THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 29, 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 October 29, 2025
REGULAR MEETING: 10:00 A.M.
CLOSED MEETING: Directly following Section 13 Announcements

Addendum

6.12 City of Guelph - McQuillan's Bridge - Notice of Study Commencement and Public Open House

6.13 ERO 025-1097 Proposed Changes to Planning Act, Bill 60

6.14 ERO 025-1099 Consultation on simplifying and standardizing official plans

6.15 ERO 025-1101 Consultation on Enhanced Development Standards – Lot Level (outside of buildings)

9.4.3 Deferred to November 19, 2025 Council Meeting - Report COR-2025-052 Pre-consultation Regarding Draft Updates to the Grand River Source Protection Plan

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

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
OCTOBER 29, 2025 COUNCIL MEETING
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IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

≠ Denotes resolution prepared

1. **Call the Meeting to Order**

2. **Roll Call**

3. **Moment of Reflection**

4. **Confirmation of the Agenda ≠**

5. **Disclosure of Pecuniary Interest & the General Nature Thereof**

6. **Consent Agenda ≠**

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

6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings
- 6.1.1 October 22, 2025 Council Meeting Minutes (Circulated under separate)
- 6.1.2 October 16, 2025 Council Meeting Minutes (Circulated under separate)
- 6.1.3 October 8, 2025 Council Meeting Minutes (Circulated under separate)
- 6.1.4 September 17, 2025 Public Information Meeting Minutes
- 6.1.5 September 8, 2025 Youth Advisory Committee Minutes

6.2 AMO Policy Update - AMO's Response to the Planned Automated Speed Enforcement Ban
6.3 AMO Policy Update – Response to OPP Cost Recovery, Automated Speed Enforcement & Aggregate Resources Act
6.4 Town of Goderich Notice of Motion regarding Bill C-61 First Nations Clean Water Act
6.5 Letter from Brian Johnson Enbridge General Manager to Oakville Mayor Rob Burton - October 8, 2025
6.6 Remarks from Greg Ebel President and CEO Enbridge Canada - Build Canada Now Compete or Retreat
6.7 Letter from Ministry of Environment, Conservation and Parks' Compliance Policy
6.8 Grand River Conservation Authority Summary of General Membership Meeting - September 2025
6.9 Puslinch Profile Feature October 2025
6.10 ERO 025-1159 Amendments to Planning Act and City of Toronto Act, 2006

6.11 AMO Policy Update - Bill 56, Building a More Competitive Economy Act, 2025
6.12 City of Guelph - McQuillan's Bridge - Notice of Study Commencement and Public Open House
6.13 ERO 025-1097 Proposed Changes to Planning Act, Bill 60
6.14 ERO 025-1099 Consultation on simplifying and standardizing official plans
6.15 ERO 025-1101 Consultation on Enhanced Development Standards – Lot Level (outside of buildings)

Recommendation:
That the Consent Agenda items listed for the October 29, 2025, Council meeting be received for information.

7. **Delegations ≠**
7.1 Specific Interest (Items Listed on the Meeting Agenda)
7.1.1 **None**
7.2 General Interest (Items Not Listed on the Meeting Agenda)
7.2.1 **None**

8. **Public Meeting**
8.1 October 29, 2025 at 7:00 P.M. Public Information Meeting held in-persona at the Municipal Office (7404 Wellington Rd 34) and by electronic participation through Zoom regarding Site Alteration Application P11/HBC – property location Municipally known as 7504 McLean Rd E, Township of Puslinch
8.2 November 19, 2025 at 5:30 P.M. Open House held in-person at the Puslinch Community Centre (23 Brock Rd S) 2026-2030 Strategic Plan Engagement
8.3 November 19, 2025 at 7:00 P.M. Public Information Meeting held in-person at the Puslinch Community Centre (23 Brock Rd S) and by electronic participation through Zoom regarding Zoning By-law Application D14-DAN (Danby) – property location Municipally known as 4631 Sideroad 20 N, Township of Puslinch
8.4 November 20, 2025 at 7:00 P.M. Public Information Meeting held in-person at the Puslinch Community Centre (23 Brock Rd S) and by electronic participation through Zoom regarding Zoning By-law Amendment Applications:
- D14-DAA (Daaz) – property location Municipally known as 7456 McLean Rd West/197 Brock Rd S, Township of Puslinch
- D14-ONT (Ertl) – property location Municipally known as 6678 Wellington Rd 34, Township of Puslinch

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

9.1.1 **Report FIR-2025-006 - Mental Health Supports Grant Agreement ≠**

Recommendation:
That Report FIR-2025-006 entitled Mental Health Supports for Public Safety Personnel – Execution of Agreement be received; and

That Council gives 3 readings to By-law No. 2025-083 being a By-law authorizing the entering into an Agreement with the Ministry of the Solicitor General, Mental Health Supports for Public Safety Personnel Grant Program.

9.2 **Finance Department**

9.2.1 **Report FIN-2025-025 - 2026 Proposed Cost of Living Adjustment ≠**

Recommendation:
That Report FIN-2025-025 entitled 2026 Proposed Cost of Living Adjustment be received; and

That Council approve a Cost of Living Adjustment of 1.70% effective January 1, 2026; and

That Council consider, subject to budget consideration, allocating an additional 1% Cost of Living Adjustment increase to be contributed into a discretionary reserve for the 2028 market review process.

9.2.2 **Report FIN-2025-028- 2026 User Fees and Charges By-law ≠**

Recommendation:
That Report FIN-2025-028 entitled 2026 User Fees and Charges By-law be received; and,

That Council give 3 readings to By-law No. 2025-084 being a by-law to adopt the User Fees and Charges By-law.

9.3 **Office of the CAO**

9.3.1 **Report CAO-2025-004 Puslinch Strategic Plan Environmental Scan and Background Report ≠**

Recommendation:
That Report CAO-2025-003 titled Puslinch Strategic Plan Environmental Scan and Background Report be received for information.

9.4 **Corporate Services Department**

9.4.1 **10:05 A.M. Report COR-2025-050 2025 Emergency Response Plan Updates ≠**

Recommendation:
That Report COR-2025-050 entitled 2025 Township of Puslinch Emergency Response Plan Updates Report be received for information; and,

That the Council of the Township of Puslinch authorizes the replacement of the existing by-law (046-2020) to a new by-law adopting the 2020 Emergency Response Plan, 2025 revisions for the Township of Puslinch, County of Wellington and Member Municipalities; and,

That Council gives three reading to by-law 2025-085 being a by-law to provide approval of a municipal emergency response plan and to repeal by-law 046-2020.

9.4.2 **10:15 A.M. Report COR-2025-051 2025 Township of Puslinch EM Programme Annual Report ≠**

Recommendation:
That Report COR-2025-051 entitled 2025 Township of Puslinch EM Programme Annual Report be received for information; and,

That the Council of the Township of Puslinch accepts the annual report of the Township's Emergency Management Programme for 2025.

9.4.3 **Deferred to November 19, 2025 Council Meeting - Report COR-2025-052 Pre-consultation Regarding Draft Updates to the Grand River Source Protection Plan**

9.4.4 **Report COR-2025-053 First Draft Special Event Permit By-law ≠ (Presentation to be provided at the Council Meeting)**

Recommendation:
That Report COR-2025-053 entitled Special Event Permit By-law First Draft be received for information; and,

That Council direct staff undertake the public engagement as outlined in the report.

9.4.5 **Report COR-2025-054 Reporting Out from Council Direction Update ≠**

Recommendation:
That Report ADM-2025-054 entitled Reporting Out from Council Direction Update be received for information; and,

That Council direct staff submit the following delegation requests for the 2026 ROMA Conference:

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 Hamilton Conservation Authority Notice of 2026 Draft Budget ≠

Recommendation:
That Correspondence Item 10.1 Hamilton Conservation Authority Notice of 2026 Draft Budget be received for information.

10.2 ERO 025-1077 Consultation on Proposed Special Economic Development Zone Criteria ≠

Recommendation:
That Correspondence Item 10.2 ERO 025-1077 Consultation on Proposed Special Economic Development Zone Criteria be received for information.

10.3 10:25 A.M. ERO Posting 025-1060 Accelerating and improving protections for Ontario's drinking water sources & 025-1104 Regulatory changes for accelerating and improving protections for Ontario's drinking water sources ≠

Recommendation:
That Correspondence Item 10.3 ERO Posting 025-1060 Accelerating and improving protections for Ontario's drinking water sources & 025-1104 Regulatory changes for accelerating and improving protections for Ontario's drinking water sources be received for information.

10.4 Notice of Study Commencement Highway 401 & Highway 6/Brock Road South Interim Interchange Improvements Preliminary Design and Class Environmental Assessment (G.W.P. 3041-23-00) ≠

Recommendation:
That Correspondence Item 10.4 Notice of Study Commencement Highway 401 & Highway 6/Brock Road South Interim Interchange Improvements Preliminary Design and Class Environmental Assessment (G.W.P. 3041-23-00) be received for information.

10.5 Ministry of the Environment, Conservation and Parks notice of issuance of Permits to Take Water Numbers 7383-DLVR8W and 4657-DLVP7F to White Wolf Property Management Inc ≠

Recommendation:
That Correspondence Item 10.5 Ministry of the Environment, Conservation and Parks notice of issuance of Permits to Take Water Numbers 7383-DLVR8W and 4657-DLVP7F to White Wolf Property Management Inc be received for information.

10.6 IESO Regional Planning Process for Kitchener/Waterloo/Cambridge/Guelph (KWCG) electrical region Information Session ≠

Recommendation:
That Correspondence Item 10.6 IESO Regional Planning Process for Kitchener/Waterloo/Cambridge/Guelph (KWCG) electrical region Information Session be received for information.

11. **Council reports**

11.1 Mayor's Updates

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

12. **By-laws ≠**

12.1 First, Second and Third Reading

12.1.1 BL2025-082 Alternative Voting Methods 2022 Municipal Election

12.1.2 BL2025-083 A by-law to authorize the entering into an Agreement with the Ministry of the Solicitor General

12.1.3 BL2025-084 User Fees and Charges By-law and to repeal By-law 067-2024

12.1.4 BL2025-085 Emergency Response Plan By-law 2025

Recommendation:
That the following by-laws be taken as read three times and finally passed in open Council:
By-law 2025-082 being a By-law to authorize alternative methods of voting for the 2026 Municipal Election and School Board
By-law 2025-083 being a by-law to authorize the entering into an Agreement with the Ministry of the Solicitor General
By-law 2025-084 being a by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property, and to repeal By-law 067-2024.
By-law 2025-085 being a by-law to provide the approval of a municipal Emergency Response Plan.

13. **Announcements**

14. **Closed Session – Pursuant to Section 239 Subsection (2) of the Municipal Act, 2001 for the purpose of:**

14.1 Confidential report regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Vendor Negotiation

14.2 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential litigation related to a by-law violation

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

14.4 Confidential minutes from previous closed meetings:

14.4.1 October 8, 2025 Closed Council Meeting Minutes

14.4.2 October 16, 2025 Closed Council Meeting Minutes

15. **Business Arising from Closed Session**

16. **Notice of Motion**

17. **New Business**

18. **Confirmatory By-law ≠**
18.1 BL2025-086 Confirm By-law – October 29, 2025

Recommendation:
That the following by-law be taken as read three times and finally passed in open Council:
By-law 2025-078 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on the 8th day of October 2025.

19. **Adjournment ≠**

M I N U T E S

DATE: October 22, 2025
CLOSED MEETING: None
COUNCIL MEETING: 10:00 A.M.

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

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

1. Courtenay Hoytfox, CAO
2. Sarah Huether, Manager of Corporate Services / Deputy Clerk
3. Mike Fowler, Director of Public Works, Parks and Facilities
4. Mary Hasan, Director of Finance/Treasurer
5. Andrew Hartholt, CBO
6. Jamie MacNeil, Fire Chief

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-339: Moved by Councillor Sepulis and Seconded by Councillor Hurst

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

That Council approves the additions to the agenda as follows:

Consent Item 6.1.1 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 22, 2025 Council agenda.

CARRIED

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

None

6. **CONSENT AGENDA**
   - 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings
     - 6.1.1 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 22, 2025 Council Agenda

Resolution No. 2025-340: Moved by Councillor Hurst and Seconded by Councillor Bailey

That the Consent Agenda items listed for OCTOBER 22, 2025 Council meeting be received for information.

CARRIED

7. **DELEGATIONS:**
   - 7.1 Specific Interest (Items Listed on the Meeting Agenda)
     - 7.1.1 None
   - 7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)
     - 7.2.1 None

8. **PUBLIC MEETINGS:**
   - 8.1 None

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 **Report FIN-2025-027 entitled 2026 Proposed Capital Budget**

Resolution No. 2025-341: Moved by Councillor Sepulis and Seconded by Councillor Hurst

That Report FIN-2025-027 entitled 2026 Proposed Capital Budget be received; and

That Council approve the recommendations outlined in Schedule E - Road Rehabilitation and Speed Study Analysis for Budget Consideration as presented subject to public outreach to the residents impacted by the proposed speed limit changes; and

That Council direct staff to report back to Council prior to the road reconstruction and that this public engagement be incorporated into the process for determining speed changes on an annual basis; and

That Council approve the adjustments to the 2026 Capital Budget and Forecast to identify opportunities to defer, reduce, or eliminate projects to better align with long-term AM and financial planning objectives as presented; and

That Council direct staff to report back on procurement options to replace the Aerial (ladder) Truck, including options to purchase used and retrofit; and

That Council direct staff to incorporate the $688k incremental costs to upgrade the following road sections to double lift construction with the next iteration of the Capital Budget for consideration:

- **Victoria Road South – Leslie Road West to County Road 36**
- **Victoria Road South – Leslie Road West to Flamborough–Puslinch Townline**
- **Concession 2 – Sideroad 10 South to County Road 35**

That Council direct staff to incorporate the $32k for increased maintenance of the Aerial (Ladder) Truck into the Operating Budget for consideration; and

That Council direct staff to incorporate the $30k for increased gravel maintenance dust suppression into the Operating Budget for consideration; and

That Council direct staff to proceed with incorporating Option 3 – Non-remote decibel reader into the 2026 budget and that Option 2 Remote (Battery Operated) – 3-year warranty be included in the 2027 budget deliberations; and

That Council direct staff to incorporate the following Capital Budget Sheets into the 2026 budget:

- **Multi-Use Drone - By-law Enforcement & Communications**

- **On Scene Decontamination Kits**
- **Upgrade Fire Hose and Nozzles to 45mm from 38mm (100% grant funded)**
- **Daymond Drive - Stormwater Management Facility**
- **Grader – 502 to establish a contingency fund to address any emergency repairs**
- **Roadside Mower Tractor and Flail**
- **Stormwater Perpetual Maintenance By-law**
- **Bar Counter, Bar Door, Cosmetic Upgrades**

That Council direct staff to incorporate the Cell Phones for Council Members into the 2027 Capital Budget.

CARRIED

9.3 Office of the CAO

9.3.1 None

9.4 Corporate Services Department

9.4.1 None

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. **NEW BUSINESS:**
None

11. **CONFIRMATORY BY-LAW:**

18.1 By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution No. 2025-342: Moved by Councillor Bailey and
Seconded by Councillor Hurst

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

By-Law 2025-081 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 22 day of October 2025.

CARRIED

12. **ADJOURNMENT:**

Resolution No. 2025-343: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council hereby adjourns at 11:42 a.m.

CARRIED

_____
James Seeley, Mayor

_____
Justine Brotherston, Clerk

M I N U T E S

DATE: October 8, 2025
CLOSED MEETING: Directly following Section 13 Announcements
COUNCIL MEETING: 10:00 A.M.

The October 8, 2025 Council Meeting was held on the above date and called to order at 10:00 a.m. via electronic participation and in-person at 7404 Wellington Rd, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-306: Moved by Councillor Hurst and Seconded by Councillor Bailey

That Council approves the October 8, 2025, Agenda and Addendum as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.7 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 8, 2025 Council agenda; and

14.4 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – potential OLT appeal

CARRIED

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

None.

6. **CONSENT AGENDA**
   - 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings
     - 6.1.1 September 17, 2025 Council Meeting Minutes
     - 6.1.2 August 12, 2025, Planning and Development Advisory Committee Meeting Minutes
     - 6.1.3 June 17 2025 Recreation and Community Wellness Advisory Committee Meeting Minutes

6.1.4 June 9 2025 Youth Advisory Committee Meeting Minutes
6.1.5 June 2 2025 Special Heritage Advisory Committee Meeting Minutes
6.1.6 May 5 2025 Heritage Advisory Committee Meeting Minutes
6.1.7 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the September 17, 2025 Council Agenda

6.2 August 2025 Grand River Conservation Authority Summary of General Meeting
6.3 AMO Policy Update - Build Canada Homes Market Sounding Submission New Process for Inter-Provincial Labour Mobility
6.4 AMO Policy Update - Federal Government Launches Build Canada Homes
6.5 AMO Policy Update Call to Amplify Automated Speed Enforcement Advocacy 2026 Ontario Community Infrastructure Fund Allocation
6.6 Municipality of South Huron Council Resolution regarding Proposed Amendments to the Resource Recovery and Circular Economy Act
6.7 Bluewater Recycling Association regarding Proposed Amendments to the Resource Recovery and Circular Economy Act
6.8 Municipality of South Huron Council resolution regarding Closure of Before and After School Programs
6.9 Municipality of Bluewater Council resolution regarding Closure of Before and After School Programs
6.10 Town of Petrolia Council resolution regarding Mandatory Firefighter Certification Requirements for Volunteer Firefighters
6.11 Township of Larder Lake Council Resolution regarding Extending Compliance Deadlines for Firefighter Certification
6.12 Town of Mapleton Council resolution regarding the Future of Community Natural Gas Expansion (NGEP Phase 3)
6.13 Town of Midland Council Resolution regarding Opposition to the Elimination of Automated Speed Enforcement (ASE) Cameras
6.14 Township of Larder Lake Resolution Requesting a Moratorium on Aerial Spraying of Glyphosate in the Timiskaming Forest
6.15 City of Guelph Council Memo - A Motion for Provincial Leadership on Salt Management and Public Safety
6.16 City of Dryden Council Resolution regarding Mandatory water safety and Swim-to-Survive Training in Elementary Curriculum
6.17 City of Kitchener Council Resolution regarding Cost Recovery Fees for Paper Billing for Tax and Utility Bills
6.18 Township of Bonfield Council Resolution regarding Canada Post and Canadian Union of Postal Workers Negotiations and Flyer Delivery
6.19 County of Wellington October 2025 Meeting Schedule
6.20 August Monthly Monitoring Report, Mill Creek Pit License #5738

Resolution No. 2025-307: Moved by Councillor Sepulis and Seconded by Councillor Bailey

That the Consent Agenda items listed for OCTOBER 8, 2025 Council meeting with the exception of items 6.5, 6.7, 6.16, 6.12 be received for information.

CARRIED

Resolution No. 2025-308: Moved by Councillor Bailey and Seconded by Councillor Hurst

That the Consent Agenda item 6.16 City of Dryden Council Resolution regarding Mandatory water safety and Swim-to-Survive Training in Elementary Curriculum be received for information; and

That Council direct staff to send a support resolution accordingly.

CARRIED

Resolution No. 2025-309: Moved by Councillor Sepulis and

Seconded by Councillor Hurst

That item 6.5 AMO Policy Update Call to Amplify Automated Speed Enforcement Advocacy 2026 Ontario Community Infrastructure Fund Allocation be received for information; and,

Whereas AMO has advocated for the continuance of automated speed enforcement cameras; and

Whereas 21 Ontario Mayors have penned a letter dated Oct. 2, 2025 also advocating the continuance of automated speed cameras or at the very least continuance in school zones; and

Whereas an automated speed enforcement camera has been installed in Aberfoyle, Puslinch in a community safety zone on Brock Road with daily traffic in excess of 25,000 and

Whereas parents who walk their children to school must cross Brock Road; and

Whereas traffic speed violations on Brock Road have significantly been reduced with the introduction of the automated speed enforcement camera;

Therefore be it resolved that the Township of Puslinch supports the continuance of automated speed cameras in the very least in Community Safety Zones and areas in close proximity to schools and that a copy of this resolution be sent to Premier Ford, The Official Leader of the Opposition, MPP Racinsky, County of Wellington and it's municipalities, and AMO.

CARRIED

Resolution No. 2025-310: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda 6.7 Bluewater Recycling Association regarding Proposed Amendments to the Resource Recovery and Circular Economy Act be received for information; and

That Council direct staff to investigate opportunities to increase public awareness of the changes; and

That Council request that the County provides Council with a presentation once the program is built out.

CARRIED

Resolution No. 2025-311: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda item 6.12 be received for information; and

WHEREAS the Province has posted ERO 0250923, Consultation on the Future of Community Natural Gas Expansion, seeking feedback from municipalities, Indigenous communities and other stakeholders on how Phase Three (3) could best support access to natural gas for community development.

AND WHEREAS expanding access to natural gas is identified as a tool to support affordability and economic growth in Ontario communities, with Phases One (1) and Two (2) estimated to enable connections for approximately 17,000 buildings across 59 communities, and 16 projects completed to date.

AND WHEREAS The Township of Puslinch is working toward its housing and employment land goals that contribute to Ontario's broader objective to build at least 1.5 million homes by 2031 and recognizes that timely servicing solutions (including natural gas where appropriate) can help enable these targets.

AND WHEREAS Ontario's energy future relies on a balance of affordability, reliability, and sustainability by leveraging a mix of energy solutions—including

natural gas, electricity, and emerging energy technologies, to meet growing community needs. And whereas natural gas continues to play a critical role in supporting energy affordability, economic competitiveness, and enabling housing and employment growth across the province.

THEREFORE BE IT RESOLVED THAT Council:

1. Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance Puslinch's housing, employment lands, economic development objectives, and agricultural properties.

2. Directs staff to submit comments to ERO 0250923 reflecting Puslinch priorities, including: OPA 131 which includes the identification of 139 hectares of Secondary Agricultural Area land to be redesignated Rural Employment Areas, expansion of Aberfoyle's Urban Boundary to permit more housing and Rural Residential Severance Cut-off Date from March 2005 to May 2025.

3. Forwards this resolution to MPP Joseph Racinsky, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities; and

That Council direct staff to request a delegation from Enbridge at a future meeting.

CARRIED

Resolution No. 2025-312: Moved by Councillor Sepulis and Seconded by Councillor Hurst

That the Consent Agenda 6.17 City of Kitchener Council Resolution regarding Cost Recovery Fees for Paper Billing for Tax and Utility Bills be received for information; and

That Council direct staff to report back regarding options to incorporate a surcharge for paper billings associated with mailing costs for monthly penalty notices for unpaid property taxes.

CARRIED

7. **DELEGATIONS:**
   - 7.1 Specific Interest (Items Listed on the Meeting Agenda)
     - 7.1.1 None
   - 7.2 General Interest (Items Not Previously Listed on the Meeting Agenda)
     - 7.2.1 None
8. **PUBLIC MEETINGS:**
   - 8.1 October 8, 2025 at 7:00 P.M. Public Information Session held in-person at the Municipal Office (7404 Wellington Road 34) and by electronic participation through Zoom regarding Zoning By-law Amendment Application D14-AUD (Audrey Meadows) – property location known as Part Lots 17, 18 & 19, Concession 8
   - 8.2 October 29, 2025 at 7:00 P.M. Public Information Meeting held in-persona at the Municipal Office (7404 Wellington Rd 34) and by electronic participation through Zoom regarding Site Alteration Application P11/HBC – property location Municipally known as 7504 McLean Rd E, Township of Puslinch
   - 8.3 November 19, 2025 at 5:30 P.M. Open House held in-person at the Puslinch Community Centre (23 Brock Rd S) 2026-2030 Strategic Plan Engagement
   - 8.4 November 19, 2025 at 7:00 P.M. Public Information Meeting held in-person at the Puslinch Community Centre (23 Brock Rd S) and by electronic participation through Zoom regarding Zoning By-law Application D14-DAN (Danby) – property location Municipally known as 4631 Sideroad 20 N, Township of Puslinch
   - 8.5 November 20, 2025 at 7:00 P.M. Public Information Meeting held in-person at the Puslinch Community Centre (23 Brock Rd S) and by electronic participation through Zoom regarding Zoning By-law Amendment Applications:

- D14-DAA (Daaz) – property location Municipally known as 7456 McLean Rd West/197 Brock Rd S, Township of Puslinch
- D14-ONT (Ertl) – property location Municipally known as 6678 Wellington Rd 34, Township of Puslinch

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2025-021 2024 Development Charges and Cash in Lieu of Parkland

Resolution No. 2025-313: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report FIN-2025-021 entitled 2024 Development Charges and Cash in Lieu of Parkland be received for information; and

That Council direct staff to investigate the opportunity for the use of Community Benefits Charge Strategy prior to the Development Charges Background Study being presented in 2027.

CARRIED

9.2.2 Report FIN-2025-026 2024 Township General Surplus

Resolution No. 2025-314: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report FIN-2025-026 entitled 2024 Township General Surplus be received; and

That the 2024 General Surplus amount of $29,907 be allocated to the Asset Management Discretionary Reserve in accordance with Council Resolution No. 2019-347.

CARRIED

9.3 Office of the CAO

9.3.1 None

9.4 Corporate Services Department

9.4.1 Report COR-2025-040 2026 Municipal and School Board Election Voting Method

Resolution No. 2025-315: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report COR-2025-040 regarding the Proposed Alternate Voting Method for the 2026 Municipal Council and School Board Election (Election) be received; and

That the alternative voting method of Vote by Mail (VBM) be approved for the 2026 Election; and

That staff prepare a By-law to be approved at the October 29, 2025, Council meeting.

CARRIED

9.4.2 Report COR-2025-042 2026 Council, Committee and Budget Meeting Schedule

Resolution No. 2025-316: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report COR-2025-042 entitled proposed 2026 Council, Committee & Budget Meeting Schedule be received; and,

That Council adopts the 2026 Council, Committee & Budget Meeting Schedule, attached as Schedule "A" as presented.

CARRIED

Council recessed from 11:05am to 11:11am

Roll Call
Councillor Goyda - absent
Councillor Sepulis
Councillor Bailey
Councillor Hurst
Mayor Seeley

9.4.3 Report COR-2025-043 2026 Conference and Delegation Schedule

Resolution No. 2025-317: Moved by Councillor Hurst and Seconded by Councillor Bailey

That Report COR-2025-043 entitled 2025 Conferences and Delegations be received; and

That Council direct staff to bring this report back when dates are known for delegations in order to determine delegation requests as applicable.

CARRIED

9.4.4 Report COR-2025-044 – Zoning By-law Amendment Application to lift the holding provision request for Council to deem the application complete D14-QUI

Resolution No. 2025-318: Moved by Councillor Sepulis and Seconded by Councillor Bailey

That Report COR-2025-044 entitled Zoning By-law Amendment Application to lift the holding provision D14/QUI(H) Request for Council to deem the application to be complete be received; and

That Council deem the zoning amendment application to be complete; and,

That staff be directed to proceed with notice in accordance with Section 8 of O. Reg. 545/06 of the Planning Act, 1990.

CARRIED

9.4.5 Report COR-2025-045 – Zoning By-law Amendment Application to lift the holding provision request for Council to deem the application complete D14-AZI

Resolution No. 2025-319: Moved by Councillor Sepulis and Seconded by Councillor Hurst

That Report COR-2025-045 entitled Zoning By-law Amendment Application to lift the holding provision D14/AZI(H) Request for Council to deem the application to be complete be received; and

That Council deem the zoning amendment application to be complete; and,

That staff be directed to proceed with notice in accordance with Section 8 of O. Reg. 545/06 of the Planning Act, 1990.

CARRIED

9.4.6 Report COR-2025-046 – Recreation and Community Wellness Committee Goals/Objectives Update - Seniors Drop-in Programming

Resolution No. 2025-320: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report COR-2025-046 entitled Recreation and Community Wellness Advisory Committee Goals and Objectives Update – Seniors Drop-in Pilot Programming be received; and

That Council approve the addition of the Seniors Drop-in Programming Goal and Objective to the 2025 and 2026 Recreation and Community Wellness Advisory Committee Workplan; and,

That Council approve the Seniors Drop-in Pilot Program times in the Alf Hales Room on Thursdays from 1:00 p.m. to 2:30 p.m.; and,

That Council direct staff consider opportunities to provide recreational programming, including recreational programming for seniors through the review of the Recreation and Parks Master Plan; and,

That Council direct staff to report back with the participation rates for the Seniors Drop-in Program through the review of the Recreation and Parks Master Plan.

CARRIED

9.4.7 Report COR-2025-047 – Heritage 2026 Part II Designation

Resolution No. 2025-321: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report COR-2025-047 entitled Heritage Advisory Committee Goals and Objectives Update – 2026 Part II Designation be received for information; and,

That Council endorse the following properties as priority properties for designation in 2026 in accordance with the Heritage Advisory Committee's recommendation:

1. **6530 Wellington Road 34**
2. **7087 Concession 1**
3. **6926 Wellington Road 34**
4. **6526 Gore Road**
5. **6835 Concession 1**
6. **4071 Sideroad 25 South**
7. **7160 Concession 1**
8. **4095 Sideroad 25 South**
9. **4240 Victoria Road South**
10. **4227 Wellington Road 35**
11. **7345 Concession 1**
12. **4062 Highway 6**
13. **4096 Highway 6**
14. **4148 Watson Road South**
15. **4304 Victoria Road South**
16. **4512 Victoria Road South**
17. **7661 Wellington Road 36**
18. **4073 Watson Road South**
19. **381 Maltby Road East**
20. **95 Brock Road South**
21. **4402 Concession 11**
22. **7704 Wellington Road 36; and,**

That Council approve the 2026 Part II Designation Goal and Objective and proposed action plan as presented.

CARRIED

9.4.8 Report COR-2025-048 – Property Standards By-law and Administrative Monetary Penalty System (AMPS) By-law Amendments

Resolution No. 2025-322: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report COR-2025-048 entitled Property Standards By-law and AMPS By-law Amendments be received for information; and,

That Council give three readings to By-law 2025-076 being a by-law to amend the Township's Property Standards By-law; and,

That Council give three readings to By-law 2025-077 being a by-law to amend the Township's AMPS By-law.

CARRIED

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 Conservation Halton Notice of Conservation Halton 2026 Budget

Resolution No. 2025-323: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Correspondence Item 10.1 Conservation Halton Notice of Conservation Halton 2026 Budget be received for information.

CARRIED

10.2 County of Wellington request for Comments regarding OPA 131 Rural Growth Policy Updates

Resolution No. 2025-324: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Correspondence Item 10.2 County of Wellington request for Comments regarding OPA 131 Rural Growth Policy Updates be received for information; and

That Council direct staff to endorse the OPA 131 Rural Growth Policy Updates report and restate its position that areas D1 and D2 be included in the Aberfoyle Boundary Expansion as the landowner in area D2 has expressed support for inclusion of the lands.

CARRIED

10.3 ERO Posting 025-0990 regarding Sewage ECA for 2795848 Ontario Inc. - 128 Brock Road

Resolution No. 2025-325: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Correspondence Item 10.3 ERO Posting 025-0990 regarding Sewage ECA for 2795848 Ontario Inc. - 128 Brock Road be received for information; and

That Council direct staff to submit the comments from Wellington County Source Water Protection to the ERO posting for the Ministry's consideration.

CARRIED

11. **COUNCIL REPORTS:**

11.1 Mayor' Updates

11.1.1 The Mayor provided an update regarding his introduction meeting as the new Chair of the GRCA board.

11.1.2 The Mayor remarked about the success of the Township 175th Anniversary on the weekend including the unveiling of the Bell and Carin.

11.1.2 Mayor Seeley mentioned that he is attending the Aberfoyle PS for government week.

11.2 Council Member Reports

11.2.1 Councillor Sepulis thanked staff for the 175th Township Anniversary.

Resolution No. 2025-326: Moved by Councillor Bailey and Seconded by Councillor Sepulis

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

CARRIED

12. **BY-LAWS:**

12.1.1 BL2025-076 being a by-law to amend Property Standards By-law

12.1.2 BL2025-077 being a by-law to amend AMPS By-law 043-2025

Resolution No. 2025-327: Moved by Councillor Bailey and Seconded by Councillor Sepulis

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

BL2025-076 being a by-law to amend Property Standards By-law
BL2025-077 being a by-law to amend AMPS By-law 043-2025

CARRIED

13. **ANNOUNCEMENTS:**

None

14. **CLOSED SESSION:**

Council was in closed session from 11:49 a.m. to 12:56 p.m.

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

Resolution No. 2025-328: Moved by Councillor Sepulis and Seconded by Councillor Hurst

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

14.1 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Human Resource Matter
14.2 Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Youth Advisory Committee Appointment
14.3 Confidential minutes from previous closed meetings:
14.3.1 July 9, 2025 Closed Council Meeting Minutes
14.3.2 July 23, 2025 Closed Council Meeting Minutes
14.3.3 August 27, 2025 Closed Council Meeting Minutes

14.3.4 September 17, 2025 Closed Council Meeting Minutes
14.4 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – potential OLT appeal

CARRIED

Resolution No. 2025-329: Moved by Councillor Bailey and
Seconded by Councillor Hurst

THAT Council moves into open session at 12:56 p.m.

CARRIED

Council resumed into open session at 12:56 p.m.

Resolution No. 2025-330: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Council receives the:

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

14.2Confidential report regarding personal matters about an identifiable individual, including municipal or local board employees – Youth Advisory Committee Appointment

14.3Confidential minutes from previous closed meetings:
14.3.1 July 9, 2025 Closed Council Meeting Minutes
14.3.2 July 23, 2025 Closed Council Meeting Minutes
14.3.3 August 27, 2025 Closed Council Meeting Minutes
14.3.4 September 17, 2025 Closed Council Meeting Minutes

That Council give three readings and finally pass in open council;

BL-2025-074 being a by-law to appoint Suraj Jheeta to the Youth Advisory Committee for the remainder for the 2022-2026 term of Council; and

That Council direct staff to amend the Youth Advisory Committee Terms of Reference to permit three (3) members to a maximum of twelve (12) members; and

That Council authorize pre-budget approval to implement the Auxiliary Firefighter Reserve Program as part of the 2026 budget in the amount of $5k to be funded by development charges and the remaining $14k through the operating budget; and,

That Council direct staff to continue the recruitment process for (8) Auxiliary Firefighter Reserves in order for recruits to participate in the January 2026 County training program.

CARRIED

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

16. **NOTICE OF MOTION:**
None

17. **NEW BUSINESS:**
None

18. **CONFIRMATORY BY-LAW:**

18.1 By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution No. 2025-331: Moved by Councillor Hurst and
Seconded by Councillor Bailey

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

By-Law 2025-078 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 8 day of October 2025.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2025-332: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Council hereby adjourns at 12:58 p.m.

CARRIED

_____
James Seeley, Mayor

_____
Justine Brotherston, Clerk

M I N U T E S

DATE: October 16, 2025
CLOSED MEETING: 9:20 A.M.
COUNCIL MEETING: 9:10 A.M.

The October 16, 2025 Council Meeting was held on the above date and called to order at 9:10 a.m. in-person at 7404 Wellington Rd, Puslinch.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

Councillor Sara Bailey
Councillor Russel Hurst
Councillor Jessica Goyda – Arrived 9:25 A.M.
Councillor John Sepulis
Mayor James Seeley

STAFF IN ATTENDANCE:

1. Courtenay Hoytfox, CAO
2. Justine Brotherston, Director of Corporate Services/Municipal Clerk
3. Sarah Huether, Manager of Corporate Services/Deputy Clerk
4. Mike Fowler, Director of Public Works, Parks and Facilities
5. Mary Hasan, Director of Finance/Treasurer
6. Jamie MacNeil, Fire Chief
7. Micheal Chant, Deputy Fire Chief of Operations and Training
8. Andrew Hartholt, CBO
9. Michelle Cassar, Deputy Treasurer
10. Connie Smith, Financial Assistant
11. Max Astruso, Asset Management and Capital Co-op Student

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2025-333: Moved by Councillor Bailey and Seconded by Councillor Sepulis

That Council approves the October 16, 2025 Agenda as circulated.

CARRIED

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

None

6. **CLOSED SESSION:**
Council was in closed session from 9:13 a.m. to 12:09 p.m.

Resolution No. 2025-334: Moved by Councillor Bailey and Seconded by Councillor Sepulis

That Council shall go into closed session under Section 239 Subsection 3.1 of the Municipal Act for the purpose of:

6.1 Council Education/Training Session for the purpose of a municipal tour in order to review capital and operating projects and a review of equipment purchases and equipment

scheduled for replacement.

CARRIED

Resolution No. 2025-335: Moved by Councillor Goyda and Seconded by Councillor Bailey

THAT Council moves into open session at 12:09 pm

CARRIED

Council resumed into open session at 12:09 p.m.

Resolution No. 2025-336: Moved by Councillor Hurst and Seconded by Councillor Sepulis

That Council receives the:

6.1 Council Education/Training Session for the purpose of a municipal tour in order to review capital and operating projects and a review of equipment purchases and equipment scheduled for replacement for information.

CARRIED

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

8. **CONFIRMATORY BY-LAW:**

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

Resolution No. 2025-337: Moved by Councillor Bailey and Seconded by Councillor Sepulis

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

By-Law 2025-080 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 16 day of October 2025.

CARRIED

9. **ADJOURNMENT:**

Resolution No. 2025-338: Moved by Councillor Bailey and Seconded by Councillor Hurst

That Council hereby adjourns at 12:10 p.m.

CARRIED

_____
James Seeley, Mayor

_____
Justine Brotherston, Clerk

M I N U T E S

DATE: September 17, 2025
TIME: 7:00 P.M.

The September 17, 2025 Public Information Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 7404 Wellington Rd 34, Puslinch.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

ATTENDANCE:
Mayor James Seeley
Councillor Sara Bailey
Councillor Russel Hurst
Councillor Jessica Goyda – Absent
Councillor John Sepulis

STAFF IN ATTENDANCE:
CAO, Courtenay Hoytfox
Director of Finance/Treasurer, Mary Hasan
Director of Corporate Services/Municipal Clerk, Justine Brotherston
Director of Public Works, Parks and Facilities, Mike Fowler
Chief Building Official, Andrew Hartholt
Fire Chief, Jamie MacNeil
Manager of Corporate Services/Deputy Clerk, Sarah Huether
Deputy Treasurer, Michelle Cassar
Junior Planner, Mehul Safiwala

3. DISCLOSURE OF CONFLICT OF INTEREST

None

4. PURPOSE OF THE PUBLIC MEETING

The Chair called the meeting to order at 7:00 p.m. and stated the purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to the proposed User Fees and Charges By-law. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

The Township requests that you notify by email Mary Hasan at mhasan@puslinch.ca or by phone at 519-763-1226 ext. 222 if you wish to be on record regarding this matter.

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

The format of this Public Meeting is as follows:

- Township staff will present the purpose and details of the Public Meeting and any further relevant information.
- Following this, the public can obtain clarification, ask questions and express their views on the proposal.

- Members of the public are permitted 10 minutes each to ask questions and express their views. This time limit is imposed to provide each member of the public an opportunity to speak.
- Council will then have an opportunity to ask any clarification questions

Staff will attempt to answer questions or respond to concerns this evening. If this is not possible, staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

5. PROPOSED 2026 USER FEES AND CHARGES BY-LAW PRESENTATION

Mary Hasan, Director of Finance/Treasurer for the Township presented the following information:

- Where do Township revenues come from?
- Why do we collect user fees?
- What changes are being proposed for 2026?
- Benchmarking analysis
- Engagement opportunities
- Feedback from the public

The Chair, requested if there was anyone in attendance that wished to express their views on the proposed 2026 User Fees and Charges By-law.

Cameron Tuck: So, the first question is, a few slides back there it talked about all other organizations that meet the eligibility criteria shall receive a 62.5% reduced rate in 2026 and 50% reduced rate in 2027 and onwards. That would be Puslinch Minor Ball I'm assuming, am I correct in that assumption, would fall into that category? So, I apologize, I hope I'm allowed to do this. I have a little statement and then a question on this. Is that okay? So, the last two years plus minor ball has donated $3,000 a year. So, $6,000 over past two years we have donated. So, I guess my looking on this on my financial background with what I do, I guess we do a budget every year and whatever we have left over, we kind of make an assumption of how much we want to give back to the Township. So, I'm looking at things, and we've been talking a little bit about this. By increasing our fees, you are not going to be making any more money off Puslinch Minor Ball, if that makes sense. Because we'll just adjust it for what we pay at the end of year type of thing overall. So, it doesn't really affect us on that side. Our concern is if this is going to keep continuing and everything else, then we might have to raise our rates for Puslinch Minor Ball and I'm not ignorant to understand that. But I guess my logic on things is why we are not – this is my question I'm posing. Why are we not just doing a simple 3% increase rate to keep up with inflation every year? Why is this drastic jump for what our reduction rates have been? And I guess that's the question that everybody in the ball community wants to know right now is why is this such a dramatic jump compared to just phasing things in on a 3% inflation increase on a yearly basis? I know you talked about doing a what is it? 1.7% consumer price index, but inflation is usually around 2 to 3%. I guess that's my question right now for everything is why we cannot just be increasing this on a yearly basis.

Mary Hasan, Director of Finance/Treasurer: So, I can speak to the inflation rate. The Township, based on the timing of our budget process. We use the May-to-May inflation rate and that was noted as 1.7%. We use that for our user fees and charges by-law. We use it for different aspects of our budget process as well. So, that's why that rate was used. It does change every year just based on what the May-to-May rate is and we just use that rate for consistency purposes. I don't know if anybody else wants to add to that.

Mayor James Seeley: I can help. So, you are mixing two different things.

Cameron Tuck: Yeah, there are two different things there. I get it right

Mayor James Seeley: So, every year we do the inflation by consumer price index. So, whether that's 1.7% this year, in covid years – eight. Whether we went eight or not my memory doesn't serve. The other

component of the phasing is in the report it states that we are looking at comparable municipalities on the discount they provide, and they use, I forgot the.

Cameron Tuck: I saw.

Mayor James Seeley: So, that phasing of your reduction is to bring it more in line with what other communities are charging, that's why you are seeing it go down to basically they are getting to the 50% reduction over two years. We would not ever meet our reduction if we just did the 3% inflation because we would have to do cover the inflation plus the 3% compound interest. So, I don't know if you are asking why the reduction down to 50% isn't graduated over more years. That's the question or?

Cameron Tuck: So, it's, I guess more in the aspect, it is a significant jump, and I get where you guys are coming from. Some of the questions we got from ball community is are we comparing apples to bananas? Meaning why are we as a rural community comparing to Guelph, Cambridge, Hamilton? That's the questions that we are getting as a ball community. Can we get an answer on that?

Mayor James Seeley: Well, I'll chime in there. You and I both play in that orthodox league. And the individuals I'm going to or the places I'm going to quote here would not consider themselves part of Hamilton, but they are. You've got the Rockton, the Lyden, and Greensville. So, using Hamilton as a comparator I think is quite appropriate because they have a very large rural component. Second to that we encounter this all the time. We don't have like comparators. We did pay equity study there and you know, to find apples to apples will never happen. Ever. Now you can find some outlying municipality. One was down Windsor that was close because of close proximity to an urban centre, and consultants do a great job of trying to find like communities, but it is very difficult, so somebody has to when tasked from council to find 10 or 5 neighboring municipalities, somebody has to make a decision so that's what they land with.

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Through you Mr. Chair, here I can also add that we also look at our member municipalities as well. So, we looked at Wellington North, Minto, Mapleton, Guelph Eramosa, Erin, Centre Wellington where we also have some similarities to; we aren't only looking at cities.

Cameron Tuck: Can I ask you on that side, how did we compare those scenarios?

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Directly on that discount rate?

Cameron Tuck: Yes.

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Sure, Centre Wellington, for sports fields only offers a 30% discount. Guelph Eramosa has no discounts. Mapleton, it seems to be based on a participant per year, and they are about $15.50. For ice rentals, it's 17%. Minto, there's an annual fee per participant. Wellington North, it's 20 to 40%.

Cameron Tuck: Okay and last one, so I stop monopolizing everybody's time here has there been any look at the aspect of giving discount to people in the Township and then if you have players coming in from say Guelph, Cambridge which we have lot of overlapping of that in soccer and in Puslinch Minor Ball charging them a higher user fee. I know it was something that we used to do, is that something that has been discussed as well and if so, is there any pros and cons to this?

Sarah Huether, Manager of Corporate Services/Deputy Clerk: So, I can answer that question for you. It was actually a second part of the analysis that our Recreation and Community Wellness Committee did but will be up to those organizations who are running that programming to determine their pricing themselves. If Puslinch Minor Baseball would prefer to have surcharge for non-resident members who are coming to participate in our program, that would be up to those organizations to determine that. It was a recommendation from the Recreation and Community Wellness Committee to Council that a surcharge be added to all of our facility rentals for non-residents.

Cameron Tuck: I think that's kind of discussions that we have had. So, I was afraid that was the answer you would give me. So, we've already has some of these discussions. The problem is when you put it back on our organization, the first thing that's going to come back on us from these parents is well, why are you guys charging us? The Township is not requesting this. See, if we have it coming from you guys, then it does give us a little bit more protection on the fact of yes, this is where it is. And my logic on this is, we now have teams encroaching on us for the ball diamonds especially that are not from our area. We have now the U19, U23 women's. We have some other teams that are using our facilities here that are not from Puslinch. So, that's where we are feeling a little bit more jeopardized on that side of things is, hey, let's raise the prices on those ones because as you are saying before, they are a lot more expensive in these other areas. So, guess what they are trying to do now? They are coming here and hey, this is a lot cheaper. We can rent from Puslinch. In my opinion, I would rather see you raise the prices on those people that are coming and using our facilities and not charging the people who are paying taxes into this community for that side of things. That's kind of what we have been talking about. That's a lot of the conversations that we have had in the community on these things.

Mayor James Seeley: I don't believe it was in place when I had my first term, but the process of having a dual fee administered by the Township was very difficult to administer. You know, I'm going to ask him, talk, how many kids do you have from Guelph, how many? And you know, did it go from 20 down to 5? That just was too much. It was too much. So, it's you know that's why the answer is if you wanted to do that, the reality is for both minor ball and soccer and what else do we have here? We are well subsidized by Guelph kids; if we didn't have the Guelph kids we wouldn't have a program. Yeah, so to penalize them you know extra money, I would not do that from a Council perspective personally.

Cameron Tuck: So, it's on us

Mayor James Seeley: Yes, or you just absorb the costs across everyone.

Cameron Tuck: So, I guess it just goes back to the same thing, but then you have these other teams that are completely outside of.

Mayor James Seeley: I think what part of our concern at Council is (A) we have to treat everybody, and we have rentals that we incur a lot of costs for, and then that translates to subsidies from the taxpayers. We are trying to find a balance of providing a discount to groups and not having all the other taxpayers subsidize another group because they get a significant discount. So, we are trying to find that balance and that's what you are seeing with these reductions 50% to whatever the numbers are for ours.

Cameron Tuck: Can I go to Margaret, or I get another one?

Margaret Hauwert: I thought that was the whole premise of why this all started was Puslinch versus non-Puslinch. Taxpayers vs. non-taxpayers. This has been an ongoing thing for years. It doesn't matter I guess where you, I think my big thing and I'm just looking from a pickleball perspective which we do also have some Guelph some Cambridge, but it is majority Puslinch percentage. 20%, that's a big chunk and then you say another 20%, another big chunk and then it's like reduced rate in 2027 will that be another 20% chunk, like that just seems if I look at that going down there.

Mayor James Seeley: It gives the final percentage that they are getting to, and I can't recall if it was 60 or 50.

Margaret Hauwert: It's going to be 50.

Mayor James Seeley: It's going to be 50, so you are receiving 90.

Margaret Hauwert: 50% would be at that point in time would be well guessing depends on who's in and depends on what's going on

Mayor James Seeley: What's the rental rate for pickle ball at a 90% discount rate now?

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Through you Mr. Chair, $4.20.

Mayor James Seeley: So, a 50% increase to $4 is, will go to $9, $10 for sure.

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Justine has the numbers. Do you have the share?

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Through you Mr. Chair, at 75 and I can't recall at what point these at 75% it goes up to $10.50 and at 50% it's $21.00.

Mayor James Seeley: So, it goes up.

Margaret Hauwert: Sorry, I don't know any of that because I just pay my check. So, I have no idea what we pay.

Mayor James Seeley: That's per hour per court?

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Through you Mr. Chair, that's correct, so Justine can say the numbers again, but at this time with the 90% discount, it's under $5 per hour.

Margaret Hauwert: For the rentals?

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Yes, for the rentals.

Margaret Hauwert: Okay and we just rent those courts so that we have them. Everyone else can come on free, I'm guessing.

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Correct.

Margaret Hauwert: But I believe that the cost that you are providing is the gymnasium.

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Yes, that's the gymnasium.

Margaret Hauwert: And so, what about the Pickleball outside?

Sarah Huether, Manager of Corporate Services/Deputy Clerk: The tennis courts are little bit less.

Justine Brotherston, Director of Corporate Services/Municipal Clerk: So, for 90% reduced rate for the tennis courts, it's $2.27 at 90%, at 75% it's $5.71 and then at 50%, it's $11.45.

Margaret Hauwert: For rentals per hour?

Justine Brotherston, Director of Corporate Services/Municipal Clerk: For rentals per hour.

Margaret Hauwert: Fees just went up. That's all I know Because we are anticipating, right? I know that Cambridge does offer some of their programs for free because I can go and play. I just did a tournament in Cambridge and that whole room of pickleball was free. So, there are, I don't know why it wasn't even listed on our comparators. Where we were preparing, right?

Mayor James Seeley: Somebody has to make a decision.

Margaret Hauwert: No, I agree, Cambridge is on there, but I did go to that tournament, and it didn't cost us anything. So, there are municipalities that don't charge for seniors.

Mayor James Seeley: Was that a tournament or every single time?

Margaret Hauwert: Every single day.

Mayor James Seeley: There are also free times at our tennis courts. Is it organization that is there? I don't know.

Margaret Hauwert: It was inside.

Mayor James Seeley: But we also offer a lot of free time as well. So part of similar to taxes or property taxes, you may see a, I don't want to put a crazy number up there, but you know, whatever a tax increase to your residential taxes may look like a big number and there it's real money, but if you compare it the Puslinch component of your tax bill, it's $50, but if say we are 4.2%, people are like, oh and if you look at your entire tax bill because you have the County, the education input, it's a lot of money. So, the analogy is 50% but we are going from $4.21 per hour divided by four players per court. You know it's a significant increase percentage wise, but it is manageable by your members I guess is the question.

Margaret Hauwert: I mean anything is manageable is whether you choose to play or not. Right? If it's cost efficient, you would go and you would give up something else. So, I pay my $50 to do whatever, that's my choice to do it. If I could not afford the $50, I would take it from somewhere else. It is just not bad, and you are not going to satisfy everyone anyways. Soon as you say increase, boom, everyone, you know, hits the ceiling and you know. I know all about that parcel for County because I always complain to you about it. So, County vs. Puslinch, we always argue about that. So, I do look at that tax thing, but the at the end of the day you are right. Either we take it out of the big pot from everyone, or we charge people who use the facilities.

Mayor James Seeley: Well, that's what we are encountering is we have a subsidy from all the taxpayers because you know for me tennis courts, soccer fields, without lights on, even with lights on the ball diamonds, things where you can rent it on Sunday at 3 o'clock and now you have exclusive rights to that and call it that. We don't have to have staff attendance. So yes, there's subsidies. Everybody gets a bit all the taxpayers because we have to pay for the power and the heat and hydro and cutting the grass and all that stuff. That's not the part of the equation. When we get a rental, I play basketball on Monday nights at the ORC, and we come and rent it. They have to have staff over there for three hours, right? So then if we were paying $10 per hour, but the staffer was $30 an hour for those two hours, you know, I don't know if that's quite appropriate for the taxpayers to subsidize my basketball. So that's the kind of direction is where it is the appropriate spot to be, having these discounts and that's where the comparative municipalities comes in and this is the purpose of this meeting and needing the feedback. We have every capability to keep it as is. But I think people do need to recognize that this is being, subsidized by the taxpayer and maybe it's okay.

Margaret Hauwert: I don't know. I guess your engagement survey will indicate that right? Whether they are okay with that or not.

Cameron Tuck: So, just doing my rainman numbers in my head, I believe we pay about $1800 approximately a year for the rentals of the ball diamonds. So, if we look at that and it's a 40% increase in the first year, we are looking at about a $750 increase. Then it's going to go up another 10-12% I guess it was. 20% sorry. Then doing things like that which my logic in this just so you understand what I'm going to eat into our kids what they get for equipment and bats and everything else. Yeah, we do have to increase, and I understand where you are coming from with the balancing side of things and being fair to outsiders. I wish there was a way we could charge more for the outside than for our associations. I guess that's kind of where I'm looking at things because we are losing our fields for time and I had this discussion last night in the rec meeting. It's a tough balancing act to get times if we grow at all as a community in the Puslinch Minor Ball system because we need Monday to Thursday nights and those times are limited. We are trying our best to keep it all in old Moriston, but even then, we

have had some teams that have already grandfathered in there. So, we are playing the big balancing act right now with trying to keep space and I think if you are going to give it to other communities or other ball teams that are coming in here. I personally would love to see if there is a way you guys can charge more for those outside coming in.

Councillor Sepulis: Well, we do charge for outside teams more. There is a 25% surcharge or more. Is there not?

Mary Hasan, Director of Finance/Treasurer: Yes, there is. There is a surcharge on all of our rental fees at the parks, the ORC and PCC. I believe in the past, it was just the PCC. But the Recreation and Wellness Advisory Committee recommended that it be applied to all of our facilities and the draft user fees and charges by-law incorporates that 25% surcharge for all of our facilities and parks.

Mayor James Seeley: 2026?

Director of Finance/Treasurer: Correct.

Mayor James Seeley: So, they haven't been charged up until here.

Councillor Sepulis: So, this was proposed to charge everybody that's not local. That 25% surcharge on base rate.

Cameron Tuck: So, that's something new going to be just adding in with, is that part of this as well or just?

Mayor James Seeley: Yes.

Cameron Tuck: Okay, cool. Is that something that's negotiable to even be higher? Could it be higher? Would It scare people away from renting? Because I know that's the other thing that I'm sure you guys are taking into consideration too. That's just an idea that I'm floating out there right now.

Mayor James Seeley: Yeah, everything's a possibility. We could go higher, but what you are not asking is if that goes higher, does the reduction of discount or the increase to your fees and you get tangled up in. If you are charging more to those teams then not reduced your discount, that needs to be said.

Cameron Tuck: Yeah, so for us, that's kind of what my thought process is here. So, you can charge more for the outside teams coming in and help keep ours at a lower rate. That would be my opinion beneficial for the people that are paying taxes in this.

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Just through you Mr. Chair, so there won't be a 40% increase, so next year it'll be 12.5% because we go from 50% or 75% Down to 62.5%. then the next year it will be another 12.5% to bring you down to 50%. So, over the next two years it'll be a 12.5% increase per year.

Cameron Tuck: So, 25% increase.

Sarah Huether, Manager of Corporate Services/Deputy Clerk: For a total over two years but we are going to do it incrementally. So not 40%.

Cameron Tuck: Gotcha but will get up to 50%.

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Yeah

Cameron Tuck: Thanks, sorry I just had the breakdown right. Thank you, ma'am.

Mayor James Seeley: Are there people online in the attendee section?

Justine Brotherston, Director of Corporate Services/Municipal Clerk: Through you, Mr. Chair, No.

Mayor James Seeley: Any further remarks? All right I already asked if there's any electronic participation. The Clerk is telling me there isn't anybody attending. Does Council have any clarification questions regarding this presentation?

Councillor Sepulis: Yeah, on the non-residential rates, are they competitive of that and other municipalities charge. Do they do similarly? And if they do what is the rate they would charge for non-resident?

Sarah Huether, Manager of Corporate Services/Deputy Clerk: Through you, Mr. Chair, I don't have the report in front of me, but I believe it was 25% surcharge. So, for many years we have been doing that at the Puslinch Community Centre, but the Recreation and Community Wellness Advisory Committee has now suggested to Council that it be on all of our facilities for non-residents.

Councillor Sepulis: From us charging them, I'm just curious what the others are charging for non-residents and Mayor during the presentation you didn't mention whether or not there is going to be a separate report dealing with this fee or is it going to be incorporated as part of the operating budget.

Mary Hasan, Director of Finance/Treasurer: Sorry, which specific user fee?

Councillor Sepulis: No, I'm talking about this entire report dealing with user fees. Is that going to be a separate report dealing with this or is it going to be amalgamated now and made as part of the operating budget?

Mary Hasan, Director of Finance/Treasurer: Oh, yeah. So typically, there is another report following the public meeting, just with the final by-law for Council's approval and that will likely occur, I believe it's the October 29th Council Meeting.

Mayor James Seeley: Thank you.

Mary Hasan, Director of Finance/Treasurer: No problem.

6. ADJOURNMENT

The Chair declared Public Meeting closed and stated Council will take no action on this matter tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.

If you wish to receive further notification on this matter, notify by email Mary Hasan at mhasan@puslinch.ca or by phone at 519-763-1226 ext. 222. Only those persons who leave their names will be provided further notification. If you wish to speak to the matter when it is brought before Council in the future, you must register as a delegate with the Township Clerk prior to the meeting.

The meeting adjourned at 7:25 p.m.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 8, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON 7404 WELLINGTON RD 34

M I N U T E S

DATE: September 8, 2025
MEETING: 6:00 P.M.

The September 8, 2025 Youth Advisory Committee was held on the above date and called to order at 6:04 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:
Councillor Sara Bailey
Kenzo Szatori
Katey Whaling
Jasmine Coburn
Kaiden Wineberg
Nimrit Basi – arrived at 6:13 p.m.
Aaron Dochstader – arrived at 6:06 p.m.
Xander Wineberg – arrived at 6:06 p.m.
Oliver Van Gerwen
Talia Wineberg

Absent:
Carter Devries

Staff in Attendance:
Laura Emery, Communications and Committee Coordinator
Sarah Huether, Manager of Corporate Services/Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-027: Moved by Katey Whaling and Seconded by Jasmine Coburn

That the Youth Advisory Committee approves the September 8, 2025 Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. CONSENT AGENDA

6.1 June 9, 2025 Youth Advisory Committee Minutes

Resolution No. 2025-028: Moved by Kaiden Wineberg and Seconded by Xander Wineberg

That the Consent Agenda item listed for the September 8, 2025 Youth Advisory Committee meeting be received for information.

CARRIED

7. COMMITTEE AND STAFF REPORTS

7.1 Ice Breaker Activity

Resolution No. 2025-029: Moved by Nimrit Basi and Seconded by Oliver Van Gerwen

That the Ice Breaker Activity be received for information.

CARRIED

7.2 Report – YOU-2025-007 – Committee Goals and Objectives & Working on our Projects

Resolution No. 2025-030: Moved by Talia Wineberg and Seconded by Aaron Dochstader

That report YOU-2025-007 entitled Committee Goals and Objectives & Working on our Projects be received; and,

That a verbal update be provided by the Aberfoyle Agricultural Society Fall Fair Sub-committee; and,

That the Committee members attending the Puslinch Community Showcase be confirmed; and;

That the Committee approve the 2025-2026 Ice Breaker and Presentation schedule as presented.

CARRIED

7.3 Report – YOU-2025-008 – Proposed 2026 Youth Advisory Committee Schedule

Resolution No. 2025-031: Moved by Kenzo Szatori and
Seconded by Nimrit Basi

That report YOU-2025-008 entitled Proposed 2026 Youth Advisory Committee Schedule be received; and,

That the Youth Advisory Committee schedule be approved as presented.

CARRIED

7.4 Report – YOU-2025-009 –Youth Advisory Committee 2026 Proposed Budget

Resolution No. 2025-032: Moved by Katey Whaling and
Seconded by Xander Wineberg

That report YOU-2025-009 entitled Youth Advisory Committee 2026 Proposed Budget be received; and

That the Youth Advisory Committee endorse the proposed budget as amended; and,

That the Youth Advisory Committee requests that Council consider adding a base budget increase to fund Committee sweaters during the 2026 budget process to assist with Committee recognition while attending community events.

CARRIED

8. CORRESPONDENCE

None

9. ANNOUNCEMENTS

None

10. NOTICE OF MOTION

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2025-033: Moved by Jasmine Coburn and Seconded by Talia Wineberg

That the Youth Advisory Committee hereby adjourns at 7:31 p.m.

CARRIED

Sarah Huether

From: AMO Policy <policy@amo.on.ca>
Sent: September 26, 2025 9:48 AM
To: Admin
Subject: AMO Policy Update - AMO's Response to the Planned Automated Speed Enforcement Ban

This sender is trusted.

AMO Policy Update – AMO's Response to the Planned Automated Speed Enforcement Ban

Top Insights

• Premier Ford announced a province-wide ban on municipal automated speed enforcement (ASE) cameras, which will be included in a fall Bill and, if passed, would take effect upon Royal Assent.

• AMO is disappointed with the decision, highlighting that ASE cameras have a proven record of increasing road safety, free up police to focus on other crimes, and are paid for by speeders, not taxpayers. A ban is provincial over-reach.

• AMO will advocate against the ban. It will also gather data from municipalities to quantify the ban's financial impact. This data will be used to request that the province fund the costs.

AMO's Response to the Planned Automated Speed Enforcement Ban

Yesterday, Premier Ford announced a province-wide ban on municipal ASE cameras. The ban, to be introduced in a fall Bill, would take effect upon Royal Assent if passed. Other elements of the plan include:

- Requirements for signs. Municipalities with existing ASE cameras in school zones must install large new signs to slow down drivers by mid-

November 2025, with permanent, large signs with flashing lights to be in place by September 2026.

- A new provincial fund. A fund will be created for impacted municipalities to implement traffic calming road improvements, such as speed bumps, roundabouts, and signage, as well as public education initiatives.

AMO is disappointed the Premier is taking steps to ban municipal ASE. There is strong evidence showing that ASE cameras work. People slow down, making our roads safer and protecting all of us – especially kids. We all care about road safety, but we also care about community safety. ASE also frees up police to focus on high priority crime, which is what Ontarians want. Speeders – not taxpayers – pay the cost. If there's an issue of fairness or how the cameras are used, municipalities with AMO can work together with the province to address it. We can have safer streets, efficient enforcement, and fair enforcement. Further, municipalities need a broad range of tools to improve road safety. We are also concerned about continued provincial over-reach. This should be a local decision. Municipalities are an accountable, elected order of government.

AMO will continue to engage with the Ministry of Transportation, sharing our sector's concerns about a province-wide municipal ban and offering advice on potential program improvements. We will also provide comments to the Bill's Standing Committee. Our goal is to advocate for working with the province to improve – not ban – the ASE program.

As a next step, we will ask municipalities with ASE programs for data to quantify the financial impact of a ban, which will support our request for the province to fund the costs of their imposed ban if it proceeds.

An online version of this Policy Update is also available on the AMO Website.

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*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

Sarah Huether

From: AMO Policy <policy@amo.on.ca>
Sent: October 3, 2025 1:05 PM
To: Justine Brotherston
Subject: AMO Policy Update – Response to OPP Cost Recovery Model, Continued Automated Speed Enforcement Advocacy, and Consultation on Aggregate Resources Act Program

Follow Up Flag: Follow up
Flag Status: Flagged

This sender is trusted.

AMO Policy Update – Response to OPP Cost Recovery Model, Continued Automated Speed Enforcement Advocacy, and Consultation on *Aggregate Resources Act* Program

Top Insights

• The province's review of the OPP cost recovery model has resulted in new regulatory amendments to municipal payments for OPP policing, but no long-term solutions to growing cost pressures.

• AMO releases updated resources to support member advocacy on Automated Speed Enforcement.

• AMO supports efforts to modernize the aggregate management framework with the condition that the province strengthen inspection and enforcement.

Regulatory Amendments Made to Amount Payable by Municipalities for OPP Policing

Earlier this spring, the Ministry of the Solicitor General conducted a review of the OPP cost recovery model. AMO provided feedback in a letter to Minister

Kerzner as part of this review. Recently, the Ministry announced regulatory amendments to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. The amendments are now in effect and will inform the 2026 annual billing statements, which are expected in November.

In a letter to impacted Heads of Council, the Ministry has committed to:

- An 11% cap on the increase in policing costs owed by municipalities for the 2026 calendar year, and
- Lowering the threshold for qualifying for calls for service and overtime discounts to lower costs for municipalities three or more standard deviations above the average. This new threshold will apply to the 2026 billing year and future years.

Unfortunately, these changes do not provide a long-term solution to the growing policing cost pressures municipalities across Ontario are facing. In addition, preliminary analysis suggests that very few municipalities will benefit from the lower threshold levels. AMO is reviewing the amendments closely to determine their impact on municipalities and will continue to update our members as we prepare a response to the government.

AMO Continues to Advocate for Speed Cameras as an Evidence-Based Road Safety Tool

Last week, the Premier announced that he intends to introduce legislation to prohibit the use of municipal automated speed enforcement. AMO will continue advocating on behalf of the municipal sector that these tools work to reduce speeds and their use should be a local decision.

AMO has updated our communications tool kit to support municipalities in continued advocacy, including a social media toolkit (Images and Canva Templates) a template council resolution, MPP letter, and key messages.

We will also be sharing a survey with municipalities that have ASE programs to ensure we have the best data available to support evidence-based advocacy.

AMO Responds to Provincial Consultation on Modernizing the Aggregate Management Program

AMO has submitted comments in response to the Ministry of Natural Resources proposing to modernize the delivery of the *Aggregate Resources Act* (ARA) program. The proposal is intended to streamline and provide clarity

on requirements of the aggregate management program by updating, combining, and removing outdated and inaccurate policies.

AMO supports, in principle, efforts to modernize Ontario's aggregate management framework with the condition that efforts are also taken to modernize and strengthen inspection and enforcement in parallel.

An online version of this Policy Update is also available on the AMO Website.

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The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca

Friday, October 10, 2025

Jeff Smith
Municipal Clerk
Township of Woolwich
24 Church Street West
PO Box 158
Elmira, Ontario
N3B 2Z6

SENT VIA EMAIL: jsmith@woolwich.ca

RE: Endorsement of the Township of Woolwich Resolution – Bill C-61 First Nations Clean Water Act

Dear J. Smith,

Please be advised of the following motion passed at the Monday, October 6, 2025, Goderich Town Council Meeting:

> Moved By: Deputy Mayor Noel
> Seconded By: Councillor Kelly
> That Goderich Town Council supports the resolution from the Township of Woolwich, regarding Bill C-61, First Nations Clean Water Act

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

[redacted]

Andrea Fisher
Director of Legislative Services/Clerk
/js

Cc: Hon. Mandy Gull-Masty, Minister of Indigenous Services, mandy.gull-masty@parl.gc.ca
Hon. Todd J. McCarthy, Minster of Environment, Conservation and Parks, todd.mccarthy@pc.ola.org
Hon. Doug Ford, Premier of Ontario, premier@ontario.ca

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Assembly of First Nations, resolutions@afn.ca
All Municipalities in Ontario

Enbridge Gas
500 Consumers Road
North York, Ontario M2J 1P8
Canada

October 8, 2025

Mayor Rob Burton
Oakville Town Hall
1225 Trafalgar Rd
Oakville, ON L6H 0H3

Dear Mayor Burton,

It was great to see you at the Empire Club last week for Greg Ebel's speech. Thank you for your insightful and compelling closing remarks. I've attached a copy of his remarks, titled *Build Canada Now.* My team mentioned that you were hoping to share it with your mayoral colleagues, which is an excellent idea.

As Greg said yesterday, energy security now underpins Canada's national and economic security landscape. Likewise, across our diverse province, timely infrastructure development and integrated energy planning are essential to support growth. Electricity demand is forecasted to be roughly 75 per cent higher by 2050, which highlights the critical need for coordination now more than ever across communities in Ontario. Supporting accelerated housing delivery, like the 3,700 new homes in Oakville, without compromising system integrity or affordability requires such an integrated approach and shows how quickly needs are evolving on the ground.

A renewed emphasis on intra-sector collaboration between municipalities like yours, Enbridge, the IESO, Oakville Hydro, Oakville Enterprises Corporation, Alectra, developers and others, will enable us to take a measured and strategic approach to meeting our energy needs.

We are also committed to supporting the Town's economic development goals by ensuring businesses have access to reliable, affordable energy to drive long-term community prosperity. We can provide information on a range of demand and supply side alternatives, energy efficiency programs, and commercial expansion projects to help support Oakville's growth and development goals.

Thank you again for your wonderful remarks last week, and for offering to distribute the speech more broadly. My colleague Mike Gladstone, VP Utility Public Affairs & Communications, will be attending the Ontario Big City Mayors retreat in Thunder Bay later this month — it's a great opportunity to connect, and this would make a strong pre-read for that audience as well.

Many thanks,

Brian Johnson

General Manager & SVP Ontario
Enbridge Gas Distribution & Storage

Greg Ebel
President & CEO,
Enbridge Inc.

Highlights

- Markets build when governments establish clear rules, set credible timelines, and make consistent decisions.
- Canada should make the most of its resource bounty. We should lead the way and show the world how it's done – wisely, responsibly, efficiently, effectively
- It's an important national truth: when Canada builds, Canada prospers

October 2, 2025

Build Canada Now: Compete or retreat

Presented to the Empire Club of Canada, Toronto, ON, Canada *(check against delivery)*

Thanks, Derek for that kind introduction.

And thanks Kent and Saurabh for the invitation to speak to the Empire Club.

It's great to be back in Ontario – the province of my birth and where I grew up.

Deep roots as my father's family were Empire Loyalists.

Of course, Enbridge is in just about every home and business – so this is a special place on many fronts for me and our company.

The moment

Seventy years ago, Canada made a choice that helped to define a century.

We built the St. Lawrence Seaway – a continental gateway that connected our products and our economy to world markets.

It was a monumental feat of both engineering and foresight.

A shared effort that took vision and resolve.

When the locks opened and ships began to move, our economy moved with them.

Prairie grain flowed. Ontario manufacturing reached farther.

Canadian ambition met global demand.

And as with the railroad in the 19th century, we were reminded of an important national truth: when Canada builds, Canada prospers.

Today, our country – and our economy – faces another pivotal moment.

The world is restless and changing fast...and we can't stop or control that.

Our trading partners are re-wiring supply chains.

Energy security is now national and economic security.

Capital is nervous – flowing toward certainty and results.

Canadians – practical as ever – are asking straightforward questions...

Will we have the courage to take advantage of this moment?

Will we once again build and prosper?

Or, will we miss the opportunity – again?

The opportunity

Two years ago, many of you were with me when I addressed the Toronto Board of Trade.

At that time, I spoke of a missed opportunity on major energy projects – and how we were creating the conditions for the world to move on without us.

Today, I stand before you again, and I'll put it plainly: we can't walk anymore; we need to run – fast.

The last 10 years have been a competitiveness disaster for Canada.

The next 10 can be a renaissance – if we choose to lead.

This is our second chance. (One Doesn't get many of those.) And it is a better opportunity than before – but it comes with higher stakes and less time to take action.

I believe we can build, compete, and win.

But winning requires decisions – urgent, confident, investible decisions.

Decisions that will lead to Canada becoming the best place in the world to build the energy infrastructure and critical-resource projects that fuel jobs and growth across the economy.

The stakes

Let's be clear about the stakes.

Energy isn't a niche file. It is a core driver of Canadian prosperity.

The energy sector contributes more than 10% of Canada's GDP.

It's a centerpiece of trade – making up about one third of total Canadian goods exported.

From a Toronto perspective, these are numbers that sit alongside, and often anchor, the fortunes of our financial services, manufacturing, and technology ecosystems.

In other words, this is not a provincial story. This is not a regional story.

This is a Canadian story.

The Prime Minister has made it clear that he recognizes both the importance – and the potential – of the energy industry.

He has pledged to create the conditions for Canada to become, and I quote, a "superpower of both clean and conventional energy."

On election night he declared without hesitation that it was time to "build, baby, build."

That language matters. That enthusiasm matters.

And we welcome the government's follow-through – including Bill C-5, which – while not perfect – begins to modernize how infrastructure projects get built in this country.

That said, we have a long way to go.

Canada has extraordinary resources, a skilled workforce, and leading environmental standards. Yet we are not moving fast enough.

Projects linger. The permit process stretches on. Capital looks elsewhere.

At Enbridge, we know it first-hand. We have tried to build nation building pipelines and we have the scars to prove it.

Earlier this year, a public policy forum report put it plainly: Canada has the tools and talent to lead – but our processes too often slow or stall projects before they reach a final investment decision.

The report counts more than $600 billion in proposed or active resource and infrastructure projects nationwide.

If we move on them decisively, the modelling shows up to $1.1 trillion in additional GDP by 2035.

That's real, measurable prosperity and jobs – waiting to be unlocked.

And to be clear: this isn't about government doing the building. Far from it.

Markets build when governments establish clear rules, set credible timelines, and make consistent decisions.

That's the partnership we're calling for – because the energy sector is ready to invest, partner with indigenous nations, and deliver for the country.

Our ask is simple: match our urgency. ***Speed*** is a necessity, not a nice to have.

I often hear that we need to "approve projects as fast as other jurisdictions."

My friends, I am afraid we don't have that luxury anymore. That would be too little too late.

We're losing this race.

We now need to be a lot faster than our competition just to catch up, just to create confidence.

I recognize that's uncomfortable to hear, but it's the situation we have put ourselves thanks to a decade where political vanity ran roughshod over economic utility.

The priorities

This past spring, shortly after election day, I joined with 37 other CEOs from Canada's energy industry.

Together, we wrote an open letter to our newly elected prime minister.

And at the opening of parliament just a few weeks ago, we followed that up with another letter – this one signed by nearly 100 CEOs representing companies across the energy value chain.

The largest six of these companies alone make up over 10% of the TSX – it's a serious group of patriots.

We outlined five key government actions that would put Canada in a position to seize this moment – and take a big step toward fulfilling the prime minister's goal of creating an energy superpower.

The first? We need smarter, simpler regulation.

Consider the federal impact assessment act and the west coast tanker ban.

Together, they increase both costs and uncertainty and stifle investment.

Canadian project approvals are so complex and unpredictable that even the most responsible, Indigenous-supported, and environmentally sound proposals can be delayed for years – sometimes indefinitely.

Or worse, a government changes the rules of the game with a stroke of the pen after approvals are granted. No one can be a proponent in that jurisdictional quagmire.

Now, none of us is calling for weaker environmental oversight.

Instead, we are urging government to adopt smarter, clearer, and faster processes – so we can attract investment, take risks, and build for tomorrow.

Let's build a sustainable system that offers certainty and predictability without sacrificing standards.

We don't need added layers or jurisdictions. What we need is the courage to act.

If we get regulation right, we don't just kickstart projects – we restore Canada's reputation and spark new global confidence in this country as a destination for capital.

And let's be honest, we simply don't have enough capital at home here in Canada.

We need to attract investors from abroad to build all the projects we are interested in completing. We need them to be confident in our ability to deliver.

Second: we need shorter and more predictable timelines.

Getting a project approved today can take five years or longer.

Meanwhile, in the United States, timelines are shortening. In Europe, permitting reforms are already underway.

Canada cannot afford to be the slowest mover in a quickening world.

The Prime Minister has pledged to complete major federal project reviews in two years.

That's a good start – though with digital permitting, clear expectations, and concurrent reviews across agencies, we could do even better.

And, if we can do major projects in two years or less, why can't we do smaller projects in half or a third of that time? Surely, we are capable of that!

Meeting shorter timelines would give large and small project proponents confidence in their own commitments to investors.

Investors don't need a guarantee of approval. But they do need the guarantee of a timely decision.

The third government action: we need to reward progress, not punish it.

Right now, Canada's unlegislated emissions cap on oil and gas is creating unnecessary uncertainty.

It threatens to arbitrarily limit production, even in cases where Canadian oil and gas producers are reducing emissions per barrel and investing in cleaner operations, not to mention helping the world's poorest and least sustainable countries do better.

Look at the numbers: Canada's contribution to global emissions dropped from 1.75% in 2006 to 1.42% in 2022 – and the trend continues downward. Canada is a critical part of the solution not the problem.

We are well-positioned to use our energy to help countries like China and India transition away from coal – a net benefit for both nations, and for the world.

Now, it's good news that Canada is finally moving major LNG projects to completion – and at last opening an export door to Asia.

That is overdue progress, a win for Canadian workers, and a step toward a more resilient energy system.

But it's a decade later than it should have been.

And the worst thing about that? The United States beat Canada to the puck – growing to eight operational export terminals over the past decade from none – with another eight under construction and 10 more approved.

Fourth: we need to attract investment with coherent and competitive policy.

The current federal carbon levy on large emitters is among the highest in the world. And from a competitiveness perspective, it's a silent killer of jobs and investment.

Canada is the only country among the top 10 oil producing nations that imposes a federal carbon price on its oil exporting business.

Why are we tying one arm and one leg behind our own companies' backs and giving a boost to every major competitor – the Saudis, the Brazilians, the Russians, and the United States?

Seriously, who does that to a key domestic industry and national champions?

It makes it harder to plan and harder still to attract long-term investments.

Let's use what we know works.

Let's empower provinces to tailor this carbon regulation to their local economies because we know that the transition to net zero is not linear or uniform across sectors, markets and regions.

And let's design a system that protects export industries and incentivizes innovation.

The fifth and final action that we're calling for: we need to accelerate Indigenous partnership in energy projects – including equity participation.

True progress must be shared – and that includes meaningful Indigenous participation in the things we build together.

The federal Indigenous Loan Guarantee Program unlocks access to low-cost capital for Indigenous ownership in major projects.

In May, the first federal guarantee – some $400 million – helped dozens of First Nations acquire a 12.5% interest in our Westcoast natural gas pipeline.

That's durable revenue, governance voice, and shared prosperity – reconciliation in action.

Let's broaden and accelerate this.

Because when Indigenous nations are owners, projects are better, timelines are shorter, and benefits can be shared by all.

Project equity is the next frontier for Indigenous participation.

There are different ways to realize this, but perhaps the major land claims that many Indigenous nations look to settle and which the federal government should – and I believe does – feel an obligation to complete, could be a source of equity should Indigenous nations believe that would be a worthy endeavour and reason to accelerate the conclusion of certain claims.

Obviously, any action on this front would need to recognize and respect Indigenous process and consultation.

The context

These five priorities – these five calls to action – become even more essential when you consider the reality of our country and the context of the current moment.

Energy is what keeps plants running in Windsor and Oshawa, data centers humming in the GTA, and homes warm in winter from thunder bay to Port Colborne.

When energy is secure, affordable, and sustainable, households have more to spend, manufacturers have cost certainty, and Canada's exports grow.

When it isn't, we feel it – in our bills, our pay cheques, and our government budgets and our communities at large.

And people get that. Perhaps more than ever before. Public opinion is shifting dramatically.

Opinion surveys show that 88% of Canadians now rate oil and gas as important to Canada's economy – a new high.

Support for a western oil pipeline has risen to nearly three-quarters of Canadians – up from 50% just a few years ago.

And 72% agree it's possible to build a new pipeline and reduce greenhouse gas emissions at the same time.

Overall, public support for expanding oil and gas exports to help global energy security has grown by 10 points in just six months.

The message is clear: Canadians are being pragmatic. They want responsible builds that share the benefits and deliver results.

They recognize that the Canada – U.S. energy corridor is still our lifeblood. Ninety-seven percent of Canadian crude exports went to the U.S. in 2023.

They also understand the risk of having only one customer for such an important element of our economic health.

Opening additional westward and eastward routes would make our economy more resilient, our allies more secure, our trade less vulnerable to the next tariff shock, and our sovereignty more robust.

There is a good reason the Alberta government has become the proponent of a pipeline to the north coast of BC.

The previous government's tanker ban effectively makes that export pipeline illegal. No company would build a pipeline to nowhere.

The tanker ban is a great example of how things will have to change to allow our country to maximize its economic potential.

Let markets and real demand guide routes and capacities, while government focuses on enabling the conditions for success.

That includes investing in skills development and the trade infrastructure that ties into ports and rail.

And, Ontario has a special role to play.

Its financial services engine prices risk, aggregates capital, and exports Canadian know-how with every project we finance.

Its manufacturers and technology firms supply the turbines, control systems, and software that make modern energy systems efficient and safe.

And Ontario's nuclear refurbishments underline a crucial point: big builds deliver big payoffs when done well – thousands of jobs, domestic supply chains, and decades of reliable, low-carbon power that anchor competitiveness.

In Canada, energy isn't just a western strength. It's an Ontario opportunity and competitive necessity.

And all of Canada would benefit from the people of this province standing up and speaking out loudly in favour of energy projects – fully recognizing that while the largest of these would be in the west, they all deliver greater prosperity and economic security across our country.

Conclusion

By way of conclusion, I'll say this: as Canadians we have a reputation for being polite, low-key, maybe even a little self-deprecating.

But this is no time for modesty or staring at our shoes.

This is the time to remind ourselves: we should be the best at this.

We should make the most of our resource bounty.

We should lead the way and show the world how it's done – wisely, responsibly, efficiently, effectively.

The need is there. The rationale is there. The public sentiment is there.

We've learned some hard lessons in 2025.

Foremost among them: we can't blindly rely on others.

We need to build for ourselves. Take care of ourselves. Invest in ourselves.

Seventy years ago, Canadian leaders chose to develop the St. Lawrence seaway. We connected our economy to the world and bet on our capacity to deliver.

Now is the time for Canadians and Canadian leaders to show ***more*** than a little self interest in our ***own*** future and the future of ***our*** country.

No, not by ignoring the world at large – that has never been our way – but by recognizing that if we are not healthy as an economy, as a country and as a united people, we will have far less – if anything – to offer the world in the longer term.

A world that will need our values, our innovation, our initiative, and ***yes***, our natural resources.

So, perhaps the choice is quite easy after all...

Let's ***Build Canada Now*** so we can build a better world tomorrow.

Thank you and thank you for your commitment to this great country.

Greg Ebel
President & CEO, Enbridge Inc.

Greg Ebel assumed the role of Enbridge's President and Chief Executive Officer effective January 1, 2023.

Mr. Ebel served as Chairman, President and CEO of Spectra Energy from 2009 until February 27, 2017. Prior to that time, Mr. Ebel served as Spectra Energy's Group Executive and Chief Financial Officer beginning in 2007. He served as President of Union Gas Limited from 2005 until 2007, and Vice President, Investor & Shareholder Relations of Duke Energy Corporation from 2002 until 2005. Mr. Ebel joined Duke Energy in 2002 as Managing Director of Mergers and Acquisitions in connection with Duke Energy's acquisition of Westcoast Energy Inc.

Mr. Ebel holds a BA (Bachelor of Arts, Honours) from York University and is a graduate of the Advanced Management Program at the Harvard Business School. Mr. Ebel has earned the CERT Certificate in Cybersecurity Oversight. This certificate was developed by NACD, Ridge Global, and Carnegie Mellon University's CERT division.

Mr. Ebel is chair of Mosaic, a director and member of the executive committee of Junior Achievement of Southern Texas, and a former board member with Baker Hughes.

ENBRIDGE

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Enbridge delivers the energy that fuels quality of life.

At Enbridge, our goal is to be the first-choice energy delivery company in North America and beyond – for customers, communities, investors, regulators and policymakers, and employees.

We operate in five of the G7 countries – the U.S., Canada, the United Kingdom, France and Germany. As a diversified energy company, we are uniquely positioned to help accelerate the global transition to a cleaner energy future. We're advancing new low-carbon energy technologies – including hydrogen, RNG, and carbon capture and storage – and are targeting net-zero emissions across our operations by 2050.

We also recognize the importance of a secure, reliable and affordable supply of energy. We safely connect millions of people around the world to the energy they rely on every day through our four core businesses – liquids pipelines, natural gas pipelines, gas utilities and storage, and renewable energy.

We move about 30% of the crude oil produced in North America, and load about 25% of American oil exports. We deliver about 20% of the natural gas consumed in the U.S., and have capacity to serve 25% of LNG export capacity on the Gulf Coast in the rapidly expanding North American LNG export market.

Enbridge operates North America's largest natural gas utility by volume, and our interests in renewable energy projects in operation or under construction can generate more than 4 net GW of zero-emission energy.

Enbridge was selected to S&P Global's Sustainability Yearbook 2025, also receiving the Industry Mover distinction; we've been named to the Dow Jones Sustainability Indices' (DJSI) North American index 15 times, most recently in 2024; we've earned an A-minus climate change grade from the Carbon Disclosure Project (CDP) for five straight years, most recently in 2024; and we have been ranked among Canada's Top 100 Employers 22 times, most recently in 2025.

Enbridge Inc. is headquartered in Calgary, Canada. We have a workforce of about 16,000 people, primarily in the United States and Canada. Enbridge (ENB) is traded on the New York and Toronto stock exchanges.

Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division
West Central Region

119 King Street West, 12th Floor
Hamilton, Ontario L8P 4Y7
Tel.: 905 521-7640

Ministère de l'Environnement, de la Protection de la nature et des Parcs
Division de la conformité en matière d'eau potable et d'environnement
Région du Centre-Ouest

119 rue King Ouest, 12e étage
Hamilton (Ontario) L8P 4Y7
Tél.: 905 521-7640

Ontario

October 7, 2025

Chief Administrative Officer Courtenay Hoytfox,
and
Municipal Clerk Justine Brotherston
Township of Puslinch (via email)

Dear CAO Hoytfox and Municipal Clerk Brotherston,

Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

On June 4, 2025, the Government of Ontario announced updates to the Ministry of the Environment, Conservation and Parks' compliance policy. A notice outlining the decision can be found here. These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.

4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email at lubna.i.hussain@ontario.ca or by phone at 416-554-2527.

Sincerely,
Lubna Hussain

[redacted]

Director
West Central Region

Grand River Conservation Authority

Summary of the General Membership Meeting – September 26, 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-09-25-83 - Financial Summary
- GM-09-25-85 - Nature Centre Cleaning Contract
- GM-09-25-86 - Scoped Agricultural Policy Review - Amendments to the Policies for the Administration of Ontario Regulation 41/24
- GM-09-25-C16 – Security of Property (Closed agenda)

Information Items

The Board received the following reports as information:

- GM-09-25-88 - Chair's Report
- GM-09-25-84 - Draft Budget 2026 - Timelines and Considerations
- GM-09-25-82 - Cash & Investment Status
- GM-09-25-87 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- City of Guelph - 2026 Tax-supported budget forecast

Source Protection Authority Correspondence & Action Items

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

- SPA-09-25-01 - Update on consultation on Guelph/Guelph-Eramosa water quantity policies

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’.

THE PUSLINCH PROFILE FEATURES: Frost Electric

519-829-5105 frostelectric.ca

john@frostelectric.ca Morriston, ON

Frost Electric is proud to serve the Puslinch and surrounding communities as a full-service electrical contractor. With over 25 years of hands-on experience, they specialize in residential and commercial electrical services, including installations, upgrades, troubleshooting, and preventative maintenance.

Established in 2020 by Master Electrician John Frost, Frost Electric is a family-owned business that places quality and community at the heart of everything. John personally oversees every project, ensuring customers receive reliable service and safe, lasting solutions. From panel upgrades and basement renovations to commercial wiring, emergency lighting, and energy efficiency improvements, Frost Electric has built a reputation for personalized service and professional workmanship.

Frost Electric understands the importance of supporting local families and businesses. Their work is guaranteed, backed by liability insurance, and always delivered with the peace of mind that the job is done right. Whether you're moving to a new location and need a custom electrical plan, adding circuits for extra power, installing lighting indoors or out, or troubleshooting an urgent repair, Frost Electric is there when you need them. By choosing Frost Electric, you're not just hiring an electrician – you're partnering with a neighbour who values your trust and is dedicated to keeping the community safe, connected, and thriving.

Amendments to the Planning Act and City of Toronto Act, 2006 / Reducing Red Tape and Burden to Build Training Centres.

ERO (Environmental Registry of Ontario) number	025-1159
Notice type	Act
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Labour, Immigration, Training and Skills Development
Notice stage	Proposal
Proposal posted	October 17, 2025
Comment period	October 17, 2025 - November 16, 2025 (30 days) Open
Last updated	October 17, 2025

This consultation closes at 11:59 p.m. on:

November 16, 2025

Proposal summary

The government is seeking feedback on legislative amendments that are being proposed through Bill 30 to exempt worker training centres funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD)'s Skills Development Fund (SDF) – Capital Stream from the *Planning Act* (and planning provisions in the *City of Toronto Act*).

Proposal details

To help ensure that Ontario continues to support a competitive and resilient workforce, MLITSD (Ministry of Labour, Immigration, Training and Skills Development), working with Ministry of Municipal Affairs and Housing (MMAH), is taking steps to accelerate the construction of worker training centres funded

through MLITSD (Ministry of Labour, Immigration, Training and Skills Development)'s Skills Development Fund (SDF) – Capital Stream to support increased training capacity across Ontario's workforce.

Recipients of the SDF funding have reported project delays due to prolonged municipal permitting and planning approvals. In response, MLITSD (Ministry of Labour, Immigration, Training and Skills Development) is seeking to streamline land use planning for these training centres.

The proposed legislative amendments would exempt these training centres from the *Planning Act* and planning provisions in the *City of Toronto Act 2006*, except as otherwise prescribed.

Municipal planning and other required approvals could impede Ontario's ability to quickly bring Skills Development Fund (SDF) training facilities to completion. Removing these could help to accelerate construction, support training delivery, bolster tariff response readiness, and meet labour market needs across critical sectors (e.g. (example), the skilled trades, manufacturing, and healthcare).

Municipal and permitting requirements vary across the province, and requirements depend on the scope, type of build (e.g. (example), new build, conversion, renovation), and location of individual projects.

Delays in obtaining these approvals could contribute to extended project timelines, ranging from a few months to potentially up to a year to receive final approvals, limiting Ontario's ability to deliver worker training infrastructure when and where it is needed to support the province's increasing labour market demands.

Supporting materials

Related links

Bill 30, Working for Workers Seven Act, 2025 - Legislative Assembly of Ontario (https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-30)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Ministry of Labour, Immigration, Training and Skills Development
14th Floor, 400 University Avenue
Toronto, ON
M7A 1T7
Canada

437-247-1807

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

Read our commenting and privacy policies. (/page/commenting-privacy)

Submit by mail

Alicia MacFadden
Ministry of Labour, Immigration, Training and Skills Development
14th Floor, 400 University Avenue
Toronto, ON
M7A 1T7
Canada

Connect with us

Contact

Alicia MacFadden

437-247-1807

alicia.macfadden2@ontario.ca

Justine Brotherston

From: AMO Policy <policy@amo.on.ca>
Sent: Tuesday, October 21, 2025 3:41 PM
To: Justine Brotherston
Subject: AMO Policy Update - Bill 56 Introduced, Building Code Amendments Submission and Advocacy on Removing Building Code Enforcement from Provincial Courts

Follow Up Flag: Follow up
Flag Status: Flagged

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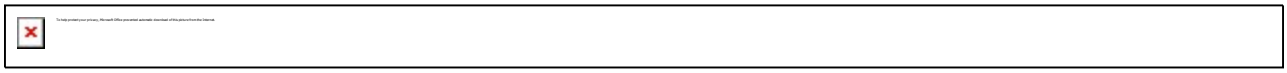

AMO Policy Update – Bill 56 Introduced, Building Code Amendments Submission and Advocacy on Removing Building Code Enforcement from Provincial Courts

Top Insights

• The province has introduced Bill 56, a red tape reduction bill including changes to as-of-right labour mobility, speed cameras, drinking water approvals, and forest management approvals. The province has also announced a review of Ontario's economic development permit system, a "Made-in-Ontario" vehicle procurement policy and streamlined mining approvals.

• AMO provided the province with advice on how to best implement the plan to defer residential development charge payments until occupancy.

• AMO continues advocacy to reduce the burden on Provincial Offenses Courts by supporting the use of an Administrative Monetary Penalty System (AMPS) for building code enforcement.

Bill 56, *Building a More Competitive Economy Act, 2025*

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

Items in Bill 56

- Changes to require professional regulators to deem skilled workers certified in other provinces eligible to work in Ontario within 10 days. Municipalities are listed in the *Ontario Labour Mobility Act*. While AMO found no municipally regulated professions, local licensing practices may be affected; municipalities may wish to review their local licencing practices to determine if they are impacted by this proposal.

- Changes to allow health professionals from 16 additional regulated professions to work as-of-right in Ontario up to six months while applying for registration with their regulatory College.

- Despite significant concerns from municipalities, police chiefs, schools, and health care experts, the province has moved ahead with amendments to the *Highway Traffic Act*. The changes would remove municipal authority to operate Automated Speed Enforcement systems, permit the Minister to direct municipalities to install signs in school zones, and provide authority for the province to install signs where a municipality does not comply. Red light cameras are not implicated in this change and will still be permitted.

- Changes to the *Clean Water Act* to streamline drinking water approvals by allowing source protection authorities to approve routine updates to source protection plans, and regulatory updates to simplify and accelerate the process for creating new drinking water sources.

- Changes to the *Crown Forest Sustainability Act* to reduce administrative burdens by eliminating annual wood harvest approvals and enabling the forest industry to prepare a single forest management plan spanning multiple management units.

- Amendments to the *Species Conservation Act* to address a lack of clarity and consistency of language for species-at-risk and habitat protection orders.

- Technical corrections to the *Ontario Heritage Act* to reflect the current trade agreement.

Additional Narrative Items

- Conducting a review of Ontario's economic development permits to identify duplicative, outdated, or unnecessary permits or approvals that could be removed or streamlined through a digital portal.
- Proclaiming sections of the *Mining Act* to implement the One Project One Process approvals process.
- Consulting on a "Made-in-Ontario" vehicle procurement policy for the public sector including municipalities.

Building Code Amendments Submission

AMO submitted comments to the Regulatory Registry advising the province on how to best implement the plan to defer residential development charge payments until occupancy, introduced under Bill 17 in the spring. To mitigate the risk of non-payment, top recommendations emphasized that municipalities must receive and verify the development charge payment before occupancy permit approval. AMO developed recommendations in consultation with municipal financial staff as well as Chief Building Officials.

AMO Supports Advocacy to Remove Building Code Enforcement from Provincial Courts

AMO has sent a letter to the Minister of Municipal Affairs and Housing supporting advocacy from Ontario's Building Officials and homebuilding sector calling on the province to allow municipalities to use an Administrative Monetary Penalty System for building code enforcement. This builds on AMO's broader advocacy to reduce the burden on Provincial Offences Courts to address backlogs. It would also free up the capacity of building officials to focus on issuing building permits to deliver homes faster.

An online version of this Policy Update is also available on the AMO Website.

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*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

Justine Brotherston

Subject: RE: City of Guelph - McQuillan's Bridge - Notice of study commencement and public open house

From: Kate Berry <Kate.Berry@guelph.ca>
Sent: Tuesday, October 21, 2025 4:25 PM
To: Kate Berry <Kate.Berry@guelph.ca>
Subject: City of Guelph - McQuillan's Bridge - Notice of study commencement and public open house

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Good afternoon,
Below is information about the City of Guelph's study work for McQuillan's Bridge - please share the message below with your colleagues as appropriate and let me know if there are other staff who should be included on our contact list for future notifications and consultation.

McQuillan's Bridge - Notice of study commencement and public open house

The City of Guelph has initiated a Municipal Class Environmental Assessment (EA) Study for McQuillan's Bridge, which crosses the Eramosa River adjacent to Stone Road East in Guelph. **The purpose of this email is to let you know the City has issued the formal Notice of Study Commencement and has scheduled the first public open house event for November 6, 2025 – please see below for further details.**

McQuillan's Bridge (Structure 116) – also known as the Stone Road East Bow Truss Bridge – is a former vehicle bridge that was repurposed as a pedestrian bridge in 2005 when Stone Road East was realigned. Originally constructed in 1916, McQuillan's Bridge was designated as a heritage property in 2004 and is considered a significant cultural heritage resource in the City of Guelph. The EA Study will consider solution alternatives to address the bridge's deterioration and opportunities to integrate heritage conservation with technical, economic, social and natural environmental criteria.

First Nations, public, and technical agency consultation will be fundamental in developing the study recommendations. We look forward to your input on this study and encourage you to share this message with anyone else who may have an interest. Please reply to this e-mail if you wish to be removed from the distribution list, or if you have any questions.

Project website:
https://guelph.ca/city-hall/planning-and-development/environment-planning/environmental-assessments/victoria-road-stone-road-and-structure-116-municipal-class-environmental-assessment-study/

Public Open House events
The City will host two public open houses, including online engagement opportunities, during this study.
The first public open house will be held:

- Date & Time: Thursday November 6, 2025, from 4 p.m. to 8 p.m

- Location: The Royal Canadian Legion (Branch 234), 57 Watson Parkway South, Guelph ON N1L 0H8.

At this first public open house, the City will be introducing the study and seeking feedback on the problem-opportunity statement and the evaluation criteria.
A second Public Open House will be scheduled in early 2026 to provide further updates and collect feedback on the solution alternatives for the bridge.

Public open house materials will be available online for review and feedback at the City's Have Your Say Engagement Platform: https://haveyoursay.guelph.ca/victoria-stone-assessment

Kind regards,
Kate

Kate Berry, EIT, PMP (she/her)
Project Manager, Transportation Planning
Engineering and Transportation Services
City of Guelph
519-822-1260 extension 4177
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Ontario Environmental Registry of Ontario

Proposed Changes to the Planning Act (Schedule 10 of Bill 60 - the Fighting Delays, Building Faster Act, 2025)

ERO (Environmental Registry of Ontario) number	025-1097
Notice type	Act
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	October 23, 2025
Comment period	October 23, 2025 - November 22, 2025 (30 days) Open
Last updated	October 23, 2025

This consultation closes at 11:59 p.m. on:

November 22, 2025

Proposal summary

The government is seeking feedback on proposed legislative changes to the *Planning Act* through Bill 60 the proposed *Fighting Delays, Building Faster Act, 2025*.

Proposal details

The government is seeking public feedback on proposed legislative and regulatory changes under the *Fighting Delays, Building Faster Act, 2025* to streamline the construction of new homes and infrastructure (e.g. (example), water, wastewater, roads, transit), reduce gridlock, enhance community safety, and improve landlord-tenant frameworks.

Schedule 10 of Bill 60 proposes a number of amendments to the *Planning Act*.

If passed, the proposed legislative amendments would make changes to address the following matters:

Minor Variances (As-of-right Variations from Performance Standards)

- Changes are proposed to the *Planning Act* to provide regulation-making authority that would reduce the necessity for planning applications for minor variances by providing for variations to be permitted "as-of-right" for performance standards identified in the regulation (e.g. (example), building height, lot coverage) on specified lands.
    - Specified lands would include parcels of urban residential lands outside of the Greenbelt Area, and exclude areas such as hazardous lands, and lands near shorelines and railways.
    - The proposed change would work with changes made by the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17) that enable the Minister, by regulation, to permit variation to a zoning by-law to be "as of right" if a proposal is within a prescribed percentage (e.g. (example), 10%) of the required setback (the minimum distance a building or structure must be from a property line) on specified lands (e.g. (example), urban residential lands). The proposed change could further streamline minor variance processes by allowing for some "as of right" variation from other zoning standards identified in regulation.
    - This would help reduce barriers by allowing for small changes to proceed without the need for a planning application.

Policy Statements and Minister's Decisions

- Changes are proposed to the *Planning Act* to make provincial policy statements inapplicable with respect to all Minister's decisions, including past decisions, under the *Planning Act* outside the Greenbelt Area. A transparent and accountable oversight framework would be developed to support implementation.
    - The Provincial Planning Statement (PPS) is issued under section 3 of the *Planning Act* and sets out provincial land use policy direction related to growth and development. Subsection 3(5) of the Act requires that decisions affecting a planning matter "shall be consistent with" PPS (Provincial Planning Statement) policies.
    - The proposed change would facilitate the use of multiple Minister's authorities on individual priority provincial projects outside the

Greenbelt Area, to support faster government decision-making in support of housing, growth, investment and jobs.
    - It would provide the Minister with the same flexibility provided for in 2021 (for MZOs (Minister's Zoning Orders) outside the Greenbelt Area) in respect of other planning decisions outside the Greenbelt Area.

Minister's Zoning Orders

- Changes are proposed to the *Planning Act* and, as necessary, related legislation, to enable Minister's zoning orders (MZOs) to be made by non-regulatory orders and published on a Government of Ontario website. MZOs (Minister's Zoning Orders) are currently made by the Minister and filed with the Registrar of Regulations as regulations under the *Planning Act*. Like other regulations they are published on e-Laws after filing.
- The proposed change would expedite the process, thereby enabling the Minister to make faster decisions aimed at supporting provincial priorities such as supporting long-term care, transit-oriented communities and housing.

Protected Major Transit Station Areas

- Proposed changes to the *Planning Act* would allow official plan amendments modifying the "authorized uses of land" within a Protected Major Transit Station Area (PMTSA) to be exempt from Minister's approval if the authorized use(s) after the amendment will include residential but maintain the restriction on exempting amendments changing the other required PMTSA (Protected Major Transit Station Area) official plan policies (e.g. (example) minimum densities) from Minister's approval.
    - PMTSAs (Protected Major Transit Station Areas) are a discretionary tool that enables municipalities to designate and zone lands near higher order transit stations (subway, GO, LRT, BRT) that accommodate transit-supportive densities without the key transit-supportive elements of the decisions (e.g. (example), minimum densities) being subject to appeal. PMTSA (Protected Major Transit Station Area) official plan policies and amendments, other than those of lower-tier municipalities in upper-tier municipalities with planning

responsibilities, must be approved by the Minister of Municipal Affairs and Housing.
    - This reform would remove an unnecessary layer of approval to accelerate implementation of the Minister of Municipal Affairs and Housing's recent decisions to approve the designation of PMTSAs (Protected Major Transit Station Areas) and unlock the potential for development near transit.

Community Improvement Plans

- Changes are proposed to the *Planning Act* to support flexible implementation of Community Improvement Plans (CIPs), including enabling all upper-tier municipalities to establish regional Community Improvement Plans and allow funding to lower-tier municipalities for their CIPs (Community Improvement Plans).
    - A CIP (Community Improvement Plan) is a tool under section 28 of the *Planning Act*. Using these CIPs (Community Improvement Plans), municipalities can make grants or loans within the community improvement plan project areas to help pay for certain costs despite the general municipal prohibition on bonusing.
    - Currently, only prescribed upper-tier municipalities who have official plan policies in place can adopt regional CIPs (Community Improvement Plans). Also, municipalities can only provide funding for the CIP (Community Improvement Plan) of its respective upper or lower-tier municipality if the municipality has official plan policies in place to do so.
    - In 2024 and early 2025, changes came into effect removing planning responsibilities from a number of upper-tier municipalities. As a result, any existing upper-tier CIPs (Community Improvement Plans) that were in place were made void and those upper-tier municipalities lost their ability to establish CIPs (Community Improvement Plans) or fund lower-tier municipal CIPs (Community Improvement Plans).
    - The proposed changes would remove barriers to enable the flexible use of CIPs (Community Improvement Plans), including allowing all upper-tier municipalities to establish regional CIPs (Community Improvement Plans) and financially support lower-tiers.
    - For upper-tier municipalities without planning responsibilities, changes are proposed that would revive CIPs (Community Improvement Plans) that were in effect on the day before the

municipality became an upper-tier municipality without planning responsibility.
    - In addition, *Ontario Regulation 221/07*, which prescribes upper-tier municipalities who may designate CIP (Community Improvement Plan) areas and CIPs (Community Improvement Plans), would be revoked as the regulation is no longer required.

Impact on the Environment

The proposed legislative changes are anticipated to have a neutral impact on the environment by streamlining the process to develop on lands designated for development, while maintaining protections for areas such as the Greenbelt and continuing to restrict development on hazardous lands.

Analysis of Regulatory Impact

Building on previous legislative and regulatory changes, the initiatives are anticipated to further support streamlining land use planning processes; building more homes faster; and creating more certainty in the development approvals processes. This could result in time and cost savings on a project-by-project basis for developers, homeowners and others.

The changes would benefit Ontarians broadly, as they are intended to make it easier and faster to build new homes and infrastructure.

Supporting materials

Related links

Planning Act (https://www.ontario.ca/laws/statute/90p13)

Bill 60, Fighting Delays, Building Faster Act, 2025 (https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-60)

View materials in person

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Ministry of Municipal Affairs and Housing Provincial Planning Branch
13th Floor, 777 Bay Street
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Consultation on simplifying and standardizing official plans

ERO (Environmental Registry of Ontario) number	025-1099
Notice type	Policy
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	October 23, 2025
Comment period	October 23, 2025 - November 22, 2025 (30 days) Open
Last updated	October 23, 2025

This consultation closes at 11:59 p.m. on:

November 22, 2025

Proposal summary

We want to simplify, standardize and make more permissive municipal official plans so they are shorter, easier to understand, and more consistent across Ontario, to help municipalities plan for growth and housing more efficiently.

Proposal details

The government is seeking public feedback on proposed legislative and regulatory changes under the *Fighting Delays, Building Faster Act, 2025* to streamline the construction of new homes and infrastructure (e.g. (example), water, wastewater, roads, transit), reduce gridlock, enhance community safety, and improve landlord-tenant frameworks.

Under the *Planning Act*, the central activity for a municipality is making an official plan, a document which guides future development of an area in the best interest of the community as a whole.

Each municipality develops its own official plan, in accordance with provincial policies and plans, that sets out goals and rules to govern how it grows and develops. These plans are approved by either an upper-tier municipality or the province. Official plans are implemented locally through tools like zoning by-laws, site plans, subdivision plans, and community planning permit systems.

Why are official plans needed?

An official plan:

- sets goals for future development and policies on how to reach these goals
- makes the public aware of the municipality's general land use planning policies and helps all members of the community understand how their land may be used now and in the future
- helps communities effectively manage their land and resources while protecting the natural environment such as water resources and forests
- helps communities decide where and how to grow or build
- makes sure that growth is coordinated and meets the community's needs
- provides a framework for establishing municipal zoning by-laws to set local regulations and standards, like the minimum and maximum size of lots and height of buildings
- provides a way to evaluate and settle conflicting land uses while meeting local, regional and provincial interests

Changes We're Considering

During recent consultations, the government heard concerns that municipal official plans have become lengthy, complicated, and highly restrictive planning documents that take multiple years to prepare and update.

We are consulting on a proposal to set clear parameters for municipal official plans with the aim of increasing consistency across municipalities, while also reducing the burden of developing these plans.

Proposed changes range from simplifying and standardizing contents of official plans to be more strategic and flexible in terms of permissions to limiting the number of pages that could be in an official plan.

We want to hear best practices and examples of how we can support the creation of more flexible, streamlined, and growth-oriented official plans in Ontario.

A. Official Plan Structure and Contents

Currently, the content and structure of official plans are unique to each municipality. Concerns have been raised that official plans cover subjects that are beyond the scope of land use planning (e.g., history of the municipality, technical details of performance standards) and that there is duplication between upper and lower-tier official plans.

The government is seeking feedback on a proposal to:

- simplify and standardize the structure and contents of official plans across Ontario, see proposed structure and schedules listed below,
- limit development/zoning standards (e.g. (example), building heights, lot sizes and density) in official plans and requiring existing development standards in official plans (e.g. (example), in site specific policies) to be incorporated into zoning by-laws, and
- require official plans to be a singular, comprehensive document for the entire municipality, including potentially prohibiting the use of secondary or site-specific plans.

Proposed Standard Chapter Order (Mandatory Titles/Order) for Official Plans

1. Introduction & How to Use this Plan
2. Municipal Strategic Framework (Vision, Goals, Provincial and Regional Planning Context)
3. Indigenous Engagement & Interests
4. Settlement Area Structure & Growth Needs and Management (Analysis of Market Needs, Settlement Area Boundary Expansions, Serviced Land Needs, Intensification, Strategic Growth Areas, and 20–30 year land horizon)
5. General Policies Applicable to All Designations
    1. Natural & Human Made Hazards
    2. Cultural Heritage & Archaeology
    3. Community Design & Complete Communities
6. Residential and Mixed Uses (range and mix, affordability, inclusionary zoning)

7. Economy & Employment (areas of employment)
8. Infrastructure, Transportation, and Public Service Facilities (transportation, corridors, compatibility, wastewater/stormwater, energy, parks/open space)
9. Natural Heritage, Water Resources, Agriculture & Mineral Resources
10. Implementation & Interpretation (processes, tools, phasing, monitoring, s. (section) 26 update, definitions)
11. Schedules & Appendices (standardized set)

Standardized Schedules, Overlays and Data

- A1 Estimate of Market Need
- A2 Serviced Land Requirement
- A3 Land Use Designations
- A4 Settlement Boundaries, Urban/Rural Structure, Provincial Plans (ORMCP (Oak Ridges Moraine Conservation Plan), Greenbelt, NEP (Niagara Escarpment Plan), etc. (et cetera))
- A5 Strategic Growth Areas & Intensification Areas
- B1 Transportation & Corridors (Highways, Railways, Airports, etc. (et cetera))
- B2 Wastewater & Stormwater
- C1 Natural Heritage System
- C2 Natural and Man-made Hazards
- C3 Human-made Hazards (pits and quarries, mineral aggregate resource deposits)
- C4 Agricultural System & Minimum Distance Separation (MDS), Agri-Food Network
- C5 Water Resources (drinking water source protection areas, etc. (et cetera))
- D1 Cultural Heritage Resources
- E1 Community Facilities, Parks & Open Space
- F1 Wildland Fire Susceptibility

Schedules and overlays should use standardized naming (e.g. (example), NHS-1 Significant Woodland; HZ-F Floodplain; EMP-AE Area of Employment). Metadata must include layer naming conventions, sources and dates, and link to provincial datasets.

Discussion Questions:

- What is your perspective on the changes being considered to simplify and standardize the structure and contents of official plans?
- What distinctions should be made between the content of upper and lower-tier official plans? What considerations should apply in municipalities where the upper-tier official plan acts as the lower-tier official plan?
- What is your perspective on limiting development standards in official plans? To what extent should development standards be set out in official plans vs in zoning by-laws?
- What is your perspective on the changes being considered regarding secondary plans and site-specific policies? Are there other ways to address these policies?
- What is your perspective on the number and types of standardized schedules, overlays and data proposed to be required? Should any be removed, or are there any other schedules that could help improve official plans?

B. Limiting the Length of Official Plans

Currently, the length of official plans varies across municipalities (e.g. (example), from around 150 pages to over 600 pages). Ontario municipalities' official plans also tend to have higher page counts than official plans in other provinces. The government is proposing to limit the length of official plans, for example, by setting a page limit (e.g. (example), 250 pages) or a word limit (e.g. (example), 65,000 words).

Discussion Questions:

- What is your perspective on the changes being considered to limit the length of official plans?
- Should there be different limits placed on different types of municipalities (e.g. (example), based on population size)?
- Are there other approaches that could be used to limit the length of official plans?

C. Creating Permissive Land Use Designations

Currently, land use designations vary from one municipality to the next and some official plans have over 30 different land use designations. The government is proposing to standardize the number and type of land use

designations, as well as make designations more permissive across Ontario's official plans.

1. Residential I (one): Designated for low-rise/density residential buildings. Permits special needs housing, small-scale commercial uses (e.g., home businesses, neighbourhood convenience stores) and institutional uses (e.g. (example), schools, places of worship, libraries, recreation centres)
2. Residential II (two): Designated for mid-rise/density residential buildings. Permits special needs housing, commercial uses and institutional uses (e.g. (example), schools, colleges and universities, hospitals, places of worship, libraries, recreation centres)
3. Mixed Use Areas I: Designated for low/mid-rise/density buildings, including village or neighbourhood centres (local-scale mixed uses). Permits residential, special needs housing, commercial uses (e.g. (example), offices, retail, hotels) and institutional uses (e.g. (example), schools, colleges and universities, and hospitals, libraries, recreation centres) and industrial, manufacturing and small-scale warehousing uses that could be located adjacent to sensitive land uses without adverse effects
4. Mixed Use Areas II (two): Designated for high-rise/density buildings, including urban centres, transit station areas. Permits residential, special needs housing, commercial uses (e.g. (example), offices, retail, hotels, entertainment) and institutional uses (e.g. (example), schools, colleges and universities, and hospitals, libraries, recreation centres) and industrial, manufacturing and small-scale warehousing uses that could be located adjacent to sensitive land uses without adverse effects
5. Rural Areas: Designated for low-rise/density rural and related uses and small-scale employment/industrial uses. Permits low density residential, small-scale commercial uses (e.g. (example), home businesses/ industries), small-scale employment/industrial uses, agricultural and agricultural-related uses, tourism, resource uses, cemeteries, etc. (et cetera)
6. Employment Areas: Designated for clusters of buildings and lands for business and economic uses that may require separation from some sensitive uses. Permits business and economic uses, including manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities

7. Major Facilities: Designated for industrial and infrastructure land uses (other than employment areas) that require separation from sensitive uses. Permits uses including manufacturing, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities
8. Parks and Open Space: Designated for recreation and public open space. Permits recreation uses, public realm amenities including active parks, passive open space, and waterfront parks
9. Natural Heritage: Designated for the conservation of ecological features and functions, including core natural areas and linkage areas. Permits environmental protection areas, and identifies areas where development is not permitted, such as natural hazards
10. Agricultural Areas: Designated for agriculture and agriculture-related uses to preserve farmland and support the agricultural system, including prime agricultural lands. Permits agricultural and agricultural-related uses, as well as on-farm diversified uses (agri-tourism, value-added products, etc. (et cetera)).

Discussion Questions:

- What is your perspective on the changes being considered to standardize the number and type of land use designations?
- Would standardized land use designations between upper-tier and lower-tier official plan improve clarity? Where are the opportunities to reduce duplication between the upper and lower-tier official plans in land use designations?
- Are there additional designations that would be required? Are there opportunities to streamline or further combine some of the proposed designations (e.g. (example) Residential I (one) and II (two), and Mixed Use I (one) and II (two))?
- Are there implications to making land use designations more streamlined and permissive?
- Are there land use designation terminology or descriptions that would be easier to understand?

D. Transitioning to a New Framework

In some instances where new land use planning rules are enacted, provisions are included to facilitate an orderly transition to the new rules. The government is considering approaches to transition including:

- Requiring new official plans to comply with a new official plan framework at their next 5- or 10-year update, as required by the *Planning Act*,
- Requiring that lower-tier municipalities wait until the upper-tier municipality with planning responsibilities have completed their transition before they update theirs,
- Setting a date for official plans to comply with a new official plan framework, for example, within 2 years of a new framework coming into force, or
- Requiring large and fast growing to update their official plans within 2 years of a new framework and allowing smaller and rural municipalities to update their official plan at their next 5- or 10- year update.

Discussion Questions:

- What is your perspective on the changes being considered to transition to a standardized official plan framework?
- What is a realistic implementation timeline for your municipality to update its official plan to comply with a standardized framework (e.g. (example), structure, land use designations, page/word limits), and why? Please consider staffing, council cycles, data/mapping updates, public engagement, and statutory review requirements in your response.
- How can the province best support municipalities in transitioning to a simplified and harmonized official plan framework?

E. Submission of Official Plans through Online Portal

Regulations under the Planning Act specify the way information and material can be submitted to the Ministry of Municipal Affairs and Housing as part of a planning matter (e.g. (example), by personal service, mail, fax or email). In line with the digital-first approach, the government is considering regulatory changes to allow the submission of official plan information and documents to the Ministry of Municipal Affairs and Housing through an online portal.

Discussion Questions:

- Do you support the move toward allowing submission of official plan information and documents through an online portal? Why or why not?
- What benefits and/or risks do you foresee from transitioning to submission through an online portal?

Supporting materials

Related links

Planning Act (https://www.ontario.ca/laws/statute/90p13)

Ontario Regulation 543/06 Official Plans and Plan Amendments (https://www.ontario.ca/laws/regulation/060543)

View materials in person

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Consultation on Enhanced Development Standards – Lot Level (outside of buildings)

ERO (Environmental Registry of Ontario) number	025-1101
Notice type	Policy
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	October 23, 2025
Comment period	October 23, 2025 - November 22, 2025 (30 days) Open
Last updated	October 23, 2025

This consultation closes at 11:59 p.m. on:

November 22, 2025

Proposal summary

As part of legislative and policy changes under the Fighting Delays, Building Faster initiative, MMAH (Ministry of Municipal Affairs and Housing) is consulting on future changes regarding the municipal use of enhanced development standards at the lot level (outside of buildings).

Proposal details

The government is seeking public feedback on proposed legislative and regulatory changes under the *Fighting Delays, Building Faster Act, 2025* to streamline the construction of new homes and infrastructure (e.g. (example), water, wastewater, roads, transit), reduce gridlock, enhance community safety, and improve landlord-tenant frameworks.

The Ministry of Municipal Affairs and Housing (MMAH) is seeking input on the use of enhanced development standard at the lot level, specifically outside the building envelope; for example, this could apply to green development standards that are required by only some municipalities, and not in a

consistent manner. This consultation aims to better understand current municipal practices, and assess what future policy guidance, regulatory or legislative changes are needed to streamline, standardize, and prohibit enhanced development standards while continuing to ensure health and safety.

Municipalities currently use land use planning tools such as zoning by-laws, site plan control, and agreements required as a condition of approval to require certain elements to be included in a development. Some of these requirements are referred to as “green development standards” but are not limited to such a definition.

While there is no definition of enhanced development standards in the *Planning Act* or the Provincial Planning Statement 2024, these matters may include: requirements for features such as bioswales, permeable pavement, and other vegetative elements, and direction around matters such as native tree planting and soil volume, and bicycle parking but are not limited to such items.

Enhanced development standards at the lot level can vary across jurisdictions, which may result in inconsistent requirements, added costs, and complexity for builders working in multiple municipalities.

This consultation supports the province’s broader objectives of ensuring efficient, timely, and affordable development while maintaining health and safety.

Background

In June 2025, the Ontario government passed Bill 17, the *Protect Ontario by Building Faster and Smarter Act, 2025* . This legislation amended the *Building Code Act, 1992*, adding section 35(1.1) to clarify that municipalities’ broad powers under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* do not authorize them to pass by-laws respecting the construction or demolition of buildings. This was in response to municipalities requiring standards that exceeded the Building Code, particularly in relation to “green building standards”, which varied across municipal jurisdictions, leading to inconsistencies, higher costs, and added complexity for homebuilders.

Many municipalities also apply enhanced development standards – which in some jurisdictions may be referred to, in part or full, as 'green development standards' outside the building envelope through site plan control and other planning tools. The *Provincial Planning Statement, 2024* (PPS) also includes policy direction that planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate, including through approaches that promote green infrastructure, low impact development, and active transportation.

Purpose of the Consultation

As a continuation of Bill 17's focus on ensuring consistent application of the Ontario Building Code, the Ministry of Municipal Affairs and Housing (MMAH) is undertaking this consultation to gather input from stakeholders including municipalities, planning professionals, and the homebuilding, and construction sectors on the current state of affairs, limitations, and challenges associated with municipalities' use of enhanced development standards at the lot level. The goal is to streamline, standardize, and prohibit the mandatory use of enhanced development standards that do not relate to maintaining health and safety.

By incorporating stakeholder feedback, the Ministry can ensure that any future changes are technically and economically sound, and supportive of housing delivery goals while maintaining health and safety.

The government welcomes your input on the use of enhanced development standards at the lot level (outside of buildings). To support this consultation, stakeholders may wish to consider the following questions:

1. What is your interest in and/or experience with the implementation of enhanced development standards at the lot level (outside of buildings)? For example, are you a municipal staff member, homebuilder, planner, Indigenous representative, or member of the public?
2. In your experience, are enhanced development standards applied consistently across municipalities? Please provide examples where possible.
3. What types of standards, should municipalities be allowed to apply outside of buildings and how do these requirements maintain the health and safety of the site if at all?

4. Do you / your organization have information about the short- and long-term costs of enhanced development standards at the lot level?
5. Do you have any additional comments or suggestions relating to site plan control or other related subjects?

Potential Outcomes

Feedback received through this consultation may help to inform future policy direction or legislative/regulatory changes

Impact on the Environment

This consultation is being undertaken to gather input and does not propose any immediate changes to legislation, regulation, or policy. As such, there are no direct environmental impacts associated with this posting at this time.

Regulatory Impact Analysis

No legislative, regulatory, or policy changes are being proposed as part of this consultation. The Ministry intends to engage stakeholders to better understand current practices and challenges. Should any changes be considered in the future as a result of this consultation, a Regulatory Impact Assessment will be prepared in accordance with government decision-making processes.

Supporting materials

Related links

Planning Act, R.S.O. 1990, c. P.13 | ontario.ca (https://www.ontario.ca/laws/statute/90p13)

City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A | ontario.ca (https://www.ontario.ca/laws/statute/06c11)

Building Code Act, 1992, S.O. 1992, c. 23 | ontario.ca (https://www.ontario.ca/laws/statute/92b23)

Provincial Planning Statement, 2024 | ontario.ca (https://www.ontario.ca/page/provincial-planning-statement-2024)

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REPORT FIR-2025-006

TO:	Mayor and Members of Council
PREPARED BY:	Jamie MacNeil, Fire Chief
PRESENTED BY:	Jamie MacNeil, Fire Chief
MEETING DATE:	October 29, 2025
SUBJECT:	Mental Health Supports for Public Safety Personnel– Execution of Agreement

RECOMMENDATIONS

That Report FIR-2025-006 entitled Mental Health Supports for Public Safety Personnel – Execution of Agreement be received; and

That Council gives 3 readings to By-law No. 2025-083 being a By-law authorizing the entering into an Agreement with the Ministry of the Solicitor General, Mental Health Supports for Public Safety Personnel Grant Program.

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing entering into an Agreement with the Ministry of the Solicitor General, Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program.

Background

In June 2025, the Township applied for the MHS4PSP Grant Program. The Township was successful in its application and now requires Council authorization to enter into an Agreement with the Province to proceed with the grant funding.

The MHS4PSP Grant Program aims to support public safety organizations by subsidizing costs of providing specialized mental health services offered through Warrior Health for first responders and public safety personnel. Project details are provided in Schedule C to the

Agreement, attached as Schedule A to this Report. This grant will assist the Township in addressing the unique stress injuries commonly experienced by emergency responders and will provide access to core services and training. The training will enhance staff's ability to process the events they witness in the course of their duties. In addition, staff will be re-establishing a peer support team to help members manage these types of events and ensure that appropriate care and supports are utilized.

It is proposed that the Township reestablish a team of up to ten (10) staff members to participate in the following training opportunities, up to the maximum grant funding of $25,000 approved under the program:

- Peer Support Fundamentals Training
- Asist Suicide Prevention Course (Workshop)
- Critical Incident Psychoeducational Debrief
- Handling Difficult Interactions: Mental Health Awareness, De-Escalation Strategies and Stress Management

The Province has requested the Township to sign the Agreement promptly in order for the funds to be distributed. The effective date of the Agreement is May 27, 2025 and the expiration date is June 30, 2026. Costs must be spent between May 27, 2025 to March 31, 2026. The communications requirements associated with the MHS4PSP Grant Program are outlined in Section A8.0 of the Agreement attached as Schedule A to this Report.

Financial Implications

The Township has been approved for the maximum available grant funding of $25,000 in accordance with the project description and project costs eligible for funding as outlined in Schedule D to the Agreement.

Part-time wages for staff attending the training are not eligible under the grant; only the cost of instructors is eligible. There will be incremental part-time wages and benefit costs incurred as a result of this training, however, these will be fully offset by the existing professional development budget.

Although similar training has been provided historically, it is necessary to offer it again due to staff turnover. This initiative will not result in incremental professional development costs in future budget years. The associated revenues and expenditures for this program will be incorporated into the 2026 Operating Budget and will fully offset one another.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

There are no engagement implications associated with entering into the Transfer Payment Agreement with the Province.

ATTACHMENTS

Schedule A – Mental Health Supports for Public Safety Personnel Transfer Payment Agreement

Respectfully submitted:

Jamie MacNeil
Fire Chief

Reviewed by:

Mary Hasan
Director of Finance/Treasurer

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 27th day of May, 2025.

B E T W E E N :

His Majesty the King in right of Ontario
as represented by the Solicitor General

(the **"Province")**

- and -

Township of Puslinch

(the **"Recipient")**

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 **Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project
Schedule "D" - Budget
Schedule "E" - Payment Plan
Schedule "F" - Reports
Schedule "G" - Program Data

1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

(a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and

(b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 **One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 **Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 **Acknowledgement**. The Recipient acknowledges that:

(a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

(b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);

(c) the Funds are:

(i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;

(ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);

(d) the Province is not responsible for carrying out the Project;

(e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and

(f) the Province is bound by the *Financial Administration Act* (Ontario) ("**FAA**") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,

(i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or

(ii) the payment having been charged to an appropriation for a previous fiscal year.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Solicitor General

_____ _____
Date Name:
Title:

Township of Puslinch

_____ _____
Date Name: [Insert First and Last Name]
Title: [Insert Title – Signing Authority]

I have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

(a) words in the singular include the plural and vice-versa;

(b) words in one gender include all genders;

(c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;

(d) any reference to dollars or currency will be in Canadian dollars and currency; and

(e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

(a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

(b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

"Loss" means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

"Maximum Funds" means the maximum set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

"Proceeding" means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

"Project" means the undertaking described in Schedule "C".

"**Records Review**" means any assessment the Province conducts pursuant to section A7.4.

"Reports" means the reports described in Schedule "F".

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 **General.** The Recipient represents, warrants, and covenants that:

(a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;

(b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;

(c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

(d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

(a) the full power and capacity to enter into the Agreement; and

(b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

(a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;

(b) procedures to enable the Recipient's ongoing effective functioning;

(c) decision-making mechanisms for the Recipient;

(d) procedures to enable the Recipient to manage Funds prudently and effectively;

(e) procedures to enable the Recipient to complete the Project successfully;

(f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;

(g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and

(h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

(a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;

(b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and

(c) deposit the Funds into an account the Recipient designates provided that the account:

(i) resides at a Canadian financial institution; and

(ii) is in the name of the Recipient.

A4.2 **Limitation on Payment of Funds.** Despite section A4.1:

(a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;

(b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and

(c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 **Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

(a) carry out the Project in accordance with the Agreement;

(b) use the Funds only for the purpose of carrying out the Project;

(c) spend the Funds only in accordance with the Budget;

(d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 **Interest-Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

(a) deduct an amount equal to the interest from any further instalments of Funds;

(b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 **Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

(a) the Recipient; or

(b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's

objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

(a) the Recipient:

(i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and

(ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;

(b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and

(c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 **Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, **"Province"** includes any auditor or representative the Province may identify.

A7.2 **Preparation and Submission.** The Recipient will:

(a) submit to the Province at the address set out in Schedule "B" :

(i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";

(ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

(b) ensure that all Reports and other reports are:

(i) completed to the satisfaction of the Province; and

(ii) signed by an authorized signing officer of the Recipient.

A7.3 **Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

(a) all financial records (including invoices and evidence of payment)

relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and

(b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 **Records Review.** The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

(a) the truth of any of the Recipient's representations and warranties;

(b) the progress of the Project;

(c) the Recipient's allocation and expenditure of the Funds.

A7.5 **Inspection and Removal.** For the purposes of any Records Review, the Province may take one or both of the following actions:

(a) inspect and copy any records and documents referred to in section A7.3;

(b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 **Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

(a) ensuring that the Province has access to the records and documents wherever they are located;

(b) assisting the Province to copy records and documents;

(c) providing to the Province, in the form the Province specifies, any information the Province identifies; and

(d) carrying out any other activities the Province requests.

A7.7 **No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

(a) acknowledge the support of the Province for the Project;

(b) ensure that any acknowledgement is in a form and manner as the Province directs; and

(c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province;

(d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 **Notice of Project-Related Communications**. Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of **14** Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

A9.1 **Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 **Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

(a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

(b) a cross-liability clause;

(c) contractual liability coverage; and

(d) at least 30 days' written notice of cancellation.

A10.2 **Proof of Insurance.** The Recipient will:

(a) provide to the Province, either:

(i) certificates of insurance that confirm the insurance coverage required by section A10.1; or

(ii) other proof that confirms the insurance coverage required by section A10.1; and

(b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

(a) cancel further instalments of Funds;

(b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and

(c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:

(i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and

(ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 **Events of Default.** Each of the following events will constitute an Event of Default:

(a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

(i) carry out the Project;

(ii) use or spend Funds; or

(iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);

(b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;

(c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;

(d) the Recipient ceases to operate.

A12.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

(b) provide the Recipient with an opportunity to remedy the Event of Default;

(c) suspend the payment of Funds for such period as the Province determines appropriate;

(d) reduce the amount of the Funds;

(e) cancel further instalments of Funds;

(f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;

(g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;

(h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;

(i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and

(j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 **Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

(a) the particulars of the Event of Default; and

(b) the Notice Period.

A12.4 **Recipient not Remedying.** If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

(a) the Recipient does not remedy the Event of Default within the Notice Period;

(b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

(c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 **When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) demand from the Recipient payment of the unspent Funds;

(b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 **Funds Upon Expiry.** Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

(a) deduct an amount equal to the excess Funds from any further instalments of Funds; or

(b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 **Debt Due.** If, pursuant to the Agreement:

(a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or

(b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B".

A15.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 **Notice in Writing and Addressed.** Notice will be:

(a) in writing;

(b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and

(c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 **Notice Given.** Notice will be deemed to have been given:

(a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or

(b) in the case of fax, one Business Day after the Notice is delivered; and

(c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 **Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

(a) Notice by postage-prepaid mail will not be deemed to be given; and

(b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 **Consent.** When the Province provides its consent pursuant to the Agreement:

(a) it will do so by Notice;

(b) it may attach any terms and conditions to the consent; and

(c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 **Condonation not a waiver**. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 **Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

(a) the Recipient’s heirs, executors, administrators, successors, and permitted assigns; and

(b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

(a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and

(b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 **Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 **Other Agreements.** If the Recipient:

(a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a "**Failure**");

(b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 **Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	$ 25,000
Expiry Date	June 30, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule "A"	$1,000.00
Insurance	$ 2,000,000
Contact information for the purposes of Notice to the Province	**Position**: Leah Dunbar, Manager Mental Health Secretariat **Address:** Ministry of the Solicitor General Mental Health Secretariat 25 Grosvenor Street, Floor 16 Toronto, ON. M7A 2G6 **Email:** To: Leah.Dunbar@ontario.ca Cc: MH.Secretariat@ontario.ca
Contact information for the purposes of Notice to the Recipient	**Position:** [enter name and Title] **Address:** [enter address] **Phone Number:** [enter #] **Email:** [enter email]
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	**Position:** [enter name and Title] **Address:** [enter address] **Phone:** [enter #] **Email:** [enter email]

Additional Provisions:

None

SCHEDULE "C"
PROJECT

GRANT PROGRAM DESCRIPTION

The Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program aims to support eligible public safety organizations by subsidizing the costs of providing specialized mental health services offered through Warrior Health for first responders and public safety personnel.

The Province is funding the **Township of Puslinch** to access the following **Warrior Health** fee-for-service supports offered by Wounded Warriors Canada, Homewood Health, Centre for Addiction and Mental Health, Trillium Health Partners, and Boots on the Ground (the "Warrior Health Consortium"):

1. General Wellness Programs
2. Peer Support Training
3. Leadership Training
4. Mindfulness Training
5. Supports to Reduce Mental Health Stigma
6. Pre-Employment Mental Health Screening and Recruitment Tools

The Recipient will purchase and access the supports above between May 2025 and March 2026.

GRANT PROGRAM OUTPUTS

During the term of the Agreement, the **Township of Puslinch** will pursue the following outputs:

1. Submit a Service Request with Warrior Health on or before December 31, 2025.
    - The Recipient is expected to register on the Warrior Health Portal, review available fee-for-service offerings, submit a Service Request, engage the respective Warrior Health Consortium organization to schedule service(s).
    - Ensure the delivery and completion of fee-for-service supports on or before March 31, 2026.
2. Develop a strategy, plan, policy, or process, for responding to the employee mental health needs if there isn't one in place. Recipients may use PTSD Resource Toolkit and PSHSA Post Traumatic Stress Injury Prevention Plan Checklist as resources.
3. Collaborate with professional and community organizations through a minimum of three initiatives/activities, to support employee mental health or other public

safety personnel in the community.

4. Collect program data as per Schedule “G” on number of employees accessing mental health services from the Warrior Health fee-for-service supports.
5. Contribute to report-back on fee-for-service supports, by providing feedback to Wounded Warriors Canada following their program evaluation format, if requested.

SCHEDULE "D"
BUDGET

The Province will provide Maximum Funds of up to **$ 25,000** to the Recipient.

These Funds may be used by the Recipient in accessing the Warrior Health fee-for-service supports between May 27, 2025, and March 31, 2026.

Please note the Province will require the below budget template to be completed as part of the Year End Report.

Warrior Health Fee-For-Service Supports 2025-26						
Item Category	**Item Code**	**Item Description***	**Item Service Provider**	**Quantity Ordered**	**Cost Per Order**	**Amount**
TOTAL BUDGET APPROVED FOR FUNDING						**$ 25,000**
TOTAL AMOUNT INCURRED						

- *Description should include name, delivery method and duration, and number of attendees.*
- *Please note unused funds are required to be returned to the Ministry.*

SCHEDULE "E"
PAYMENT PLAN

The payment schedule below is aligned with Schedule "F".

PAYMENT SCHEDULE		
Maximum Funding	**$ 25,000**	
Funding Condition	**Payment Date**	**Payment Amount**
Upon execution of the Agreement by both parties and after the Recipient has provided the Province with the required Certificate of Insurance In the event that the Agreement is not signed by a person with the authority to bind the recipient organization, a letter is required to be submitted on behalf of the recipient organization that sets out a delegation of authority to the signatory, as signed by a person with authority to bind the recipient organization.	After full execution of this TPA.	$ 22,500
Upon submission and approval by the Province of the Year End Report (see Schedule "F").	On or after April 30, 2026.	$ 2,500

SCHEDULE "F"
REPORTS

The Recipient will report to the Province on the due date indicated below using the Province provided template. The template will be provided in January 2026.

REPORTING SCHEDULE			
Report Due Date	**Report Type**	**Reporting Time Frame**	**Province Fiscal Year**
April 30, 2026	Year End Financial & Year End Activity	May 27, 2025 – March 31, 2026	2025-26

SCHEDULE "G"
PROGRAM DATA

Below are key metric output results that are required to be reported by the Recipient using the Province provided Year End Report template. Additional performance measures and/or activity reporting may be required.

Ministry Performance Measures				
Metric #	**Name**	**Description**	**Goal**	**Results**
1	# of employees served	Number of employees that accessed a mental health service from the fee-for-service supports.	39	
2	# of employees served in French	Number of employees that accessed a mental health service from the fee-for-service supports in French.	0	
3	# of Indigenous employees served	Number of Indigenous employees that accessed a mental health service from the fee-for-service supports.	0	
4	# of employees served in Northern Ontario	Number of employees in Northern Ontario that accessed a mental health service from the fee-for-service supports.	0	
Client Provided Performance Measures				
Metric	**Name**	**Description**	**Goal**	**Results**
5	Number of Members Trained	Count of members who complete mental health awareness or peer support training	10	
6	Participant Feedback	Surveys completed by participants after training to assess usefulness and comfort discussing mental health	39	
7	Resource Utilization	Track how often members access mental health resources (e.g., handouts, contact numbers, referrals).	39	
8	Peer Support Engagement	Number of informal check-ins or conversations initiated by peer supporters or officers.	39	
9	Incident Follow-Ups	Number of critical incidents followed by offering mental health resources or referrals	39	

- *If you are not able to provide a specific metric or it is not applicable to your organization, please enter 0. Please note, at a minimum, metric #1 is mandatory.*

REPORT FIN-2025-025

TO:	Mayor and Members of Council
PREPARED BY:	Madison Emery, Human Resources Generalist
PRESENTED BY:	Mary Hasan, Director of Finance/Treasurer
MEETING DATE:	October 29, 2025
SUBJECT:	2026 Proposed Cost of Living Adjustment File No. F05 BUD

RECOMMENDATIONS

THAT Report FIN-2025-025 entitled 2026 Proposed Cost of Living Adjustment be received; and

THAT Council approve a Cost of Living Adjustment of 1.70% effective January 1, 2026; and

THAT Council consider, subject to budget consideration, allocating an additional 1% Cost of Living Adjustment increase to be contributed into a discretionary reserve for the 2028 market review process.

DISCUSSION

Purpose

The purpose of this report is to provide a recommendation to Council regarding the Cost of Living Adjustment (COLA) for the 2026 budget in accordance with the Budget Development and Control Policy.

Background

COLA is applied annually to the Township's pay grid to ensure that compensation rates remain comparable to similar municipalities in the area. When a market review is undertaken to ensure wages are at an appropriate level, if regular incremental adjustments are not made, a significant adjustment will need to be made every 3-5 years which will have significant budgetary impacts at that time. Ensuring that the Township's pay grid remains current is essential to ensure that it

can retain its skilled and dedicated staff as long as possible and that when recruitment is necessary, that quality candidates can be attracted and brought on to the team.

The Township completed a comprehensive compensation and benefits review in 2024 which resulted in salary grid adjustments effective January 1, 2025, to ensure the Township's compensation is in line with comparator municipalities.

Budget Development and Control Policy

Clause 8c of the Budget Development and Control Policy includes information regarding COLA as outlined below:

The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment (COLA) based on:

i. *The CPI for Ontario from May to May for the current proposed budget year and present to Council for approval prior to the preparation of the proposed operating budget.*
ii. *If the CPI for Ontario from May to May in any given year, results in a negative CPI percentage, the pay band grid will remain the same as the previous year. In the following year, the negative CPI percentage will be netted against the positive CPI percentage.*
iii. *If the CPI for Ontario from May to May in any given year, results in a CPI percentage increase greater than 4%, the pay band grid will be increased by 4%. In the following year, any resulting shortage will be added to that year's increase. The annual increase will not exceed 4% in any given year. Amounts in excess of 4% will continue to be carried forward each year until caught up within the 4% cap.*
iv. *The available COLA's approved or proposed by comparator municipalities surveyed in the Township's Compensation Review will be provided for Council's information.*
v. *The available COLA's approved or proposed by boundary municipalities will be provided for Council's information.*

The above policy enables the Township to buffer the extremes, phase in any significant COLA increases over time, and it provides certainty.

Summarized in Schedule A to Report FIN-2025-025 is the following:

- The average approved COLA from 2020 to 2025 in the comparator municipalities in the Township's 2024 compensation and benefits review.
- The current percentile targets of each municipality.
- The Township's approved COLA from 2020 to 2025.
- Many municipalities have not approved the COLA for 2026 but utilize CPI as a benchmark.

Summarized in Schedule B to Report FIN-2025-025 is the COLA's approved or proposed by Wellington County and other boundary municipalities. These municipalities are not comparator municipalities in the Township's 2024 compensation and benefits review and are therefore reported on separately in Schedule B.

Council at its meeting held on November 20, 2024 passed Council Resolution No. 2024-405:

THAT Council approve a Cost of Living Adjustment of 3.0% effective January 1, 2025; and

That the remaining 2.9% Cost of Living Adjustment carried forward from 2024 no longer be carried forward as the Township completed a comprehensive compensation and benefits review in 2024 which will result in salary grid adjustments effective January 1, 2025 to ensure the Township's compensation is in line with comparator municipalities.

The table below further outlines staff's recommendation for COLA effective January 1, 2026 based on the approved Budget Development and Control Policy and based on Council Resolution No. 2024-405 and the 2024 compensation and benefits review:

Effective Date	CPI for Ontario from May to May	Previous Year COLA Carry-forward Utilization	Proposed/ Approved COLA	Following Year COLA Carry-Forward
January 1, 2023	7.8% (May 2021 to May 2022)	0.0%	4.0%	3.8%
January 1, 2024	3.1% (May 2022 to May 2023)	0.9%	4.0%	2.9%
January 1, 2025	3.0% (May 2023 to May 2024)	2.9%	3.0%	0.0%
January 1, 2026	1.7% (May 2024 to May 2025)	0.0%	1.7%	0.0%

Based on the table above and the approved Budget Development and Control Policy, it is recommended that Council approve a COLA of 1.7% effective January 1, 2026 with no amounts carried forward to the 2027 budget and future year budgets as already outlined above.

FINANCIAL IMPLICATIONS

The COLA approved by Council will be incorporated in the proposed 2026 Operating Budget.

Please note, the Township has also incorporated a compensation and benefits review in its Capital Budget and Forecast at an estimated cost of $27K in 2028 and $29K in 2032. ML Consulting (the Township's consultant who completed the 2020 and 2024 compensation and benefits review) recommends that these reviews be completed on a cyclical basis every 3 to 4 years (ie. once during the term of Council) in order to mitigate large market adjustments to the

salary grid in any one year to achieve competitive rates. The last compensation and benefits review adjusted rates effective January 1, 2025.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – COLA's from Comparator Municipalities in the Township's 2024 Compensation and Benefits Review

Schedule B - COLA's from Non-Comparator Municipalities

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer

Madison Emery
Human Resources Generalist

Reviewed by:

Courtenay Hoytfox
Chief Administrative Officer

Municipality	2020	2021	2022	2023	2024	2025	2026	2026 - Proposed or Approved	Current Percentile Target	Comments
Centre Wellington	1.89%	0.00%	2.20%	1.65%	1.87%	2.50%	2.00%	Approved	60th Percentile	Amounts are negotiated with the Staff Association and approved by Council.
Clearview	1.75%	1.75%	1.80%	1.90%	3.00%	3.00%	3.00%	Approved	60th Percentile	Based on the increase negotiated with CUPE, all staff (union and non-union) and Council are increased at the same rate/amount each year. Council approves the increase at the time of ratifying the collective agreement. A separate report is taken to ensure Council wishes to increase non-union and Council by the same amount.
Erin	1.90%	0.00%	4.40%	4.50%		3.00%	Not yet determined	N/A	60th Percentile	Based on CPI while reviewing specific identifiers that are relevant to the community.
Guelph Eramosa	1.70%	0.70%	4.40%	5.00%	3.80%	1.60%	Not yet determined	N/A	50th Percentile	Third quarter Statistics Canada CPI
Lakeshore	n/a - new comparator					3.08%	3.08%	Proposed	55th Percentile	CPI rolling average of past 24 months (June 2023 to May 2025)
Mapleton	1.90%	0.00%	4.10%	7.00%	4.00%	2.40%	3.10%	Proposed	60th Percentile	CPI Median (July).
Minto	2.00%	0.50%	4.40%	4.00%	4.00%	4.00%	Not yet determined	N/A	50th Percentile - Under Review	Policy is to index wages based upon the September CPI with a 4% cap subject to general affordability and approved annually by Council.
Thames Centre	n/a - new comparator				1.95%	3.00%	1.90%	Proposed	55th Percentile	Based on September CPI.
Tillsonburg	n/a - new comparator				5.43%	3.08%	2.00%	Proposed	65th Percentile	Average Ontario CPI for the 12-month period of July to June.
Wellington North	0.00%	3.20%	3.20%	4.00%	3.60%	1.90%	Not yet determined	N/A	50th Percentile	Ontario CPI for September.
Wilmot	n/a - new comparator				3.10%	2.50%	Not yet determined	N/A	60th Percentile	
Woolwich	1.85%	1.95%	2.10%	2.10%	2.20%	3.00%	3.00%	Approved	50th Percentile	When Council ratifies the Collective Agreement, staff seek Council's approval for COLA to apply to both union and non-union employees.
Average	1.62%	1.01%	3.33%	3.77%	3.30%	2.76%	2.58%			n/a
Puslinch	1.90%	0.00%	4.00%	4.00%	4.00%	3.00%	1.70%	Proposed	55th Percentile	See Report 2025-025 and the approved Budget Development and Control policy.

Municipality	2020	2021	2022	2023	2024	2025	2026	2026 - Proposed or Approved	Current Percentile Target	Comments
Cambridge	n/a		1.50%	1.50%	3.50%	3.30%	3.20%	Proposed for Non-Union	50th Percentile	Negotiated and non-union mirrors CUPE 1882 which is determined through negotiations.
Guelph	n/a		1.75%	1.95%	3.00%	3.00%	Not yet determined	N/A	55th Percentile	Council awarded economic increase is not directly tied to a metric related to cost of living, such as the CPI, with recognition that affordability is a consideration with respect to community/tax payers. Guelph has a multi-year budget already approved to which 2%-3% is the current annual increase placeholder year over year within that budget.
Hamilton	n/a		1.60%	2.50%	2.50%	3.00%	3.00%	Proposed for Non-Union	60th Percentile	Non-Union COLA is determined by 60th percentile of non-union comparators.
Milton	n/a		1.80%	2.00%	2.10%	3.00%	2.50%	Proposed for Non-Union	65th Percentile	The non-union recommendation is based on a municipal benchmarking exercise completed in 2024 and an assessment of anticipated market changes next year.
Wellington County	2.00%	1.90%	1.90%	5.00%	4.00%	2.75%	2.75% - Union	Approved - Union	65th Percentile	The recommendation for an annual non-union economic adjustment will consider factors including CPI for Canada, Ontario and Toronto, municipal market comparators, general municipal averages, internally negotiated Collective Agreements, and the County's ability to pay for such increases.

REPORT FIN-2025-028

TO:	Mayor and Members of Council
PREPARED BY:	Mary Hasan, Director of Finance/Treasurer
PRESENTED BY:	Mary Hasan, Director of Finance/Treasurer
MEETING DATE:	October 29, 2025
SUBJECT:	2026 User Fees and Charges By-law File No. F05 BUD

RECOMMENDATIONS

THAT Report FIN-2025-028 entitled 2026 User Fees and Charges By-law be received; and

That Council give 3 readings to By-law No. 2025-084 being a by-law to adopt the User Fees and Charges By-law.

Purpose

The purpose of this report is to:

1.) Provide a summary of the results from the Public Information Meeting (PIM) held on September 17, 2025, regarding the proposed 2026 User Fees and Charges.

2.) Present the results of the community engagement survey conducted through the Township's online engagement platform, EngagePuslinch.ca.

3.) Identify updates to the proposed User Fees and Charges By-law arising from Council's direction at previous Council meetings.

4.) Outline additional updates to the By-law based on new or updated information available to staff.

5.) Seek Council's approval to enact the 2026 User Fees and Charges By-law.

Background

Council has received the following reports and presentation materials to date as part of its deliberations on the 2026 User Fees and Charges:

Report	Council Meeting/PIM
Report COR-2025-029 - Recreation and Community Wellness Advisory Committee User Fees and Charges By-law Recommendations	July 9, 2025
REPORT FIN-2025-024 - 2026 Proposed User Fees and Charges	September 17, 2025
2026 Proposed User Fees and Charges PIM Presentation	September 17, 2025
REPORT FIN-2025-028 – 2026 User Fees and Charges By-law	October 29, 2025

PIM

A PIM was held on September 17, 2025, at 7:00 p.m., both in person and via electronic participation, to obtain public input on the proposed 2026 User Fees and Charges By-law.

Questions and comments were received from attendees, with responses provided by staff and members of Council. Based on the feedback received, no further amendments to the proposed 2026 User Fees and Charges By-law are recommended by Township staff.

Community Engagement Survey – Engage Puslinch

Attached as Schedule A to this report are the results of the community engagement survey conducted through the Township's online engagement platform, EngagePuslinch.ca, for Council's information. The survey was open from August 29, 2025, to September 24, 2025, at 12:00 p.m.

A total of 18 surveys were completed, with 78 visits to the engagement page as part of the 2026 User Fees and Charges engagement process. For comparison, the 2025 engagement received 85 completed surveys from 69 respondents, with 142 visits to EngagePuslinch.ca. While participation in 2026 was lower, this reduction is attributed to duplicate survey submissions by some users in the prior year, as outlined in Report FIN-2024-028, presented to Council on November 6, 2024.

A comprehensive Frequently Asked Questions (FAQ) document was also prepared and posted on EngagePuslinch.ca to provide residents with background information on the annual budget and User Fees and Charges processes.

September 17, 2025, Council Meeting Council Direction:

Council, at its meeting held on September 17, 2025, passed Council Resolution No. 2025-285, as outlined below:

> *That Report FIN-2025-024 entitled 2026 Proposed User Fees and Charges be received; and*
>
> *That Council directs staff to proceed with holding a Public Meeting on September 17, 2025 at 7:00 p.m. to obtain public input on the proposed User Fees and Charges By-law as outlined in Schedule A to Report FIN-2025-024; and*
>
> *That staff report back to Council with the results of the Public Meeting.*

In addition, as part of the Council Questions and Answers included in the September 17, 2025, Council agenda package, Township staff have updated Schedules H, I, and J of the User Fees and Charges By-law to include the following notation:

- *A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.*
- *A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).*
- *Seniors' Recreation Programs that meet the eligibility criteria shall receive a 70% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.*
- *A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria*
- *All other organizations that meet the eligibility criteria shall receive a 62.5% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.*

<u>October 8, 2025, Council Meeting, Council Direction:</u>

Through Council Resolution No. 2025-312, adopted at its meeting held on October 8, 2025, Council directed staff to report back with options to incorporate a surcharge to recover mailing costs associated with paper billings for monthly penalty notices related to unpaid property taxes.

The Township issues both interim and final tax bills annually. Billing services, including postage, printing, envelopes, paper, and stuffing, are provided through a third-party vendor at an annual cost of approximately $10,429. In addition, monthly tax arrears statements for tax arrears greater than $5.00 are issued through the vendor at a cost ranging from $431 to $982 per

month, depending on the volume of mailouts. Supplemental billings and tax write-offs are processed internally by Township staff throughout the year.

A review of comparator and boundary municipalities indicates that several charge a fee for mailed tax arrears statements, ranging from $4.45 to $15.00, with most municipalities issuing these statements quarterly for accounts with arrears balances over a set threshold.

Municipality	Fee	Frequency / Threshold
Mapleton	$10	Quarterly; arrears ≥ $25
Centre Wellington	$5	Quarterly; arrears ≥ $25
Erin	$8	No charge for first mailout
Cambridge	$6	–
Guelph	$15	Arrears ≥ $100
Milton	$8	Arrears ≥ $100
Hamilton	$4.45	Twice per year; arrears ≥ $50
Kitchener	$5	Annually

Based on this review, staff recommend that the Township establish a $5.00 fee for mailed tax arrears statements to recover postage and administrative costs, consistent with the approach taken by comparator municipalities.

It is further recommended that:

- Tax arrears statements be mailed quarterly following each regular tax installment (March, May, September, and November) for accounts with balances over $25.00; and
- The annual January mailout of tax arrears and credit statements continue for all accounts with tax arrears/credit balances over $2.00, without applying the $5.00 fee.

This approach balances cost recovery with fairness to taxpayers while aligning with standard practices in neighbouring municipalities.

Further Recommendations Based on Updated Information

The following updates are proposed by Township staff based on more current information and have been incorporated into the User Fees and Charges By-law:

Burial Permit/Death Registration

Staff are recommending the establishment of a burial permit/death registration fee of $45.00 to recover costs associated with the issuance of burial permits and the registration of deaths with the Office of Registrar General.

Under *R.R.O 1990, Regulations 1094*, the Clerk of every municipality serves, by virtue of the office, as the division registrar of the municipality's registration division. In this role, and in accordance with the *Vital Statistics Act,* the Division Registrar is responsible for duties related to the registration of deaths and the provision of associated documentation. The proposed fee will cover staff time and administrative costs associated with issuing burial permits.

A review of comparator and boundary municipalities indicates a range of fees as follows:

- Cambridge - $89.00
- Centre Wellington - $35.00 ($45.00 for out-of-town residents)
- Erin - $40.00
- Guelph - $40.00
- Hamilton - $55.00
- Milton - $72.00
- Minto - $10.00 ($20.00 for out-of-town residents)
- Wellington North - $20.00

The proposed $45.00 fee aligns with comparator municipalities while ensuring cost recovery for Township administrative services.

Recreation and Community Wellness Advisory Committee Recommendations

The Recreation and Community Wellness Advisory Committee received Report FIN-2025-024 – 2026 Proposed User Fees and Charges for information at its meeting held on October 21, 2025. No comments were raised regarding the proposed updates to the 2026 User Fees and Charges By-law.

Financial Implications

The fees approved through the 2026 User Fees and Charges By-law will be incorporated into the 2026 Operating Budget.

Applicable Legislation and Requirements

Section 391(1) of the Municipal Act

Section 7(1) of the Building Code Act

Section 69 of the Planning Act

Engagement Opportunities

The Township has implemented a variety of engagement opportunities as part of the Proposed User Fees and Charges process, as outlined below:

- Recreation and Community Wellness Advisory Committee Input
- Social Media Posts and/or Advertisements at
    - Facebook.ca/TownshipofPuslinch
    - Twitter.com/TwpPuslinchON
    - Instagram.com/TownshipofPuslinch
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Community Engagement Survey at EngagePuslinch.ca from August 29, 2025 to September 24, 2025 at 12:00 p.m.
- Wellington Advertiser Advertisement
- PIM on September 17, 2025 at 7:00 p.m.
- Media releases related to the EngagePuslinch.ca survey.

Attachments

Schedule A - Engage Puslinch Community Engagement Survey Results

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan, Director of Finance/Treasurer	Mike Fowler, Director of Public Works, Parks, and Facilities Justine Brotherston, Director of Corporate Services/Municipal Clerk Jamie MacNeil, Fire Chief Andrew Hartholt, Chief Building Official Michelle Cassar, Deputy Treasurer Daniel Hernandez, Taxation and Revenue Coordinator Mehul Safiwala, Junior Planner Laura Emery, Communications and Committee Coordinator Sarah Huether, Manager of Corporate Services/Deputy Clerk	Courtenay Hoytfox, CAO

2026 User Fees and Charges Engagement Survey

SURVEY RESPONSE REPORT
29 August 2025 - 24 September 2025

PROJECT NAME:
2026 Budget Process: User Fees and Charges By-law

GRANICUS

SURVEY QUESTIONS

Q1 Are there any Township services that you think should be funded directly through user fees? If yes, please provide examples and explain your reasoning.

Anonymous 9/03/2025 11:39 PM	Na
Anonymous 9/04/2025 03:40 PM	If our local youth sport organizations are going to continue accepting players from outside of our Township it may be worth exploring having them pay for the maintenance of their facilities. I don't feel that our taxpayer money should be going towards supporting sports groups that has teams made up of Guelph players and they don't have room for the players from our Township.
Anonymous 9/05/2025 09:54 AM	No, because the township takes advantage of these opportunities to charge outrageous fees and unreasonable add-ons, giving little clarity to residents.
Anonymous 9/05/2025 01:20 PM	See below
Anonymous 9/15/2025 05:54 AM	Not really — I cannot think of many services offered by the township.
Anonymous 9/15/2025 08:46 AM	No
Anonymous 9/15/2025 09:23 AM	short term rentals
Anonymous 9/15/2025 11:05 AM	Outside of the taxes we pay there should be no additional fees for services.
Anonymous 9/15/2025 11:09 AM	I think that services should be a shared expense offset by taxes and through user fees from the associations looking to use facilities.
Anonymous 9/15/2025 01:15 PM	There may be. I am not well enough informed on all the various services. See my answer to #3.

Anonymous 9/15/2025 05:21 PM	No.
Anonymous 9/15/2025 05:30 PM	No, it is my understanding that there is space alotted in the township budget for the services and upkeep needed.
Anonymous 9/15/2025 09:43 PM	I don't feel any services should be 100% funded through user fees. People pay high taxes in Puslinch. I realize the majority of taxes go to the County. However, the taxes that stay in the Township should go toward fully or at the very least partially supporting services
Anonymous 9/16/2025 11:59 AM	No not at this time.
Anonymous 9/16/2025 12:07 PM	Sporting fields need to continue be funded via User Fees with a discount for local organizations
Anonymous 9/17/2025 10:38 PM	No
Anonymous 9/18/2025 11:04 PM	Not for residents.
Anonymous 9/22/2025 07:53 PM	There are so many user fees residents are looking for breaks on a lot of this. Start going after the larger business in the area that can afford it

Mandatory Question (18 response(s))
Question type: Essay Question

Q2 Do you believe any current user fees or service levels should be increased or expanded? If yes, give examples and rationale.

Anonymous 9/03/2025 11:39 PM	Weekly garbage pick up
Anonymous 9/04/2025 03:40 PM	If anything they should be reduced (see above). That would allow the Township to funnel resources to areas of focus that actually serve our community.

Anonymous 9/05/2025 09:54 AM	No. The township should look for efficiencies and cost savings within its own internal operations. Reduce headcount, cut travel/training/etc., stop approving 4%+ wage increases each year, prioritize deliverables — and don’t hire seven consultants to do it.
Anonymous 9/05/2025 01:20 PM	See below
Anonymous 9/15/2025 05:54 AM	No really- perhaps just a minimal increase to keep up with inflation, but the township doesn’t really offer a lot of programs, and so I don’t feel that we should be increasing your user fees with the high levels of taxes collected
Anonymous 9/15/2025 08:46 AM	No
Anonymous 9/15/2025 09:23 AM	No. Shouldn’t increase
Anonymous 9/15/2025 11:05 AM	Our family utilizes the community buildings and sports fields. No to increasing costs. If costs should rise, then the question of how to afford such activities will be affected. Cost of living has already increased to a point of critical concern.
Anonymous 9/15/2025 11:09 AM	I don't think fees should be arbitrarily increased unless there has been a justified increase that the Township has encountered.
Anonymous 9/15/2025 01:15 PM	Possibly. I am not well enough informed on all the various services. See my answer to #3.
Anonymous 9/15/2025 05:21 PM	No.
Anonymous 9/15/2025 05:30 PM	I think they should keep pace with rising costs due to inflation, but not more than.
Anonymous 9/15/2025 09:43 PM	I absolutely believe the user fee on kid's sport fees should be eliminated for those who reside in Puslinch. I think user fees should only be imposed for kids coming from outside our community.

Anonymous 9/16/2025 11:59 AM	no I think it is great that the community is using the Pickleball courts.
Anonymous 9/16/2025 12:07 PM	The township needs more recreational space such as sporting fields
Anonymous 9/17/2025 10:38 PM	No
Anonymous 9/18/2025 11:04 PM	Not for residents. User fees could increase for those who live outside of puslinch.
Anonymous 9/22/2025 07:53 PM	Garbage is a complete joke in this community. Even if Wellington run. There should be a splash pad and dog park built

Mandatory Question (18 response(s))
Question type: Essay Question

Q3 Are there any Township services that you think could be reduced or adjusted? If yes, please provide examples and explain your reasoning. Reducing or adjusting services is one way to manage costs, but it can also directly impact the community.

Anonymous 9/03/2025 11:39 PM	Na
Anonymous 9/04/2025 03:40 PM	If local sport clubs are not required to serve our community then they should be required to maintain the spaces they use. The soccer club can pay their coaches thousands of dollars and have rosters made up of kids from Guelph and coaches from Guelph but they can't afford to pay a higher rate to rent the fields. How does that make sense!?
Anonymous 9/05/2025 09:54 AM	Reduce all services until better quality of services and efficiency can be achieved. For example, grading of roads. Regular grading is not effective when it’s done poorly. The trails at the community centre are also a good example of that - completely washed out. Let’s not waste $$ trying to maintain them when it can’t be done correctly.
Anonymous 9/05/2025 01:20 PM	See below

Anonymous 9/15/2025 05:54 AM	it would be nice if there were a list of Township services here to give us an idea of what you're thinking of. Are you referring to fire or bylaw? It's very difficult to just brainstorm all the township services that are offered. Many I've talked to don't feel that there are a lot of services so I'm not sure how we could reduce or adjust anything when there's very little to reduce or adjust. There are no programs and there is a significant amount collected from taxes to maintain facilities.
Anonymous 9/15/2025 08:46 AM	No
Anonymous 9/15/2025 09:23 AM	Other than library and garbage services, other services are not essential
Anonymous 9/15/2025 11:05 AM	For Puslinch Soccer and Minor Softball, the enrolling fees are needed to be kept at a reasonable level. Same with gym rentals. Otherwise families will not be able to have their kids or themselves play in extracurricular activities promoting health and wellbeing.
Anonymous 9/15/2025 11:09 AM	Nothing specific
Anonymous 9/15/2025 01:15 PM	Yes. Specifically fees related to sports fields. As a rate-payer, I expect that my township provide sports fields, not just for me and my family, but also for my neighbours, and fellow rate-payers. Providing sports field at a reasonable rate, subsidised by us rate-payers is an effective way to build community. In these times of division and social-media-nonsense and "online-community", what we need is "real community". One way to build "real community" is to subsidize sports field so parents, grandparents and all neighbours can get together in-person and have their kids play sports with people who may or may not be in their "online communities".. One way to break down barriers between neighbours is to "play together", specifically have our kids play together. That's a long answer. There is great value in providing sports fields at a reduced rate to encourage and facilitate the possibility of community sports teams to afford the cost and play together. Thank you.
Anonymous 9/15/2025 05:21 PM	Need to pave side road 20 north, off road 34.

Anonymous 9/15/2025 05:30 PM	No
Anonymous 9/15/2025 09:43 PM	I think services should be status quo.
Anonymous 9/16/2025 11:59 AM	You could consider having the new speed camera only on during the day to avoid the type of attention that they're these types of cameras are getting elsewhere in the province.
Anonymous 9/16/2025 12:07 PM	Park Maintenance needs to be increased. Was not kept up this past year
Anonymous 9/17/2025 10:38 PM	Yes permits should reflect the cost of the jobs not be a crazy number that doesn't match other cities.
Anonymous 9/18/2025 11:04 PM	No
Anonymous 9/22/2025 07:53 PM	Find out of work individuals that would like to work that perhaps will work for minimum wage

Mandatory Question (18 response(s))
Question type: Essay Question

Q4 Do you have any further comments or feedback that you would like Council to consider on the proposed User Fees and Charges?

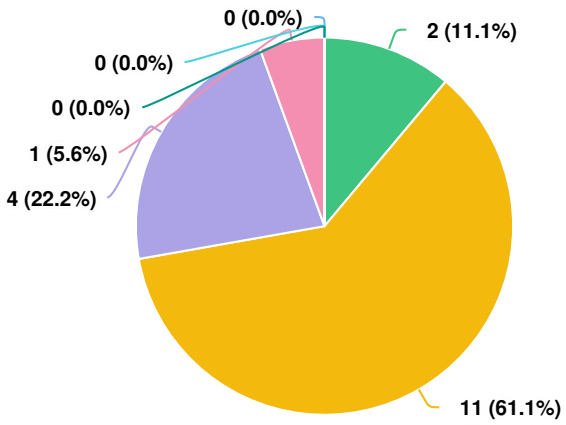
Anonymous 9/03/2025 11:39 PM	Na
Anonymous 9/04/2025 03:40 PM	Please continue to focus on the services that actually benefit our residents.
Anonymous 9/05/2025 01:20 PM	Would like to see a list of services being provided, usage and present fees for the services before I make any comments
Anonymous	I think it's important to consider what this Township offers with

9/15/2025 05:54 AM	respect to the other nearby communities. We do not offer a lot to the community and rely on many of the members of the community to run programs, etc.. taxes are already significantly higher in this community than in the neighbouring communities. To increase user fees when the township provides very little in the way of services… seems a bit unreasonable.
Anonymous 9/15/2025 08:46 AM	Service fees should only reflect inflation numbers.
Anonymous 9/15/2025 09:23 AM	No
Anonymous 9/15/2025 11:09 AM	I believe there could be consideration for a tiered fee structure put in place to offer a lower cost and benefit to local community organizations and have increased fees for out of town organizations looking to use facilities within the Township.
Anonymous 9/15/2025 01:15 PM	Thank you for reading my responses. Please see my comments to #3.
Anonymous 9/15/2025 05:21 PM	Fees should only be increased yearly according to cost of living percentage.
Anonymous 9/15/2025 05:30 PM	User fees and charges need to be kept from rising in a large amount so that more parents can afford to keep their children in the sports programs.
Anonymous 9/15/2025 09:43 PM	Instead of looking at user fees as a hidden taxation revenue stream, efficiencies in all areas should be looked at first.
Anonymous 9/16/2025 11:59 AM	I would like a hydrant to be added near my home on Hammersley since there is not on nearby. Also wonderig when the overall plan is to pave Hammersley
Anonymous 9/17/2025 10:38 PM	The maintenance to the ball diamonds and soccer fields are not that great. Fields Could rolled more and grass cut closer To the busy time they are used. Infield of the ball diamonds are rough and need to be regraded. Some have very course gravel on them and the bases are all falling apart was never like this when Glenn Leachman and Dave

	Sutton looked after Them because they took pride in the township it wasn't just a pay check. The township workers need to give a shit about what our township looks like from a visitors eyes and they arnt giving a shit about what job they do.
Anonymous 9/22/2025 07:53 PM	Stop burdening residents that are already feeling the impact of the economy and the rising costs of everything. Make the large business in the area pay extra

Optional question (14 response(s), 4 skipped)
Question type: Essay Question

Q5 What is your age?



Optional question (18 response(s), 0 skipped)
Question type: Radio Button Question

Question Options	Responses
Under 18	0
18 – 24	0
25 – 34	0
35 – 44	2
45 – 54	11
55 – 64	4
65 and over	1

REPORT CAO-2025-004

TO:	Mayor and Members of Council
PREPARED BY:	Courtenay Hoytfox, CAO
PRESENTED BY:	Courtenay Hoytfox, CAO
MEETING DATE:	October 29, 2025
SUBJECT:	Puslinch Strategic Plan Environmental Scan and Background Report

RECOMMENDATION

That Report CAO-2025-003 titled Puslinch Strategic Plan Environmental Scan and Background Report be received for information.

Purpose and Introduction

The purpose of this report is to provide Council with information regarding Phase 2 of the Township's Strategic Plan including the background report and SWOT analysis.

The Township of Puslinch is undertaking the development of its 2026–2030 Strategic Plan (2026 Plan) to guide decision-making, resource allocation, and community development over the next five years. Building upon the foundation established through the 2015–2020 Strategic Plan (2025 Plan), this report provides an overview of achievements since that time, identifies emerging trends, and outlines key challenges and opportunities that will inform the 2026–2030 strategic planning.

Puslinch is a vibrant, rural community located within the County of Wellington, boarder by several major urban centres including the City of Guelph, City of Hamilton, City of Cambridge, Town of Milton, and in close proximity to the Kitchener/Waterloo area and the Greater Toronto Area. This geographic position continues to shape growth pressures, infrastructure needs, and economic opportunities. The Township's 2026 Plan will serve as a guiding framework to ensure that growth and service delivery continue to reflect the community's values by balancing rural character, fiscal responsibility, and progressive leadership.

This background report integrates findings from several foundational Township documents, including the *Puslinch by Design Planning Study (2025)*, the *Business Retention and Expansion Report (2014)*, the *Business Retention and Expansion Interviews (2024/2025), Energy Conservation and Demand Management Plan 2024-2029,* the *Corridor Community Improvement Plan (2019)*, the *Puslinch Design Guidelines (2010)*, the *Roads Management Plan (2023)*, the *Fire Master Plan (2015)*, and the *Recreation*

and Parks Master Plan (2015). Collectively, these studies provide a comprehensive understanding of local trends, community feedback, and strategic considerations.

Overview of the 2015-2020 Strategic Plan

Vision:

The 2015 Plan established a clear vision:

"A safe, connected, and engaged community that balances rural character with responsible growth and environmental stewardship."

The 2015 Plan was structured around four strategic pillars:

Table 1: 2015 Plan Strategic Pillars

Strategic Pillar	**Focus Area**
Community Engagement and Communication	Enhancing transparency and strengthening relationships between the Township, Council, and residents.
Economic Development and Prosperity	Supporting local business retention and expansion while maintaining the Township's rural identity.
Infrastructure and Asset Management	Investing in sustainable infrastructure to meet community and regulatory needs.
Environmental Stewardship and Rural Character	Protecting the natural environment and rural landscapes that define Puslinch's identity.

Goals and Key Initiatives:

The strategic pillars and core values were operationalized through four key goals and associated initiatives detailed in Table 2 below.

Table 2: 2015 Plan Goals and Key Initiatives

Strategic Goal	**Key Initiatives**
Create a Puslinch Identity	Implement Community Improvement Plan (CIP) 2016–2031; Morriston streetscaping; destination marketing and branding; gateway signage; accessory dwelling units; municipal addressing coordination with Canada Post; promotion of public recreation opportunities.

Strategic Goal	Key Initiatives
Intentional, Managed Growth	Township water resources management; engagement with City of Guelph Tier Three planning; comprehensive Zoning By-law review.
Strong Governance	Highway 6 By-Pass coordination; support for Top Aggregate Producing Municipalities in Ontario (TAPMO).
Maintain Financial Strengths and Define Service Levels	Long-term financial planning; Fire Master Plan service levels and recommendations; Recreation and Parks Master Plan service levels and recommendations; service delivery review across other departments; facility needs study; rural garbage collection.

This summary demonstrates how the Township operationalized its pillars and values across community identity, growth management, governance, and service delivery in the 2015 Plan.

Over the five-year period (and beyond), significant progress has been achieved. The Township implemented enhanced digital communication tools, introduced online service delivery options, and formalized asset management planning in compliance with provincial legislation. The Roads Management Plan provided a systematic approach to maintaining and rehabilitating the Township's Road network. Economic development strengthened local employment, while the *Business Retention and Expansion Report (2014)* and *Business Retention and Expansion 2024/2025 interviews* highlighted the Township's strategic location along Highway 401 as an advantage. Recreation and parks improvements, guided by the 2015 Master Plan, expanded community spaces and trails. Fiscal responsibility, balanced budgets, and efficient service delivery remained priorities, forming a strong foundation for future planning.

Core Values, Mission, and Shared Vision

During the development of the 2015 Plan, the Township articulated core values that continue to guide operations as outlined in Table 3 below.

Table 3: 2015 Plan Core Values

Core Value	Description
Stewardship	Responsibility for the community's fiscal, natural, and cultural resources.
Accountability & Engagement	Commitment to responsible decision-making and transparent community engagement.

Core Value	Description
Employee Competency & Commitment	Recognition that managers and staff are critical assets, with ongoing investment in their development and support.

The Township's shared mission and vision were affirmed through the development of a Mission and Shared Vision Statement:

"Progressing together to provide reliable and sustainable services to our residents, businesses, and visitors. We will protect our resources while respectfully building upon our heritage as a safe, fun, and prosperous rural community."

Community Profile and Emerging Trends

Demographics and Growth:

Since 2015, Puslinch has experienced steady population and economic growth while maintaining its rural character. As reported by Statistics Canada, Puslinch's population grew by 8.3% between 2016 and 2021, reaching 7,944 people. This growth was faster than the provincial (5.8%) and national (5.2%) averages for that period. In the same period, the number of occupied private dwellings increased by 5.6%. Growth brings opportunities and pressures, including increased demand for infrastructure, housing diversity, and municipal services. The *Puslinch by Design Planning Study (2025)* highlights the need for a balanced approach to growth, one that integrates density and land use planning with the Township's commitment to rural character, environmental stewardship, and sustainable development. Strategic planning decisions must balance the demand for housing and services with the preservation of natural heritage features, agricultural lands, and open spaces. Maintaining this balance is critical to sustaining the quality of life that defines Puslinch while accommodating growth.

Economic Development:

Puslinch's local businesses consistently identify the Township's strategic location and high quality of life as key advantages for operations and employee retention. However, challenges remain, particularly in workforce availability, transportation challenges, and access to high-speed broadband infrastructure. Multiple Township studies, including the *Puslinch by Design Planning Study (2025)*, the *Business Retention and Expansion Report (2014)*, the *Business Retention and Expansion Interviews (2024/2025), and* the *Corridor Community Improvement Plan (2019),* recommend a multifaceted approach to strengthen the local economy, including the development of employment-ready lands, targeted investment attraction, and infrastructure upgrades to support commercial and industrial activity. Additional strategies include fostering partnerships with local and neighbouring institutions, supporting innovation and entrepreneurship, and enhancing the Township's ability to retain and attract talent to meet the evolving needs of businesses.

Infrastructure and Transportation:

With over 160 kilometres of municipal roads serving both local and commuter traffic, infrastructure management remains a critical priority for Puslinch. The *Roads Management Plan (2023)* emphasizes evidence-based maintenance, long-term capital planning, and safety improvements to extend the life of both paved and gravel road networks. Key initiatives include prioritizing road rehabilitation and resurfacing, upgrading intersections and signage for enhanced safety, and addressing emerging transportation demands linked to residential and employment growth and commuting patterns. Effective infrastructure planning is essential to supporting economic development, resident mobility, and the safe and efficient movement of goods and services within and through the Township.

Environment and Climate:

Environmental protection remains a cornerstone of municipal planning in Puslinch. The Township continues to prioritize the preservation of wetlands, agricultural systems, groundwater resources, and natural heritage systems as integral components of sustainable community development. In response to emerging climate pressures, Puslinch is embedding climate resilience, stormwater management, and sustainable land-use practices into its infrastructure and growth planning frameworks.

Significant resources are directed toward the review of new and expanding land uses that may affect agricultural systems, source-water protection areas, natural heritage features, and hydrogeological integrity. Through proactive environmental monitoring and evidence-based policy implementation, the Township aims to mitigate both short- and long-term environmental risks, ensuring that growth occurs in balance with the protection of vital natural assets. By prioritizing environmental stewardship, Puslinch aims to safeguard its natural assets for current and future generations while supporting sustainable growth and development.

Community Connectedness and Wellness:

Community connectedness and wellness are increasingly recognized as key components of the Township's quality of life and community sustainability. Over the past decade, the Township has made progress in expanding recreational opportunities, improving park and trail infrastructure, and fostering partnerships with local community groups. The *Recreation and Parks Master Plan (2015)* provided a foundation for these improvements, guiding upgrades to existing facilities and identifying potential for community programming.

Emerging trends highlight a growing community interest in active living, multi-generational recreational opportunities, opportunities for community based social initiatives, and wellness-focused initiatives. Residents are seeking accessible trails, outdoor fitness areas, and spaces that support both structured

sports, informal recreation, and social gatherings. There is growing emphasis on integrating wellness principles into community planning, with a focus on fostering social connectedness, supporting mental health, and ensuring equitable access to programs for youth, seniors, and vulnerable populations.

Community connectedness and wellness planning must also respond to the evolving demographic and lifestyle trends, including population growth, an aging population, and other factors influencing facility use and program demand. The upcoming strategic planning will emphasize enhancing recreation infrastructure, support diverse and inclusive programming, and linking recreation initiatives to broader community well-being objectives, including public safety, environmental stewardship, and social connectedness.

Community Engagement and Input Themes

Engagement feedback has consistently highlighted the following priorities: preservation of rural character, fiscal responsibility, improved communication, support for local business, enhanced recreation and community connectedness, road safety and maintenance, and environmental sustainability. Public feedback emphasizes transparency, collaboration, and inclusivity, which remain central to the Township's governance philosophy.

Over the past decade, the Township has gathered extensive community feedback through multiple studies and master plans. Table 4 below consolidates this input into the primary priority areas and themes identified by residents and stakeholders.

Table 4: Community Input and Themes

Priority Area	**Community Input and Themes**	**Implications for Township Planning**
Preservation of Rural Character	Residents value the Township's small-town identity, agricultural heritage, and natural landscapes. They express a desire for development to be sensitive to these characteristics, maintaining open spaces and low-density settlement patterns.	Land use planning, growth management, and infrastructure design must balance development with environmental and rural preservation.
Fiscal Responsibility	Community members emphasize prudent financial management, cost-effective service delivery, and long-term sustainability.	Financial planning, asset management, and budget allocation decisions must prioritize value-for-money and long-term fiscal stability.
Communication and Engagement	Residents seek timely, clear, and transparent communication from the Township, including digital engagement platforms, public reporting, and opportunities for input.	Township initiatives should expand digital service delivery, improve accessibility of information, and strengthen two-way communication channels with residents.

Priority Area	Community Input and Themes	Implications for Township Planning
Support for Local Business	Stakeholders highlight the importance of maintaining a vibrant local economy, supporting small and agricultural businesses, and fostering County-wide collaboration.	Economic development strategies should focus on workforce availability, broadband access, investment-ready lands, and targeted business support programs.
Recreation, Community Connectedness, and Wellness	The community values high-quality recreational programs and facilities that promote active living and social connectedness.	Planning must continue to invest in trails, parks, facilities, and multi-generational initiatives that meet evolving needs.
Road Safety and Infrastructure	Residents emphasize safe and reliable roads, including maintenance of paved and gravel networks, traffic management, and pedestrian safety.	Transportation planning must integrate asset management, safety improvements, and sustainable road maintenance strategies.
Environmental Sustainability and Climate Resilience	Community input highlights the importance of protecting natural heritage, water resources, and open spaces, while preparing for climate impacts.	Environmental and land-use policies should prioritize conservation, stormwater management, strategic development, and climate-adaptive infrastructure.

Public feedback also reinforces overarching principles that are central to the Township's governance philosophy. Residents value transparency, collaboration, and inclusivity, expecting that Council and staff will actively seek input, communicate decisions clearly, and provide opportunities for engagement across all demographics. Notably, youth engagement and accessibility for seniors are increasingly emphasized as priorities.

By consistently incorporating community input into planning and decision-making, the Township ensures that policies and initiatives reflect the shared values of residents, balance competing interests, and strengthen trust in municipal governance. These engagement insights directly inform strategic priorities, including growth management, infrastructure investment, economic development, environmental stewardship, community connectedness and wellness.

Key Areas of Progress Since 2015

Table 5 below presents a comprehensive summary of the 2015 Plan Scorecard Items. The majority of initiatives have been completed, with several identified as ongoing or modified to reflect evolving priorities. The high completion rate demonstrates both the effectiveness of the 2015 Plan and the Township's sustained commitment to advancing the key pillars and objectives established within it.

Table 5: 2015 Plan Scorecard Items

Strategic Goal	Initiative / Task	Status / Notes
Create a Puslinch Identity		
	Implement Community Improvement Plan (CIP) 2016–2031	
	Appoint a Community Improvement Implementation Committee	Complete
	Determine which Financial Incentive Programs and Municipal Strategies will be put into effect	Complete
	Apply to County of Wellington for funding under the Economic Development Grant Program	Complete
	Identify a Community Improvement Budget	Complete
	Develop a section on the Township website devoted to the "Our Corridor" CIP, including financial incentives application process	Complete
	Send an information package to property owners and tenant businesses in the CIP	Complete (included a package for planning applicants and advertisements in the community newsletter)
	Place ads introducing the "Our Corridor" CIP to business owners/managers and the public, directing to the website	Complete
	Annual progress report on the success of the "Our Corridor" CIP	Modified (Council reports are prepared when agreements are to be authorized for each application)
	Morriston Streetscaping	
	Issue Tender to complete Phase I landscaping works	Complete
	Complete Phase I landscaping works	Complete
	Include funds in the 2017 Operating Budget for maintenance of Phase I landscaping works	Complete
	Evaluate and consider Phase II landscaping works for Capital Forecast	Modified (deferred due to Morriston By-pass delays and interim measures to be considered through beautification project - contingent on grant funding)
	Destination Marketing/Branding	
	Issue Request for Proposal for Communications Branding Strategy	Complete

Strategic Goal	Initiative / Task	Status / Notes
	Evaluate recommendations and funding opportunities for implementing the communications branding strategy, including facility signage	Complete
	Gateway Signage	
	Support initiatives of Wellington County Signage Plan	Complete
	Consider County Signage Plan during Communications Branding Strategy development	Complete
	Review County Signage sufficiency and explore expansion opportunities	Complete
	Accessory Dwelling Units	
	Amend Zoning By-law to permit accessory dwelling units (2016)	Complete
	Municipal Address – Canada Post	
	Work with Canada Post to propose changes to mailing addresses for properties within Puslinch	Modified (completed in certain areas as determine with Canada Post)
	Promote Public Recreation Opportunities	
	Enhance awareness of Township recreational resources via website	Complete
Intentional, Managed Growth		
	Township Water Resources	
	Allocate in the 2017 Capital Budget preparation of a water feasibility study including an economic impact report	Complete
	Complete a water feasibility study including an economic impact report – optimize as a resource the Township's long history of water monitoring	Complete
	Consider the recommendations contained in the water feasibility study and economic impact report	Complete
	Incorporate decisions made regarding the recommendations contained in the water feasibility study and economic impact report into the Township's Capital Budget – 2018 – 2026	Incomplete (servicing was not financially feasible)
	Explore funding and partnership opportunities to support the defined actions adopted as a result of the water feasibility study and economic impact report – 2019-2026	Complete (no funding opportunities identified)
	City of Guelph Tier Three	
	Evaluate and consider impacts of Tier 3 Risk Assessment Results	Complete

Strategic Goal	Initiative / Task	Status / Notes
	Review, comment and consider potential constraints and financial impacts regarding the Risk Management Measures Evaluation Process Project and Water Quantity Policy Development	Ongoing
	Comprehensive Zoning By-law Review	
	Issue request for proposal for completion of a comprehensive zoning by-law review which con-siders constraints with current designated industrial lands in the County Official Plan, alternative or additional industrial/commercial land opportunities and maximum lot coverage areas for accessory buildings	Complete
	Complete Comprehensive zoning by-law review	Complete
	Communicate any recommendations for amendments to the County Official Plan to the County of Wellington for its consideration	Complete
Strong Governance		
	Highway 6 By-Pass	
	Continue to monitor progress made on the construction of the Highway 6 By-pass	Ongoing
	Support of Top Aggregate Producing Municipalities in Ontario (TAPMO)	
	Continue to support TAPMO initiatives e.g. increase in aggregate levy	Ongoing
Maintain Financial Strengths and Define Service Levels		
	Long-term Financial Planning	
	Incorporate service level decisions into 10 year capital plan – 2016 - 2026	Complete
	Develop a long term funding strategy for capital program	Complete
	Update Pavement Condition Index for Township Roads	Complete
	Review and update the Township's Financial Administration and Budget Management Policy	Complete
	Review and update the Township's procurement by-law	Deferred (2026/2027)
	Update Asset Management Plan through identification and inspection of the Township's Storm Water Management Facilities	Complete

Strategic Goal	Initiative / Task	Status / Notes
	Review and update the Township's Reserve and Reserve Fund Policy which considers the establishment of a Tax Stabilization Reserve	Complete
	Develop a Debt Policy	Deferred (2026/2027)
	Review and update the Township's Investment Policy	Complete
	Complete a comprehensive update to the Township's Asset Management Plan	Complete
	Review and update the Development Charges By-law	Complete
	Work with MPAC and the aggregate industry on the development of a model for assessing aggregate properties	Ongoing
	Fire Master Plan Service Levels and Recommendations	
	Report to Council with an action plan to define and outline the order of consideration of the recommendations of the Fire Master Plan	Complete
	Incorporate and implement the outcomes of the decisions made on the Fire Master Plan recommendations into the Township's service delivery standards and budget – 2016 – 2024	Complete
	Recreation and Parks Master Plan Service Levels and Recommendations	
	Report to Council with an action plan to define and outline the order of consideration of the recommendations of the Parks and Recreation Master Plan	Complete
	Report to Council on recommendations from the ORC Ad-hoc Committee	Complete
	Incorporate and implement the outcomes of the decisions made on the Recreation and Parks Master Plan and the ORC Ad-hoc Committee into the Township's service delivery standards and budget – 2016 – 2024	Complete
	Service Delivery Review – Other Departments	
	Identify other areas for review e.g. Public Works, Governance	Complete (PW, Parks, and Facilities Service Level Policy)
	Report to Council with an action plan to define and outline the departmental service delivery items	Ongoing (Corporate Work Plan, Service Level Review once per term, etc.)
	Report to Council with a proposed schedule for review of other Departments	Ongoing (Corporate Work Plan, Service Level Review once per term, etc.)

Strategic Goal	Initiative / Task	Status / Notes
	Incorporate and implement the outcomes of the decisions made into the Township's service delivery standards – 2018 - 2024	Ongoing (Corporate Work Plan, Service Level Review once per term, etc.)
	Facility Needs Study	
	Evaluate options for municipal facility/office space	Complete
	Incorporate and implement the outcomes of the preferred option into Capital Budget	Ongoing (implementation in 2026)
	Rural Garbage Collection	
	Continue to monitor proposed changes to the County's waste collection program	Ongoing

Foundations for the 2026–2030 Strategic Plan

Strategic Planning Principles:

Building on the lessons from the 2015 Plan, the 2026 Plan will focus on implementing strategies that are both actionable and accountable. It is intended to be a practical tool for Council and staff, guiding daily decisions as well as long-term priorities. The Plan emphasizes measurable outcomes, ensuring that goals and actions can be tracked, evaluated, and adjusted over time to demonstrate progress and value to the community. Corporate Work Plan items will be directly linked to the 2026 Plan to maintain alignment between strategic direction and operational activities. In addition, responsibility for specific initiatives will be clearly assigned to relevant departments or staff members to strengthen accountability and promote effective implementation. Cross-departmental collaboration, measurable performance metrics, and ongoing community engagement will support implementation.

Potential Foundational Themes:

1. **Sustainable Growth and Infrastructure**: Invest in core infrastructure while managing growth responsibly, mitigating threats related to fiscal pressures and provincial policy changes.
2. **Vibrant Economy**: Promote economic resilience and diversification, leveraging strengths in strategic location and business environment, while addressing workforce and infrastructure challenges.
3. **Environment and Climate Leadership**: Protect natural landscapes and guide growth in ways that safeguard the environment, while investing in climate-adaptive infrastructure that reduces risks associated with climate change and source water vulnerability.
4. **Inclusive and Engaged Governance** – Strengthen transparency, accountability, and community participation, addressing engagement gaps and leveraging volunteerism and collaborative culture.

5. **Community Wellness and Connectedness** – Enhance quality of life through recreation, public safety, and social cohesion, responding to demographic trends and infrastructure pressures.

Next Steps in the Strategic Planning Process

The Plan's development will follow the approved structured process:

Phase 1 – Launching & Planning - COMPLETE

Phase 2 – Environmental Scan and Background Report - COMPLETE

Phase 3 – Internal Engagement: Council, Committees, & Staff (October - November 2025)

Phase 4 – External Engagement: Community, Stakeholders, & Sector Groups (November – December 2025)

Phase 5 – Final Review and Adoption (February – March 2026)

Financial Implications

None

Applicable Legislation and Requirements

Energy Conservation and Demand Management Plan 2024-2029
Puslinch by Design Planning Study (2025)
Business Retention and Expansion Interviews (2024/2025)
Energy Conservation and Demand Management Plan (2024)
Roads Management Plan (2023)
Corridor Community Improvement Plan (2019)
Fire Master Plan (2015)
Recreation and Parks Master Plan (2015)
Business Retention and Expansion Report (2014)
Puslinch Design Guidelines (2010)

Engagement Opportunities

Township website, Social Media, EngagePuslinch surveys, Workshops, and staff survey.

Attachments

Schedule A – SWOT Analysis Summary

Respectfully submitted,

Courtenay Hoytfox
CAO

Schedule A
SWOT Analysis Summary

Strengths	**Weaknesses / Challenges**
• Strong rural and small-town identity rooted in agricultural heritage and natural landscapes • Strategic location with Highway 401 access and proximity to Guelph and GTA • Responsive, professional municipal organization with collaborative culture • Active volunteer base and strong community participation • Quality recreation facilities and programs • Supportive business environment • Awareness and adaptability to legislative changes	• Limited local planning authority; dependence on County planning framework • Infrastructure constraints including roads & servicing • Housing affordability and limited diversity in available options • Aggregate operations and fill management concerns • Broadband access • Staff resourcing pressures and competing legislative demands • Communication gaps with certain demographic groups (e.g., youth and seniors)
Opportunities	**Threats**
• Development of a local Official Plan • Recreation (new and expanded youth/senior programs) • Economic diversification • Expanded digital service delivery and engagement • Partnerships with institutions (e.g., University of Guelph) • Strengthen Partnerships with Community Groups • Increasing Community Connectedness and Wellness • Environmental leadership and low-impact development	• Provincial policy changes affecting planning, infrastructure funding, and DCs • Infrastructure funding limitations and fiscal pressures • Population aging, volunteer decline, and workforce recruitment challenges • Potential annexation or external development pressures • Environmental risks from climate change and source-water vulnerability

REPORT COR-2025-050

TO: Mayor and Members of Council

PREPARED BY: Hurania Melgar, Emergency Manager/CEMC

PRESENTED BY: Hurania Melgar, Emergency Manager/CEMC

MEETING DATE: October 29, 2025

SUBJECT: 2025 Emergency Response Plan Updates

RECOMMENDATION

That Report COR-2025-050 entitled 2025 Township of Puslinch Emergency Response Plan Updates Report be received for information; and,

That the Council of the Township of Puslinch authorizes the replacement of the existing by-law (046-2020) to a new bylaw adopting the 2020 Emergency Response Plan, 2025 revisions for the Township of Puslinch, County of Wellington and Member Municipalities; and,

That Council gives three reading to by-law 2025-085 being a by-law to provide approval of a municipal emergency response plan and to repeal by-law 046-2020.

Purpose

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2025.

Background

A Municipal Emergency Response Plan (Plan) is a requirement under the Emergency Management and Civil Protection Act, R.S.O., 1990 (EMCPA). The current Plan was approved by the Township of Puslinch, County of Wellington and all other Member Municipalities in the fall of 2020, when the eight Municipal Emergency Response Plans were combined to one joint Plan.

As directed in the Plan, under section 20- Plan Administration, Maintenance and Review, the Plan is required to be reviewed annually at a minimum by the CEMC (Emergency Manager) and every 5-10 years for a major review in conjunction with the Emergency Management Programme Committee (EMPC). It has been 5 years since the last update and there are changes necessary that have come out of the COVID-19 After Action Report (AAR), updates for clarity for Source Water Protection, feedback from the Emergency Management Programme Committees (EMPC's) and other changes necessary for continued accuracy, clarity and relevance.

Changes

The following is a summary of the changes being proposed to the existing Plan. These changes came from the COVID-19 After Action Report, meetings of the EMPC's in February and March of 2025 and a broad review of the Plan to ensure accuracy, clarity and relevance.

Changes Requested by EMPC's and the Review by County Emergency Management

- Add a revisions table on page 5, this addition will mean all number formatting will be updated, as will references to specific sections throughout the plan
- Update legal authority under the Ministry of Emergency Management/Minister of Emergency Management (New Ministry, previously listed as Ministry of the Solicitor General)
- Replace 'Control Group' language with Municipal Emergency Control Group (MECG) as is best practice throughout the Plan
- Grammer and spelling have been updated throughout
- 9.3.5
    - Write out the full name of the MECP
    - Include abbreviation for Wellington Dufferin Guelph Public Health after the first mention of it
- 9.5.9 Source Water Protection Plans
    - Updated paragraph 3 and 4 to more accurately reflect details of the vulnerable areas show on the mapping in Appendix B
- 10.7
    - Clarify if talking about the Joint MECG or just the general rest of the MECG
- 12.2.1 Emergency Information Staff
    - Titles updated
    - Updated title of Website/Communications Officer to Communications Officer throughout section
- 12.2.1.1-12.4
    - Responsibilities of EIO clarified and updated
    - Titles updated
    - OPP use of Municipal 511
- 13.4

    - Update to last paragraph in this section, as discussed and approved by the Wellington County Fire Chiefs Association in 2024- The Fire Departments will use caution tape to denote buildings that have been evacuated and checked.
- 13.5
    - Clarify 211 statement at the end of section, unclear
- 13.8
    - Township of Wellington North update: Mount Forest Sports Complex is accessible and has a secondary power source.
    - Remove reference to LET team as not currently active
- 13.8.1 (vi)
    - Update language for clarity: Multicultural- Social services will arrange for support staff (removed translators as inaccurate) to assist
- 15
    - Clarified Provincial Ministry role in animal welfare
- Appendix A
    - Removed OFMEM, updated to Ministry of Emergency Management
- Appendix B
    - Updated Source Water Protection maps to most up to date maps

COVID-19 AAR Changes

- Section 9.2- Updated language to ensure all emergency services (OPP, GWPS, Fire) and other support agencies are considered for participation in the Joint MECG/EOC.

Conclusion:

The Emergency Response Plan for the Township of Puslinch, the County of Wellington and all Member Municipalities has been updated to reflect suggestions, reviews and concerns of the EMPC, Emergency Management and other local stakeholders to maintain accuracy, clarity and relevance.

Financial Implications

None.

Applicable Legislation and Requirements

- Emergency Management and Civil Protection Act
- Ontario Regulation 380/04

Engagement Opportunities

As indicated throughout the report.

Attachments

Schedule A – Draft By-law 2025-084 being a by-law to provide approval of a municipal emergency response plan and to repeal by-law 046-2020

Respectfully submitted,

Hurania Melgar, Emergency Manager/CEMC

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-085

Being a by-law to provide the approval of a municipal Emergency Response Plan

WHEREAS, the Province of Ontario has passed the Emergency Management Act and Civil Protection Act, R.S.O., 1990, as amended;

AND WHEREAS, every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS, the Council of a County may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans;

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

1. That the Emergency Response Plan for the Township of Puslinch attached hereto as Schedule "A" is hereby adopted.
2. That this By-law shall come into full force and effect on the day of passing.
3. That By-law Number 046-2020 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF OCTOBER, 2025.

_____

James Seeley, Mayor

_____

Justine Brotherston, Municipal Clerk

EMERGENCY RESPONSE PLAN

FOR
WELLINGTON COUNTY
AND
THE MEMBER MUNICIPALITIES

September 2020

Revised: Oct 2025

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1 REVISIONS TO THE EMERGENCY RESPONSE PLAN

Version	Date	Details	By
2020	Sep 2020	Added Sections 10,14,16,17	LD
2020.01	Dec 2021	Added Appendix C	CAS
2020.02	Jun 2022	Replaced Social Media Specialist with Communications Officer	CAS
2020.03	Oct 2025	5-year annual review revisions include: 9.2, 9.3.5, 9.5.9, 10.7, 12.2.1, 12.2.1-12.4, 13.4, 13.5, 13.8, 13.8.1(vi), 15- for details see ERP Updates Report to Councils from October-November 2025	HM

2 BY-LAW NUMBERS AND AMENDMENTS TO THE EMERGENCY RESPONSE PLAN

DATE	BY-LAW #	PURPOSE	INITIALED
Sep 14/20	075-20	Adopting By law-Wellington North	cs
Sep 8/20	2020-58	Adopting By law-Mapleton	cs
Sep 28/20	2020-38	Adopting By law-Centre Wellington	cs
Sep 15/20	20-31	Adopting By law-Erin	cs
Sep 21/20	49-2020	Adopting By law-Guelph/Eramosa	cs
Oct 6/20	2020-67	Adopting By law-Minto	cs
Sep 16/20	046-2020	Adopting By law-Puslinch	cs
Sep 24/20	5677-20	Adopting By law-County of Wellington	cs
Oct 27/25	PENDING	Adopting by law- Centre Wellington 2020.03	
Oct 28/25	PENDING	Adopting by law- Minto 2020.03	
Oct 28/25	PENDING	Adopting by law- Mapleton 2020.03	
Oct 29/25	PENDING	Adopting by law- Puslinch 2020.03	
Nov 3/25	PENDING	Adopting by law- Guelph/Eramosa 2020.03	
Nov 3/25	PENDING	Adopting by law- Wellington North 2020.03	
Nov 13/25	PENDING	Adopting by law- Erin 2020.03	
Nov 27/25	PENDING	Adopting by law- County of Wellington 2020.03	

3 INTRODUCTION

Emergency management in Ontario is a risk-based management approach and includes the following five components:

- **PREVENTION**
  Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures and critical infrastructure management.
- **MITIGATION**
  Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.
- **PREPAREDNESS**
  Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, service continuity plans and programmes, training and exercises, and public awareness and education.
- **RESPONSE**
  The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or critical infrastructure.
- **RECOVERY**
  The process of restoring a municipality including its residents, economy, environment, critical infrastructure to a new normal and considering opportunities to build back better. This may include the provision of financial assistance, re-building or repairing buildings and critical infrastructure, and/or restoration of the environment.

In Ontario, Municipalities are required to develop risk-based emergency management programmes consisting of prescribed elements that may include the five components of prevention, mitigation, preparedness, response, and recovery activities. In Ontario, these programmes generally include:

- Development of Emergency Response Plans and may include development of Risk-based Emergency Response Plans and Service Continuity Plans;
- Training for members of Municipal Emergency Control Groups (MECG and herein after referred to as MECG), support staff, and partner agencies and organizations;
- Public awareness and education on municipal risks to public safety and on personal preparedness for emergencies.
- Conduct exercises to test all or portions of the Emergency Response Plan and/or specific procedures of the municipalities and/or its partner response agencies developed to enhance the policies of this plan.

Municipal emergencies or disasters are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as Public Works/Infrastructure Services. The duration, scale, impacts and jurisdictions

involved along with the increase in resources and personnel required to respond, can result in a complex emergency requiring a coordinated effort on the part of a number of agencies both public and private.

4 HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA)

The purpose of completing a HIRA is to assess potential risks/hazards that could result in a community wide emergency/disaster. The HIRA helps to identify priorities for prevention, mitigation, preparedness, response and recovery from risk/hazards. This process can provide information to guide Municipal Councils, their Land Use Planners, residents, and Emergency Management professionals to take action to reduce future losses. (Methodology Guidelines 2019, OFMEM)

Wellington County and its Member Municipalities use the 2019 & 2025 Provincial Hazard Report and support Methodology Guidelines, as amended over time by the Province, as tools for the identification of Hazards and assessing their risks.

In order to be included as a hazard, as set out in the Provincial Emergency Management Hazard Report (2019), it must meet the following definition:

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage”, and

It must also have the potential to meet one or more of the following criteria:

- Could affect the community’s capacity to respond;
- Could be significant damage or interruption to normal services/operations such that affected communities must use extraordinary or emergency resources;
- A declaration of emergency or activation of the MECG is possible.

Risk is assessed based on exposure, vulnerability, and capacity wherein;

- Exposure includes an estimate of the population affected by the hazard;
- Vulnerability considers the conditions which may increase the susceptibility of the population or portions of the population to hazards; and
- Capacity considering the opportunities for the Municipality and its residents, and assets to prevent, mitigate, prepare, respond to and recover from the effects of the hazard.

The following lists the hazards the County and Member Municipalities have identified and assessed as part of their emergency management programmes. This list is not inclusive and is not in any particular order of priority.

- Tornados
- Floods (Drayton and Harriston have the greatest risks)
- Blizzards and ice storms
- Human Health emergencies including a pandemic
- Energy emergencies such as electricity, natural gas, oil and fuel
- Cyber threats

- Water emergencies – Water emergencies include risks to public and private drinking water supplies from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs), and water quantity threats
- Dam failures
- Hazardous materials release at a fixed site or during transportation
- Explosions and fires
- Foreign animal disease outbreak
- Terrorism and sabotage
- Building or structural collapse of a public building

As part of their emergency management programmes, Municipalities may develop Hazard Specific Response Plans to provide additional response capabilities/capacities and responsibilities to handle the hazard/risk. These plans may include additional information relating to prevention, mitigation, preparedness, response, recovery and specific information for required emergency management programme elements such as training, exercises and public education.

5 AIM

The aim of the Emergency Response Plan (herein after referred to as “The/A Plan”) is to make provisions for the actions a Municipality may take to deploy resources, equipment and services, and identify responsibilities to guide a Municipality and its response partners through a coordinated municipal emergency response, declared or not, in order to:

- protect the health, safety and welfare of residents, businesses and visitors,
- safeguard critical infrastructure,
- protect the environment,
- ensure future economic vitality, future resiliency and reduce vulnerabilities.

6 LEGISLATIVE AUTHORITY

Section 3 of the Emergency Management and Civil Protection Act (herein after referred to as “the Act”) requires every municipality to have a Plan. The Act is also the primary enabling legislation for the formulation of the Plan. Section 3 of the Act states that, **“every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”.**

The Act and the passage of Municipal By-laws will provide the legal authority for the Plan. A copy of this plan is also filed with the Ministry of Emergency Preparedness and Response.

7 ACTION PRIOR TO DECLARATION

When an emergency has occurred, but an emergency has not been declared, Council and/or the employees of the County or a Member Municipality may take such action necessary to respond to protect the lives and property of the residents of the Municipality. Such actions must not be contrary to law and should be within the Service, Department or Agency's mandate as set out in the Plan.

8 DECLARATION OF EMERGENCY

The Act provides the Head of Council of a municipality the authority to declare a Municipal Emergency. Section 4 of the Act states that the "head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area". Municipalities will appoint at least one member of Council to fulfill this responsibility and other responsibilities set out in this Plan, in the absence of the Head of Council.

A signed emergency declaration by the Head of Council shall be sent to the following:

- The Minister of Emergency Preparedness and Response through the Provincial Emergency Operation Centre (PEOC)
- The County Warden (if a local emergency)
- County Ward Councilors for the impacted municipality
- Heads of Council of Member Municipalities
- Neighbouring municipalities
- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- The public, through the media, with the assistance of the Emergency Information Officer (EIO)

8.1 Orders

Section 4 permits the Warden of the County or the Mayor of a Member Municipality to issue orders upon making an emergency declaration to expedite the emergency response to:

i) implement the Plan;
ii) protect property; and
iii) protect the health, safety and welfare of residents.

In the case of an order being issued by the Warden of the County of Wellington, the Warden will consult with the Mayors of the Member Municipalities (Joint MECG/Emergency Operations Centre (EOC)) prior to issuing any orders.

All orders issued will be circulated to those individuals/agencies that received a copy of the emergency declaration listed above.

8.2 Municipal Emergency Declarations

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response is with the affected Member Municipality. The Member Municipalities will exercise and implement the Plan with respect to all municipal emergencies/disasters.

The Head of Council or designated alternate(s) has the authority to declare that an emergency exists within the whole or any part of the municipality. This decision may be made in consultation with other members of the MECG.

8.3 County Emergency Declarations

- Initially, the County may respond to the emergency of a Member Municipality with support in the form of personnel and equipment. The Community Emergency Management Coordinator (CEMC) will act as liaison between the Member Municipality and the County.
- The Warden or CAO may activate the County's Emergency Notification System and the Emergency Operation Centre to coordinate emergency support to the Member Municipalities for localized emergencies, such as a tornado or flood, affecting at least three or more Member Municipalities. Joint communication and response may be established through the Joint MECG/EOC policies set out in Section 9.2.
- Certain emergencies such as a Human Health Emergency/Pandemic, Foreign Animal Disease or large weather events may affect most, if not all the County. The County will respond to the emergency to ensure the continuation of County services, functions, and operations through its Service Continuity Plans. A Joint MECG/EOC will be established to provide primary municipal strategic decision making with respect to the emergency. This group may assemble in a County or Member Municipal EOC or establish a joint virtual EOC. Either the County or member MECGs may request consideration for the establishment of a Joint MECG/EOC as set out in Section 9.2. at any time.
- Where the Warden, in consultation with the County MECG, determines that the emergency, located within the boundaries of one or more member municipalities, is placing an extraordinary demand (personnel, materials and/or financial) upon the resources of the County, a County Emergency Declaration will be made.

8.4 Termination of Emergencies

At any time, the Head of Council or Council may declare that an emergency has terminated. Once an emergency has been terminated, a copy of the signed emergency termination declaration shall be sent to the individuals and agencies listed in the beginning of Section 8.

9 MUNICIPAL EMERGENCY CONTROL GROUPS (MECG)

Regulation 380/04 of the Act requires each municipality to establish a MECG. The County and Member Municipalities have identified Municipal representatives to participate in their MECGs. The roles and responsibilities of the individual MECG members are set out in Section 9.3.

9.1 Municipal Emergency Notification Procedures

Upon receipt of a warning that a real or potential emergency is imminent or occurring, any member of the MECG can request that the MECG be notified and placed on standby for further information or request that the EOC be activated. In some emergencies, assembling the MECG and activating the EOC may not be necessary, but it may be important to make members aware of a potential emergency, to update them on a situation, or gain their advice and expertise.

To notify the MECG and/or activate the EOC, MECG members should contact the following positions or agencies with appropriate information to initiate the activation.

- Wellington County – CEMC to activate notification through Emergency Management Software
- Centre Wellington – Infrastructure Call Centre
- Erin – Fire Chief (alternate CEMC) or alternate
- Guelph/Eramosa – Chief Administrative Officer (CAO) or alternate
- Mapleton – CAO or alternate
- Minto – CAO or alternate
- Puslinch – CAO or alternate
- Wellington North – CAO or alternate

Each municipality has its own notification procedures. Municipalities will test these procedures on a regular basis, and it is recommended that they be tested/used annually.

9.2 Joint Municipal Emergency Control Group (MECG)/Emergency Operations Centre (EOC) or Command Advisory (IMS) Team

There are times when the County and Member Municipalities may be jointly impacted by the emergency and ensuring sharing of information, personnel and resources may be important to a coordinated response. If such circumstances occur, a Joint MECG/EOC/Command Advisory Team (for an IMS response) may be formed/assembled. This decision shall be made in consultation with the Heads of Council, CAOs, Emergency Manager/CEMC and/or alternates of the affected municipalities. Once a decision is made to establish a Joint MECG/EOC/Command Advisory Team, the Heads of Council, CAOs and the Emergency Manager/CEMC may comprise the team members and/or determine the appropriate team composition to respond to the emergency including a review of emergency services and other support agencies' role in the emergency.

9.3 Responsibilities of MECG Members

The following subsections list the members of the MECG and their responsibilities during an emergency. The members of the MECG may from time-to-time delegate a member of their staff to represent them during an emergency response.

9.3.1 Head of Council (Warden and/or Mayor)

i) Provide Leadership in the EOC operations.
ii) Declare an emergency as provided by the Emergency Management and Civil Protection Act.
iii) May terminate an emergency.
iv) Ensure that Council is kept informed of the Municipality's response to the emergency declared or not declared. The Warden, Mayor or alternate is Council's representative for the emergency response in the EOC. They will liaise with other Council members regularly to keep them informed of the situation and provide information for residents.
v) Liaise with other municipal Wardens/Mayors regarding the emergency as required.
vi) Establish a communication link with the Municipality's Emergency Information Officer.
vii) Act as the Community Spokesperson.
viii) Coordinate all media inquiries regarding the emergency operation with the Emergency Information Officer.
ix) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.2 Senior Administrative Municipal Official

i) May fulfill the role of Emergency Operations Centre (EOC) Director under IMS.
ii) Responsible for activating the EOC.
iii) Ensure continuity of Municipal services, functions and operations of the municipality and if affected, determine efforts needed to restore services in consultation with Department Heads, Senior Management Team, etc.
iv) Arrange for additional EOC support staff as required.
v) Advise Head of Council/alternate and MECG on administrative matters, Council policies and procedures.
vi) Working with the CEMC, ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
vii) Authorize implementation of Mutual Assistance Agreements in consultation with MECG.
viii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.3 Fire Chiefs

i) Establish a fire incident command post with communication link to the EOC.
ii) If emergency is fire related, appoint Incident Commander and advise the EOC.
iii) Establish communication link with senior fire officials at the emergency site.
iv) Determine if additional fire resources are required to aid emergency site effort including the need for additional fire personnel and equipment.
v) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
vi) Assist Guelph-Wellington Paramedic Service with casualties as necessary if resources are available.
vii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown in Appendix B, Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
viii) Liaise with the Fire Marshall's Office and other related fire department response partners.
ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
x) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.4 Senior Municipal Road Authority Official

i) If necessary, establish an incident command post with communication link to EOC.
ii) Establish a communication link with senior roads staff at the incident.
iii) Provide an incident commander(s) for the site, if required.
iv) Advise on engineering, road design, resources, relating to the Municipal road infrastructure.
v) Liaise with senior Public Works/Infrastructure Services officials from other road authorities including the County and the Province.
vi) Ensure municipal resources, if available, are provided as requested.
vii) Arrange for resources as requested by Incident Command and ensure a record/inventory of all supplies and equipment is maintained.
viii) Assist OPP with traffic barricades; assist fire with evacuations as requested.
ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
x) Maintain municipal services provided such services could be maintained safely.
xi) Arrange to have public or private utilities disconnected if public safety is affected or when directed by Incident Command within the site, or the EOC Director if outside the site.
xii) Implement Department Service Continuity Plans.
xiii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.5 Senior Municipal Water/Waste Water Official

i) Mobilize materials, personnel and equipment to respond to an emergency and, if necessary, arrange for services from other municipalities or private contractors.
ii) Provide advice and information with respect to municipal water resources, wastewater and provincial legislation, etc.
iii) Liaise with the Ministry of the Environment, Conservation and Parks (MECP), Ontario Clean Water Agency, etc. with respect to water issues in the municipality.
iv) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
v) Arrange for the implementation of water contingency plans; boil water advisories, etc. as required in consultation with Wellington-Dufferin-Guelph Public Health (WDG Public Health) or designated representative and the MECP.
vi) Arrange for equipment for emergency pumping operations.
vii) Liaise with Fire concerning emergency water supplies for firefighting purposes.
viii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown in Appendix B, Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of WDG Public Health.
x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
xi) Implement Contingency response plans and/or Service Continuity Plans.
xii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.6 Treasurer

The responsibilities of the Municipal Treasurers are set out in Section 11 - Financial Considerations for Municipal Emergencies. In addition to these responsibilities, Municipal Treasurers are members of the MECG. The following roles are specific to Treasurers as members of the MECG;

i) May take on the role of Administration and Finance Chief under IMS.
ii) Provide information and advice on financial matters and information systems as they relate to the emergency and the effects on the municipality.
iii) Implement Department Service Continuity Plans.
iv) Liaise, if necessary, with Treasurers from County and Member Municipalities.
v) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.7 Social Services Administrator

The Social Services Administrator is a member of the County of Wellington MECG but provides Emergency Social Services support to Member municipalities as requested. Details of the Emergency Social Services can be found in Section 13 – Emergency Evacuations and Emergency Social Services Response.

The main responsibilities of the Social Services Administrator during an emergency are:

i) Upon notification that a shelter or reception centre is in the process of being set up, will provide advice and guidance with respect to the overall management of the shelter. The Social Services Administrator or alternate may take on the role of Shelter Manager or may appoint a staff person to this role.
ii) Will implement the Memorandum of Agreement with the Canadian Red Cross (Red Cross), as required.
iii) Liaise with partner agencies such as WDG Public Health, Red Cross, St. John Ambulance, Salvation Army and service groups to set up, manage, and disassemble the reception/shelter facilities.
iv) Activate Mutual Assistance Agreements with partner agencies and various service and supply agreements, as needed.
v) Implement Department/Division Service Continuity Plans.
vi) Maintain a log of all expenditures and invoices and submit to the Administration and Finance Chief.
vii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.8 Wellington Terrace Administrator

i) The Administrator is a member of the County of Wellington MECG.
ii) Coordinate with Province, WDG Health Unit and Guelph Wellington Paramedic Services on all matters relating to Long Term Care and response during the emergency.
iii) Oversee/maintain appropriate service levels for Wellington Terrace during internal and external emergencies.
iv) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.9 CEMC

i) Is the Liaison Officer under IMS.
ii) Ensure that proper communications are in place for the EOC.
iii) Ensure attendees of the EOC are registered.
iv) Liaise with the Provincial Emergency Operation Centre (PEOC) and OFMEM Field Officer.
v) Ensure that supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations are available and ready for use.

vi) Provide advice and clarification about the Emergency Management and Civil Protection Act, implementation of the Emergency Response Plan and other Municipal response plans and procedures.
vii) Liaise with Wellington Social Services and community support agencies.
viii) Prepare after action reports for the review and approval of the MECG and for reporting to Councils about the emergency response and recommended improvements.
ix) Maintain log of actions taken and decisions made or arrange for a scribe.

9.4 Emergency Operations Centre (EOC) Support Staff

The following staff may be required to attend the EOC to provide support, logistics and advice.

9.4.1 Scribe (Main Event Log or Personal Activity Log)

i) Maintains Main Event Log during operation of the EOC.
ii) Assists any member of a MECG/IMS response team with their personal activity logs.

9.4.2 Human Resources Administrator

i) May be appointed to the Logistics Section of IMS.
ii) Consult with partner agencies to coordinate outreach and counselling services for staff affected by the emergency.
iii) Assist with the set up and staffing of the volunteer registration centre.
iv) Arrange for the tracking of volunteers.
v) Implement Emergency HR Policies.
vi) Implement Emergency redeployment strategies.
vii) Implement Service Continuity Plans.
viii) Maintain a personal activity log of actions taken.

9.4.3 Manager, Purchasing and Risk Management Services

In the event of a countywide emergency, the Purchasing and Risk Manager may take on the role of Logistics Chief or Security and Risk Management Officer or both. Duties will include the following:

i) Arrange for equipment, personnel and materials as directed.
ii) Ensure proper tracking of equipment, personnel and materials.
iii) Notify the County's Insurers of the events and provide appropriate documentation.
iv) Coordinate and assist HR with the volunteer registration and volunteer placement needs.
v) Maintain a personal activity log of actions taken.

9.4.4 IT Services Support Staff

i) Member of the Logistics Section of IMS
ii) Ensure that the EOC's have connectivity to the municipality's computer network, including internet for additional communication support.
iii) Source and provide equipment and staff resources as necessary to support municipal emergency operations, the Emergency Operation Centre and/or staff redeployment/alternate working arrangements including, but not limited to, software systems, email and internet and hardware.
iv) Assist with any other information technology needs.
v) Implement Service Continuity Plans.
vi) Maintain a personal activity log of actions taken.

9.4.5 Municipal Official Responsible for Facilities

i) Member of the Operations Section under IMS
ii) Ensure departmental notification is set up and that staff are trained.
iii) Responsible for the setup of a municipal facility as a reception/shelter/warming/cooling centre, including scheduling available municipal staff and/or arrange for assistance from Wellington County Social Services to manage the emergency service. A minimum of two municipal staff and/or volunteers must be available to operate the facility.
iv) Responsible for ensuring Municipal recreational facilities are closed as required by the emergency
v) Responsible for the safe re-opening of Municipal facilities closed because of the emergency.
vi) Maintain a personal activity log of actions taken.

9.4.6 Facilities Manager

i) Liaise with Public Works/Infrastructure Services regarding weather conditions and the possibility of road closures.
ii) Implement facility set up procedures and inspect equipment/supplies. Municipalities may make available a policy regarding the set-up, use and running of the temporary warming centre.
iii) Check booking schedule and notify users of closure to normal operations.
iv) Arrange for immediate registration of attendees.
v) Provide information about the municipal facilities.
vi) Liaise with Logistics to arrange for security at centre once established.
vii) Maintain a personal activity log of actions taken.

9.4.7 Legal Counsel

Provide legal advice, as requested, to the MECG or any member of the MECG as they apply to the actions of the County and their response to an emergency.

9.5 Supporting Agencies, Boards, Services and Organizations

The following agencies, boards, services and organizations may be requested to assist at the emergency site and/or the EOC.

9.5.1 Wellington OPP

i) Maintain law and order within the community.
ii) Notify and assist relevant emergency services, as required.
iii) Establish an incident command post, as required.
iv) Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
v) Establish inner and outer perimeters around the emergency site.
vi) Notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
vii) Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials.
viii) Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
ix) Provide traffic control to facilitate the movement of emergency vehicles.
x) Liaise with other municipal, provincial and federal agencies, as required.
xi) Provide security to Incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with the MECG.
xii) Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g. Barriers and flashers, etc.

9.5.2 Guelph-Wellington Paramedic Service (GWPS)

i) Establish communication with the Incident Commander. Consider presence at Command Centre. Respond to EOC if established.
ii) Provide for overall coordination of “Emergency Medical Response” to an emergency.
iii) Provide for and maintain Emergency Medical Services at the incident.
iv) Directly liaise with Site Coordinator.
v) Assess and determine need, request and coordinate deployment of “on-site Medical Teams.”
vi) Establish and maintain open link communications with Central Ambulance Communications Centre (CACC).
vii) Liaise with WDG Public Health “Incident Manager”.
viii) Update reporting to WDG Public Health and Ministry of Health and Long-Term Care designate.

ix) Provide technical assistance to WDG Public Health with assessment of resource needs.
x) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
xi) Procure and approve supply purchases.
xii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
xiii) If required, appoint GWPS Incident Commander.
xiv) Liaise with allied agencies, home and community care, for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
xv) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
xvi) Activate Critical Incident Stress Management (CISM) Team.
xvii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.

9.5.3 Wellington-Dufferin-Guelph Public Health (WDG Public Health)

i) Participate in Municipal Emergency MECG meetings.
ii) WDG Public Health will activate the WDG Public Health Emergency Response Plan and Incident Management System when warranted.
iii) Will maintain a communication link with Wellington County during emergencies.
iv) During a human health emergency/pandemic, WDG Public Health will establish a unified command incident response with the affected municipality.
v) During a municipal water system emergency, WDG Public Health will establish a unified command incident response with the affected municipal water department.
vi) Provide information/instructions on public health risk reduction for the public which municipalities can distribute on their own social media platforms.
vii) Consult on the safe disposal of biohazardous and other infectious/hazardous material.
viii) Coordinate vaccine management and implement mass immunization plan as required.
ix) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
x) Liaise with the Provincial Government (i.e. Ministry of Health, Ministry of Long-Term Care, Ministry of Labour, Training and Skills Development, Ministry of the Environment, Conservation and Parks, Ontario Health, Public Health Ontario etc.)
xi) Consult with Coroner on temporary morgue facilities.
xii) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Health Protection and Promotion Act, and Ontario Public Health Standards, and related protocols.

xiii) Provide direction on any matters that may adversely affect public health.
xiv) Liaise with public sector, voluntary and private agencies as needed (i.e. Family Health teams, Hospitals, School Boards, Red Cross, VON, etc.).
xv) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of; safe food preparation, infection control practices, water quality, accommodation space, and sanitation.
xvi) Keep record of all WDG Public Health activities including actions taken and decisions made.
xvii) Participate in debriefings as required.

9.5.4 Local Hydro Utility

i) Provide information and advice regarding available hydro services.
ii) Provide alternate emergency hydro supplies where necessary and practical.
iii) Discontinue hydro services as requested or required.
iv) Restore interrupted services on a priority and volume basis.
v) Liaise with the Fire Chief, Senior Municipal Roads Official, Water and Wastewater Officials and other Senior Municipal Staff.
vi) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
vii) Advise Head of Council, Senior Administrative Official and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public because of the emergency at hand or because of decisions made to respond to the situation.
viii) Maintain a log of daily planning meetings and actions taken.

9.5.5 Amateur Radio Emergency Services (ARES) Emergency Coordinator or Alternate

The ARES Emergency Coordinator will be deployed by and report to the CEMC and will be responsible for the following:

i) Activate emergency notification procedures of the Wellington Amateur Radio Emergency Services operators.
ii) Ensure that the emergency telecommunications centre is properly equipped and staffed to work to correct any problems that may arise.
iii) Maintain an inventory of community and private sector communications equipment and facilities that could be used to augment existing communications equipment.
iv) Arrange for additional communication resources during an emergency.
v) Maintain a personal activity log of actions taken.

9.5.6 Hospitals

In Wellington County, there are three hospitals: Louise Marshall, Palmerston, and Groves Memorial. The Wellington Health Care Alliance collectively administers them. During an emergency, the hospitals are responsible for the following:

i) Implementing their emergency response plans.
ii) Coordinate and liaise with GWPS and WDG Public Health.
iii) Notify and liaise with the Home and Community Care Support Services Waterloo, Wellington, when a significant incident is identified.
iv) GWPS and WDG Public Health will inform the MECGs of concerns and needs of the hospital during municipal emergencies and if necessary, work with the MECGs to arrange for assistance as may be required.

9.5.7 School Boards

The Upper Grand District School Board and the Wellington Catholic District School Board are responsible for most of the elementary and secondary schools in Wellington County. It is expected that the Boards in the event of a municipal emergency or disaster will implement the following roles:

i) Implement emergency response plans and evacuation plans of the board and the schools as necessary.
ii) During normal business hours, the municipality will be responsible for contacting the school and school boards to advise of a potential or occurring emergency within the municipality. With respect to potential weather emergencies, monitoring weather conditions will be the responsibility of the Board and their School Transportation Services. As weather emergencies have been rated as high probability by municipalities in Wellington County, it is expected that the boards and schools will undertake measures to adequately prepare and if necessary, respond to a weather event.

The Upper Grand District School Board and the municipalities have agreed to the use of the following schools as potential reception/evacuation centres:

- Centre Wellington District High School
- Erin District High School
- Minto Clifford Public School
- Norwell District Secondary School
- Wellington District Secondary School

The Town of Minto and the Upper Grand District School Board have signed an agreement setting out the use and arrangements of a portion of the Minto Clifford Public School during declared or undeclared emergencies.

9.5.8 Conservation Authorities

Conservation Authorities are responsible for the following:

- Monitor watershed conditions and preparing forecasts for potential flooding.
- Issue flood messages as required. These messages may be issued at any time of the year and may be as follows:

Water Conditions Statement:
Water Safety Statements are issued to make the public aware that rising water levels, melting ice, unsafe banks in and along rivers and streams could make them unsafe for recreational users. Flooding is not expected with this statement. Flood Outlook Statements provide an early notice that flooding is possible based on current weather forecasts.

Flood Watch:
A Flood Watch message provides an early warning that flooding is likely to occur along specified watercourses or throughout a municipality. The public, municipal officials and emergency services in these areas should be prepared to implement their emergency response plans.

Flood Warning:
A Flood Warning is issued when flooding will happen or is happening along specified watercourses or throughout a municipality. These messages may state the amount of flooding that is expected and may include specific actions to be taken by the public, municipal officials and emergency services, such as closing roads and evacuations.

9.5.9 Source Water Protection Plans

Under the Clean Water Act, 2006, multi-stakeholder committees with the support from the local source protection authorities developed Source Water Protection Plans. Many of the Source Water Protection Plans include policies that recommend municipalities update their emergency response plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and to ensure that policies and procedures are in place to be able to respond to emergencies in these vulnerable areas.

Appendix B Drinking Water Vulnerable area map schedules may be replaced from time to time based upon approvals by the Ministry and approved changes in the County of Wellington Official Plan.

The location of these vulnerable areas as shown on Appendix B Schedule B1 through B7 of the Emergency Response Plan include areas within 100 metres of a municipal well, two years and five-year travel times, issue contributing areas, wellhead protection area for quantity and intake protection zones. Alternatively, the County of Wellington's Explore Wellington mapping contains additional information for twenty-five years' time of travel and other approved and draft vulnerable areas

including future municipal well locations. The Explore Wellington mapping will be updated as new information becomes available and should be considered more up to date than the schedules. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

9.5.10 Risk Management Official (RMO)

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and/or Public Works/Infrastructure Services Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Wastewater agencies/departments have developed policies to respond to emergencies. The Water and Wastewater municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and wastewater situations and to assist each other in such situations. The RMO participates on this ad hoc Committee.

10 EMERGENCY MANAGEMENT RESPONSE IN THE EOC

For most emergencies, Wellington County and Member Municipalities will use the Provincial Incident Management System (IMS) to respond to an emergency at the site and in the EOC. Tactical response to an emergency is the responsibility of the site Incident Command. Site support, strategic response including management of emergency information both internal and external, service continuity of municipal operations, and management of response activities outside of the site perimeter such as the operation of reception centres/shelters is the responsibility of the EOC.

10.1 Emergency Operations Centre

When notified of an emergency, the primary or alternate EOC may be activated. Alternatively, depending on the emergency, a virtual EOC consisting of an EOC software tool, messaging tool, emails, intranet services, or other electronic means may be used instead of meeting in the EOC.

10.2 Operational Period

In most emergencies, the EOC will establish an operational period. This period consists of an agreed specified planning cycle for meetings, reporting and work schedule.

10.3 Operational/Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan (IAP) to be implemented by the EOC Director with the assistance of staff.

10.4 Incident Action Plans (IAP)

Every coordinated response where the MECG is monitoring and supporting the response should include the preparation of an IAP. The IAP provides all incident supervisory personnel with emergency response objectives, strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions; it may be spoken or written. It is recommended that a written (on paper or digitally) IAP be prepared whenever an EOC is operating.

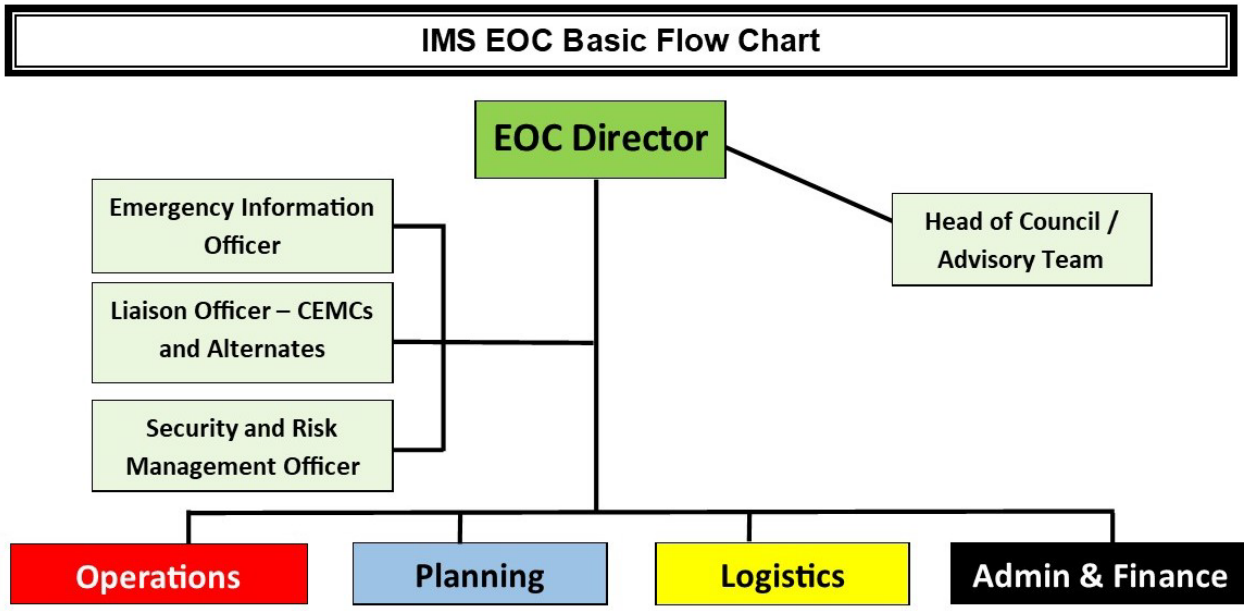
The steps in the IAP process include:

i) Assess Situation – Obtain situation reports from involved agencies
ii) Identify Goals and Objectives of the response
iii) Assign Priorities
iv) Assign Tasks
v) Consider Resource Needs
vi) Finalize plan, Approve and Implement
vii) Monitor Plan – Future Meeting

The plan must be communicated to everyone at the end of each meeting.

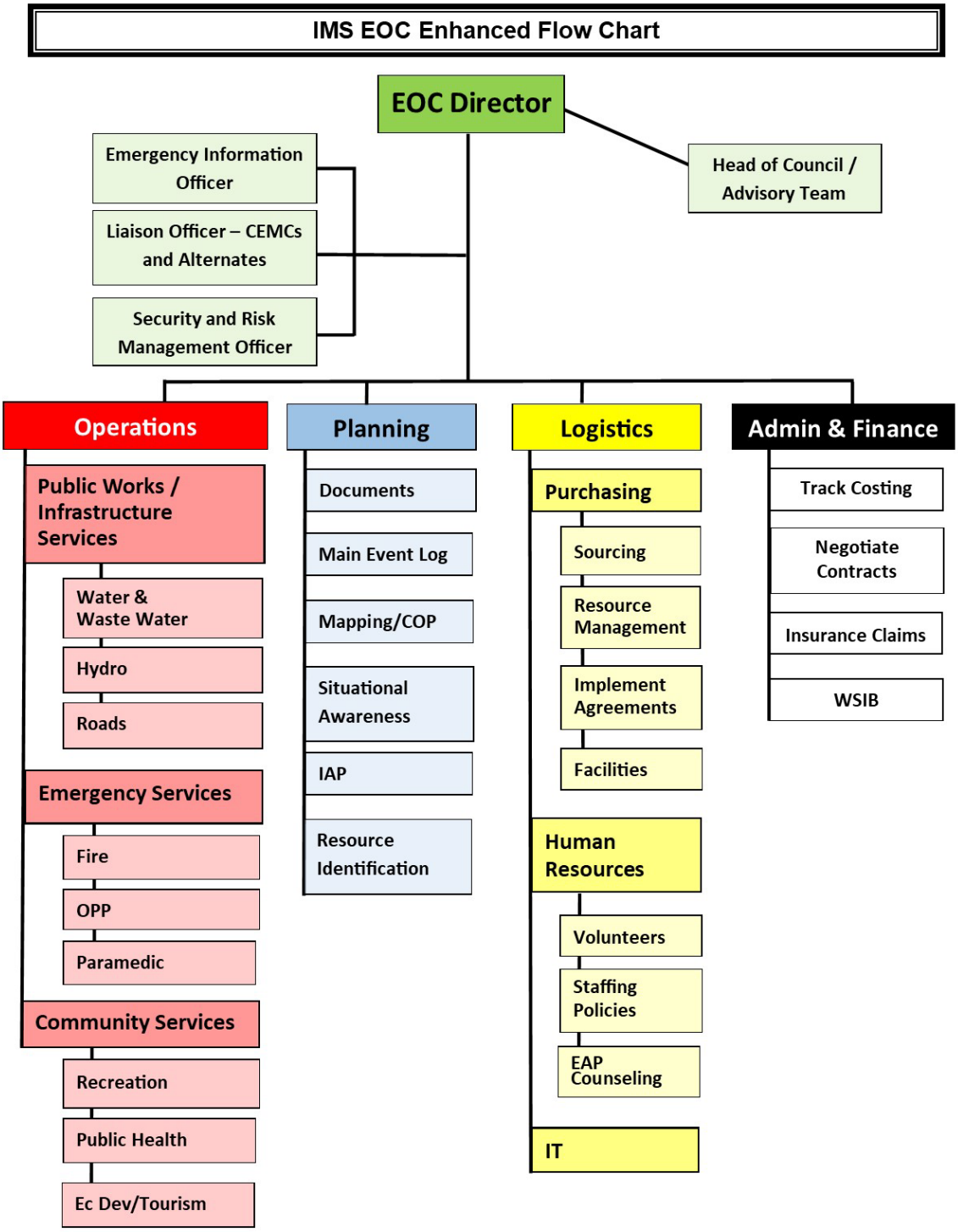
10.5 EOC Organizational Chart/IMS Structure

The following diagram represents the basic Incident Management System Structure. This model may be used with or without the declaration of an emergency. In the EOC, the CAO or senior official will fill the role of EOC Director.



10.6 Enhanced System Flow Chart

The following diagram represents a sample of how the Incident Management System model in Section 10.5 may be expanded for use during complex, multi-jurisdictional municipal emergencies over an extended period. It is expected that this model would be used during a municipal emergency declaration.



10.7 EOC Director

The following is a list of some of the responsibilities of the EOC Director. The EOC Director may consult with the MECG (or Joint MECG/EOC/Command Advisory Team) at any time and may delegate these responsibilities to other EOC staff.

i) Activate the Emergency Response Plan.
ii) Assemble the IMS/MECG Team.
iii) Conduct operational briefings.
iv) Authorize an Emergency Information Centre, if required.
v) Authorize a Reporting and Inquiry Centre such as 211, if required.
vi) Authorize, as delegated, expenditure of money required to deal with the emergency.
vii) Authorize the movement/use of personnel, equipment and resources.
viii) Authorize and direct the use of municipal resources within delegated authority.
ix) Arrange for extra resources (personnel and equipment) to be utilized (e.g. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
x) Request assistance from and/or liaise with various levels of governments and any other public or private agency
xi) Authorize activation of Mutual Assistance Agreements.
xii) Implement a recovery strategy.
xiii) Participate in post-emergency debriefings and assist with preparation of reports.

10.8 EOC Command Staff

EOC Director may be assisted by a Security/Risk Management Officer, Emergency Information Officer(s) and Liaison Officer and if necessary, by General Staff comprised of the Operations Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s), Finance and Administrative Section Chief(s). The EOC Director will determine the scale of the IMS model and will reassess throughout the duration of the incident.

10.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. Refer to the Emergency Information Plan in Section 12.2. for more details.

10.8.2 Security and Risk Management Officer

Ensure security measures for the EOC are in place and that municipal risk management practices are applied during the response.

10.8.3 Liaison Officer

In most cases, the Liaison Officer will be the CEMC. The Liaison Officer acts as the link between the EOC Director, and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are:

i) Coordinate with organizations not represented to request support and assistance.
ii) Provide briefings to organization representatives about the response operation.
iii) Maintain an up-to-date list of supporting and cooperating organizations.

10.9 Operations Section

The Operations Section is responsible for:

i) coordinating the flow of information to and from all response operations (municipal departments and partner response agencies) and the EOC Director,
ii) supporting response operations by directing resources requested from the EOC to the appropriate locations such as an evacuation centre or the site,
iii) Ensure implementation of EOC tasks as set out in the IAP.

10.10 Planning Section

The Planning Section is responsible for the internal management of emergency information and ensures information is shared effectively among staff in the EOC, within the municipal organization, and with Incident Command. Responsibilities of the Planning Section include;

i) Collecting, collating, evaluating and disseminating incident information.
ii) Maintaining situational awareness through the use of mapping tools available (paper or GIS).
iii) Preparing and documenting the IAP for each operational period including medium and long-range strategic emergency response for the municipality.
iv) Maintain incident documentation including the main event log.
v) Identify resource needs and/or assigned to the incident.

10.11 Logistics Section

The Logistics Section is responsible for resource management and acquires all supporting resources for the EOC and its emergency operations, and for sourcing resources requested by the site Incident Command. These may include facilities, services, personnel, transportation, supplies, fuel, equipment, food service, communications, and medical. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Planning work closely together to identify needed resources; Logistics and Finance/Administration Sections work together closely to contract for, and purchase required resources. Responsibilities of the Logistics Section may include:

i) Ordering, obtaining, maintaining, distributing and accounting for resources.
ii) Providing telecommunications/IT services and resources.
iii) Ordering EOC food and refreshments.
iv) Setting up and maintaining EOC incident facilities.
v) Providing support transportation.

The Risk and Purchasing Manager may fill the role of the Logistic Chief or designated alternate for the County. Member municipalities may designate a representative of Public Works/Infrastructure Services and/or Treasury to fulfill this role.

10.12 Administration and Finance

The responsibilities of the Administration and Finance Section are set out in Section 11 - Financial Considerations for Municipal Emergencies.

10.13 Incident Command

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person will assume the overall decision-making responsibility at the emergency site for all agencies involved. Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the representatives from key agencies involved in the emergency may be used. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity. For example, in a flood situation it may include Public Works/Infrastructure Services, Fire, Police and community support agencies such as Victim Services and Red Cross. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified Command.

10.13.1 Responsibilities of Incident Command

Incident Command is responsible for the overall coordination of all operations at the emergency site including but not limited to:

i) Assess the situation.
ii) Establish appropriate communications.
iii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency.
iv) Establish an incident command post.
v) Establish an inner and outer perimeter around the emergency site, as required.
vi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency.

vii) Maintaining a communications link with the Senior Municipal official at the Emergency Operations Centre.
viii) Coordinate with key personnel and officials.
ix) Appointing an On-Site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency MECG, as required.
x) Appoint a scribe, as needed.
xi) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required.

11 Financial Considerations for Municipal Emergencies

During municipal emergencies the tracking and maintenance of emergency related expenditures for items such as staff timesheets, equipment purchases and rentals, cost of implementing emergency contract and agreements, handling insurance claims, and submitting funding requests is important. The documenting can assist with the funding request to the Province and provides a record for Council of the true cost of the emergency response.

The following are the main financial considerations of a Municipality during an emergency:

i) Establish appropriate emergency General Ledger accounts and procedures to maintain accurate records of all emergency-related expenditures. This should be established prior to emergency events.
ii) Establish a process/procedure for tracking staff time and equipment usage relating to the emergency response.
iii) Submit insurance claims for the municipality for emergency related matters.
iv) Track necessary expenditures/costs resulting from the implementation of a Mutual Assistance Agreement.
v) Negotiate contracts for emergency-related purchases and rentals.
vi) Assess and track capital costs required to rebuild or repair municipal infrastructure.
vii) Monitor sources of funding and prepare claims for submission to the Ministry of Municipal Affairs and Housing for funding under the Municipal Disaster Recovery Assistance Program.
viii) Analyze the impact of the emergency on the municipal budget.
ix) Prepare a final report for Council.

11.1 Donations Management

Donations in an emergency may include services, funds, and material. Managing donations includes collecting, storing, dispensing, and accounting of donations. Financial donations are the preferred donation method for municipalities. The monies may be collected and distributed as needed in the Community rather than obtaining donated items, which can be difficult to manage and may not meet the needs of those affected by the emergency.

For this purpose, Municipalities may want to consider establishing a process for collecting and handling financial donations related to a municipality emergency. Some possible options include a donation bank account, or a Go Fund Me page.

The County of Wellington and the Canadian Red Cross have entered into an agreement for accessing Red Cross Services during large-scale emergencies/disaster. One of the services that Red Cross can provide is to assist with the management of In-Kind Donations. Municipalities interested in accessing the services of the Red Cross through the agreement can request this through the CEMC or the Social Services Administrator.

11.1.1 Provincial Funding Opportunities for Emergency Incidents

The Province of Ontario administers two Disaster Recovery Programmes. The Programmes are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance Program. Detailed information about programme eligibility, eligible expenses and programme application guidelines are available on the Ministry of Municipal Affairs and Housing website. The following is a brief description of the two programmes.

11.1.2 Disaster Recovery Assistance for Ontarians (DRAO)

The Disaster Recovery Assistance for Ontarians Programme is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The programme is administered by the Province and may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A Municipal declaration is not required to activate this programme. Municipalities are encouraged to advise the Ministry of the situation as soon as practical.

Disaster Recovery Assistance for Ontarians (DRAO) provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories:

i) Emergency Evacuation/Relocation and Living Expenses;
ii) Emergency Measures, Cleanup, Disinfection and Disposal Expenses;
iii) Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the programme has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs and Housing website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

The Ministry of Municipal Affairs and Housing (MMAH) coordinates a Provincial Disaster Assessment Team (PDAT). The purpose of the PDAT is to inform the Minister of Municipal Affairs and Housing’s decision to activate the DRAO programme.

11.1.3 Municipal Disaster Recovery Assistance Programme (MDRAP)

MDRAP helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include:

i) Capital costs to repair public infrastructure or property to pre-disaster condition, and
ii) Operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Mitigating risks and preparing for disasters are a Municipality's responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this programme is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the programme, Council must pass a resolution requesting consideration under the programme and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this programme is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

11.1.4 Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the programme is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

11.1.5 Federal and Provincial Funding Grants

From time to time, there are Federal and/or Provincial Grants that become available for Municipalities to access for emergency management programmes. Examples are the former Federal Joint Emergency Preparedness Programme (JEPP) and more recently the Federal National Disaster Mitigation Programme (NDMP).

During emergency recovery phases or during emergency programme planning by the Municipal Emergency Management Programme Committee, there may be opportunities to access such funding. The decision to apply for the funding is Council's on the recommendations of the EM Programme Committee and/or Municipal Staff. These funding applications are usually overseen by the Municipal Treasurers.

The CEMC can assist municipalities with investigating funding options related to Municipal Emergency Management Programmes and in particular funding directed at prevention, mitigation, preparedness, response and recovery.

12 COMMUNICATIONS PLAN

12.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly between the EOC and Incident Command. In certain situations, such as large-scale municipal emergencies, the ability to communicate effectively and efficiently with each other is vital. The ability for all emergency response personnel both on and off site to talk and understand each other effectively using interoperable and integrated communications is paramount.

Radio Communications are least susceptible to damage or interruption in times of emergency. For the most part, emergency response services/agencies depend upon their own stand-alone radio systems to communicate. Opportunities for integrated radio communications among Fire, Paramedics, Public Works/Infrastructure Services and the EOC is available.

Other forms of telecommunication such as cellular phones, email, internet and digital messaging systems may be used to supplement or enhance emergency telecommunications between EOC, Incident Command, outside agencies and municipalities. Care will be required when using alternate forms of communication to ensure security of information disseminated.

Amateur Radio Emergency Services (ARES) may be available to provide support communications or emergency communications should other forms fail. The roles of ARES are outlined in Section 9.5.5.

The use of wireless messaging systems such as chat groups may be used as a means of communication particularly when geography, weather conditions or other situations inhibit safe travel or safety of members within an EOC. In these situations, the establishment of a virtual EOC should be considered and the use of wireless messaging communication may be an important consideration and communication tool. There are various options available for Municipalities to establish chat groups internally or collectively across the County. These messaging conversations will form part of the legal record of the response activities and will be copied and saved for documentation purposes.

12.2 Emergency Information Plan

The coordination and distribution of timely, factual information to the public is an important and critical task of the Municipality at all times but particularly during municipal emergencies. The roles and responsibilities of specific municipal personnel are outlined in the following sections.

Mission Statement: Wellington County is a great, safe place to live, work and play. The County and Member Municipalities value the safety and well-being of the people who live, work and play in Wellington. Having an effective and coordinated response to emergencies to safeguard the well-being of people, places and environment is our mission.

12.2.1 Emergency Information Staff

The following sections outline the responsibilities of the Emergency Information Officer (EIO), Municipal Spokesperson and /Communications Officer.

The designated EIOs (staff positions) for Wellington County and the Member Municipalities are as follows:

- Centre Wellington- Manager of Strategic Initiatives and Communications
- Erin – Senior Communications Officer
- Guelph/Eramosa – Deputy Clerk with assistance from County Communications staff
- Mapleton – Manager of Community Services
- Minto – Deputy Fire Chief
- Puslinch – Communications and Committee Coordinator with assistance from County Communications staff
- Wellington North – Deputy Fire Chief
- County of Wellington – County Communications Manager

The OPP Media Officers may coordinate with the Municipal EIOs during municipal emergencies to offer support and coordination of messaging.

12.2.1.1 Responsibilities of the Emergency Information Officer (EIO)

i) Reports to the EOC Director.
ii) Responsible for the gathering, coordinating, analyzing, disseminating and monitoring emergency information through various distribution methods to the media and public.
iii) Disseminate emergency information based upon municipal procedures and protocols.
iv) Share media information with County Council, Department Heads, the Media, and appropriate agencies (e.g. WDGPH, school boards as appropriate). (The Liaison Officer (CEMC) would share information with the member municipality's CAO's and EIO's)
v) Works closely with and advises the Municipal Spokesperson about emergency messaging and will provide information to the Communications Officer for posting on the County's website (media releases and emergency pop up web page) and social media. (Local municipalities are responsible for their own social media/website posting)

vi) Establish contact with media coordinators from neighbouring municipalities, jurisdictions, provincial and federal governments including MPs and MPPs, private industry, the public and support agencies such as Wellington OPP, Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health as necessary.
vii) Monitor all print, radio, television, internet and social media feeds to ensure information released to the public is factual and relevant to the needs of the municipal response. The EIO may delegate the monitoring of media feeds to the Communications Officers or to other Communications staff as required.
viii) Maintain copies of all emergency information documentation.
ix) Maintain or appoint a scribe to maintain an activity log of all personal actions taken during the emergency.

Wellington County and Member Municipal EIOs work closely during municipal emergencies to support one another and to coordinate the dissemination of municipal messaging.

12.2.1.2 Responsibilities of the Municipal Spokesperson

The Warden and Mayors or designated alternate may act as the Municipal Spokesperson during a community wide emergency, or they may appoint an expert spokesperson depending upon the emergency. The Municipal Spokesperson's responsibilities include:

i) Participate in interviews, media conferences, and photograph sessions as requested in consultation with the Emergency Information Officer.
ii) Establish an appropriate communication link with the EIO and ensure all media inquiries are directed to the EIO.

12.2.1.3 Responsibilities of the Communications Officer

i) Organize and manage the County's emergency page on the County's website during an emergency or a severe winter weather event
ii) Post information on the County's website and social media feeds with information provided by the EIO.
iii) Monitor social media feeds from County and member municipalities, neighbouring municipalities, partner agencies, and retweet and share posts as necessary. This will ensure that information on social media is consistent and coordinated.

12.3 Coordination of Emergency Information

12.3.1 Member Municipalities with a dedicated EIO

During emergencies affecting a member municipality, the member municipal EIO is responsible for all media releases, social media posts, coordinating interviews, preparing the spokesperson, monitoring the media, etc. The County Communications Team will share social media posts from the member municipality such as the opening and location of warming/cooling centres, shelters, operation of EOCs and other appropriate information as required.

12.3.2 Member Municipalities without a dedicated EIO

During emergencies affecting a member municipality without full-time communications staff, the County Communications team will offer support and assistance to the member municipality including the following:

- The Wellington County Communications team, as requested, may be responsible for drafting content for media releases, social media posts, for coordinating media interviews, preparing the spokesperson, monitoring the media, etc.

The Member Municipality will be responsible for posting the information to their website and social media sites.

12.3.3 Emergencies affecting Wellington County Facilities and Operations

For all closures or service disruptions of Wellington owned facilities, services and operations such as but not limited to Roads, Libraries, the Museum and Archives, Child Care and Learning Centres, and Solid Waste Services, the County Communications team is responsible for the messaging and member municipalities are encouraged to retweet and share information posts for their residents.

Wellington County Communications does not post any road closure information affecting Provincial Highways, Wellington County Roads or local roads on social media. During the winter maintenance season (November to April approximately) the Wellington Communication team directs the public to Municipal 511 for road closures. The public is also encouraged to follow the OPP's West Region Communications the X Feed for up-to-date information on road closures in Wellington as closed by OPP.

12.3.4 County-Wide Emergencies

During large countywide situations such as snowstorms, blizzards and ice storms, coordinating emergency information among all municipal EIO's is necessary to ensure that the release of information affecting all residents and businesses in the County is consistent. All messaging related to municipally owned facilities, roads, operations etc., will remain the responsibility of the owner municipality and other municipalities are encouraged to share relevant information.

The County Emergency Management Division maintains an up-to-date listing of all municipal Emergency Information Officers and Communications Officers in Wellington. This list is shared with all of the EIO's.

12.4 Emergency Information Centre

In some emergencies, particularly large, complex, multi-jurisdictional emergencies, the establishment of an Emergency Information Centre may be helpful and necessary to manage and coordinate emergency information. The Emergency Information Officer may recommend to the EOC Director the need for a Centre. Municipalities have identified locations for Emergency Information Centres should one be required. The Emergency Information Officer will manage the Centre, and any staff assigned to it.

In some large-scale emergencies, where it would be helpful to manage the coordination of external emergency information, a Joint Emergency Information Centre may be established virtually or at a facility and managed with EIO's from responding organizations and agencies. Examples of emergencies where it may be advantageous to operate a Joint Emergency Information Centre may include Human Health Emergencies, a Foreign Animal Disease emergency or a widespread natural disaster.

12.4.1 Emergency Site Information

In many emergencies, media personnel will request pictures of the emergency site, and interviews with senior emergency officials. In such cases, it may be necessary to establish an Emergency Site Information Centre in consultation with the Incident Commander (IC). The IC will be responsible for the decision to establish a centre and to identify its location. The IC may also appoint a site Spokesperson.

12.4.2 Dissemination of Emergency Information

The EIO is responsible for the dissemination of information to external audiences such as the media and public through sources identified in Section 12.4.3.

The lead for providing information regarding municipal actions such as the opening and closing of warming/cooling centres, facility closures and service disruptions, will be the owner (municipality) and the Municipality's EIO will be responsible for the initial distribution of emergency information. Other municipal EIOs will monitor the situation and share information to support the impacted municipality(ies). If several municipalities are involved in the same emergency, EIOs should connect and coordinate common messaging either virtually or using a joint Emergency Information Centre.

In some emergencies, pre-scripted messages are available, and all municipalities should use these pre-scripted messages.

In addition to the public, there may be external response partners that should receive information. It is the responsibility of the EOC Director with the assistance of the Liaison Officer to disseminate appropriate and necessary information to external sources. These include but are not limited to

- Evacuation/Cooling/Warming Centres
- Provincial Emergency Operation Centre and Provincial Ministries
- Emergency Services

- Non-governmental and Volunteer Organizations

The EOC Director is also responsible for ensuring appropriate information about the emergency is shared internally with Municipal Departments, staff, and Council.

12.4.3 Methods of Emergency Information Distribution

There are many methods for distributing information during emergencies to the public. The following are various tools that municipal EIOs and EOCs may use to disseminate emergency information.

12.4.3.1 Website/Social Media

A municipality's website can be an effective tool for communicating emergency information. It can be used to provide up-to-date information from the Municipal EOC or from Lead response organizations. Municipalities may post media releases and fact sheets/backgrounds on their websites. Mass email notifications can be sent out through the website to those that have subscribed to this service.

Most municipalities use social media to provide information to the public and to share and coordinate emergency information among the County and Member Municipalities. Social media has become an effective tool during emergency responses.

12.4.3.2 Media Releases

May contain key information about the incident or emergency. Media releases are usually no more than a page in length and are written in a specific format. Each municipality will use their own media release template. Social media posts should reference media releases when these are available.

12.4.3.3 Interviews

Interviews are one-on-one discussions between the media and the Municipal Spokesperson or Site Incident Command or their delegates during an emergency. Interviews may be conducted face-to-face or over the telephone. The EIO should work with the media to arrange the interview and to pre-determine the questions/topics that the media will ask during the interview.

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12.4.6.4 Town Hall meetings

During an emergency response and/or recovery, Municipalities may hold Town Hall meetings, virtually using a variety of methods such as TV, radio, Social Media, or other available electronic methods or in a facility, with residents to provide information about the response, resident actions and information to assist recovering from the emergency. Town Hall meetings are usually led by either the Warden or Mayors and may include response partners or representatives from other levels of government such as MPs and MPPs.

12.4.6.5 Site Visits/Media Pools

During emergencies, media often request an opportunity to visit the site(s) of the emergency. It is important to consider this request and accommodate them as much as possible. The arrangements for site visits need to be approved by the site Incident Commander (IC). The EIO should make the request to the IC who will coordinate the timing and details of the media site visits including appointment of a site Spokesperson, what the media is allowed to photograph, what areas of the site can be visited, safety requirements/needs for media traveling through the site, and when and how long the visit will last.

Media may need to assemble and be escorted to the site. The EIO and/or Emergency Personnel assigned by the IC will escort the media at the site. In some cases, the IC may limit the number of media on site. The media will arrange among themselves the details of those attending and the arrangements for sharing information gathered at the site.

12.4.6.6 Fact Sheets/FAQs

These are pre-written detailed information usually one to two pages in length. Fact sheets usually provide information on actions that can be taken during certain emergencies. Fact sheets are usually posted on the Municipalities' or Lead Agencies website.

12.4.6.7 Media Conferences/Scrums

A media conference is a moderated meeting between key officials/Media Spokespersons and the media. It is an effective communication tool when there are many requests from the media for the same information whereas a media scrum is an informal media conference often initiated directly by the media. The EIO may organize and moderate media conferences as requested.

12.4.6.8 Dedicated Information Phone Line

211 can be used as an inquiry service during emergencies. Municipalities provide information to 211 and this information can be provided to the members of the public when they call the 211 service. Section 16.5. contains policies for the use of 211 during municipal emergencies.

12.4.6.9 Coordinated door-to-door campaign

Depending on the type of emergency and the lead-time, some municipalities may conduct a door–to–door campaign to provide detailed action information to residents.

12.4.6.10 Reception/Warming/Cooling Centres

White boards or information boards should be set up and all external information created during the emergency be sent to the Reception Centre Manager to post for those staying at the centre.

12.4.6.11 Municipal facility display boards

Some municipalities have message boards (electronic/bulletin board style) located throughout their communities. These may be used to provide short, direct, action messages for the residents and/or the travelling public.

12.4.6.12 Public Service Announcements (PSA)

Radio and Television stations, under their licensing arrangements, are required to provide some airtime for PSAs. Arrangements may be set up with local radio and television stations in advance of an emergency to transmit PSAs. These arrangements may include method of transmitting the PSA to the station, who is authorized to issue the PSA on behalf of the municipality, timing of the PSA, etc.

12.4.6.13 Family Information Centres

During some emergencies, it may be helpful to establish a Family Information Centre. A family information centre is set up specifically for the families of victims of emergencies providing them a quiet location to obtain information about the ongoing emergency response and any details of the response as it may relate to a family member. It is important that family members feel safe and secure in these centres. Organizations such as Victim Services, Red Cross and County Social Services may be able to provide volunteers/staff trained in critical incident stress situations to operate the centres. In addition, it is imperative that 24/7 security is available on site. The site Incident Commander may request the EOC to locate and set up the centres. The EIO may assist the EOC Director with establishing an appropriate location and services to assist with the running of the facility however, the EIO is not responsible for Family Information Centres.

13 EMERGENCY EVACUATIONS AND EMERGENCY SOCIAL SERVICES RESPONSE

13.1 Introduction

Emergency Management Ontario defines Evacuation as a “protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community”. During emergencies, circumstances can arise that make it unsafe for residents, seasonal residents and employed non-residents to remain in the area for their own personal health, safety and welfare. Municipalities do not have the authority to issue evacuation orders under the Emergency Management and Civil Protection Act but they can recommend an evacuation in the interest of public safety.

13.2 Aim

The aim of this plan is to ensure the safety and well-being of evacuated persons from an unsafe situation through the implementation of Emergency Social services (ESS). These areas are described in Section 13.3.

13.3 Emergency Social Services (ESS)

The following Emergency Social Services should be considered for all situations where a Municipality is providing temporary emergency sheltering in the form of warming/cooling centres or through longer-term evacuation accommodations. These services may be provided by the Municipality, with the assistance of Wellington County Social Services or through the services of the Canadian Red Cross (Red Cross/CRC).

a) Reception and Information Service

i) Provide a warm reception for those arriving to a centre and inform them of immediate emergency help available;

ii) Register those arriving at the centre. The purpose of registration is to account for all affected individuals, to determine what services each requires, and to refer those with special needs within the centre.

b) Red Cross personnel can complete a Needs Assessment to determine what needs an individual may have, and direct appropriately. CRC can conduct this service in person or virtually. Red Cross facilitates Family Reunification by matching inquiries with completed registrations received.

c) Emergency Food Service

i) Provide food and/or food preparation facilities.

d) Emergency Clothing Service

ii) Supply clothing or emergency clothing until regular sources are available.

e) Emergency Lodging Service

i) Provide safe, temporary shelter for evacuated people. This could be the operation of a Reception Centre, or an overnight Emergency Shelter. It could also involve other accommodation options.

f) Personal Services

i) Offer temporary care for unattended children and dependent elderly;
ii) Assist with the temporary care of residents from special care facilities;
iii) Provide or arrange for provision of financial and/or material assistance; and
iv) Immediate and long-term emotional support for people with personal problems and needs created or aggravated by a disaster.

Responsibility for the five essential emergency social services is vested with the Wellington County Social Services Administrator and designated alternates. To assist with these services, Wellington County has entered into a Memorandum of Understanding with the Red Cross. The MOU sets out the disaster response services Red Cross may carry out on behalf of and at the direction of the Social Services Administrator or alternate. Services include but are not limited to those identified in Section 13.3.

13.4 Notification Procedures

The immediate decision to evacuate an area may be made initially by first responders. A decision to evacuate should consider the following:

The potential life-threatening impacts of the emergency on persons living in or near the affected area.

- What are the safety issues associated with the evacuation, including hazardous materials releases?
- Is the situation expected to escalate?
- What is the expected duration of the incident?
- Is there sufficient time to warn residents to leave the area?
- Are suitable arrangements available to ensure their safety when leaving the area?
- Is there time to set up and staff reception centre/emergency shelters for residents in need of a place to stay?

Incident Command will advise the EOC Director of the need to evacuate areas within or outside of the emergency sites. The EOC Director will then organize transportation and set up reception centres or emergency shelters. The type of accommodation will depend upon the emergency, the duration and needs of persons impacted.

The CEMC will liaise with the Social Services Administrator and/or alternates regarding the decision to evacuate and set up emergency shelters. The Social Services Administrator will implement the Red Cross MOU as required.

Persons within an evacuation area may be notified by a variety of means deemed appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Notification methods may include but are not limited to the following:

a) Door-to-door - Door-to-door notification may be possible for small-scale evacuations and where the size of the affected area provides for this type of notification. First responders and Municipal staff such as Public Works/Infrastructure Services may carry out door-to-door notifications.

b) **Loud hailers on emergency vehicles** - In addition, some emergency vehicles and municipal vehicles are equipped with loudspeaker equipment that can be used to notify the community.
c) **Through the media** - The EIO at the direction of Incident Command and/or EOC Director may inform the public of the evacuation. The use of local Radio, Television and social media can be used to alert the public of an evacuation and the location of emergency centres.
d) **A public alerting system** – Use of the National Alert Ready system may be coordinated through the Provincial Emergency Operation Centre (PEOC). The CEMC or alternate will submit the request to the PEOC on behalf of the EOC Director.

Regardless of the method of notification, there is essential information that must be given to evacuees in order to ensure a safe and orderly evacuation. People will need information regarding:

- Evacuation boundaries,
- Nature of the emergency and safety threat,
- An estimation of the duration of the situation,
- The location of assembly areas for those needing transportation,
- Registration and Inquiry phone numbers,
- The evacuation routes,
- The location of Reception Centres / Emergency Shelters.

Buildings that have been evacuated will be identified. The Wellington County Fire Chiefs Association in 2024 approved the use of caution tape to denote buildings that have been evacuated and checked.

13.5 Assisting Vulnerable Persons

During emergencies, there may be persons impacted that are vulnerable and will need assistance. Vulnerable persons are individuals who are not able to access services or make their own arrangements for transportation and temporary accommodations during an emergency. Vulnerable persons may include residents of retirement and long-term care homes, schools, childcare centres, special needs facilities, hospitals, those living in social housing, and those with a physical or communication barrier.

It is important to be aware that some people rely on assistive devices or service animals. Special considerations may be required for service animals and certain equipment when arranging for transportation and emergency shelters. Some examples of assistive devices include crutches, canes, wheelchairs, walkers, scooters, hearing aids and ventilators.

Various community service providers may assist vulnerable persons with preparing an Individual Emergency Plan. Such plans may include contact information for family members and caregivers and maintaining an adequate supply of personal needs until assistance is available.

Those in need of assistance during an emergency should seek emergency assistance by calling 9-1-1. 211 may provide information on services in an emergency if safety and well-being are not compromised, as provided by the affected Municipality (where activated).

13.6 Transportation

Some evacuees will get themselves to the reception centre / emergency shelter, but others will require transportation assistance. In most cases, it will be the responsibility of the EOC to arrange for transportation services from the evacuation area to the reception centres/emergency shelters. This role is usually the responsibility of the Logistics Section.

First responders will identify those requiring transportation out of the evacuation area. The Incident Commander will identify assembly areas that will be communicated to the public with the assistance of the EIO(s).

The following criteria should be considered when identifying an assembly area.

- Within short walking distance of the area being evacuated,
- Accessible to the seniors and people with disabilities,
- Widely known to the community and easy to describe,
- Allows access to appropriate evacuation routes,
- Sufficient for response and transportation vehicles.

13.7 Reception Centres

A reception centre is a location identified for registration of affected persons. A reception centre may provide the services outlined in Section 13.3. on a temporary basis. Warming and Cooling Centres operated by Municipalities and their staff during non-declared emergencies are considered reception centres.

13.8 Emergency Social Services Management

Once a decision has been made to evacuate an area, the EOC should be notified to ensure the provision of emergency social services. In order to fulfill the roles and responsibilities as outlined in Section 13.3, Social Services Administrator of this Plan may implement the Memorandum of Understanding (MOU) with the Red Cross.

Other agencies such as Victim Services, Salvation Army, St. John Ambulance, Humane Society and Amateur Radio Emergency Services may also be asked to provide assistance with the operation of emergency shelters.

Through the MOU, the Red Cross has evaluated a number of facilities throughout the County as potential Reception/Emergency Centres. Each municipality has at least one identified possible emergency centre. The current list of sites is as follows:

Township of Centre Wellington

- Centre Wellington Community Sports Complex is accessible and has its own power source.
- Elora District Community Centre.

Town of Erin

- Centre 2000 Erin Community Centre and Arena and Erin District High School is accessible.
- Hillsburgh Community Centre has a secondary power source.

Township of Guelph/Eramosa

- Marden Field House is accessible
- Rockmosa Community Centre has a secondary power source.
- Marden Community Centre is accessible

Township of Mapleton

-Peel Maryborough Drayton Community Centre is accessible and has a secondary power source .

Town of Minto

-Clifford Community Centre and Arena.
-Harriston Arena and Community Centre.
-Minto Clifford Public School has a secondary power source.
-Palmerston and District Community Centre.

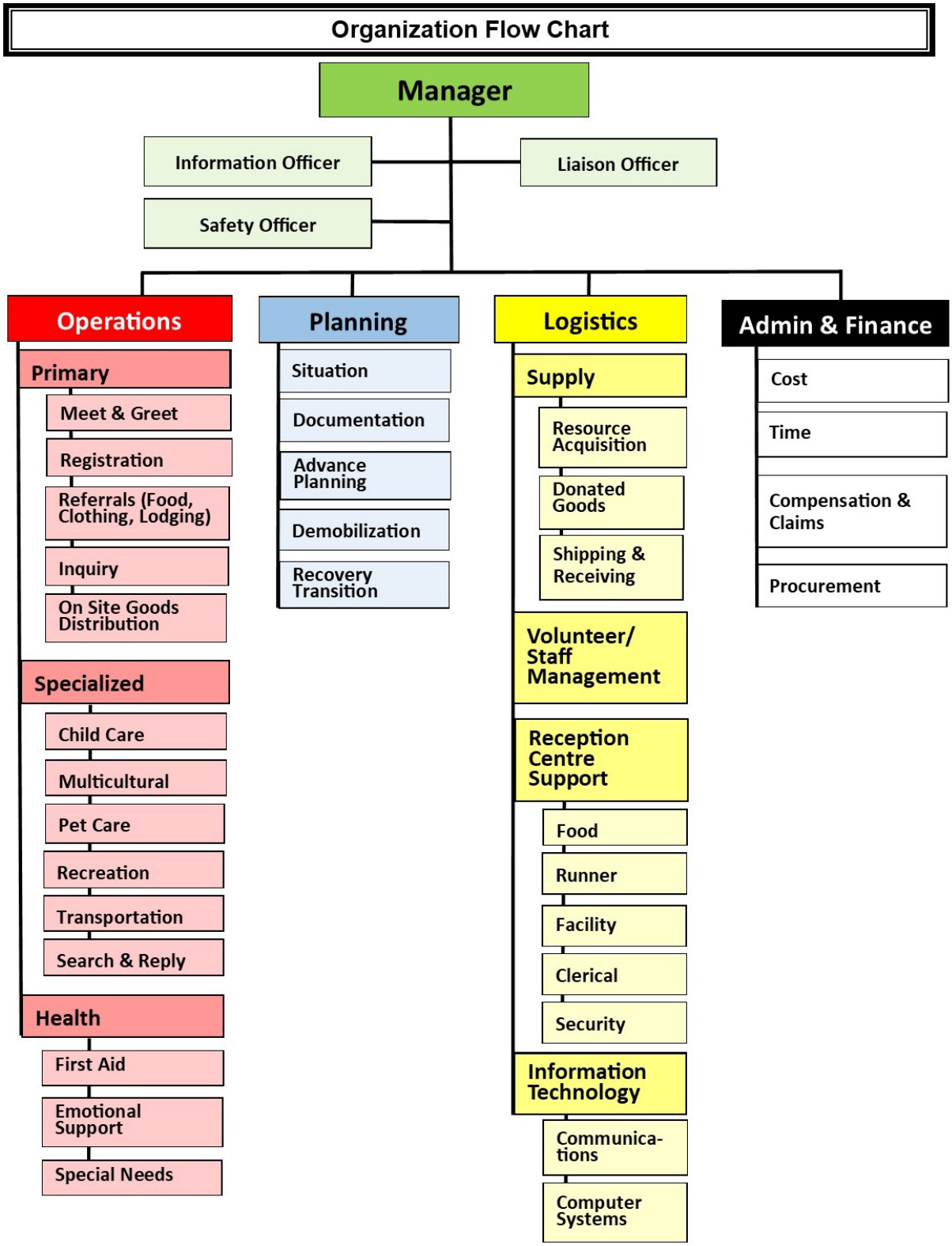
Township of Puslinch

-Puslinch Community Centre has a secondary power source.

Township of Wellington North

-Arthur and Area Community Centre is accessible.
-Mount Forest Sports Complex is accessible and has a secondary power source.

The Emergency Shelter will use the Incident Management System. The following is a sample IMS chart for Emergency Shelter Management.



13.8.1 Emergency Social Services Operations Section Responsibilities

i) Reception and Information.

Upon arrival of evacuees, meet and provide a welcoming presence. Supervise queuing if needed, and /or seated waiting area. Assist those with special needs. Perform an initial triage screening (first aid, childcare, and pet care). Arrange for security for the site to ensure the safety and privacy of those on site. Provide information on the functions of the reception centre and the location of specific services and escort them there if immediate need. Offer snack foods and beverages.

ii) Registration and Inquiry

Red Cross staff will take the lead in this function. With the assistance of the Municipalities centre staff, Red Cross staff will establish workspace, adequate staffing, supply of forms and documentation, signage, phones or other equipment. Notify Logistics of any resource requirements. The Logistics Section should register any non-Red Cross volunteers.

iii) Food

Emergency Social Services staff with direction from the Social Services Administrator will arrange for appropriate meals to accommodate the shelter residents. This may include designated seating locations within the shelter, staffing, catering, equipment and supplies. Ensure WDG Public Health food handling guidelines are followed, and sanitation standards are maintained.

iv) Clothing

Red Cross can assist this service through the MOU.

v) Lodging (ESS 4)

Where circumstances necessitate provision of overnight shelter, the EOC may consider several options to assist evacuees with accommodation depending upon their needs and vulnerabilities. Possible options include outsourcing to arranging for transportation to family or friends, hotels/motels, Bed and Breakfast, or set up and operate reception centre of emergency shelter.

vi) Other Special Services (ESS 5)

These may involve a variety of other support agencies under the guidance of Social Services.

- **Health** – arrange for provision of medications, equipment and health care supplies. Assist pregnant women, nursing mothers, special–needs children, and the elderly and dependent adults as needed.
- **On site First Aid** – St John Ambulance may take the lead in this area, providing basic first aid to evacuees and centre personnel. Direct patients to a clinic or hospital if required. Monitor supplies, record all treatments, and attend meetings.

- **Emotional Support** - Arrange for professionals to provide services to evacuees and workers.
- **Child Care** – A designated childcare area may be established to provide care for children while their parent or guardian is accessing other services within the centre. Provide care for unattended children; help register them and facilitate family reunification. Offer support and comfort, and age appropriate activities and snacks, nutritional meals, and rest periods. May be overseen by staff from Wellington County Early Years Programme.
- **Transportation** – The objective of transportation is to get people out of the emergency to evacuation centres safely. Usually the EOC will work with Site Incident Command to ensure this function is completed. The EOC with the assistance of the Shelter, considers the need to arrange transportation for access to appointments, etc.
- **Multicultural** – Social services will arrange for support staff to assist with all services and provide information regarding foods, specific clothing or sleeping arrangements.
- **Pets** – Only certified assistance animals are permitted in emergency shelters. The County has a separate pet care response plan that may be implemented by the EOC and Shelter Management staff. Some hotels may accommodate pets, especially in a disaster situation. Coordinate referrals to Humane Society, private kennels, local veterinarians.
- **Security** – Municipal EOC may need to arrange for appropriate security for the emergency shelter.

13.8.2 Host Community Evacuations

The Ministry of Emergency Preparedness and Response (MEPR) through an agreement with Indigenous and Northern Affairs, is responsible for emergency preparedness and response services to Indigenous communities in Ontario. As part of the agreement and when necessary, The Ministry of EPRP provides personnel to support Indigenous communities' response activities. In some instances, municipalities may be asked to provide assistance to these provincial response activities, including sheltering evacuees.

Municipalities who agree to accept evacuees are referred to as Host Communities. They are responsible for managing appropriate accommodations and ensuring the five essential social services are maintained for the evacuees.

In Wellington, member municipalities may be asked to act as a host community, particularly during the annual flood and forest fire season in Northern Ontario. The decision to act as a host community is that of a Member Municipal Council. Member Municipalities are encouraged to consult with the County of Wellington for support and resources when acting as a Host Community.

14 VOLUNTEERS

Volunteers, organized or un-organized, are valuable resources that can provide response expertise and/or additional personnel to assist Municipalities with an emergency response.

14.1 Types of Volunteers

- Non-governmental agency/volunteer organizations,
- Red Cross,
- Victim Services,
- Salvation Army,
- St. John Ambulance,
- Mennonite Disaster Services,
- NGO Alliance,
- ARES,
- Private Individuals,
- Companies/Corporations/Local Businesses,
- Community Service Groups/Clubs/Organizations.

In most emergencies, the municipality will call upon the services of trained personnel and organized community service groups, clubs, and organizations, or non-governmental volunteer organizations with expertise and training to assist with a specific response need. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts or those requested by the Municipality to assist, will be considered volunteers for the purposes of this plan.

14.2 Workplace Safety and Insurance (WSIB) Act

This Act has limited provisions for the coverage of volunteers; those considered Emergency workers (those unaffiliated individuals and organizations assisting a municipality) identified in the WSIB Act during a declared emergency. WSIB coverage for emergency workers is limited to the period of a declared emergency. A municipality should consult with their legal Counsel on the WSIB Act prior to requesting the assistance of unaffiliated volunteers in an emergency response.

14.3 Registration

When a Municipality chooses to use volunteers, particularly unaffiliated volunteers, they should ensure they are registered to assist in the emergency response and/or recovery operations.

All emergency volunteers will register with the Municipality, unless the volunteer is associated with a community service group/club/organization or non-governmental agency in which case they will register with their parent organization who will keep appropriate documentation. Requesting the services of these groups will be a decision of Incident Command and/or the EOC Director. Section Chiefs and/or supervisors may be delegated authority to mobilize and work with such groups and the CEMC, as the Liaison Officer, may be involved with such requests.

Private individuals and/or private companies volunteering their time, services and resources to assist the municipality shall register with the municipality. Volunteers will complete a registration form. The municipality will then assess the application and contact the individual as to the type, duration and location of the work involved. In some cases, the volunteer skills may not be required for the particular emergency and the municipality will advise them and thank them for their time and interest. Application forms will be kept on file for the duration of the emergency in the event that the situation changes.

Should the need arise to register volunteers, a volunteer registration centre set will be set up by the Logistics Section, and, if possible, staffed by human resources personnel or administrative staff of the municipality. The centre will be used as the main point of contact for volunteers to report to upon registering with the municipality and to receive daily updates.

14.4 Supervision and Training

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. Volunteers' skills/training should be matched with an appropriate response effort. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Unaffiliated volunteers will be trained and supervised by the municipal department or agency to which they have been assigned. The department most applicable to the resources and services being provided will manage resources and/or services donated by companies and corporations.

14.5 Identification

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of the services. Volunteers registered directly with a particular organization will have their own identification, which will be used and coordinated through their own agency. The volunteer organization will provide appropriate information to the Municipality as to the type of identification used. The municipality will identify specific volunteer checkpoints in consultation with the Incident Command.

14.6 Food/ Water/ Accommodation/ Transportation Procedures for Volunteers

Food/Water Depots may be set up during an emergency to provide food and water to those assisting with the response efforts. The set up and operation of these is the responsibility of the EOC. Food and Water Depots set up at the emergency site for the benefit of site personnel is the responsibility of Incident Command who may request the EOC for assistance.

These depots will be set up with the assistance of the volunteer organizations in this area and in consultation with Wellington-Dufferin-Guelph Public Health. The locations will be determined at the time of the incident.

In the event that accommodations and transportation are required for individual volunteers, the municipality will arrange for these. If the volunteers are associated with a particular organization, that organization will work with the municipality to arrange for appropriate accommodations and transportation of volunteers, if required.

15 PROTECTION AND CARE OF ANIMALS

Wellington County consists mainly of rural communities where there is an abundance of agricultural and livestock farms. Any emergency that affects humans may affect their animals whether they are raised for food production, kept as companions, service animals or for other purposes. The protection and care of animals is an important consideration in emergency response. The County and Member Municipalities consult with organizations such as the Ontario SPCA, Ontario Livestock and Poultry Council and Ontario Ministry of Agriculture and Food, the provincial lead on farm animal disease and farm emergencies, when planning for an emergency response involving animals.

Emergency Management maintains a list of animal welfare experts operating within the County of Wellington, a list of Veterinary Services, and Boarding and Kennel operations.

Depending upon the emergency, Incident Command or the EOC Director may call upon these organizations and services for assistance during simple or complex emergencies. Some Animal Welfare Organizations offer training workshops to First Responders to be better prepared to respond to emergencies that may include animal welfare needs.

In addition, during emergencies the following Provincial Ministries can be contacted for advice on animal welfare considerations when animals are affected, however local resources should be the first point of contact.

- The Ministry of the Solicitor General (SOLGEN) has the responsibility for enforcing the Provincial Animal Welfare Services Act.
- The Ministry of Natural Resources and Forestry (MNRF) for issues pertaining to wildlife.

16 REQUESTS FOR ASSISTANCE

During complex emergencies, Municipalities may require additional resource capacity and capability to manage the emergency response. County, neighbouring municipal jurisdictions, Provincial Ministries and other organizations may be able to provide the capacity and capabilities needed for the response. Requests for assistance may be made through any of the following organizations.

16.1 Requests to the County of Wellington

Requests for assistance for specific services, personnel or equipment from County departments such as Social Services, Engineering Services, Planning Department, etc. may be made as follows:

- Any member of the municipal MECG may contact the applicable County department directly.
- By implementing Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act. The County of Wellington and member municipalities and the City of Guelph have entered into a mutual assistance agreement. Any municipality, which is party to the agreement, may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made in consultation with the Municipal Emergency MECG. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Wellington County Mutual Aid Fire Agreement.
- The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- Request the establishment of a Joint Emergency MECG as set out in Section 9.2.

16.2 Requests to Surrounding Municipalities

Implement Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 16.1.

16.3 Requests to the Province

Upon notification by the municipality that a municipal emergency has occurred, the Province may deploy a Field Officer from the Ministry of Emergency Preparedness and Response (MEPR). They will attend a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Emergency Operations Centre (PEOC). The Field Officer will be the liaison between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by the MEPR the following identifies some provincial ministries, federal department/agencies, and the assistance they may be able to provide to local municipalities. Assistance provided may include but is not necessarily limited to the following:

- Ministry of Agriculture, Food and Agribusiness in the event of a Foreign Animal Disease Emergency of livestock related needs, food contamination, and pest infestation. Working with the Canadian Food Inspection Agency (CFIA), these two agencies will often respond as the Lead agencies to these types of emergencies.
- Ministry of the Environment, Conservation and Parks with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- Ministry of Health with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by WDG Public Health as set out in their specific roles and responsibilities as identified in this plan. In cases where health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested through the Ministry of Health Emergency Management Branch by Public Health

  The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:
  - Patient isolation in the case of an infectious diseases outbreak;
  - Medical support and decontamination in the case of a chemical, biological or radiological incident; and
  - Case management and triage of patients in a mass casualties' situation.
- Ministry of Municipal Affairs and Housing for financial assistance as administered through the Municipal Disaster Recovery Assistance Programme when coordination of extraordinary municipal expenditures is required.
- Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- Ministry of Transportation can provide assistance with emergencies on provincial highways.
- The County Fire Coordinator must make a request for Heavy Urban Search and Rescue (HUSAR) teams to the Province.

16.4 Federal Assistance

Federal assistance may be required in certain emergencies. In many cases, the request for assistance should be made by contacting the PEOC. The following identifies situations where federal assistance is available if requested.

i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance. They work in consultation with the Ministry of Agriculture and Food and Rural Affairs.
ii) CANUTEC may provide assistance to local municipalities with hazardous materials release emergencies, which may include appropriate setback for evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the MECG may contact them.
iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
iv) Environment and Climate Change Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornadoes.
v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
vi) The County Fire Coordinator must make a request for assistance for Hazardous Materials Expertise to the Province.

16.5 211 Assistance

211 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's information and referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions, etc.). 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 provider's welcome opportunities to participate in municipal emergency exercises and training. 211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca.

16.5.1 Notification and Communication Protocols

i) Municipality

- Prior to an emergency event which may be declared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211-contact centre in your region.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

ii) 211 (service in Ontario)

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when, etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is able to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC, or designated person.
- Prepare an After Action Report and submit it to the municipality.

17 DEBRIS MANAGEMENT PLAN

17.1 Background

Debris management is the systematic approach to the collective planning for, and operations of the demolition, clearance, removal, transport, temporary storage, segregation, reduction, and ultimately, disposal of debris whether generated by natural disaster or other emergency such as fire, Foreign Animal Disease outbreak, significant snowfall events, etc. Debris Management focuses on both the short-and long-term clearance and removal of debris.

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles and personal property.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, its magnitude, duration, and intensity, and this impacts the type of collection and disposal methods to be used. Forty to fifty percent of emergency costs could be Debris management costs.

Debris management in Wellington County is based upon the County of Wellington's Solid Waste Services Division approach for garbage collection, recycling and organic waste collection as prescribed by Section 14 of the Environmental Protection Act (EPA) regarding;

- Waste Regulations
- Waste Policies and Guidelines
- MECP waivers and emergency permits

17.2 Purpose

The purpose of debris management is to:

- Facilitate and coordinate the removal, collection and disposal of debris following a disaster, typically a natural disaster,
- Mitigate against any potential threat to health, safety, and welfare of Wellington County residents and business,
- Expedite recovery efforts, and
- Address any threat of significant damage to improve public or private property.

17.3 Disaster Debris Definition

The accumulation of large volumes of debris/waste requiring management – collection and disposal – after a natural disaster or community emergency. Ice storms, tornadoes, wind events, significant rainfall events and flooding, significant snowfall events, power outages, foreign animal disease events, fires, transportation incidents can all result in the accumulation of large volumes of debris/waste.

17.4 Organization and Concept of Operations

Wellington County Engineering Services – Solid Waste Services Division - provides oversight and advice to the County and Member Municipalities for debris removal after a disaster or significant event. Wellington County Solid Waste Services will work with support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster.

Because of the limited quantity of resources and service commitments following a disaster, homeowners, residents, business and municipalities may have to rely on private contractors to remove, collect, and manage their debris removal. Many insurance policies provide coverage for debris removal including tipping fees.

Items for consideration that can/will affect debris management operations include:

- Landfill capacity including maximum daily tonnage permitted under the Environmental Compliance Approval (ECA),
- Managing large volumes of debris/waste including the resources to accept, sort, stage and divert debris,
- Consideration for temporary staging and drop off areas outside of permitted sites and the ability to set up, manage and operate such temporary sites,
- Contracts and Agreements that may be in place including agreement with Ministry of the Environment, Conservation and Parks (MECP) to operate a waste management programme,
- The management of dead stock including considerations under legislation, OMAFRA best practices and dead stock transportation and rendering,
- Handling of Hazardous materials.

17.5 Debris Classification

To facilitate the debris management process, debris is segregated by type. The classifications of debris are as follows:

i) **Normal Household Waste** includes all bagged normal household debris, will be picked up with your normal garbage curbside collection schedule.

ii) **Vegetative Debris** includes trees, branches, limbs and other vegetative debris accumulated because of the disaster impact. It does not include normal yard waste. Typically, wood debris is not subject to the EPA regulations. However, should a municipality be situated within an area known to contain an infected species such as the “Emerald Ash Borer”, wood debris must be managed within the contained area.

iii) **Construction/Demolition** debris includes building materials, carpet, drywall, furniture, lumber, mattresses, plumbing fixtures and piping.

iv) **Household hazardous waste** includes household cleaning supplies, batteries, lawn chemicals, oils, oil-based paints and stains, pesticides, etc. Hazardous waste from construction/demolition debris may include things such as asbestos.

v) '**White' goods** (e.g., household appliances) includes air conditioners, dishwashers, freezers, refrigerators, stoves, washers, dryers, dishwashers, water heaters, etc.

vi) **Electronics** includes computers, radios, stereos, televisions and other corded and battery-operated devices.

vii) **Other** includes any small equipment such as push lawnmowers.

viii) **Soil/Mud/Sand** debris including sandbags or sand from sandbags. Sandbags and other debris covered with soil/mud could be contaminated. Special collection and landfill management policies will be required for this type of debris.

ix) **Vehicles** – Damaged vehicles are not accepted a s part of the County's solid waste management programmes and are not accepted at County waste facilities as part of the debris recovery process following a community emergency/disaster. There are charitable organizations, auto wreckers, tow operators that will accept and dispose of vehicles. Information on such organizations is available in the Contact and Resource Guide.

x) **Livestock** – Farmers should have plans in place to handle animal carcasses following fire, natural disaster or Foreign Animal Disease. The County's Landfill cannot accept dead stock material. The farm community should consult with the Ontario Ministry of Agriculture, Food and Rural Affairs, and Dead Stock contractors for appropriate disposal of dead carcasses.

17.6 Solid Waste Facilities

The County operates one active landfill site, Riverstown, and five transfer stations. The Transfer sites include Aberfoyle, Belwood, Elora, Harriston and Rothsay. A transfer station may take almost any material that the landfill will take, but in smaller quantities. Waste containing asbestos can only be disposed of at the Riverstown landfill with advance notice provided. During emergencies, the County of Wellington in consultation with Solid Waste Services, may close public access or extend hours of access depending on the requirements of the ECA and the County's Disposal By-law.

17.7 Environmental Compliance Approvals

Waste facilities operate under ECA, MECP regulations and the County's Disposal By-law. The ECA details legal, operational and administrative obligations that facility owners must comply with in daily operations. The County must operate within the requirements or request changes from MECP. In planning for debris management, it is important to be aware of the approvals and the timing required for changes to approvals. Debris management considerations should be planned for and approved prior to an emergency. The County of Wellington Solid Waste Services will work with Member Municipalities to plan appropriately for local debris management needs.

17.8 County of Wellington By-law requirements

Council for the County of Wellington have passed By-laws for waste disposal, to establish tipping fees and curbside collection. Information on these By-laws is available on the Solid Waste Services website. Solid Waste Services will issue receipts for debris collected at the Riverstown Landfill and/or Transfer Stations for Insurance purposes. All household debris collected at the curb must be enclosed in user pay bags available from retailers throughout Wellington County and available online through the County's website.

17.9 Staging Areas and Drop off Locations

Temporary Debris Sites, with the exception of vegetative debris, cannot be established during an emergency or recovery from an emergency without approval from the MECP. The EPA typically requires Environmental Assessments and an ECA for any disposal site.

Temporary disposal locations must be supervised, and access, noise and odour concerns need to be considered. Emergency Management and Solid Waste Services will work with Member Municipalities prior to emergencies to identify and pre-designate potential debris staging and drop off sites for the type and quantity of debris anticipated following a significant emergency event.

Municipalities may set up small depots to collect vegetative debris including tree and yard debris following a natural disaster. These sites may only collect up to 200 cubic metres of debris material and the materials must be cleared within 30 days. Municipalities situated in areas where invasive species have been identified must collect and manage vegetative debris within the identified area. Transportation of vegetative debris outside of the identified area is not permitted.

17.10 Handling of Hazardous Debris

Specified quantities of household hazardous wastes as set out in the County's ECA are accepted at the Elora, Belwood, Harriston, Aberfoyle and Riverstown waste facilities and through the Mobile Household Hazardous Depot. These include oil, oil filters, Glycol, vehicle batteries, dry cell batteries, propane tanks and cylinders, aerosol cans and a much greater amount of materials at the Mobile Household Hazardous Waste Depot.

A Member Municipality may request the Mobile Household Hazardous Waste unit for homeowners and business to access during a disaster event. The Mobile Depot has a list of approved locations throughout the County where it can be placed. If the Depot is to be moved to a location outside of its annual schedule, notification needs to be given to the MECP and local Fire Department.

17.11 Debris Management Actions

Debris management is separated into four stages:

i) Normal Operations,
ii) Increased Readiness,
iii) Response, and
iv) Recovery

17.11.1 Normal Operations

- Wellington County Solid Waste Services develops policies, procedures and establishes waste collection and processing contracts that may include the collection and disposal of debris from emergencies.
- The County has implemented mutual assistance agreements with Member Municipalities and surrounding Counties that may be implemented during emergencies.
- Solid Waste Services will consult with MECP and other appropriate regulatory agencies regarding regulatory issues and potential emergency response needs.
- Establish debris assessment process to define scope of problem.
- Develop messaging with EIO regarding the debris collection process, times, establishment of temporary staging and drop off location, the debris accepted at sites, and any potential environmental and health risks associated with debris.

17.11.2 Increased Readiness

- Review and update plans, standard operating procedure, contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local agencies and contractors that have debris removal responsibilities ensuring the personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm’s way and stage in areas where they can be effectively mobilized.
- Review potential debris staging and drop off sites that may be used in the response and recovery phases in the context of the impeding threat.
- Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of a disaster.

17.11.3 Response

- Activate debris management plan and assess needs.
- Begin documenting costs with the assistance of the Administration and Finance Section. In the event of a natural disaster, some debris management costs may be eligible for funding under the Municipal Disaster Recovery Assistance Programme. More information on the Programme is available in the Financial Considerations Section of this Plan.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Set up previously identified and approved debris staging and drop off sites.
- Address legal, environmental, and health issues relating to the debris removal process.
- With the assistance of the EIO, provide messaging to the public regarding environmental and health risk, collection expectations and timing. Any messaging approved by the EIO and Solid Waste Services may be re-circulated by Member Municipal EIOs.

17.11.4 Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal, work with Member Municipalities to close any debris staging or drop off locations and restore the sites as required.
- Complete a review of the response and recovery efforts and identify what went well and where there’s areas for improvement.

18 SERVICE CONTINUITY PLANS AND PROGRAMMES

A major function of a Municipal EOC is to maintain and/or determine the Municipal services and functions that need to be maintained and/or restored, as well as the period for restoring services. Under the Act, Municipalities are not required to develop a Service Continuity Plan but having such plans in place will assist the Municipality and its Departments to;

i) Identify critical services and functions and ensure their delivery regardless of the emergency,
ii) Assess the priority of the systems, infrastructure, assets and resources used to provide critical services and functions,
iii) To reduce the impact of an emergency on a municipality's service, functions and personnel,
iv) Establish priorities and develop a strategy to ensure appropriate recovery systems are in place to resume services and functions in a timely manner,
v) Establish a communication strategy,
vi) Establish an Information Technology Plan and strategy for continuation of service delivery and resumption,
vii) To evaluate incidents and prevent or mitigate effects of hazard/risk on a service, function or operations.

Municipalities are encouraged to develop Service Continuity Plans and implement a Service Continuity Programme.

In 2009, the County of Wellington undertook a service priority exercise. In 2014, the County began a programme to develop Service Continuity Plans for all Departments, to maintain the plans, to train staff on the plans, and to test these plans on a regular basis. The County has a Service Continuity Committee responsible for overseeing the County's Service Continuity programme and making recommendations for improvements to the programme.

19 RECOVERY PLAN

This plan assigns responsibilities and outlines activities, which may be required to bring the County and/or member municipalities back to their pre-emergency state. It will be activated (in whole or in part) at the direction of Council in consultation with the MECG.

A Recovery Committee should be established to oversee the recovery process, which may take days to several years depending on the scale of the emergency.

The process of recovery from an emergency or disaster can be defined as actions to improve the stability of critical infrastructure and community assets, as well as improve the wellbeing, independence, and dignity of affected people and their assets.

A recovery plan should identify short, medium and long-term recovery actions.

19.1 Recovery Committee

In the early stages of the recovery process, the Municipal Emergency MECG may function as the Recovery Committee. Later, once the emergency has been terminated, a Recovery Committee could be established.

If the Municipality chooses to appoint a Recovery Committee, the following positions and/or agencies may be appointed to the Committee. Membership of the Committee will vary depending on the nature and scale of the emergency but may include the following:

- Representative of Council
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Municipal Treasurer
- Senior Staff from Departments impacted by the emergency
- Wellington-Dufferin-Guelph Public Health
- Chief Building Official
- Communications staff/EIO
- Representative from Wellington County Social Services
- Economic Development
- Planning representative
- Other agencies or organizations that the Committee requires specific expertise.

The Recovery Committee may establish sub-Committees to oversee specific recovery activities such as funding applications, infrastructure repairs/replacements, building assessments and redevelopment, long-term health, safety and welfare needs of the of residents impacted by the emergency.

19.2 Recovery Committee Responsibilities

The following is a list of items for Municipalities to consider during the recovery of any emergency. While the Recovery Committee should oversee these responsibilities, they may be assigned to sub-committees during recovery.

i) Ensure that the public is kept informed of the status and activities of the recovery process. It is important that during recovery, accurate and up-to-date information be provided regularly to residents.
ii) Provide recommendations to Council concerning expenditure of funds, new by-laws, changes to existing by-laws and other matters as they may require Council approval.
iii) Ensure service continuity to areas of the Municipality not affected by the emergency.
iv) Ensure the continued provision of Emergency Social Services as long as needed.
v) Engage Wellington County Social Services to assist those that may require long-term housing needs, social assistance, etc.
vi) Liaise with 211 to request their assistance with tracking residents' request for assistance.
vii) Coordinate the storage and distribution of donated materials.
viii) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
ix) Determine and document the extent of the damage to Municipal and private buildings and damage to Municipal infrastructure.
x) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
xi) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
xii) Consider procedures/policies to expedite the establishment of new buildings/structures or repairs to damaged buildings/structures.
xiii) Ensure the safety of workers in the damaged area, including volunteers.
xiv) Continue to work with utilities (hydro, gas, and phone) to have services restored in a timely manner.
xv) Maintain accurate records of all emergency-related expenditures.
xvi) Investigate opportunities for provincial funding for Municipal expenditures.
xvii) Analyze the impact of the emergency on the municipal budget.
xviii) Prepare insurance claims on behalf of the municipality.
xix) Ensure that detailed financial records are maintained.
xx) Prepare a final report including recommendations.

19.3 Reporting

The Recovery Committee should establish a regular meeting schedule and a reporting schedule to Council to provide updates on the recovery process, to report on financial considerations, and any long-term budget implications.

20 PLAN ADMINISTRATION, MAINTENANCE AND REVIEW

20.1 Internal Procedure and Training

Each service or agency involved or identified in the Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

Under the Act, all municipalities are responsible for conducting emergency management training programmes to ensure the readiness of employees of the municipality and other persons to act under their municipal emergency response plan.

Members of the Municipal Emergency MECG shall complete annual training as prescribed.

20.2 Annual Review

At a minimum, this plan will be reviewed annually by the CEMC in consultation with the Municipal Emergency Management Programme Committees. The Committees will test portions of the Plan each year using appropriate and planned emergency exercises. Following the exercises, After Action Reports will be completed by the CEMC and reviewed with the Committees for reporting to Council on recommended changes to the Plan, enhanced response capabilities and anticipated financial considerations.

The Emergency Management Programme Committees will give consideration to conducting a major review of this plan every five to ten years.

20.3 Amendments

Amendments to the Plan require Council approval. Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial statutes and additions of definitions and acronyms.

20.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergencies that may arise in a changing community. During the course of the implementation of this plan in an emergency, some flexibility is expected to ensure health, safety, and welfare of residents and businesses.

21 APPENDIX A – ACROYNMS AND DEFINITIONS

The following definitions come from various sources including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, Office of the Fire Marshall and Emergency Management, and the National Fire Protection Association.

ARES – Amateur Radio Emergency Services

AAR – After Action Report

BIA – Business Impact Analysis

CANUTEC – Canadian Transport Emergency Centre

CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of them

CBRN E – Chemical Biological, Radiological, Nuclear and Explosive

CACC – Central Ambulance Communication Centre

CCAC – Community Care Access Centre

CEMC – Community Emergency Management Coordinator

CI – Critical Infrastructure

DRAO – Disaster Relief Assistance for Ontarians

DWQMS – Drinking Water Quality Management Standards

ECA – Environmental Compliance Approval

EI – Emergency Information

EIC – Emergency Information Centre

EIO – Emergency Information Officer

EMAT – Emergency Medical Assistance Team

EMPC – Emergency Management Programme Committee

EOC – Emergency Operation Centre

ERP – Emergency Response Plan

FAD – Foreign Animal Disease

GWPS – Guelph Wellington Paramedic Services

HUSAR - Heavy Urban Search and Rescue

IAP – Incident Action Plan

ICP – Incident Command Post

IMS – Incident Management System

MECG – Municipal Emergency Control Group

MDRAP – Municipal Disaster Relief Assistance Program

MTO – Ministry of Transportation

NGO – Non-Government Organization

PAD – Priority Access Dialing

PEOC – Provincial Emergency Operation Centre

PIMS – Provincial Incident Management System

SCBA – Self Contained Breathing Apparatus

WDG Public Health – Wellington Dufferin Guelph Public Health

Approved – Formally accepted by a position in authority such as a Minister, CAO, or Municipal Head of Council

Buffer Zone – In a planning context, this zone is intended to separate the public and other facilities from the consequence of an incident involving hazardous materials. This zone describes the allowable land uses around a hazardous facility.

Business Impact Analysis – A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if an organization was to experience a service disruption.

Community Emergency Management Coordinator – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.

Consequence – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Service Continuity Plan – A plan developed and maintained to direct a Department/ Organizations internal response to an emergency.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

Emergency – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to

life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Emergency Information – Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Management – Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Emergency Management Programme Committee – The emergency management programme committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Emergency Operations Centre – The EOC is a facility where the Municipal Emergency MECG assembles to manage an emergency.

Emergency Response Plan – A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identify persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Response Organization – Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency.

Emergency Site Manager/Incident Commander – Public sector official (usually fire, police, ambulance or Public Works/Infrastructure Services) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Emergency Response – Coordinated public and private response to an emergency.

Emergency Medical Service – Guelph-Wellington Paramedic Service is the emergency medical services provider for Wellington County and the City of Guelph.

Evacuation – The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency.

Evacuation Centre – A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

Evacuation Registration – A process to account for displaced persons. This process usually takes place at designated reception centres.

Evaluation – The process of assessing the effectiveness of an emergency management programme, plan and/or exercise etc.

Foreign Animal Disease – A subset of reportable diseases, which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE).

Hazard – A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

Hazard Identification – The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Head of Council – Includes the County Warden, the Mayors of the member municipalities, and their designated alternates.

Heavy Urban Search and Rescue Team – A multi-service, multi-skilled, and multi-functional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

Incident Management System – The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.

Municipal Emergency Control Group (MECG) – The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Municipality – Means the County of Wellington, the Township of Centre Wellington, the Town of Erin, the Township of Guelph/Eramosa, the Township of Mapleton, the Town of Minto, the Township of Puslinch and/or the Township of Wellington North.

Mutual Aid Agreements – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

Municipal Disaster Relief Assistance Programme – An emergency financial assistance programme administered by the Ministry of Municipal Affairs and Housing.

Ministry of Emergency Preparedness and Response – Is a Ministry of the Province of Ontario. They are responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Priority Access Dialing – A database system administered by Industry Canada and maintained by the CEMC. It is used to identify telephone landlines and some wireless lines that are considered essential for emergencies. Numbers are entered in the database which

protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic.

Private Sector – A business or industry not owned or managed by any level of government.

Public Sector – A particular element or component of government, i.e. police, fire and Public Works/Infrastructure Services, of a municipal, provincial or federal government.

Reception Centre – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Recovery – The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Response – The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

Response Organization – Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency e.g., industrial response teams, CERV, etc.

Risk – A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment – A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Shall – Indicates a mandatory requirement.

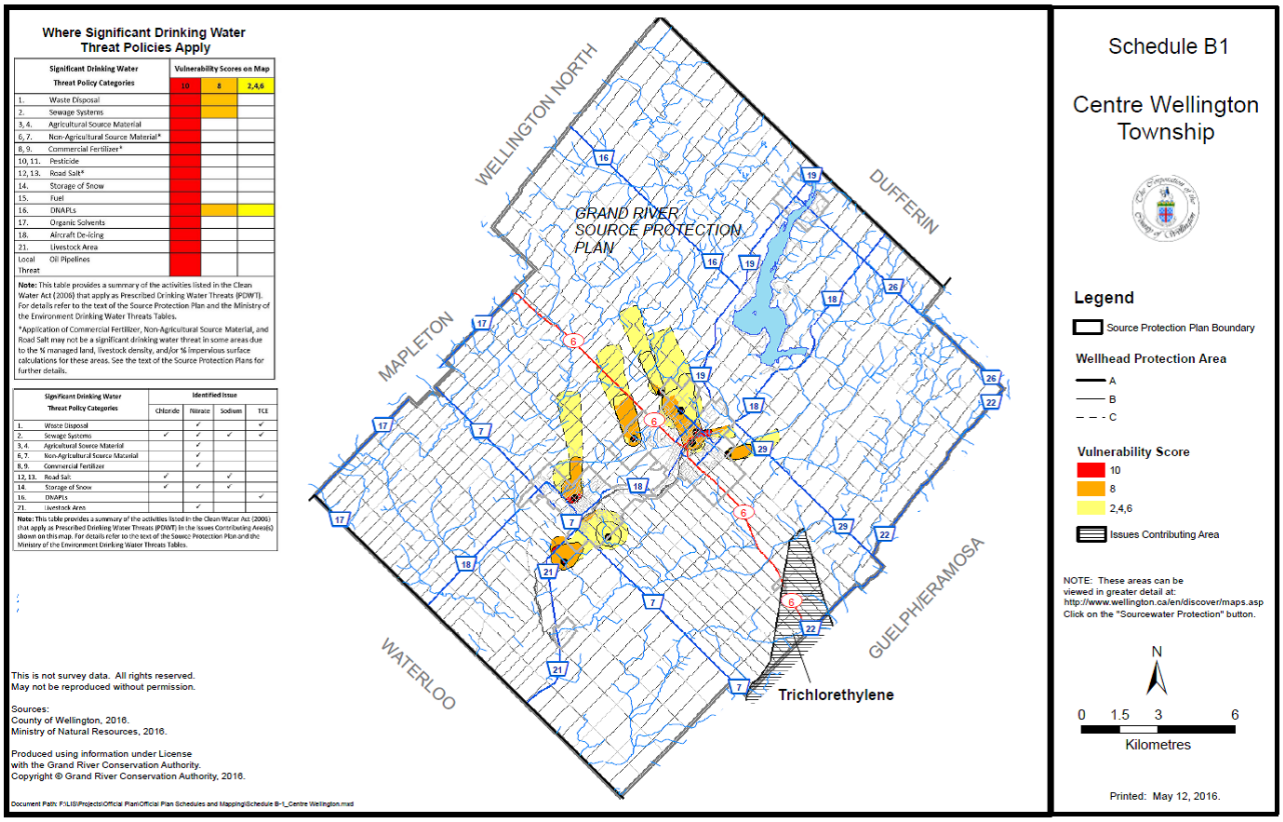
Should – Indicates a recommendation or that which is advised but not required.

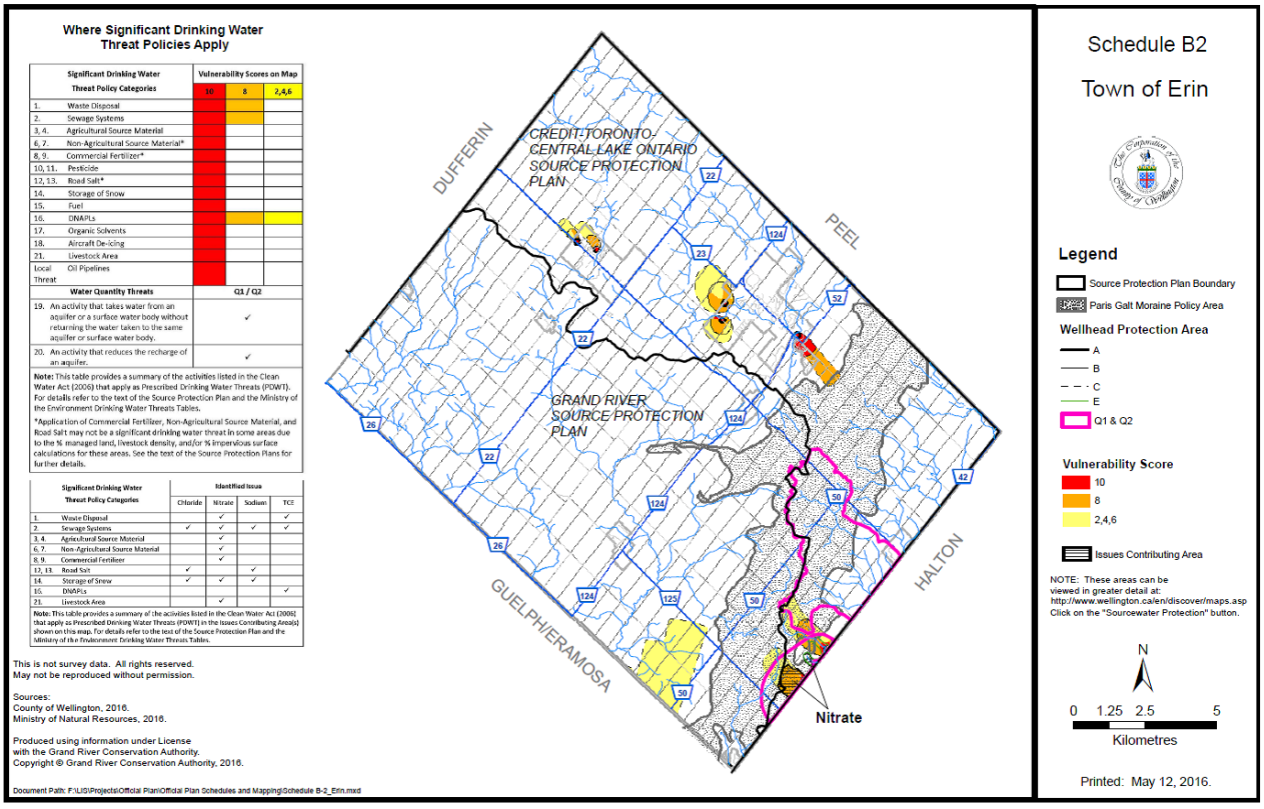
Telecommunications – Is the transmission and/or receipt of messages, for communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

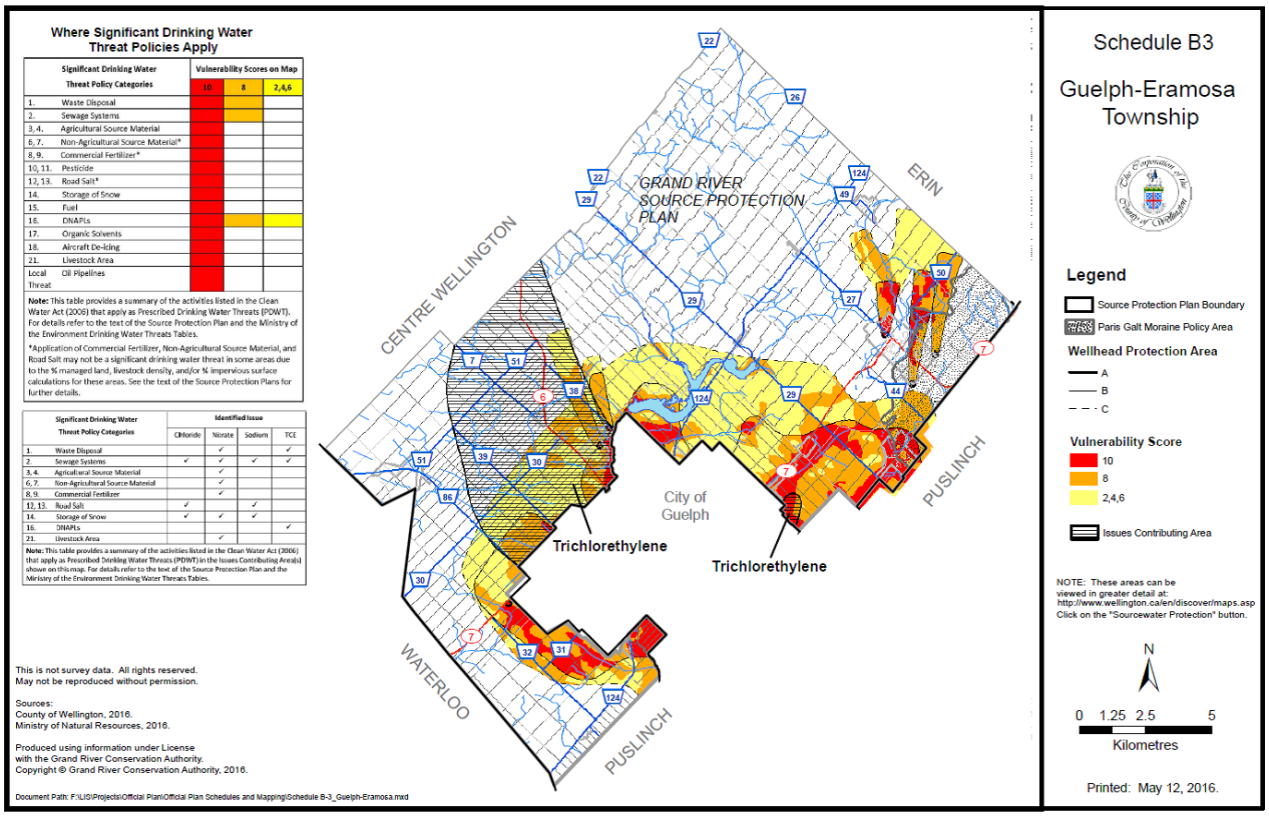
Threat – Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks.

Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

22 APPENDIX B – SCHEDULE B1-B7 DRINKING WATER VULNERABLE AREA MAP SCHEDULES BY MUNICIPALITY






Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material*
8, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-Icing
21. Livestock Area
Local Threat Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.
Significant Drinking Water Threat Policy Categories
Identified Issue
Chloride
Nitrate
Sodium
TCE
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material
8, 9. Commercial Fertilizer
12, 13. Road Salt
14. Storage of Snow
16. DNAPLs
21. Livestock Area
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) in the Issues Contributing Area(s) shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
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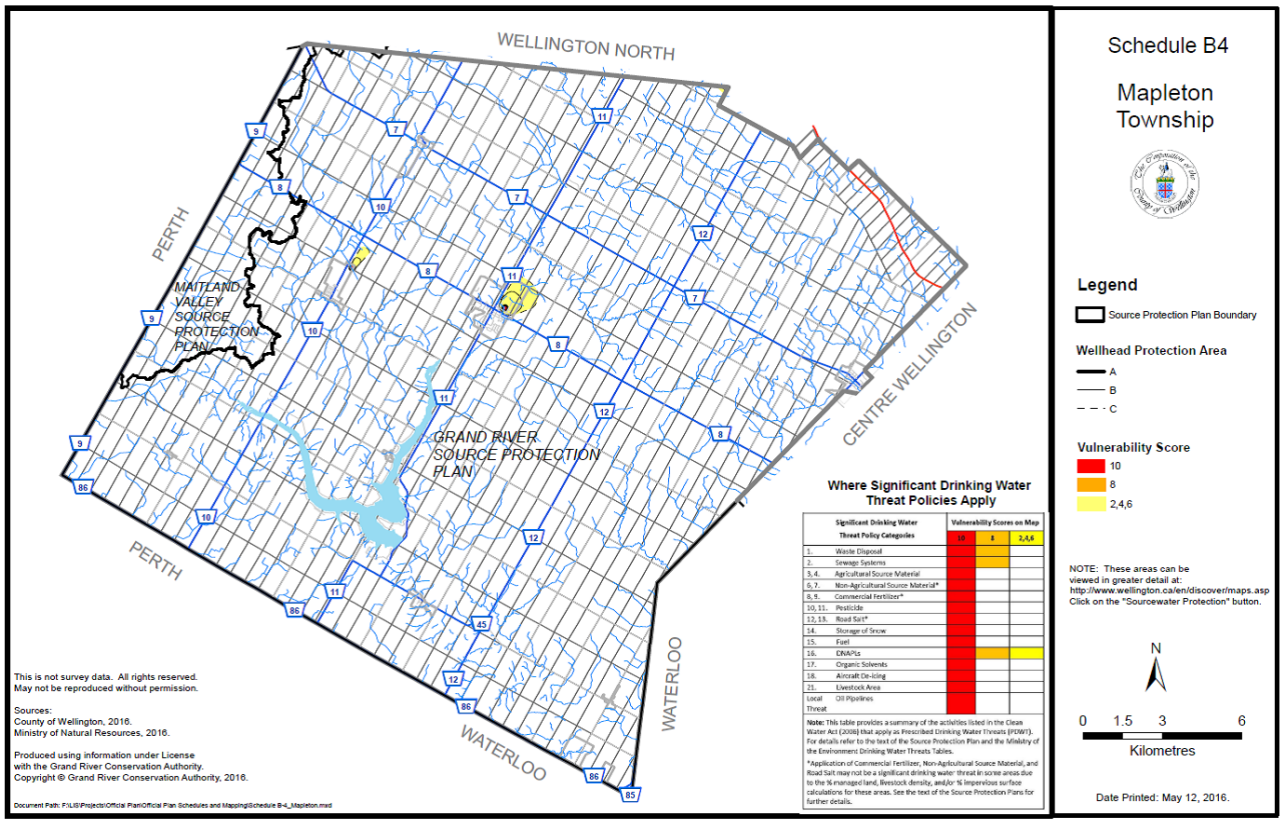
Document Path: F:\LIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule B-3_Guelph-Eramosa.mxd
GRAND RIVER SOURCE PROTECTION PLAN
CENTRE WELLINGTON
ERIN
PUSLINCH
WATERLOO
City of Guelph
Trichlorethylene
Trichlorethylene
Schedule B3
Guelph-Eramosa Township
Legend
Source Protection Plan Boundary
Paris Galt Moraine Policy Area
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
Issues Contributing Area
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.25 2.5 5
Kilometres
Printed: May 12, 2016.


WELLINGTON NORTH
PERTH
MAITLAND VALLEY SOURCE PROTECTION PLAN
GRAND RIVER SOURCE PROTECTION PLAN
CENTRE WELLINGTON
PERTH
WATERLOO
WATERLOO
Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material*
8, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-Icing
21. Livestock Area
Local Threat Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.
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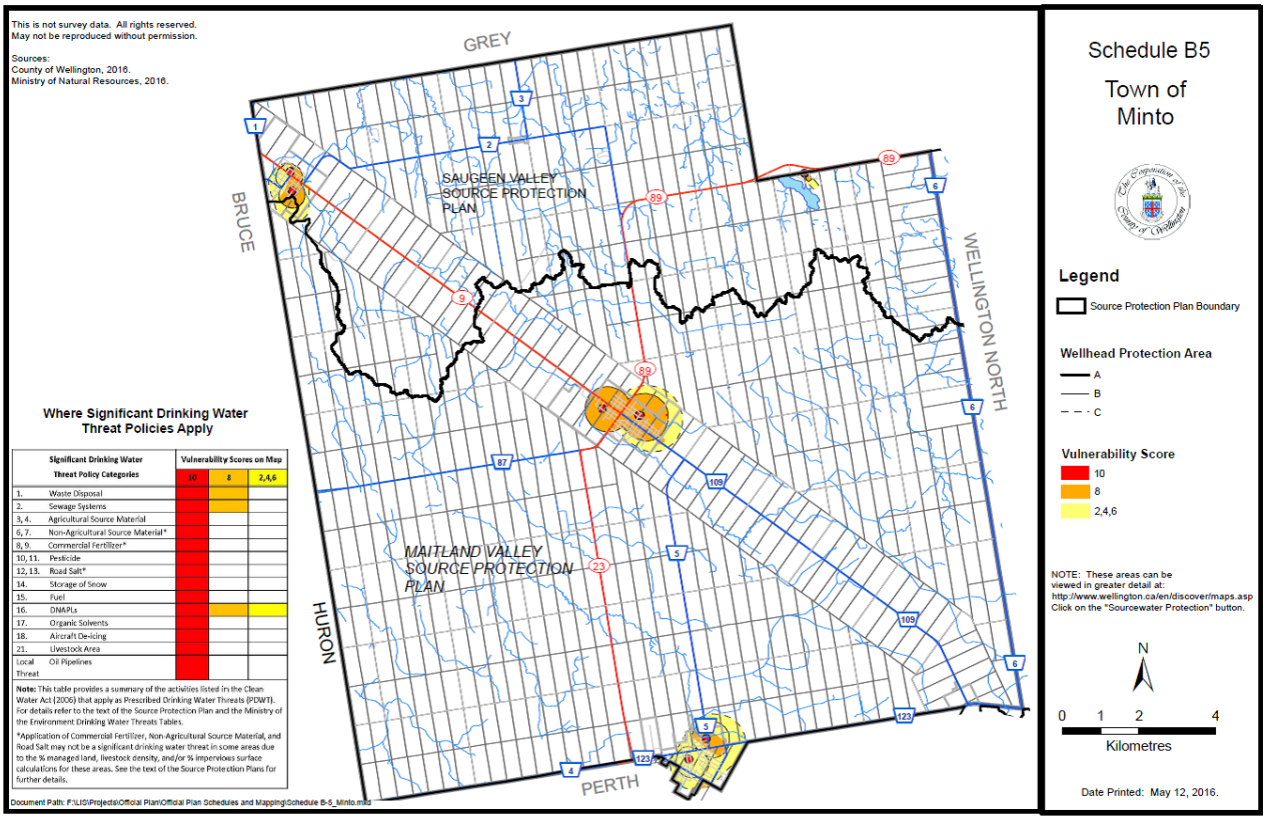
Schedule B4
Mapleton Township
Legend
Source Protection Plan Boundary
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.5 3 6
Kilometres
Date Printed: May 12, 2016.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Sources:
County of Wellington, 2016.
Ministry of Natural Resources, 2016.
GREY
BRUCE
WELLINGTON NORTH
HURON
PERTH
SAUGEEN VALLEY SOURCE PROTECTION PLAN
MAITLAND VALLEY SOURCE PROTECTION PLAN
Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material*
8, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-icing
21. Livestock Area
Local Threat: Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.
Document Path: F:\LIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule B-5_Minto.mxd
Schedule B5
Town of Minto
Legend
Source Protection Plan Boundary
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
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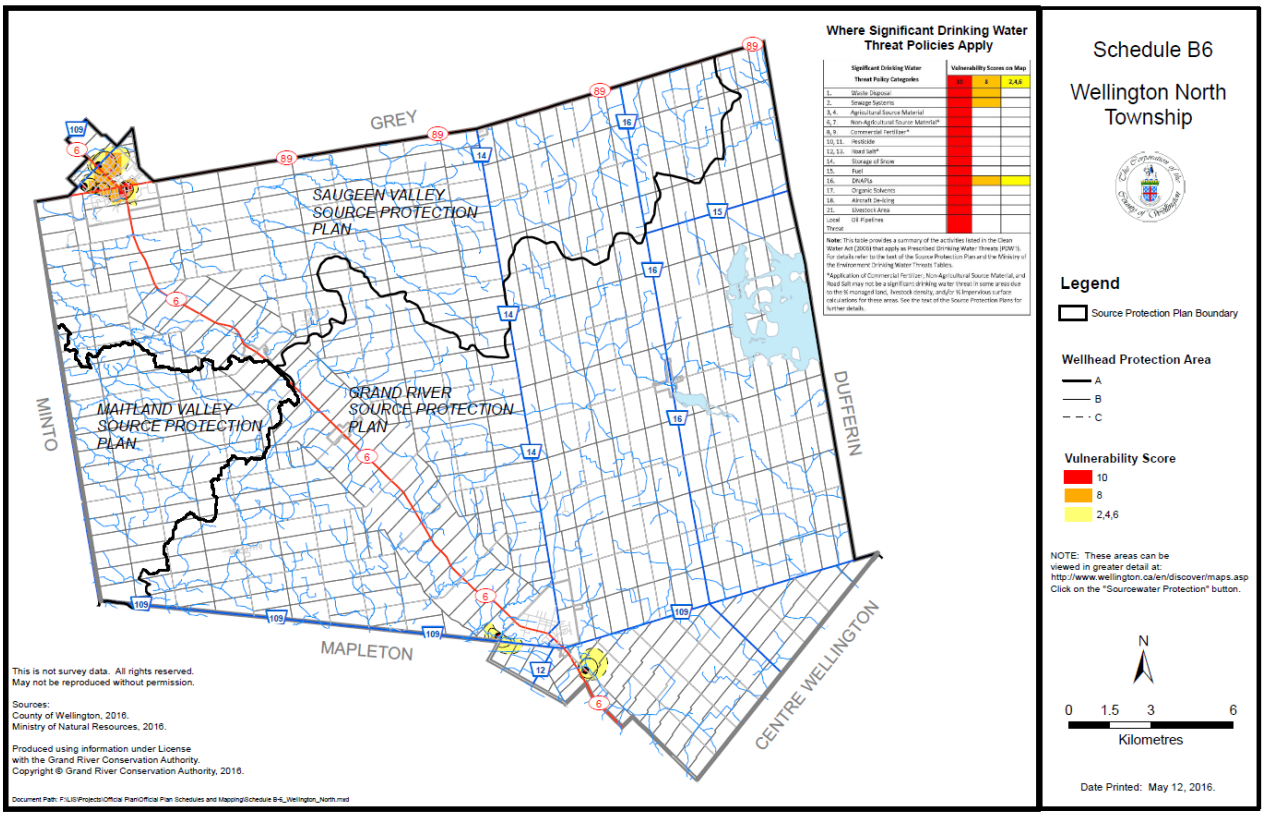
Kilometres
Date Printed: May 12, 2016.


GREY
MINTO
DUFFERIN
MAPLETON
CENTRE WELLINGTON
SAUGEEN VALLEY SOURCE PROTECTION PLAN
MAITLAND VALLEY SOURCE PROTECTION PLAN
GRAND RIVER SOURCE PROTECTION PLAN
Where Significant Drinking Water Threat Policies Apply
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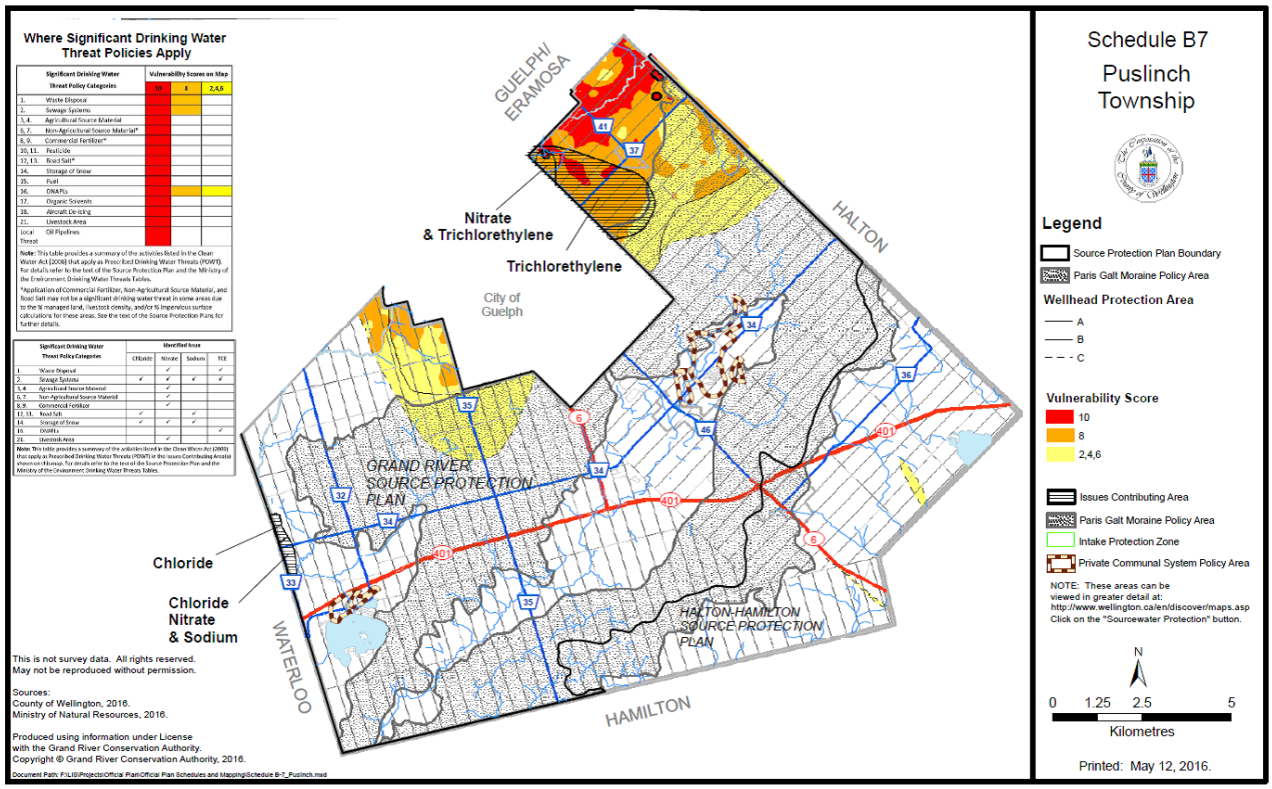
Schedule B6
Wellington North Township
Legend
Source Protection Plan Boundary
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.5 3 6
Kilometres
Date Printed: May 12, 2016.


Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
5, 7. Non-Agricultural Source Material*
6, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-Icing
21. Livestock Area
Local Threat Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the MI istry of the Environment Drinking Water Threats Tables.
*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.
Significant Drinking Water Threat Policy Categories
Identified Issue
Chloride
Nitrate
Sodium
TCE
1. Waste Disposal ✓ ✓
2. Sewage Systems ✓ ✓ ✓ ✓
3, 4. Agricultural Source Material ✓
5, 7. Non-Agricultural Source Material ✓
6, 9. Commercial Fertilizer ✓
12, 13. Road Salt ✓ ✓
14. Storage of Snow ✓ ✓ ✓
16. DNAPLs ✓
21. Livestock Area ✓ ✓
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) in the Issues Contributing Area(s) shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
Nitrate & Trichlorethylene
Trichlorethylene
Chloride
Chloride Nitrate & Sodium
GUELPH/ ERAMOSA
City of Guelph
HALTON
GRAND RIVER SOURCE PROTECTION PLAN
HALTON-HAMILTON SOURCE PROTECTION PLAN
WATERLOO
HAMILTON
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Schedule B7
Puslinch Township
Legend
Source Protection Plan Boundary
Paris Galt Moraine Policy Area
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
Issues Contributing Area
Paris Galt Moraine Policy Area
Intake Protection Zone
Private Communal System Policy Area
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.25 2.5 5
Kilometres
Printed: May 12, 2016.

23 APPENDIX C – MECG Member Responsibilities

The table below is in relation to Section 9.3 Responsibilities of MECG Members, to note how each title relates to the titles at the County and with each member municipality.

Title as listed in ERP	County of Wellington	Township of Centre Wellington
Head of Council	Warden	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	N/A	No Change
Senior Municipal Road Authority Official	Manager of Roads/ County Engineer	Managing Director of Infrastructure Services
Senior Municipal Water/Waste Water Official	NA	Manager of Environmental Services
Treasurer	No Change	Managing Director of Corporate Services & Treasurer
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	No Change**	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	Director of HR	Manager of HR
Manager, Purchasing and Risk Management Services	No Change**	NA
IT Services Support Staff	Director of IT	NA
Municipal Official Responsible for Facilities	Construction and Property Manager	Managing Director of Community Services
Facilities Manager	Asset Management Coordinator	Manager of Parks and Facilities
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED

Title as listed in ERP	Town of Erin	Township of Guelph Eramosa
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Infrastructure Services	Manager Public Works
Senior Municipal Water/Waste Water Official	Director of Infrastructure Services	Sewer & Water Foreman
Treasurer	Director of Finance and Treasurer	Director of Finance
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	N/A
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	IT	N/A
Municipal Official Responsible for Facilities	N/A	Director of Parks & Recreation
Facilities Manager	N/A	Director of Parks & Recreation
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED		
Title as listed in ERP	**Township of Mapleton**	**Town of Minto**
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Public Works	Roads and Drainage Manager
Senior Municipal Water/Waste Water Official	Manager of Public Works	Roads and Drainage Manager
Treasurer	Director of Finance	Treasurer/Deputy CAO
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	Clerk's Assistant/HR Coordinator
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	N/A	N/A
Municipal Official Responsible for Facilities	Director of Public Works	Director of Community Services
Facilities Manager	Director of Public Works	Director of Community Services
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED		
Title as listed in ERP	**Township of Puslinch**	**Township of Wellington North**
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Public Works, Parks and Facilities	Director of Operations
Senior Municipal Water/Waste Water Official	Director of Public Works, Parks and Facilities	Manager Environmental and Development Services
Treasurer	Director of Finance & Treasurer	No Change
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	N/A
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	Deputy Clerk	N/A
Municipal Official Responsible for Facilities	Director of Public Works, Parks and Facilities	Director of Operations
Facilities Manager	Director of Public Works, Parks and Facilities	No Change
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

REPORT COR-2025-051

TO:	Mayor and Members of Council
PREPARED BY:	Hurania Melgar, Emergency Manager/CEMC
PRESENTED BY:	Hurania Melgar, Emergency Manager/CEMC
MEETING DATE:	October 29, 2025
SUBJECT:	2025 Township of Puslinch EM Programme Annual Report

RECOMMENDATION

That Report COR-2025-051 entitled 2025 Township of Puslinch EM Programme Annual Report be received for information; and,

That the Council of the Township of Puslinch accepts the annual report of the Township's Emergency Management Programme for 2025.

Purpose

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2025.

Background

Program Committee:

The Township has an Emergency Management Programme Committee (Committee). The Committee met in person on February 25, 2025 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, and Public Education.

Emergency Response Plan:

The existing Emergency Response Plan was adopted by Council in Fall of 2020. Updates to the plan are included in my second report today and include updates necessary that came out of

the COVID-19 After Action Report, EMPC meetings, Emergency Management Division Review and other key stakeholders (Source Water Protection, Communications), to ensure the Plan maintains it's accuracy, clarity and relevance.

Training:

The required prescribed training for 2025 has not changed from the 2018 Guidance Note on Training Requirements issued by Emergency Management Ontario. Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

While much of the prescribed training is covered during the municipality's annual emergency management exercise, additional training opportunities are provided to Municipal Emergency Control Group members throughout the year, including:

1. EM 200- Basic Emergency Management Course: February 5-6
2. IMS 200 - Basic Incident Management System Course: July 16-17
3. EM 240- Note Taking Course: June 19, Aug 21, Oct 8
4. New Emergency Management Software (D4H) Training: February 7, 26 & 28
5. Self-paced MECG Essentials PowerPoint presentation

Annual Emergency Management Exercise:

MECG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Township's MECG members participated in an emergency management exercise held on September 24, 2025.

The objectives of the exercise were to:

a) Familiarize staff with the operational period handover process and procedure.
b) Evaluate the communication and coordination process within and between the Township of Guelph/Eramosa and the Township of Puslinch EOC's.
c) Familiarize the MECG with using the IMS roles, IMS forms and best practices during an active EOC scenario.
d) Test the functionality of D4H emergency management software in an exercise environment.

Recommendations/outcomes from the exercise:

A. **Handover Process and Procedure:** It was felt that incorporating a handover process within the exercise was of great value for both the primary and alternate positions. The group felt that the alternates would have benefited from a whole operational cycle practice, instead of just the operational meeting that occurred. This was due to time constraints however; the EM team will work to incorporate alternates more in exercises to come. Further, it was identified throughout the exercise that there is no existing procedure for keeping alternates updated on the response or how to notify alternates of their need to respond. The EM team will look at formalizing procedures to address this gap in 2026.
B. **Communication and Coordination:** Communication in the breakout rooms was timely and well done. It was felt that the EM team provided excellent insight and ensured the smooth running of the exercise. It was felt that communication between the two municipalities could be improved, especially through the use of D4H incidents to combine both municipalities' response. This is a functionality of D4H however, due to the nature of the exercise it was not used. This is something that will be tested in future exercises.
C. **Functionality of D4H Software:** Most felt that the software was easy to use and utilizing it for the exercise was of benefit to familiarize the MECG with the platform. It was felt that being able to see updates "live" through the D4H system was very beneficial. More training and ease of use was requested for the cell phone D4H app. There was some confusion regarding which forms to use when. The EM team will create mobile app specific training and clean up the forms on D4H and provide additional training/materials on the IMS forms.

Public Education:

Every municipality's emergency management programme must have public education on risks to public safety and on public preparedness for emergencies.

In total, the Emergency Management division attended 25 (2 cancelled) public education events across the whole County. Of note we attended the Canada Day Pancake Breakfast on July 1st, and the Puslinch Community Showcase on October 4 in the Township.

Emergency Preparedness week was May 4-10. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser and radio ads. Promotional materials were offered at all the libraries across the County.

The County page in the Wellington Advertiser, the County of Wellington's social media accounts (an average of 4 posts/month) regularly contain emergency preparedness information.

The Emergency Management Division continues with the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

Preparedness messaging is provided utilizing the following monthly theme's:

January – Frozen Pipes/Make a Plan

February - 211

March – Floods/Avian Influenza Awareness

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes

July – 72 Hour Kit

August – Unique Family Needs

September – Be Informed

October – Power Outages

November – Winter Weather (Car Kits)

December – Winter Weather (Driving)

Critical Infrastructure:

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Township at the Committee meeting. Critical Infrastructure identification is managed digitally through the Common Operating Picture (COP) with the County GIS division. We are currently working with County GIS to update and simplify the Critical Infrastructure layer within the mapping software, to be completed by end of year 2026, due to staffing constraints experienced this year.

Conclusion:

The Township of Puslinch has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2025.

Financial Implications

None.

Applicable Legislation and Requirements

- Emergency Management and Civil Protection Act
- Ontario Regulation 380/04

Engagement Opportunities

As indicated throughout the report.

Attachments

None.

Respectfully submitted,

Hurania Melgar, Emergency Manager/CEMC

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW 2025-0XX

A by-law to regulate Special Events in the Township of Puslinch and to repeal By-law 008/2022.

Whereas Sections 8, 9 and 11 of the *Municipal Act, S.O. 2001, c.25* permit the Township to pass bylaws necessary or desirable for municipal purposes, and paragraphs 6 and 8 of Subsection 11 (2) authorize by-laws respecting the health, safety and well-being of persons, and the protection of persons and property;

And Whereas the *Municipal Act, S.O. 2001, c.25*, Section 23.2 authorizes the Township to delegate its powers to an officer, employee, or agent of a municipality;

And Whereas Section 126 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, authorizes local municipalities to regulate cultural, recreational and educational events including public fairs; to prohibit such events unless a permit is obtained from the municipality for those activities; and to impose conditions for obtaining, continuing to hold and renewing any such permit;

And Whereas Section 128 of the *Municipal Act, 2001, S.O. 2001, c. 25* authorizes local municipalities to prohibit and regulate public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

And Whereas Section 129 of the *Municipal Act, 2001, S.O. 2001, c. 25* authorizes local municipalities to prohibit and regulate with respect to noise, vibration, odour, dust and outdoor illumination; to prohibit those matters unless a permit is obtained from the municipality for those matters; and to impose conditions for obtaining, continuing to hold and renewing any such permit;

And Whereas the *Municipal Act, S.O. 2001, c.25*, Section 425 establishes that any person who contravenes any by-law of the municipality, may be, passed under the Act, is guilty of an offence;

And Whereas the *Municipal Act, S.O. 2001, c.25*, Section 426(4) establishes that any Person that hinders or obstructs, or attempts to hinder or obstruct, any Person who is exercising or performing a duty under this By-law created under the Act is guilty of an offence;

And Whereas the *Municipal Act, S.O. 2001, c.25*, Section 446 of the Municipal Act gives the Township the authority to direct or require a person to do a matter or, thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. For these purposes, the Township may enter upon land at any reasonable time. The Township may recover the costs of doing a matter or, thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

And Whereas Council wishes to ensure cooperation among the various agencies involved in and affected by special events in order to (a) enhance the quality of life for residents; (b) further tourism and economic development; (c) protect public health and safety; and (d) avoid unnecessary disruptions in the community; and

And Whereas Council wishes to regulate the special events held on private property;

Now Therefore, the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

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1. GENERAL

1.1. Short Title

a) This By-law may be referred to as the “Special Event Permit By-law”.

1.2. Administration

a) This By-law applied to all Property in the geographical area within the Township, save and except any Property owned by the Township.

b) The Director of Corporate Services or their designate shall be responsible for the administration of this By-law.

1.3. Delegated authority

a) The Director of Corporate Services is authorized and has delegated authority to:
   i. create forms, guides, guidelines and processes for the administration of this By-law;
   ii. establish appropriate requirements;
   iii. approve, issue, revoke, amend, Private Special Event Permits, Public Road Special Event Permits and impose Conditions in addition to the requirements under this By-law.

1.4. Conflict

a) Where there is a conflict between a provision of this By-law and a provision of any other Township by-law, the provision that establishes the highest standards to protect the health and safety of the public and natural environment shall apply. No agreement shall be deemed to provide an exemption from the requirements of this By-law unless this By-law authorizes such exemption, and the agreement specifically provides for it.

1.5. Severability

a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

1.6. Compliance with other laws

a) This By-law, and the provisions contained within, are intended to be complimentary to federal and provincial statutes and regulations, and to other by-

laws passed by the Council. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.

2. DEFINITIONS

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

“Applicant” means the person or entity submitting, filing or making an application for a Special Event Permit and shall be the Special Event Permit Holder ultimately responsible for the Special Event;

"Application" means a formal written request for the approval of a Special Event Permit in a form prescribed by the Township;

“Applicable laws” means all federal, provincial and municipal by-laws, rules, regulations, orders, approvals, permits, standards, and all other governmental requirements applicable to a Special Event;

“By-law” means this by-law;

"Certificate of Insurance" shall mean a document issued by an insurance company licensed to provide insurance in the Province of Ontario that certifies that an insurance policy has been purchased for the Special Event, which applies to the property or premises on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract;

“Chief Building Official” means the Chief Building Official appointed by the Council or his/her designate.

“Director of Corporate Services” means the Director of Corporate Services for the Corporation of the Township of Puslinch or his or her delegate;

“Council” means the Council of the Corporation of the Township of Puslinch;

“Designated Provision” means any section of this By-law designated as being enforceable through AMPS in accordance with section 8. g);

"Director of Public Works, Parks and Facilities" means the Director of Public Works Parks and Facilities appointed by the Council or his/her designate.

“Display” means a display of lights, ornaments, figurines, and other similar decorations, that are used to decorate the exterior of a property and may be accompanied by video transmission, projections and music transmitted through any means;

“Emergency Plan” means a written plan that details procedures to follow in emergencies, including but not limited to fire, criminal acts, accidents, medical emergencies or extreme weather events, and includes communications and evacuation procedures as well as the name and contact information of event organizers, and may include any other information deemed to be necessary;

"Fees" shall mean an application fee, administrative fee or processing fee paid by the Applicant for a Special Event Permit, as outlined in the Township’s User Fees and Charges By-law;

"Fire Chief"' means the Fire Chief appointed by the Council or his/her designate.

“Highway” means a common and public highway and includes a street, bridge or other structure forming part of a highway over or across which a highway passes and includes the whole of a road allowance under the jurisdiction of the Township.

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“Private Special Event” means an organized activity, gathering, event, or function that is not open to the general public but is limited to specified participants, attendees, or entities, and involves fifty (50) or more persons in attendance;

"Liquor Licence" shall mean a licence issued by the Province of Ontario in the form of a Special Occasion Permit (SOP) or a Liquor Licence for the purpose of serving alcohol;

“User Fees and Charges” means fees and charges prescribed by the Corporation of the Township of Puslinch User Fees and Charges By-law;

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

“Nuisance Impacts” means causing or contributing to at least two of the following for residents in the vicinity of the Special Event:

(i) increase in off-site pedestrian or vehicular traffic that interferes with the use of highways and other public and private properties;
(ii) illegal parking that obstructs the free flow of traffic or could interfere with the ability to provide emergency services;
(iii) trespass to property;
(iv) an increase in harassment or intimidation of residents;
(v) off-site littering;
(vi) significant increase of noise as prescribed in the Township Noise By-law;
(vii) directed outdoor illumination that spills onto other properties;
(viii) possession of open alcohol off-site;
(ix) disorderly conduct, including public urinating, defecation or vomiting;
(x) damage or destruction to private property;

“OPP” means Ontario Provincial Police;

"Occupant" means a lessee, tenant, mortgagee in possession or any other Person who appears to have care and control of any property;

"Owner" shall mean any person identified by the most current Municipal Assessment Roll as being the owner of the premises and/or property;

"Officer" shall mean a Municipal Law Enforcement Officer appointed by the Township of Puslinch, a Police Officer, the Fire Chief appointed by the Township of Puslinch or a person authorized by Council or an assigned individual with the responsibility for enforcing and administering this By-law;

“Person” includes individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, executors, assigns or other legal representatives of a person to whom the context can apply in law.

“Permit Holder” means the applicant and the event organizer or entity ultimately responsible for the organization and operations of the Special Event;

“Private Property” means a legal designation for the ownership of property by nongovernmental legal entities;

“Public Special Event” means an organized activity, gathering, event or function that is held on Private Property or Property open to the public, regardless of admission fees or other conditions of entry, and is designed to promote community engagement, recreation, cultural expression, or public enjoyment. Such events may include, but are not limited to, festivals, fairs, concerts, exhibitions, sporting events, or public celebrations;

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“Public Special Event” means an organized activity, gathering, event or function that is held on Private Property or Property open to the public, regardless of admission fees or other conditions of entry, and is designed to promote community engagement, recreation, cultural expression, or public enjoyment. Such events may include, but are not limited to, festivals, fairs, concerts, exhibitions, sporting events, or public celebrations;

“Public Road Special Event” means an organized activity, gathering, event or function that is held on a highway within the Township of Puslinch open to the public, regardless of admission fees or other conditions of entry, and is designed to promote community engagement, recreation, cultural expression, or public enjoyment. Such events may include, but are not limited to, parades, cycling events, etc.;

“Subject Property” means a parcel or parcels of land on which the Special Event Permit is taking place;

“Site Plan” means a drawing or sketch of the subject area indicating the details of the event that may include but not limited to;

iv. Access points for vehicle and pedestrian access;
v. Parking areas;
vi. Stages and performance areas;
vii. Vendor booths and stalls;
viii. Areas designated for alcohol consumption;
ix. Temporary structures;
x. Signage locations;
xi. Emergency first aid stations;
xii. Waste Management bins;
xiii. Sound systems;
xiv. Firework locations;
xv. Display locations;
xvi. Cooking or open flame locations;

“Special Event” shall refer to either an Private Special Event or Public Special Event;

"Special Event Permit" shall mean a Special Event Permit authorizing the holding of an Private Special Event or Public Special Event, and includes any conditions imposed as a condition of obtaining and continuing to hold the Special Event Permit and any agreements respecting the Special Event that are attached to the Special Event Permit;

“Township” means The Corporation of the Township of Puslinch or the land within the municipal boundaries of the Township of Puslinch, as the context requires;

“Traffic Management Plan” means a plan providing for the control and management of traffic and parking including all vehicular, pedestrian, and cyclist movements to, from, and within the Subject Property and, where applicable,

(i) detours of public transit routes and highways,
(ii) emergency vehicle access and egress,
(iii) pedestrian flow,
(iv) temporary barriers and devices necessary for traffic control or parking,
(v) designated accessible pick-up and drop-off locations for persons with disabilities,
(vi) the pick-up and drop-off locations for buses, taxis, shuttles, and limousines,
(vii) vehicles that exceed the load or dimension limits set out in Parts VII and VIII of the Highway Traffic Act, R.S.O. 1990, c. H.8, and
(viii) such other traffic and parking information as the Director of Public Works, Parks and Facilities may require.

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"Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car;

"Waste Management Plan" means a plan outlining the management of waste, recycling, septate and hazards, pre-event, during the event and post-event.

3. PROHIBITIONS

a) No Person shall hold, cause, carry out, or permit the holding of a Special Event on any Property within the Township without first obtaining a valid Special Event Permit issued pursuant to this By-law.

b) No Person shall hold, cause, carry out or permit the holding of a Special Event, except in accordance with the terms and conditions of a valid Special Event Permit issued pursuant to this by-law.

c) No Person shall participate in or attend a Special Event on any Property within the Township unless a valid Special Event Permit has been issued pursuant to this By-law.

d) No Person shall submit or cause or permit an application for a Special Event Permit to be submitted to the Township that is misleading or contains false information.

4. APPLICATION REQUIREMENTS AND PROCESSES

4.1. Private Special Event Permit Application Requirements

a) Each Subject Property is eligible to receive a maximum of two (2) Private Special Event Permits per calendar year.

b) Every person that plans to hold, cause, carry out, or permit an Private Special Event shall submit a complete Private Special Event Application at least thirty (30) days prior to the intended date f the Private Special Event or at the discretion of the Township;
   i. The applicant is responsible for accounting for this processing time when submitting an Application to ensure that the applicant can receive a permit prior to the Special Event occurring;
   ii. Any Person submitting an application for an Private Special Event Permit with an event start date within a thirty (30) day period shall be deemed a Late Application and may be considered at the discretion of the Township and shall be subject to an expedited permit fee.

c) A complete Special Event Permit application and details of the event must be submitted to the Township using the prescribed form, as amended from time to time. The Application must include:
   i. Name, address, and 24/7 emergency contact information of the Applicant;
   ii. Written authorization of the Property Owner which clearly indicates consent to host the Special Event, if the applicant is not the registered Property Owner of the Subject Property;
   iii. Detailed description of the Private Special Event, including the date, time, location, and estimated attendance;
   iv. Site Plan;
   v. Waste Management Plan;
   vi. Sufficient documentation, to the satisfaction of the Township, demonstrating that the Special Event Permit will not cause a Nuisance Impact;
   vii. Live entertainment and sound systems, equipment or any device or group of connected devices intended for the reproduction, or amplification of voices or sounds, if applicable;

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viii. Use of fireworks, cooking devices or open-air burning, if applicable;
ix. Emergency Medial services, police or security involvement, if applicable;
x. Event signage, if applicable;
xi. Proof of a valid Liquor License, if applicable;
xii. Temporary structures such as tents larger than 30 m² or 323 ft², if applicable;
xiii. Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
xiv. Any additional requirements or conditions may be required by the Township

4.2. Private Special Event Permit Application Process

a) All Private Special Event Permit Applications are subject to staff review and are circulated to Emergency Services. Following receipt of a complete Private Special Event Permit Application, the Township shall review the application and make a decision to approve, approve with conditions, or deny an Private Special Event Permit Application.

b) When considering the application for an Private Special Event Permit, the Township shall consider the reasonable expectation for the Private Special Event Permit to cause Nuisance Impacts based on a history of similar events.

c) All Property owners within a 60-metre radius of the Subject Property shall be notified in writing of an approved Private Special Event Permit at least 5 days in advance of the event. The notice shall include where the most up-to-date information on the Special Event Permit can be found on the Township's website.

d) Applicants must notify the Township immediately of any changes to the event's details after submission of the application.

e) The Private Special Event Permit shall be posted at the Subject Property in a location that can be seen from the roadway at least 5 days in advance of the event.

f) A Special Event Permit may be revoked if:
   i. The Applicant provides false or misleading information;
   ii. The event poses an unanticipated risk to public safety;
   iii. Non-compliance with any permit conditions

4.3. Public Special Event Permit Application Requirements

a) Each Subject Property is eligible to receive a maximum of one (1) Public Special Event Permit per calendar year.

b) Every person that plans to hold, cause, carry out, or permit an Public Special Event shall submit a complete Public Special Event Application for a Permit at least sixty (60) calendar days prior to the intended date of the event of the Special Event or at the discretion of the Township subject to council meeting date availability and shall be subject to an expedited permit fee;
   i. The applicant is responsible for accounting for this processing time when submitting an Application to ensure that the applicant can receive a permit prior to the Special Event occurring;

c) A complete Special Event Permit application and details of the event must be submitted to the Township using the prescribed form, as amended from time to time. The Application must include:
   i. Name, address, and 24/7 emergency contact information of the Applicant;
   ii. Written authorization of the Property Owner which clearly indicates consent to host the Special Event, if applicant is not the registered Property Owner of the Subject Property;

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iii. Detailed description of the Public Special Event, including the date, time, location, and estimated attendance;
iv. Site Plan;
v. Traffic Management Plan;
vi. Emergency Plan;
vii. Waste Management Plan;
viii. Sufficient documentation, to the satisfaction of the Township, demonstrating that the Special Event Permit will not cause a Nuisance Impact;
ix. Live entertainment and sound systems, equipment or any device or group of connected devices intended for the reproduction, or amplification of voices or sounds, if applicable;
x. Use of fireworks, cooking devices or open-air burning, if applicable;
xi. Emergency Medial services, police or security involvement, if applicable;
xii. Event signage, if applicable;
xiii. Proof of a valid Liquor License, if applicable;
xiv. Temporary structures such as tents larger than 30 m² or 323 ft², if applicable;
xv. Devices or equipment to be included or any part thereof a Display for the production of images or videos to be displayed on buildings, screens, etc., if applicable;
xvi. How the event will be advertised including internet, print, media;
xvii. Temporary closure of a highway, if applicable;
xviii. Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
xix. Any additional requirements or conditions may be required by the Township

4.4. Public Special Event Permit Application Process

a) Council approval is required for all Public Special Event Applications. All Public Special Event Permit Applications are subject to staff review and are circulated to Emergency Services.

b) All Property owners within a 120-metre radius of the Subject Property shall be notified a minimum of 10 days in advance of the permit being considered by Council in writing of:
   i. The Details of the Public Special Event Permit Application.
   ii. Where to locate the most up-to-date information on the Special Event Permit Application on the Township's website.
   iii. The date that the Application will be taken to Council for a decision.
   iv. The process to provide comments to Council in support or opposition of the application.

c) Council shall review the application and consider the following:
   i. The reasonable expectation and potential for the Public Special Event to cause Nuisance impacts based on a history of similar events and the growing popularity of the Public Special Event
   ii. Any additional information provided by the applicant, affected Property Owners who were notified of the application, and any other information received from other persons or agencies as deemed appropriate.

d) Council will be required to make a decision to approve, approve with conditions, or deny a Public Special Event Permit Application.
   i. Council's decision on a Public Special Event Application will be deemed a final decision.

e) Applicants must notify the Township immediately of any changes to the event's details after submission of the application. Amendments to Public Special Event By-laws may only be approved by Council and are only considered at a regular meeting of Council.

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f) All Property owners within a 120-metre radius of the Subject Property shall be notified in writing of an approved Public Special Event Permit at least 5 days in advance of the event. The notice shall include where the most up-to-date information on the Special Event Permit can be found on the Township's website. The Public Special Event Permit shall be posted at the Subject Property in a location that can be seen from the roadway and the Township's website.

g) A Special Event Permit may be revoked if:
   i. The Applicant provides false or misleading information;
   ii. The event poses an unanticipated risk to public safety;
   iii. Non-compliance with any permit conditions

4.5. Public Road Special Event Permit Application Requirements

a) Every person that plans to hold, cause, carry out, or permit a Public Road Special Event shall submit a complete Public Special Event Application for a Permit at least sixty (60) calendar days prior to the intended date of the event of the Special Event or at the discretion of the Township and shall be subject to an expedited permit fee;
   i. The applicant is responsible for accounting for this processing time when submitting an Application to ensure that the applicant can receive a permit prior to the Special Event occurring;

b) A complete Special Event Permit application and details of the event must be submitted to the Township using the prescribed form, as amended from time to time. The Application must include:
   i. Name, address, and 24/7 emergency contact information of the Applicant;
   ii. Detailed description of the Public Road Special Event, including the date, time, location, and estimated attendance;
   iii. Traffic Management Plan;
   iv. Emergency Plan;
   v. Waste Management Plan;
   vi. Sufficient documentation, to the satisfaction of the Township, demonstrating that the Special Event Permit will not cause a Nuisance Impact;
   vii. Emergency Medial services, police or security involvement, if applicable;
   viii. Event signage, if applicable;
   ix. How the event will be advertised including internet, print, media;
   x. Parade route maps, if applicable;
   xi. Cycling route maps, if applicable;
   xii. Details of Cycling Pit Stops in the Township, if applicable;
   xiii. Temporary closure of a highway, if applicable;
   xiv. Proof of liability insurance in the minimum amount of $2,000,000, naming the Township as an additional insured. Such policy shall include a cross-liability provision and indemnifies the Township against any claims/action arising out of the Public Road Special Event;
   xv. Payment of the prescribed fee as listed in the Township User Fees and Charges By-law;
   xvi. Any additional requirements or conditions may be required by the Township

4.6. Public Road Special Event Permit Application Process

a) All Public Road Special Event Permit Applications are subject to staff review and are circulated to Emergency Services. Following receipt of a complete Public Road Special Event Permit Application, the Township shall review the application and make a decision to approve, approve with conditions, or deny a Public Road Special Event Permit Application.

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b) When considering the application for a Public Road Special Event Permit, the Township shall consider the reasonable expectation for the Public Road Special Event Permit to cause Nuisance Impacts based on a history of similar events.

c) Applicants must notify the Township immediately of any changes to the event's details after submission of the application.

d) The Public Road Special Event Permit shall be posted on the Township's Website at least 5 days in advance of the event.

e) A Special Event Permit may be revoked if:
   i. The Applicant provides false or misleading information;
   ii. The event poses an unanticipated risk to public safety;
   iii. Non-compliance with any permit conditions

5. ORDERS

a) If an Officer determines that a Property or a Person is not in compliance with any of the standards or requirements of this By-law, the Officer may issue an Order requiring a Person to comply with the standards or requirements of this By-law and to discontinue an activity or action prohibited by this By-law.

b) Every Person who fails to comply with an order made under Section 5(a) is guilty of an offence.

c) If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.

6. SERVICE OF DOCUMENTS

a) Service of any document, including an order, under this By-law shall be given in writing by registered mail and will be deemed served on the 5th day after a copy is mailed to the Person's last known address.

b) In addition, service of any document may be given in any of the following ways and is effective:
   i. when a copy is delivered to the Person to whom it is addressed;
   ii. by email to the last known email address of the Person to whom service is required to be made;

c) Where service is unable to be done under subsections 6 (a) or (b), notice may be given by placing a placard containing the terms of the document or order in a conspicuous place on the property to which the document or order relates and shall be deemed to be sufficient service on the Owner or Occupant.

7. INSPECTION

a) This By-law may be enforced by a police officer, a municipal law enforcement officer or the fire chief.

b) An Officer may at any reasonable time enter and inspect Property to determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law.

c) An inspection conducted by an Officer may be required based on the size, location and nature of the Special Event and may be conducted before, during and upon the completion of the Special Event.

d) No person shall prevent, hinder, obstruct or attempt to prevent, hinder or obstruct an inspection undertaking in accordance with this By-law.

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e) Every person is alleged to have contravened any of the provisions of this By-law shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his or her duties.

8. ENFORCEMENT AND PENALTIES

a) Every person who contravenes any provision of this bylaw is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended;

b) Any Person, who contravenes any provision of this By-law, including any condition of a Permit issued under this By-law, is guilty of an offence and upon conviction is liable to:
   i. a minimum fine of $250 and a maximum fine of $50,000 for each offence;
   ii. if the Person is a corporation, a minimum fine of $500 and a maximum fine of $100,000 for each offence; and

c) in the case of a continuing offence, such as where the contravention takes place over multiple days, for each day or part of a day that the offence continues, an additional fine of up to $10,000 for each day or part of the day that the offence continues.

d) Where a Person is convicted of an offence for contravening this By-law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the Person convicted.

e) Where any Special Event is held, caused, carried out, or permitted on any Property without first obtaining a valid Special Event Permit, the Owner of the Property is presumed to have held, caused, carried out, or permitted the Special Event to occur, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.

f) Any Person who holds, causes, carries out, or permits a Special Event without first obtaining a Permit issued by the Township shall obtain a Special Event Permit immediately and is subject to double permit application fees.

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

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

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

j) Where a person has not paid the administrative penalty within 30 days in accordance with the Administrative Monetary Penalty System By-law, the Township may add the administrative penalty to the tax roll for any property for which the owner or owners are responsible for paying the administrative penalty under Section 434.2.

9. SEVERABILITY

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a) If any provision or part of this By-law is found to be invalid, it shall not affect the validity of the remaining provisions, which shall remain in full force and effect

10. SCHEDULES

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

11. EFFECTIVE DATE

a) This by-law shall come into effect on the date that it is passed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XX DAY OF XXX, 2023.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

DRAFT

SCHEDULE "A" TO BY-LAW 2025-xx
TOWNSHIP OF PUSLINCH
PART 1 PROVINCIAL OFFENCES ACT – BY-LAW 2025-xx: SPECIAL EVENT BY-LAW
Being a by-law to regulate Special Events in the Township of Puslinch.

Item #	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Hold, cause, carry out, or permit a Special Event without permit.	3(a)	$500.00
2	Hold, cause, carry out or permit the holding of a Special Event, not in accordance with the terms and conditions.	3(b)	$500.00
3	Participate or attend Special Event without permit.	3(c)	$500.00
4	Hold, cause, carry out, or permit Special Event for gain or profit.	3(d)	$500.00
5	Submit application with misleading or false information.	3(e)	$500.00
6	Fail to Comply with an Order	5(b)	$500.00
7	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	7(d.)	$900.00

NOTE:
The general penalty provision for the offences indicated above is Section 8(a) of By-law XX, a certified copy of which has been filed.

DRAFT

SCHEDULE "B" TO BY-LAW 2025-xx
TOWNSHIP OF PUSLINCH
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2025-043
Municipal Act, 2001, S.O. 2001, c. 25
Being a by-law to regulate Special Events in the Township of Puslinch.

COLUMN 1 ITEM	**COLUMN 2** DESIGNATED PROVISION	**COLUMN 3** SHORT FORM WORDING	**COLUMN 4** SET PENALTY AMOUNT	**COLUMN 5** PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Hold, cause, carry out, or permit a Special Event without permit.	3(a)	$500.00	$1000.00
2	Hold, cause, carry out or permit the holding of a Special Event, not in accordance with the terms and conditions.	3(b)	$500.00	$1000.00
3	Participate or attend Special Event without permit.	3(c)	$500.00	$1000.00
4	Hold, cause, carry out, or permit Special Event for gain or profit.	3(d)	$500.00	$1000.00
5	Submit application with misleading or false information.	3(e)	$500.00	$1000.00
6	Fail to Comply with an Order	5(b)	$500.00	$1000.00
7	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	7(d.)	$900.00	$900.00

DRAFT

SCHEDULE "C" TO BY-LAW 2025-xx
TOWNSHIP OF PUSLINCH
DETERMINATION OF FEES

Type of Revenue/User	Unit/Description	2025 Rate (No Tax)	Comments
Private Special Event Permit	Administrative Fee	$90	Due in order for application to be deemed complete
Private Special Event Permit Expedited	Administrative Fee for expediting a Private Special Event Permit process	$140	Due prior to permit issuance. Includes mail circulation.
Public Road Special Event	Administrative Fee	$90	Due prior to permit issuance. Includes mail circulation.
Public Road Special Event Expedited	Administrative Fee for expediting a Public Road Special Event Permit process	$140	Due prior to permit issuance. Includes mail circulation.
Public Special Event Permit	Administrative Fee *includes mail circulation and staff report	$158.00	Due prior to permit issuance. Includes mail circulation.
Public Special Event Permit Expedited	Administrative Fee for expediting a Public Special Event Permit process	$208.00	Due prior to permit issuance. Includes mail circulation.
Violation Fees	N/A	N/A	Double all application fees.
Officer Attendance at a property as a result of a verified violation	Per site attendance	$150	Per site attendance by the Inspector as a result of a verified violation

DRAFT

REPORT COR-2025-054

TO: Mayor and Members of Council

PREPARED BY: Justine Brotherston, Director of Corporate Services /Municipal Clerk

PRESENTED BY: Justine Brotherston, Director of Corporate Services /Municipal Clerk

MEETING DATE: October 29, 2025

SUBJECT: Reporting Out from Council Direction Update

RECOMMENDATION

That Report ADM-2025-054 entitled Reporting Out from Council Direction Update be received for information; and,

That Council direct staff submit the delegation requests outlined in this report as [presented/amended] for the 2026 ROMA Conference.

Purpose

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

Background

Agenda Item	Council Direction	Update
ADM-2025-007 Election Sign By-law	Council directed staff to report back on the Administration of the By-law prior to the 2026 Municipal and School Board Election.	Refer to "**Note 1**"
COR-2025-043 2026 Conference and Delegations	Council directed staff to report back when delegations opened for the 2026 ROMA Conference	Refer to "**Schedule A"**

Note 1 – ADM-2025-007 Election Sign By-law

Council at the March 5, 2025, Council Meeting directed staff to report back on the Administration of the By-law Prior to the 2026 Municipal and School Board Election. The Election Sign By-law was enacted in advance of the 2025 Federal Election which was held on April 28th, 2025. No concerns or feedback were raised with staff as a result of the Election Sign By-law during the Federal Election and there was only one educational action taken as a result of signage in front of a Township property. Staff are not recommending any changes to the by-law in advance of the 2026 Municipal and School Board Election.

Financial Implications

As noted throughout the report.

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule "A" – ROMA Delegation Deadline

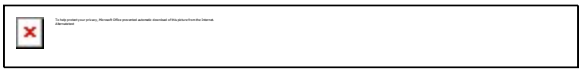
Respectfully submitted,	**Reviewed by,**
Justine Brotherston, **Director of Corporate Services/Municipal Clerk**	**Courtenay Hoytfox,** **CAO**

Justine Brotherston

From: ROMA Events <events@roma.on.ca>
Sent: Monday, October 20, 2025 4:01 PM
To: Justine Brotherston
Subject: Request your Delegation Meetings for ROMA 2026 Conference!

Follow Up Flag: Follow up
Flag Status: Flagged

This sender is trusted.



ROMA 2026 Conference

Ontario's Rural Leaders Conference

Request Your Delegations Today

ROMA is pleased to share that the Ministry of Municipal Affairs and Housing (MMAH) has launched its delegation request process for the 2026 ROMA Annual Conference.

Take advantage of this opportunity for your council to engage with Ministers, Parliamentary Assistants, and senior Ontario Government officials on local matters that impact your municipality.

Only registered ROMA Conference delegates are eligible to participate in delegation meetings with the provincial government.

Submit delegation meeting requests here.

The deadline to submit your delegation request is **Tuesday, November 18, at 5:00pm EST.**

A reminder that delegation meetings are offered through MMAH and they are your point of contact on all aspects of delegation meetings. Questions can be directed to: delegations@ontario.ca

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Do You Know How to Best Prepare for Your Delegation Meetings?

AMO has developed a guide to help municipal staff and councils plan and participate in delegation meetings. Delegation meetings are only 15 minutes - AMO's guide helps you make the most of your time.

The AMO Guide to Delegation Meetings provides information for you to consider what issues to focus on for your delegation meetings, what information you need to provide in your delegation forms and how to prepare for your delegation meetings.

Register and Book Your Accommodations

The **2026 ROMA Conference** will take place from **Sunday, January 18 to Tuesday, January 20, 2026**, at the **Sheraton Centre Toronto Hotel**.

Registration Information is here. Accommodation information is here.

For more information reach out to events@roma.on.ca.

Keep up to date with the rural municipal voice

of the province, on social media.

Wish to Opt Out of ROMA Communications | Opt Out

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

This email was sent to jbrotherston@puslinch.ca.
To continue receiving our emails, add us to your address book.

Hamilton Conservation Authority

A Healthy Watershed for Everyone

October 21, 2025

Via Email: jbrotherston@puslinch.ca

Mayor James Seeley and Members of Council
Township of Puslinch Office
7404 Wellington Road 34
Puslinch, Ontario
N0B 2J0

RE: Hamilton Conservation Authority – 2026 Draft Budget

Dear Mayor Seeley and Members of Council:

Pursuant to the Conservation Authorities Act, O. Reg. 402/22, s. 17 Hamilton Conservation Authority (HCA) is providing notice to its funding municipalities that HCA will be considering its 2026 budget at its Board of Directors meeting on December 4, 2025 at 6:00 p.m.

The meeting will be held at the HCA Administration Office located at 838 Mineral Springs Road, Ancaster, ON. The meeting agenda, including the report on the 2026 budget will be posted on the HCA website at https://conservationhamilton.ca/meeting-information-dates/ prior to the meeting. The meeting is open to the public.

In accordance with Regulation 402/22, s. 17(4), HCA's 2026 draft budget, as approved by its Board of Directors on October 2, 2025, is enclosed. We kindly request Township of Puslinch comments be received by November 20, 2025.

Sincerely,

[redacted]

Lisa Burnside
Chief Administrative Officer

Enclosure

Cc. Mary Hasan, Director, Finance and Treasurer, Township of Puslinch

Hamilton Conservation Authority

2026 Draft Budget

As approved by

the Board of Directors on

October 2, 2025

Executive Summary

- The 2026 draft budget approved by the HCA Board of Directors contain details for HCA's planned operations and capital activities.
- It reflects a balanced budget that reflects a continuation of all programs and services and also addresses year-two priorities of HCA's Strategic Plan.
- The 2026 budget for HCA invests $20.7 million to protect natural spaces, enhance public accessibility, and support environmental initiatives across the watershed.
- The total budget of $20.7M is $18.2 million in operating and $2.5 million in capital.
- The operating budget contains a 3.3% increase to municipal levy (3% in 2025), and is balanced in part by significant self-generated revenue, with $1.8 million coming from our conservation areas.
- The Capital budget holds the $2 million block funding from the City of Hamilton and is furthered with $500,000 in use of reserves to accomplish its goals.
- The HCA Board special funding request to the City of Hamilton of $500,000 has also been noted as part of our long-term legacy to protect and expand natural areas. It aligns with City of Hamilton initiatives related to the biodiversity action plan, natural areas inventory, climate action strategy as well as the City's recognition for the need for more green space and importance of protecting existing green spaces. This funding is a shared model which also includes 10% of HCA annual pass revenue, contributions from the Hamilton Conservation Foundation and applications to various grants, and utilization of the ecological gifts program where possible.

Goals

Operating Budget:

- Support HCA's 2025-2029 Strategic plan and engage in year 2 priorities
- A total of 14 priorities have been identified across the Plan's four strategic priority areas:
    - Water Resources Management
    - Organizational Excellence
    - Natural Heritage Conservation
    - Connecting People to Nature
- Construct a budget with a zero-based approach – staff expenditures are HCA's biggest expense and self-generated revenues are HCA's biggest revenue source.
- Operate on a cash neutral basis (break-even) – this requires maintaining and growing the funding revenues that come from non-levy sources, primarily the commercial operations at conservation areas and supplemented by the Hamilton Conservation Foundation, corporate, and government grants. The expenditure side of the equation is dominated by the cost of staff salaries, wages, and benefits.

Capital Budget:

- The draft capital budget is composed of two areas: the first being special projects and the second being major maintenance.
- HCA has much to maintain with close to 100 bridges, 15km of internal roadways, 2km of boardwalk, 170 buildings, over 145km of trails and countless other items such as fencing, utilities, gates, etc.
- The 2026 capital budget is supported with $500,000 from HCA reserves to finalize the design for the third wetland at Saltfleet.
- The capital budget will see improvements to our conservation areas including accessibility enhancements and marina channel dredging, renovations in the main office to support technological upgrades and floodplain mapping updates to improve flood risk identification and inform land use planning. Further progress on the Saltfleet Wetland Restoration Project will also take place supported by HCA reserves for the third wetland as we look to move to construction in 2027 once the design is finalized in 2026. The Saltfleet Wetland Restoration Project reduces flooding and erosion risks while creating new natural areas and recreational opportunities for the community.

2026 Draft Budget

Operating Budget (in 000's)

Division	Expenditures	Revenues	% Split	Revenue Description
Watershed Management Services	$ 3,537	$ 2,574		Levy
		963		Other Revenues
Conservation Areas Operations	6,591	-		Levy
		8,425		Other Revenues
Westfield Heritage Village	1,043	695		Levy
		348		Other Revenues
Central Support Services	7,032	1,950		Levy
		3,248		Other Revenues
Total		5,219	28.7%	Levy
		12,984	71.3%	Other Revenues
	$ 18,203	$ 18,203	100.0%	
Budget Surplus (Deficit)		$ -		

2025 Levy	$ 5,052
2026 Levy	5,219
Levy Increase	$ 167
% Increase	3.3%

Municipal Levy Apportionment

Municipal Levy	Levy	
Total Levy	$ 5,219,125	Including Westfield Heritage Village Levy
Less: Westfield Heritage Village	695,494	City of Hamilton only
Municipal Levy to Apportion	4,523,631	Levy to apportion to municipalities
City of Hamilton	99.24%	4,489,251
Township of Puslinch	0.76%	34,380
Total Municipal Levy		$ 4,523,631

Capital Budget (in 000's)

Capital	Expenditures	Revenues	
Special Projects	$ 1,725	$ 1,725	
Major Maintenance	775	775	
Total		2,000	Hamilton Capital Block Funding
		500	HCA Reserves
	$ 2,500	$ 2,500	
Budget Surplus (Deficit)		$ -	

Consolidated Budget (in 000's)

Consolidated	Expenditures	Revenues
Operating	$ 18,203	$ 18,203
Capital	2,500	2,500
Total	$ 20,703	$ 20,703
Budget Surplus (Deficit)		$ -

Special Funding Request (in 000's)

Special Funding	Expenditures	Revenues	
Land Acquisition Request	$ 500	$ 500	City of Hamilton

2026 Divisional Summary (in 000's)

Watershed Management Services

Expenses			Revenues		
Staffing	$	2,913	Municipal levy	$	2,574
Contractors		313	Grants		456
Supplies		107	Permits, fees		295
Other		204	Other		212
Total	**$**	**3,537**	**Total**	**$**	**3,537**

Conservation Area Services

Expenses			Revenues		
Staffing	$	3,952	Admissions	$	3,796
Equipment		708	Camping		2,289
Utilities		399	Marina		1,659
Materials/supplies		335	Other		681
Other		1,197			
Total	**$**	**6,591**	**Total**	**$**	**8,425**

Westfield Heritage Village & Conservation Area

Expenses			Revenues		
Staffing	$	674	Municipal levy	$	695
Promotion		92	Events		145
Utilities		63	Admissions		85
Materials/supplies		45	School Programs		65
Other		169	Other		53
Total	**$**	**1,043**	**Total**	**$**	**1,043**

Central Support Services

Expenses			Revenues		
Staff	$	4,957	Municipal levy	$	1,950
Utilities		359	Equipment rental		1,413
Contractors		144	Management fees		600
Supplies		69	Transfer from Reserves		94
Other		1,503	Other		1,141
Total	**$**	**7,032**	**Total**	**$**	**5,198**

Capital & Major Maintenance

Expenses			Revenues		
Special Projects	$	1,725	City of Hamilton Block Funding	$	2,000
Major Maintenance		775	HCA Reserves		500
Total	**$**	**2,500**	**Total**	**$**	**2,500**

Special Land Acquisiton Request

Expenses			Revenues		
Land Acquisition Reserve Transfer	$	500	Special Land Acquisition Request	$	500
Total	**$**	**500**	**Total**	**$**	**500**

Consultation on Proposed Special Economic Zones Criteria

ERO (Environmental Registry of Ontario) number	025-1077
Notice type	Regulation
Posted by	Ministry of Economic Development, Job Creation and Trade
Notice stage	Proposal
Proposal posted	October 2, 2025
Comment period	October 2, 2025 - November 16, 2025 (45 days) Open
Last updated	October 2, 2025

There is no requirement to post this notice on the Environmental Registry of Ontario, but we want to hear your thoughts. Submit a comment and tell us what you think. **Learn about the consultation process and types of notices on the registry (/page/consultation-process)**.

This consultation closes at 11:59 p.m. on:

November 16, 2025

Proposal summary

The Ministry is developing a regulatory framework under the *Special Economic Zones Act, 2025*. This framework will establish the criteria for designating zones, projects, and proponents to ensure Special Economic Zones advance important economic activities while meeting high standards for operation, safety, and the environment.

Why consultation isn't required

The *Environmental Bill of Rights* (EBR) prescribes ministerial responsibilities and provides a bill of rights to the people of Ontario, enabling them to participate in environmental decision-making and promote transparency and accountability, and public participation in decisions with potential environmental impacts. *Ontario Regulation 73/94* (O. Reg. 73/94) under the EBR (Environmental Bill of Rights) lists ministries and Acts that are subject to the different parts of EBR (Environmental Bill of Rights).

As a prescribed ministry under the EBR (Environmental Bill of Rights), MEDJCT is required to post proposals and decisions on Acts and policies that might impact the environment on the ERO (Environmental Registry of Ontario). However, MEDJCT (Ministry of Economic Development, Job Creation and Trade) is not currently required to post any regulatory proposal(s) under the *Special Economic Zones Act, 2025*on the ERO as it's not prescribed in *O. Reg.* (Ontario Regulation) *73/94*.

Proposal details

Background and Context

On June 5, the *Protect Ontario by Unleashing our Economy Act, 2025* received Royal Assent. To respond to recent U.S. trade actions targeting Canada, the *Protect Ontario by Unleashing our Economy Act, 2025* enacted the *Special Economic Zones Act, 2025*(the "Act") to support economic growth and development by building faster and more strategically to protect Ontario industries. By unlocking new opportunities for long-term investment, the province will drive economic growth, diversify trade, and strengthen supply chains in the short and long term. This is a critical time for Ontario that requires action to protect and defend workers and the economy.

The Act and the regulations made under it will allow for the advancement of critical, strategic and priority work while maintaining necessary safeguards and obligations, protecting Ontario's industries, and mitigating the impact of trade disruptions. The Act and the regulations made under it will also help ensure the long-term prosperity, security, and competitiveness of the economy by creating new jobs, increasing efficiency, and incentivizing investment at a time of global economic instability.

By default, all laws apply in a special economic zone. Any modifications or exemptions to provincial laws within special economic zones will be made on a case-by-case basis through future regulations.

The Act is structured to include controls through regulation(s) that will ensure responsible decision-making in relation to decisions regarding social, environmental and safety standards. For example, designating a new zone under this Act, and prescribing criteria for zones, designated projects and trusted proponents would be done through a Lieutenant Governor in Council (LGIC) regulation.

Where it arises, Ontario is committed to fulfilling its duty to consult, and, where appropriate, accommodate in relation to any proposal to designate a special economic zone, designated project or trusted proponent; or proposals to grant any modifications or exemptions to provincial laws with respect to projects or proponents in designated zones. The province may also seek further feedback, as applicable, through public consultation prior to the establishment of regulations.

Summary of Feedback To-Date

The Ministry previously sought feedback on the Act through the Environmental Registry of Ontario from April 17 to May 17 and received over 1,100 comments with feedback focused on three major themes:

- Democratic Participation and Indigenous Rights,
- Safeguarding the Environment and People, and
- Transparency and Oversight.

Overall, the feedback expressed the importance of working collaboratively with Indigenous communities and municipalities to provide an opportunity for them to voice their feedback for any future regulatory proposal(s) and ensure there are mechanisms and safeguards in place for the environment, health, safety, and communities. The Ministry is considering feedback received in the development of regulatory proposal(s) under the Act.

Additionally, the Ministry has been seeking feedback on this regulatory proposal through ongoing consultations with Indigenous communities. Please see “Indigenous Communities Consultation Feedback” for more information on the feedback the Ministry has received and is considering from Indigenous communities on the criteria for designating zones, projects and proponents.

Proposed Regulatory Framework

Through this Notice, the Ministry is seeking to consult the public on the regulatory framework under the Act for the criteria to designate zones, projects, and proponents. The criteria being proposed as part of this consultation must be established through an LGIC (Lieutenant Governor in Council) regulation. The regulation would, if made, aim to support economic development while helping to ensure safeguards are in place to protect the environment and health in a manner that is consistent with the protection of the rights of Indigenous Peoples.

The Ministry has attached the following materials:

1. **Draft Policy Intent for SEZ (special economic zone) Criteria and Guiding Questions**

   This is the draft policy intent shared with Indigenous communities at the start of Indigenous consultation describing the proposed criteria to designate zones, projects, and proponents, and specific guiding questions. Feedback received on the draft policy intent during Indigenous consultations has informed the development of the draft proposed regulation. As such, the ministry invites comments on the draft regulation as it is the latest version of materials.

2. **Indigenous Communities Consultation Feedback**

   This attachment summarizes the feedback the Ministry has received to date from Indigenous communities on the policy intent for the proposed criteria to designate zones, projects and proponents. Feedback from Indigenous communities is still being considered by the ministries, and further feedback continues to be received.

3. **SEZ (special economic zone) Draft Regulation (Designation Criteria)**

   This is a draft of the proposed special economic zones criteria regulation that incorporates the feedback received from Indigenous communities on the policy intent (see above). The draft regulations are being provided as part of an ongoing consultation process to assist the public and Indigenous communities to understand and provide informed comments on the proposals as they exist to date.

The Ministry invites feedback on the draft proposed regulation which will be considered by the Ministry prior to finalizing the proposal. The draft proposed regulation may continue to evolve as the Ministry consults with, and reviews and considers feedback from, Indigenous communities and the public.

Analysis of Regulatory Impact

The Ministry is still in the process of consulting on the proposed regulatory criteria under the *Special Economic Zones Act, 2025*, and the proposed regulation may continue to evolve as the Ministry considers feedback. The intention of the proposed regulatory framework is to establish criteria that must be met to designate zones, projects, and proponents. The regulation, if made, would support transparency and consistency in the designation process and help ensure the necessary safeguards are in place to protect health, safety, and the environment.

As this regulatory proposal is to establish a framework on the criteria for designating zones, projects and proponents, there are no direct costs to regulated entities at this time. While proponents may be required to provide documentation of how they meet the criteria, once established, the processes for doing so are still to be determined, and any subsequent regulatory burden or impact will be assessed at that time. The Ministry will continue to assess regulatory impacts associated with this proposal.

Supporting materials

Related files

1. Draft Policy Intent for SEZ Criteria and Guiding Questions (https://ero.ontario.ca/public/2025-10/1.%20Draft%20Policy%20Intent%20for%20SEZ%20Criteria%20and%20Guiding%20Questions_0.pdf)
pdf (Portable Document Format file) 345.24 KB

2. Indigenous Communities Consultation Feedback (https://ero.ontario.ca/public/2025-10/2.%20Indigenous%20Communities%20Consultation%20Feedback_0.pdf)
pdf (Portable Document Format file) 202.39 KB

3. SEZ Draft Regulation (Designation Criteria) (https://ero.ontario.ca/public/2025-10/3.%20SEZ%20Draft%20Regulation%20%28Designation%20Criteria%29_0.pdf)
pdf (Portable Document Format file) 27.39 KB

Related links

Special Economic Zones Act, 2025, S.O. 2025, c. 4, Sched. 9 (https://www.ontario.ca/laws/statute/25s04a)

Related ERO (Environmental Registry of Ontario) notices

Special Economic Zones Act, 2025 (/notice/025-0391)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

Read our commenting and privacy policies. (/page/commenting-privacy)

Submit by mail

SpecialEconomicZones@Ontario.ca

Connect with us

Contact

SpecialEconomicZones@Ontario.ca

SpecialEconomicZones@Ontario.ca

Accelerating and improving protections for Ontario's drinking water sources

ERO (Environmental Registry of Ontario) number	025-1060
Notice type	Act
Act	Clean Water Act, 2006, S.O. 2006, c. 22
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	October 20, 2025
Comment period	October 20, 2025 - November 19, 2025 (30 days) Open
Last updated	October 20, 2025

This consultation closes at 11:59 p.m. on:

November 19, 2025

Proposal summary

Ontario is proposing changes to accelerate and modernize how we protect sources of drinking water. These updates would make it faster and easier to revise local source protection plans—especially when new wells or intakes are added - to support growing communities. The changes would reduce unnecessary delays while keeping strong safeguards in place

Proposal details

Ontario is committed to ensuring that existing and future sources of drinking water are protected from contamination and depletion through the *Clean Water Act, 2006* (CWA) and its regulations.

The ministry is proposing minor amendments to the *Clean Water Act, 2006* to streamline the way sources of drinking water are protected.

A key focus of the *Clean Water Act* is the preparation of a locally developed source protection plan for each of the 38 source protection areas, supported by 19 multi-stakeholder source protection committees across the province representing business, public, municipal and Indigenous interests.

Since 2015, all source protection plans for the 38 source protection areas established under the Act have been thoroughly reviewed and approved by the Ministry of the Environment, Conservation and Parks. Amendments to source protection plans are sometimes needed—most often when expanding an existing municipal drinking water system to service a new development by adding a new well or intake. Less commonly, a new municipal drinking water system may be established for a new residential development, which also requires a new well or intake to supply drinking water.

The process to amend a source protection plan is lengthy and contains duplicative processes, causing unnecessary delays and hindering rapid protection.

There are generally four phases involved in amending a source protection plan, which includes:

1. Detailed technical work to determine protection zones and identification of threats to sources of drinking water.
2. Development of source protection plan policies to address threats.
3. Consultation with those responsible for implementing policies and broader consultation.
4. The Minister of the Environment, Conservation and Parks approving the plan.

The current process takes approximately 21 months to complete.

The source protection plans include both a science-based assessment report and locally developed policies. The assessment report identifies vulnerable areas and the activities that may contaminate or deplete a source of drinking water.

Source protection plans can draw on a broad range of tools to manage activities that are identified as significant drinking water threats (for example fuel storage). A policy that governs an activity that has been identified in an assessment report as a significant drinking water threat is called a “significant threat policy” under the CWA (Clean Water Act). A significant threat policy can

rely on the legal effect provisions of Part III (three) of the CWA (Clean Water Act) which decisions under the *Planning Act* must conform or significant threat policies to which decisions to issue, otherwise create, or amend a prescribed instrument must conform. These policies are generally of two types – they may require the prescribed instrument decision-maker to prohibit the activity from being engaged in at that location or require that activity be managed through provisions of the instrument so that it ceases to be or never becomes a significant drinking water threat (i.e. (that is), to "manage" the threat).

"Prescribed instruments" are generally approvals issued by the province and can govern significant drinking water threat activities. *O. Reg.* (Ontario Regulation) *287/07* sets out the list of "prescribed instruments". In some cases, a prescribed instrument is created by the person engaged in the activity such as certain instruments under the *Nutrient Management Act* – for example a nutrient management plan.

We are proposing to adjust the steps required to complete an amendment in a way that recognizes the maturity of the program and the comprehensive protection already in place for Ontario's 38 source protection areas.

The proposed amendments to the Act would support more timely approvals by easing unnecessary burden on municipalities seeking to provide water service to new development in a timely manner, while continuing to ensure safeguards remain in place to protect drinking water sources.

The government is committed to maintaining a high standard of protection for drinking water sources, while:

- allowing local source protection authorities to approve certain routine updates to source protection plans
- setting clear timelines for approvals by the Minister of source protection plan amendments
- changing how policies affecting "prescribed instruments" (such as approvals, permits and licences) are used to manage risks to drinking water

Proposed amendments

The *Building a More Competitive Economy Act, 2025* is proposing to make amendments to the *Clean Water Act, 2006* once proclaimed.

Details of proposed amendments

Proposed changes to *Clean Water Act, 2006* would:

- enable source protection authorities to be the approval authority for source protection plan amendments under section 34 of the Act, in circumstances prescribed by regulation
  - the proposed changes to the CWA (Clean Water Act) would create the authority to make amendments to *O. Reg.* (Ontario Regulation) *287/07* in order to support the approvals of source protection plan amendments by a source protection authority —such as requiring the Ministry of the Environment Conservation and Parks (MECP) Director's approval of amendments to the assessment report before the authority approves a proposed amendment
  - the source protection authority would provide notice of the approved source protection plan amendment to certain persons or bodies, along with other required information regarding the amendment, as specified by regulation
  - the approved source protection plan amendment and notice of approval would be required to be posted on the source protection authority's website
- where Minister's approval of source protection plan amendments continues to be required, the proposed amendment to the CWA (Clean Water Act) would give the Minister 120 days to exercise one of the options given to the Minister when approving an amendment to a source protection plan. If none of these options are exercised by the Minister within 120 days of submission of the proposed amendment by the source protection authority, the amendments are deemed to be approved by the Minister
  - under the proposed changes to the CWA (Clean Water Act), the 120-day period will begin when the source protection authority submits the amendments for approval, after they have received a written statement from the MECP (Ministry of the Environment Conservation and Parks) Director that their amendment package is considered complete and accurate
  - the Minister may require the source protection authority to conduct additional consultation on the proposed amendment and/or revise the proposed amendment and re-submit it to the Minister. The 120-day period will begin again upon re-submission of the proposed

amendment and if the Minister does not exercise an option given to the Minister when approving an amendment to a source protection plan then the proposed amendment is deemed to be approved
    - as soon as possible after the amendment is deemed approved, the Minister would publish a notice of the approval on the environmental registry, as is the current practice for plan approvals
    - proposed changes to the CWA (Clean Water Act) also establishes new regulation-making authority to prescribe the documents and information required to be included by the source protection authority with a proposed plan amendments to constitute a complete submission
- change how policies affecting "prescribed instruments" (e.g. (example), approvals, permits and licences) can be used to manage risks to drinking water
    - the proposed amendments to the CWA (Clean Water Act) would specify only two types of policies affecting decisions on prescribed instruments that could be included in plans:

1. Policies to prohibit activities that are not being engaged in at the time the proposed amendment to the plan takes effect (i.e., future activities), and
2. Policies requiring the prescribed instrument decision maker to ensure their decision is designed to achieve the objectives of ensuring that the activity never becomes or ceases to be a significant drinking water threat (i.e. (that is), to "manage" the threat).

Currently there are no such limits on the content of prescribed instrument policies – they could prescribe the management measures that had to be incorporated into a prescribed instrument rather than leaving this decision to the prescribed instrument decision-maker

- further, the proposed changes to the CWA (Clean Water Act) would also mean a prescribed instrument policy would no longer be any of the following:
    - policies prohibiting an activity that was being engaged in before a source protection plan amendment takes effect ("existing activities")
        - policies that require decisions on prescribed instruments to conform with designated Great Lakes policies, (there are no designated Great Lake policies in a source protection plan because

no Great Lakes target has been set under the CWA (Clean Water Act))
        - moderate and low threat policies affecting decisions on prescribed instruments
    - proposed changes would enable the standardization of the wording in source protection plan policies affecting prescribed instruments. The changes would also enable regulations to set out requirements for the issuer/creator of the instrument to document and report on how they have conformed with applicable prescribed instrument policies (e.g. (example), how the instrument manages the significant drinking water threat). This will lead to increased transparency, consistency and clarity on decision making
    - there would be regulation-making authority to have source protection authorities amend their plans to remove and replace the prescribed instrument policies that are no longer permitted to be included in source protection plans and to remove the policies that are no longer necessary or advisable due to any new requirements to report on decisions regarding prescribed instruments (these are often designated as “monitoring policies” in a source protection plan)
    - the Minister would maintain their ability to advise and request a person to make an amendment to a prescribed instrument or take other steps, should the Minister believe there is non-compliance
    - under the proposed changes to the CWA (Clean Water Act) review of existing prescribed instruments will be standardized. When a source protection plan is amended (for example, when a new vulnerable area is delineated), and the plan includes a prescribed instrument policy to “manage a significant drinking water threat”, existing instruments affected by the amendments would be required to be reviewed to consider whether amendments to the instrument are required to manage the risks to sources of drinking water. A timeline for when this review must be completed would be outlined in regulation

Analysis of the regulatory impact

Ontario is facing a housing shortage, and more infrastructure will be required to meet rising residential development needs. This will result in many source protection plan amendments, a high workload and wait times for water to be available to residential developments.

The proposal would save source protection authorities, municipalities, developers, ministries, communities, and businesses time and money and reduce red tape for key sectors such as housing development and infrastructure.

The changes would allow for source protection plans to be updated faster and more efficiently by consulting with the right people at the right time and reducing plan approvals by up to 12 months.

We expect that there will be some minor one-time administrative costs to source protection authorities to support staff in learning about and understanding the proposed legislative changes. By implementing streamlining procedures, we anticipate there may be some cost savings for source protection authorities in the long-term, through standardization of certain policies, fewer plan submissions to the ministry for approval and a more efficient consultation process.

Through this posting, we welcome comments on anticipated benefits or costs to better help the Ministry understand the real costs or cost savings associated with these proposed changes.

Supporting materials

Related links

Clean Water Act, 2006, S.O. 2006, c. 22 (https://www.ontario.ca/laws/statute/06c22)

ERO Notice #025-1104 - Regulatory changes for accelerating and improving protec... (https://ero.ontario.ca/notice/025-1104)

Source Protection (https://www.ontario.ca/page/source-protection)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MECP Conservation and Source Protection Branch

300 Water Street North tower, 5th floor
Peterborough, ON
K9J 3C7
Canada

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

Read our commenting and privacy policies. (/page/commenting-privacy)

Submit by mail

Public Input Coordinator - Source Protection
MECP Conservation and Source Protection Branch
300 Water Street North tower, 5th floor
Peterborough, ON
K9J 3C7
Canada

Connect with us

Contact

Public Input Coordinator - Source Protection

source.protection@ontario.ca

Regulatory changes for accelerating and improving protections for Ontario's drinking water sources

ERO (Environmental Registry of Ontario) number	025-1104
Notice type	Regulation
Act	Clean Water Act, 2006, S.O. 2006, c. 22
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	October 20, 2025
Comment period	October 20, 2025 - December 4, 2025 (45 days) Open
Last updated	October 20, 2025

This consultation closes at 11:59 p.m. on:

December 4, 2025

Proposal summary

Ontario is proposing regulatory changes to accelerate and modernize how we protect sources of drinking water. These updates would make it faster and easier to revise local source protection plans—especially when new wells or intakes are added - to support growing communities.

Proposal details

Ontario is committed to ensuring that existing and future sources of drinking water are protected from contamination and depletion through the *Clean Water Act, 2006* (CWA) and its regulations.

The ministry is proposing minor amendments to the *Clean Water Act, 2006* to streamline the way sources of drinking water are protected. Details on proposed legislative changes can be found under ERO (Environmental Registry of Ontario) posting **025-1060 (https://ero.ontario.ca/notice/025-1060)** which

also contains a brief summary of the source protection planning framework, including source protection plans and how they protect sources of drinking water.

In addition to these proposed legislative changes, the ministry is proposing the following regulatory changes:

- amendments to the General Regulation (O. Reg. (Ontario Regulation) 287/07) under the *Clean Water Act, 2006*
- development of a new Minister's regulation under the *Clean Water Act, 2006*
- amendments to Municipal Residential Drinking Water Systems in Source Protection Areas (O. Reg. (Ontario Regulation)205/18) under the *Safe Drinking Water Act*, 2002

The process to amend a source protection plan is lengthy and contains duplicative processes, causing unnecessary delays and hindering rapid protection. We are proposing to adjust the steps required to complete an amendment, while recognizing the maturity of the program and the comprehensive protection already in place for Ontario's 38 source protection areas.

Under O. Reg. (Ontario Regulation) 205/18 under the *Safe Drinking Water Act*, 2002 (SDWA), in combination with provisions of O. Reg. (Ontario Regulation) 287/07, when a new well or intake is needed to supply water, and the owner of a municipal drinking water system requires an amendment to the system's drinking water works permit to install the well or intake, the application for an amendment must include information showing that the technical work (that will involve changes to the assessment report) to support a source protection plan amendment has been completed. This regulation was put in place to ensure that source protection plans are kept up to date and continue to protect new and altered municipal sources of drinking water. The regulation does this by requiring the SDWA (Safe Drinking Water Act) Director to include a condition in the municipal drinking water permit that prohibits supplying drinking water to users from the new or altered well or intake until the source protection plan amendment has been approved. However, applying this strict prohibition in every case without exception has proven to be unnecessary, and can slow down development for growing communities. The purpose of the

proposed change to these regulations is to give greater flexibility so that the prohibition is not automatic but will be applied based on advice the SDWA (Safe Drinking Water Act) Director receives from the source protection authority.

Changes are also proposed to prescribed instruments which are generally approvals issued by the province and can govern significant drinking water threat activities. O. Reg. (Ontario Regulation).287/07 sets out the list of "prescribed instruments". In some cases, a prescribed instrument is created by the person engaged in the activity, such as certain instruments under the *Nutrient Management Act* – for example, a nutrient management plan. Additionally, significant threat policies, as described in ERO (Environmental Registry of Ontario) posting **025-1060 (https://ero.ontario.ca/notice/025-1060)**, may require the prescribed instrument decision-maker to prohibit an activity from being engaged in at that location or require that activity be managed through provisions of the instrument so that it ceases to be or never becomes a significant drinking water threat (i.e. ("example"), to "manage" the threat).

The proposed amendments to the regulations referred to above would support more timely approvals by easing unnecessary burden on municipalities seeking to provide water service to new development in a timely manner, while continuing to ensure appropriate safeguards remain in place to protect drinking water sources.

The government is committed to maintaining a high standard of protection for drinking water sources, while:

- allowing local source protection authorities to approve certain routine updates to source protection plans
- allowing additional minor plan amendments (such as modifications that are administrative in nature) to proceed without approval or consultation
- set clear timelines for approvals by the Minister of source protection plan amendments
- simplify consultation requirements on plan amendments while ensuring the right people are engaged
- enabling the use of new drinking water sources (such as wells and intakes) faster where protections are already in place
- changing how policies affecting "prescribed instruments" (such as approvals, permits and licences) can be used to manage risks to drinking water

Proposed amendments

To support the legislative proposal in the *Building a More Competitive Economy Act, 2025* (ERO (Environmental Registry of Ontario) notice #**025-1060 (https://ero.ontario.ca/notice/025-1060)**) the Ministry is proposing to make amendments to the supporting regulations of the *Clean Water Act, 2006*.

The proposed changes are outlined below under the following three categories:

- proposed amendments to the General Regulation (O. Reg. (Ontario Regulation) 287/07) under the *Clean Water Act, 2006*
- development of a new Minister's regulation under the *Clean Water Act, 2006*
- proposed amendments to Municipal Residential Drinking Water Systems in Source Protection Areas (O. Reg. (Ontario Regulation) 205/18) under the *Safe Drinking Water Act*, 2002

Details of proposed amendments

1. Proposed amendments to the General Regulation (O. Reg. (Ontario Regulation) 287/07) under the *Clean Water Act*

Proposed changes to General Regulation (O. Reg. (Ontario Regulation) 287/07) would support streamlining the source protection amendment process. The proposed changes to O. Reg. (Ontario Regulation) 287/07 include:

- specifying circumstances where the source protection authorities would be the approval authority for a source protection plan amendment such as when the plan amendments would:
  - delineate a new or modified protection area around a well or intake and apply the existing source protection plan policies in that area
  - remove a prohibition policy (for example when allowing an activity will result in better environmental outcomes than prohibiting it)
- specifying the process for how a source protection authority approves a plan amendment such as:
  - before the source protection authority can approve the plan, approval of the assessment report by an Minister of the Environment Conservation and Parks (MECP) Director would be required to ensure the assessment report is completed in alignment with the technical rules under the CWA (Clean Water Act).

    - once a plan amendment is approved by the source protection authority, the authority would need to send a notice of the amendment to the MECP (Ministry of the Environment, Conservation and Parks) Director and every person or body that is responsible for implementing a policy that is affected by the amendment stating that an amendment to a source protection plan has been approved
    - along with the notice that the plan amendments have been approved, other information would be submitted to the MECP (Ministry of the Environment, Conservation and Parks) Director such as a summary of the plan amendments and consultation, the amended source protection plan, technical studies, copies of the explanatory document, copies of municipal resolutions, comments received during consultation and mapping information
    - the regulation would also include transition provisions for source protection plan amendments that are in progress when the regulatory amendments take effect
- when an amendment is being submitted for Minister approval, specifying documents and information (such as technical studies, copies of the explanatory document, mapping, etc. (et cetera)) required to be included by the source protection authority to constitute a complete submission, for the Director to determine the amendment package is complete and accurate
- streamlining consultation on plan amendments into one phase, from two, through the removal of the requirement for pre-consultation with implementing bodies (currently required in sections 35 to 39 of the regulation). Consultation requirements are also proposed to be updated to reflect modern practices, including the removal of mandatory newspaper notifications. This would apply to any plan amendment, whether the approval authority is the Minister or the source protection authority
- additional types of minor plan amendments would be able to be made using the existing streamlined process set out in section 51 of the regulation (which does not involve consultation or approval). This is proposed to include plan amendments that:
    - clarify the narrative sections of the source protection plans, without changing the policies themselves
    - change policy implementation timelines in the source protection plan where the Minister or his or her delegate has provided an extension

to a deadline in a source protection plan policy
    - address a well or intake that is replacing an existing well or intake, if:
        - amendments to the source protection plan would result in only a slight change to the delineation of the corresponding wellhead protection area or intake protection zone due to the replacement of the well or intake, and the revised delineation does not capture new activities that are considered significant drinking water threats that are currently occurring
        - the plan has already incorporated the most recent technical rules
        - rationale is provided to the ministry that the amendment would only require re-delineation of the protection area immediately adjacent to the well or intake (i.e. (that is), a wellhead protection area A or an intake protection zone one)

Changes are also proposed in the General Regulation (O. Reg. (Ontario Regulation) 287/07) to address the interaction between source protection plan policies affecting prescribed instruments and other policy tools. These include:

- source protection plans can use the risk management plan tool (section 58 of the CWA (Clean Water Act)), which prohibits a person from engaging in an activity where it would be a significant threat except in accordance with a risk management plan, which is agreed to or established by a risk management official. Under section 61 of O. Reg. (Ontario Regulation) 287/07) a person can obtain an exemption from the requirement for a risk management plan if the person can show that their activity is already governed by a prescribed instrument and provides the risk management official with a statement that provisions have been included in the instrument to ensure that the instrument conforms to the significant threat policies set out in the source protection plan
- changes are proposed to set out circumstances where Part IV risk management plan policies and prohibitions (under s.57 and 58 of the CWA (Clean Water Act)) cannot be used by a source protection plan to deal with significant drinking water threat activities, due to the activities already being subject to the requirement for a prescribed instrument. O. Reg. (Ontario Regulation) 287/07 already prohibits a source protection plan from using Part IV (four) of the CWA (Clean Water Act) for waste disposal sites and sewage works that require an ECA (Environmental Compliance Approval). The Ministry is considering adding to this list so

that if a prescribed instrument can deal with a significant threat activity – it be used as the tool rather than using Part IV (four) of the CWA (Clean Water Act)

Changes are proposed to provide that in these situations, if a statement is provided and the prescribed instrument is not issued by a provincial body but created by the person engaged in the activity (e.g., Nutrient Management Plan), the risk management official may review the prescribed instrument to determine if the provisions meet the same test for establishing a risk management plan under section 58 of the CWA (Clean Water Act). If the risk management official determine after their review that this is not the case, the risk management official may require a risk management plan for the activity.

2. New Minister's regulation under the *Clean Water Act*

To support the legislative proposal for the new approach for policies affecting prescribed instruments, a new Minister's regulation is required and is proposed to:

- establish standardized wording for policies that affect prescribed instruments. The standardized wording would need to be used in source protection plans if these types of policies are included in the plans. Standard policy wording would place responsibility on the issuer/creator of the prescribed instrument to achieve the objective that the threat ceases to be or never becomes a significant drinking water (i.e. the threat is managed) threat by including provisions in the instrument
- increase transparency and consistency by requiring documentation of how a prescribed instrument decision maker reviewed and amended the instrument to ensure the significant threat activity ceases to be or never becomes a significant threat. Requirements would also be included to ensure prescribed instrument decision-makers report annually to the source protection authority to assist in their preparation of an annual progress report. The purpose of this change is to streamline and make consistent these reporting obligations. This would remove the need for such policies in a source protection plan, as these obligations would be set forth in regulation
- require that the review, removal and/or replacement of existing prescribed instrument policies in plans and their associated reporting (i.e. (that is), "monitoring") polices take place within a proposed timeframe of 2 years as well as providing notice to the MECP (Ministry of

the Environment, Conservation and Parks) Director when this has been completed
- with respect to the review by prescribed instrument decision-makers of existing prescribed instruments affected by a source protection plan amendment (e.g. (example) where a new vulnerable area is delineated), establish a timeline of three years for such reviews. This ensures a timely and consistent review of existing instruments to consider whether the instruments require modification to manage risks to the source. As is current practice, it would be up to the issuer/creator of the instrument to determine whether the prescribed instrument needs to be amended

3. Changes to O. Reg. (Ontario Regulation) 205/18 (Municipal Residential Drinking Water Systems in Source Protection Areas) and O. Reg. (Ontario Regulation) 287/07

Changes to O. Reg. (Ontario Regulation) 205/18 Municipal Residential Drinking Water Systems in Source Protection Areas are proposed to allow the supply of drinking water when an amendment to a drinking water works permits or municipal drinking water licence is granted, before an amendment to a source protection plan is complete, in certain circumstances.

When the source protection authority provides the municipal drinking water system owner with the notice under subsection 48 (1.1) of O.Reg 287/07 indicating that technical work for the plan amendment is complete, the provision would be amended to give the source protection authority the ability to indicate in the notice to the approving Director for drinking water works permits and municipal drinking water licences under the *Safe Drinking Water Act* that a condition is not required to be included in the permit or licence to prohibit the supply of drinking water before the source protection plan amendment is approved. In this case, if the Director grants the amendment to the permit or licence, the Director would not be required to include a prohibition on supplying water in the permit or licence as is currently the case but rather the approach would be more flexible to reflect the circumstances. The source protection authority can set out in the notice the timeline for which the plan amendment could be approved, but this can not be more than three years.

The source protection authority would be enabled to include an indication in a notice to the Director that a condition to prohibit the supply of drinking water does not need to be included in the permit or licence only if at least one of the

following circumstances are met. The source protection authority would make this determination with advice from the municipality.

Circumstances are proposed to include:

1. Where the application for the permit or licence is for a proposed alteration to an existing drinking water system, and the source protection authority outlines its rationale for why the supply of water does not need to be prohibited until the plan amendment is complete, including consideration of the vulnerable area mapping, an assessment of threats identified, the application of existing policies to manage the threats within the vulnerable area, any additional plan policies that may be needed to mitigate threats, and the timelines needed to implement them.
2. Where the plan amendment that would be advisable to make is one that can be completed through section 51 under O. Reg. (Ontario Regulation) 287/07, such as where a replacement well or intake is occurring.

Currently, changes to a municipal drinking water licence for an existing municipal residential system—such as an adjustment to the volume supplied—do not require an amendment to the source protection plan before water can be supplied, even though such an amendment may be advisable. Changes to O. Reg. (Ontario Regulation) 205/08 are proposed to require that a condition prohibiting the supply of water be included if an amendment to a licence is granted, until amendments to the source protection plan, where advisable, are complete. The condition would not need to be included if similar circumstances are met as outlined above.

Analysis of the regulatory impact

Ontario is facing a housing shortage, and more infrastructure will be required to meet rising residential development needs. This will result in many source protection plan amendments, a high workload and wait times for water to be available to residential developments.

The proposal would save source protection authorities, municipalities, developers, ministries, communities, and businesses time and money and reduce red tape for key sectors such as housing development and infrastructure.

The changes would allow for source protection plans to be updated faster and more efficiently by consulting with the right people at the right time and reducing plan approvals by up to 12 months.

We are working to develop a Regulatory Impact Assessment to determine potential costs or estimated savings related to this proposal.

By implementing streamlining procedures, we anticipate there may be some cost savings for source protection authorities in the long-term, through standardization of certain policies, fewer plan submissions to the ministry for approval and a more efficient consultation process.

Through this posting, we welcome comments on anticipated benefits or costs to better help the Ministry understand the real costs or cost savings associated with these proposed changes.

Supporting materials

Related links

- Clean Water Act, 2006, S.O. 2006, c. 22 (https://www.ontario.ca/laws/statute/06c22)
- O. Reg. 287/07: GENERAL (https://www.ontario.ca/laws/regulation/070287)
- O. Reg. 205/18: MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEMS IN SOURCE PROTECTI... (https://www.ontario.ca/laws/regulation/180205)
- ERO Notice 025-1060: Accelerating and improving protections for Ontario's drink... (https://ero.ontario.ca/notice/025-1060)
- Source Protection (https://www.ontario.ca/page/source-protection)

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MECP Conservation and Source Protection Branch

300 Water Street North tower, 5th floor
Peterborough, ON
K9J 3C7
Canada

Comment

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Peterborough, ON
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Connect with us

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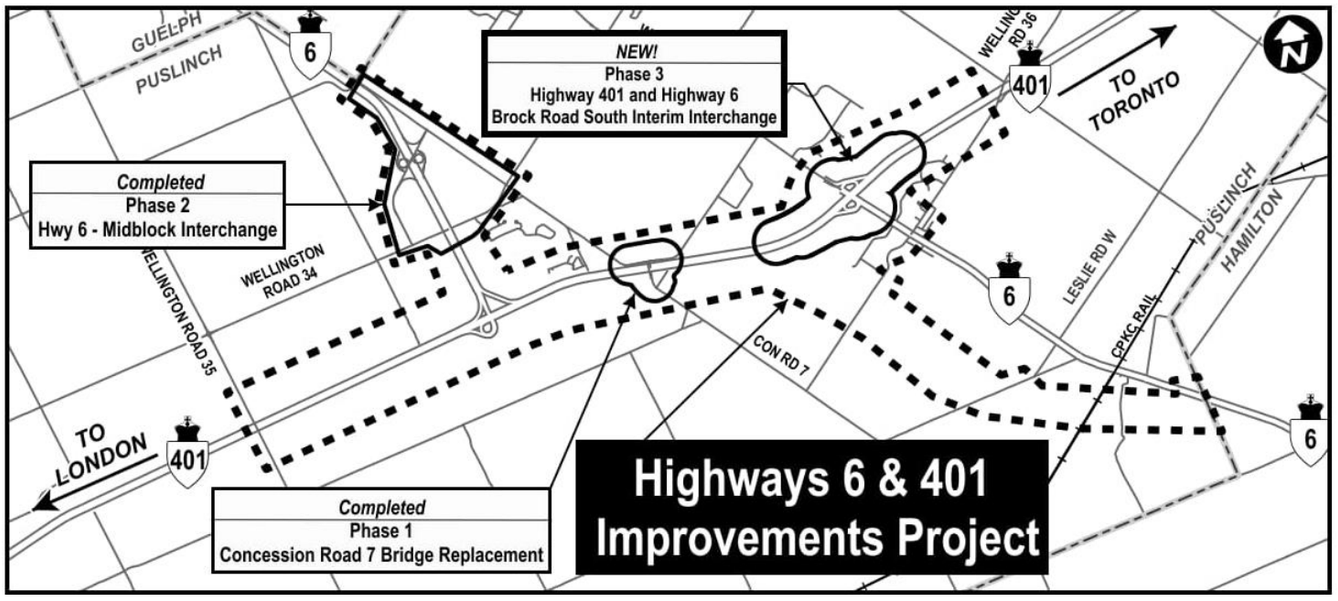
source.protection@ontario.ca

NOTICE OF STUDY COMMENCEMENT
HIGHWAY 401 & HIGHWAY 6/BROCK ROAD SOUTH INTERIM INTERCHANGE IMPROVEMENTS
PRELIMINARY DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT (G.W.P. 3041-23-00)

THE PROJECT

The Ontario Ministry of Transportation (MTO) is moving forward with Phase 3 of Highways 6 and 401 Improvements from Hamilton north limits to Guelph south limits (G.W.P. 3042-14-00). This includes the Preliminary Design and Class Environmental Assessment Study for Highway 401 & Highway 6/Brock Road South Interim Interchange Improvements (G.W.P. 3041-23-00) (The Project). The Project will address the required replacement of the Highway 6/Brock Road South underpass structure, which is approaching the end of its service life, and examine interim improvements to the Highway 401 and Highway 6/Brock Road South Interchange. Reasonable alternatives to address interim interchange improvements will be developed and evaluated leading to the selection of a preferred alternative. The project limits are located within the Township of Puslinch, Wellington County.



THE PROCESS

The Project is following the approved planning process for a Group 'B' project in accordance with the Class Environmental Assessment for Provincial Transportation Facilities and Municipal Expressways (2024). The Project will build upon the findings of the 2012 Preliminary Design and Class Environmental Assessment Study for the Highway 401 from 1.0km west of Hespeler Road Easterly to the Wellington County/Halton Region Boundary project (G.W.P. 8-00-00) which identified the ultimate configuration of the Highway 401 & Highway 6/Brock Road South Interchange.

A Virtual Public Information Centre will be held to provide interested parties with the opportunity to review the progress of the Preliminary Design and Class Environmental Assessment Study and provide input to the Project Team.

A Transportation Environmental Study Report will be available for a 30-day comment period at the completion of the study to document the details of the recommended plan, environmental effects, proposed mitigation measures, and a summary of consultation undertaken throughout the study.

Notification of the Virtual Public Information Centre and availability of the Transportation Environmental Study Report for comment will be published in local newspapers and mailed to those on the Project's contact list.

Following the completion of the Transportation Environmental Study Report, the project will move to Detailed Design and Construction. Construction is anticipated to begin in 2027 and last for two years.

COMMENTS

To obtain additional information, provide comments, or to be placed on the Project's contact list, please visit the Project's website at **http://Highways6and401HamiltontoGuelph.ca** or contact the Project Team as follows:

Sarah Jewell, P. Eng., M. Eng.
Area Manager, Highway Engineering
Ministry of Transportation - West Region
659 Exeter Road
London, ON N6E 1L3
Email:
ProjectTeam@Highway6and401hamiltontoguelph.ca

Geoffrey Coy, P. Eng.
Consultant Senior Project Manager
AECOM Canada ULC
8th Floor, 105 Commerce Valley Drive West
Markham, ON L3T 7P4
Tel: 905-418-1502
Email:
ProjectTeam@Highway6and401hamiltontoguelph.ca

We are committed to ensuring that government information and services are accessible for all Ontarians. For communication support or to request project material in an alternate format, please contact one of the project team members listed above. Comments and information will be collected to assist MTO in meeting the requirements of the Ontario Environmental Assessment Act. With the exception of personal information, all comments will become part of the public record in accordance with the Freedom of Information and Protection of Privacy Act.

Ministry of the Environment, Conservation and Parks
Environmental Assessment and Permissions Division
Brownfields and Permit to Take Water
Permit to Take Water Unit

135 St Clair Ave W, 1st Floor
Toronto, Ontario M4V 1P5
Tel.: 416 314-8001
Fax: 416 314-8452

Ministère de l'Environnement de la Protection de la nature et des Parcs
Direction des évaluations et des permission environnementales

135 Av St Clair O, 1er étage
Toronto On M4V 1P5
Tél.: 416 314-8001
Téléc.: 416 314-8452

Ontario

October 15, 2025

Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario
N0B 2J0

Attn: Justine Brotherston

Re: Issuance of Permits to Take Water Numbers 7383-DLVR8W and 4657-DLVP7F to White Wolf Property Management Inc.

The Ministry of the Environment, Conservation and Parks is providing notice that two applications to renew permits 4788-C5TJTZ and 3133-C5BUH9 respectively have been processed and **Permits to Take Water No. 7383-DLVR8W** and **4657-DLVP7F** were issued on October 9, 2025 to *White Wolf Property Management Inc*. The renewal of the permits reflects a change in ownership from *Triton Water Canada Holdings, Inc.* to *White Wolf Property Management Inc.* for water taking for the purposes of water bottling, from properties located at:

- Lot 24, Concession 7
  Geographic Township of Erin
  Town of Erin, County of Wellington

- 101 Brock Rd S
  Puslinch, County of Wellington

Ontario's water taking program ensures water resources are protected in the face of a changing climate and continued population growth. These renewals have been made in accordance with the Ontario Regulation 387/04 (*Water Taking and Transfer*) under the *Ontario Water Resources Act*.

The expiry date of both permits remains the same as the prior permits, **November 15, 2026**, and the same strict conditions and safeguards to protect existing water users and the natural environment, including all monitoring, contingency, and operational conditions from the prior permits remain in effect.

Issued Permits to Take Water can be viewed and downloaded at Access Environment, by searching the permit numbers, 7383-DLVR8W and 4657-DLVP7F, in the search field located at the top of the map.

If you have any questions or comments regarding these Permits to Take Water, please contact the Environmental Assessment and Permissions Division at enviropermissions@ontario.ca.

Sincerely,

Adam Leus
Director, Section 34.1, Ontario Water Resources Act, R.S.O. 1990
Environmental Assessment and Permissions Branch

Justine Brotherston

From: Brooke Crewson <Brooke.Crewson@ieso.ca>
Sent: Wednesday, October 22, 2025 3:29 PM
To: IESO Community Engagement
Cc: Andreea Nicoara
Subject: Information Session (November 10, 2025) RE: Priority Needs in KWCG

Follow Up Flag: Follow up
Flag Status: Flagged

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Good Afternoon,

Thank you for your continued interest in the Independent Electricity System Operator's (IESO) regional planning process in the Kitchener/Waterloo/Cambridge/Guelph (KWCG) electrical region

The IESO appreciates your participation in recent Fall 2025 engagements where the detailed option analysis and draft recommendations for priority needs, as well as the identified remaining needs and screening options analysis were shared.

During the sessions, the IESO welcomed feedback seeking resources available to support municipalities in better understanding the implications of options and recommendations.

As a part of acting on this feedback, **on Monday November 10, 2025, at 3:00 p.m., the IESO is inviting relevant municipal staff and elected officials from impacted municipalities to a one-hour virtual information session (please register here). During the session, the IESO will walk through a breakdown of the recommendations to address priority needs, highlight how a reliable supply of electricity will support local growth initiatives, and economic development, and answer questions.**

Invited municipalities include the Cities of Brantford, Burlington, Cambridge, Guelph, Hamilton, and Kitchener, the Counties of Brant and Wellington, the Township of Puslinch, and the Region of Waterloo.

Shortly, an invitation with details to register for the information session and background on regional planning will be shared more broadly with relevant municipal staff and elected officials from the impacted municipalities.

After receiving the invitation, you are welcome to invite any colleagues that would benefit from learning more about the recommendations to address priority needs. If you are unable to attend, we kindly encourage you to also share this invitation with a colleague to ensure your municipality has representation at this discussion.

Should there be any questions or interest in engaging further, please reach out.

Best Regards,
Brooke

Brooke Crewson, MBA (she/her)| Advisor, Regional and Community Engagement
Independent Electricity System Operator (IESO) | E: Brooke.Crewson@ieso.ca | C: 416-529-2310
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Conservation: www.saveONenergy.ca | Twitter: saveONenergyOnt | LinkedIn: saveONenergy

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THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-082

A By-law to authorize alternative
methods of voting for the 2026
Municipal Election and School Board

WHEREAS Section 42 of the *Municipal Elections Act, S.O. 1996,* as amended, provides that, a municipal council may on or before May 1 in the year of the election, pass a by-law to authorize the use of optical scanning vote tabulators for the purpose of counting votes at municipal elections, and authorize the use of alternative voting methods that do not require electors to attend at a voting place in order to vote;

AND WHEREAS the Council of The Corporation of the Township of Puslinch considers it desirable to pass such a by-law;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. The use of optical scanning vote tabulators for the purpose of counting votes for the 2026 Municipal and School Board Election.

2. The use of vote by mail is hereby authorized as an alternative voting method for the 2026 Municipal and School Board Election.

3. That By-law 2021-038, is hereby repealed.

4. That this shall come into force and effect on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this 29th DAY OF OCTOBER, 2025.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-083

Being a by-law to authorize the entering into an Agreement with the Ministry of the Solicitor General for the Mental Health Supports for Public Safety Personnel Grant Program.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into an Agreement with the Ministry of the Solicitor General for the Mental Health Supports for Public Safety Personnel Grant Program.

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Chief Administrative Officer to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

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

1. That the Corporation of the Township of Puslinch enter into an Agreement with the Ministry of the Solicitor General for the Mental Health Supports for Public Safety Personnel Grant Program.

2. That the Mayor and Municipal Clerk are hereby authorized to execute the Agreement.

3. That the Chief Administrative Officer be authorized to execute on behalf of the Township amendments to the Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF October 2025.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 2025-084

A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property, and to repeal By-law 067-2024.

WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, a municipality may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control; and

WHEREAS Section 7(1) of the *Building Code Act, 1992, S.O. 1992, c. 23,* as amended, provides that a municipality may pass By-laws imposing fees and charges; and

WHEREAS Section 69 of the *Planning Act, R.S.O. 1990, c.P.13,* as amended provides that the Council of a municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS The Council of the Corporation of the Township of Puslinch deems it appropriate to update the Township's User Fees and Charges By-law.

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

1. For the purpose of this By-law:

a.) **"Cost(s)"** means any and all disbursements incurred by the municipality, and includes, but is not restricted to, any registration costs, title search costs, corporate search costs, survey costs, reference plan costs, advertising costs, outside counsel fees, paralegal fees, site inspection costs and any applicable taxes;

b.) **"Fire Department"** means a fire department established by the Township of Puslinch in accordance with the provisions of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* as amended;

c.) **"Fire Department Specific Response Fees"** means cost recovery fees for **fire department** attendance at a **property** for which the **property owner(s)** have **fire department** insurance coverage;

d.) **Indemnification Technology®** shall mean **fire department** incident reporting, data collection and **property** insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;

e.) **"Property"** means any real property located within the geographical boundaries of the Township of Puslinch. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided. Real property can also include **property** to which the **fire department** is under a service agreement to provide **fire department** response services, automatic aid or mutual aid.

f.) **"Property Owner(s)"** means the registered owner of **property** or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the **property** or any portion thereof;

g.) **"Township"** means the Corporation of the Township of Puslinch.

2. The fees, costs and charges, as outlined in the schedules attached hereto and forming part of this By-law shall be automatically adjusted annually based on the Consumer Price Index for Ontario from May to May.

3. Any person requesting, applying or utilizing the services, applications or approvals listed in the attached schedules and forming part of this By-law shall pay the fees listed for that service, application or approval as set out in the attached schedules.

4. These fees, **costs**, and charges are applicable to residents and non-residents at the rates noted unless there is a specified exemption in the attached schedules.

5. No request by any person for a service, application or approval listed in the attached schedules shall be acknowledged or performed by the **Township** unless and until the person requesting the service, application or approval has paid the fees, **costs** or charges as set out in the attached schedules, unless noted otherwise.

6. All **Township** accounts and invoices are due and payable when rendered.

7. All unpaid fees, **costs** or charges imposed by this By-law on a person constitute a debt of the person to the **Township**.

8. The Treasurer shall add the fees, **costs** and charges imposed pursuant to this By-law to the tax roll for any **property** in the **Township** for which all of the **property owners** are responsible for paying the fees, **costs** and charges under this By-law and collect them in the same manner as municipal taxes in accordance with Section 398 of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended.

9. If peer or legal review **costs** are incurred by the **Township** in the processing of an application or approval by the **Township**, the applicant is required to pay these **costs** to the **Township**. The following are the applications or approvals subject to peer or legal review **costs:**

    a. Agreements – Subdivision/Condominium
    b. Application Reactivation
    c. Consultation – Subsequent Submissions
    d. Garden Suites and Renewals (Zoning)
    e. Lifting of Holding Designation (Zoning)
    f. Part Lot Control Exemption By-law
    g. Radiocommunication Tower Pre-Consultation Fee
    h. Radiocommunication Tower Proposals
    i. Red Line Agreement Review
    j. Sign Refusal Appeal - Council Approval
    k. Sign Variance - Council Approval
    l. Sign Variance - Staff Approval
    m. Site Alteration Normal Farm Practices Waiver
    n. Site Alteration Permit Application Fee - Minor
    o. Site Alteration Permit Application Fee – Intermediate
    p. Site Alteration Permit Application Fee – Large
    q. Site Alteration Permit Application Fee - Major
    r. Third and Subsequent Submission
    s. Zoning By-law Amendment – Aggregate

10. The **Township** is not obligated to further process an application or approval until all outstanding third-party **costs**, fees and other disbursements have been paid by the applicant.

11. The fees, **costs** and charges listed in the schedules to this By-law shall, where applicable, be subject to any applicable provincial and federal taxes.

12. Any fee, **cost** or charge:

    a. authorized by a by-law or council resolution that comes into effect on the same or a later date than this By-law; or

b. included in a valid agreement entered into by the **Township** and one or more other parties,

shall be the approved and imposed fee, **cost** or charge for the service, activity or use of **property** specified.

13. The payment of any fee**, cost** or charge in this By-law shall be in Canadian currency.

14. The following Schedules form part of this By-law:

Schedule	Department
A	Administration
B	Finance
C	Public Works
D	Fire and Rescue Services
E	Building
F	Planning and Development
G	By-law
H	Parks
I	Optimist Recreation Centre
J	Puslinch Community Centre

15. The fees, **costs** and charges, as outlined in the schedules attached hereto and forming part of this By-law, shall be implemented and take effect on January 1, 2026.

Fire Department Specific Response Fees

16. The **property owner** shall be responsible for the payment of **fire department specific response fees** imposed by this By-law in accordance with Schedule D attached to this By-law.

17. The **Township** may use **Indemnification Technology®** to assess applicable insurance coverage for **fire department specific response fees**.

18. Where the **Township** believes and/or **Indemnification Technology®** indicates **fire department specific response fees** are applicable but the **property owner** does not have, in part or in full, insurance coverage for **fire department** charges for the **property**, the **Township** may adjust the **fire department specific response fees** to the extent of insurance coverage upon provision by the **property owner** of evidence, to the satisfaction of the **Township**, that no such insurance coverage exists or to demonstrate the limits of such coverage.

Cancellation Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

19. A refund of 80 percent will be provided where 30 days' notice of cancellation is given prior to the rental date for the following:

    a. Puslinch Community Centre rentals.
    b. Parks and Optimist Recreation Centre rentals of eight or more bookings.

20. A full refund will be provided where 72 hours or 3 days' notice of cancellation is given prior to the rental date for Parks rentals and Optimist Recreation Centre rentals.

Payment Terms – Parks, Optimist Recreation Centre, Puslinch Community Centre

21. One-Time Rentals - Payment is required within five business days of contract creation.

22. Recurring Rentals Throughout the Year - Payment is required on a quarterly basis. The first payment is required within five business days of contract creation. Future payments are required quarterly.

23. Recurring Seasonal Bookings - Payment is required in two instalments. The first payment is required within five business days of contract creation. The second payment is required halfway through the season.

Exemptions, Fee Waivers, Fee Reductions

24. Government organizations are exempt from the agreement fees imposed by this By-law.

25. The Optimist Club of Puslinch is exempt from the photocopy fees imposed by this By-law for **Township** Clean-up and Remembrance Day. The Aberfoyle Agricultural Society is exempt from the photocopy fees imposed by this By-law for the Fall Fair and the Junior Garden Club.

26. The following events are exempt from the rental fees imposed by this By-law:

    a. Fall Fair
    b. Santa Claus Parade
    c. Canada Day
    d. Family Day
    e. Remembrance Day

27. 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.**

28. The following requests are not eligible for a fee reduction or waiver:

    a. Religious services
    b. Licences, development charges, cash in lieu of parkland, planning fees, permits, inspections, insurance, personnel costs

29. Where the Township is the applicant for a permit related to Township-owned property, the applicable permit fee shall be waived. This exemption applies only where the Township is both the property owner and the applicant.

30. Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.

31. Usage of **Township** property must comply with the **Township**'s requirements including but not limited to necessary insurance, permits and approvals within the required timelines.

32. Reduced rates are not offered during prime-time for facilities or parks that have a prime-time and non-prime time rate.

33. A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.

34. A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

35. Seniors' Recreation Programs that meet the eligibility criteria shall receive a 70% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.

36. A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria.

37. All other organizations that meet the eligibility criteria shall receive a 62.5% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.

Reduced Rate Eligibility Criteria

38. Organizations applying for a reduced rate must meet the following eligibility criteria:

    a. Be in existence for at least one year; and
    b. have its principal address in the **Township**; and
    c. be a not-for-profit organization or an unincorporated community group; and
    d. offer services that benefit the **Township** and its residents; and
    e. be in good financial standing with the **Township** and not in litigation with the **Township**; and
    f. be in compliance with any other **Township** by-laws and policies; and,

For the purposes of this By-law, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

39. For the purposes of this By-law, services that benefit the **Township** and its residents include:

    a. Charitable community services
    b. Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
    c. Specific cultural and heritage activities
    d. Programs that improve the health and well-being of the community
    e. Programs that encourage participation in organized athletic activities
    f. Services or events directed for youth and older adults
    g. Public safety enhancement services

40. The following organizations are not eligible for a reduced rate:

    a. Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
    b. County, Provincial and Federal organizations.
    c. Groups or organizations affiliated with any political party or event.
    d. Individuals, commercial organizations, and coalitions such as ratepayer associations.
    e. Hospitals, hospital foundations and hospital auxiliary groups or agencies.
    f. Educational institutions including universities, colleges, schools and associated auxiliary groups.

41. The following information will be required to review an organization's eligibility:

    a. A copy of the letters patent or articles of incorporation, if applicable.
    b. A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
    c. A copy of mandate, constitution and by-laws, as applicable.
    d. A copy of the reporting as outlined in Paragraph 41 of this By-law.

42. In order to maintain the reduced rate eligibility status, the following information must be submitted annually electronically on the Township's website at www.puslinch.ca by 2:00 pm on the last business day of January or to the attention of the Corporate Services Department at the address noted below:

    The Corporation of the Township of Puslinch
    7404 Wellington Road 34
    Puslinch, ON, N0B 2J0
    Attention: Reduced Rate Eligibility Program

    a. Number of resident and non-resident participants; and,

b. Financial reports for membership fees and/or donations collected for the programming/services including how the funds are used to support the program/service.

43. Should any part of this By-law including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

44. This By-law shall be known as the “User Fees and Charges By-law”.

45. That By-law No. 067-2024 is hereby repealed, effective January 1, 2026.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF OCTOBER 2025.

_____

James Seeley, Mayor

_____

Justine Brotherston, Municipal Clerk

SCHEDULE A: ADMINISTRATION REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Agreements - Major - Not Registered	Flat Fee	$603.00	$613.00	$0.00	$613.00	1.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. a lease agreement on Township lands. See Report FIN-2024-024.
Agreements - Minor - Not Registered	Flat Fee	$300.00	$305.00	$0.00	$305.00	1.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. miscellaneous agreements. See Report FIN-2024-024.
Agreements - Registered	Flat Fee	$1,480.00	$1,505.00	$0.00	$1,505.00	1.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. an encroachment agreement or a conditional building permit. See Report FIN-2024-024.
Red Line Agreement Review *	Administration fee	$100.00	$101.00	$0.00	$101.00	1.0%	E	See Report FIN-2024-024
Title Search	Flat Fee	$175.00	$178.00	$0.00	$178.00	1.7%	E	See Report FIN-2024-024
Burial Permit/Death Registration	Flat Fee	N/A	$45.00	$0.00	$45.00	100.0%	E	See Report FIN-2025-028
Doors of Puslinch Poster	Per Poster	$10.00	$10.17	$1.32	$11.49	1.7%	T	See Report FIN-2024-028
Freedom of Information	Charged at the rate permitted per the legislation.						E	Regulated by Statute - See Report FIN-2017-024.
Logo Pins	Per Pin	$5.00	$5.09	$0.66	$5.75	1.7%	T	See Report FIN-2024-024
Routine Disclosure	Per Request	$5.00	$5.09	$0.00	$5.09	1.7%	E	Note 1
Signature of Commissioner	Per Document	$26.02	$26.46	$3.44	$29.90	1.7%	T	See Report FIN-2024-024
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews incurred for the processing of the application.

Note 1: Routine Disclosure

Applies to records that may not be subject to the Municipal Freedom of Information and Protection of Privacy Act and may include but are not limited to the following types of record requests:

*building drawings, septic drawings, surveys, occupancy permits, Committee of Adjustment or Planning and Development Advisory Committee records, environmental records, site plan records,

detailed financial records/invoices and Council records that are not available in a digital format (agendas and minutes) $5.00 per request including the first 15 minutes of search time; $7.50 shall be					
charged for each additional 15 minutes spent by Township staff to search for the records.					

SCHEDULE B: FINANCE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Online Service Fee	Total Transaction Amount	1.75 Percent	1.75 Percent			0.0%	E	In accordance with Visa and Mastercard merchant recommendations. See Report FIN-2022-029
Photocopying/Printing	Per Page	$0.32	$0.33	$0.04	$0.37	3.1%	T	This fee is exempt for Township Clean-up and Remembrance Day in accordance with Council Resolution No. 2017-363. This fee applies when more than ten (10) single-sided pages are requested. Any pages exceeding this allowance will be charged at the established per-page rate for black and white photocopying/printing.
Returned Cheque Fee	Per Returned Cheque	$45.00	$46.00	$0.00	$46.00	2.2%	E	For any cheques that do not clear the Township's bank account. See Report FIN-2024-024.
Tax Arrears Mailed Notice	Per Notice	N/A	$5.00	$0.00	$5.00	100.0%	E	See Report FIN-2025-028
Tax Certificate	Per Certificate	$68.00	$69.00	$0.00	$69.00	1.5%	E	
Tax Sale Charges	Actual costs incurred						T	Cost recovery of fees and disbursements as charged by consultants and solicitors.
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Tile Drainage Loan Application and Inspection Fee	Flat Fee	$241.00	$245.00	$0.00	$245.00	1.7%	E	See Report FIN-2018-028

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Entrance Permit - Commercial/Industrial	Flat Fee	$474.00	$482.00	$0.00	$482.00	1.7%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Farm	Flat Fee	$255.00	$259.00	$0.00	$259.00	1.6%	E	See By-law No. 2020-032
Entrance Permit - Field/Woodlot	Flat Fee	$237.00	$241.00	$0.00	$241.00	1.7%	E	See Report FIN-2019-027 and By-law No. 2020-032
Entrance Permit - Residential	Flat Fee	$284.00	$288.00	$0.00	$288.00	1.4%	E	See Report FIN-2019-027
Entrance Permit - Temporary	Flat Fee	$175.00	$178.00	$0.00	$178.00	1.7%	E	See By-law No. 2020-032
Entrance Permit Security Deposit	Security Deposit	$1,000.00	$1,000.00	$0.00	$1,000.00	0.0%	E	Deposit fully refundable upon completion of the entrance and pending no damages to the roadway. See Report FIN-2021-025
Haul Route Permit	Flat Fee	$119.00	$121.00	$0.00	$121.00	1.7%	E	See Report FIN-2024-024.
Haul Route Permit Security Deposit	Security Deposit	To be determined by the Designated Official.				0.0%	E	See Council Resolution No. 2024-314 from the September 25, 2024 Council Meeting.
Municipal Street Naming: Initial Application Review	All costs associated with any third party review, if required.						T	This fee is applicable to all Municipal Street Naming and Renaming requests in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Application Notice Requirement	Flat Fee	$744.00	$757.00	$0.00	$757.00	1.7%	E	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Aid Distribution Per Residential Property (if opted in) on the Street Proposed to be Renamed	Flat Fee	$212.00	$215.00	$0.00	$215.00	1.4%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029. This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
Municipal Street Renaming: Aid Distribution Per Legal Business (if opted in) on the Street Proposed to be Renamed	Flat Fee	$530.00	$539.00	$0.00	$539.00	1.7%	E	This fee is to be paid in full by the Requester for Municipal Street Renaming requests that comply with the naming standards - See Report FIN-2022-029. This fee is to be shared equally by the Township and the Requester for Municipal Street Renaming requests that do not comply with the naming standards - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage	Per Sign	$264.00	$268.00	$34.84	$302.84	1.5%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.
Municipal Street Renaming: Street Name Signage Installation	Flat Fee	$106.00	$107.00	$13.91	$120.91	0.9%	T	This fee is applicable to Municipal Street Renaming requests that comply with the naming standards in accordance with the Municipal Street Naming Policy - See Report FIN-2022-029.

SCHEDULE C: PUBLIC WORKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Municipal Street Renaming: Private Streets	To a Maximum of	$530.00	$539.00	$0.00	$539.00	1.7%	E	Additional fees may be borne by the owner of a private street where the street re-naming requires the amendment of existing documents. Upon verification, the Township shall notify the requester of the additional fees and the Township and the requester shall each be responsible to pay 50% of the cost to a maximum of $1,000 total ($500 paid by the Township and $500 paid by the requester). Any amount exceeding $1000 shall be the responsibility of the private street owner.
Oversize-Overweight Load Permits	Per Trip	$119.00	$121.00	$0.00	$121.00	1.7%	E	
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Burning Permit Violations or Unauthorized Open Air Burning	Note 1						E	Emergency responses to illegal burning or burning without a permit.
Daycare & Home Daycare Inspections	Per Inspection	$119.00	$121.00	$15.73	$136.73	1.7%	T	As mandated in the Fire Code.
Emergency Responses to Incidents such as Collisions/Fires/Hazardous Material Releases on Roadways	Note 1						E	Township residents are exempt from payment of fee for emergency responses where emergency occurs on a Township of Puslinch or County of Wellington Road.
Fire Alarm False Alarm Calls	Note 1						E	A false alarm call after the second false alarm in any calendar year.
Fire Department Specific Response Fees	Note 1 and Note 2						T	See Report FIR-2019-010
Fire Extinguisher Training	Per Person	$18.11	$18.42	$2.39	$20.81	1.7%	T	
Fire Safety Plan Review	Per Plan	$144.00	$146.00	$18.98	$164.98	1.4%	T	
Industrial/Commercial/Institutional/Assembly/Apartment	Base Inspection	$119.00	$121.00	$15.73	$136.73	1.7%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Industrial/Commercial/Institutional/Assembly/Apartment	Plus each tenant/occupant/ apartment unit	$30.00	$31.00	$4.03	$35.03	3.3%	T	Any inspections completed by the fire department that are new, complaint driven, requested or mandated.
Information or Fire Reports	Flat Fee	$113.00	$114.00	$0.00	$114.00	0.9%	E	Requested for emergency incidents or other fire related information. See Report FIN-2024-024.
Key Boxes	Per Box	$178.00	$181.00	$23.53	$204.53	1.7%	T	For rapid entry for firefighters. See Report FIN-2020-044.
Occupancy Load	Flat Fee	$119.00	$121.00	$0.00	$121.00	1.7%	E	
Open Air Burning Permit Inspection Fee	Per Inspection	$48.00	$75.00	$9.75	$84.75	56.3%	T	As a result of a request to modify the terms and conditions of the Open Air Burning Permit. See Report FIN-2025-024.
Open Air Burning Permit	Per Permit	$28.00	$29.00	$0.00	$29.00	3.6%	E	Permit must be renewed annually. See Report FIN-2023-030.
Post Fire Watch	Note 1						E	

SCHEDULE D: FIRE AND RESCUE SERVICES REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Replacement of Equipment and Resources Used	Actual costs incurred						T	Materials used in emergency responses.
Sale of Fireworks Permit	Per Permit	$119.00	$121.00	$0.00	$121.00	1.7%	E	
Setting Off or Discharge of High Hazard Fireworks Permit	Per Permit	$119.00	$121.00	$0.00	$121.00	1.7%	E	Fireworks By-law No. 039/14
Setting off or Discharge of Low Hazard Fireworks Exemption Waiver	Per Waiver	$119.00	$121.00	$0.00	$121.00	1.7%	E	See Report FIN-2024-024. Fireworks By-law No. 039/14
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2022-029.
Water Tank Locks	Per Lock	$21.50	$21.87	$2.84	$24.71	1.7%	T	For locking water tank lids closed.
Special Events	No fee at this time							Requests for Attendance.
Authorized Requester Agreement - Search Fee	No fee at this time							Standard information product per record search fee - See Report FIN-2017-024.

Note 1: Standard Rate as approved by the Ministry of Transportation (MTO) adjusted periodically in accordance with the consumer price index:
MTO rate in effect as of January 1, 2025: $570.50 Per Hour Per Truck and a Auxiliary Vehicle Rate of $285.25 (the lower auxiliary vehicle rate is applicable for Pumper 32 Truck)
MTO rate in effect as of January 1, 2026: Not released at time of by-law preparation.

Note 2: Fire Department Specific Response Fees
Fire department specific response fees shall be the total of:
a. Current MTO* rate per unit per hour or portion thereof for each unit
b. rate per person per hour or portion thereof for each firefighter
c. other costs including but not limited to: foam, metered water, and any other consumable supplies. Air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs from automatic/mutual aid agreements, fire protection agreements, water bomber drops, etc.

* The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.
Such fees shall be charged and calculated on the basis of each fire department vehicle attending, resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the fire department's facilities to the time the unit is cleared for the next call out.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Minimum Permit Fee	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	For all work unless otherwise noted. See Report FIN-2024-024.
NEW BUILDING, ADDITIONS, MEZZANINES								
Group A & B: Assembly & Care and Detention Buildings								
Shell	Per Sq. Foot	$2.91	$2.96	$0.00	$2.96	1.7%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	$3.25	$3.30	$0.00	$3.30	1.5%	E	See Report FIN-2017-024
Group C: Residential Buildings								
Houses, Townhouses, and Apartments	Per Sq. Foot	$2.32	$2.36	$0.00	$2.36	1.7%	E	
Manufactured Home	Per Sq. Foot	$1.75	$1.78	$0.00	$1.78	1.7%	E	
Garage/carport/shed/boathouse	Per Sq. Foot	$0.91	$0.92	$0.00	$0.92	1.1%	E	See Report FIN-2018-028
Deck, porch, dock	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	
Group D & E: Business and Personal Service and Mercantile Buildings								
Shell	Per Sq. Foot	$2.20	$2.23	$0.00	$2.23	1.4%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	$2.59	$2.63	$0.00	$2.63	1.5%	E	See Report FIN-2017-024
Group F: Industrial Buildings								
Shell	Per Sq. Foot	$0.88	$0.89	$0.00	$0.89	1.1%	E	See Report FIN-2017-024
Finished	Per Sq. Foot	$1.13	$1.14	$0.00	$1.14	0.9%	E	See Report FIN-2017-024
Farm Buildings								
New Building	Per Sq. Foot	$0.37	$0.38	$0.00	$0.38	2.7%	E	See Report FIN-2017-024
INTERIOR FINISHES AND ALTERATIONS - ALL CLASSIFICATIONS								
Finishes to all areas	Per Sq. Foot	$0.61	$0.62	$0.00	$0.62	1.6%	E	
SEWAGE SYSTEMS								
New Installation	Flat Fee	$753.00	$766.00	$0.00	$766.00	1.7%	E	
Replacement or alteration	Flat Fee	$564.00	$573.00	$0.00	$573.00	1.6%	E	
ALTERNATIVE SOLUTIONS								
All buildings/systems within scope of Part 9	Flat Fee	$603.00	$613.00	$0.00	$613.00	1.7%	E	See Report FIN-2017-024
All buildings/systems within scope of Part 3	Flat Fee	$1,209.00	$1,229.00	$0.00	$1,229.00	1.7%	E	See Report FIN-2017-024
SPECIAL CATEGORIES AND MISCELLANEOUS								
Change of Use Permit (No Construction)	Flat Fee	$241.00	$245.00	$0.00	$245.00	1.7%	E	See Report FIN-2017-024
Construction prior to issuance of a permit	100% of permit fee						E	Fee is in addition to all other required permit fees.
Conditional Permits	20% of permit fee						E	Fee is in addition to all other required permit fees.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Demolition Permit	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	
Designated Structure Permit	Flat Fee	$501.00	$509.00	$0.00	$509.00	1.6%	E	Listed per Div.A, 1.3.1.1 Solar installation
Fireplace/Woodstove	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	
Inspection of works not ready	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	At the discretion of the Chief Building Official. Includes code violations and deficiencies.
Occupancy Permit	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	
Occupancy without an Occupancy Permit	Flat Fee	$300.00	$305.00	$0.00	$305.00	1.7%	E	At the discretion of the Chief Building Official. This fee is not imposed as it relates to the current initiative of closing old open building permits as approved by Council in the 2018 Budget.
Portables	Flat Fee	$241.00	$245.00	$0.00	$245.00	1.7%	E	
Reproduction of Digital Drawings	Per Page	$5.30	$5.39	$0.70	$6.09	1.7%	T	Current rate covers the cost for the digital reproduction of (1) digital copy of drawings - See Report FIN-2022-029.
Revision to Approved Plans	Flat Fee	$376.00	$382.00	$0.00	$382.00	1.6%	E	Before or after a permit is issued - significant changes to approved plans requiring further review. Minor revisions which result in no fee include eliminating a closet, finishing a three-piece bathroom, cosmetic changes, layout changes, removing non-load bearing walls, etc.
Sign Permits	Flat Fee	$313.00	$318.00	$0.00	$318.00	1.6%	E	With building permit
Storefront replacement	Flat Fee	$241.00	$245.00	$0.00	$245.00	1.7%	E	
Tents	Flat Fee	$251.00	$255.00	$0.00	$255.00	1.6%	E	Tents and air-supported structures shall be in conformance with the Building Code and Section 2.9 of the Fire Code. See Report FIN-2019-031
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034
Transfer of Permit	Flat Fee	$186.00	$189.00	$0.00	$189.00	1.6%	E	

INTERPRETATION

The following requirements are to be applied in the calculation of permit fees:

· Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.

· Unfinished loft space, habitable attics, mezzanines and interior balconies are to be included in all floor area calculations.

· Unfinished basement space and attached residential garages are not included in floor area calculations.

· The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used.

SCHEDULE E: BUILDING REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS

· In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
· For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Additional Public Information Meeting	Flat Fee	$3,200.00	$3,254.00	$0.00	$3,254.00	1.7%	E	See Report FIN-2024-024.
Agreements - Minor - Not Registered	Flat Fee	$300.00	$305.00	$0.00	$305.00	1.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. maintenance and operations agreement. See Report FIN-2024-024.
Agreements - Registered	Flat Fee	$2,261.00	$2,299.00	$0.00	$2,299.00	1.7%	E	For recovery of the costs of facilitating and preparing agreements, ie. planning act applications and building permit agreements (ie. permission to have a second dwelling while another is being built), etc. See Report FIN-2024-024.
Agreements - Subdivision/Condominium *	Administration fee	$2,261.00	$2,299.00	$0.00	$2,299.00	1.7%	E	For recovery of the costs of facilitating and preparing agreements and clearing conditions for approvals of Subdivision and Condominium Agreements. See Report FIN-2024-024.
Red Line Agreement Review *	Administration fee	$100.00	$101.00	$0.00	$101.00	1.0%	E	See Report FIN-2024-024
Title Search	Flat Fee	$175.00	$178.00	$0.00	$178.00	1.7%	E	See Report FIN-2024-024
Application Reactivation *	Administration Fee	$3,200.00	$3,254.00	$0.00	$3,254.00	1.7%	E	See Report FIN-2024-024.
Compliance Letter - Type 1	Flat Fee	$89.00	$90.00	$0.00	$90.00	1.1%	E	Note 3
Compliance Letter - Type 2	Flat Fee	$136.00	$138.00	$0.00	$138.00	1.5%	E	Note 4
Consent Review and Condition Clearance	Flat Fee	$160.00	$162.00	$0.00	$162.00	1.3%	E	
Consent Review and Condition Clearance - Safe Access Clearance	Flat Fee	$57.00	$58.00	$0.00	$58.00	1.8%	E	See Report FIN-2022-029
Garden Suites and Renewals (Zoning) *	Administration fee	$1,425.00	$1,449.00	$0.00	$1,449.00	1.7%	E	See Report FIN-2019-034
Lifting of Holding Designation (Zoning) *	Administration fee	$1,516.00	$1,542.00	$0.00	$1,542.00	1.7%	E	See Report FIN-2023-025
Minor Variance - Type 1	Flat Fee	$950.00	$966.00	$0.00	$966.00	1.7%	E	Note 1 and See Report FIN-2024-024.
Minor Variance - Type 2	Flat Fee	$1,612.00	$1,639.00	$0.00	$1,639.00	1.7%	E	Note 2 and See Report FIN-2024-024.
Ownership List Confirmation	Flat Fee	$81.00	$82.00	$0.00	$82.00	1.2%	E	See Report FIN-2019-027
Part Lot Control Exemption By-law *	Administration fee	$1,516.00	$1,542.00	$0.00	$1,542.00	1.7%	E	See Report FIN-2023-025
Permitted Use Letter	Flat Fee	$89.00	$90.00	$0.00	$90.00	1.1%	E	See Report FIN-2024-024

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Preliminary Planning Consultation	Flat Fee	$300.00	$500.00	$0.00	$500.00	66.7%	E	For recovery of the costs to review planning policy relating to preliminary planning proposals. This fee will be credited towards a subsequent related Comprehensive Development Consultation fee. See Report FIN-2025-024.
Comprehensive Development Consultation	Flat Fee	$5,000.00	$5,085.00	$0.00	$5,085.00	1.7%	E	For recovery of the costs to review and provide comments on a comprehensive development/planning proposal or application. This fee will be credited towards a subsequent related Planning Act Application. See Report FIN-2024-024.
Consultation - Subsequent Submissions*	Administration fee	N/A	$100.00	$0.00	$100.00	100.0%	E	See Report FIN-2025-024 - request for further consultation prior to application submission. This fee is not credited towards a subsequent related Planning Act Application.
Radiocommunication Tower Pre-Consultation Fee *	Administration fee	$1,079.00	$1,097.00	$0.00	$1,097.00	1.7%	E	See Report FIN-2024-024
Radiocommunication Tower Proposals *	Administration fee	$2,977.00	$3,028.00	$0.00	$3,028.00	1.7%	E	See Report FIN-2021-25 - Township administration fee and third party fee. Radiocommunication Tower and Antenna Protocol Policy
Site Plan Application and Agreement - New Application	Flat Fee	$24,952.00	$25,377.00	$0.00	$25,377.00	1.7%	E	See Report FIN-2024-024.
Site Plan Application and Agreement - Amendment Application	Flat Fee	$6,106.00	$6,210.00	$0.00	$6,210.00	1.7%	E	See Report FIN-2024-024.
Third and Subsequent Submission *	Administration fee	$200.00	$203.00	$0.00	$203.00	1.5%	E	See Report FIN-2024-024.
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034

SCHEDULE F: PLANNING AND DEVELOPMENT REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES

EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Zoning By-Law Amendment - Aggregate *	Administration fee	$80,000.00	$81,360.00	$0.00	$81,360.00	1.7%	E	See Report FIN-2023-025 and Report FIN-2024-024.
Zoning By-Law Amendment	Flat Fee	$17,625.00	$17,925.00	$0.00	$17,925.00	1.7%	E	See Report FIN-2022-029, Report FIN-2023-025, and Report FIN-2024-024.

INTERPRETATION

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews incurred for the processing of the application.

Note 1: Minor Variance - Type 1

Any minor variance application to permit any of the following on residential properties:

- Lot line setbacks for single family dwellings and accessory structures
- Height variances for single family dwellings and accessory structures
- Maximum size of accessory structure variances
- Maximum size of accessory unit variances

Note 2: Minor Variance - Type 2

All other minor variance applications not listed under Type 1.

Note 3: Compliance Letter - Type 1

Includes known building permit history and status as well as applicable zoning designation and permitted uses.

Note 4: Compliance Letter - Type 2 (Type 1 fee plus 50%)

Includes known building permit history and status as well as applicable zoning designation and permitted uses, the status of registered site plans and securities but does not include a title search.

Note 5: Zoning By-law Amendment Aggregate

The Zoning By-law Amendment – Aggregate fee is applicable in the following circumstances:

a.) When a property is being proposed to be re-zoned to an extractive or seeking to amend or expand its existing extractive zoning.

b.) When a property is zoned extractive and is being proposed to be rezoned either on a temporary (including requests for renewals) or permanent basis (including applications to rezone to a non-extractive after-use) .

Refund of Application Fees

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

a.) 80 percent (80%) if administrative functions have only been performed;

b.) 70 percent (70%) if administrative and zoning functions have only been performed;

c.) 45 percent (45%) if administrative, zoning, and a completed application has been circulated with comments;

d.) 35 percent (35%) if application has been sent for second submission and comments have been received;

e.) no refund shall be made if the application has been approved by Committee and/or Council.

SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
After Hours Response for Violation	Per Site Attendance	$350.00	$356.00	$0.00	$356.00	1.7%	E	See Report FIN-2024-024
Dog Tags	Per Tag	$35.00	$36.00	$0.00	$36.00	2.9%	E	No more than 3 dogs are permitted per dwelling unit, to a maximum of 5 dogs per property (only where a legal accessory apartment is permitted).
Replacement Dog Tag	Per Tag	$11.68	$11.88	$0.00	$11.88	1.7%	E	See Report FIN-2020-044
Fence Viewer's Application	Per Application	$362.00	$368.00	$0.00	$368.00	1.7%	E	
Filming Permit Fee	Flat Fee	$604.00	$614.00	$0.00	$614.00	1.7%	E	Filming of special events on Township lands/roads.
Filming Permit Security Deposit	Per Filming Permit - days 1 to 3	$5,000.00	$5,000.00	$0.00	$5,000.00	0.0%	E	For filming projects one (1) to three (3) days in duration - see Report FIN-2022-029 and Filming Policy No. 2022-005.
Filming Permit Security Deposit	Per Filming Permit - each subsequent day after day 3	$2,000.00	$2,000.00	$0.00	$2,000.00	0.0%	E	After three days of filming, an additional $2,000 will be required for each subsequent day. See Report FIN-2022-029 and Filming Policy No. 2022-005.
Kennel Licence - New Application	Per Application	$571.00	$580.00	$0.00	$580.00	1.6%	E	See By-law No. 024-2021
Kennel Licence - Renewal Application	Per Application	$228.00	$231.00	$0.00	$231.00	1.3%	E	See By-law No. 024-2021
Kennel Licence - Alteration Application	Per Application	$228.00	$231.00	$0.00	$231.00	1.3%	E	See Report FIN-2023-025
Kennel Licence - Retiring Application	Per Application	$85.00	$86.00	$0.00	$86.00	1.2%	E	See By-law No. 024-2021
Liquor License Letter	Per Inspection	$187.00	$190.00	$0.00	$190.00	1.6%	E	Requested or required inspection of licensed sales establishments (as defined by the Liquor Licence Establishment Board of Ontario) that requires an inspection and/or a letter.
Lottery Licence	3% of prize value						E	Fee regulated by AGCO (Nevada, Raffle, Bazaar, etc.).
Municipal Addressing Sign	Flat Fee	$24.54	$24.96	$3.24	$28.20	1.7%	T	
Municipal Addressing Post	Flat Fee	$24.54	$24.96	$3.24	$28.20	1.7%	T	
Property Standards Appeal Fee	Flat Fee	$308.00	$313.00	$0.00	$313.00	1.6%	E	See Report FIN-2019-031
Publicized Displays Application Fee	Flat Fee	$158.00	$160.00	$0.00	$160.00	1.3%	E	See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008
Publicized Displays Appeal Fee	Flat Fee	$31.85	$32.39	$0.00	$32.39	1.7%	E	See Report FIN-2022-029 and Publicized Displays By-law No. 2022-008

SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Reinspection Fee	Flat Fee Per Reinspection	$79.00	$80.00	$0.00	$80.00	1.3%	E	Not charged on first inspections (ie. the inspection to determine if a violation is occurring). Reinspection will be charged each subsequent time by-law attends the site to inspect and compliance has not been achieved (does not include inspections for the purpose of gathering further information). See Report FIN-2022-029.
Septic Compliance Letter	Flat Fee	$90.00	$98.00	$0.00	$98.00	8.9%	E	Fee charged is consistent for all Township departments. See Report FIN-2025-024.
Sign Permit - Temporary	Flat Fee	$113.00	$114.00	$0.00	$114.00	0.9%	E	See Sign By-law No. 2024-062.
Sign Refusal Appeal - Council Approval *	Administration Fee	$1,079.00	$1,097.00	$0.00	$1,097.00	1.7%	E	See Sign By-law No. 2024-062.
Sign Variance - Council Approval *	Administration Fee	$1,285.00	$1,307.00	$0.00	$1,307.00	1.7%	E	See Sign By-law No. 2024-062.
Sign Variance - Staff Approval *	Administration Fee	$206.00	$209.00	$0.00	$209.00	1.5%	E	See Sign By-law No. 2024-062.
Site Alteration Normal Farm Practices Waiver *	Administration Fee	Subject to recovery of all actual third party costs. May be required to provide a Security Deposit at the discretion of the Designated Official.					E	See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Minor *	Administration Fee	$1,030.00	$1,047.00	$0.00	$1,047.00	1.7%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Minor **	Security Deposit	$3,000.00	$3,000.00	$0.00	$3,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Intermediate *	Administration Fee	$2,060.00	$2,095.00	$0.00	$2,095.00	1.7%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Intermediate **	Security Deposit	$5,000.00	$5,000.00	$0.00	$5,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Application Fee - Large *	Administration Fee	$3,605.00	$3,666.00	$0.00	$3,666.00	1.7%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Large **	Security Deposit	$10,000.00	$10,000.00	$0.00	$10,000.00	0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.

SCHEDULE G: BY-LAW REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Site Alteration Permit Application Fee - Major *	Administration Fee	$5,150.00	$5,237.00	$0.00	$5,237.00	1.7%	E	Non-refundable and due at the application submission for the coordination and administration of an application. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Security Deposit - Major **	Security Deposit	To be determined by the Designated Official.				0.0%	E	Due prior to permit issuance. See Site Alteration By-law No. 2023-057.
Site Alteration Permit Service Fee	Per m^3	$0.24	$0.24	$0.00	$0.24	0.0%	E	Paid at time of application. See Site Alteration By-law No. 2023-057.
Violation Fees	The Township may recover its costs of remedying a violation of the Site Alteration By-law No. 2023-057 by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.						E	Double all application fees. See Site Alteration By-law No. 2023-057.
Inspector Attendance at a Property Due to Verified Violation	Per Site Attendance	$154.00	$156.00	$0.00	$156.00	1.3%	E	Per site attendance by the Inspector as a result of a verified violation. See Site Alteration By-law No. 2023-057.
Designated Official Meeting	Per Meeting	$450.00	$457.00	$0.00	$457.00	1.6%	E	Administration fee and cost recovery of third party consultant fees for attendance. See Report FIN-2024-024.
Site Alteration Permit Renewal Fee	Per Application	50% of the original application administration fee.					E	See Site Alteration By-law No. 2023-057.
Special Events Permit	Per Letter	$90.00	$91.00	$0.00	$91.00	1.1%	E	See Report FIN-2022-029
Swimming Pool Enclosure Permit	Flat Fee	$258.00	$262.00	$0.00	$262.00	1.6%	E	See Report FIN-2024-024.
Third Party Cost Recovery	Actual costs incurred + $100.00 cumulative administration fee for all invoices						T	Material, equipment, labour/benefits, administration costs, third party consultant/specialist costs - See Report FIN-2020-034

INTERPRETATION

* the fees denoted with an asterisk are also subject to the Township's disbursements and third party consultant fees including legal reviews incurred for the processing of the application.

** Security Deposit funds are held by the Township and will be returned to the applicant upon fulfilment of all Permit Conditions. This includes any costs incurred by the Township related to enforcement of the permit conditions or the Site Alteration By-law. If the funds are drawn upon, the applicant is required to top up the funds to the amount determined in Schedule "C" of the Site Alteration By-law No. 2023-057 or as determined by the Designated Official.

Refund of Permit/Application Fees

In the case of a withdrawal or abandonment of an application, staff shall determine the amount of paid fees that may be refunded to the applicant, if any, in accordance with the following:

a.) 80 percent (80%) if administrative functions have only been performed;

b.) 70 percent (70%) if administrative and internal review functions have only been performed;

c.) 45 percent (45%) if administrative, internal review, and a completed application has been circulated with comments;

d.) 35 percent (35%) if application has been sent for second submission and comments have been received;

e.) no refund shall be made if the application has been approved by staff and/or Council

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights - Non Resident Rental or Commercial Rental	Per Hour	N/A	$40.69	$5.29	$45.98	100.0%	T	See Report COR-2025-029
Ball Diamonds - No Lights	Per Hour	$32.00	$32.55	$4.23	$36.78	1.7%	T	See Report FIN-2024-024
62.5% Reduced Rate - Ball Diamonds - No Lights	Per Hour	N/A	$12.21	$1.59	$13.79	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Ball Diamonds - No Lights	Per Hour	N/A	$9.77	$1.27	$11.03	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamonds - No Lights	Per Hour	$8.00	$8.14	$1.06	$9.20	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamonds - No Lights	Per Hour	$3.20	$3.26	$0.42	$3.68	1.7%	T	See Report COR-2025-029
Ball Diamonds - Lights - Non Resident Rental or Commercial Rental	Per Hour	N/A	$48.13	$6.26	$54.38	100.0%	T	See Report COR-2025-029
Ball Diamonds - Lights	Per Hour	$37.85	$38.50	$5.01	$43.51	1.7%	T	
62.5% Reduced Rate - Ball Diamonds - Lights	Per Hour	N/A	$14.44	$1.88	$16.31	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Ball Diamonds - Lights	Per Hour	N/A	$11.55	$1.50	$13.05	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamonds - Lights	Per Hour	$9.34	$9.63	$1.25	$10.88	3.1%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamonds - Lights	Per Hour	$3.78	$3.85	$0.50	$4.35	1.9%	T	See Report COR-2025-029
All Ball Diamonds - Non Resident Rental or Commercial Rental	Per Day	N/A	$240.65	$31.28	$271.93	100.0%	T	See Report COR-2025-029
All Ball Diamonds	Per Day	$189.30	$192.52	$25.03	$217.55	1.7%	T	
62.5% Reduced Rate - All Ball Diamonds	Per Day	N/A	$72.20	$9.39	$81.58	100.0%	T	See Report COR-2025-029
70% Reduced Rate - All Ball Diamonds	Per Day	N/A	$57.76	$7.51	$65.26	100.0%	T	See Report COR-2025-029
75% Reduced Rate - All Ball Diamonds	Per Day	$47.31	$48.13	$6.26	$54.39	1.7%	T	See Report COR-2025-029
90% Reduced Rate - All Ball Diamonds	Per Day	$18.95	$19.25	$2.50	$21.75	1.6%	T	See Report COR-2025-029
Ball Diamonds - Dragging - Non Resident Rental or Commercial Rental	Per Occurrence	N/A	$61.49	$7.99	$69.48	100.0%	T	See Report COR-2025-029
Ball Diamonds - Dragging	Per Occurrence	$48.36	$49.19	$6.39	$55.58	1.7%	T	
62.5% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	N/A	$18.45	$2.40	$20.84	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	N/A	$14.76	$1.92	$16.68	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	$12.08	$12.30	$1.60	$13.90	1.8%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamonds - Dragging	Per Occurrence	$4.83	$4.92	$0.64	$5.56	1.8%	T	See Report COR-2025-029
Soccer Field - No Lights - Non Resident Rental or Commercial Rental	Per Hour	N/A	$48.59	$6.32	$54.90	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
Soccer Field - No Lights	Per Hour	$32.12	$38.87	$5.05	$43.92	21.0%	T	See Report FIN-2017-012 and Report FIN-2025-024
62.5% Reduced Rate - Soccer Field - No Lights	Per Hour	N/A	$14.58	$1.89	$16.47	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
70% Reduced Rate - Soccer Field - No Lights	Per Hour	N/A	$11.66	$1.52	$13.18	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
75% Reduced Rate - Soccer Field - No Lights	Per Hour	$8.05	$9.72	$1.26	$10.98	20.7%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Soccer Field - No Lights	Per Hour	$3.20	$3.89	$0.51	$4.39	21.5%	T	See Report COR-2025-029 and Report FIN-2025-024
Soccer Field - Lights - Non Resident Rental or Commercial Rental	Per Hour	N/A	$49.75	$6.47	$56.22	100.0%	T	See Report COR-2025-029
Soccer Field - Lights	Per Hour	$39.14	$39.80	$5.17	$44.97	1.7%	T	See Report FIN-2023-025
62.5% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	$14.93	$1.94	$16.87	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Soccer Field - Lights	Per Hour	N/A	$11.94	$1.55	$13.49	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Soccer Field - Lights	Per Hour	$9.79	$9.95	$1.29	$11.24	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Soccer Field - Lights	Per Hour	$3.91	$3.98	$0.52	$4.50	1.7%	T	See Report COR-2025-029
Soccer Field - No Lights - Non Resident Rental or Commercial Rental	Per Day	N/A	$415.36	$54.00	$469.36	100.0%	T	See Report COR-2025-029
Soccer Field - No Lights	Per Day	$326.73	$332.29	$43.20	$375.49	1.7%	T	See Report FIN-2017-012
62.5% Reduced Rate - Soccer Field - No Lights	Per Day	N/A	$124.61	$16.20	$140.81	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Soccer Field - No Lights	Per Day	N/A	$99.69	$12.96	$112.65	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Soccer Field - No Lights	Per Day	$81.64	$83.07	$10.80	$93.87	1.8%	T	See Report COR-2025-029
90% Reduced Rate - Soccer Field - No Lights	Per Day	$32.69	$33.23	$4.32	$37.55	1.6%	T	See Report COR-2025-029
Soccer Field - Lights - Non Resident Rental or Commercial Rental	Per Day	N/A	$506.20	$65.81	$572.01	100.0%	T	See Report COR-2025-029
Soccer Field - Lights	Per Day	$398.19	$404.96	$52.64	$457.60	1.7%	T	See Report FIN-2023-025
62.5% Reduced Rate - Soccer Field - Lights	Per Day	N/A	$151.86	$19.74	$171.60	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Soccer Field - Lights	Per Day	N/A	$121.49	$15.79	$137.28	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Soccer Field - Lights	Per Day	$99.55	$101.24	$13.16	$114.40	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Soccer Field - Lights	Per Day	$39.82	$40.50	$5.26	$45.76	1.7%	T	See Report COR-2025-029
Ball Diamond Advertising	Per Season	$211.95	$215.56	$28.02	$243.58	1.7%	T	
62.5% Reduced Rate - Ball Diamond Advertising	Per Season	N/A	$80.84	$10.51	$91.34	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Ball Diamond Advertising	Per Season	N/A	$64.67	$8.41	$73.07	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ball Diamond Advertising	Per Season	$52.92	$53.89	$7.01	$60.90	1.8%	T	See Report COR-2025-029
90% Reduced Rate - Ball Diamond Advertising	Per Season	$21.20	$21.56	$2.80	$24.36	1.7%	T	See Report COR-2025-029
Horse Paddock - Non Resident Rental or Commercial Rental	Per Day	N/A	$307.89	$40.03	$347.91	100.0%	T	See Report COR-2025-029

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Horse Paddock	Per Day	$242.19	$246.31	$32.02	$278.33	1.7%	T	
62.5% Reduced Rate - Horse Paddock	Per Day	N/A	$92.37	$12.01	$104.37	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Horse Paddock	Per Day	N/A	$73.89	$9.61	$83.50	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Horse Paddock	Per Day	$60.51	$61.58	$8.01	$69.58	1.8%	T	See Report COR-2025-029
90% Reduced Rate - Horse Paddock	Per Day	$24.23	$24.63	$3.20	$27.83	1.7%	T	See Report COR-2025-029
Picnic Shelter - Non Resident Rental or Commercial Rental	Per Hour	N/A	$30.76	$4.00	$34.76	100.0%	T	See Report COR-2025-029
Picnic Shelter	Per Hour	$24.19	$24.61	$3.20	$27.81	1.7%	T	
62.5% Reduced Rate - Picnic Shelter	Per Hour	N/A	$9.23	$1.20	$10.43	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Picnic Shelter	Per Hour	N/A	$7.38	$0.96	$8.34	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Picnic Shelter	Per Hour	$6.03	$6.13	$0.80	$6.93	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Picnic Shelter	Per Hour	$2.41	$2.45	$0.32	$2.77	1.7%	T	See Report COR-2025-029
Picnic Shelter - Non Resident Rental or Commercial Rental	Per Day	N/A	$123.08	$16.00	$139.07	100.0%	T	See Report COR-2025-029
Picnic Shelter	Per Day	$96.81	$98.46	$12.80	$111.26	1.7%	T	
62.5% Reduced Rate - Picnic Shelter	Per Day	N/A	$36.92	$4.80	$41.72	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Picnic Shelter	Per Day	N/A	$29.54	$3.84	$33.38	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Picnic Shelter	Per Day	$24.21	$24.62	$3.20	$27.81	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Picnic Shelter	Per Day	$9.67	$9.85	$1.28	$11.13	1.8%	T	See Report COR-2025-029
Tennis Courts - No Lights - Non Resident Rental or Commercial Rental	Per Hour	N/A	$29.11	$3.78	$32.90	100.0%	T	See Report COR-2025-029
Tennis Courts - No Lights	Per Hour	$22.90	$23.29	$3.03	$26.32	1.7%	T	See Report FIN-2021-025
62.5% Reduced Rate - Tennis Courts - No Lights	Per Hour	N/A	$8.73	$1.14	$9.87	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Tennis Courts - No Lights	Per Hour	N/A	$6.99	$0.91	$7.90	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Tennis Courts - No Lights	Per Hour	$5.71	$5.82	$0.76	$6.58	2.0%	T	See Report COR-2025-029
90% Reduced Rate - Tennis Courts - No Lights	Per Hour	$2.27	$2.33	$0.30	$2.63	2.6%	T	See Report COR-2025-029
Tennis Courts - Lights - Non Resident Rental or Commercial Rental	Per Hour	N/A	$43.69	$5.68	$49.37	100.0%	T	See Report COR-2025-029
Tennis Courts - Lights	Per Hour	$34.36	$34.95	$4.54	$39.49	1.7%	T	See Report FIN-2021-025
62.5% Reduced Rate - Tennis Courts - Lights	Per Hour	N/A	$13.11	$1.70	$14.81	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Tennis Courts - Lights	Per Hour	N/A	$10.49	$1.36	$11.85	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Tennis Courts - Lights	Per Hour	$8.59	$8.74	$1.14	$9.87	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Tennis Courts - Lights	Per Hour	$3.44	$3.50	$0.45	$3.95	1.7%	T	See Report COR-2025-029

SCHEDULE H: PARKS REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Bench	Per Bench	$2,500.00	$2,500.00	$325.00	$2,825.00	0.0%	T	See Donation Policy No. 2025-001
Native Tree	Per Native Tree	$1,350.00	$1,350.00	$175.50	$1,525.50	0.0%	T	See Donation Policy No. 2025-001
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	
Fireworks Security Deposit	Per Display	$500.00	$500.00	$0.00	$500.00	0.0%	E	Clean up of Township lands after fireworks display.
Baseball Equipment and Lights Security Deposit	Per Season	$50.00	$50.00	$0.00	$50.00	0.0%	E	Lights key provided to ball diamond rentals with light use. Equipment key provided to renters with a minimum of eight rentals.
Picnic Shelter Washroom Key Security Deposit	Per Rental	$50.00	$50.00	$0.00	$50.00	0.0%	E	
Horse Paddock Security Deposit	Per Rental	$300.00	$300.00	$0.00	$300.00	0.0%	E	

INTERPRETATION

· Booking availability of Township fields are dependent on field conditions.

· Lights fees are effective after 8:30 p.m.

· Ball Diamond dragging is upon request and approval - June 15, 2016 Special Council Meeting.

· Ball Diamond Advertising is available from May to October

· Horse Paddock rental is restricted to horse paddock and tractor pull area.

· Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability. See Report REC-2023-004 and Report FIN-2023-030.

· Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031

Fee Reductions

· A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.

· A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).

· Seniors' Recreation Programs that meet the eligibility criteria shall receive a 70% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.

· A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria.

· All other organizations that meet the eligibility criteria shall receive a 62.5% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.

SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor - Non Resident Rental or Commercial Rental	Per Hour	N/A	$108.66	$14.13	$122.79	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
Arena Floor	Per Hour	$81.64	$86.93	$11.30	$98.23	6.5%	T	See Report FIN-2025-024
62.5% Reduced Rate - Arena Floor	Per Hour	N/A	$32.60	$4.24	$36.84	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
70% Reduced Rate - Arena Floor	Per Hour	N/A	$26.08	$3.39	$29.47	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
75% Reduced Rate - Arena Floor	Per Hour	$20.34	$21.73	$2.83	$24.56	6.8%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Arena Floor	Per Hour	$8.16	$8.69	$1.13	$9.82	6.5%	T	See Report COR-2025-029 and Report FIN-2025-024
Ice - Non - Prime - Non Resident Rental or Commercial Rental	Per Hour	N/A	$86.56	$11.25	$97.82	100.0%	T	See Report COR-2025-029
Ice - Non - Prime	Per Hour	$68.09	$69.25	$9.00	$78.25	1.7%	T	
62.5% Reduced Rate - Ice - Non-Prime	Per Hour	N/A	$25.97	$3.38	$29.34	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Ice - Non-Prime	Per Hour	N/A	$20.78	$2.70	$23.48	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Ice - Non-Prime	Per Hour	$16.95	$17.31	$2.25	$19.56	2.1%	T	See Report COR-2025-029
90% Reduced Rate - Ice - Non-Prime	Per Hour	$6.80	$6.93	$0.90	$7.83	1.8%	T	See Report COR-2025-029
Ice - Prime - Non Resident Rental or Commercial Rental	Per Hour	N/A	$306.39	$39.83	$346.22	100.0%	T	See Report COR-2025-029
Ice - Prime	Per Hour	$241.02	$245.11	$31.86	$276.97	1.7%	T	See Report FIN-2023-030
Gymnasium - Non Resident Rental or Commercial Rental	Per Hour	N/A	$53.39	$6.94	$60.33	100.0%	T	See Report COR-2025-029
Gymnasium	Per Hour	$42.00	$42.71	$5.55	$48.26	1.7%	T	See Report FIN-2024-024
62.5% Reduced Rate - Gymnasium	Per Hour	N/A	$16.02	$2.08	$18.10	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Gymnasium	Per Hour	N/A	$12.81	$1.67	$14.48	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Gymnasium	Per Hour	$10.50	$10.68	$1.39	$12.07	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Gymnasium	Per Hour	$4.20	$4.27	$0.56	$4.83	1.7%	T	See Report COR-2025-029
Personnel Costs	Per Hour Per Personnel		Actual Costs Incurred				T	

SCHEDULE I: OPTIMIST RECREATION CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Rink Board Advertising	Per Year	$423.88	$431.09	$56.04	$487.13	1.7%	T	
62.5% Reduced Rate - Rink Board Advertising	Per Year	N/A	$161.66	$21.02	$182.67	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Rink Board Advertising	Per Year	N/A	$129.33	$16.81	$146.14	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Rink Board Advertising	Per Year	$105.93	$107.77	$14.01	$121.78	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Rink Board Advertising	Per Year	$42.40	$43.11	$5.60	$48.71	1.7%	T	See Report COR-2025-029

INTERPRETATION

· Ice - Non-Prime: Weekdays from 9:00 am to 5:00 pm
· Ice - Prime: Weekdays from 5:00 pm to 10:00 pm, Saturdays, Sundays
· Arena and Ice rentals include the use of the change rooms
· Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability. See Report REC-2023-004 and Report FIN-2023-030.
· Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031

Fee Reductions

- A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.
- A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).
- Seniors' Recreation Programs that meet the eligibility criteria shall receive a 70% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.
- A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria.
- All other organizations that meet the eligibility criteria shall receive a 62.5% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room - Non Resident Rental or Commercial Rental	Per Hour	$39.43	$40.10	$5.21	$45.31	1.7%	T	
Meeting Room	Per Hour	$31.54	$32.08	$4.17	$36.25	1.7%	T	
62.5% Reduced Rate - Meeting Room	Per Hour	N/A	$12.03	$1.56	$13.59	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Meeting Room	Per Hour	N/A	$9.62	$1.25	$10.88	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Meeting Room	Per Hour	$7.82	$8.02	$1.04	$9.06	2.6%	T	See Report COR-2025-029
90% Reduced Rate - Meeting Room	Per Hour	$3.14	$3.21	$0.42	$3.63	2.2%	T	See Report COR-2025-029
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Per Hour	$84.64	$94.09	$12.23	$106.32	11.2%	T	See Report FIN-2025-024
Hall - Non-Prime	Per Hour	$67.74	$75.27	$9.79	$85.06	11.1%	T	See Report FIN-2025-024
62.5% Reduced Rate - Hall - Non-Prime	Per Hour	N/A	$28.23	$3.67	$31.90	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
70% Reduced Rate - Hall - Non-Prime	Per Hour	N/A	$22.58	$2.94	$25.52	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
75% Reduced Rate - Hall - Non-Prime	Per Hour	$16.95	$18.82	$2.45	$21.26	11.0%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Hall - Non-Prime	Per Hour	$6.77	$7.53	$0.98	$8.51	11.2%	T	See Report COR-2025-029 and Report FIN-2025-024
Hall - Non-Prime - Non Resident Rental or Commercial Rental	Full Day Rental	$575.64	$638.64	$83.02	$721.66	10.9%	T	See Report FIN-2025-024
Hall - Non-Prime	Full Day Rental	$460.54	$510.91	$66.42	$577.33	10.9%	T	See Report FIN-2025-024
62.5% Reduced Rate - Hall - Non-Prime	Full Day Rental	N/A	$191.59	$24.91	$216.50	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
70% Reduced Rate - Hall - Non-Prime	Full Day Rental	N/A	$153.27	$19.93	$173.20	100.0%	T	See Report COR-2025-029 and Report FIN-2025-024
75% Reduced Rate - Hall - Non-Prime	Full Day Rental	$115.16	$127.73	$16.60	$144.33	10.9%	T	See Report COR-2025-029 and Report FIN-2025-024
90% Reduced Rate - Hall - Non-Prime	Full Day Rental	$46.03	$51.09	$6.64	$57.73	11.0%	T	See Report COR-2025-029 and Report FIN-2025-024
Hall - Prime - Non Resident Rental or Commercial Rental	12 Hour Rental	$1,015.75	$1,033.02	$134.29	$1,167.31	1.7%	T	See Report FIN-2023-030 and Report FIN-2023-032.
Hall - Prime	12 Hour Rental	$604.05	$614.32	$79.86	$694.18	1.7%	T	See Report FIN-2023-032.

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Hall - Prime - Non Resident Rental or Commercial Rental	Per Hour	$84.65	$86.13	$11.20	$97.32	1.7%	T	See Report FIN-2023-032 and Report FIN-2024-024.
Hall - Prime	Per Hour	$67.74	$68.90	$8.96	$77.86	1.7%	T	See Report FIN-2023-032.
Hall - Set-up Fee - Non Resident Rental or Commercial Rental	Per Hour	$84.65	$86.13	$11.20	$97.32	1.7%	T	
Hall - Set-up Fee	Per Hour	$67.74	$68.90	$8.96	$77.86	1.7%	T	
Use of Kitchen Facilities - Non Prime - Non Resident Rental or Commercial Rental	Per Hour	$48.41	$49.24	$6.40	$55.64	1.7%	T	
Use of Kitchen Facilities - Non Prime	Per Hour	$33.07	$33.64	$4.37	$38.01	1.7%	T	
62.5% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	N/A	$12.62	$1.64	$14.25	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	N/A	$10.09	$1.31	$11.40	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	$8.27	$8.41	$1.09	$9.50	1.7%	T	See Report COR-2025-029
90% Reduced Rate - Use of Kitchen Facilities - Non Prime	Per Hour	$3.29	$3.36	$0.44	$3.80	2.2%	T	See Report COR-2025-029
Licenced Events - Fenced Outdoor Patio - Non Resident Rental or Commercial Rental	Flat Rate	$86.58	$88.05	$11.45	$99.50	1.7%	T	
Licenced Events - Fenced Outdoor Patio	Flat Rate	$69.26	$70.44	$9.16	$79.60	1.7%	T	
62.5% Reduced Rate - Licenced Events - Fenced Outdoor Patio	Flat Rate	N/A	$26.42	$3.43	$29.85	100.0%	T	See Report COR-2025-029
70% Reduced Rate - Licenced Events - Fenced Outdoor Patio	Flat Rate	N/A	$21.13	$2.75	$23.88	100.0%	T	See Report COR-2025-029
75% Reduced Rate - Licenced Events - Fenced Outdoor Patio	Flat Rate	$17.30	$17.61	$2.29	$19.90	1.8%	T	See Report COR-2025-029
90% Reduced Rate - Licenced Events - Fenced Outdoor Patio	Flat Rate	$6.92	$7.04	$0.92	$7.96	1.8%	T	See Report COR-2025-029
Personnel Costs	Per Hour Per Personnel	Actual Costs Incurred					T	
Facility Rental Security Deposit - Hall Rental Only or Hall and Meeting Room Rental	Per Booking	$1,500.00	$1,500.00	$0.00	$1,500.00	0.0%	E	See Report FIN-2022-029
Facility Rental Security Deposit - Meeting Room/Kitchen Facility Only	Per Booking	$365.00	$365.00	$0.00	$365.00	0.0%	E	See Report FIN-2022-029

INTERPRETATION

· An 8 hour booking is required for the Meeting Room if renting with a full day or 12 hour booking of the Hall.
· A minimum of a 3 hour booking required for all hourly Hall and Kitchen Facility rentals.
· Additional hours beyond the 12 hour full day rental maximum subject to availability.
· Hall rentals include the use of the kitchen facility (dishes, silverware, cooking utensils, dishwasher, coffee maker, etc. included).
· Hall - Non-Prime: Monday to Thursday and Sunday Rentals; Hall - Prime: Friday and Saturday

SCHEDULE J: PUSLINCH COMMUNITY CENTRE REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2026

TYPE OF REVENUE/USER	Unit/Descr	2025 RATE (NO TAX)	2026 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS

· If the outdoor patio has been included on the Special Occasion Permit or Caterer's Endorsement, Township Staff will fence the outdoor patio.
· The security deposit is fully refundable after the Event, provided there are no damages to the facility, the access key is returned, and all terms of the Township's Alcohol Risk Management policy, the Special Occasion Permit or Caterer's Endorsement, any Township agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the Liquor Licence and Control Act, 2019 are adhered to.
· The Hall - Set-up Fee - is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.
· Personnel Costs are applicable for any additional staffing requirements for events at the discretion of the Director of Public Works, Parks and Facilities subject to operational demands and staff availability. See Report REC-2023-004 and Report FIN-2023-030.
· Example of Commercial Rentals include Auctions, Sale of Merchandise - See Report FIN-2019-031.

Fee Reductions

- A 90% reduced rate shall apply to Seniors' Community Events that meet the eligibility criteria.
- A 90% reduced rate shall apply to Whistle Stop Co-operative Pre-school and Guelph Community Health Centre (The Playgroup).
- Seniors' Recreation Programs that meet the eligibility criteria shall receive a 70% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.
- A 75% reduced rate shall apply to organizations that host community events and meet the eligibility criteria.
- All other organizations that meet the eligibility criteria shall receive a 62.5% reduced rate in 2026, and a 50% reduced rate in 2027 and onwards.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-085

Being a by-law to provide the approval of a municipal Emergency Response Plan

WHEREAS, the Province of Ontario has passed the Emergency Management Act and Civil Protection Act, R.S.O., 1990, as amended;

AND WHEREAS, every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS, the Council of a County may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans;

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

1. That the Emergency Response Plan for the Township of Puslinch attached hereto as Schedule "A" is hereby adopted.
2. That this By-law shall come into full force and effect on the day of passing.
3. That By-law Number 046-2020 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 29th DAY OF OCTOBER, 2025.

_____

James Seeley, Mayor

_____

Justine Brotherston, Municipal Clerk

EMERGENCY RESPONSE PLAN

FOR
WELLINGTON COUNTY
AND
THE MEMBER MUNICIPALITIES

September 2020

Revised: Oct 2025

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1 REVISIONS TO THE EMERGENCY RESPONSE PLAN

Version	Date	Details	By
2020	Sep 2020	Added Sections 10,14,16,17	LD
2020.01	Dec 2021	Added Appendix C	CAS
2020.02	Jun 2022	Replaced Social Media Specialist with Communications Officer	CAS
2020.03	Oct 2025	5-year annual review revisions include: 9.2, 9.3.5, 9.5.9, 10.7, 12.2.1, 12.2.1-12.4, 13.4, 13.5, 13.8, 13.8.1(vi), 15- for details see ERP Updates Report to Councils from October-November 2025	HM

2 BY-LAW NUMBERS AND AMENDMENTS TO THE EMERGENCY RESPONSE PLAN

DATE	BY-LAW #	PURPOSE	INITIALED
Sep 14/20	075-20	Adopting By law-Wellington North	cs
Sep 8/20	2020-58	Adopting By law-Mapleton	cs
Sep 28/20	2020-38	Adopting By law-Centre Wellington	cs
Sep 15/20	20-31	Adopting By law-Erin	cs
Sep 21/20	49-2020	Adopting By law-Guelph/Eramosa	cs
Oct 6/20	2020-67	Adopting By law-Minto	cs
Sep 16/20	046-2020	Adopting By law-Puslinch	cs
Sep 24/20	5677-20	Adopting By law-County of Wellington	cs
Oct 27/25	PENDING	Adopting by law- Centre Wellington 2020.03	
Oct 28/25	PENDING	Adopting by law- Minto 2020.03	
Oct 28/25	PENDING	Adopting by law- Mapleton 2020.03	
Oct 29/25	PENDING	Adopting by law- Puslinch 2020.03	
Nov 3/25	PENDING	Adopting by law- Guelph/Eramosa 2020.03	
Nov 3/25	PENDING	Adopting by law- Wellington North 2020.03	
Nov 13/25	PENDING	Adopting by law- Erin 2020.03	
Nov 27/25	PENDING	Adopting by law- County of Wellington 2020.03	

3 INTRODUCTION

Emergency management in Ontario is a risk-based management approach and includes the following five components:

- **PREVENTION**
  Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures and critical infrastructure management.
- **MITIGATION**
  Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.
- **PREPAREDNESS**
  Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, service continuity plans and programmes, training and exercises, and public awareness and education.
- **RESPONSE**
  The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or critical infrastructure.
- **RECOVERY**
  The process of restoring a municipality including its residents, economy, environment, critical infrastructure to a new normal and considering opportunities to build back better. This may include the provision of financial assistance, re-building or repairing buildings and critical infrastructure, and/or restoration of the environment.

In Ontario, Municipalities are required to develop risk-based emergency management programmes consisting of prescribed elements that may include the five components of prevention, mitigation, preparedness, response, and recovery activities. In Ontario, these programmes generally include:

- Development of Emergency Response Plans and may include development of Risk-based Emergency Response Plans and Service Continuity Plans;
- Training for members of Municipal Emergency Control Groups (MECG and herein after referred to as MECG), support staff, and partner agencies and organizations;
- Public awareness and education on municipal risks to public safety and on personal preparedness for emergencies.
- Conduct exercises to test all or portions of the Emergency Response Plan and/or specific procedures of the municipalities and/or its partner response agencies developed to enhance the policies of this plan.

Municipal emergencies or disasters are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as Public Works/Infrastructure Services. The duration, scale, impacts and jurisdictions

involved along with the increase in resources and personnel required to respond, can result in a complex emergency requiring a coordinated effort on the part of a number of agencies both public and private.

4 HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA)

The purpose of completing a HIRA is to assess potential risks/hazards that could result in a community wide emergency/disaster. The HIRA helps to identify priorities for prevention, mitigation, preparedness, response and recovery from risk/hazards. This process can provide information to guide Municipal Councils, their Land Use Planners, residents, and Emergency Management professionals to take action to reduce future losses. (Methodology Guidelines 2019, OFMEM)

Wellington County and its Member Municipalities use the 2019 & 2025 Provincial Hazard Report and support Methodology Guidelines, as amended over time by the Province, as tools for the identification of Hazards and assessing their risks.

In order to be included as a hazard, as set out in the Provincial Emergency Management Hazard Report (2019), it must meet the following definition:

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage”, and

It must also have the potential to meet one or more of the following criteria:

- Could affect the community’s capacity to respond;
- Could be significant damage or interruption to normal services/operations such that affected communities must use extraordinary or emergency resources;
- A declaration of emergency or activation of the MECG is possible.

Risk is assessed based on exposure, vulnerability, and capacity wherein;

- Exposure includes an estimate of the population affected by the hazard;
- Vulnerability considers the conditions which may increase the susceptibility of the population or portions of the population to hazards; and
- Capacity considering the opportunities for the Municipality and its residents, and assets to prevent, mitigate, prepare, respond to and recover from the effects of the hazard.

The following lists the hazards the County and Member Municipalities have identified and assessed as part of their emergency management programmes. This list is not inclusive and is not in any particular order of priority.

- Tornados
- Floods (Drayton and Harriston have the greatest risks)
- Blizzards and ice storms
- Human Health emergencies including a pandemic
- Energy emergencies such as electricity, natural gas, oil and fuel
- Cyber threats

- Water emergencies – Water emergencies include risks to public and private drinking water supplies from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs), and water quantity threats
- Dam failures
- Hazardous materials release at a fixed site or during transportation
- Explosions and fires
- Foreign animal disease outbreak
- Terrorism and sabotage
- Building or structural collapse of a public building

As part of their emergency management programmes, Municipalities may develop Hazard Specific Response Plans to provide additional response capabilities/capacities and responsibilities to handle the hazard/risk. These plans may include additional information relating to prevention, mitigation, preparedness, response, recovery and specific information for required emergency management programme elements such as training, exercises and public education.

5 AIM

The aim of the Emergency Response Plan (herein after referred to as “The/A Plan”) is to make provisions for the actions a Municipality may take to deploy resources, equipment and services, and identify responsibilities to guide a Municipality and its response partners through a coordinated municipal emergency response, declared or not, in order to:

- protect the health, safety and welfare of residents, businesses and visitors,
- safeguard critical infrastructure,
- protect the environment,
- ensure future economic vitality, future resiliency and reduce vulnerabilities.

6 LEGISLATIVE AUTHORITY

Section 3 of the Emergency Management and Civil Protection Act (herein after referred to as “the Act”) requires every municipality to have a Plan. The Act is also the primary enabling legislation for the formulation of the Plan. Section 3 of the Act states that, **“every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”.**

The Act and the passage of Municipal By-laws will provide the legal authority for the Plan. A copy of this plan is also filed with the Ministry of Emergency Preparedness and Response.

7 ACTION PRIOR TO DECLARATION

When an emergency has occurred, but an emergency has not been declared, Council and/or the employees of the County or a Member Municipality may take such action necessary to respond to protect the lives and property of the residents of the Municipality. Such actions must not be contrary to law and should be within the Service, Department or Agency's mandate as set out in the Plan.

8 DECLARATION OF EMERGENCY

The Act provides the Head of Council of a municipality the authority to declare a Municipal Emergency. Section 4 of the Act states that the "head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area". Municipalities will appoint at least one member of Council to fulfill this responsibility and other responsibilities set out in this Plan, in the absence of the Head of Council.

A signed emergency declaration by the Head of Council shall be sent to the following:

- The Minister of Emergency Preparedness and Response through the Provincial Emergency Operation Centre (PEOC)
- The County Warden (if a local emergency)
- County Ward Councilors for the impacted municipality
- Heads of Council of Member Municipalities
- Neighbouring municipalities
- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- The public, through the media, with the assistance of the Emergency Information Officer (EIO)

8.1 Orders

Section 4 permits the Warden of the County or the Mayor of a Member Municipality to issue orders upon making an emergency declaration to expedite the emergency response to:

i) implement the Plan;
ii) protect property; and
iii) protect the health, safety and welfare of residents.

In the case of an order being issued by the Warden of the County of Wellington, the Warden will consult with the Mayors of the Member Municipalities (Joint MECG/Emergency Operations Centre (EOC)) prior to issuing any orders.

All orders issued will be circulated to those individuals/agencies that received a copy of the emergency declaration listed above.

8.2 Municipal Emergency Declarations

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response is with the affected Member Municipality. The Member Municipalities will exercise and implement the Plan with respect to all municipal emergencies/disasters.

The Head of Council or designated alternate(s) has the authority to declare that an emergency exists within the whole or any part of the municipality. This decision may be made in consultation with other members of the MECG.

8.3 County Emergency Declarations

- Initially, the County may respond to the emergency of a Member Municipality with support in the form of personnel and equipment. The Community Emergency Management Coordinator (CEMC) will act as liaison between the Member Municipality and the County.
- The Warden or CAO may activate the County's Emergency Notification System and the Emergency Operation Centre to coordinate emergency support to the Member Municipalities for localized emergencies, such as a tornado or flood, affecting at least three or more Member Municipalities. Joint communication and response may be established through the Joint MECG/EOC policies set out in Section 9.2.
- Certain emergencies such as a Human Health Emergency/Pandemic, Foreign Animal Disease or large weather events may affect most, if not all the County. The County will respond to the emergency to ensure the continuation of County services, functions, and operations through its Service Continuity Plans. A Joint MECG/EOC will be established to provide primary municipal strategic decision making with respect to the emergency. This group may assemble in a County or Member Municipal EOC or establish a joint virtual EOC. Either the County or member MECGs may request consideration for the establishment of a Joint MECG/EOC as set out in Section 9.2. at any time.
- Where the Warden, in consultation with the County MECG, determines that the emergency, located within the boundaries of one or more member municipalities, is placing an extraordinary demand (personnel, materials and/or financial) upon the resources of the County, a County Emergency Declaration will be made.

8.4 Termination of Emergencies

At any time, the Head of Council or Council may declare that an emergency has terminated. Once an emergency has been terminated, a copy of the signed emergency termination declaration shall be sent to the individuals and agencies listed in the beginning of Section 8.

9 MUNICIPAL EMERGENCY CONTROL GROUPS (MECG)

Regulation 380/04 of the Act requires each municipality to establish a MECG. The County and Member Municipalities have identified Municipal representatives to participate in their MECGs. The roles and responsibilities of the individual MECG members are set out in Section 9.3.

9.1 Municipal Emergency Notification Procedures

Upon receipt of a warning that a real or potential emergency is imminent or occurring, any member of the MECG can request that the MECG be notified and placed on standby for further information or request that the EOC be activated. In some emergencies, assembling the MECG and activating the EOC may not be necessary, but it may be important to make members aware of a potential emergency, to update them on a situation, or gain their advice and expertise.

To notify the MECG and/or activate the EOC, MECG members should contact the following positions or agencies with appropriate information to initiate the activation.

- Wellington County – CEMC to activate notification through Emergency Management Software
- Centre Wellington – Infrastructure Call Centre
- Erin – Fire Chief (alternate CEMC) or alternate
- Guelph/Eramosa – Chief Administrative Officer (CAO) or alternate
- Mapleton – CAO or alternate
- Minto – CAO or alternate
- Puslinch – CAO or alternate
- Wellington North – CAO or alternate

Each municipality has its own notification procedures. Municipalities will test these procedures on a regular basis, and it is recommended that they be tested/used annually.

9.2 Joint Municipal Emergency Control Group (MECG)/Emergency Operations Centre (EOC) or Command Advisory (IMS) Team

There are times when the County and Member Municipalities may be jointly impacted by the emergency and ensuring sharing of information, personnel and resources may be important to a coordinated response. If such circumstances occur, a Joint MECG/EOC/Command Advisory Team (for an IMS response) may be formed/assembled. This decision shall be made in consultation with the Heads of Council, CAOs, Emergency Manager/CEMC and/or alternates of the affected municipalities. Once a decision is made to establish a Joint MECG/EOC/Command Advisory Team, the Heads of Council, CAOs and the Emergency Manager/CEMC may comprise the team members and/or determine the appropriate team composition to respond to the emergency including a review of emergency services and other support agencies' role in the emergency.

9.3 Responsibilities of MECG Members

The following subsections list the members of the MECG and their responsibilities during an emergency. The members of the MECG may from time-to-time delegate a member of their staff to represent them during an emergency response.

9.3.1 Head of Council (Warden and/or Mayor)

i) Provide Leadership in the EOC operations.
ii) Declare an emergency as provided by the Emergency Management and Civil Protection Act.
iii) May terminate an emergency.
iv) Ensure that Council is kept informed of the Municipality's response to the emergency declared or not declared. The Warden, Mayor or alternate is Council's representative for the emergency response in the EOC. They will liaise with other Council members regularly to keep them informed of the situation and provide information for residents.
v) Liaise with other municipal Wardens/Mayors regarding the emergency as required.
vi) Establish a communication link with the Municipality's Emergency Information Officer.
vii) Act as the Community Spokesperson.
viii) Coordinate all media inquiries regarding the emergency operation with the Emergency Information Officer.
ix) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.2 Senior Administrative Municipal Official

i) May fulfill the role of Emergency Operations Centre (EOC) Director under IMS.
ii) Responsible for activating the EOC.
iii) Ensure continuity of Municipal services, functions and operations of the municipality and if affected, determine efforts needed to restore services in consultation with Department Heads, Senior Management Team, etc.
iv) Arrange for additional EOC support staff as required.
v) Advise Head of Council/alternate and MECG on administrative matters, Council policies and procedures.
vi) Working with the CEMC, ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
vii) Authorize implementation of Mutual Assistance Agreements in consultation with MECG.
viii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.3 Fire Chiefs

i) Establish a fire incident command post with communication link to the EOC.
ii) If emergency is fire related, appoint Incident Commander and advise the EOC.
iii) Establish communication link with senior fire officials at the emergency site.
iv) Determine if additional fire resources are required to aid emergency site effort including the need for additional fire personnel and equipment.
v) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
vi) Assist Guelph-Wellington Paramedic Service with casualties as necessary if resources are available.
vii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown in Appendix B, Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
viii) Liaise with the Fire Marshall's Office and other related fire department response partners.
ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
x) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.4 Senior Municipal Road Authority Official

i) If necessary, establish an incident command post with communication link to EOC.
ii) Establish a communication link with senior roads staff at the incident.
iii) Provide an incident commander(s) for the site, if required.
iv) Advise on engineering, road design, resources, relating to the Municipal road infrastructure.
v) Liaise with senior Public Works/Infrastructure Services officials from other road authorities including the County and the Province.
vi) Ensure municipal resources, if available, are provided as requested.
vii) Arrange for resources as requested by Incident Command and ensure a record/inventory of all supplies and equipment is maintained.
viii) Assist OPP with traffic barricades; assist fire with evacuations as requested.
ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
x) Maintain municipal services provided such services could be maintained safely.
xi) Arrange to have public or private utilities disconnected if public safety is affected or when directed by Incident Command within the site, or the EOC Director if outside the site.
xii) Implement Department Service Continuity Plans.
xiii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.5 Senior Municipal Water/Waste Water Official

i) Mobilize materials, personnel and equipment to respond to an emergency and, if necessary, arrange for services from other municipalities or private contractors.
ii) Provide advice and information with respect to municipal water resources, wastewater and provincial legislation, etc.
iii) Liaise with the Ministry of the Environment, Conservation and Parks (MECP), Ontario Clean Water Agency, etc. with respect to water issues in the municipality.
iv) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
v) Arrange for the implementation of water contingency plans; boil water advisories, etc. as required in consultation with Wellington-Dufferin-Guelph Public Health (WDG Public Health) or designated representative and the MECP.
vi) Arrange for equipment for emergency pumping operations.
vii) Liaise with Fire concerning emergency water supplies for firefighting purposes.
viii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown in Appendix B, Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of WDG Public Health.
x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
xi) Implement Contingency response plans and/or Service Continuity Plans.
xii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.6 Treasurer

The responsibilities of the Municipal Treasurers are set out in Section 11 - Financial Considerations for Municipal Emergencies. In addition to these responsibilities, Municipal Treasurers are members of the MECG. The following roles are specific to Treasurers as members of the MECG;

i) May take on the role of Administration and Finance Chief under IMS.
ii) Provide information and advice on financial matters and information systems as they relate to the emergency and the effects on the municipality.
iii) Implement Department Service Continuity Plans.
iv) Liaise, if necessary, with Treasurers from County and Member Municipalities.
v) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.7 Social Services Administrator

The Social Services Administrator is a member of the County of Wellington MECG but provides Emergency Social Services support to Member municipalities as requested. Details of the Emergency Social Services can be found in Section 13 – Emergency Evacuations and Emergency Social Services Response.

The main responsibilities of the Social Services Administrator during an emergency are:

i) Upon notification that a shelter or reception centre is in the process of being set up, will provide advice and guidance with respect to the overall management of the shelter. The Social Services Administrator or alternate may take on the role of Shelter Manager or may appoint a staff person to this role.
ii) Will implement the Memorandum of Agreement with the Canadian Red Cross (Red Cross), as required.
iii) Liaise with partner agencies such as WDG Public Health, Red Cross, St. John Ambulance, Salvation Army and service groups to set up, manage, and disassemble the reception/shelter facilities.
iv) Activate Mutual Assistance Agreements with partner agencies and various service and supply agreements, as needed.
v) Implement Department/Division Service Continuity Plans.
vi) Maintain a log of all expenditures and invoices and submit to the Administration and Finance Chief.
vii) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.8 Wellington Terrace Administrator

i) The Administrator is a member of the County of Wellington MECG.
ii) Coordinate with Province, WDG Health Unit and Guelph Wellington Paramedic Services on all matters relating to Long Term Care and response during the emergency.
iii) Oversee/maintain appropriate service levels for Wellington Terrace during internal and external emergencies.
iv) Maintain log of actions taken and decisions made or arrange for a scribe.

9.3.9 CEMC

i) Is the Liaison Officer under IMS.
ii) Ensure that proper communications are in place for the EOC.
iii) Ensure attendees of the EOC are registered.
iv) Liaise with the Provincial Emergency Operation Centre (PEOC) and OFMEM Field Officer.
v) Ensure that supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations are available and ready for use.

vi) Provide advice and clarification about the Emergency Management and Civil Protection Act, implementation of the Emergency Response Plan and other Municipal response plans and procedures.
vii) Liaise with Wellington Social Services and community support agencies.
viii) Prepare after action reports for the review and approval of the MECG and for reporting to Councils about the emergency response and recommended improvements.
ix) Maintain log of actions taken and decisions made or arrange for a scribe.

9.4 Emergency Operations Centre (EOC) Support Staff

The following staff may be required to attend the EOC to provide support, logistics and advice.

9.4.1 Scribe (Main Event Log or Personal Activity Log)

i) Maintains Main Event Log during operation of the EOC.
ii) Assists any member of a MECG/IMS response team with their personal activity logs.

9.4.2 Human Resources Administrator

i) May be appointed to the Logistics Section of IMS.
ii) Consult with partner agencies to coordinate outreach and counselling services for staff affected by the emergency.
iii) Assist with the set up and staffing of the volunteer registration centre.
iv) Arrange for the tracking of volunteers.
v) Implement Emergency HR Policies.
vi) Implement Emergency redeployment strategies.
vii) Implement Service Continuity Plans.
viii) Maintain a personal activity log of actions taken.

9.4.3 Manager, Purchasing and Risk Management Services

In the event of a countywide emergency, the Purchasing and Risk Manager may take on the role of Logistics Chief or Security and Risk Management Officer or both. Duties will include the following:

i) Arrange for equipment, personnel and materials as directed.
ii) Ensure proper tracking of equipment, personnel and materials.
iii) Notify the County's Insurers of the events and provide appropriate documentation.
iv) Coordinate and assist HR with the volunteer registration and volunteer placement needs.
v) Maintain a personal activity log of actions taken.

9.4.4 IT Services Support Staff

i) Member of the Logistics Section of IMS
ii) Ensure that the EOC's have connectivity to the municipality's computer network, including internet for additional communication support.
iii) Source and provide equipment and staff resources as necessary to support municipal emergency operations, the Emergency Operation Centre and/or staff redeployment/alternate working arrangements including, but not limited to, software systems, email and internet and hardware.
iv) Assist with any other information technology needs.
v) Implement Service Continuity Plans.
vi) Maintain a personal activity log of actions taken.

9.4.5 Municipal Official Responsible for Facilities

i) Member of the Operations Section under IMS
ii) Ensure departmental notification is set up and that staff are trained.
iii) Responsible for the setup of a municipal facility as a reception/shelter/warming/cooling centre, including scheduling available municipal staff and/or arrange for assistance from Wellington County Social Services to manage the emergency service. A minimum of two municipal staff and/or volunteers must be available to operate the facility.
iv) Responsible for ensuring Municipal recreational facilities are closed as required by the emergency
v) Responsible for the safe re-opening of Municipal facilities closed because of the emergency.
vi) Maintain a personal activity log of actions taken.

9.4.6 Facilities Manager

i) Liaise with Public Works/Infrastructure Services regarding weather conditions and the possibility of road closures.
ii) Implement facility set up procedures and inspect equipment/supplies. Municipalities may make available a policy regarding the set-up, use and running of the temporary warming centre.
iii) Check booking schedule and notify users of closure to normal operations.
iv) Arrange for immediate registration of attendees.
v) Provide information about the municipal facilities.
vi) Liaise with Logistics to arrange for security at centre once established.
vii) Maintain a personal activity log of actions taken.

9.4.7 Legal Counsel

Provide legal advice, as requested, to the MECG or any member of the MECG as they apply to the actions of the County and their response to an emergency.

9.5 Supporting Agencies, Boards, Services and Organizations

The following agencies, boards, services and organizations may be requested to assist at the emergency site and/or the EOC.

9.5.1 Wellington OPP

i) Maintain law and order within the community.
ii) Notify and assist relevant emergency services, as required.
iii) Establish an incident command post, as required.
iv) Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
v) Establish inner and outer perimeters around the emergency site.
vi) Notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
vii) Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials.
viii) Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
ix) Provide traffic control to facilitate the movement of emergency vehicles.
x) Liaise with other municipal, provincial and federal agencies, as required.
xi) Provide security to Incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with the MECG.
xii) Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g. Barriers and flashers, etc.

9.5.2 Guelph-Wellington Paramedic Service (GWPS)

i) Establish communication with the Incident Commander. Consider presence at Command Centre. Respond to EOC if established.
ii) Provide for overall coordination of “Emergency Medical Response” to an emergency.
iii) Provide for and maintain Emergency Medical Services at the incident.
iv) Directly liaise with Site Coordinator.
v) Assess and determine need, request and coordinate deployment of “on-site Medical Teams.”
vi) Establish and maintain open link communications with Central Ambulance Communications Centre (CACC).
vii) Liaise with WDG Public Health “Incident Manager”.
viii) Update reporting to WDG Public Health and Ministry of Health and Long-Term Care designate.

ix) Provide technical assistance to WDG Public Health with assessment of resource needs.
x) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
xi) Procure and approve supply purchases.
xii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
xiii) If required, appoint GWPS Incident Commander.
xiv) Liaise with allied agencies, home and community care, for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
xv) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
xvi) Activate Critical Incident Stress Management (CISM) Team.
xvii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.

9.5.3 Wellington-Dufferin-Guelph Public Health (WDG Public Health)

i) Participate in Municipal Emergency MECG meetings.
ii) WDG Public Health will activate the WDG Public Health Emergency Response Plan and Incident Management System when warranted.
iii) Will maintain a communication link with Wellington County during emergencies.
iv) During a human health emergency/pandemic, WDG Public Health will establish a unified command incident response with the affected municipality.
v) During a municipal water system emergency, WDG Public Health will establish a unified command incident response with the affected municipal water department.
vi) Provide information/instructions on public health risk reduction for the public which municipalities can distribute on their own social media platforms.
vii) Consult on the safe disposal of biohazardous and other infectious/hazardous material.
viii) Coordinate vaccine management and implement mass immunization plan as required.
ix) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
x) Liaise with the Provincial Government (i.e. Ministry of Health, Ministry of Long-Term Care, Ministry of Labour, Training and Skills Development, Ministry of the Environment, Conservation and Parks, Ontario Health, Public Health Ontario etc.)
xi) Consult with Coroner on temporary morgue facilities.
xii) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Health Protection and Promotion Act, and Ontario Public Health Standards, and related protocols.

xiii) Provide direction on any matters that may adversely affect public health.
xiv) Liaise with public sector, voluntary and private agencies as needed (i.e. Family Health teams, Hospitals, School Boards, Red Cross, VON, etc.).
xv) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of; safe food preparation, infection control practices, water quality, accommodation space, and sanitation.
xvi) Keep record of all WDG Public Health activities including actions taken and decisions made.
xvii) Participate in debriefings as required.

9.5.4 Local Hydro Utility

i) Provide information and advice regarding available hydro services.
ii) Provide alternate emergency hydro supplies where necessary and practical.
iii) Discontinue hydro services as requested or required.
iv) Restore interrupted services on a priority and volume basis.
v) Liaise with the Fire Chief, Senior Municipal Roads Official, Water and Wastewater Officials and other Senior Municipal Staff.
vi) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
vii) Advise Head of Council, Senior Administrative Official and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public because of the emergency at hand or because of decisions made to respond to the situation.
viii) Maintain a log of daily planning meetings and actions taken.

9.5.5 Amateur Radio Emergency Services (ARES) Emergency Coordinator or Alternate

The ARES Emergency Coordinator will be deployed by and report to the CEMC and will be responsible for the following:

i) Activate emergency notification procedures of the Wellington Amateur Radio Emergency Services operators.
ii) Ensure that the emergency telecommunications centre is properly equipped and staffed to work to correct any problems that may arise.
iii) Maintain an inventory of community and private sector communications equipment and facilities that could be used to augment existing communications equipment.
iv) Arrange for additional communication resources during an emergency.
v) Maintain a personal activity log of actions taken.

9.5.6 Hospitals

In Wellington County, there are three hospitals: Louise Marshall, Palmerston, and Groves Memorial. The Wellington Health Care Alliance collectively administers them. During an emergency, the hospitals are responsible for the following:

i) Implementing their emergency response plans.
ii) Coordinate and liaise with GWPS and WDG Public Health.
iii) Notify and liaise with the Home and Community Care Support Services Waterloo, Wellington, when a significant incident is identified.
iv) GWPS and WDG Public Health will inform the MECGs of concerns and needs of the hospital during municipal emergencies and if necessary, work with the MECGs to arrange for assistance as may be required.

9.5.7 School Boards

The Upper Grand District School Board and the Wellington Catholic District School Board are responsible for most of the elementary and secondary schools in Wellington County. It is expected that the Boards in the event of a municipal emergency or disaster will implement the following roles:

i) Implement emergency response plans and evacuation plans of the board and the schools as necessary.
ii) During normal business hours, the municipality will be responsible for contacting the school and school boards to advise of a potential or occurring emergency within the municipality. With respect to potential weather emergencies, monitoring weather conditions will be the responsibility of the Board and their School Transportation Services. As weather emergencies have been rated as high probability by municipalities in Wellington County, it is expected that the boards and schools will undertake measures to adequately prepare and if necessary, respond to a weather event.

The Upper Grand District School Board and the municipalities have agreed to the use of the following schools as potential reception/evacuation centres:

- Centre Wellington District High School
- Erin District High School
- Minto Clifford Public School
- Norwell District Secondary School
- Wellington District Secondary School

The Town of Minto and the Upper Grand District School Board have signed an agreement setting out the use and arrangements of a portion of the Minto Clifford Public School during declared or undeclared emergencies.

9.5.8 Conservation Authorities

Conservation Authorities are responsible for the following:

- Monitor watershed conditions and preparing forecasts for potential flooding.
- Issue flood messages as required. These messages may be issued at any time of the year and may be as follows:

Water Conditions Statement:
Water Safety Statements are issued to make the public aware that rising water levels, melting ice, unsafe banks in and along rivers and streams could make them unsafe for recreational users. Flooding is not expected with this statement. Flood Outlook Statements provide an early notice that flooding is possible based on current weather forecasts.

Flood Watch:
A Flood Watch message provides an early warning that flooding is likely to occur along specified watercourses or throughout a municipality. The public, municipal officials and emergency services in these areas should be prepared to implement their emergency response plans.

Flood Warning:
A Flood Warning is issued when flooding will happen or is happening along specified watercourses or throughout a municipality. These messages may state the amount of flooding that is expected and may include specific actions to be taken by the public, municipal officials and emergency services, such as closing roads and evacuations.

9.5.9 Source Water Protection Plans

Under the Clean Water Act, 2006, multi-stakeholder committees with the support from the local source protection authorities developed Source Water Protection Plans. Many of the Source Water Protection Plans include policies that recommend municipalities update their emergency response plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and to ensure that policies and procedures are in place to be able to respond to emergencies in these vulnerable areas.

Appendix B Drinking Water Vulnerable area map schedules may be replaced from time to time based upon approvals by the Ministry and approved changes in the County of Wellington Official Plan.

The location of these vulnerable areas as shown on Appendix B Schedule B1 through B7 of the Emergency Response Plan include areas within 100 metres of a municipal well, two years and five-year travel times, issue contributing areas, wellhead protection area for quantity and intake protection zones. Alternatively, the County of Wellington's Explore Wellington mapping contains additional information for twenty-five years' time of travel and other approved and draft vulnerable areas

including future municipal well locations. The Explore Wellington mapping will be updated as new information becomes available and should be considered more up to date than the schedules. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

9.5.10 Risk Management Official (RMO)

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and/or Public Works/Infrastructure Services Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Wastewater agencies/departments have developed policies to respond to emergencies. The Water and Wastewater municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and wastewater situations and to assist each other in such situations. The RMO participates on this ad hoc Committee.

10 EMERGENCY MANAGEMENT RESPONSE IN THE EOC

For most emergencies, Wellington County and Member Municipalities will use the Provincial Incident Management System (IMS) to respond to an emergency at the site and in the EOC. Tactical response to an emergency is the responsibility of the site Incident Command. Site support, strategic response including management of emergency information both internal and external, service continuity of municipal operations, and management of response activities outside of the site perimeter such as the operation of reception centres/shelters is the responsibility of the EOC.

10.1 Emergency Operations Centre

When notified of an emergency, the primary or alternate EOC may be activated. Alternatively, depending on the emergency, a virtual EOC consisting of an EOC software tool, messaging tool, emails, intranet services, or other electronic means may be used instead of meeting in the EOC.

10.2 Operational Period

In most emergencies, the EOC will establish an operational period. This period consists of an agreed specified planning cycle for meetings, reporting and work schedule.

10.3 Operational/Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan (IAP) to be implemented by the EOC Director with the assistance of staff.

10.4 Incident Action Plans (IAP)

Every coordinated response where the MECG is monitoring and supporting the response should include the preparation of an IAP. The IAP provides all incident supervisory personnel with emergency response objectives, strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions; it may be spoken or written. It is recommended that a written (on paper or digitally) IAP be prepared whenever an EOC is operating.

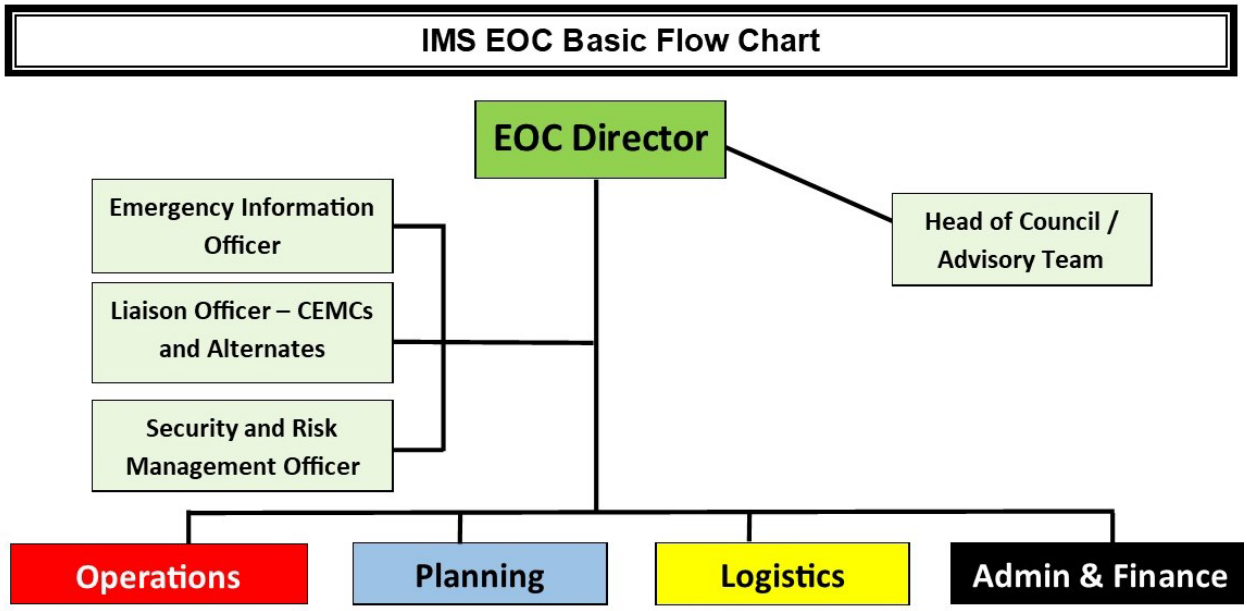
The steps in the IAP process include:

i) Assess Situation – Obtain situation reports from involved agencies
ii) Identify Goals and Objectives of the response
iii) Assign Priorities
iv) Assign Tasks
v) Consider Resource Needs
vi) Finalize plan, Approve and Implement
vii) Monitor Plan – Future Meeting

The plan must be communicated to everyone at the end of each meeting.

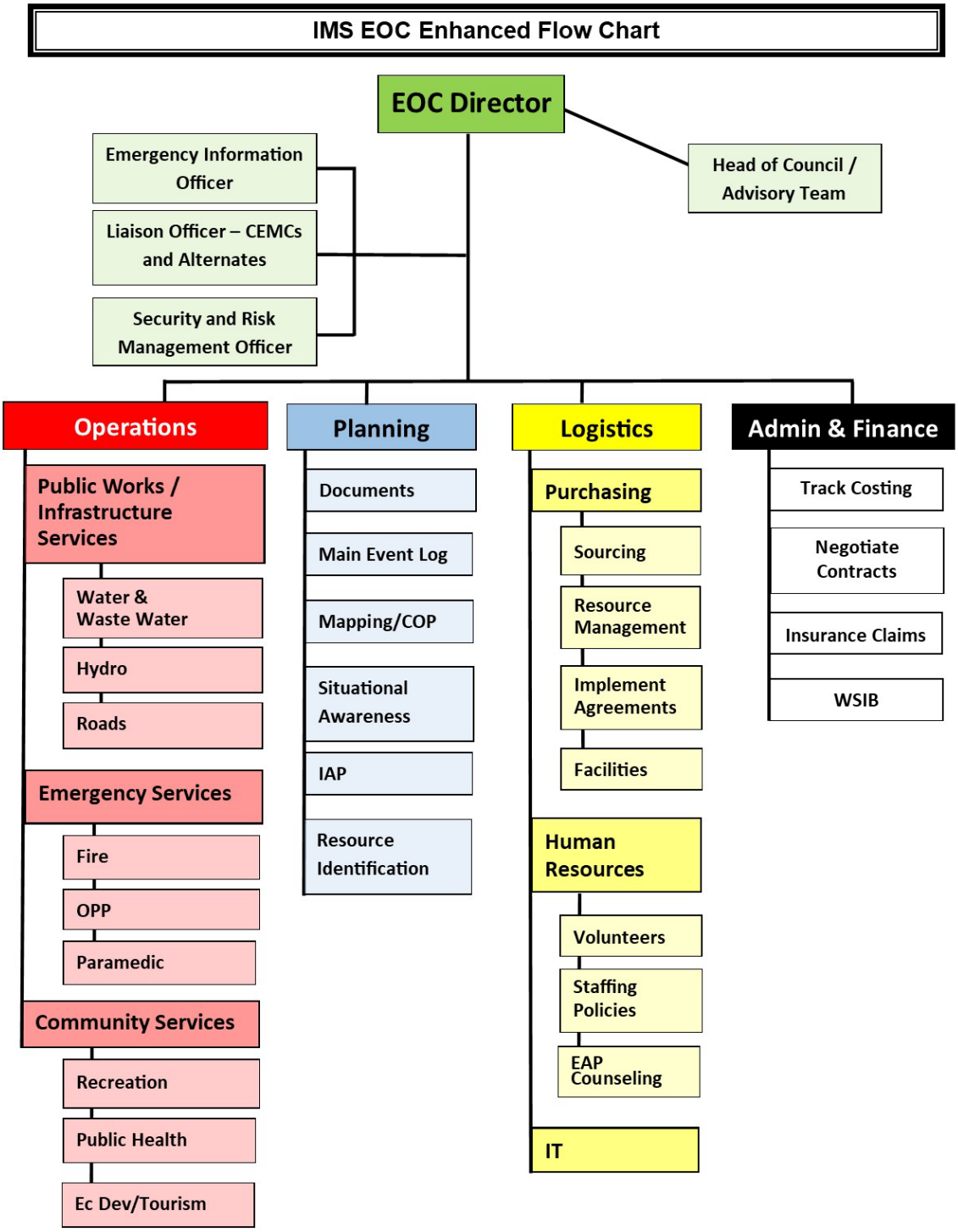
10.5 EOC Organizational Chart/IMS Structure

The following diagram represents the basic Incident Management System Structure. This model may be used with or without the declaration of an emergency. In the EOC, the CAO or senior official will fill the role of EOC Director.



10.6 Enhanced System Flow Chart

The following diagram represents a sample of how the Incident Management System model in Section 10.5 may be expanded for use during complex, multi-jurisdictional municipal emergencies over an extended period. It is expected that this model would be used during a municipal emergency declaration.



10.7 EOC Director

The following is a list of some of the responsibilities of the EOC Director. The EOC Director may consult with the MECG (or Joint MECG/EOC/Command Advisory Team) at any time and may delegate these responsibilities to other EOC staff.

i) Activate the Emergency Response Plan.
ii) Assemble the IMS/MECG Team.
iii) Conduct operational briefings.
iv) Authorize an Emergency Information Centre, if required.
v) Authorize a Reporting and Inquiry Centre such as 211, if required.
vi) Authorize, as delegated, expenditure of money required to deal with the emergency.
vii) Authorize the movement/use of personnel, equipment and resources.
viii) Authorize and direct the use of municipal resources within delegated authority.
ix) Arrange for extra resources (personnel and equipment) to be utilized (e.g. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
x) Request assistance from and/or liaise with various levels of governments and any other public or private agency
xi) Authorize activation of Mutual Assistance Agreements.
xii) Implement a recovery strategy.
xiii) Participate in post-emergency debriefings and assist with preparation of reports.

10.8 EOC Command Staff

EOC Director may be assisted by a Security/Risk Management Officer, Emergency Information Officer(s) and Liaison Officer and if necessary, by General Staff comprised of the Operations Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s), Finance and Administrative Section Chief(s). The EOC Director will determine the scale of the IMS model and will reassess throughout the duration of the incident.

10.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. Refer to the Emergency Information Plan in Section 12.2. for more details.

10.8.2 Security and Risk Management Officer

Ensure security measures for the EOC are in place and that municipal risk management practices are applied during the response.

10.8.3 Liaison Officer

In most cases, the Liaison Officer will be the CEMC. The Liaison Officer acts as the link between the EOC Director, and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are:

i) Coordinate with organizations not represented to request support and assistance.
ii) Provide briefings to organization representatives about the response operation.
iii) Maintain an up-to-date list of supporting and cooperating organizations.

10.9 Operations Section

The Operations Section is responsible for:

i) coordinating the flow of information to and from all response operations (municipal departments and partner response agencies) and the EOC Director,
ii) supporting response operations by directing resources requested from the EOC to the appropriate locations such as an evacuation centre or the site,
iii) Ensure implementation of EOC tasks as set out in the IAP.

10.10 Planning Section

The Planning Section is responsible for the internal management of emergency information and ensures information is shared effectively among staff in the EOC, within the municipal organization, and with Incident Command. Responsibilities of the Planning Section include;

i) Collecting, collating, evaluating and disseminating incident information.
ii) Maintaining situational awareness through the use of mapping tools available (paper or GIS).
iii) Preparing and documenting the IAP for each operational period including medium and long-range strategic emergency response for the municipality.
iv) Maintain incident documentation including the main event log.
v) Identify resource needs and/or assigned to the incident.

10.11 Logistics Section

The Logistics Section is responsible for resource management and acquires all supporting resources for the EOC and its emergency operations, and for sourcing resources requested by the site Incident Command. These may include facilities, services, personnel, transportation, supplies, fuel, equipment, food service, communications, and medical. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Planning work closely together to identify needed resources; Logistics and Finance/Administration Sections work together closely to contract for, and purchase required resources. Responsibilities of the Logistics Section may include:

i) Ordering, obtaining, maintaining, distributing and accounting for resources.
ii) Providing telecommunications/IT services and resources.
iii) Ordering EOC food and refreshments.
iv) Setting up and maintaining EOC incident facilities.
v) Providing support transportation.

The Risk and Purchasing Manager may fill the role of the Logistic Chief or designated alternate for the County. Member municipalities may designate a representative of Public Works/Infrastructure Services and/or Treasury to fulfill this role.

10.12 Administration and Finance

The responsibilities of the Administration and Finance Section are set out in Section 11 - Financial Considerations for Municipal Emergencies.

10.13 Incident Command

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person will assume the overall decision-making responsibility at the emergency site for all agencies involved. Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the representatives from key agencies involved in the emergency may be used. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity. For example, in a flood situation it may include Public Works/Infrastructure Services, Fire, Police and community support agencies such as Victim Services and Red Cross. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified Command.

10.13.1 Responsibilities of Incident Command

Incident Command is responsible for the overall coordination of all operations at the emergency site including but not limited to:

i) Assess the situation.
ii) Establish appropriate communications.
iii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency.
iv) Establish an incident command post.
v) Establish an inner and outer perimeter around the emergency site, as required.
vi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency.

vii) Maintaining a communications link with the Senior Municipal official at the Emergency Operations Centre.
viii) Coordinate with key personnel and officials.
ix) Appointing an On-Site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency MECG, as required.
x) Appoint a scribe, as needed.
xi) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required.

11 Financial Considerations for Municipal Emergencies

During municipal emergencies the tracking and maintenance of emergency related expenditures for items such as staff timesheets, equipment purchases and rentals, cost of implementing emergency contract and agreements, handling insurance claims, and submitting funding requests is important. The documenting can assist with the funding request to the Province and provides a record for Council of the true cost of the emergency response.

The following are the main financial considerations of a Municipality during an emergency:

i) Establish appropriate emergency General Ledger accounts and procedures to maintain accurate records of all emergency-related expenditures. This should be established prior to emergency events.
ii) Establish a process/procedure for tracking staff time and equipment usage relating to the emergency response.
iii) Submit insurance claims for the municipality for emergency related matters.
iv) Track necessary expenditures/costs resulting from the implementation of a Mutual Assistance Agreement.
v) Negotiate contracts for emergency-related purchases and rentals.
vi) Assess and track capital costs required to rebuild or repair municipal infrastructure.
vii) Monitor sources of funding and prepare claims for submission to the Ministry of Municipal Affairs and Housing for funding under the Municipal Disaster Recovery Assistance Program.
viii) Analyze the impact of the emergency on the municipal budget.
ix) Prepare a final report for Council.

11.1 Donations Management

Donations in an emergency may include services, funds, and material. Managing donations includes collecting, storing, dispensing, and accounting of donations. Financial donations are the preferred donation method for municipalities. The monies may be collected and distributed as needed in the Community rather than obtaining donated items, which can be difficult to manage and may not meet the needs of those affected by the emergency.

For this purpose, Municipalities may want to consider establishing a process for collecting and handling financial donations related to a municipality emergency. Some possible options include a donation bank account, or a Go Fund Me page.

The County of Wellington and the Canadian Red Cross have entered into an agreement for accessing Red Cross Services during large-scale emergencies/disaster. One of the services that Red Cross can provide is to assist with the management of In-Kind Donations. Municipalities interested in accessing the services of the Red Cross through the agreement can request this through the CEMC or the Social Services Administrator.

11.1.1 Provincial Funding Opportunities for Emergency Incidents

The Province of Ontario administers two Disaster Recovery Programmes. The Programmes are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance Program. Detailed information about programme eligibility, eligible expenses and programme application guidelines are available on the Ministry of Municipal Affairs and Housing website. The following is a brief description of the two programmes.

11.1.2 Disaster Recovery Assistance for Ontarians (DRAO)

The Disaster Recovery Assistance for Ontarians Programme is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The programme is administered by the Province and may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A Municipal declaration is not required to activate this programme. Municipalities are encouraged to advise the Ministry of the situation as soon as practical.

Disaster Recovery Assistance for Ontarians (DRAO) provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories:

i) Emergency Evacuation/Relocation and Living Expenses;
ii) Emergency Measures, Cleanup, Disinfection and Disposal Expenses;
iii) Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the programme has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs and Housing website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

The Ministry of Municipal Affairs and Housing (MMAH) coordinates a Provincial Disaster Assessment Team (PDAT). The purpose of the PDAT is to inform the Minister of Municipal Affairs and Housing’s decision to activate the DRAO programme.

11.1.3 Municipal Disaster Recovery Assistance Programme (MDRAP)

MDRAP helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include:

i) Capital costs to repair public infrastructure or property to pre-disaster condition, and
ii) Operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Mitigating risks and preparing for disasters are a Municipality's responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this programme is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the programme, Council must pass a resolution requesting consideration under the programme and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this programme is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

11.1.4 Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the programme is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

11.1.5 Federal and Provincial Funding Grants

From time to time, there are Federal and/or Provincial Grants that become available for Municipalities to access for emergency management programmes. Examples are the former Federal Joint Emergency Preparedness Programme (JEPP) and more recently the Federal National Disaster Mitigation Programme (NDMP).

During emergency recovery phases or during emergency programme planning by the Municipal Emergency Management Programme Committee, there may be opportunities to access such funding. The decision to apply for the funding is Council's on the recommendations of the EM Programme Committee and/or Municipal Staff. These funding applications are usually overseen by the Municipal Treasurers.

The CEMC can assist municipalities with investigating funding options related to Municipal Emergency Management Programmes and in particular funding directed at prevention, mitigation, preparedness, response and recovery.

12 COMMUNICATIONS PLAN

12.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly between the EOC and Incident Command. In certain situations, such as large-scale municipal emergencies, the ability to communicate effectively and efficiently with each other is vital. The ability for all emergency response personnel both on and off site to talk and understand each other effectively using interoperable and integrated communications is paramount.

Radio Communications are least susceptible to damage or interruption in times of emergency. For the most part, emergency response services/agencies depend upon their own stand-alone radio systems to communicate. Opportunities for integrated radio communications among Fire, Paramedics, Public Works/Infrastructure Services and the EOC is available.

Other forms of telecommunication such as cellular phones, email, internet and digital messaging systems may be used to supplement or enhance emergency telecommunications between EOC, Incident Command, outside agencies and municipalities. Care will be required when using alternate forms of communication to ensure security of information disseminated.

Amateur Radio Emergency Services (ARES) may be available to provide support communications or emergency communications should other forms fail. The roles of ARES are outlined in Section 9.5.5.

The use of wireless messaging systems such as chat groups may be used as a means of communication particularly when geography, weather conditions or other situations inhibit safe travel or safety of members within an EOC. In these situations, the establishment of a virtual EOC should be considered and the use of wireless messaging communication may be an important consideration and communication tool. There are various options available for Municipalities to establish chat groups internally or collectively across the County. These messaging conversations will form part of the legal record of the response activities and will be copied and saved for documentation purposes.

12.2 Emergency Information Plan

The coordination and distribution of timely, factual information to the public is an important and critical task of the Municipality at all times but particularly during municipal emergencies. The roles and responsibilities of specific municipal personnel are outlined in the following sections.

Mission Statement: Wellington County is a great, safe place to live, work and play. The County and Member Municipalities value the safety and well-being of the people who live, work and play in Wellington. Having an effective and coordinated response to emergencies to safeguard the well-being of people, places and environment is our mission.

12.2.1 Emergency Information Staff

The following sections outline the responsibilities of the Emergency Information Officer (EIO), Municipal Spokesperson and /Communications Officer.

The designated EIOs (staff positions) for Wellington County and the Member Municipalities are as follows:

- Centre Wellington- Manager of Strategic Initiatives and Communications
- Erin – Senior Communications Officer
- Guelph/Eramosa – Deputy Clerk with assistance from County Communications staff
- Mapleton – Manager of Community Services
- Minto – Deputy Fire Chief
- Puslinch – Communications and Committee Coordinator with assistance from County Communications staff
- Wellington North – Deputy Fire Chief
- County of Wellington – County Communications Manager

The OPP Media Officers may coordinate with the Municipal EIOs during municipal emergencies to offer support and coordination of messaging.

12.2.1.1 Responsibilities of the Emergency Information Officer (EIO)

i) Reports to the EOC Director.
ii) Responsible for the gathering, coordinating, analyzing, disseminating and monitoring emergency information through various distribution methods to the media and public.
iii) Disseminate emergency information based upon municipal procedures and protocols.
iv) Share media information with County Council, Department Heads, the Media, and appropriate agencies (e.g. WDGPH, school boards as appropriate). (The Liaison Officer (CEMC) would share information with the member municipality's CAO's and EIO's)
v) Works closely with and advises the Municipal Spokesperson about emergency messaging and will provide information to the Communications Officer for posting on the County's website (media releases and emergency pop up web page) and social media. (Local municipalities are responsible for their own social media/website posting)

vi) Establish contact with media coordinators from neighbouring municipalities, jurisdictions, provincial and federal governments including MPs and MPPs, private industry, the public and support agencies such as Wellington OPP, Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health as necessary.
vii) Monitor all print, radio, television, internet and social media feeds to ensure information released to the public is factual and relevant to the needs of the municipal response. The EIO may delegate the monitoring of media feeds to the Communications Officers or to other Communications staff as required.
viii) Maintain copies of all emergency information documentation.
ix) Maintain or appoint a scribe to maintain an activity log of all personal actions taken during the emergency.

Wellington County and Member Municipal EIOs work closely during municipal emergencies to support one another and to coordinate the dissemination of municipal messaging.

12.2.1.2 Responsibilities of the Municipal Spokesperson

The Warden and Mayors or designated alternate may act as the Municipal Spokesperson during a community wide emergency, or they may appoint an expert spokesperson depending upon the emergency. The Municipal Spokesperson's responsibilities include:

i) Participate in interviews, media conferences, and photograph sessions as requested in consultation with the Emergency Information Officer.
ii) Establish an appropriate communication link with the EIO and ensure all media inquiries are directed to the EIO.

12.2.1.3 Responsibilities of the Communications Officer

i) Organize and manage the County's emergency page on the County's website during an emergency or a severe winter weather event
ii) Post information on the County's website and social media feeds with information provided by the EIO.
iii) Monitor social media feeds from County and member municipalities, neighbouring municipalities, partner agencies, and retweet and share posts as necessary. This will ensure that information on social media is consistent and coordinated.

12.3 Coordination of Emergency Information

12.3.1 Member Municipalities with a dedicated EIO

During emergencies affecting a member municipality, the member municipal EIO is responsible for all media releases, social media posts, coordinating interviews, preparing the spokesperson, monitoring the media, etc. The County Communications Team will share social media posts from the member municipality such as the opening and location of warming/cooling centres, shelters, operation of EOCs and other appropriate information as required.

12.3.2 Member Municipalities without a dedicated EIO

During emergencies affecting a member municipality without full-time communications staff, the County Communications team will offer support and assistance to the member municipality including the following:

- The Wellington County Communications team, as requested, may be responsible for drafting content for media releases, social media posts, for coordinating media interviews, preparing the spokesperson, monitoring the media, etc.

The Member Municipality will be responsible for posting the information to their website and social media sites.

12.3.3 Emergencies affecting Wellington County Facilities and Operations

For all closures or service disruptions of Wellington owned facilities, services and operations such as but not limited to Roads, Libraries, the Museum and Archives, Child Care and Learning Centres, and Solid Waste Services, the County Communications team is responsible for the messaging and member municipalities are encouraged to retweet and share information posts for their residents.

Wellington County Communications does not post any road closure information affecting Provincial Highways, Wellington County Roads or local roads on social media. During the winter maintenance season (November to April approximately) the Wellington Communication team directs the public to Municipal 511 for road closures. The public is also encouraged to follow the OPP's West Region Communications the X Feed for up-to-date information on road closures in Wellington as closed by OPP.

12.3.4 County-Wide Emergencies

During large countywide situations such as snowstorms, blizzards and ice storms, coordinating emergency information among all municipal EIO's is necessary to ensure that the release of information affecting all residents and businesses in the County is consistent. All messaging related to municipally owned facilities, roads, operations etc., will remain the responsibility of the owner municipality and other municipalities are encouraged to share relevant information.

The County Emergency Management Division maintains an up-to-date listing of all municipal Emergency Information Officers and Communications Officers in Wellington. This list is shared with all of the EIO's.

12.4 Emergency Information Centre

In some emergencies, particularly large, complex, multi-jurisdictional emergencies, the establishment of an Emergency Information Centre may be helpful and necessary to manage and coordinate emergency information. The Emergency Information Officer may recommend to the EOC Director the need for a Centre. Municipalities have identified locations for Emergency Information Centres should one be required. The Emergency Information Officer will manage the Centre, and any staff assigned to it.

In some large-scale emergencies, where it would be helpful to manage the coordination of external emergency information, a Joint Emergency Information Centre may be established virtually or at a facility and managed with EIO's from responding organizations and agencies. Examples of emergencies where it may be advantageous to operate a Joint Emergency Information Centre may include Human Health Emergencies, a Foreign Animal Disease emergency or a widespread natural disaster.

12.4.1 Emergency Site Information

In many emergencies, media personnel will request pictures of the emergency site, and interviews with senior emergency officials. In such cases, it may be necessary to establish an Emergency Site Information Centre in consultation with the Incident Commander (IC). The IC will be responsible for the decision to establish a centre and to identify its location. The IC may also appoint a site Spokesperson.

12.4.2 Dissemination of Emergency Information

The EIO is responsible for the dissemination of information to external audiences such as the media and public through sources identified in Section 12.4.3.

The lead for providing information regarding municipal actions such as the opening and closing of warming/cooling centres, facility closures and service disruptions, will be the owner (municipality) and the Municipality's EIO will be responsible for the initial distribution of emergency information. Other municipal EIOs will monitor the situation and share information to support the impacted municipality(ies). If several municipalities are involved in the same emergency, EIOs should connect and coordinate common messaging either virtually or using a joint Emergency Information Centre.

In some emergencies, pre-scripted messages are available, and all municipalities should use these pre-scripted messages.

In addition to the public, there may be external response partners that should receive information. It is the responsibility of the EOC Director with the assistance of the Liaison Officer to disseminate appropriate and necessary information to external sources. These include but are not limited to

- Evacuation/Cooling/Warming Centres
- Provincial Emergency Operation Centre and Provincial Ministries
- Emergency Services

- Non-governmental and Volunteer Organizations

The EOC Director is also responsible for ensuring appropriate information about the emergency is shared internally with Municipal Departments, staff, and Council.

12.4.3 Methods of Emergency Information Distribution

There are many methods for distributing information during emergencies to the public. The following are various tools that municipal EIOs and EOCs may use to disseminate emergency information.

12.4.3.1 Website/Social Media

A municipality's website can be an effective tool for communicating emergency information. It can be used to provide up-to-date information from the Municipal EOC or from Lead response organizations. Municipalities may post media releases and fact sheets/backgrounds on their websites. Mass email notifications can be sent out through the website to those that have subscribed to this service.

Most municipalities use social media to provide information to the public and to share and coordinate emergency information among the County and Member Municipalities. Social media has become an effective tool during emergency responses.

12.4.3.2 Media Releases

May contain key information about the incident or emergency. Media releases are usually no more than a page in length and are written in a specific format. Each municipality will use their own media release template. Social media posts should reference media releases when these are available.

12.4.3.3 Interviews

Interviews are one-on-one discussions between the media and the Municipal Spokesperson or Site Incident Command or their delegates during an emergency. Interviews may be conducted face-to-face or over the telephone. The EIO should work with the media to arrange the interview and to pre-determine the questions/topics that the media will ask during the interview.

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12.4.6.4 Town Hall meetings

During an emergency response and/or recovery, Municipalities may hold Town Hall meetings, virtually using a variety of methods such as TV, radio, Social Media, or other available electronic methods or in a facility, with residents to provide information about the response, resident actions and information to assist recovering from the emergency. Town Hall meetings are usually led by either the Warden or Mayors and may include response partners or representatives from other levels of government such as MPs and MPPs.

12.4.6.5 Site Visits/Media Pools

During emergencies, media often request an opportunity to visit the site(s) of the emergency. It is important to consider this request and accommodate them as much as possible. The arrangements for site visits need to be approved by the site Incident Commander (IC). The EIO should make the request to the IC who will coordinate the timing and details of the media site visits including appointment of a site Spokesperson, what the media is allowed to photograph, what areas of the site can be visited, safety requirements/needs for media traveling through the site, and when and how long the visit will last.

Media may need to assemble and be escorted to the site. The EIO and/or Emergency Personnel assigned by the IC will escort the media at the site. In some cases, the IC may limit the number of media on site. The media will arrange among themselves the details of those attending and the arrangements for sharing information gathered at the site.

12.4.6.6 Fact Sheets/FAQs

These are pre-written detailed information usually one to two pages in length. Fact sheets usually provide information on actions that can be taken during certain emergencies. Fact sheets are usually posted on the Municipalities' or Lead Agencies website.

12.4.6.7 Media Conferences/Scrums

A media conference is a moderated meeting between key officials/Media Spokespersons and the media. It is an effective communication tool when there are many requests from the media for the same information whereas a media scrum is an informal media conference often initiated directly by the media. The EIO may organize and moderate media conferences as requested.

12.4.6.8 Dedicated Information Phone Line

211 can be used as an inquiry service during emergencies. Municipalities provide information to 211 and this information can be provided to the members of the public when they call the 211 service. Section 16.5. contains policies for the use of 211 during municipal emergencies.

12.4.6.9 Coordinated door-to-door campaign

Depending on the type of emergency and the lead-time, some municipalities may conduct a door–to–door campaign to provide detailed action information to residents.

12.4.6.10 Reception/Warming/Cooling Centres

White boards or information boards should be set up and all external information created during the emergency be sent to the Reception Centre Manager to post for those staying at the centre.

12.4.6.11 Municipal facility display boards

Some municipalities have message boards (electronic/bulletin board style) located throughout their communities. These may be used to provide short, direct, action messages for the residents and/or the travelling public.

12.4.6.12 Public Service Announcements (PSA)

Radio and Television stations, under their licensing arrangements, are required to provide some airtime for PSAs. Arrangements may be set up with local radio and television stations in advance of an emergency to transmit PSAs. These arrangements may include method of transmitting the PSA to the station, who is authorized to issue the PSA on behalf of the municipality, timing of the PSA, etc.

12.4.6.13 Family Information Centres

During some emergencies, it may be helpful to establish a Family Information Centre. A family information centre is set up specifically for the families of victims of emergencies providing them a quiet location to obtain information about the ongoing emergency response and any details of the response as it may relate to a family member. It is important that family members feel safe and secure in these centres. Organizations such as Victim Services, Red Cross and County Social Services may be able to provide volunteers/staff trained in critical incident stress situations to operate the centres. In addition, it is imperative that 24/7 security is available on site. The site Incident Commander may request the EOC to locate and set up the centres. The EIO may assist the EOC Director with establishing an appropriate location and services to assist with the running of the facility however, the EIO is not responsible for Family Information Centres.

13 EMERGENCY EVACUATIONS AND EMERGENCY SOCIAL SERVICES RESPONSE

13.1 Introduction

Emergency Management Ontario defines Evacuation as a “protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community”. During emergencies, circumstances can arise that make it unsafe for residents, seasonal residents and employed non-residents to remain in the area for their own personal health, safety and welfare. Municipalities do not have the authority to issue evacuation orders under the Emergency Management and Civil Protection Act but they can recommend an evacuation in the interest of public safety.

13.2 Aim

The aim of this plan is to ensure the safety and well-being of evacuated persons from an unsafe situation through the implementation of Emergency Social services (ESS). These areas are described in Section 13.3.

13.3 Emergency Social Services (ESS)

The following Emergency Social Services should be considered for all situations where a Municipality is providing temporary emergency sheltering in the form of warming/cooling centres or through longer-term evacuation accommodations. These services may be provided by the Municipality, with the assistance of Wellington County Social Services or through the services of the Canadian Red Cross (Red Cross/CRC).

a) Reception and Information Service

i) Provide a warm reception for those arriving to a centre and inform them of immediate emergency help available;

ii) Register those arriving at the centre. The purpose of registration is to account for all affected individuals, to determine what services each requires, and to refer those with special needs within the centre.

b) Red Cross personnel can complete a Needs Assessment to determine what needs an individual may have, and direct appropriately. CRC can conduct this service in person or virtually. Red Cross facilitates Family Reunification by matching inquiries with completed registrations received.

c) Emergency Food Service

i) Provide food and/or food preparation facilities.

d) Emergency Clothing Service

ii) Supply clothing or emergency clothing until regular sources are available.

e) Emergency Lodging Service

i) Provide safe, temporary shelter for evacuated people. This could be the operation of a Reception Centre, or an overnight Emergency Shelter. It could also involve other accommodation options.

f) Personal Services

i) Offer temporary care for unattended children and dependent elderly;
ii) Assist with the temporary care of residents from special care facilities;
iii) Provide or arrange for provision of financial and/or material assistance; and
iv) Immediate and long-term emotional support for people with personal problems and needs created or aggravated by a disaster.

Responsibility for the five essential emergency social services is vested with the Wellington County Social Services Administrator and designated alternates. To assist with these services, Wellington County has entered into a Memorandum of Understanding with the Red Cross. The MOU sets out the disaster response services Red Cross may carry out on behalf of and at the direction of the Social Services Administrator or alternate. Services include but are not limited to those identified in Section 13.3.

13.4 Notification Procedures

The immediate decision to evacuate an area may be made initially by first responders. A decision to evacuate should consider the following:

The potential life-threatening impacts of the emergency on persons living in or near the affected area.

- What are the safety issues associated with the evacuation, including hazardous materials releases?
- Is the situation expected to escalate?
- What is the expected duration of the incident?
- Is there sufficient time to warn residents to leave the area?
- Are suitable arrangements available to ensure their safety when leaving the area?
- Is there time to set up and staff reception centre/emergency shelters for residents in need of a place to stay?

Incident Command will advise the EOC Director of the need to evacuate areas within or outside of the emergency sites. The EOC Director will then organize transportation and set up reception centres or emergency shelters. The type of accommodation will depend upon the emergency, the duration and needs of persons impacted.

The CEMC will liaise with the Social Services Administrator and/or alternates regarding the decision to evacuate and set up emergency shelters. The Social Services Administrator will implement the Red Cross MOU as required.

Persons within an evacuation area may be notified by a variety of means deemed appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Notification methods may include but are not limited to the following:

a) Door-to-door - Door-to-door notification may be possible for small-scale evacuations and where the size of the affected area provides for this type of notification. First responders and Municipal staff such as Public Works/Infrastructure Services may carry out door-to-door notifications.

b) **Loud hailers on emergency vehicles** - In addition, some emergency vehicles and municipal vehicles are equipped with loudspeaker equipment that can be used to notify the community.
c) **Through the media** - The EIO at the direction of Incident Command and/or EOC Director may inform the public of the evacuation. The use of local Radio, Television and social media can be used to alert the public of an evacuation and the location of emergency centres.
d) **A public alerting system** – Use of the National Alert Ready system may be coordinated through the Provincial Emergency Operation Centre (PEOC). The CEMC or alternate will submit the request to the PEOC on behalf of the EOC Director.

Regardless of the method of notification, there is essential information that must be given to evacuees in order to ensure a safe and orderly evacuation. People will need information regarding:

- Evacuation boundaries,
- Nature of the emergency and safety threat,
- An estimation of the duration of the situation,
- The location of assembly areas for those needing transportation,
- Registration and Inquiry phone numbers,
- The evacuation routes,
- The location of Reception Centres / Emergency Shelters.

Buildings that have been evacuated will be identified. The Wellington County Fire Chiefs Association in 2024 approved the use of caution tape to denote buildings that have been evacuated and checked.

13.5 Assisting Vulnerable Persons

During emergencies, there may be persons impacted that are vulnerable and will need assistance. Vulnerable persons are individuals who are not able to access services or make their own arrangements for transportation and temporary accommodations during an emergency. Vulnerable persons may include residents of retirement and long-term care homes, schools, childcare centres, special needs facilities, hospitals, those living in social housing, and those with a physical or communication barrier.

It is important to be aware that some people rely on assistive devices or service animals. Special considerations may be required for service animals and certain equipment when arranging for transportation and emergency shelters. Some examples of assistive devices include crutches, canes, wheelchairs, walkers, scooters, hearing aids and ventilators.

Various community service providers may assist vulnerable persons with preparing an Individual Emergency Plan. Such plans may include contact information for family members and caregivers and maintaining an adequate supply of personal needs until assistance is available.

Those in need of assistance during an emergency should seek emergency assistance by calling 9-1-1. 211 may provide information on services in an emergency if safety and well-being are not compromised, as provided by the affected Municipality (where activated).

13.6 Transportation

Some evacuees will get themselves to the reception centre / emergency shelter, but others will require transportation assistance. In most cases, it will be the responsibility of the EOC to arrange for transportation services from the evacuation area to the reception centres/emergency shelters. This role is usually the responsibility of the Logistics Section.

First responders will identify those requiring transportation out of the evacuation area. The Incident Commander will identify assembly areas that will be communicated to the public with the assistance of the EIO(s).

The following criteria should be considered when identifying an assembly area.

- Within short walking distance of the area being evacuated,
- Accessible to the seniors and people with disabilities,
- Widely known to the community and easy to describe,
- Allows access to appropriate evacuation routes,
- Sufficient for response and transportation vehicles.

13.7 Reception Centres

A reception centre is a location identified for registration of affected persons. A reception centre may provide the services outlined in Section 13.3. on a temporary basis. Warming and Cooling Centres operated by Municipalities and their staff during non-declared emergencies are considered reception centres.

13.8 Emergency Social Services Management

Once a decision has been made to evacuate an area, the EOC should be notified to ensure the provision of emergency social services. In order to fulfill the roles and responsibilities as outlined in Section 13.3, Social Services Administrator of this Plan may implement the Memorandum of Understanding (MOU) with the Red Cross.

Other agencies such as Victim Services, Salvation Army, St. John Ambulance, Humane Society and Amateur Radio Emergency Services may also be asked to provide assistance with the operation of emergency shelters.

Through the MOU, the Red Cross has evaluated a number of facilities throughout the County as potential Reception/Emergency Centres. Each municipality has at least one identified possible emergency centre. The current list of sites is as follows:

Township of Centre Wellington

- Centre Wellington Community Sports Complex is accessible and has its own power source.
- Elora District Community Centre.

Town of Erin

- Centre 2000 Erin Community Centre and Arena and Erin District High School is accessible.
- Hillsburgh Community Centre has a secondary power source.

Township of Guelph/Eramosa

- Marden Field House is accessible
- Rockmosa Community Centre has a secondary power source.
- Marden Community Centre is accessible

Township of Mapleton

-Peel Maryborough Drayton Community Centre is accessible and has a secondary power source .

Town of Minto

-Clifford Community Centre and Arena.
-Harriston Arena and Community Centre.
-Minto Clifford Public School has a secondary power source.
-Palmerston and District Community Centre.

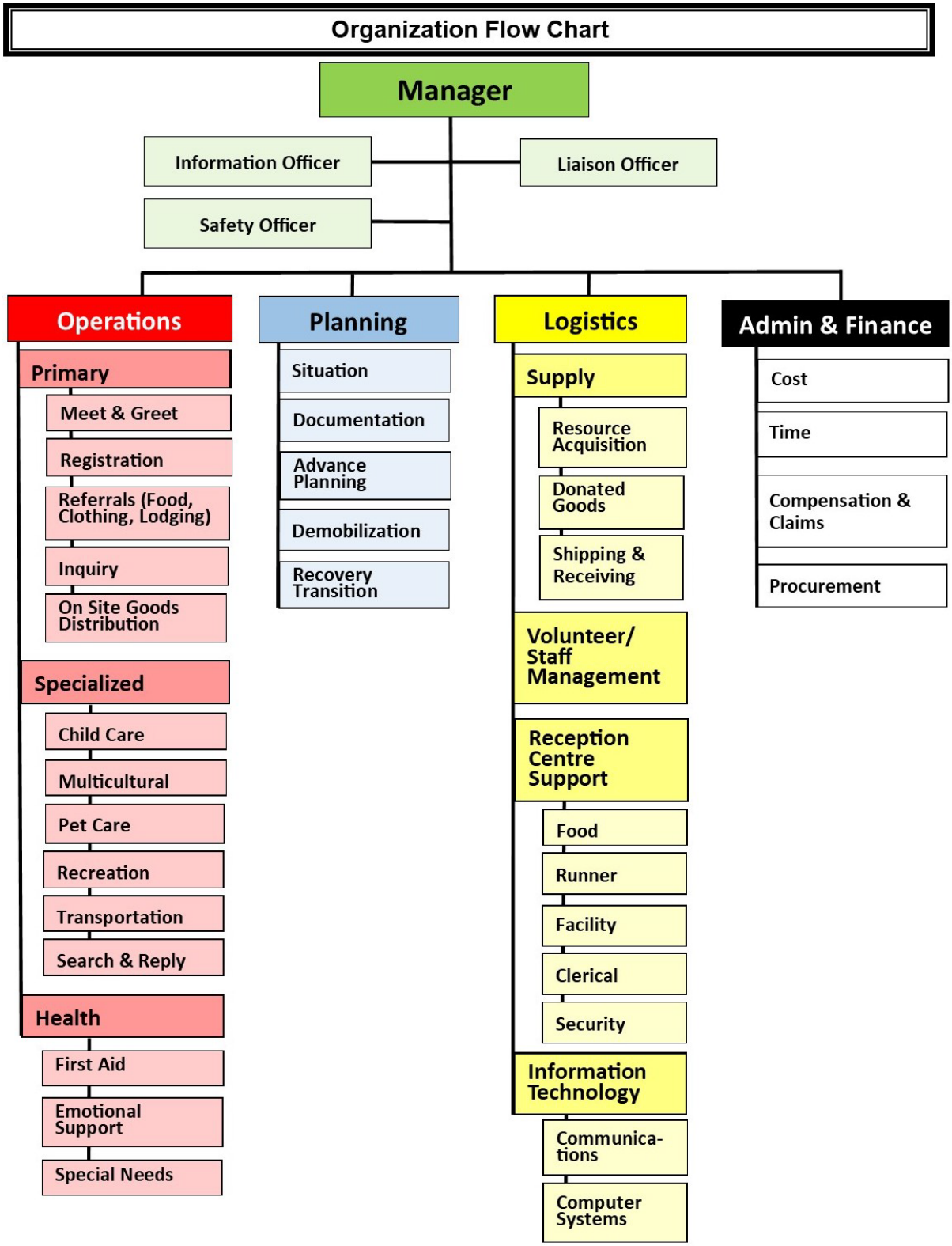
Township of Puslinch

-Puslinch Community Centre has a secondary power source.

Township of Wellington North

-Arthur and Area Community Centre is accessible.
-Mount Forest Sports Complex is accessible and has a secondary power source.

The Emergency Shelter will use the Incident Management System. The following is a sample IMS chart for Emergency Shelter Management.



13.8.1 Emergency Social Services Operations Section Responsibilities

i) Reception and Information.

Upon arrival of evacuees, meet and provide a welcoming presence. Supervise queuing if needed, and /or seated waiting area. Assist those with special needs. Perform an initial triage screening (first aid, childcare, and pet care). Arrange for security for the site to ensure the safety and privacy of those on site. Provide information on the functions of the reception centre and the location of specific services and escort them there if immediate need. Offer snack foods and beverages.

ii) Registration and Inquiry

Red Cross staff will take the lead in this function. With the assistance of the Municipalities centre staff, Red Cross staff will establish workspace, adequate staffing, supply of forms and documentation, signage, phones or other equipment. Notify Logistics of any resource requirements. The Logistics Section should register any non-Red Cross volunteers.

iii) Food

Emergency Social Services staff with direction from the Social Services Administrator will arrange for appropriate meals to accommodate the shelter residents. This may include designated seating locations within the shelter, staffing, catering, equipment and supplies. Ensure WDG Public Health food handling guidelines are followed, and sanitation standards are maintained.

iv) Clothing

Red Cross can assist this service through the MOU.

v) Lodging (ESS 4)

Where circumstances necessitate provision of overnight shelter, the EOC may consider several options to assist evacuees with accommodation depending upon their needs and vulnerabilities. Possible options include outsourcing to arranging for transportation to family or friends, hotels/motels, Bed and Breakfast, or set up and operate reception centre of emergency shelter.

vi) Other Special Services (ESS 5)

These may involve a variety of other support agencies under the guidance of Social Services.

- **Health** – arrange for provision of medications, equipment and health care supplies. Assist pregnant women, nursing mothers, special–needs children, and the elderly and dependent adults as needed.
- **On site First Aid** – St John Ambulance may take the lead in this area, providing basic first aid to evacuees and centre personnel. Direct patients to a clinic or hospital if required. Monitor supplies, record all treatments, and attend meetings.

- **Emotional Support** - Arrange for professionals to provide services to evacuees and workers.
- **Child Care** – A designated childcare area may be established to provide care for children while their parent or guardian is accessing other services within the centre. Provide care for unattended children; help register them and facilitate family reunification. Offer support and comfort, and age appropriate activities and snacks, nutritional meals, and rest periods. May be overseen by staff from Wellington County Early Years Programme.
- **Transportation** – The objective of transportation is to get people out of the emergency to evacuation centres safely. Usually the EOC will work with Site Incident Command to ensure this function is completed. The EOC with the assistance of the Shelter, considers the need to arrange transportation for access to appointments, etc.
- **Multicultural** – Social services will arrange for support staff to assist with all services and provide information regarding foods, specific clothing or sleeping arrangements.
- **Pets** – Only certified assistance animals are permitted in emergency shelters. The County has a separate pet care response plan that may be implemented by the EOC and Shelter Management staff. Some hotels may accommodate pets, especially in a disaster situation. Coordinate referrals to Humane Society, private kennels, local veterinarians.
- **Security** – Municipal EOC may need to arrange for appropriate security for the emergency shelter.

13.8.2 Host Community Evacuations

The Ministry of Emergency Preparedness and Response (MEPR) through an agreement with Indigenous and Northern Affairs, is responsible for emergency preparedness and response services to Indigenous communities in Ontario. As part of the agreement and when necessary, The Ministry of EPRP provides personnel to support Indigenous communities' response activities. In some instances, municipalities may be asked to provide assistance to these provincial response activities, including sheltering evacuees.

Municipalities who agree to accept evacuees are referred to as Host Communities. They are responsible for managing appropriate accommodations and ensuring the five essential social services are maintained for the evacuees.

In Wellington, member municipalities may be asked to act as a host community, particularly during the annual flood and forest fire season in Northern Ontario. The decision to act as a host community is that of a Member Municipal Council. Member Municipalities are encouraged to consult with the County of Wellington for support and resources when acting as a Host Community.

14 VOLUNTEERS

Volunteers, organized or un-organized, are valuable resources that can provide response expertise and/or additional personnel to assist Municipalities with an emergency response.

14.1 Types of Volunteers

- Non-governmental agency/volunteer organizations,
- Red Cross,
- Victim Services,
- Salvation Army,
- St. John Ambulance,
- Mennonite Disaster Services,
- NGO Alliance,
- ARES,
- Private Individuals,
- Companies/Corporations/Local Businesses,
- Community Service Groups/Clubs/Organizations.

In most emergencies, the municipality will call upon the services of trained personnel and organized community service groups, clubs, and organizations, or non-governmental volunteer organizations with expertise and training to assist with a specific response need. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts or those requested by the Municipality to assist, will be considered volunteers for the purposes of this plan.

14.2 Workplace Safety and Insurance (WSIB) Act

This Act has limited provisions for the coverage of volunteers; those considered Emergency workers (those unaffiliated individuals and organizations assisting a municipality) identified in the WSIB Act during a declared emergency. WSIB coverage for emergency workers is limited to the period of a declared emergency. A municipality should consult with their legal Counsel on the WSIB Act prior to requesting the assistance of unaffiliated volunteers in an emergency response.

14.3 Registration

When a Municipality chooses to use volunteers, particularly unaffiliated volunteers, they should ensure they are registered to assist in the emergency response and/or recovery operations.

All emergency volunteers will register with the Municipality, unless the volunteer is associated with a community service group/club/organization or non-governmental agency in which case they will register with their parent organization who will keep appropriate documentation. Requesting the services of these groups will be a decision of Incident Command and/or the EOC Director. Section Chiefs and/or supervisors may be delegated authority to mobilize and work with such groups and the CEMC, as the Liaison Officer, may be involved with such requests.

Private individuals and/or private companies volunteering their time, services and resources to assist the municipality shall register with the municipality. Volunteers will complete a registration form. The municipality will then assess the application and contact the individual as to the type, duration and location of the work involved. In some cases, the volunteer skills may not be required for the particular emergency and the municipality will advise them and thank them for their time and interest. Application forms will be kept on file for the duration of the emergency in the event that the situation changes.

Should the need arise to register volunteers, a volunteer registration centre set will be set up by the Logistics Section, and, if possible, staffed by human resources personnel or administrative staff of the municipality. The centre will be used as the main point of contact for volunteers to report to upon registering with the municipality and to receive daily updates.

14.4 Supervision and Training

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. Volunteers' skills/training should be matched with an appropriate response effort. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Unaffiliated volunteers will be trained and supervised by the municipal department or agency to which they have been assigned. The department most applicable to the resources and services being provided will manage resources and/or services donated by companies and corporations.

14.5 Identification

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of the services. Volunteers registered directly with a particular organization will have their own identification, which will be used and coordinated through their own agency. The volunteer organization will provide appropriate information to the Municipality as to the type of identification used. The municipality will identify specific volunteer checkpoints in consultation with the Incident Command.

14.6 Food/ Water/ Accommodation/ Transportation Procedures for Volunteers

Food/Water Depots may be set up during an emergency to provide food and water to those assisting with the response efforts. The set up and operation of these is the responsibility of the EOC. Food and Water Depots set up at the emergency site for the benefit of site personnel is the responsibility of Incident Command who may request the EOC for assistance.

These depots will be set up with the assistance of the volunteer organizations in this area and in consultation with Wellington-Dufferin-Guelph Public Health. The locations will be determined at the time of the incident.

In the event that accommodations and transportation are required for individual volunteers, the municipality will arrange for these. If the volunteers are associated with a particular organization, that organization will work with the municipality to arrange for appropriate accommodations and transportation of volunteers, if required.

15 PROTECTION AND CARE OF ANIMALS

Wellington County consists mainly of rural communities where there is an abundance of agricultural and livestock farms. Any emergency that affects humans may affect their animals whether they are raised for food production, kept as companions, service animals or for other purposes. The protection and care of animals is an important consideration in emergency response. The County and Member Municipalities consult with organizations such as the Ontario SPCA, Ontario Livestock and Poultry Council and Ontario Ministry of Agriculture and Food, the provincial lead on farm animal disease and farm emergencies, when planning for an emergency response involving animals.

Emergency Management maintains a list of animal welfare experts operating within the County of Wellington, a list of Veterinary Services, and Boarding and Kennel operations.

Depending upon the emergency, Incident Command or the EOC Director may call upon these organizations and services for assistance during simple or complex emergencies. Some Animal Welfare Organizations offer training workshops to First Responders to be better prepared to respond to emergencies that may include animal welfare needs.

In addition, during emergencies the following Provincial Ministries can be contacted for advice on animal welfare considerations when animals are affected, however local resources should be the first point of contact.

- The Ministry of the Solicitor General (SOLGEN) has the responsibility for enforcing the Provincial Animal Welfare Services Act.
- The Ministry of Natural Resources and Forestry (MNRF) for issues pertaining to wildlife.

16 REQUESTS FOR ASSISTANCE

During complex emergencies, Municipalities may require additional resource capacity and capability to manage the emergency response. County, neighbouring municipal jurisdictions, Provincial Ministries and other organizations may be able to provide the capacity and capabilities needed for the response. Requests for assistance may be made through any of the following organizations.

16.1 Requests to the County of Wellington

Requests for assistance for specific services, personnel or equipment from County departments such as Social Services, Engineering Services, Planning Department, etc. may be made as follows:

- Any member of the municipal MECG may contact the applicable County department directly.
- By implementing Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act. The County of Wellington and member municipalities and the City of Guelph have entered into a mutual assistance agreement. Any municipality, which is party to the agreement, may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made in consultation with the Municipal Emergency MECG. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Wellington County Mutual Aid Fire Agreement.
- The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- Request the establishment of a Joint Emergency MECG as set out in Section 9.2.

16.2 Requests to Surrounding Municipalities

Implement Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 16.1.

16.3 Requests to the Province

Upon notification by the municipality that a municipal emergency has occurred, the Province may deploy a Field Officer from the Ministry of Emergency Preparedness and Response (MEPR). They will attend a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Emergency Operations Centre (PEOC). The Field Officer will be the liaison between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by the MEPR the following identifies some provincial ministries, federal department/agencies, and the assistance they may be able to provide to local municipalities. Assistance provided may include but is not necessarily limited to the following:

- Ministry of Agriculture, Food and Agribusiness in the event of a Foreign Animal Disease Emergency of livestock related needs, food contamination, and pest infestation. Working with the Canadian Food Inspection Agency (CFIA), these two agencies will often respond as the Lead agencies to these types of emergencies.
- Ministry of the Environment, Conservation and Parks with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- Ministry of Health with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by WDG Public Health as set out in their specific roles and responsibilities as identified in this plan. In cases where health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested through the Ministry of Health Emergency Management Branch by Public Health

  The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:
  - Patient isolation in the case of an infectious diseases outbreak;
  - Medical support and decontamination in the case of a chemical, biological or radiological incident; and
  - Case management and triage of patients in a mass casualties' situation.
- Ministry of Municipal Affairs and Housing for financial assistance as administered through the Municipal Disaster Recovery Assistance Programme when coordination of extraordinary municipal expenditures is required.
- Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- Ministry of Transportation can provide assistance with emergencies on provincial highways.
- The County Fire Coordinator must make a request for Heavy Urban Search and Rescue (HUSAR) teams to the Province.

16.4 Federal Assistance

Federal assistance may be required in certain emergencies. In many cases, the request for assistance should be made by contacting the PEOC. The following identifies situations where federal assistance is available if requested.

i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance. They work in consultation with the Ministry of Agriculture and Food and Rural Affairs.
ii) CANUTEC may provide assistance to local municipalities with hazardous materials release emergencies, which may include appropriate setback for evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the MECG may contact them.
iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
iv) Environment and Climate Change Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornadoes.
v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
vi) The County Fire Coordinator must make a request for assistance for Hazardous Materials Expertise to the Province.

16.5 211 Assistance

211 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's information and referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions, etc.). 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 provider's welcome opportunities to participate in municipal emergency exercises and training. 211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca.

16.5.1 Notification and Communication Protocols

i) Municipality

- Prior to an emergency event which may be declared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211-contact centre in your region.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

ii) 211 (service in Ontario)

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when, etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is able to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC, or designated person.
- Prepare an After Action Report and submit it to the municipality.

17 DEBRIS MANAGEMENT PLAN

17.1 Background

Debris management is the systematic approach to the collective planning for, and operations of the demolition, clearance, removal, transport, temporary storage, segregation, reduction, and ultimately, disposal of debris whether generated by natural disaster or other emergency such as fire, Foreign Animal Disease outbreak, significant snowfall events, etc. Debris Management focuses on both the short-and long-term clearance and removal of debris.

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles and personal property.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, its magnitude, duration, and intensity, and this impacts the type of collection and disposal methods to be used. Forty to fifty percent of emergency costs could be Debris management costs.

Debris management in Wellington County is based upon the County of Wellington's Solid Waste Services Division approach for garbage collection, recycling and organic waste collection as prescribed by Section 14 of the Environmental Protection Act (EPA) regarding;

- Waste Regulations
- Waste Policies and Guidelines
- MECP waivers and emergency permits

17.2 Purpose

The purpose of debris management is to:

- Facilitate and coordinate the removal, collection and disposal of debris following a disaster, typically a natural disaster,
- Mitigate against any potential threat to health, safety, and welfare of Wellington County residents and business,
- Expedite recovery efforts, and
- Address any threat of significant damage to improve public or private property.

17.3 Disaster Debris Definition

The accumulation of large volumes of debris/waste requiring management – collection and disposal – after a natural disaster or community emergency. Ice storms, tornadoes, wind events, significant rainfall events and flooding, significant snowfall events, power outages, foreign animal disease events, fires, transportation incidents can all result in the accumulation of large volumes of debris/waste.

17.4 Organization and Concept of Operations

Wellington County Engineering Services – Solid Waste Services Division - provides oversight and advice to the County and Member Municipalities for debris removal after a disaster or significant event. Wellington County Solid Waste Services will work with support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster.

Because of the limited quantity of resources and service commitments following a disaster, homeowners, residents, business and municipalities may have to rely on private contractors to remove, collect, and manage their debris removal. Many insurance policies provide coverage for debris removal including tipping fees.

Items for consideration that can/will affect debris management operations include:

- Landfill capacity including maximum daily tonnage permitted under the Environmental Compliance Approval (ECA),
- Managing large volumes of debris/waste including the resources to accept, sort, stage and divert debris,
- Consideration for temporary staging and drop off areas outside of permitted sites and the ability to set up, manage and operate such temporary sites,
- Contracts and Agreements that may be in place including agreement with Ministry of the Environment, Conservation and Parks (MECP) to operate a waste management programme,
- The management of dead stock including considerations under legislation, OMAFRA best practices and dead stock transportation and rendering,
- Handling of Hazardous materials.

17.5 Debris Classification

To facilitate the debris management process, debris is segregated by type. The classifications of debris are as follows:

i) **Normal Household Waste** includes all bagged normal household debris, will be picked up with your normal garbage curbside collection schedule.

ii) **Vegetative Debris** includes trees, branches, limbs and other vegetative debris accumulated because of the disaster impact. It does not include normal yard waste. Typically, wood debris is not subject to the EPA regulations. However, should a municipality be situated within an area known to contain an infected species such as the “Emerald Ash Borer”, wood debris must be managed within the contained area.

iii) **Construction/Demolition** debris includes building materials, carpet, drywall, furniture, lumber, mattresses, plumbing fixtures and piping.

iv) **Household hazardous waste** includes household cleaning supplies, batteries, lawn chemicals, oils, oil-based paints and stains, pesticides, etc. Hazardous waste from construction/demolition debris may include things such as asbestos.

v) '**White' goods** (e.g., household appliances) includes air conditioners, dishwashers, freezers, refrigerators, stoves, washers, dryers, dishwashers, water heaters, etc.

vi) **Electronics** includes computers, radios, stereos, televisions and other corded and battery-operated devices.

vii) **Other** includes any small equipment such as push lawnmowers.

viii) **Soil/Mud/Sand** debris including sandbags or sand from sandbags. Sandbags and other debris covered with soil/mud could be contaminated. Special collection and landfill management policies will be required for this type of debris.

ix) **Vehicles** – Damaged vehicles are not accepted a s part of the County's solid waste management programmes and are not accepted at County waste facilities as part of the debris recovery process following a community emergency/disaster. There are charitable organizations, auto wreckers, tow operators that will accept and dispose of vehicles. Information on such organizations is available in the Contact and Resource Guide.

x) **Livestock** – Farmers should have plans in place to handle animal carcasses following fire, natural disaster or Foreign Animal Disease. The County's Landfill cannot accept dead stock material. The farm community should consult with the Ontario Ministry of Agriculture, Food and Rural Affairs, and Dead Stock contractors for appropriate disposal of dead carcasses.

17.6 Solid Waste Facilities

The County operates one active landfill site, Riverstown, and five transfer stations. The Transfer sites include Aberfoyle, Belwood, Elora, Harriston and Rothsay. A transfer station may take almost any material that the landfill will take, but in smaller quantities. Waste containing asbestos can only be disposed of at the Riverstown landfill with advance notice provided. During emergencies, the County of Wellington in consultation with Solid Waste Services, may close public access or extend hours of access depending on the requirements of the ECA and the County's Disposal By-law.

17.7 Environmental Compliance Approvals

Waste facilities operate under ECA, MECP regulations and the County's Disposal By-law. The ECA details legal, operational and administrative obligations that facility owners must comply with in daily operations. The County must operate within the requirements or request changes from MECP. In planning for debris management, it is important to be aware of the approvals and the timing required for changes to approvals. Debris management considerations should be planned for and approved prior to an emergency. The County of Wellington Solid Waste Services will work with Member Municipalities to plan appropriately for local debris management needs.

17.8 County of Wellington By-law requirements

Council for the County of Wellington have passed By-laws for waste disposal, to establish tipping fees and curbside collection. Information on these By-laws is available on the Solid Waste Services website. Solid Waste Services will issue receipts for debris collected at the Riverstown Landfill and/or Transfer Stations for Insurance purposes. All household debris collected at the curb must be enclosed in user pay bags available from retailers throughout Wellington County and available online through the County's website.

17.9 Staging Areas and Drop off Locations

Temporary Debris Sites, with the exception of vegetative debris, cannot be established during an emergency or recovery from an emergency without approval from the MECP. The EPA typically requires Environmental Assessments and an ECA for any disposal site.

Temporary disposal locations must be supervised, and access, noise and odour concerns need to be considered. Emergency Management and Solid Waste Services will work with Member Municipalities prior to emergencies to identify and pre-designate potential debris staging and drop off sites for the type and quantity of debris anticipated following a significant emergency event.

Municipalities may set up small depots to collect vegetative debris including tree and yard debris following a natural disaster. These sites may only collect up to 200 cubic metres of debris material and the materials must be cleared within 30 days. Municipalities situated in areas where invasive species have been identified must collect and manage vegetative debris within the identified area. Transportation of vegetative debris outside of the identified area is not permitted.

17.10 Handling of Hazardous Debris

Specified quantities of household hazardous wastes as set out in the County's ECA are accepted at the Elora, Belwood, Harriston, Aberfoyle and Riverstown waste facilities and through the Mobile Household Hazardous Depot. These include oil, oil filters, Glycol, vehicle batteries, dry cell batteries, propane tanks and cylinders, aerosol cans and a much greater amount of materials at the Mobile Household Hazardous Waste Depot.

A Member Municipality may request the Mobile Household Hazardous Waste unit for homeowners and business to access during a disaster event. The Mobile Depot has a list of approved locations throughout the County where it can be placed. If the Depot is to be moved to a location outside of its annual schedule, notification needs to be given to the MECP and local Fire Department.

17.11 Debris Management Actions

Debris management is separated into four stages:

i) Normal Operations,
ii) Increased Readiness,
iii) Response, and
iv) Recovery

17.11.1 Normal Operations

- Wellington County Solid Waste Services develops policies, procedures and establishes waste collection and processing contracts that may include the collection and disposal of debris from emergencies.
- The County has implemented mutual assistance agreements with Member Municipalities and surrounding Counties that may be implemented during emergencies.
- Solid Waste Services will consult with MECP and other appropriate regulatory agencies regarding regulatory issues and potential emergency response needs.
- Establish debris assessment process to define scope of problem.
- Develop messaging with EIO regarding the debris collection process, times, establishment of temporary staging and drop off location, the debris accepted at sites, and any potential environmental and health risks associated with debris.

17.11.2 Increased Readiness

- Review and update plans, standard operating procedure, contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local agencies and contractors that have debris removal responsibilities ensuring the personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm’s way and stage in areas where they can be effectively mobilized.
- Review potential debris staging and drop off sites that may be used in the response and recovery phases in the context of the impeding threat.
- Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of a disaster.

17.11.3 Response

- Activate debris management plan and assess needs.
- Begin documenting costs with the assistance of the Administration and Finance Section. In the event of a natural disaster, some debris management costs may be eligible for funding under the Municipal Disaster Recovery Assistance Programme. More information on the Programme is available in the Financial Considerations Section of this Plan.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Set up previously identified and approved debris staging and drop off sites.
- Address legal, environmental, and health issues relating to the debris removal process.
- With the assistance of the EIO, provide messaging to the public regarding environmental and health risk, collection expectations and timing. Any messaging approved by the EIO and Solid Waste Services may be re-circulated by Member Municipal EIOs.

17.11.4 Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal, work with Member Municipalities to close any debris staging or drop off locations and restore the sites as required.
- Complete a review of the response and recovery efforts and identify what went well and where there’s areas for improvement.

18 SERVICE CONTINUITY PLANS AND PROGRAMMES

A major function of a Municipal EOC is to maintain and/or determine the Municipal services and functions that need to be maintained and/or restored, as well as the period for restoring services. Under the Act, Municipalities are not required to develop a Service Continuity Plan but having such plans in place will assist the Municipality and its Departments to;

i) Identify critical services and functions and ensure their delivery regardless of the emergency,
ii) Assess the priority of the systems, infrastructure, assets and resources used to provide critical services and functions,
iii) To reduce the impact of an emergency on a municipality's service, functions and personnel,
iv) Establish priorities and develop a strategy to ensure appropriate recovery systems are in place to resume services and functions in a timely manner,
v) Establish a communication strategy,
vi) Establish an Information Technology Plan and strategy for continuation of service delivery and resumption,
vii) To evaluate incidents and prevent or mitigate effects of hazard/risk on a service, function or operations.

Municipalities are encouraged to develop Service Continuity Plans and implement a Service Continuity Programme.

In 2009, the County of Wellington undertook a service priority exercise. In 2014, the County began a programme to develop Service Continuity Plans for all Departments, to maintain the plans, to train staff on the plans, and to test these plans on a regular basis. The County has a Service Continuity Committee responsible for overseeing the County's Service Continuity programme and making recommendations for improvements to the programme.

19 RECOVERY PLAN

This plan assigns responsibilities and outlines activities, which may be required to bring the County and/or member municipalities back to their pre-emergency state. It will be activated (in whole or in part) at the direction of Council in consultation with the MECG.

A Recovery Committee should be established to oversee the recovery process, which may take days to several years depending on the scale of the emergency.

The process of recovery from an emergency or disaster can be defined as actions to improve the stability of critical infrastructure and community assets, as well as improve the wellbeing, independence, and dignity of affected people and their assets.

A recovery plan should identify short, medium and long-term recovery actions.

19.1 Recovery Committee

In the early stages of the recovery process, the Municipal Emergency MECG may function as the Recovery Committee. Later, once the emergency has been terminated, a Recovery Committee could be established.

If the Municipality chooses to appoint a Recovery Committee, the following positions and/or agencies may be appointed to the Committee. Membership of the Committee will vary depending on the nature and scale of the emergency but may include the following:

- Representative of Council
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Municipal Treasurer
- Senior Staff from Departments impacted by the emergency
- Wellington-Dufferin-Guelph Public Health
- Chief Building Official
- Communications staff/EIO
- Representative from Wellington County Social Services
- Economic Development
- Planning representative
- Other agencies or organizations that the Committee requires specific expertise.

The Recovery Committee may establish sub-Committees to oversee specific recovery activities such as funding applications, infrastructure repairs/replacements, building assessments and redevelopment, long-term health, safety and welfare needs of the of residents impacted by the emergency.

19.2 Recovery Committee Responsibilities

The following is a list of items for Municipalities to consider during the recovery of any emergency. While the Recovery Committee should oversee these responsibilities, they may be assigned to sub-committees during recovery.

i) Ensure that the public is kept informed of the status and activities of the recovery process. It is important that during recovery, accurate and up-to-date information be provided regularly to residents.
ii) Provide recommendations to Council concerning expenditure of funds, new by-laws, changes to existing by-laws and other matters as they may require Council approval.
iii) Ensure service continuity to areas of the Municipality not affected by the emergency.
iv) Ensure the continued provision of Emergency Social Services as long as needed.
v) Engage Wellington County Social Services to assist those that may require long-term housing needs, social assistance, etc.
vi) Liaise with 211 to request their assistance with tracking residents' request for assistance.
vii) Coordinate the storage and distribution of donated materials.
viii) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
ix) Determine and document the extent of the damage to Municipal and private buildings and damage to Municipal infrastructure.
x) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
xi) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
xii) Consider procedures/policies to expedite the establishment of new buildings/structures or repairs to damaged buildings/structures.
xiii) Ensure the safety of workers in the damaged area, including volunteers.
xiv) Continue to work with utilities (hydro, gas, and phone) to have services restored in a timely manner.
xv) Maintain accurate records of all emergency-related expenditures.
xvi) Investigate opportunities for provincial funding for Municipal expenditures.
xvii) Analyze the impact of the emergency on the municipal budget.
xviii) Prepare insurance claims on behalf of the municipality.
xix) Ensure that detailed financial records are maintained.
xx) Prepare a final report including recommendations.

19.3 Reporting

The Recovery Committee should establish a regular meeting schedule and a reporting schedule to Council to provide updates on the recovery process, to report on financial considerations, and any long-term budget implications.

20 PLAN ADMINISTRATION, MAINTENANCE AND REVIEW

20.1 Internal Procedure and Training

Each service or agency involved or identified in the Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

Under the Act, all municipalities are responsible for conducting emergency management training programmes to ensure the readiness of employees of the municipality and other persons to act under their municipal emergency response plan.

Members of the Municipal Emergency MECG shall complete annual training as prescribed.

20.2 Annual Review

At a minimum, this plan will be reviewed annually by the CEMC in consultation with the Municipal Emergency Management Programme Committees. The Committees will test portions of the Plan each year using appropriate and planned emergency exercises. Following the exercises, After Action Reports will be completed by the CEMC and reviewed with the Committees for reporting to Council on recommended changes to the Plan, enhanced response capabilities and anticipated financial considerations.

The Emergency Management Programme Committees will give consideration to conducting a major review of this plan every five to ten years.

20.3 Amendments

Amendments to the Plan require Council approval. Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial statutes and additions of definitions and acronyms.

20.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergencies that may arise in a changing community. During the course of the implementation of this plan in an emergency, some flexibility is expected to ensure health, safety, and welfare of residents and businesses.

21 APPENDIX A – ACROYNMS AND DEFINITIONS

The following definitions come from various sources including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, Office of the Fire Marshall and Emergency Management, and the National Fire Protection Association.

ARES – Amateur Radio Emergency Services

AAR – After Action Report

BIA – Business Impact Analysis

CANUTEC – Canadian Transport Emergency Centre

CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of them

CBRN E – Chemical Biological, Radiological, Nuclear and Explosive

CACC – Central Ambulance Communication Centre

CCAC – Community Care Access Centre

CEMC – Community Emergency Management Coordinator

CI – Critical Infrastructure

DRAO – Disaster Relief Assistance for Ontarians

DWQMS – Drinking Water Quality Management Standards

ECA – Environmental Compliance Approval

EI – Emergency Information

EIC – Emergency Information Centre

EIO – Emergency Information Officer

EMAT – Emergency Medical Assistance Team

EMPC – Emergency Management Programme Committee

EOC – Emergency Operation Centre

ERP – Emergency Response Plan

FAD – Foreign Animal Disease

GWPS – Guelph Wellington Paramedic Services

HUSAR - Heavy Urban Search and Rescue

IAP – Incident Action Plan

ICP – Incident Command Post

IMS – Incident Management System

MECG – Municipal Emergency Control Group

MDRAP – Municipal Disaster Relief Assistance Program

MTO – Ministry of Transportation

NGO – Non-Government Organization

PAD – Priority Access Dialing

PEOC – Provincial Emergency Operation Centre

PIMS – Provincial Incident Management System

SCBA – Self Contained Breathing Apparatus

WDG Public Health – Wellington Dufferin Guelph Public Health

Approved – Formally accepted by a position in authority such as a Minister, CAO, or Municipal Head of Council

Buffer Zone – In a planning context, this zone is intended to separate the public and other facilities from the consequence of an incident involving hazardous materials. This zone describes the allowable land uses around a hazardous facility.

Business Impact Analysis – A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if an organization was to experience a service disruption.

Community Emergency Management Coordinator – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.

Consequence – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Service Continuity Plan – A plan developed and maintained to direct a Department/ Organizations internal response to an emergency.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

Emergency – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to

life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Emergency Information – Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Management – Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Emergency Management Programme Committee – The emergency management programme committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Emergency Operations Centre – The EOC is a facility where the Municipal Emergency MECG assembles to manage an emergency.

Emergency Response Plan – A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identify persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Response Organization – Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency.

Emergency Site Manager/Incident Commander – Public sector official (usually fire, police, ambulance or Public Works/Infrastructure Services) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Emergency Response – Coordinated public and private response to an emergency.

Emergency Medical Service – Guelph-Wellington Paramedic Service is the emergency medical services provider for Wellington County and the City of Guelph.

Evacuation – The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency.

Evacuation Centre – A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

Evacuation Registration – A process to account for displaced persons. This process usually takes place at designated reception centres.

Evaluation – The process of assessing the effectiveness of an emergency management programme, plan and/or exercise etc.

Foreign Animal Disease – A subset of reportable diseases, which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE).

Hazard – A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

Hazard Identification – The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Head of Council – Includes the County Warden, the Mayors of the member municipalities, and their designated alternates.

Heavy Urban Search and Rescue Team – A multi-service, multi-skilled, and multi-functional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

Incident Management System – The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.

Municipal Emergency Control Group (MECG) – The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Municipality – Means the County of Wellington, the Township of Centre Wellington, the Town of Erin, the Township of Guelph/Eramosa, the Township of Mapleton, the Town of Minto, the Township of Puslinch and/or the Township of Wellington North.

Mutual Aid Agreements – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

Municipal Disaster Relief Assistance Programme – An emergency financial assistance programme administered by the Ministry of Municipal Affairs and Housing.

Ministry of Emergency Preparedness and Response – Is a Ministry of the Province of Ontario. They are responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Priority Access Dialing – A database system administered by Industry Canada and maintained by the CEMC. It is used to identify telephone landlines and some wireless lines that are considered essential for emergencies. Numbers are entered in the database which

protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic.

Private Sector – A business or industry not owned or managed by any level of government.

Public Sector – A particular element or component of government, i.e. police, fire and Public Works/Infrastructure Services, of a municipal, provincial or federal government.

Reception Centre – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Recovery – The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Response – The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

Response Organization – Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency e.g., industrial response teams, CERV, etc.

Risk – A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment – A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Shall – Indicates a mandatory requirement.

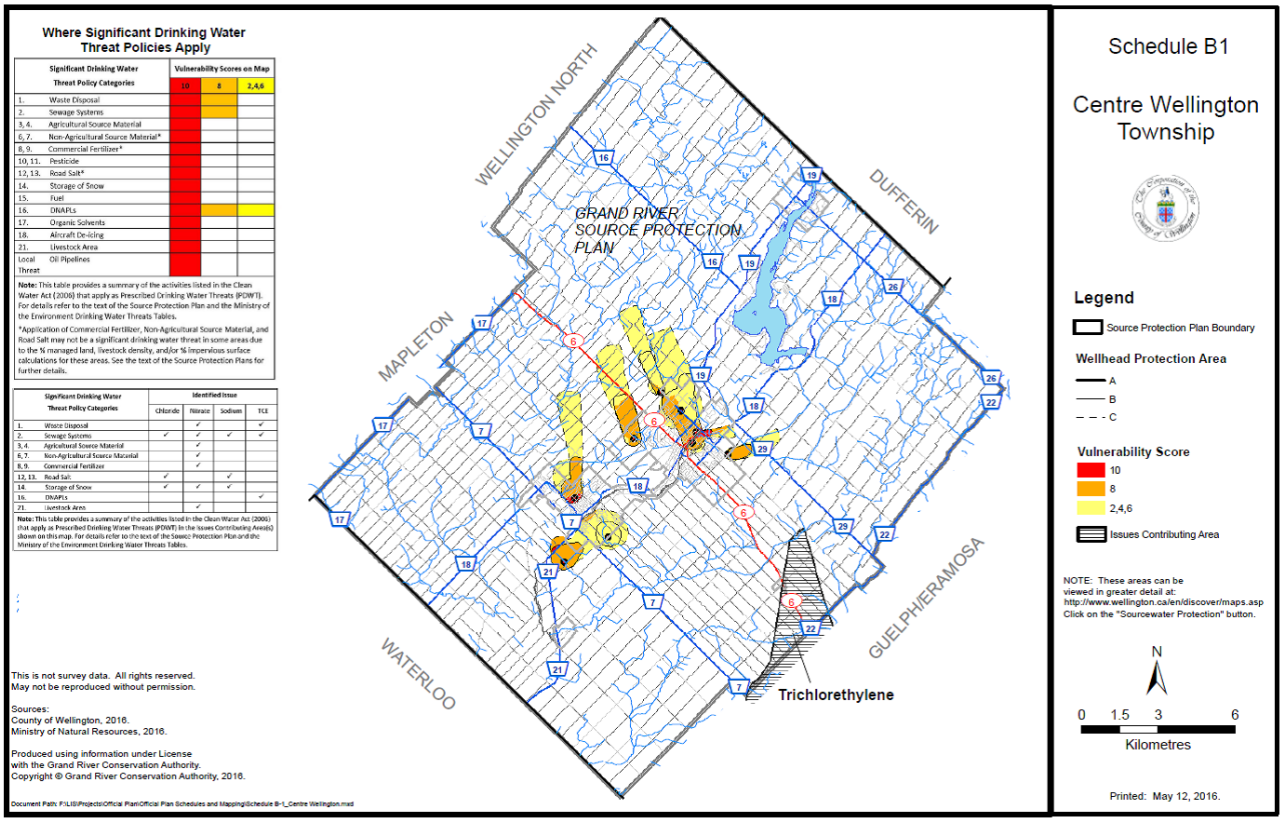
Should – Indicates a recommendation or that which is advised but not required.

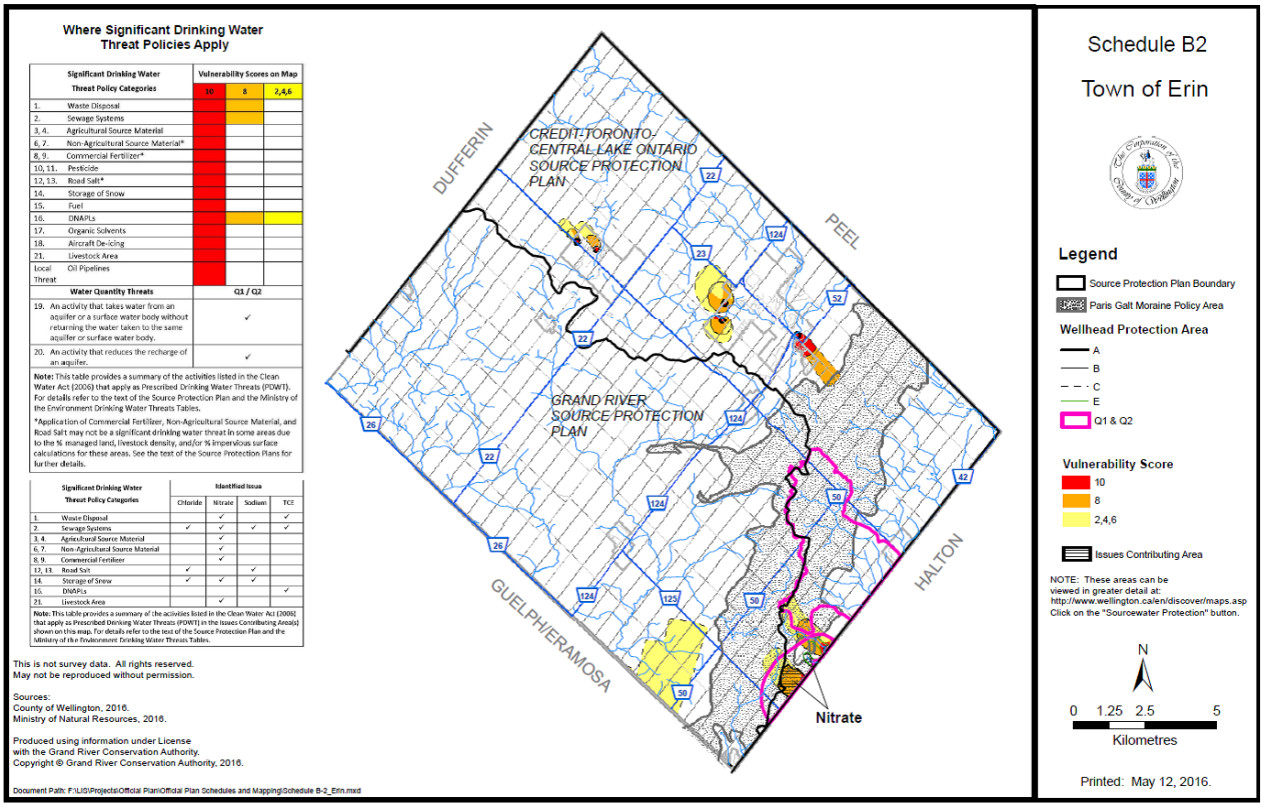
Telecommunications – Is the transmission and/or receipt of messages, for communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

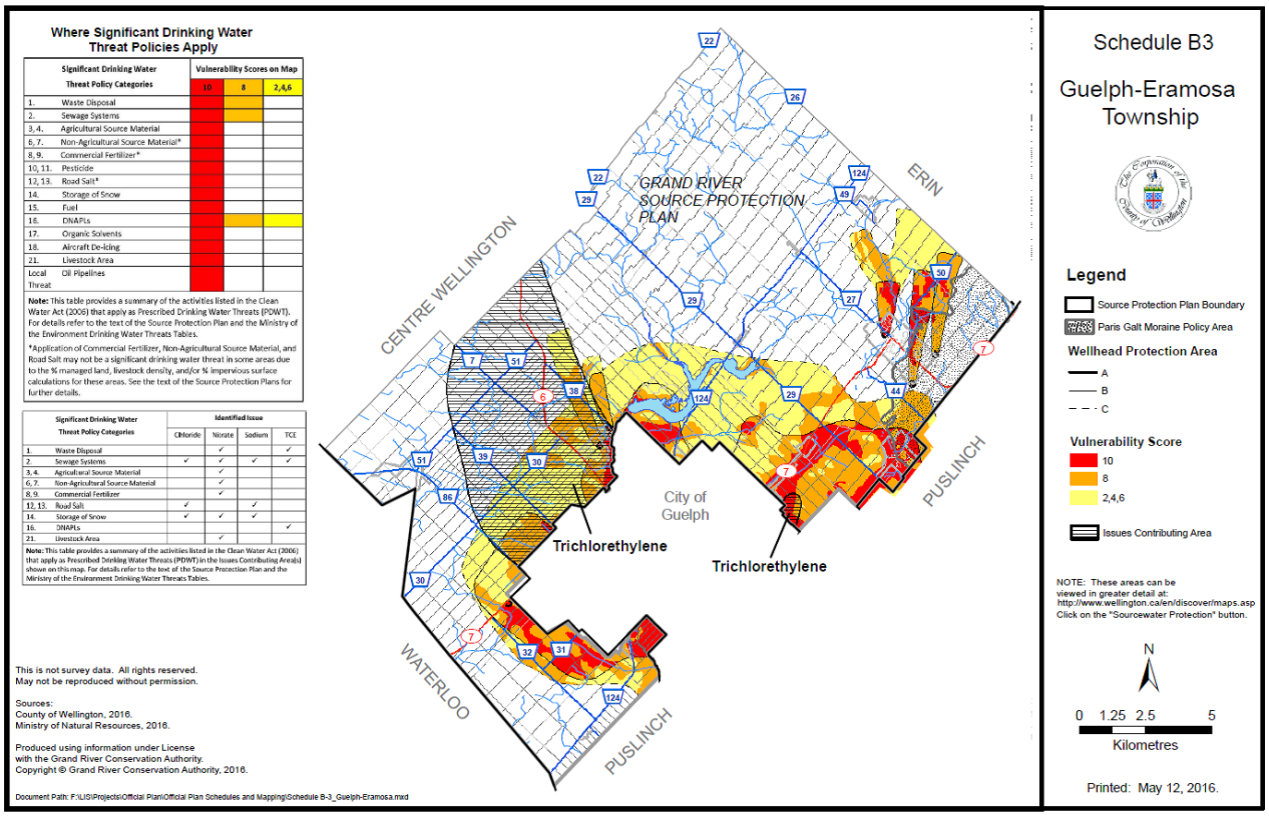
Threat – Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks.

Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

22 APPENDIX B – SCHEDULE B1-B7 DRINKING WATER VULNERABLE AREA MAP SCHEDULES BY MUNICIPALITY






Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material*
8, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-Icing
21. Livestock Area
Local Threat Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.
Significant Drinking Water Threat Policy Categories
Identified Issue
Chloride
Nitrate
Sodium
TCE
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material
8, 9. Commercial Fertilizer
12, 13. Road Salt
14. Storage of Snow
16. DNAPLs
21. Livestock Area
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) in the Issues Contributing Area(s) shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
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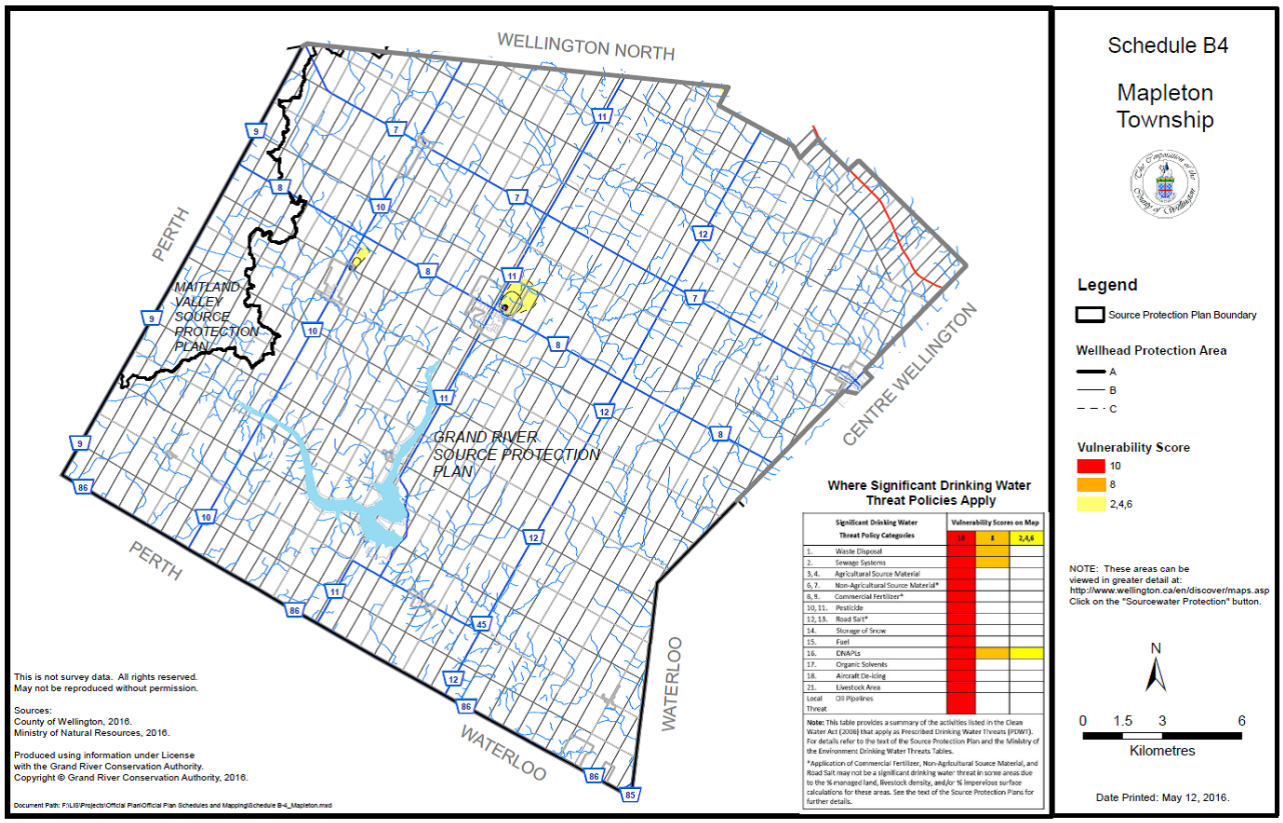
Document Path: F:\LIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule B-3_Guelph-Eramosa.mxd
GRAND RIVER SOURCE PROTECTION PLAN
CENTRE WELLINGTON
ERIN
PUSLINCH
WATERLOO
City of Guelph
Trichlorethylene
Trichlorethylene
Schedule B3
Guelph-Eramosa Township
Legend
Source Protection Plan Boundary
Paris Galt Moraine Policy Area
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
Issues Contributing Area
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.25 2.5 5
Kilometres
Printed: May 12, 2016.


WELLINGTON NORTH
PERTH
MAITLAND VALLEY SOURCE PROTECTION PLAN
GRAND RIVER SOURCE PROTECTION PLAN
CENTRE WELLINGTON
PERTH
WATERLOO
WATERLOO
Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material*
8, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-Icing
21. Livestock Area
Local Threat Oil Pipelines
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Schedule B4
Mapleton Township
Legend
Source Protection Plan Boundary
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
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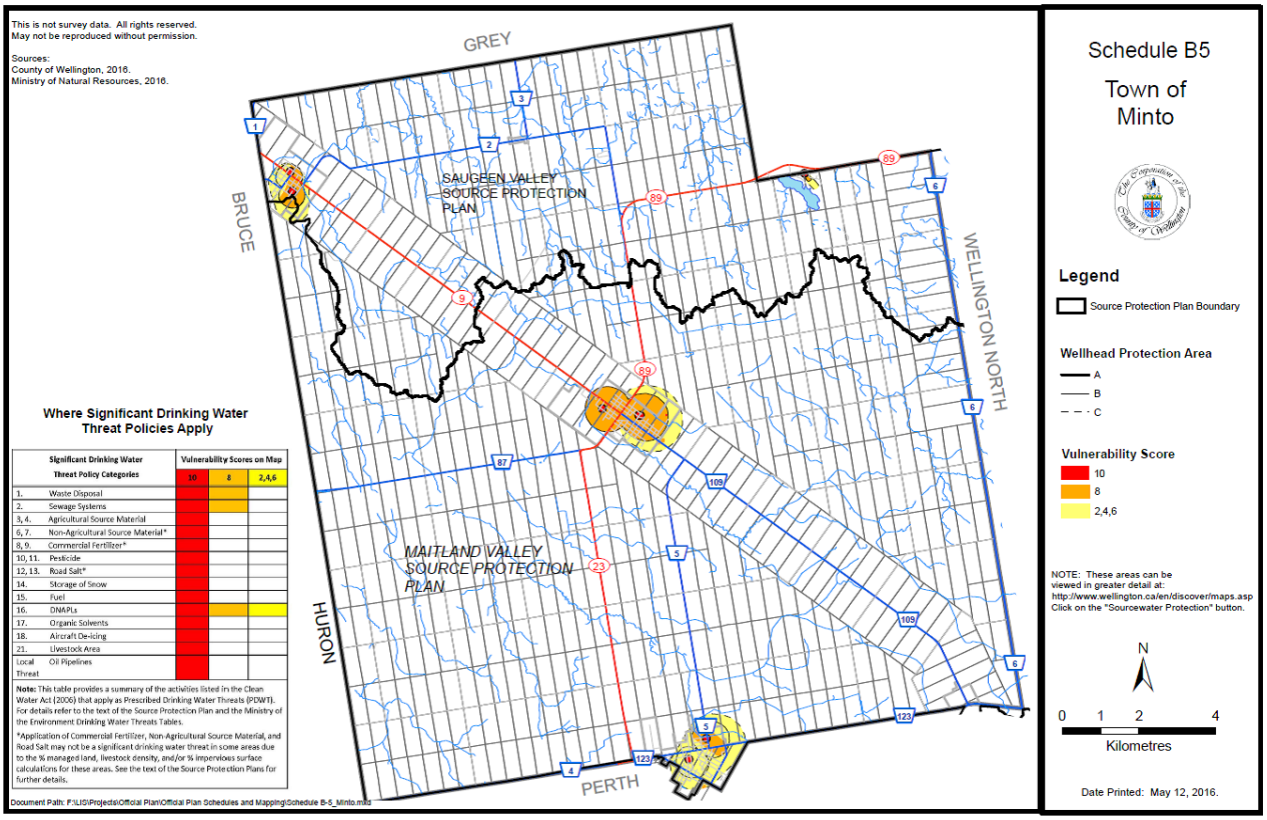
Kilometres
Date Printed: May 12, 2016.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Sources:
County of Wellington, 2016.
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GREY
BRUCE
WELLINGTON NORTH
HURON
PERTH
SAUGEEN VALLEY SOURCE PROTECTION PLAN
MAITLAND VALLEY SOURCE PROTECTION PLAN
Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
6, 7. Non-Agricultural Source Material*
8, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-icing
21. Livestock Area
Local Threat: Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
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Schedule B5
Town of Minto
Legend
Source Protection Plan Boundary
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
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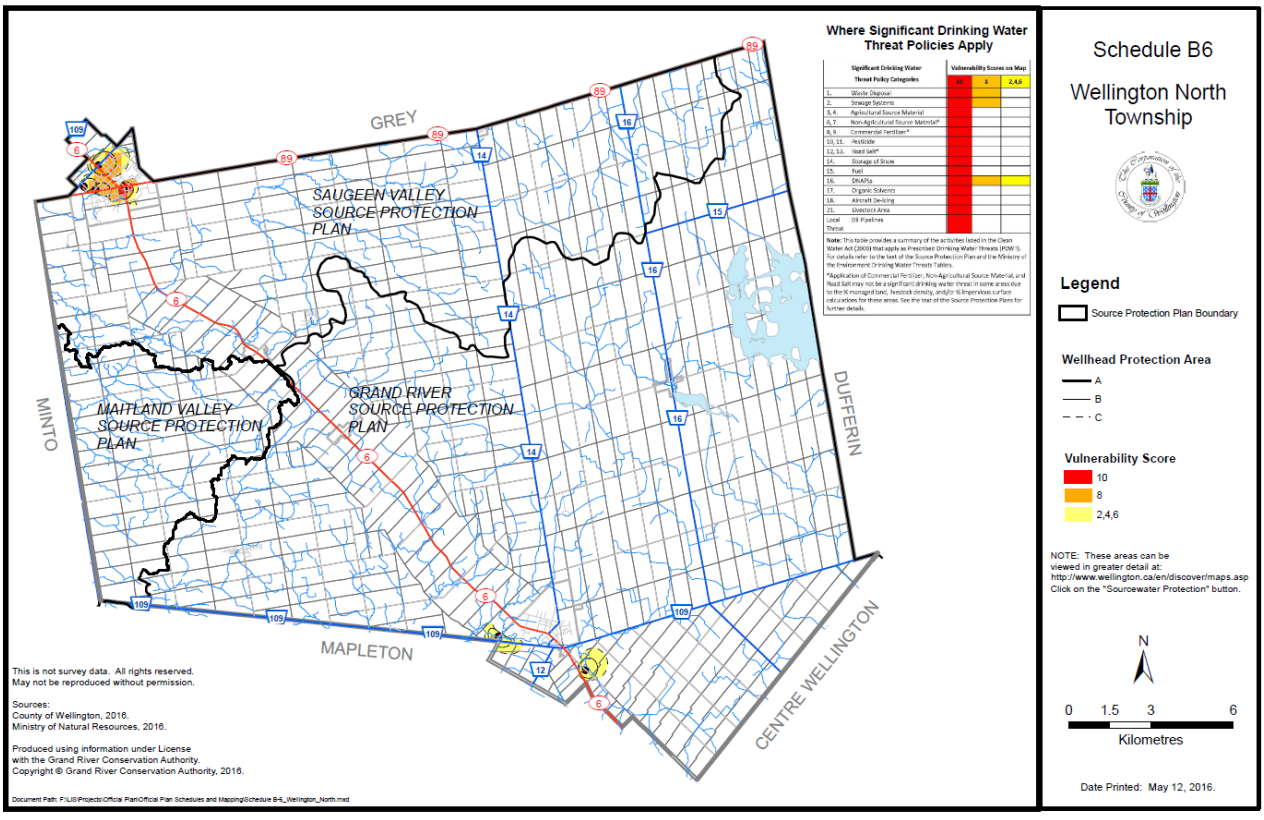
Kilometres
Date Printed: May 12, 2016.


GREY
MINTO
DUFFERIN
MAPLETON
CENTRE WELLINGTON
SAUGEEN VALLEY SOURCE PROTECTION PLAN
MAITLAND VALLEY SOURCE PROTECTION PLAN
GRAND RIVER SOURCE PROTECTION PLAN
Where Significant Drinking Water Threat Policies Apply
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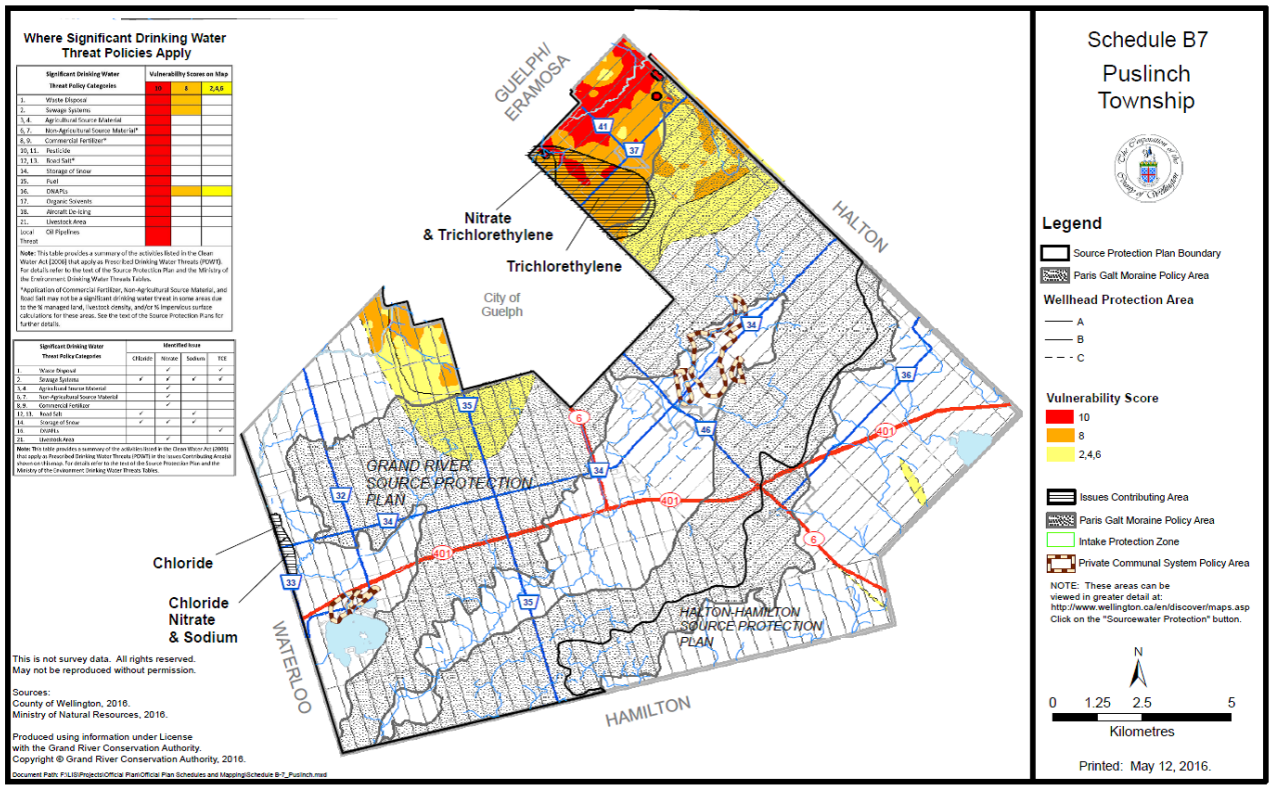
Schedule B6
Wellington North Township
Legend
Source Protection Plan Boundary
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.5 3 6
Kilometres
Date Printed: May 12, 2016.


Where Significant Drinking Water Threat Policies Apply
Significant Drinking Water Threat Policy Categories
Vulnerability Scores on Map
10
8
2,4,6
1. Waste Disposal
2. Sewage Systems
3, 4. Agricultural Source Material
5, 7. Non-Agricultural Source Material*
6, 9. Commercial Fertilizer*
10, 11. Pesticide
12, 13. Road Salt*
14. Storage of Snow
15. Fuel
16. DNAPLs
17. Organic Solvents
18. Aircraft De-Icing
21. Livestock Area
Local Threat Oil Pipelines
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the MI istry of the Environment Drinking Water Threats Tables.
*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.
Significant Drinking Water Threat Policy Categories
Identified Issue
Chloride
Nitrate
Sodium
TCE
1. Waste Disposal ✓ ✓
2. Sewage Systems ✓ ✓ ✓ ✓
3, 4. Agricultural Source Material ✓
5, 7. Non-Agricultural Source Material ✓
6, 9. Commercial Fertilizer ✓
12, 13. Road Salt ✓ ✓
14. Storage of Snow ✓ ✓ ✓
16. DNAPLs ✓
21. Livestock Area ✓ ✓
Note: This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) in the Issues Contributing Area(s) shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.
Nitrate & Trichlorethylene
Trichlorethylene
Chloride
Chloride Nitrate & Sodium
GUELPH/ ERAMOSA
City of Guelph
HALTON
GRAND RIVER SOURCE PROTECTION PLAN
HALTON-HAMILTON SOURCE PROTECTION PLAN
WATERLOO
HAMILTON
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Schedule B7
Puslinch Township
Legend
Source Protection Plan Boundary
Paris Galt Moraine Policy Area
Wellhead Protection Area
A
B
C
Vulnerability Score
10
8
2,4,6
Issues Contributing Area
Paris Galt Moraine Policy Area
Intake Protection Zone
Private Communal System Policy Area
NOTE: These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.
N
0 1.25 2.5 5
Kilometres
Printed: May 12, 2016.

23 APPENDIX C – MECG Member Responsibilities

The table below is in relation to Section 9.3 Responsibilities of MECG Members, to note how each title relates to the titles at the County and with each member municipality.

Title as listed in ERP	County of Wellington	Township of Centre Wellington
Head of Council	Warden	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	N/A	No Change
Senior Municipal Road Authority Official	Manager of Roads/ County Engineer	Managing Director of Infrastructure Services
Senior Municipal Water/Waste Water Official	NA	Manager of Environmental Services
Treasurer	No Change	Managing Director of Corporate Services & Treasurer
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	No Change**	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	Director of HR	Manager of HR
Manager, Purchasing and Risk Management Services	No Change**	NA
IT Services Support Staff	Director of IT	NA
Municipal Official Responsible for Facilities	Construction and Property Manager	Managing Director of Community Services
Facilities Manager	Asset Management Coordinator	Manager of Parks and Facilities
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED

Title as listed in ERP	Town of Erin	Township of Guelph Eramosa
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Infrastructure Services	Manager Public Works
Senior Municipal Water/Waste Water Official	Director of Infrastructure Services	Sewer & Water Foreman
Treasurer	Director of Finance and Treasurer	Director of Finance
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	N/A
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	IT	N/A
Municipal Official Responsible for Facilities	N/A	Director of Parks & Recreation
Facilities Manager	N/A	Director of Parks & Recreation
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED		
Title as listed in ERP	**Township of Mapleton**	**Town of Minto**
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Public Works	Roads and Drainage Manager
Senior Municipal Water/Waste Water Official	Manager of Public Works	Roads and Drainage Manager
Treasurer	Director of Finance	Treasurer/Deputy CAO
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	Clerk's Assistant/HR Coordinator
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	N/A	N/A
Municipal Official Responsible for Facilities	Director of Public Works	Director of Community Services
Facilities Manager	Director of Public Works	Director of Community Services
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

APPENDIX C - CONTINUED		
Title as listed in ERP	**Township of Puslinch**	**Township of Wellington North**
Head of Council	Mayor	Mayor
Senior Administrative Municipal Official	CAO	CAO
Fire Chiefs	No Change	No Change
Senior Municipal Road Authority Official	Director of Public Works, Parks and Facilities	Director of Operations
Senior Municipal Water/Waste Water Official	Director of Public Works, Parks and Facilities	Manager Environmental and Development Services
Treasurer	Director of Finance & Treasurer	No Change
Social Services Administrator	No Change*	No Change*
Wellington Terrace Administrator	N/A	N/A
CEMC	Emergency Manager	Emergency Manager
Human Resources Administrator	N/A	N/A
Manager, Purchasing and Risk Management Services	N/A	N/A
IT Services Support Staff	Deputy Clerk	N/A
Municipal Official Responsible for Facilities	Director of Public Works, Parks and Facilities	Director of Operations
Facilities Manager	Director of Public Works, Parks and Facilities	No Change
*This title serves the County and all member municipalities		
**This title only exists at the County level and only serves at the County level		

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-086

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 October 29, 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 October 29, 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 29 DAY OF OCTOBER 2025.

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James Seeley, Mayor

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Justine Brotherston, Municipal Clerk