. by-laws currently specify the use of the Ottawa-Gatineau or Toronto series. Alternatively, the municipality could continue to use the Ottawa-Gatineau or Toronto series until a new D.C. by-law is adopted.

This appears to be a reasonable addition to the legislation as it will better align the D.C. with the underlying changes in capital costs within the area.

3. Expand the Requirement for Municipalities to Spend or Allocate 60% of Development Charge Reserve Funds to all Eligible Services

Section 35 of the D.C.A. requires municipalities to annually spend or allocate at least 60% of the balance in the D.C. reserve fund for water services, wastewater services, and services related to a highway. The proposed regulatory change would impose the same requirements for all D.C.-eligible services. This change would increase reporting transparency, better aligning reserve fund balances with specific capital projects in the D.C. background study and capital budget. The additional reporting, however, will impose an administrative burden on municipal staff to ensure adherence to this requirement for all D.C. services.

Although this change appears to simply include all D.C. services in the current practice of spending or allocating 60% of the reserve fund balances, the exact wording of the regulations will need to be reviewed to ensure no variation in current processes will be required.

4. Concluding Remarks

The proposed changes to Ontario Regulation 82/98 appear to be minimal; however, they do provide for improved alignment of charges with underlying capital costs and increased transparency regarding the planned use of D.C. funds collected. There will be an additional administrative burden for municipalities, however, due to the increased reserve fund reporting. As noted, we will be submitting our comments on the proposed regulation to the Province via the Regulatory Registry.



We anticipate further regulatory changes to the D.C.A., as noted by the Province's release of Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025*. We will continue to monitor any changes and inform you of the potential impacts to municipalities.

Should you have any questions, please contact the undersigned or send an email to info@watsonecon.ca.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Daryl Abbs, BA (Hons), MBE, PLE, Managing Partner

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner



COUNTY OF WELLINGTON

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74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

June 26, 2025

Wellington County
Member Municipality Clerks
Amanda Knight, Township of Guelph/Eramosa
Nina Lecic, Town of Erin
Kerri O'Kane, Township of Centre Wellington
Larry Wheeler, Township of Mapleton
Annileene McRobb, Town of Minto
Karren Wallace, Township of Wellington North
Justine Brotherston, Township of Puslinch

Sent via email: aknight@get.on.ca
nina.lecic@erin.ca
kokane@centrewellington.ca
LWheeler@mapleton.ca
annilene@town.minto.on.ca
kwallace@wellington-north.com
jbrotherston@puslinch.ca

Good afternoon,

At its meeting held on June 26, 2025, Wellington County Council approved the following recommendation from the Planning Committee:

That the County Official Plan Review – Phase 3B Rural Residential Growth Report be received for information.

That the County Clerk forward the report to Member Municipalities.

That staff be directed to bring forward a draft Official Plan Amendment(s) to implement the policy considerations outlined in section 7.0 of this report, the results of the Puslinch by Design Employment Lands Study, and the consistency exercise with the 2024 Provincial Planning Statement as part of the Official Plan Review at the appropriate time.

Please find enclosed County Official Plan Review – Phase 3B Rural Residential Growth Report.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning, at sarahw@wellington.ca.

Respectfully,



Kim Courts
Deputy Clerk



Committee Report

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, June 12, 2025
Subject: County Official Plan Review – Phase 3B Rural Residential Growth



PLANWELL

1.0 Purpose

This report responds to municipal input from the Town of Erin and Township of Puslinch about how to address their long-term rural residential growth needs. The report includes options related to the effective date for new lots in the Secondary Agricultural Area designation in the Wellington County Official Plan.

2.0 Background

As part of Rural Phase 3B of the Official Plan Review, Planning staff prepared an analysis of long-term rural residential growth needs in September 2024 (Report PD2024-29). Three of the seven Member Municipalities have a shortfall of rural housing units: Erin, Puslinch and Wellington North. The Planning Committee directed staff to consult with each municipality about which policy options they would prefer to apply to address the shortfall. This report focuses on addressing a shortfall of 120 units in Erin and 250 units in Puslinch (Figure 1).

Figure 1 Erin and Puslinch Rural Residential Need
Based on current Official Plan Forecasts

		ERIN	PUSLINCH
DEMAND	2051 Rural Household Forecast	3,170	3,560
	2021 Census Households	2,520	2,860
	Rural Area Buildout Since Census to End of 2023	70	100
	Growth Required to Achieve Forecast	580	600
SUPPLY	Vacant Designated Rural Lands	112	73
	Existing Vacant Rural Lots	70	73
	Potential New Severances under Current Policies	278	204
	Total Vacant Supply	460	350
NEED	Long-Term Rural Housing Demand	580	600
	Existing Vacant Rural Residential Supply	460	350
	Rural Area Residential Need	-120	-250
(negative value = shortfall)			

Source: County of Wellington 2024 Rural Residential Growth Analysis (PD2024-29)

The vacant rural area supply reflected above is as of July 2024.

Figure 1 includes an estimate of the potential supply of lots that could be created under the current policies and this has been factored into the supply: 278 for Erin and 204 for Puslinch. The detailed analysis to determine that number is based on parcel size, environmental constraints, frontage and configuration of existing buildings and structures. It is not feasible to do Minimum Distance Separation calculations or safe access sight distance calculations. The estimate also relies on an assumption that every landowner will pursue a new lot.

It is important to note that the County can only provide opportunities to create new lots through policy, but some individual landowners who qualify for consideration may not wish to apply. While the County does continue to see new applications for some of these lots, staff will continue to monitor this category of the supply against actual severances over the long-term.

Planning staff have been engaging directly with Wellington North staff about how to address their shortfall and will continue to do so. The Town of Erin and Township of Puslinch responded to the County by bringing forward planning reports for consideration by their Council as outlined below.

3.0 Municipal Responses

3.1 Town of Erin

Town of Erin planning report PD2025-10 was considered by Town Council on April 10, 2025. The staff report supported minor expansions to designated Hamlets outside of the Greenbelt Plan, but did not recommend expanding rural cluster areas or increasing the opportunity for lot severances.

The Town Council resolution differs as it only endorses promoting Additional Residential Units (ARUs) to accommodate the additional units required to achieve the 2051 rural growth forecast. Town Council did not support minor Hamlet expansions or amending the severance policies for Secondary Agricultural Areas.

3.2 Township of Puslinch

Township of Puslinch planning report by NPG Planning Solutions was considered by Council on November 27, 2024. The report provided three options to support appropriate lot creation in Secondary Agricultural Areas while continuing to focus lot creation in settlement areas:

1. Reset the rural residential severance date of March 1, 2005 to a more recent date.
2. Increase the number of permitted lots from each property.
3. Restrict the number of permitted rural residential severances based on the size of the original Township lot.

The Township Council resolution differs by requesting removal of the rural residential severance date of March 1, 2005. Council requested that the date be replaced with a policy allowing one severance every five years in Secondary Agricultural Areas subject to review every five years.

4.0 Planning Policy Context

The planning policy environment has changed significantly with the introduction of the new Provincial Planning Statement (PPS) in October 2024. For rural growth, the new PPS policies continue to require the following:

- Municipal land and unit supply must be based on and reflect the County's allocation of population and units.
- Rural growth must be focused in rural settlement areas (known as Secondary Urban Centres and Hamlets outside of the Greenbelt in the County Official Plan).

The new PPS policies also provide the following flexibility regarding rural lands:

- Removal of the Growth Plan limitation that lot creation of more than three residential lots be directed to settlement areas (outside of Greenbelt).
- Allows growth and development to be directed to rural lands outside of rural settlement areas but leaves it up to municipalities to determine how.

The growth hierarchy in the County Official Plan is as follows:

1. The majority of growth is to be directed to primary urban centres with municipal water and sewage services.
2. Growth will be limited in primary urban centres, secondary urban centres and hamlets that do not offer municipal water and sewage services.
3. To a lesser extent, growth will be directed to secondary agricultural areas.

The County's long-term growth forecast to 2051 assigns 90% of growth to municipally-serviced Urban Centres. The remaining 10% is for rural growth. All of the municipalities in Wellington County have Prime Agricultural Areas. Whereas Erin, Minto and Puslinch also have lands within a Secondary Agricultural Area designation.

New residential lot creation is not permitted in Prime Agricultural Areas by Provincial and County policies. The County Official Plan does not allow new estate residential or lifestyle communities in the rural area County-wide.

In Secondary Agricultural Areas, policy 10.4.4 sets out the criteria for consideration of rural residential lot creation in such areas. While not the only limiting factor, one of the main policies limiting residential lot creation is the requirement that only one new lot can be created from an original lot that existed on March 1, 2005. Once a new residential lot from the original March 1, 2005 parcel has been created, a second new residential lot is not allowed.

The severance date was last re-set as part of the 5-year Review of the County Official Plan when Official Plan Amendment 81 came into effect December 19, 2014. OPA 81 changed the date from provincial approval in 1999 to March 1, 2005 (the Official Plan was approved by the Province April 13, 1999 and came into effect May 6, 1999).

As part of the current Official Plan Review, the County added policy 6.5.4 Rural Clusters through OPA 119. This policy was added to the Plan as a commitment to conduct a review of potential constraints to the supply of rural residential lots in the Secondary Agricultural Area. This assessment was completed in September 2024 (Report PD2024-29).

5.0 Options for Erin

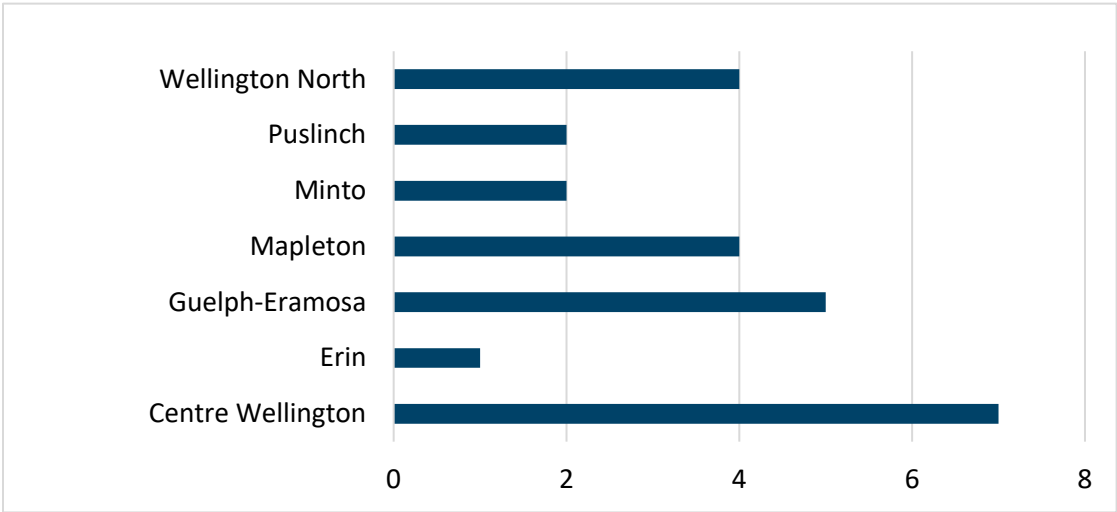
The rural area housing shortfall for Erin is approximately 120 households and Erin Council would like additional residential units (ARUs) to make up the difference. Based on Erin Council input planning staff have considered two options below.

5.1 Additional Residential Units

Additional residential units (ARUs) like accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping areas. ARUs are supported in the County Official Plan in many urban and rural areas of the County, subject to criteria. As part of the Phase 2 MCR Report: Urban Land Needs Assessment finalized in August 2022, Watson and Associates Economists Ltd. (Watson) analyzed annual ARU building permit activity from 2011 to 2021. At that time, ARUs were mainly being built within Primary Urban Centres of the County. Watson prepared an annual ARU forecast by Urban Centre and this factored into the urban housing supply.

A similar exercise was not completed for rural areas outside of Primary Urban Centres because there was little uptake of ARUs at that time. Planning staff have worked closely with municipal building officials to track ARUs as part of the County’s annual residential monitoring report. In the 2024 report for the first time, the number of rural ARU building permits (52 County-wide) surpassed urban ARUs (45 County-wide). Over the past five years from 2020 to 2024 the average rate of rural ARUs is shown in Figure 2.

Figure 2 5 Year Average of Rural ARUs by Municipality (2020 to 2024)



Source: County of Wellington Growth Tracking Model

It is interesting to note there is a higher average rate of ARUs ranging from 4 to 7 per year in municipalities with only Prime Agricultural Areas, compared to an average of 2 to 3 per year in municipalities with Prime Agricultural and Secondary Agricultural Area designations.

Overall, the increase in rural ARUs is promising. ARUs offer many benefits. They tend to be more affordable, more accessible, and have the potential to generate income or house family members.

5.2 Re-Allocating Rural Growth

Another option would be to take away 120 units from Erin's rural household forecast so that there will no longer be a shortfall.

5.3 Discussion

At this time, staff does not recommend adjusting the forecast to account for rural ARUs as such a change would need to be considered County-wide. This would have a ripple effect not only to the rural household forecasts, but also to the related population forecasts because ARUs have a different number of persons per unit. In addition, the increase in rural ARUs is a recent trend. Staff will continue to track urban and rural ARUs annually to determine how they should be factored into the next update to the County's long-term growth forecast.

In keeping with Town Council's preference to limit rural growth opportunities to those which currently exist through vacant units in Hamlets and other rural residential areas, existing vacant rural lots and potential supply from new rural severances under current policies, staff recommend re-allocating the 120 rural residential unit surplus to Puslinch. The reasons for doing so are outlined in the next section of the report.

6.0 Options for Puslinch

The rural area housing shortfall for Puslinch is approximately 250 households and Township Council would like to have a policy allowing one severance every five years in Secondary Agricultural Areas instead of the March 1, 2005 date.

Adjusting the growth forecast by 120 rural residential units would increase the total shortfall in Puslinch from 250 to 370 without impacting the overall rural forecast of 10% County-wide. This allows planning staff to consider Township Council's input about increasing severances while also directing more growth to Aberfoyle and Arkell.

6.1 Expanding Aberfoyle and Arkell

Puslinch Council has previously expressed an interest in expanding Aberfoyle for residential purposes within an area bounded by Maltby Road to the north, Victoria Road South to the east and Gilmour Road to the south. County staff have set a western limit at the mid-point between Concession Road 7 and Brock Road. Much of this area has already been developed for estate residential subdivisions and rural residential lots. For growth planning purposes, the County has conservatively estimated a potential of about 200 units if some level of expansion within this area were to be realized. For Arkell, the County has estimated a potential of about 50 units if expansion were to be realized. In both cases additional policy and technical review would be necessary to determine the feasibility of such expansions.

6.2 Severances

Based on the assumption of approximately 250 potential units through expansions to Aberfoyle and Arkell, a 120 unit shortfall remains. This shortfall has been given consideration under different options for rural residential severances in the Secondary Agricultural Area, starting with the approach preferred by the Township and then two options for date changes under the current policy framework.

a) Permit an additional severance every five years

Staff carefully considered Township Council's preferred option to have the severance date removed and replaced with a policy allowing a severance every five years. One of the challenges of this approach is that it is difficult to estimate how many new lots would be created and to track the results based on a five year variable severance rotation. However, staff have determined that there would be approximately 160 more severances if the severance date were moved to May 1, 2025. If staff were to then account for further severances every five years, we anticipate that the supply would be far beyond the rural housing need for Puslinch.

b) Move the severance date from March 1, 2005 to March 1, 2015

Based on staff analysis, there would be approximately 80 more severances if the date was changed to 2015. This would result in a deficit of 40 units relative to the forecast (including Erin re-allocation).

c) Move the severance date from March 1, 2005 to May 1, 2025

Based on staff analysis, there would be approximately 160 more severances if the date was changed to May 2025. In this scenario, the forecast and supply would be approximately in balance. The surplus of about 40 units is appropriate given the potential that not all severances would be realized.

6.3 Discussion

There is a very strong market for rural residential severances in the Township. Puslinch has had an average of 17 per year from 2014 to 2023, compared with an average of about 10 in Erin and 1 in Minto over the same period.

It is worth noting that compared to other municipalities in the County, growth in Puslinch is limited because of the following:

- There are no municipally serviced Urban Centres to direct growth.
- Of the two Secondary Urban Centres, only Aberfoyle can potentially be expanded (Morrison is in the Greenbelt).
- There is only one designated Hamlet (Arkell) compared to thirty-six other Hamlets across Wellington.
- The Province did not support recognizing the historic hamlet of Puslinch in the southern end of the Township as part of OPA 119 because it was in the Greenbelt.

Therefore, in keeping with Township Council's desire for more growth and the above limitations, staff are supportive of the following:

- Reallocating rural growth from Erin to Puslinch (120 units)
- A 60/40 split between rural settlement area growth and severances (250 units/160 units)
- Moving the severance date to May 1, 2025 resulting in a modest surplus of 40 lots

The impact of these changes is reflected in Figure 3.

Figure 3 Erin and Puslinch Rural Residential Need
Based on Adjustments (shown in red font)

		ERIN	PUSLINCH
DEMAND	2051 Rural Household Forecast	3,050	3,680
	2021 Census Households	2,520	2,860
	Rural Area Buildout Since Census to End of 2023	70	100
	Growth Required to Achieve Forecast	460	720
SUPPLY	Vacant Designated Rural Lands	112	73
	Potential rural settlement area expansions	0	250
	Existing Vacant Rural Lots	70	73
	Potential New Severances under Current Policies	278	204
	Potential Additional Severances under New Date	0	160
	Total Vacant Supply	460	760
NEED	Long-Term Rural Housing Demand	460	720
	Existing Vacant Rural Residential Supply	460	760
	Rural Area Residential Need	0	+40
	(positive value = surplus)		

Source: County of Wellington 2024 Rural Residential Growth Analysis (PD2024-29), adjusted.

With respect to monitoring, planning staff launched an annual residential monitoring report in 2023. The purpose of the report is to review year-end development applications, Municipal building permit activity, and residential unit supply across the County. The report analyzes trends and assesses progress toward Provincial land supply obligations and the County's 2051 household forecast. Staff will continue tracking ARUs as part of the report. In addition, staff will add Secondary Agricultural Area severance tracking to future annual reports.

7.0 Conclusion

The rural area housing shortfall for Puslinch is approximately 250 households and for Erin is approximately 120 households. The Town of Minto does not have a rural area housing shortfall. All three municipalities are currently subject to the same policy for residential lot creation in the Secondary Agricultural Area. The approach below would only change the severance date for Puslinch.

In considering Provincial, County and local priorities for rural growth, staff advise of the following:

- Leaving the March 1, 2005 date unchanged would not affect Minto's ability to reach its rural growth forecast.
- Leaving the March 1, 2005 date unchanged would not affect Erin's ability to reach its rural growth forecast provided the 120 unit shortfall is re-allocated to Puslinch.
- Changing the severance date to May 1, 2025 as it applies to the Secondary Agricultural Areas of Puslinch only, assigning growth to support potential expansion of Aberfoyle and Arkell, and re-allocating a portion of Erin's rural growth would ensure that Puslinch would have a balance between its supply and growth forecast.

8.0 Next Steps

Puslinch Council requested that County planning staff attend a future Council meeting to discuss the 2005 rural residential severance date restriction. Planning staff are now able to attend a future Township Council meeting to discuss the results of this report.

Staff aim to bring forward a draft Official Plan Amendment(s) this fall addressing necessary policy considerations related to the following work:

- Phase 3B Rural Residential as set out in section 7.0 of this report.
- Phase 3B Rural Employment as set out in Puslinch by Design – Employment Lands Study, once completed.
- Provincial Planning Statement consistency exercise.

As the Official Plan Amendment(s) is brought forward, there will be opportunities for public and stakeholder engagement through a future Open House and Public Meeting. In addition to Planning Act notice requirements, staff will continue to use the Official Plan Review project webpage and the digital mailing list to share information about the proposed changes to the Official Plan.

9.0 Strategic Action Plan

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

Making the best decisions for the betterment of the Community.

Recommendation:

That the County Official Plan Review – Phase 3B Rural Residential Growth Report be received for information.

That the County Clerk forward the report to Member Municipalities.

That staff be directed to bring forward a draft Official Plan Amendment(s) to implement the policy considerations outlined in section 7.0 of this report, the results of the Puslinch by Design Employment Lands Study, and the consistency exercise with the 2024 Provincial Planning Statement as part of the Official Plan Review at the appropriate time.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Manager of Policy Planning

In consultation with/approved by:

Aldo Salis, Director of Planning and Development
Scott Wilson, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 065-2025

Being a by-law to authorize the designation of real property located at 880 Victoria Road South, Puslinch, as the property of cultural heritage value or interest under Section 29 Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18

WHEREAS the Ontario Heritage Act, R.S.O. 1990, c. O.18 authorizes a municipality to designate a property within the municipality to be of cultural heritage interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out in the Ontario Heritage Act;

AND WHEREAS the Council for the Corporation of the Township of Puslinch, in consultation with the Puslinch Heritage Advisory Committee, deems 880 Victoria Road South to be of cultural heritage interest in accordance with the prescribed criteria by the Ontario Heritage Act, R.S.O. 1990, c. O.18;

AND WHEREAS the Council for the Corporation of the Township of Puslinch did give notice of its intention to designate the property mentioned in section 1 of this by-law in accordance with subsection 29(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18;

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the property located at 880 Victoria Road South and more particularly described in Schedule “A” hereto annexed and forming part of this by-law, is hereby designated as property of cultural heritage value.
2. That the Municipal Clerk is hereby authorized and directed,
 - a. to cause a copy of this by-law, together with reasons for the designation, to be served on the subject property owner and The Ontario Heritage Trust by personal service or by registered mail;
 - b. to publish a notice of this by-law once in a newspaper having general circulation in the Township of Puslinch.
3. That the Municipal Clerk is hereby authorized and directed to cause a copy of this bylaw, together with the statement of cultural heritage value or interest and description of heritage attributes set out in Schedule “B” hereto annexed and forming part of this bylaw, to be registered against the property affected in the proper land registry office.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JULY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Schedule "A"
To
By-law Number 065-2025

880 Victoria Road South,
Puslinch

PIN: 71185-0059

Legal Description: PT LOT 2, WEST OF BLIND LINE, PLAN 131, PT 1, 61R2727; PT LOT 3 & 4, WEST OF BLIND LINE, PLAN 131, AS IN MS27654; TOWNSHIP OF PUSLINCH

Schedule "B"
To
By-law Number 065-2025

880 Victoria Road South,
Puslinch

**STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST AND DESCRIPTION OF
HERITAGE ATTRIBUTES**

Short Statement of Cultural Heritage Value or Interest

The property located at 880 Victoria Road South, Puslinch, holds significant cultural value due to its association with the Caulfield and Carter families, who were part of the initial wave of immigration to the Township and were deeply involved in agriculture, sawmilling, and grist milling in the Arkell area. The architectural value of the property lies in its farmhouse, as the 2-storey Georgian/Neoclassic style farmhouse was built out from the side wall of the original, single-storey stone farmhouse. The dwelling is situated on Concession 9 and is a significant part of the early settlement along the part of Victoria Road that leads from the City of Guelph into the Township. The property meets the requirements for designation prescribed by the Province Ontario as it satisfies at least two of the nine criteria for determining cultural heritage value or interest under Ontario Regulation 9/06 (as amended by O. Reg. 569/22) under the Ontario Heritage Act.

Design Value:

The property provides excellent and early representations of two comparatively different styles. The initial one-storey, stone Caulfield farmhouse was constructed with a limestone façade and fieldstone rubble side and rear walls, incorporating large granite pieces into the lower east side wall. The front window of the original farmhouse had a hung sash design with 12-over-12 glass panes. The building footprint has a T-shape with and an end gable main roof a gable roof tail. The roof of the tail still contains its original wooden framing underneath the modern shingled exterior and is reflective of very early construction. The entrance to the original farmhouse located beside the rear wall of the later farmhouse addition and still contains an original sliding wooden door on the rear wall. The two-storey Georgian/Neoclassic farmhouse was made of roughly coursed limestone with various stone sizes. The windows had hung sashes and the remains of an extremely rare original 8-over-12 window on the second floor of the rear wall. Many of the windows were subsequently changed to 1-over-1 and 2-over 2 pane arrangements under single stone lintels or flat arches with stone voussoirs. A distinctive belt course of corbelled limestone is seen at the floor plate of the upper level on the façade. The hipped roof has two chimneys made of limestone and is indicative of the Georgian/Neoclassic style. Original woodwork is extant in the Carter farmhouse including: the front door surround (transom and sidelights); main stair with bannister and newel post; wood trim (window and door casings, corner blocks and baseboards). When the northwest side of the original dwelling was incorporated into the new house, it served as a connected woodshed.

Historical/Associative Value:

The property, located on Lot 2, Concession 9, was first owned by John Caulfield, who was one of the earliest settlers in the area. He immigrated to Puslinch from Ireland and was recorded as living in the Township as early as 1831. By 1840, he had built the stone cottage. In 1844, John Caulfield had built a flour and a grist mill south of the property. In 1855, the new Georgian style property was built. When John died in 1871 the property was inherited by his son, James. In 1879, William Haines acquired the property and had divided the plot into front and rear in 1885, selling the front half to Alice and Thomas Petty which also included the homestead.

In 1897, the Pettys had sold the land to Thomas Carter Jr., the grandson of James Carter, who came to the Township in 1831 and was also one of the earliest settlers in Arkell. Thomas had lived there for many years, when in 1920, his son Earl and his wife inherited the land. In 1971, Earl retired and built a red brick house on the property but was later demolished. He had rented out the farmhouse to a tenant until 1983 when the City of Guelph purchased the property.

Contextual Value:

The property is situated in an area deeply intertwined with early settlement in the Farnham/Arkell area. The property plays a crucial role in defining the character of the surrounding area, primarily due to its architectural transformations during the 1840s-50s. These changes demonstrate the evolution of architectural styles and design preferences within a relatively short period. Additionally, the property's use of limestone and timber directly connect it to its immediate surroundings.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 880 Victoria Road South:

John Caulfield and Thomas Carter Farmhouse:

- Form, height, scale, and massing of original one-storey, T-plan farmhouse and two-storey Georgian/Neoclassic farmhouse addition
- Two limestone chimneys over hip roof
- Exterior walls of limestone and granite
- Wooden roof support beams in Caulfield dwelling
- Location and form of original doors and windows (including front door transom and sidelights)

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.

Schedule "C"
To
By-law Number 065-2025

880 Victoria Road South,
Puslinch



Denotes the Heritage Designated Structure

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-066

Being a by-law to establish retention periods for records of the Township of Puslinch and to repeal By-law 2013-069

WHEREAS section 254(1) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, ("*Municipal Act*") provides that a municipality shall retain and preserve its records in a secure and accessible manner;

AND WHEREAS subsection 255(3) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS subsection 255(2) of the *Municipal Act 2001*, S.O. 2001, c. 25 as amended, provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention has expired;

AND WHEREAS the Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's Records Retention By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

1. TITLE

1.1. This By-law may be referred to as the "Records Retention By-law".

2. DEFINITIONS

2.1. For the purpose of this by-law:

2.1.1. "Copy" means an exact copy of a record however recorded, whether in hardcopy form, by electronic means or otherwise.

2.1.2. "Committee Member" means all Township Committees where members are appointed by Council and all individuals appointed to approved external committees.

2.1.3. "Council Member" means any individual elected member of the Council or the Township of Puslinch.

2.1.4. "Current Year" means the current calendar year at the time of viewing the record.

2.1.5. "Deputy Clerk" means the Township's Deputy Clerk or their designate;

2.1.6. "Destruction" means the final phase of a records life cycle;

2.1.7. "Destruction Notice" means a formal detailed notification of the scheduled destruction of records;

2.1.8. "Event (E)" as defined under "Schedule A" of the Schedule Citation Table.

2.1.9. "Life Cycle" means the life span or time period from the creation or receipt of a record through its useful life to its final disposition. The five stages in the life cycle of a record include; the creation,

distribution, use, storage/management, retention, and disposition/destruction.

2.1.10. "Permanent Record (P)" means a record that must be kept permanently, whether electronic or physical, and shall not be destroyed.

2.1.11. "Record" means any record of information however recorded, whether in printed form, on file, by electronic means or otherwise, and includes,

- a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a file, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics and any copy thereof, and
- b) Subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software of any other information storage equipment and technical expertise normally used by the institution.

2.1.12. "Responsible Department" is a column heading in the retention table and identifies the department with the primary responsibility for retaining the records;

2.1.13. "Retention" means the length of time a record is to be retained before its final disposition;

2.1.14. "Signing Authority" means the Department Head of the responsible department, or his or her designate;

2.1.15. "Staff" Means anyone that the Township employs as a part of the Township's departments and operations including all seasonal, part-time, full-time and contract employees

2.1.16. "Superseded (S)" means a record only needs to be retained until it is replaced with more current information.

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

2.1.18. "Transitory Record" means records of temporary usefulness in any format that have no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record and includes;

- a) Retained solely for convenience or reference.
- b) Required solely for the completion of a routine action, or the preparation of another record;
- c) of insignificant or no value in documenting Township business transactions
- d) not an integral part of a Township record;
- e) not filed regularly with records or filing systems;
- f) not required to meet statutory obligations or to sustain administrative or operation functions;
- g) about social events that are not special Township event;
- h) not related to Township business; or
- i) a voice mail message

2.1.19. "Vital Record (V)" means a record of any form or format, containing information that is essential to continue the immediate operation of

the Township, and that is necessary to recreate its legal and financial position, and to preserve its claims and rights and those of its stakeholders.

2.1.20. “*” means maximum copy retention

2.1.21. “**” means the record is subject to archival selection. Certain records have been designated as having potential historical and research value to the municipality. These records may be reviewed prior to their destruction.

3. ADMINISTRATION AND DELEGATED AUTHORITY

3.1. Administration

3.1.1. The Deputy Clerk, or designated, shall be responsible for the administration of this by-law.

3.2. Delegated Authority

3.2.1. Council hereby delegates authority to the Deputy Clerk to:

- a) Establish procedures to provide guidelines to ensure that records are created, classified, organized, managed, retrieved, maintained, and destroyed efficiently throughout their Life Cycle in accordance with the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, and the principles of The Ontario Municipal Records Management System (TOMRMS) for the management of Records within the Township.
- b) Amend Schedule A as required to ensure that Retention periods meet legislative requirements, as well as business needs.

4. GENERAL PROVISIONS

4.1. Record Retention Requirements

4.1.1. Council Members, Committee Members, and Staff are required to:

- a) comply with the Retention periods as specified in Schedule A attached hereto;
- b) ensure the Destruction process is followed, including, completing the Destruction form and receiving the appropriate approvals prior to Destruction;
- c) ensure that business Records in their custody or control are protected from inadvertent Destruction or damage; and
- d) ensure that Transitory records and reference materials in their custody or control are destroyed when they are no longer needed

4.2. Record Destruction

4.2.1. Records are required to be destroyed in accordance with the following:

- a) ensure that Destruction forms are completed, approved and preserved permanently.
- b) no Record shall be destroyed unless authorized by the Signing Authority and first classified according to this By-law;
- c) the Retention period for the Record has expired;
- d) all Records, including Transitory and Copies shall be destroyed in a manner that preserves the confidentiality of any information contained in such Records;
- e) any Record pertaining to pending or actual litigation or investigation or a request under privacy legislation shall not be destroyed until such Record is no longer required for such purposes; and
- f) all Records that are categorized as Permanent (P) or are a Vital Record shall be kept permanently, whether electronic or physical, and shall not be destroyed.

4.3. Exemptions

- 4.3.1. Records created or accumulated by elected officials in a political capacity and outside of Council business are not corporate Records and are not subject to the Retention periods attached hereto in Schedule A.
- 4.3.2. A Records Destruction notice form is not required for the Destruction of the following Records:
 - a) the Record is a Transitory Record;
 - b) the Record is a Copy of a Record.

5. RETENTION SCHEDULE

- 5.1. The Retention schedule attached as Schedule 'A' forms part of this By-law

6. EFFECTIVE DATES AND REPEAL OF PREDECESSOR BY-LAW

- 6.1. This By-law Repeals By-laws 2013-069
- 6.2. (b) This By-law shall come into force and effect upon its passage, at which time By-law 2013-069 and all amendments thereto shall hereby be repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JULY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

Schedule "A" Records Retention Schedule

Primary Heading: Administration Includes records regarding routine administration and office services functions
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Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A00	Administration - General Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
A01	Associations and Organizations Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as Ratepayers Association, AMCTO, AMO, MISA, etc.	All Departments	1		Excludes: Membership Fees - see F01
A02	Staff Committees and Meetings Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.	All Departments	4**		Excludes: - Council Minutes and Agenda - see C03-C04 - Council Committees - see C05-C06
A03	Computer Systems and Architecture Information Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions. May also include requests for significant modification, fixes and upgrades.	Corporate Services	S + 6	V	Excludes : - Reports - file by subject. - Acquisitions - see F18
A04	Conferences and Seminars Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc.	All Departments	1**		Only those sponsored by the Township are subject to archival review Excludes: - Speeches and Presentations - see M08 - Employee/Council Expenses - see F01 - Ceremonies and Events - see M02 - Invoices - see F01 - Rental Agreements - see L14

Legend:

E = Event **P** = Permanent **S** = Superseded

* maximum copy retention

** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A05	Consultants Includes correspondence, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.	All Departments	2**		Excludes : - Reports - file by subject. - Quotations and Tenders - see F18 - Invoices - see F01
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.	All Departments	6		Excludes : - Assets - see F06
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.	Finance	E+1		E = disposal of item Excludes: - Computer Hardware/Software - see A03 - Service Agreements - see L14 - Assets - see F06
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and word-processing services.	Finance	1		
A09	Policies and Procedures Includes policy and procedure manuals, guidelines and directives.	All Departments	S + 15		Retention period updated from P to 15 years (effective July 9, 2025)”
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.	All Departments	S	V	Excludes : - Retention By-Law - see C01 - Policies and Procedures – see A09 - Records Disposition - see A11
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	All Departments	P		

Legend:

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A12	Telecommunications Systems Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, fire communications systems, and 911 emergency systems.	Fire Public Works Corporate Services	S	V	Excludes: - Licenses - see P09 - Assets - see F06 - Long Distance Call Records - see F01 - Agreements - see L04 or L14
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.	All Departments	1		Excludes: - Employee and Council Expenses - see F01
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as fire-fighters' clothing and safety clothing.	All Departments	S**		
A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	All Departments	2		Excludes: - Purchase Orders and Requisitions - see F01 - Office Equipment - see A07 - Fleet Management - see V01
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.	All Departments	5**		Excludes: - Legislation - see L10/L11 Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.
A17	Information Access and Privacy Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act, and records regarding the handling of requests under the Act.	Corporate Services	2		E= completion of the FOI Request Excludes: - Copies of the Act - see L11 - Complaints and Inquiries - see M04

Legend:

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
A18	Security Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	All Departments	5		Excludes: - Vandalism Reports - see P05 - Computer Security - see A03
A19	Facilities Construction and Renovations Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.	All Departments	E+2**	V	E = project finished Specifications, architectural and engineering drawings are kept permanently.
A20	Building and Property Maintenance Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, garages and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.	Facilities	5		Excludes : - Parks Construction & Management - see R04 - Recreational Facilities - see R05
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of outdoor and indoor recreational and administrative facilities for specific activities.	Facilities	2		
A22	Accessibility Of Services Includes records relating to the accessibility of Municipal buildings, services and information to persons with a disability.	All Departments	P		Excludes: - Policy & Procedures – see A09 - Construction records, inspections – see A19
A23	Information Systems Production Activity and Control Includes records relating to computer system operations. Includes activity logs and reports, file access control reports and system changes	Corporate Services	E + 2		E = date closed
A24	Access Control and Passwords Records related to the management of and access to programs. Includes individual access, password management, etc.	Corporate Services	S		

Legend:

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Council and By-laws

Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C00	Council and By-Laws - General Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
C01	By-Laws Includes signed and final versions of the municipality's by-laws, along with amendments and attachments that are legally part of the by-laws.	Corporate Services	P		Excludes: - Background information –working documents are kept for 4 years after the approval of the by-law and filed by subject
C02	By-Laws - Other Municipalities Includes final versions of by-laws of other municipalities which are of interest.	All Departments	S		
C03	Council Agenda Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Corporate Services	S+5		Excludes: - Council Committees - see C05
C04	Council Minutes Includes minutes of the proceedings of Council meetings.	Corporate Services	P Working notes = 6		Excludes: - Council Committees - see C06 - Reports to Council - see C11
C05	Council Committee Agenda Includes notices of meetings and agenda for the committees of Council .	Corporate Services	S+2		
C06	Council Committee Minutes Includes minutes of the committees of Council and copies of Council Local Boards.	Corporate Services	P		

Legend:

E = Event **P** = Permanent **S** = Superseded

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** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C07	Elections - Management Includes records related to the processes involved in the management of Township elections, by-elections. May include management of election projects such as voting system, voting locations, election personnel, training manuals, communications, media management, applications to amend voters list, and all other administrative activities.	Corporate Services	E+4 Ballot = 120 days after voting or resolution of recount	V (only during election year)	E = Date of Election
C07	Elections - Personnel Includes records related to election personnel appointed to assist in the election. Including election worker applications, letters of appointment, oaths, etc.	Corporate Services	E + 120 days	V (only during election year)	E = Date of Election
C07	Election - Candidates Includes records relating to candidates running for the office of Mayor, Area and County Councillors, and Board Members. Also includes completed nomination forms, nomination withdrawal, signed oaths, financial statements, affidavits, and all supporting correspondence	Corporate Services	E+4	V (only during election year)	E = Date of Election
C07	Election - Returns Includes records related to the Township's official voting place documentation and materials. Also includes ballot box documents, advance poll sheets, used spoiled and cancelled ballots, voters' lists.	Corporate Services	E+ 120 days	V (only during election year)	E = Date of Election In accordance with the <i>Elections Act</i> , retention is set at 120 days after official declarations of results unless there is a court order or recount. The retention will then be re-determined if this occurs.
C07	Election - Recount Includes records related to the request for and conduct of Township election recount. Also includes recount request, associated amendments, affidavits and certifications, recount notices and other supporting recount documents.	Corporate Services	E+4	V (only during election year)	E = Date of Election Supporting documentation does not need to be retained.
C07	Election - Results Includes records related to the Township's official election results including election date, Township Clerk's official declaration of election, poll by poll results, and all other supporting documentation.	Corporate Services	P	V (only during election year)	Supporting documentation does not need to be retained.

Legend:

E = Event **P** = Permanent **S** = Superseded

* maximum copy retention

** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
C08	Goals and Objectives Includes records concerning strategic planning, goals and objectives, and mission statements.	All Departments	10 yrs**		Retention period changed in 2025. Prior to 2025 retention period was S**. Retention period updated from S** to 10 years (effective July 9, 2025).
C09	Intentionally Left Blank				
C10	Motions and Resolutions - Other Municipalities Includes final versions of motions and resolutions of other municipalities which are of interest.	Corporate Services	1		
C11	Reports to Council Includes all original reports to Council.	All Departments	P**		
C12	Appointments to Boards and Committees Includes records regarding appointments of citizen and members of Council.	Corporate Services	P**		

Legend:

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* maximum copy retention

** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

Schedule "A"
Records Retention
Schedule

Primary Heading: Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.
Subjects are grouped according to long range vs. developmental planning

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D00	Development and Planning - General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Corporate Services	1		
D01	Demographic Studies Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.	Corporate Services	10**		Excludes: - Vital Statistics - see L12
D02	Economic Development Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.	Corporate Services	10**		Excludes : - Demographic Studies - see D01 - Residential Development - see D04 - Tourism Development - see D06 - Industrial/Commercial Development - see D21
D03	Environment Planning Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning.	Corporate Services	15 yrs**	V	E = completion of project Excludes : - Air Quality Monitoring - see E05 - Waste Management - see E07 Retention period changed from E+2 to 15 years (effective July 9, 2025)
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Corporate Services	10**		

Legend:

E = Event **P** = Permanent **S** = Superseded

* maximum copy retention

** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D05	Natural Resources Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Corporate Services	5 years		Retention Period changed DATE, 2025 from 2**.
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Corporate Services	10**		
D07	Condominium Plans Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Corporate Services	P		Applications can be destroyed 2 years after final decision.
D08	Official Plans Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	Corporate Services	P**		Excludes : - Official Plan Amendment Applications - see D09 - Background Reports – see D24
D09	Official Plan Amendment Applications Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Corporate Services	E+5		E = final decision Excludes: - OMB Hearings & Decisions – see L01 - Hearing – see L01 - Decision – see C01 (with Bylaw)
D10	Severances Includes records regarding the granting of severances to parcels of land including application for severance.	Corporate Services	P land titles reg. + 6 years		E = final decision Certificates and Decisions are kept permanently

Legend:

E = Event **P** = Permanent **S** = Superseded

* maximum copy retention

** subject to archival selection

All numbers in retention columns refer to years unless otherwise specified.

Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D11	Site Plan Control Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	Corporate Services	P Application 2yrs after final decision		Applications can be destroyed 2 years after final execution and registration on title. Excludes: - Systems for Servicing Land - see relevant subject - Site Plan Agreements - see L04
D12	Subdivision Plans Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans.	Corporate Services	P Application 2yrs after final decision		Applications can be destroyed 2 years after final decision Excludes: Subdivision Agreements - see L04
D13	Variances Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations.	Corporate Services	P Application 2 yrs after final decision		Excludes: - Budget Variances - see F05
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Corporate Services	E+2		E = Final Decision Excludes: Zoning By-Laws - see C01 Permanent Retention Only: Affidavit/OMB Decision – C01 (with By-law)
D15	Easements Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private or Township-owned property.	Corporate Services	E+6*		E = termination of rights Excludes: - Agreements - see L04

Legend:

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* maximum copy retention

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	Corporate Services	E+6**		E = termination of rights Excludes: - Agreements - See L04 - Encroachment By-Laws - see C01
D17	Annexation/Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on restructuring.	Corporate Services	P**		
D18	Community Improvement Projects Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc	Corporate Services Finance	E+6**		E = completion of project Excludes: Economic Development see D02
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.	Building	S+10**	V	
D20	Reference Plans Includes Registered Deposit Plans and site plans, as received from Registry Office.	Corporate Services	P		
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.	Corporate Services	10**		Excludes: - Agricultural Development – see D23
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format.	Corporate Services	S		Excludes the actual data residing on these systems Air photos subject to archival selection.

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
D23	Agricultural Development Includes all records regarding development of agricultural growth.	Corporate Services	10 years **	best practice/ business need	Includes all records regarding development of agricultural growth.
D24	Official Plan Background Includes reports pertaining to amendments and changes to the Official Plan.	Corporate Services	Final Decision + 5 years	best practice/b usiness need	Includes reports pertaining to amendments and changes to the Official Plan.
D25	Deeming Process Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighboring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	Corporate Services	Final Decision + 2 yrs	best practice /business need	
D26	Development Charges Study Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law	Finance	15 yrs **		Add row below
D27	Part Lot Control Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	Corporate Services	Final Decision +15y		E = final decision Excludes: Bylaws – see C01

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Schedule "A"
Records Retention
Schedule

Primary Heading: Environmental Services

Includes records regarding provision of public works and other environmental services other than roads.
Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E00	Environmental Services – General Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
E01	Intentionally left blank				
E02	Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers.	Public Works	1** project completed & no outstanding issues + 2 years Specifications = life of the asset as per A27	V	Specifications are kept permanently
E03	Storm Water Management Ponds Includes records relating to the construction and maintenance of storm water management ponds.	Public Works	P		
E04	Trees Maintenance Includes records of tree removal, planting, trimming, pruning and preservation.	Public Works	5		

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**Schedule “A”
Records Retention
Schedule**

E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity.	All Departments	Later of: date of offence or; day evidence of offence first came to attention of person appointed under s. 5 + 5 yrs **		Event = last record made Excludes: - Water Quality – see E13 to E15 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04 Retention Period changed DATE, 2025 from 2**.
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Public Works	5**	V	Excludes: - Site Plans – see D11
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.	All Departments	10 years or cease to apply + 10 yrs Post landfill site closure documentation = closure + 25 yrs		County Responsibility Excludes: - Environment Planning – see D03 - Private Sewage Disposal Systems – see E12 Retention Period changed DATE, 2025 from 2.
E08	Water Works (Drinking Water Plant) Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment	Public Works	15 years		Specifications = Permanent as per A27
E09	Drains Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws and grants.	Public Works	S + 5 yrs**	V	Specifications are kept Permanently as per A27 Retention Period changed DATE, 2025 from E+1**.

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E10	Pits & Quarries Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence.	Corporate Services	P		Specifications = life of the pit or quarry
E11	Nutrient Management Includes the records regarding the management of livestock and/or crop planning and regulations pertaining to the operations. Control of storing/spreading /using liquid manure on land, near waterways, runoff etc.	Corporate Services	S + 5 yrs** or Expiry of plan + 2 yrs		
E12	Private Sewage Disposal Systems Includes records regarding the design, construction and maintenance of septic systems.	Building	P		Specifications = life of system Private Septic – see D24/Property File.
E13	Water Monitoring Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.	Corporate Services	E + 15 years		E = created, approved or plan no longer in force Excludes; - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04
E14	Water Sampling Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.	Corporate services Parks and Facilities	E + 15 years Childcare facility plumbing flush and water testing = 6 yrs		E = Created, approved or plan no longer in force Excludes: - Air Quality Monitoring – see E05 - By-Law Enforcement – see P01 - Complaints and Inquiries – see M04J

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
E15	Chemical Sampling of Water Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.	Public Works	P		Excludes: Air Quality Monitoring – see E05 By-Law Enforcement - see P01 Complaints and Inquiries – see M04 Facilities Routine water use, monitoring & testing – see P21
E16	Intentionally left blank				
E17	Energy Management Includes records regarding municipality’s Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports.	Finance Parks Facilities	E + 7 yrs		E: = End of reporting period to which relates
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbors and beaches.	Corporate Services	E + 3		E = end of designated year
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.	Corporate Services Public Works	Created, approved or facility no longer in use + 15		

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Schedule "A"
Records Retention
Schedule

E20	Source Water Protection Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment.	Corporate Services	E +15 yrs		E = created, approved or plan no longer in force
E21	MOE Environmental Compliance Approvals Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	Corporate Services	Cease to apply + 3 years		

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Schedule "A"
Records Retention
Schedule

Primary Heading: Finance and Accounting

Includes records regarding the management of funds

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F00	Finance and Accounting – General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		Do not file accounting records required for tax purposes
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, registers, telephone bills and membership fees. Includes all background documentation authorizing the procurement of goods and services. Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques. Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc.	Finance	E+7		Excludes: - Attendance – see H01 Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, registers, and recoveries reports. Includes accounts receivable that have been written off as uncollectible and records of bankruptcies.	Finance	E+7	V	Excludes: - Tax Assessments, Rolls and Tax Arrears – see F22 and F23 Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance.

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital	Remarks
F03	Audits Includes records regarding internal and external financial audits of accounts. Includes all working papers, and working notes, calculations and background documentation used to calculate financial statements.	Finance	E+7		Excludes: - Operational audits – see relevant subject - Audited Financial Statements – see F10
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations, bank statements, N.S.F. cheques, and deposit records.	Finance	E+7	V	
F05	Budgets and Estimates Includes departmental and corporate budgets, both capital and operating. Also includes Budget Variances. Includes all budget working papers, and working notes, calculations and background documentation.	Finance	E+7		E = end of the last year in which the capital budget is expended
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal.	Finance	E + 10 years**	V	E = disposal of asset Excludes: - Land & Building Acquisition and Sale – see L07 Retention Period changed from E+7 to E+10 (effective July 9, 2025)
F07	Intentionally left Blank				
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors and debenture registers.	Finance	E+7		E = debentures surrendered for exchange/cancellation

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F09	Intentionally left blank				
F10	Financial Statements Includes consolidated statements of Financial Position, Operations, Changes in Net Financial Assets and Cash Flows, and the summary of significant accounting policies and other explanatory information.	Finance	P**		Excludes: - all working notes, calculations and background documentation, see F03
F11	Grants and Loans received by Township Includes records regarding revenue generated in the form of provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements, reports and grants provided by the Township to eligible organizations.	Finance	E+7		E = Date the loan was paid off
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+7		E = closure of the account, maturity of investment
F13	Intentionally left blank				
F14	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	E+7**		E= completion of transaction Excludes: - Documents and vouchers used to support entries – see relevant subject in this Primary. -Subsidiary ledgers, registers, and journals specific to payments and receipts, payroll, debentures, assets, taxation, etc. are filed with their relevant subject file.
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	Finance	P	V	

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F16	Payroll Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, payroll registers, reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council.	Finance	E+7	V	E = Close of Fiscal Tax Year
F17	Intentionally left blank				
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.	Finance	E+7 yrs ** Note: Unsuccessful bids - retain for 1 year from contract award		Excludes: - Agreements – See L04 or L14 (agreement/contract file will also contain successful bid, original tender and attachments)
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes.	Finance	7		
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Finance	E+7		
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges, aggregate levy, and public donations and sponsorships.	Finance	7 Note: Records related to Township mortgages must be kept for 10 years		Excludes: - Accounts Receivable - see F02 - Tax Rolls - see F22 and F23 - Agreements (MOU) – see L04

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
F22	Tax Rolls and Records Includes taxation records of long term importance, such as assessment rolls, tax sale records, records of bankruptcies. Tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	Finance	P	V	Excludes: - Accounts Receivable see F02 - Mortgage Companies see F23 - Correspondence related to tax issues that are not of a long-term importance see F23
F23	Taxes Receivable Includes correspondence and other records related to tax collection and supporting documentation that are not of a long-term importance. Includes tax registers, tax adjustments, payments in lieu of taxes, requests from mortgage companies, etc.	Finance	E+7	V	
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, Ontario Home Renewal Program, etc.	Finance	E+7		E = closure of account Trust accounts for residents, statements, accounts and records = Permanent
F25	Security Deposits Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (ie. Bonds).	Finance	E+7		E = closure of account
F26	Intentionally left blank				
F27	Regulatory Reporting – Financial Includes regulatory, banking, financial information returns and government/other reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.	Finance	E+7		

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Administration Includes records regarding the municipality’s relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.					
Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H00	Administration – General Includes records regarding Administration which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
H01	Attendance and Scheduling Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	Human Resources	3	V	Excludes: - Individual Time Sheets – see F16
H02	Benefits Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT.	Finance Human Resources	S		Excludes: - Payroll – see F16
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Records related to payroll and benefits are separate from the above with Finance and Human Resources access. Includes all employees and volunteers.	Finance Human Resources	Date employee ceased to be employed by employer + 5 years Firefighter employment terms = P		E = date employee ceased to be employed by the Township Note: Part-time and Volunteer fire-fighter employee records are kept permanently. Excludes: - Employee Complaints, Investigations, and Grievances – see H14 - Pension Records – see H10 Retention timeline changed effective July 9, 2025

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes information on health, safety and wellness programs for staff, and Health & Safety Committee inspections on Township property.	Human Resources	7**		Excludes: - Accidents of the Public – see P05 - Lost-time reports and claims – see H13 Accident and Workplace Safety & Insurance Board (WSIB) reports are kept permanently
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.	Human Resources	Day last used + 1yr Human Rights special program designation minimum 5 yrs**		Excludes: Employee Records – see H03
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S**		
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	Human Resources	E+10**	V	E = expiry of contract period Excludes: Collective Agreement – see L04
H08	Organization Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Human Resources	S**		Excludes: Job Descriptions – see H06
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules.	Finance Human Resources	5 Years		Excludes: Employee Records – see H03

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H10	Pension Records Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.	Finance Human Resources	P		Excludes: - Deductions for pensions – see F16 - General information on pension plans – see H02 - Payments made to OMERS – see F01 Pension plans, annual information returns, and OMERS eligibility letters and waivers are kept Permanently.
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	All Departments Human Resources	E+1** 1 Year		E = close of competition
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.	All Departments Human Resources	Date when that particular course ceases to be offered + 2 yrs ** salt use training materials – 7 yrs drinking water training materials – 5 yrs Long term care training and orientation = P		Only courses developed and presented by the Township are subject to archival selection Excludes: - Employee Records – see H03

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD.	Finance Human Resources	E+10 Resolution of claim+3 yrs Hazardous exposure claims = longer of 40 years or 20 years after last record made		E = resolution of claim Excludes: - Non lost-time incidents or accidents – see H04 - Self-insured STD – see H01 WSIB claims are kept permanently. Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of: (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.
H14	Employee Complaints, Investigations and Grievances Includes records dealing with complaints by or against employees of the Township such as the initial complaint, investigation, reports and final resolution, in relation to the <i>Occupational Health and Safety Act</i> , the Human Rights Code, and the Township’s Code of Conduct.	All Departments Human Resources	E+7** Resolution of Claim +10yrs		E = resolution of complaint, investigation or grievance
H15	Harassment and Violence Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.	Human Resources	3 Resolution of Complaint +3yrs		Excludes Employee Complaints, Investigations or Grievances – see H14

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
H16	Criminal Background Checks Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	Human Resources	E + 7 yrs		E= date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	Human Resources	E + 40 yrs or 20 years after last record of exposure		
H18	Employee Medical Records Includes doctor's notes, correspondence, and health reports related to an employee's medical situation	Human Resources	E + 3 years		E = When STD/LTD claims are resolved
H19	Disability Management Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation	Human Resources	E+ 5 years		E= day issued or earlier as may be specified by Commission
H20	Confined Spaces Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists.	Human Resources	1 year or the period necessary to ensure the 2 most recent records retained		Excludes: Health & Safety – see H04 Staff training – see H12
H21	Employee Recognition	Human Resources	5 yrs		
H22	Employee Certifications	Human Resources	E + 2 years		E = certification expired

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**Schedule “A”
Records Retention
Schedule**

<p style="text-align: center;">Primary Heading: Legal Affairs</p> <p style="text-align: center;">Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.</p>					
Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L00	Legal Affairs – General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
L01	Appeals and Hearings Includes all records regarding appeals, hearings, and legal proceedings. Also includes final judgments and appeals such as zoning, official plan, closed meeting investigations, and all OMB orders, etc.	Corporate Services	P		Excludes: - Litigation - see Claims - L02-L03 - Property Standards – see P01 - Committee of Adjustment - see D10 Retention Period changed DATE, 2025 from 6**
L02	Claims Against the Municipality Includes all litigation made by other parties against the municipality.	Corporate Services	Resolution of claim and all appeals + 2 years ultimate limitation = 15 years		E= resolution of claim and all appeals Excludes: - Appeals and Hearings - see L01 NOTE: Human Rights Claims will be subject to archival selection. Retention period updated from 10 to 2 years (effective July 9, 2025).

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L03	Claims By the Municipality Includes all litigation made against other parties by the municipality.	Corporate Services	Resolution of Claim and all appeals + 2 yrs		E= resolution of claims and all appeals Excludes:- Appeals and Hearings - see L01 Retention period updated from 5 to 2 years (effective July 9, 2025)
L04	Contracts and Agreements - Under Seal Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.	Corporate Services	E+15**		E = expiry of Contract/Agreement and warranty Excludes: - Simple Agreements see L14 - Contracts regarding Land Acquisition and Sale - see L07, - Insurance Policies - see L06
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Finance Corporate Services	E+15		E= change of appraisal value
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.	Finance	E+15	V	E= expiry of policy Excludes: - Employee Group Insurance – see H02 - Third Party Contracts – see L04

Legend:

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L07	Land Acquisition and Sale Includes records regarding the purchase, sale or expropriation of land and buildings by the Township.	Corporate Services	P Property disposition + 10Y		Renewable energy project agreements terms may not be more than 50 years append abandoned petroleum storage tank to deed
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality’s legal counsel on specific issues and by-laws.	Corporate Services	S**		
L09	Precedents Includes records regarding judgments and decisions which may affect the municipality’s position in actual or potential legal matters.	Corporate Services	S**		
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Corporate Services	S		
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Corporate Services	S		
L12	Vital Statistics Includes registers of births, deaths and marriages.	Corporate Services	P	V	Excludes: - Population Statistics – see D01 NOTE: Once the Form 17’s (Notice of Registration of Birth or Stillbirth) are on register they can be destroyed after 2 years.

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
L13	Prosecutions Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Corporate Services	E+7		E= delivery of judgment Excludes: - By-Law Enforcement – see P01 - Appeals and Hearings – see L01
L14	Contracts and Agreements – Simple Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts, vehicle lease, purchase agreements, street sweeping, gravel, etc.	All Departments	E + 2Y		E= expiry of contract and warranty Retention period updated from E+7 to E+2 (effective July 9, 2025)

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Media and Public Records

Includes records regarding the municipality's relationship with the media and the general public.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
M00	Media and Public Relations – General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
M01	Advertising / Marketing Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	All Departments	1**		Excludes: - News Releases – see M06 - Recruitment – see H11 - Elections – see C07
M02	Ceremonies and Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day. Also includes records regarding the set-up and running of special events.	Corporate Services	5**		
M03	Left Blank Intentionally				
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters.	All Departments	5 Years**		Excludes: - Accessibility of Records (FOI) – see A17 - Specific Complaints – see appropriate subject Retention Period changed DATE, 2025 from 1**.
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	All Departments	1**		Excludes: Clippings used as reference material - see relevant subject.
M06	News Releases Includes final versions of news releases issued. Includes messages for inclusion in special event programs.	All Departments	1**		

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, recreation guide, industrial directories, business directories, and maps. May include annual reports of a non-financial nature.	All Departments	S**		
M08	Speeches and Presentations Includes final versions of speeches, presentations and news conferences given by elected and non-elected officials.	All Departments	3**		Excludes: - Media coverage of speeches/ presentations – see M05 - News Releases – see M06
M09	Visual Identity, Insignia, Logo Trademark Registrations Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office. Also includes trademark registrations and infringements/violation of usage.	Corporate Services	S + 5 Years		Retention period updated from P to S+5 (effective July 9, 2025).
M10	Website and Social Media Content Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	All Departments	S + 2years		

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Protection and Enforcement Services

Includes records regarding the operational functions of law enforcement, licensing, public protection and fire prevention within the community.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P00	Protection & Enforcement Services – General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws such as zoning, property standards, parking, animals, etc. Includes records such as orders to comply, inspection reports, stop work orders for fill permits, complaints, working notes, statements, correspondence, exhibits, photographs, property standards orders, etc. Also includes appeals, decisions, and final inspection records.	Building By-law Fire	E+6**		E = infraction settled or file closed Excludes: - Hearing Minutes – see C06 - Prosecutions – see L13
P02	Daily Occurrence Logs Includes logs maintained of daily occurrences such as fire assistance calls maintained by the Chief Building Official and Fire Department.	All Departments	5**		
P03	Emergency Planning Includes records regarding the planning and rehearsal of emergency measures.	All Departments	S** or expiry of plan + 5 years if Canadian Environmental Protection Act applies	V	

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.	All Departments	5 years	V	E+5 years for PCB material storage records after PCB removed from site Retention period updated from S+3 to 5 years (effective July 9, 2025). Excludes: - Staff Safety Training – see H04
P05	Incident/Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.	All Departments	E + 25		E = date of accident Retention period updated from E+10 to E+25 (effective July 9, 2025). Excludes: - Security – see A18 - Accidents of Municipal Staff - see H04 - Vehicle Accidents – see L02 or L03
P06	Building and Structural Inspections Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections, and WSIB Audits. Also includes fire alarm testing and alarm certificates of verification	Facilities Fire Building Human Resources	P	V	E+2 for inspections, maintenance and testing related to the fire code Retention Period changed from S to P (effective July 9, 2025) Excludes: - By-Law Enforcement – see P01
P07	Health & Fire Safety Inspections Includes inspection reports conducted or performed by Fire & Rescue Services on private, public and commercial properties and Fire Marshall inspections.	Fire	S - minimum of 1 year	V	Record must be kept for a minimum of one year even if it is superseded by a new record

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P08	Investigations Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and firefighting activities.	All Departments	10**		Excludes: - By-Law Enforcement – see P01
P09	Licences Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries, etc.	Corporate Services	E + 2		E = expiry of licence Retention period updated from E+4 to E+2 (effective July 9, 2025).
P10	Building Permits Includes permits issued to builders, contractors, and residents giving them permission to build or renovate.	Building	P		Excludes: - All other permits – see P11 NOTE: All Building Permit records are retained permanently in the electronic property roll file or in the Building Permit Software platform
P11	Permits, Other Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to sell fireworks, hold publicized displays, site alterations, etc.	All Departments	E + 2		E = expiry of permit Retention period updated from E+7 to E+2 (effective July 9, 2025). Excludes: - Building Permits
P12	Warrants Includes all issued warrants.	Building Corporate Services Fire	E+2		E = execution of warrant

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity.	Building Corporate Services Fire	E+5		E = occurrence/ investigation closed or disposition of charge Excludes: - Investigations – see P08 - Prosecutions – see L13
P14	Animal Control Includes records and reports regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports.	Corporate Services	E+2		Excludes: - Dog Licenses – see P09
P15	Community Protection Programs Includes records on community protection, public fire, and crime prevention such as Community Policy. Records include correspondence and brochures.	Corporate Services Fire	S+2**		
P16	Emergency Services Includes records regarding land ambulance, fire and rescue services.	Fire	S+5	V	Retention Period changed from S+2 to S+5 (effective July 9, 2025)
P17	EMS and Fire Significant Incident & Impact Reports Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	EMS Fire	S+5		

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
P18	EMS and Fire Accident Response Reports Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.	EMS Fire	S+5		Excludes: Investigations – see P08
P19	EMS and Fire Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	EMS Fire	S+2		
P20	Prohibition Notices & Orders Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	Corporate Services	15		

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Schedule "A"
Records Retention
Schedule

Primary Heading: Recreation, Heritage and Culture

Includes records regarding the provision of recreational and cultural services to the community.

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
R00	Recreation, Heritage, Culture – General Includes records regarding recreation, heritage and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
R01	Heritage Preservation Includes records and information regarding local history, listings and designations of individual properties and districts on the municipal register, private and abandoned cemeteries, and the heritage reference library.	Corporate Services	E + 3**		E=End of plan year or removal of designation Excludes: - Original By-Laws – see C01 Retention period updated from P to E+3 (effective July 9, 2025)
R02	Intentionally Left Blank				
R03	Intentionally Left Blank				
R04	Parks Construction & Management Includes correspondence, descriptions, reports and other records dealing with the construction, management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans.	Corporate Services Parks	Park Maintenance = 5yrs** Playground equipment maintenance = 15		Excludes: - Building and Property Maintenance – see A20 Retention period updated from P to 15 years for Playground Equipment (effective July 9, 2025).
R05	Recreational Facilities Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, etc..	Corporate Services Parks	5**		Excludes: - Facilities Construction – see A19 - Building and Property Maintenance – see A20

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
R06	Recreational Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Corporate Services	5** Program dev & eval = 3 yrs** Program Reg = 1 Attendance fee collection = 6		

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Schedule "A"
Records Retention
Schedule

Primary Heading: Transportation Includes records regarding the development and improvement of transportation systems (roads and public transit).

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T00	Transportation – General Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	All Departments	1		
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Public Works	E+6	V	E= completion of project Specifications are kept Permanently
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	Public Works	E+6		E= closure of lot or space
T03	Public Transit Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for persons with disabilities.	Public Works	E+1**		E= closure of route/shelter/stop

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**Schedule “A”
Records Retention
Schedule**

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T04	Road & Sidewalk Construction Includes records and studies regarding design, planning and construction projects on roads. Includes the construction of new roads and major improvements to existing roads & sidewalks, such as resurfacing, widening, bridges, retaining walls, etc. Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and side-walks, cycle-ways, footpaths, walkways, trails, etc.	Public Works	E + 1** Specifications = P	V	E = project finished Specifications are kept Permanently Excludes: - Simple Agreements – see L14 - Design and Planning – see T05 - Routine maintenance and minor improvements to road systems – see T06
T05	Left Blank Intentionally				
T06	Road & Sidewalk Maintenance and Salt Usage Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, trails, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	Public Works	E+1** salt plans, usage, training and reports = 7 years Specifications = P		E = project finished Specifications are kept Permanently
T07	Signs and Signals Includes records and studies regarding the manufacture and installation of signs and signals.	Public Works	E+1	V	E= removal of sign/signal Excludes: - Visual Identity Program – see M09
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	Public Works	E+1 Temp road closure = 2y		E = project finished Temporary road closures 2 years

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
T09	Roads and Lanes Openings/Closures Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.	Public Works	E+1**		E = project finished Excludes: - Temporary road closures see T08 - Land Sales see L07 - Road Closing By-Laws see C01
T10	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Public Works	E+1		E = project finished
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Public Works	E+1 Specifications = P		E = project finished
T11	Specifications and Engineering Structural Assessment Reports	Public Works	P		
T13	Activity Sheets Includes activity sheets for road, traffic, fleet and parks services.	Public Works	E+25		E= start date of activity

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**Schedule “A”
Records Retention
Schedule**

Primary Heading: Vehicles and Equipment Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.					
Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
V00	Vehicles and Equipment – General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	All Departments Public Works	1		
V01	Fleet Management Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal.	All Departments Public Works	E + 2 public vehicles trip record = 1 year Daily Inspection Logs = 2 yrs or 6 months after vehicle ceases to be operated		E = termination of lease or disposal of vehicle Excludes: - Insurance Policies – see L06 - Accident Claims – see L02, L03 - Leases/Contracts - see L14 Retention period updated from E+1 to E+2 (effective July 9, 2025).
V02	Mobile Equipment Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	All Departments Public Works	E + 1year		E = Disposal of Equipment Retention period updated from E+6 to Disposal of Equipment +1 year (effective July 9, 2025).
V03	Transportable Equipment Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	All Departments Public Works	Disposal of Equipment + 1year		E = as long as the device is in service. Retention period updated from E+6 to Disposal of Equipment +1 year (effective July 9, 2025).

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Schedule "A"
Records Retention
Schedule

Code	Secondary Heading & Scope Notes	Responsible Department	Retention	Vital Record	Remarks
V04	Protective Equipment Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc.	All Departments Public Works	Disposal of Equipment + 1year		E = as long as the device is in service. Excludes: - Uniforms and Clothing - see A14 Retention period updated from E+6 to Disposal of Equipment +1 year (effective July 9, 2025).

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THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-067

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 July 9, 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 July 9, 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 9 DAY OF JULY 2025.

James Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk