THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JUNE 17, 2026 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 #2

DATE: June 17, 2026
REGULAR MEETING: 10:00 A.M.
CLOSED MEETING: Directly following Item 10.1

Addendum
12.1.7 BL2026-046 Appoint a Fire Chief

14.8 Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential OLT Matter

16.1 Councillor Goyda submits the following notice of motion to be considered by Council at the July 15, 2026 Council Meeting

≠ 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 May 27, 2026 Council Meeting Minutes
- 6.1.2 May 4, 2026 Youth Advisory Committee Minutes
- 6.1.3 April 21, 2026 Recreation and Community Wellness Advisory Committee Minutes

6.2 Ministry of Municipal Affairs and Housing Protecting Ontario's Streets and Communities Act, 2026
6.3 Ontario Provincial Agency Consolidation of Ontario's Conservation Authority
6.4 Ministry of Environment, Conservation and Parks Direction Under Section 1.14 of Conservation Authorities Act
6.5 AMO Policy Update - New Code of Conduct Bill Passes
6.6 GRCA Board Summary of the General Membership Meeting – May 22, 2026
6.7 GRCA Provincial Decision on Environmental Registry Posting 025-1257
6.8 GRCA Eastern Lake Erie Regional Conservation Authority Transition Committee Update
6.9 United Counties of Leeds & Greenville Resolution Regarding Support for Municipal Engineers Association
6.10 County of Prince Edward Support Resolution Insurance for Owners of Properties Designated under the Ontario Heritage Act
6.11 Prince Edward County Support Resolution Regarding Feasibility of a Vacant Commercial Storefront Tax
6.12 Prince Edward County Support Resolution Regarding Sustainable Funding for Public Health Units
6.13 Town of Plympton-Wyoming Support Resolution Regarding Sustainable Provincial Grant Funding for Fire Services in Ontario
6.14 South Bruce Peninsula Support Resolutions Regarding Affirming Outdoor Education as Essential Part of Public Education in Ontario
6.15 Town of Iroquois Falls Request for Support Ontario Firefighter Certification Requirements
6.16 Town of Halton Hills Resolution regarding Modernizing Ontario's Invasive Plant Rules
6.17 MECP Presentation Improving Ontario Conservation Authority System
6.18 City Of Hamilton Airport Road Conceptual Link Municipal Class Environmental Assessment

6.19 Eastern Ontario Wardens Caucus regarding A Call to Return to Property Tax Reassessment Cycle
6.20 Guelph - Wellington Public Health Advisory - Increase in Drug Poisoning Incidents
6.21 IESO South and Central Bulk Plan Municipal Update
6.22 Puslinch Profile June 2026
6.23 May 2026 Monthly Monitoring Report Mill Creek Pit #5738

Recommendation:
That the Consent Agenda items listed for the June 17, 2026, 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 June 17, 2026 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 Application D14-COL – 6683 Ellis Rd

8.2 June 17, 2026 at 8:00 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 Application D14-CUL – 2781-2809 Townline Rd

8.3 June 18, 2026 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 Application D14-CBM – 6947 Concession 2

9. **Reports ≠**

9.1 **Puslinch Fire and Rescue Services**

9.1.1 **None**

9.2 **Finance Department**

9.2.1 **2:00 P.M. Report FIN-2026-017 – Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan ≠**

Recommendation:

That Report FIN-2026-017 entitled Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan be received; and

That Council give three (3) readings to By-law No. 2026-042 being a by-law to adopt the Community Improvement Project Area for the Corporation of the Township of Puslinch; and

That Council give three (3) readings to By-law No. 2026-043 being a By-law to adopt the Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan for the Corporation of the Township of Puslinch; and.

That Council approve the upset limit and funding strategy for the 2026 CIP grant program in accordance with the Financial Implications section of this report.

9.2.2 **Report FIN-2026-018 – Treasurer's Investment Report for 2025 ≠**

Recommendation:
That Report FIN-2026-018 entitled Treasurer's Investment Report for 2025 be received for information; and,

That Council accepts the Treasurer's statement that based on the information supplied by Canaccord Genuity Wealth Management, the cash and temporary investments held by the Township of Puslinch during the calendar year 2025 were all prescribed in accordance with Section 418 of the Municipal Act, 2001 and were all eligible as outlined in Ontario Regulation 438/97 and that all related transactions in 2025 comply with the investment policies and goals adopted by the Township on August 13, 2014; and

That no changes be made to the Policy at this time.

9.2.3 **Report FIN-2026-019 – 2025 Development Charges and Cash in Lieu of Parkland ≠**

Recommendation:
That Report FIN-2026-019 entitled 2025 Development Charges and Cash in Lieu of Parkland be received.

9.3 **Office of the CAO**

9.3.1 None

9.4 **Corporate Services Department**

9.4.1 **Report COR-2026-030 Joint Compliance Audit Committee for the 2026-2030 Council Term ≠**

Recommendation:
That Report COR-2026-030 entitled Joint Compliance Audit Committee be received; and

That Council give three readings to by-law 2026-040 being a by-law to establish a Joint Compliance Audit Committee for the 2026-2030 Term of Council; and

That Council give three readings to by-law 2026-041 being a by-law to appoint Members to the Joint Compliance Audit Committee for the 2026-2030 Term of Council.

9.4.2 **Report COR-2026-031 Request for Council to Deem Application Complete Zoning By-law Amendment 4539 Victoria Rd S (D14-MCC) ≠**

Recommendation:
That report COR-2026-031 entitled Request for Council to Deem Zoning By-law Amendment Application Complete – D14/MCC (4539 Victoria Rd S) be received for information; and,

Whereas the Township's subconsultants have reviewed the application and have raised no concerns regarding deeming the application complete, confirming that all required studies have been provided; and

Whereas the Township acknowledges that deeming the application complete does not imply any judgment or position on the merits of the application; and

Whereas the application is still undergoing ongoing review, including public consultation and further detailed analysis, with a formal position on the matter to be presented following the completion of these processes; and

Whereas the Township expects that all concerns raised by its professional consultants during the review process will be adequately addressed to the satisfaction of the Township;

Therefore Be It Resolved that Council deems the application D14/MCC to be complete in accordance with the Planning Act; and

That Council acknowledges that the deeming of the application as complete is procedural and does not constitute a decision on the merits of the application, which will be determined following the full review process, including public consultation and the final analysis of all relevant information; and

That Council expects the applicant to adequately address concerns raised by the Township's professional consultants in accordance with the Planning Act and Township's policies and standards; and,

That staff be directed to proceed with notice in accordance with Section 3 and Section 5 of O. Reg. 545/06 of the Planning Act, 1990.

9.5 **Building Department**

9.5.1 **None**

9.6 **Public Works Department**

9.6.1 **None**

9.7 **Community Services and Human Resources Department**

9.7.1 **None**

10. **Correspondence ≠**

10.1 **10:15 A.M. Presentation by Julia DeDecker regarding Highway 6 and 401 Improvements from Hamilton North Limits to Guelph South Limits G.W.P. 3042-14-00 ≠**

Recommendation:
That Correspondence Item 10.1 regarding Highway 6 and 401 Improvements from Hamilton North Limits to Guelph South Limits be received for information.

10.2 **Canada Ontario Development Charges Reduction Grant Program ≠**

Recommendation:
That Correspondence Item 10.2 Canada-Ontario Development Charges Reduction Grant Program be received for information.

10.3 **ERO 026-0501 County of Wellington Approval to Amend a Municipality's Official Plan ≠**

Recommendation:
That Correspondence Item 10.3 County of Wellington Approval to amend a Municipality's Official Plan ERO-26-0501 be received for information.

10.4 **Site Plan Amendment Approval for Licence #626648 under the Aggregate Resources Act ≠**

Recommendation:
That Correspondence Item 10.4 Site Plan Amendment for Licence #626648 under the Aggregate Resources Act be received for information.

10.5 **Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act ≠**

Recommendation:
That Correspondence Item 10.5 Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act be received for information; and,

Whereas the Province of Ontario has proposed amendments to the Planning Act through Schedule 7 of Bill 119, the Protecting Ontario's Streets and Communities Act, 2026, to authorize municipalities to utilize Administrative Monetary Penalties (AMPs) for zoning by-law contraventions related to prohibited land uses; and

And Whereas the current enforcement process for zoning by-law violations requires prosecution through the Provincial Offences Court system, which can be time-consuming, costly, resource-intensive, and result in lengthy delays before compliance is achieved; and

And Whereas rural municipalities often face unique challenges in enforcing zoning by-laws due to limited staffing resources, large geographic areas, and increasing complexity of land use issues; and

And Whereas the proposed AMP framework would provide municipalities with a more efficient and responsive compliance tool while maintaining procedural fairness through administrative review and appeal mechanisms; and

And Whereas the proposed changes would reduce pressure on the Provincial Offences Court system by resolving appropriate zoning enforcement matters through an administrative process rather than requiring formal court proceedings; and

And Whereas a streamlined administrative process would provide greater certainty and timelier outcomes for both municipalities and property owners, encouraging voluntary compliance and reducing enforcement costs; and

Now Therefore Be It Resolved That the Council of the Township of Puslinch supports the Province's proposed amendments to the Planning Act under Schedule 7 of Bill 119 permitting the use of Administrative Monetary Penalties for zoning by-law contraventions relating to prohibited land uses; and,

That Council recognizes these amendments as providing municipalities, particularly rural municipalities, with a practical, efficient, and cost-effective enforcement tool that will improve compliance outcomes while reducing administrative and legal burdens; and,

That a copy of this resolution be forwarded to the Priemer, Honourable Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), MPP Joseph Racinsky, and all Ontario municipalities for consideration and support.

10.6 **Wellington County Council Resolution Bill 98 Building Homes and Improving Transportation Infrastructure Act ≠**

Recommendation:
That Correspondence Item 10.6 Wellington County Council Resolution Bill 98 Building Homes and Improving Transportation Infrastructure Act 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 BL2026-039 Amend By-law 53-12 Authorizing Speed Limits
12.1.2 BL2026-040 Joint Municipal Election Compliance Audit Committee
12.1.3 BL2026-041 Appointment of Members to the Joint Municipal Election Compliance Audit Committee
12.1.4 BL2026-042 Approve Community Improvement Project Area
12.1.5 BL2026-043 Approve Community Improvement Plan

12.1.6 BL2026-044 Enter into a Purchase and Sale agreement with Grand River Conservation Authority
12.1.7 BL2026-046 Appoint a Fire Chief

Recommendation:
That the following by-laws be taken as read three times and finally passed in Open Council:

By-law 2026-039 being a by-law to amend by-law No. 53/12 being a by-law to authorize speed limits.
By-law 2026-040 being a by-law to establish a Joint Municipal Election Compliance Audit Committee.
By-law 2026-041 being a by-law to appoint Members to the Wellington County Joint Municipal Election Compliance Audit Committee.
By-law 2026-042 being a by-law to adopt the Community Improvement Project Area for the Corporation of the Township of Puslinch.
By-law 2026-043 being a by-law to adopt the Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan for the Corporation of the Township of Puslinch.
By-law 2026-044 Being a by-law to authorize the entering into Purchase and Sale Agreement for the purchase of the Puslinch Tract from the Grand River Conservation Authority.
By-law 2026-046 Being a By-Law to appoint a Fire Chief and to repeal By-law Number 2026-015

13. **Announcements**
13.1 10:05 A.M. Senior of the Year Award Recipient Anne Day

14. **Closed Session - Pursuant to Section 239 Subsection (2) and (3.1) of the Municipal Act, 2001**
14.1 **Education and Training regarding the Planning Act, R.S.O. 1990**
14.2 **Confidential reporting 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 – Potential Acquisition**
14.3 **Confidential report regarding the security of the property of the municipality or local board – Municipal Road**
14.4 **Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – In accordance with Section 3.14(c) of the Township's By-law Complaint Policy**
14.5 **Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential OLT Matter**
14.6 **Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential OLT Matter**

14.7 **Confidential minutes from previous closed meetings:**

14.7.1 **May 27, 2026 Closed Council Meeting Minutes**

14.8 **Confidential report regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential OLT Matter**

15. **Business Arising from Closed Session**

16. **Notice of Motion**

16.1 Councillor Goyda submits the following notice of motion to be considered by Council at the July 15, 2026 Council Meeting:

Whereas the intersection of Watson Road South and Arkell Road serves as a key gateway and central gathering area within the Village of Arkell and accommodates significant vehicular, pedestrian, and cycling traffic;

And Whereas residents have raised ongoing concerns regarding vehicle speeds, compliance with traffic control devices, traffic queues, and overall safety at this intersection;

And Whereas residents have reported collisions, near misses, and vehicles failing to stop at the intersection, creating safety concerns for motorists, pedestrians, cyclists, and other road users;

And Whereas traffic volumes during peak periods, particularly during school and commuter hours, can result in significant vehicle queues and delays on all approaches to the intersection;

And Whereas sidewalks exist on portions of the intersection, however, there are no marked pedestrian crossings or other traffic control measures that clearly define crossing locations or reinforce right-of-way expectations for pedestrians and motorists;

And Whereas the intersection experiences regular pedestrian activity, including children and families accessing nearby businesses and community destinations located adjacent to the intersection;

And Whereas recent vandalism of traffic calming measures within the Village highlights the challenges associated with managing vehicle speeds and promoting road safety through existing measures alone;

And Whereas signalized intersections can provide clearer direction to motorists, pedestrians, and cyclists, improve compliance with traffic controls, create safer crossing opportunities, and encourage reduced approach speeds through increased driver awareness;

Therefore Be It Resolved That the Council of the Township of Puslinch request that the County of Wellington undertake a review of the intersection of Watson Road South and Arkell Road to assess existing traffic operations, pedestrian activity, cyclist usage, collision history, traffic control compliance, and overall safety conditions, including the suitability of traffic signals or other intersection control measures; and,

That the review consider the intersection's function as a village centre, the presence of nearby businesses and community destinations, peak-period traffic congestion, and the need to provide safe and clearly defined crossing opportunities for pedestrians and cyclists; and,

That the County report back to the Township regarding the findings of the review and any recommendations to improve safety for motorists, pedestrians, cyclists, and other road users at this intersection.

17. **New Business**

18. **Confirmatory By-law ≠**
18.1 BL2026-045 Confirm By-law – June 17, 2026

Recommendation:
That the following by-law be taken as read three times and finally passed in open Council:
By-law 2026-045 being a by-law to confirm the proceeding of Council for the Corporation of the Township of Puslinch at its meeting held on the 17th day of June 2026.

19. **Adjournment ≠**

M I N U T E S

DATE: May 27, 2026
CLOSED MEETING: Directly following Section 13 Announcements
COUNCIL MEETING: 10:00 A.M.

The May 27, 2026 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. Laura Emery, Manager of Corporate Services / Deputy Clerk
4. Mike Fowler, Director of Public Works, Parks and Facilities
5. Mary Hasan, Director of Finance/Treasurer
6. Michael Chant, Interim Fire Chief
7. Andrew Hartholt, CBO
8. Sarah Huether, Director of Community Services & Human Resources

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2026-169: Moved by Councillor Hurst and Seconded by Councillor Sepulis

That Council approves the May 27, 2026 Agenda as circulated; and

That Council approves the additions to the agenda as follows:

Consent Item 6.1.6 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the May 27, 2026 Council agenda.

CARRIED

5. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**
Mayor Seeley declared a potential conflict of interest related to Confidential Item 14.2.1 and 14.2.3 as I own a property adjacent to the proposed development and will refrain from discussion and any voting on this item.

6. **CONSENT AGENDA**
   - 6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings
     - 6.1.1 May 6, 2026 Council Meeting Minutes
     - 6.1.2 April 15, 2026 Public Information Meeting Minutes
     - 6.1.3 April 13, 2026 Youth Advisory Committee Minutes

6.1.4 April 1, 2026 Heritage Advisory Committee Minutes
6.1.5 March 2, 2026 Heritage Advisory Committee Minutes
6.1.6 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the May 27, 2026 Council agenda

6.2 Ministry Of Education 2026 Proportions of Enrolment for purposes of the Education Act
6.3 Ministry of Natural Resources Regulations under the Geological Carbon Storage Act 2025
6.4 Ombudsman Ontario A Decade of Promoting Fairness - March 2026 Report
6.5 Town of Halton Hills Resolution Request for review of Provincial-Municipal Fiscal Framework
6.6 City of Richmond Hill Integrated Living and Participation Model for Adults with Developmental Disabilities
6.7 Township of Springwater Resolution C203-2026 Provincial Bill 100 – Better Regional Governance Act, 2026
6.8 Township of Stone Mills Opposition to Changes to Ontario's Freedom of Information and Protection of Privacy Act
6.9 Environmental Registry of Ontario Consultation on Proposed Special Economic Zones Criteria
6.10 Puslinch Historical Society Archives, Puslinch Library, Aberfoyle Letter to Mayor and Council
6.11 Wellington County Ontario Provincial Police Detachment Board Report May 2026
6.12 City of Guelph Notice of Public Meeting OZS26-008 Niska Lands
6.13 City of Guelph Notice of Public Open House - Victoria Road and Stone Road

Resolution No. 2026-170: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda items listed for May 27, 2026 Council meeting be received for information with the exception of 6.6, 6.7, 6.8, 6.10 and 6.11.

CARRIED

Resolution No. 2026-171: Moved by Councillor Hurst and
Seconded by Councillor Goyda

That the Consent Agenda item 6.8 be received for information; and

Whereas Council supports the Township of Stone Mills opposition to the changes to Ontario's Freedom of Information and Protection of Privacy Act;

That Council direct staff to send a support resolution accordingly as well as to MPP Joseph Racinsky.

CARRIED

Resolution No. 2026-172: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Consent Agenda item 6.5 be received; and

Whereas Council supports the Town of Halton Hills Resolution Request for review of Provincial-Municipal Fiscal Framework resolution that Council direct staff to send a support resolution accordingly.

CARRIED

Resolution No. 2026-173: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.7 regarding City of Richmond Hill Integrated Living and Participation Model for Adults with Developmental Disabilities be received; and

Whereas Council supports the City of Richmond Hill correspondence related to Integrated Living and Participation Model for Adults with Developmental Disabilities;

That Council direct staff to inquire with the County of Wellington Social Services staff to provide information on whether the County is positioned to explore integrated and interdisciplinary approaches to care including innovative models of housing and support for adults with developmental disabilities, including the potential for an "integrated Living and Participation Model" and opportunities for partnership with services in the area and that a response be provided to Township of Puslinch Council.

CARRIED

Resolution No. 2026-174: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda item 6.10 be received; and

Whereas Council supports the ongoing work of the Puslinch Historical Society that Council direct staff to send a letter of appreciation for their dedicated work; and,

That Council direct staff to forward the Letter from Puslinch Historical Society and the letter of appreciation from Council to the Heritage Advisory Committee.

CARRIED

Resolution No. 2026-175: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.11 Wellington County Ontario Provincial Police Detachment Board Report May 2026 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 Delegation by Emmi Perkins regarding Puslinch long-term care and related healthcare planning initiatives

Resolution No. 2026-176: Moved by Councillor Bailey and
Seconded by Councillor Hurst

That the delegation by Emmi Perkins regarding Puslinch long-term care be received for information; and

That Council direct staff to establish information on the Township website to better inform Puslinch residents regarding the OHT healthcare planning initiatives.

CARRIED

7.2.2 Delegation by Archie Nimmo and Diana Beliski regarding removal of speed bumps on Watson Road

Resolution No. 2026-177: Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That the delegation by Archie Nimmo and Diana Beliski regarding removal of speed bumps on Watson Road be received for information; and

That Council direct staff to contact the OPP inspector regarding heavy truck traffic on Watson and request OPP enforcement.

CARRIED

8. **PUBLIC MEETINGS:**

None

9. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2026-015 – 2026 Final Tax Levy and Rates

Resolution No. 2026-178: Moved by Councillor Sepulis and Seconded by Councillor Goyda

That Report FIN-2026-015 entitled 2026 Final Tax Levy and Rates be received; and,

That the final property tax rates as identified in Schedule B and Schedule C to Report FIN-2026-015 be approved; and,

That the final property tax due dates be established as Monday August 31, 2026 and Friday October 30, 2026; and,

That Council give three readings to By-law No. 2026-035 being a by-law for the levy and collection of property taxes for the 2026 taxation year.

CARRIED

9.2.2 Report FIN-2026-016 – First Quarter Report 2026

Resolution No. 2026-179: Moved by Councillor Hurst and Seconded by Councillor Bailey

That Report FIN-2026-016 entitled First Quarter Financial Report be received for information.

CARRIED

9.3 Office of the CAO

9.3.1 None

Council recessed from 12:02 p.m. to 12:46 p.m.

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

9.4 Corporate Services Department

9.4.1 Report COR-2026-026 Zoning By-law Amendment Recommendation Report - 7456 Mclean Rd W & 197 Brock Rd S

Resolution No. 2026-180: Moved by Councillor Hurst and Seconded by Councillor Sepulis

That Report COR-2026-026 entitled Zoning By-law Amendment Application Recommendation Report – 7456 McLean Rd W and 197 Brock Rd S be received; and

Whereas the Township and its expert consultants are satisfied with the application to amend the zoning of the properties municipally known as 7456 McLean Rd W and 197 Brock Rd S through their comprehensive review of the submission materials;

Therefore be it resolved,

That Council approves the Zoning By-law Amendment for the properties municipally known as 7456 McLean Rd W and 197 Brock Rd S; and

That Council give three readings to By-law 2026-036 as presented, being a by-law to amend By-law 2023-018, as amended, being the Zoning By-law of the Township of Puslinch.

CARRIED

9.4.2 Report COR-2026-027 Major Site Alteration Application Recommendation (P11-HBC)

Resolution No. 2026-181: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report COR-2026-027 entitled Major Site Alteration Application Recommendation P11-HBC–7504 McLean Rd W be received for information; and,

Whereas the Township and its expert consultants are satisfied with the application for a Major Site Alteration through their comprehensive review of the submission materials;

Therefore be it resolved,

That Council approves the Major Site Alteration Permit for 7504 McLean Rd W; and,

That Council approve the Conditions of the Site Alteration Permit as presented in Schedule "B" of this report; and,

That Council give three readings to By-law No. 2026-037 being a by-law to authorize the Mayor and Clerk to sign the required contract documents.

CARRIED

9.4.3 Report COR-2026-028 Request for Council to Lift the Holding Provision on Zoning By-law Amendment Application – D14 (HAR) (4 Brock Road)

Resolution No. 2026-182: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Report COR-2026-028 entitled Zoning By-law Amendment Application to lift the holding provision D14/HAR(h5) 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; and

That Council authorize staff to proceed with the preparation of a preliminary development agreement with the property owner to address the outstanding Site Plan Control requirements associated with the exterior works, and further that Council authorize staff to bring forward the necessary by-law to lift the Holding ("H") provision, subject to the Owner entering into the preliminary development agreement, in order to permit the interior development components of the project to proceed in advance of final Site Plan Control approval and registration.

CARRIED

9.4.4 Report COR-2026-029 2025 Annual Aggregate and White Wolf Property Management Inc Monitoring Reports

Resolution No. 2026-183: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report COR-2026-029 entitled 2025 Annual Aggregate Monitoring Report be received for information; and

That Council direct staff to provide the Township's Peer Review Comments for each report to the Ministry of Natural Resources, MECP, applicable conservation authority and the Pit Operator for response; and,

That the McMillian pit operator be requested to expand their reporting to include the impact of the fishery on the environment and surrounding area, including the odour concerns; and

That staff prepare a letter to be forwarded to TAPMO, Hon. Mike Harris Jr. and MPP Racinsky for information related to legacy pits that are dormant for over 2 decades without extraction;

That Council direct staff to provide the Township's Peer Review Comments for the 2025 Annual Water Monitoring Report for White Wolf Property Management Inc. to the Owner for response; and,

That Council direct staff to request that Wellington Source Water Protection share the Multi-Aquifer Well Study with White Wolf Property Management Inc.; and,

That Council direst staff to request the Wellington Source Water Protection lead the Cumulative Impact Assessment; and

That Council direct staff to incorporate the comments from the Township's Hydrogeologist include in the addition to the agenda as item 6.1.6 into the comments sent to the Pit Operator and MNR for consideration and response.

CARRIED

9.5 Building Department

9.5.1 Report BLD-2026-002 Building Department First Quarter Update – January to March 2026

Resolution No. 2026-184: Moved by Councillor Hurst and
Seconded by Councillor Goyda

That Report BLD-2026-002 entitled Building Department First Quarter Update January to March 2026 be received for information.

CARRIED

9.6 Public Works Department

9.6.1 None

9.7 Community Services and Human Resources Department

9.7.1 Report COM-2026-003 Senior Drop-In Programming Mid-Pilot Update

Resolution No. 2026-185: Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That Report COM-2026-003 entitled Senior Drop-In Programming Mid-Pilot Update be received for information; and,

That Council approve the extension of the weekly Senior's Drop-In Pilot Program hours to 2.5 hours, from 1:00 p.m. to 3:30 p.m. on Thursdays in the Alf Hales Room and be relocated to the Archie MacRobbie Hall when it is not otherwise required for scheduled rentals or Township activities.

CARRIED

10. **CORRESPONDENCE:**

10.1 2025 Annual Operations and Maintenance Report for the Water and Wastewater Treatment System Wellington Common Elements Condominium Corporation No. 214 (Mini Lakes)

Resolution No. 2026-186: Moved by Councillor Sepulis and Seconded by Councillor Hurst

That Correspondence Item 10.2 Annual Operations and Maintenance Report for the Wastewater Treatment System Wellington Common Elements Condominium Corporation No. 214 be received for information; and,

That Council direct staff to provide the Township's peer review comments to Mini Lakes for their information; and

That Council direct staff to send thanks to Mini Lakes for their continued efforts for this project.

CARRIED

Resolution No. 2026-187: Moved by Councillor Goyda and Seconded by Councillor Sepulis

That Correspondence Item 10.2 Annual Operations and Maintenance Report for the Wastewater Treatment System Wellington Common Elements Condominium Corporation No. 214 – Mini Lakes Representatives presentation be received for information.

CARRIED

10.2 County of Wellington Notice of Adoption OPA #131 Rural Growth & Policy

Resolution No. 2026-188: Moved by Councillor Sepulis and Seconded by Councillor Goyda

That Correspondence Item 10.2 Notice of Adoption OPA #131 Rural Growth & Policy Updates.

CARRIED

11. **COUNCIL REPORTS:**

11.1 Mayor' Updates

11.1.1 Mayor Seeley remarked that the TAPMO meeting went well this week.
11.1.2 Mayor Seeley remarked on the upcoming AMO conference.
11.1.3 Mayor Seeley provided information related to the Recycling program.
11.1.4 Mayor Seeley provided information related to new legislation allowing Planning Act violations to be enforced through AMPS.

Resolution No. 2026-189: Moved by Councillor Bailey and Seconded by Councillor Hurst

That Council receive the Mayor's updates for information; and

That Council direct staff to include information on our social platforms regarding the circular recycling program.

CARRIED

11.1 Council Member Updates

11.1.1 None

12. **BY-LAWS:**

12.1.1 BL2026-035 2026 Final Tax Levy and Rates
12.1.2 BL2026-036 ZBA 7456 Mclean Road West & 197 Brock Road South
12.1.3 BL2026-037 To Authorize Entering into a Site Alteration Agreement with HBC Real Estate 1 Inc.

Resolution No. 2026-190: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

By-law 2026-035 Being a by-law to provide for the levy and collection of property taxes for the 2026 taxation year.

By-law 2026-036 Being a by-law to amend By-law 023-18, being the Zoning By-law of the Township of Puslinch.

By-law 2026-037 Being a by-law to authorize the entering into a Site Alteration Agreement with HBC Real Estate 1 Inc.

CARRIED

13. **ANNOUNCEMENTS:**

Mayor James Seeley acknowledged the retirement of John Kerr from the Township of Puslinch.
Councillor Bailey announced through Conservation Halton June 11, 2026 fundraising event called the Blue Gala at Area 8.
Councillor Bailey remarked that here is an event called Berries and Bears on June 20, at the Museum and Archives.

14. **CLOSED SESSION:**

Council was in closed session from 1:30pm. to 2:08 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.

Mayor Seeley declared a potential conflict of interest related to Confidential Item 14.2.1 and 14.2.3 as I own a property adjacent to the proposed development and left the Council Chambers during discussions on this item and did not participate in any associated vote.

Resolution No. 2026-191: Moved by Councillor Hurst and
Seconded by Councillor Goyda

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

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

14.2 **Confidential minutes from previous closed meetings:**
- 14.2.1 **May 6, 2026 Closed Meeting Minutes**
- 14.2.2 **April 15, 2026 First Closed Meeting Minutes**
- 14.2.3 **April 15, 2026 Second Closed Meeting Minutes**

CARRIED

Resolution No. 2026-192: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council moves into open session at 2:08 p.m.

CARRIED

Council resumed into open session at 2:08 p.m.

Mayor Seeley declared a potential conflict of interest related to Confidential Item 14.1 as I own a property adjacent to the proposed development and will refrain from discussion and any voting on this item.

Resolution No. 2026-193: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the following report for information:

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

14.2 **Confidential minutes from previous closed meetings:**
- 14.2.1 **May 6, 2026 Closed Meeting Minutes**
- 14.2.2 **April 15, 2026 First Closed Meeting Minutes**
- 14.2.3 **April 15, 2026 Second Closed Meeting Minutes**

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. 2026-194: Moved by Councillor Hurst and
Seconded by Councillor Goyda

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

By-law 2026-038 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 27 day of May 2026.

CARRIED

19. **ADJOURNMENT:**

Resolution No. 2026-195: Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Council hereby adjourns at 2:09 p.m.

CARRIED

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 4, 2026 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

MINUTES

DATE: May 4, 2026
MEETING: 6:00 P.M.

The May 4, 2026 Youth Advisory Committee was held on the above date and called to order at 6:02 p.m. via in person participation at the Municipal Office, 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:
Councillor Sara Bailey - Chair
Katey Whaling
Jasmine Coburn
Nimrit Basi
Aaron Dochstader
Oliver Van Gerwen
Carter Devries
Kenzo Szatori – arrived at 6:15 p.m.
Danica Reed
Kaiden Wineberg
Suraj Jheeta

Absent:
Talia Wineberg
Xander Wineberg

Staff in Attendance:
Laura Emery, Manager of Corporate Services / Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2026-024: Moved by Nimrit Basi and
Seconded by Suraj Jheeta

That the Youth Advisory Committee approves the May 4, 2026 Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. CONSENT AGENDA

7.1 April 13, 2026 Youth Advisory Committee Minutes

Resolution No. 2026-025: Moved by Katey Whaling and Seconded by Jasmine Coburn

That the Consent Agenda items listed for the May 4, 2026 Youth Advisory Committee meeting be received for information.

CARRIED

7. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity – Township Staff

Resolution No. 2026-026: Moved by Danica Reed and Seconded by Carter Devries

That the ice breaker activity be received for information.

CARRIED

8.1 Report – YOU-2026-005 – Committee Goals and Objectives and Working on our Projects

Resolution No. 2026-027: Moved by Kenzo Szatori and Seconded by Aaron Dochstader

That report YOU-2026-005 entitled Committee Goals and Objectives and Working on our Projects be received for information.

CARRIED

8. CORRESPONDENCE

None

9. ANNOUNCEMENTS

None

10. NOTICE OF MOTION

None

11. NEW BUSINESS

None

12. ADJOURNMENT

Resolution No. 2026-028: Moved by Oliver Van Gerwen and Seconded by Nimrit Basi

That the Youth Advisory Committee hereby adjourns at 7:25 p.m.

CARRIED

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 21, 2026 RECREATION AND COMMUNITY
WELLNESS ADVISORY COMMITTEE MEETING,
IN-PERSON AT 7404 WELLINGTON RD 34, PUSLINCH ON
AND VIRTUALY BY ELECTRONIC PARTICIPATION

M I N U T E S

DATE: April 21, 2026

MEETING: 7:00 P.M.

The April 21, 2026 Recreation and Community Wellness Advisory Committee was held on the above date and called to order at 7:05p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:
Councillor Jessica Goyda - Chair
Stephanie McCrone
Beth Charles
Joanna Jefferson
Mary Christidis
Tracey McQueen
Margaret Hauwert

Staff in Attendance:
Sarah Huether, Director of Community Services and Human Resources

Absent:

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2026-006: Moved by Committee Member Margaret Hauwert and Seconded by Committee Member Stephanie McCrone

That the Recreation and Community Wellness Advisory Committee approves the April 21, 2026, Agenda as circulated.

CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 February 17, 2026, Recreation and Community Wellness Advisory Committee Minutes
7.2 Council and Committee Year in Review
7.3 Facility Revenue previous year comparators, January 1, 2026, to March 31, 2026
a) Optimist Recreation Centre Gymnasium
b) Optimist Recreation Centre Rink
c) Puslinch Community Centre Alf Hales Room
d) Puslinch Community Centre Archie MacRobbie Hall
e) Puslinch Community Centre Kitchen

Resolution No. 2026-007: Moved by Committee Member Joanna and
Seconded by Committee Member Beth Charles

That the Consent Agenda items listed for the April 21, 2026, Recreation and Community Wellness Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2026-002 2022 to 2026 Goals and Objectives Update

Resolution No. 2026-008: Moved by Committee Member Beth Charles and
Seconded by Committee Member Mary Christidis

That report REC-2026-002 entitled 2022 to 2026 Goals and Objectives Update be received for information and;

That staff be directed to prepare a mid-pilot project report to Council outlining progress and preliminary findings; and,

That Council be requested to consider an extension of the pilot project time slot; and,

That approval be sought for the regular use of the hall for the duration of the pilot, subject to availability.

CARRIED

8.2 Verbal Update – Director of Community Services and Human Resources

Resolution No. 2026-009: Moved by Committee Member Margaret Hauwert and Seconded by Committee Member Stephanie McCrone

That the verbal update be received for information.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

Committee member Beth Charles shared with the Committee the *Aging in Place Solutions* event being hosted at Mini Lakes on Saturday April 25, 2026 from 1pm - 4pm.

Committee Chair Jessica Goyda shared with the Committee the Optimist Club Roadside Clean-up May 2. The committee discussed the challenges with providing residents who are serviced by Canada Post Super boxes to provide them with the event flyer and garbage bags. Committee member discussed possible solutions to these challenges.

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Committee Member Beth Charles proposed developing a seniors strategy aligned with the Township's Strategic Plan, similar to initiatives in other County municipalities. Committee Chair Jessica Goyda advised that the Committee's term is ending, with all members required to re-apply for the next term concurrent with Council. Chair Goyda also requested a staff report on the transition process and how ideas can be carried forward into the next term.

13. ADJOURNMENT

Resolution No. 2026-010: Moved by Committee Member Margaret Hauwert and Seconded by Committee Member Joanna Jefferson

That the Recreation and Community Wellness Advisory Committee hereby adjourns at 8:24 p.m.

CARRIED

Ministry of Municipal Affairs and Housing

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

Ministère des Affaires municipales et du Logement

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

234-2026-1746

June 1, 2026

On May 25, 2026, our government introduced the proposed *Protecting Ontario's Streets and Communities Act, 2026* (Bill 119). Through this legislation, we are proposing new tools to address zoning by-law contraventions which respond to recommendations and requests from municipal leaders. The proposed *Planning Act* changes, if passed, would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions which relate to land uses that are not permitted.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario Posting 026-0558 Proposed Planning Act Changes (Schedule 7 of Bill 119 - *Protecting Ontario's Streets and Communities Act, 2026*) from May 26, 2026, to June 25, 2026. The government invites you to review the Environmental Registry of Ontario and Regulatory Registry of Ontario links provided above and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder Relations, Caucus Affairs and Public Appointments, Tanner Zelenko at tanner.zelenko@ontario.ca.

I look forward to continued collaboration with you to address these and other important issues facing our communities.

Sincerely,

[redacted]

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

c. The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing
Robert Dodd, Chief of Staff Minister's Office
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing
Municipal Chief Administrative Officers

Ontario

Ontario Provincial Conservation Agency

l'Agence ontarienne de protection de la nature

Dear Heads of Council:

I am writing to provide an update on the regional consolidation of Ontario's conservation authorities.

As part of this process, all conservation authorities have been asked to appoint two members (General Manager/CAO and one board member) of their choosing to serve on transition committees. Transition Committees will lead planning activities guiding the transition to regional conservation authorities.

Appointed members will ensure that each authority has representation that reflects local priorities and perspectives, playing a critical role in guiding and informing the transition. They will contribute to the development of transition plans and help support operational readiness, ensuring local voices remain central throughout this work.

We deeply value the ongoing support of municipalities and the importance of local perspectives in shaping decisions that affect communities across Ontario.

We are pleased to share that the process to establish the transition committees is well underway with committees expected to be launched later this summer.

Thank you for your continued collaboration and support.

Sincerely,

[redacted]

Hassaan Basit
CEO
Ontario Provincial Conservation Agency

Ministry of the Environment, Conservation and Parks

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416 314-6790

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Bureau du ministre

777, rue Bay, 5e étage
Toronto ON M7A 2J3
Tél. : 416 314-6790

Ontario

357-2026-1281

May 1, 2026

TO: Conservation Authorities Chairs, GMs/CAOs, and municipalities

SUBJECT: Minister's direction under section 1.14 of the *Conservation Authorities Act* (re: temporary restrictions)

I am writing with regards to the transition of Ontario's conservation authority system to a consolidated regional model. The *Plan to Protect Ontario Act* (Budget Measures), 2026 received Royal Assent on April 24, 2026 and pursuant to my authority under section 1.14 of the *Conservation Authorities Act* (CAA), I am issuing a direction to conservation authorities – please see attached to this letter as Attachment A (the "Direction").

The intention of this Direction, which is effective from May 1, 2026 to the transition date under the CAA (i.e., February 1, 2027 or such later date as may be prescribed by the regulations), is to apply temporary restrictions on significant financial, asset or employment decisions to mitigate risk and ensure a stable transition to the new regional structure.

This Direction applies to certain conservation authority decisions related to: governance, organizational or staffing changes; the acquisition and disposition of lands; significant capital transactions; and the provision or acquisition of goods or services. For the decisions specified in this Direction, conservation authorities will be required to seek authorization from the chief executive officer of the Ontario Provincial Conservation Agency (or the Chief Conservation Executive of the Ministry of the Environment, Conservation and Parks if the chief executive officer has not yet been appointed), before the authority can make the decision. This Direction applies to all current conservation authorities, as listed in Appendix A to the attachment. Further guidance on the process to obtain authorization is set out in Appendix B to the attachment. The CAA provides that if an authority makes a decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

…2

These measures are not intended to interfere with the regular day-to-day business and operations of conservation authorities. If you are contemplating whether or not this Direction applies to a conservation authority decision under consideration, if you have any questions regarding this Direction, or if you are looking to request authorization for a conservation authority decision that may be covered under this Direction, please contact the Chief Conservation Executive at CCEO@ontario.ca and copy the Conservation Authorities Section at the Ministry of the Environment, Conservation and Parks at ca.office@ontario.ca.

Continuity for communities is a core principle of this transition. These time-limited measures are intended to ensure there aren't any service disruptions during transition and to ensure that the transition to consolidation is smooth and successful with minimal disruptions to conservation authorities' governance, programs and services.
Thank you for your continued leadership and collaboration as we work to improve the conservation authority system in Ontario.

Sincerely,

Todd McCarthy
Minister of the Environment, Conservation and Parks

Enclosures

c: The Honorable Rob Flack, Minister of Municipal Affairs and Housing

Attachment A

Minister's Direction Issued Pursuant to Section 1.14 of the *Conservation Authorities Act*

(this "Direction")

Section 1.14 of the Conservation Authorities Act provides the Minister of the Environment, Conservation and Parks with the authority to issue a direction to a conservation authority in relation to various matters for the purpose of facilitating the transition to a regional watershed-based framework for conservation authorities. The types of directions that can be issued by the Minister are set out in clauses 1.14 (1) (a) to (d):

(a) prohibiting the authority from making a decision in relation to its exercise of any of its powers under this Act or any other Act in the circumstances specified in the direction and subject to any specified conditions;
(b) requiring the authority to give notice, in accordance with the direction, of a decision that it has made;
(c) requiring the authority to send notices under subsection 25 (2), 27 (3) or 27.2 (3) by the date specified in the direction;
(d) governing budgetary and apportionment matters relating to the authority that are otherwise addressed in a regulation made under clause 40 (1) (c), (e) or (f) or clause 40 (3) (k).

Section 1.14 further provides that an authority that receives such a direction shall comply with the direction within the time specified in the direction.

If an authority makes decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

Pursuant to the authority of the Minister of the Environment, Conservation and Parks under clauses 1.14 (1) (a) and (b), the conservation authorities set out under Appendix "A" to this Direction (the "**authorities**" or each, an "**authority**") are hereby directed as follows:

Decisions prohibited unless authorization obtained (direction issued under clause 1.14 (1) (a))

1. Commencing on the Effective Date and until the transition date, an authority is prohibited from making a decision to do any of the following unless the authority obtains written authorization from the chief executive officer of the Ontario Provincial Conservation Agency ("OPCA CEO") in accordance with the conditions set out in paragraph 4:

i. Amending an authority's by-laws made under section 19.1 of the CAA, unless the amendment is administrative in nature and does not affect the substance or legal effect of the by-law (e.g. updating references, dates, and terminology; name or title changes; and making obvious corrections where the intended meaning is clear).

ii. Any of the following related to employment:

    a. Terminating the employment of a permanent or temporary employee who serves in a senior leadership position, including the authority's chief administrative officer or general manager, its secretary treasurer, and any departmental directors if applicable.
    b. Filling a vacancy for (i.e. temporarily or permanently) or making any changes to the terms and conditions of employment for any senior leadership position as referred to in sub-subparagraph a.
    c. Terminating the employment of any employee who serves in a leadership position related to or who are essential to the provision of the following mandatory programs and services described in the following provisions of O. Reg. 686/21 made under the CAA: flood forecasting and warning (section 2), ice management (section 4), infrastructure (section 5), plan reviews (sections 6 and 7) and the administration and enforcement of Parts VI and VII of the CAA (section 8).
    d. Increasing the total number of employees of the authority unless the increase was already included in the authority's approved final budget for the 2026 calendar year.

iii. Changing the organizational structure of the employees of the authority, including creating, merging, or eliminating departments.

iv. Acquiring, by purchase, lease or otherwise, any land or to sell, lease or otherwise dispose of any land owned by the authority.

v. Acquiring services from a person or body where:

    a. the duration of the provision of the service exceeds 2 years in length, or
    b. the total cost of the service exceeds the lesser of $500,000 and 5% of the authority's operating expenses, as reported in the authority's most recent audited financial statement.

    This does not include a decision to renew or extend an agreement for a service that a person or body was providing to the authority prior to the Effective Date.

vi. Providing a service to a person or body where:

a. the duration of the provision of the service exceeds 2 years in length, or
b. the total amount to be charged for the service exceeds the lesser of $500,000 and 5% of the authority's revenues, as reported in the authority's most recent audited financial statement.

This does not include a decision to, renew or extend an agreement for a service that the authority was providing to the person or body prior to the Effective Date.

vii. Incurring a capital cost in connection with a project or purchasing, leasing or otherwise acquiring personal property, including materials, equipment and vehicles, where:

a. in the case of a lease, the duration of the term of the lease exceeds 2 years in length,
or
b. the total amount of the capital cost or purchase, lease or other acquisition would exceed the lesser of $500,000 and 5% of the authority's tangible capital assets, as reported in the authority's most recent audited financial statement.

This direction does not apply if the capital cost or acquisition is contemplated for a particular program or service identified in the authority's approved final budget for the 2026 calendar year and the total capital cost or acquisition amount is within the budgeted amount for the program or service.

viii. Selling, leasing, or otherwise disposing of or dealing with personal property, including materials, equipment and vehicles, where:

a. in the case of the lease, the duration of the term of the lease exceeds 2 years in length,
or
b. the total amount of the lease or other disposition or dealing would exceed the lesser of $500,000 and 5% of the authority's tangible capital assets, as reported in the authority's most recent audited financial statement.

2. Despite paragraph 1, sub-paragraphs 1. v to viii do not apply to a decision of an authority that is made for the purpose of alleviating an immediate danger to human life, the health of any persons, or to property.

3. For greater certainty, paragraph 1 does not apply to a decision of an authority to execute an agreement that has the effect of implementing a decision made by the authority before the Effective Date.

4. The following conditions must be satisfied before an authority is authorized to make a decision that is subject to paragraph 1:

    i. The authority must request authorization from the OPCA CEO to make the decision, in accordance with paragraph 5 of this Direction.
    ii. The authority must receive written authorization from the OPCA CEO to make the decision. If authorization for the request is granted only in part, the authority must ensure that its decision does not exceed the scope of the authorization.

5. For the purposes of paragraph 4, the authority must request authorization to make a decision that is subject to paragraph 1 by submitting the following information to the OPCA CEO:

    i. A description of the decision that the authority is seeking authorization to make, including details of the proposed decision and why the proposed decision is a decision that is subject to paragraph 1.
    ii. A resolution of the authority supporting the proposed decision.
    iii. An explanation for why authorization should be granted, including any risks associated with deferring the proposed decision until after the transition date.
    iv. Any information about relevant dates for the proposed decision, including any considerations around urgency or the time-sensitive nature of the proposed decision.

6. The authority must provide any additional information about the request to the OPCA CEO at the OPCA CEO's request.

Notice of a decision that an authority has made to address an emergency (direction issued under clause 1.14 (1) (b))

7. Commencing on the Effective Date and until the transition date, where the authority makes a decision that is not subject to paragraph 1 by reason that the decision is made for the purpose of alleviating an immediate danger to human life, health, or property, the authority must give notice to OPCA CEO within 3 business days after making the decision.

8. The notice mentioned in paragraph 7 must describe the decision that was made and explain how the decision that was made for the purpose of alleviating an immediate danger to human life, the health of any persons, or to property.

General

9. In this Direction, a reference to the OPCA CEO means the Chief Conservation Executive of the Ministry of the Environment, Conservation and Parks, if a chief executive officer of OPCA has not yet been appointed.

10. In this Direction, a reference to an authority's approved final budget for the 2026 calendar year means the authority's final budget for the 2026 calendar year that was approved prior to the Effective Date. For greater certainty, if an authority has not yet approved its final budget for the 2026 calendar year prior to the Effective Date, the authority does not have an approved final budget for the 2026 calendar year for the purposes of this Direction.

11. The authority must ensure that any employee of the authority who is responsible for or involved in making a decision that is subject to this Direction is made aware of this Direction, and the authority must require these employees to take all steps necessary to ensure the authority complies with this Direction.

12. This Direction applies to the conservation authorities listed in Appendix "A" to this Direction.

13. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

14. This Direction is effective from May 1, 2026 (the "**Effective Date**") to the transition date, within the meaning of the *Conservation Authorities Act* (i.e., February 1, 2027 or such later date as may be prescribed by the regulations).

15. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

Todd McCarthy
Minister of the Environment, Conservation and Parks
May 1, 2026

Appendix A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

Cataraqui Region CA

Catfish Creek CA

Central Lake Ontario CA

Credit Valley CA

Crowe Valley CA

Essex Region CA

Ganaraska Region CA

Grand River CA

Grey Sauble CA

Halton Region CA

Hamilton Region CA

Kawartha Region CA

Kettle Creek CA

Lake Simcoe Region CA

Lakehead Region CA

Long Point Region CA

Lower Thames Valley CA

Lower Trent Region CA

Maitland Valley CA

Mattagami Region CA

Mississippi Valley CA

Niagara Peninsula CA

Nickel District CA

North Bay-Mattawa CA

Nottawasaga Valley CA

Otonabee Region CA

Quinte Region CA

Raisin Region CA

Rideau Valley CA

Saugeen Valley CA

Sault Ste. Marie Region CA

South Nation River CA

St. Clair Region CA

Toronto and Region CA

Upper Thames River CA

Appendix B

GUIDANCE DOCUMENT FOR THE MINISTER'S DIRECTION ISSUED UNDER SECTION 1.14 OF THE CAA

The following sets out additional information and guidance for authorities in relation to the Minister's Direction issued May 1, 2026 under s. 1.14 of the CAA.

The ministry strongly encourages conservation authorities to contact the Ontario Provincial Conservation Agency (OPCA) at CCEO@ontario.ca if an authority is uncertain about the scope, application or requirements of this direction. OPCA can help clarify whether a proposed decision is subject to this Direction and how the authority can ensure it complies with this Direction.

As paragraph 11 of the Direction provides, if any decisions covered by the Direction are made by employees of the authority, the authority has the obligation to ensure that their employees are aware of this Direction and that the authority seeks prior authorization in accordance with the Direction before the decision is made.

The CAA provides that, if an authority makes a decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

Request and OPCA CEO Decision Process

Making a Request

After a conservation authority determines that a proposed decision requires authorization from the OPCA CEO, the authority may make a request for authorization via email to CCEO@ontario.ca containing the following required information:

- A description of the decision that the authority is seeking authorization to make, including details of the proposed decision and why the proposed decision is a decision that is subject to paragraph 1 of the Direction.
- A resolution of the authority supporting the proposed decision.
- An explanation for why authorization should be granted, including any risks associated with deferring the proposed decision until after the transition date.
- Any information about relevant dates for the proposed decision, including any considerations around urgency or the time-sensitive nature of the proposed decision.

Any notices of decisions required to be given to OPCA CEO under paragraph 7 of the Direction should also be sent via email to CCEO@ontario.ca.

Confirmation of Receipt

Once the OPCA (or Office of the Chief Conservation Executive (OCCE) if the OPCA CEO has not yet been appointed), receives a request from the authority that includes the required information, the authority will be notified by OPCA that the request has been received and the timeline for a decision. The OPCA will also inform the Ministry's Conservation Authorities Section (CAS) (via ca.office@ontario.ca) that a request for written authorization has been received. In addition, if the authority provides notice under paragraph 7 of the Direction of a decision made for the purpose of alleviating an immediate danger to human life, health, or property, the OPCA will inform the CAS.

If, upon review by the OPCA CEO, it is determined that a decision is not subject to the requirement for prior written authorization, the authority will be notified as soon as possible that the decision is not subject to this Direction.

Consideration of Request

The OPCA CEO will endeavour to make a decision on the request in a timely manner and not more than 30 calendar days from the day of receiving the request that is accompanied with the required information. Where the complexity of the request or the need for additional information necessitates, written notice will be provided to the authority by the OPCA of any additional time needed to issue a decision.

The OPCA CEO may consult on an authority's request with the relevant transition committee and project executive that has been appointed by OPCA for that authority. . The OPCA CEO may also require the authority to provide additional information if needed to support their consideration of the request.

Decision

The OPCA CEO may make the following types of decisions on a request for written authorization:

- Grant authorization to the authority to proceed with making the decision that was the subject of the request, in whole or in part (i.e., authorize the authority to proceed in a more limited manner than what was requested).
- Deny authorization, including in circumstances where, in the opinion of the OPCA CEO, the decision would not be in the best interest of the future regional conservation authority, or it would be more appropriate to defer the decision to the future regional conservation authority.

The decision of the OPCA CEO on the request will be given in writing to the authority and will include a rationale for the decision if the decision is to deny authorization or only grant authorization in part. The Ministry's CAS will also be notified of the OPCA CEO's decision.

Where an authority's proposed decision is authorized by the OPCA CEO, or where the proposed decision has been authorized but only in part, this in no way compels the authority to proceed with the decision. In all cases, the authority retains the sole power to determine whether to proceed with any decision that has been authorized by the OPCA CEO.

Reconsideration

There is no process for reconsideration of an OPCA CEO decision on a request for authorization under the Direction.

An authority whose request for authorization is denied or granted only in part may request authorization again in accordance with the Direction at a later date if the circumstances have changed and the authority believes that these changes in circumstances would support the granting of authorization.

Tamara Russell Barr

From: AMO Policy <policy@amo.on.ca>
Sent: May 26, 2026 4:42 PM
To: Admin
Subject: AMO Policy Update - New Code of Conduct Bill Passes, Ontario Nurses Association's Constitutional Challenge, Advocacy on Rideshare Regulation, and Launch of Long-Lead Time Energy Procurement

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AMO Policy Update – New Code of Conduct Bill Passes, Ontario Nurses Association's Constitutional Challenge, Advocacy on Rideshare Regulation, and Launch of Long-Lead Time Energy Procurement

Top Insights

• Bill 9, the *Municipal Accountability Act*, passed third reading, a significant achievement for the municipal sector.

• The Ontario Nurses' Association (ONA) is challenging the constitutionality of long-standing legislation that bans hospital and long-term care nurses from striking or being locked out during collective bargaining.

• AMO calls for any future expansion of the Northlander Rideshare Pilot to other parts of the province to ensure a level playing field for municipal transit services and existing taxi companies, and provides a clear framework for provincial monitoring and enforcement.

• The IESO launches its Long-Lead Time (LLT) procurement which includes a requirement to obtain municipal support for new energy projects.

Bill 9 Passes with a Framework for a New Code of Conduct

Today, the legislature passed Bill 9, the *Municipal Accountability Act, 2025*. It provides the foundation for the much-anticipated new ethical framework governing the behaviour of elected municipal officials. This is a significant achievement for municipal governments and AMO.

> "The municipal sector has long advocated for a provincial code of conduct legislation and AMO commends Minister Flack and Premier Ford for passing this important bill. This is progress that we can build upon. This legislation is a necessary step forward in supporting safe and respectful working environments for members of council and municipal staff. It will allow councils to function more effectively and fairly by creating accountability and trust, which encourages good people to run."
>
> - Robin Jones, AMO President

A new standardized Code of Conduct and Integrity Commissioner investigation process will be prescribed by the Minister in regulation. AMO will respond to the regulation posting to ensure that the new Code of Conduct upholds a high ethical standard and meets the diverse needs and capacity of members across the province.

The Ontario Nurses Association (ONA) Launches Constitutional Challenge

The ONA has launched a constitutional challenge to the Hospital Labour Disputes Arbitration Act (HLDAA), which prohibits nurses working in hospitals and long-term care facilities from striking or being locked out during collective bargaining.

AMO will be actively following this court challenge given the impact any change could have on the operations of municipal long-term care homes.

AMO's Advocacy on Provincial Rideshare Regulation

AMO has written to the Minister of Transportation about the planned Northlander Rideshare Pilot. The pilot will test provincial regulation of

rideshare services. The results will help inform province-wide rideshare rules in the future. AMO's advice focuses on a successful pilot and planning for any future expansion. This includes:

- Coordinating with municipalities so rideshare complements local transit services and transportation is available at the right times and places
- Creating a level playing field for rideshare and local taxi companies to protect local businesses and avoid pressure to remove taxi regulations that keep drivers and riders safe
- Establishing a clear and transparent system for provincial monitoring and enforcement without creating new oversight roles or financial burden for municipalities

AMO supports new approaches to improving transportation options across Ontario. We will monitor next steps and share feedback with the province to help ensure any future regulations meet the needs of all communities.

IESO Launches Long-Lead Time Request for Proposal Intake

The IESO's Long-Lead Time (LLT) procurement aims to procure new hydroelectric generation and long-duration energy storage projects. Like the Long-Term 2 Request for Proposals procurements, project proponents will be required to obtain support from host municipalities. This includes a requirement to provide municipalities with a written notice of their intent to engage with the community at least 60 days before a Municipal Support Confirmation can be signed. The LLT project submission deadline is November 26, 2026.

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.

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Grand River Conservation Authority

Summary of the General Membership Meeting – May 22, 2026

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-05-26-43 - Eastern Lake Erie Regional Conservation Authority Transition Committee Update
- GM-05-26-53 - Financial Summary
- GM-05-26-48 - Provincial Offences Act Officer Designations
- GM-05-26-50 - Schneider Creek Two-Zone Policy Area Update
- GM-05-26-51 - Cedar Creek Two-Zone Policy Area, City of Waterloo
- GM-05-26-C11 - Disposition of Laurel Creek Nature Centre and Associated Lands (closed agenda)
- GM-05-26-C12 - Declaration of Surplus Property – Township of Centre-Wellington (closed agenda)
- GM-05-26-C13 - Lease Agreement - Cottage Lot Program (closed agenda)
-

Information Items

The Board received the following reports as information:

- GM-05-26-54 - Chair's Report
- GM-05-26-42 - Minister's Direction Under S.1.14 of the Conservation Authorities Act
- GM-05-26-49 - Planning and Regulations Services Accomplishments
- GM-05-26-52 - Cash & Investment Status
- GM-05-26-45 - Grand River Conservation Authority Pools
- GM-05-26-46 - Administration Centre Renovation Tender Award (Requires authorization from Ontario Conservation Agency)
- GM-05-26-47 - Natural Heritage Annual Report
- GM-05-26-44 - Customer Service Strategy Update
- GM-05-26-55 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Nicholas Kouwen re: GRCA's HEC-HMS Contract

Source Protection Authority Correspondence & Action Items

The General Membership of the GRCA also acts as the Source Protection Authority Board. There was no meeting in May 2026.

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 participating municipality. If you do not wish to receive this monthly summary, please respond to this email with the word ‘unsubscribe’.

Grand River Conservation Authority

Report number: GM-03-26-32

Date: March 27, 2026

To: Members of the Grand River Conservation Authority

Subject: Provincial Decision on Environmental Registry Posting 025-1257

Recommendation:

THAT Report Number GM-03-26-32 – Provincial Decision on Environmental Registry Posting 025-1257 be received as information;

AND THAT the Chair, John Challinor II, be appointed as the Grand River Conservation Authority municipally- elected member to the Eastern Lake Erie Regional Conservation Authority Transition Team Committee.

Summary:

On March 10, 2026, the Ministry of the Environment, Conservation and Parks (MECP) released its decision on Environmental Registry Posting 025-1257, focused on modernizing Ontario's conservation authority system. From GRCA's perspective, the decision reflects a considered approach informed by engagement and feedback. The refinements made reflect an emphasis on local governance, watershed-based decision-making, and municipal participation. Key elements, such as the adjusted regional boundary, updated governance structures, and the commitment to maintain existing programs and services throughout the transition, support continuity and improved coordination.

Report:

On March 10, 2026, the Ministry of the Environment, Conservation and Parks (MECP) released its decision regarding Environmental Registry Posting 025-1257, which focuses on modernizing the province's conservation authority system. The Province confirmed it will move forward with consolidating Ontario's 36 Conservation Authorities (CAs) into nine regional CAs, supported by a newly established Ontario Provincial Conservation Agency (OPCA). The consolidation is targeted for early 2027.

This modernization initiative is intended to strengthen watershed management across Ontario by improving consistency, enhancing technical capacity, and delivering more efficient and accountable permitting and services.

The Province's decision reflects engagement with municipalities, CAs, and other interest holders. Through virtual sessions, regional workshops, and more than 14,000 public comments submitted, input was gathered and directly informed key refinements to the proposal. Notably, the number of regional CAs was increased from seven to nine in response to stakeholder feedback.

The Grand River Conservation Authority's (GRCA) input played an important role in shaping the final size and boundary of the Eastern Lake Erie Regional Conservation Authority (ELERCA). GRCA noted that the originally proposed boundary was too large and could limit meaningful municipal participation and access to local watershed knowledge. In response, the Province revised the boundary to create a more balanced and manageable configuration that better supports effective governance, strengthens local engagement, aligns with watershed needs, and maintains consistency with the existing source protection region. This adjustment will help

sustain collaboration among municipalities while preserving the local knowledge and relationships that are essential to effective watershed management.

The Province has also confirmed that CA programs and services will remain unchanged and continue without disruption throughout the transition, ensuring continuity for municipalities and communities.

Building on this feedback, the Province introduced several additional refinements to strengthen and support the modernization of the CA system, which are expected to deliver positive outcomes. The following highlights some of the more significant changes:

- Under the new model, CAs will remain locally governed, with updated structures to improve coordination, clarity, and fairness in municipal representation. Upper- and single-tier municipalities will have more clearly defined roles in governance and funding.
- Board membership composition rules will be revised and based on each participating municipality's share of the population within the Regional Conservation Authority's (RCA) jurisdiction. Each municipality will be guaranteed at least one representative to ensure smaller municipalities are included. The regulation may also establish limits on overall board size and cap the number of members from any one municipality.
- Each RCA will also establish at least one Watershed Council to provide community-based input on program and service priorities. Membership will be set out in regulation and include Indigenous and sector-specific representation, such as agricultural and commercial (development) interests.

The changes outlined above will require amendments to the *Conservation Authorities Act*, as well as the development of new supporting regulations. It is anticipated that proposed legislative amendments will be introduced in the coming weeks. Staff will bring forward a subsequent report to the Board once these changes have been approved, outlining their implications and any required actions.

The Province has outlined a structured and coordinated approach to support the transition to the new regional conservation authority model, including the following key elements:

- Transition Committees will be established for each new regional authority, with representation from each existing CA within the region. Each authority will be represented by its CAO/General Manager and a municipal elected member from its board. The Transition Committee would be responsible for developing the Transition plan for consolidation. The Province will appoint a Project Executive to chair each Transition Committee, who will also serve as the inaugural CAO of the RCA for up to 24 months. The OPCA will coordinate and oversee the transition committees and process.
- The Province has committed $3 million in annual funding to the OPCA to support CAs during the transition. In the first two years, this funding will be directed toward transition costs. Following this period, funding will support regional conservation authorities in meeting enhanced program standards established by the OPCA.
- The transition will occur through a statutory amalgamation, with the new Regional Conservation Authority (RCA) replacing existing authorities as the legal entity on the transition date. All assets, liabilities, rights, and obligations of the predecessor authorities will continue, including partnerships, agreements, funding commitments, employees, permit applications, and any ongoing hearings. This approach is intended to ensure service continuity and avoid disruption to relationships with municipalities, agencies, and funding partners.

- The amalgamation process will be governed by the Public Sector Labour Relations Transition Act, which provides a clear, structured, and neutral framework for addressing labour relations matters arising from public sector restructuring.

As with the proposed changes to the CA system, these transition measures are anticipated to be reflected in forthcoming amendments to the *Conservation Authorities Act* and accompanying regulations.

Overall, the Province's decision reflects a measured approach to modernization. The refinements made, particularly the adjustment of regional boundaries and the creation of the Eastern Lake Erie region, demonstrate a clear effort to balance system-wide consistency with the importance of local knowledge, governance, and collaboration. The GRCA is encouraged by this outcome and remains supportive of the direction moving forward.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-05-26-43

Date: May 22, 2026

To: Members of the Grand River Conservation Authority

Subject: Eastern Lake Erie Regional Conservation Authority Transition Committee Update

Recommendation:

THAT Report Number GM-05-26-43 – Eastern Lake Erie Regional Conservation Authority Transition Committee Update be received as information;

AND THAT the Grand River Conservation Authority approves the Eastern Lake Erie Regional Conservation Authority Guiding Principles for Transition;

AND THAT the Chief Administrative Officer, Samantha Lawson, be appointed as the Grand River Conservation Authority senior staff member to the Eastern Lake Erie Regional Conservation Authority Transition Team Committee;

AND THAT the Deputy Chief Administrative Officer, Karen Armstrong, be appointed as the alternate for the CAO as the senior staff member to the Eastern Lake Erie Regional Conservation Authority Transition Team Committee.

Summary:

Not applicable.

Report:

Eastern Lake Erie Regional Conservation Authority Transition Update
The Eastern Lake Erie Regional Conservation Authority will be comprised of the Catfish Creek Conservation Authority, Grand River Conservation Authority, Kettle Creek Conservation Authority, and Long Point Region Conservation Authority. February 1, 2027, has been established as the statutory amalgamation date for the regional conservation authorities.

On Monday, April 20, 2026, the Chairs, Vice-Chairs, and General Managers of Catfish Creek, Grand River, Kettle Creek, and Long Point Region Conservation Authorities met at the Long Point Region Conservation Authority administration office to discuss preparations for the Eastern Lake Erie Regional Conservation Authority amalgamation.

The meeting provided an opportunity for high-level organizational introductions and discussion regarding preliminary principles to guide the transition process. Shared concerns identified during the discussions included ensuring that reserves continue to be used for their intended purposes as endorsed by the current Boards, preserving land donations and land holdings within the new regional conservation authority structure, and maintaining strong watershed-based decision-making and local community connections throughout the transition.

Also presented at the meeting were draft guiding principles for the transition of the four Conservation Authorities into the Eastern Lake Erie Regional Conservation Authority. The document outlines seven high-level principles intended to guide the consolidation process:

- Accountable and Transparent Governance
- Fiscal Responsibility
- Commitment to Workforce Stability and Talent Retention
- Service Excellence
- Risk Management and Business Continuity
- Watershed-Based Science Informed Management
- Transparency, Trust and Clear Communication

While the principles are not listed in order of priority, each is considered essential to achieving a successful transition and ensuring these values remain central to all decisions throughout the amalgamation process. The draft Eastern Lake Erie Regional Conservation Authority -Guiding Principles for Transition are attached to this report.

Individually, each Conservation Authority has expressed a desire to protect watershed-based decision-making, programs and services, staff, local decision-making, community connections, and responsible and effective governance. This shared commitment is reflected within the Guiding Principles document and will form the basis for communications with stakeholders moving forward.

The principles are currently being presented to each individual Conservation Authority Board for approval and once approved, will become a joint document used throughout the transition process.

As the Conservation Authorities prepare to establish the Transition Committee, the Chairs and Vice-Chairs from each Conservation Authority remain committed to scheduling future meetings, supported by bi-weekly meetings of the General Managers, to ensure that issues and concerns are identified early and discussed openly in support of a collaborative, informed, and effective transition process.

Additional appointments to the Eastern Lake Erie Regional Conservation Authority
Following Royal Assent of Bill 97 on April 24, 2025, the transition process for the amalgamation and consolidation of regional Conservation Authorities was initiated. As part of the requirements under the legislation, the Grand River Conservation Authority (GRCA) is required to appoint members to the Transition Committee established by Ontario Provincial Conservation Agency (OPCA) to support and coordinate the transition process.

The Transition Committee will play a key role in preparing for the transition, with OPCA providing coordination, resources, tools, and guidance throughout the process. The committee will remain in place until the transition date, at which time it will be dissolved.

In accordance with the legislative requirements, each predecessor authority is required to appoint two representatives to the Transition Committee, including one municipally elected member of the Conservation Authority and one senior staff representative, being the CAO or General Manager, or an alternate if they are unavailable. On March 27, 2026, the Board appointed Chair John Challinor II as the GRCA's municipally elected representative to the Transition Committee.

Accordingly, it is recommended that Samantha Lawson, CAO, be appointed as the senior staff representative for the GRCA on the Transition Committee. Karen Armstrong is recommended to be the alternate representative should the CAO be unavailable to participate. These appointments will ensure the GRCA is appropriately represented and able to actively participate in transition planning and decision-making throughout the amalgamation process.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

Item# 9.4

The Council of the United Counties of Leeds and Grenville

Resolution No. CC-098-2026
Date: May 21, 2026

Moved by [redacted]

Seconded by

WHEREAS municipalities are responsible for the planning, construction, operation, rehabilitation, and replacement of critical public infrastructure; and

WHEREAS municipal engineers play a key role in supporting safe, reliable, and cost-effective infrastructure systems for residents and businesses; and

WHEREAS the Municipal Engineers Association has raised concerns and recommendations regarding the Province's proposed harmonization of municipal road construction standards, which have implications for municipal operations, long-term asset management, and financial sustainability; and

WHEREAS the United Counties of Leeds and Grenville supports advocacy that promotes effective infrastructure planning, responsible funding frameworks, and realistic implementation requirements for municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Leeds and Grenville supports the Municipal Engineers Association's position regarding the Province's proposed harmonization of municipal road construction standards, particularly the concerns about the exemption approval process, mandatory annual reporting, lack of clarity around governance/co-stewardship, and the need for meaningful municipal consultation before implementation proceeds; and

BE IT FURTHER RESOLVED THAT Council urges the Province of Ontario to engage with municipalities and the Municipal Engineers Association to implement practical solutions that reflect municipal capacity, infrastructure needs, and local government realities; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be circulated to the Minister of Transportation, the Minister of Municipal Affairs and Housing, the Minister of

Infrastructure, the local Member of Provincial Parliament (MPP), the Municipal Engineers Association (MEA), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and Ontario municipalities.

Carried ✓ Defeated _____ Deferred _____

[redacted]

Corinna Smith-Gatcke, Warden

From the Office of the Clerk
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clerks@pecounty.on.ca | www.thecounty.ca

May 18, 2026

Please be advised that during the regular Council meeting of May 12, 2026 the following resolution regarding improved accessibility to home insurance for owners of properties designated under the Ontario Heritage Act was carried.

RESOLUTION NO. **2026-209**

DATE: **May 12, 2026**

MOVED BY: **Councillor Pennell**

SECONDED BY: **Councillor Hirsch**

WHEREAS the historic built and cultural heritage of Prince Edward County is recognized as a fundamental part of its community character and identity, and is a driver of the local tourism economy;

WHEREAS the Ontario Heritage Act encourages municipalities in Ontario to designate and protect properties that meet provincial criteria related to design, historical and contextual value;

WHEREAS the municipality has designated, and continues to encourage owners of heritage properties to protect those attributes which exemplify design, historical, and contextual value and interest by consenting to designation of those properties as being of cultural heritage value and interest under Part IV of the Ontario Heritage Act;

WHEREAS the municipality has designated properties of heritage value and interest in the Picton Heritage Conservation District and Wellington Heritage Conservation District under Part V of the Ontario Heritage Act;

WHEREAS homeowners require insurance to protect their homes, which is often their most significant investment, and can be required to maintain a mortgage; and

WHEREAS the Province of Ontario has stated that a heritage designation does not place additional requirements on insurers and that insurance premiums should not go up because of a heritage designation;

WHEREAS some owners of designated properties have reported that their premiums have gone up as a result of a heritage designation or they have been denied an insurance policy as a result of a heritage designation;

WHEREAS as a result of insurance concerns, some homeowners have objected to proposed heritage designation on their property; and

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WHEREAS this directly threatens the unique and irreplaceable heritage character of Prince Edward County;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Prince Edward calls on the Provincial Government to:

1. Investigate why some insurers are raising premiums on heritage designated properties or are denying insurance policies as a result of a heritage designation in contravention of provincial guidance;

2. Bring insurance regulators, insurance industry representatives and heritage professionals together to find solutions that enable the continued protection of heritage properties without unwarranted financial burden on homeowners;

3. Regulate the impact of heritage designation on insurance premiums through enforcement, education and new solutions; and

THAT the Built & Cultural Heritage Advisory Committee be directed to continue exploring ways to educate homeowners regarding insurance for heritage designated properties; and

THAT this resolution be forwarded to the forwarded to the Premier of Ontario, the Minister of Citizenship and Multiculturalism; Bay of Quinte M.P.P. Tyler Allsopp; the Association of Municipalities of Ontario; the Financial Services Regulatory Authority; the Canadian Council of Insurance Regulators, and the Insurance Bureau of Canada.

CARRIED

Yours truly,

[redacted]

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Pennell, Councillor Hirsch

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May 18, 2026

Please be advised that during the regular Council meeting of May 12, 2026 the following resolution regarding exploring the feasibility of a Vacant Commercial Storefront Tax was carried.

RESOLUTION NO. **2026-207**

DATE: **May 12, 2026**

MOVED BY: **Councillor Braney**

SECONDED BY: **Councillor Engelsdorfer**

WHEREAS the vitality of Prince Edward County's main streets is essential to the economic, social, and cultural health of our community;

WHEREAS there are numerous long-term vacant commercial storefronts, which detracts from the character of the community, reduces pedestrian traffic, discourages business investment, and negatively impacts the viability of surrounding small businesses;

WHEREAS the current Municipal Act, 2001 does not provide municipalities with the explicit legal authority to implement a "Vacant Commercial Storefront Tax," although other jurisdictions are actively advocating for such tools to address similar challenges;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the County of Prince Edward:

1. **THAT** staff be directed to report back to Council on the feasibility of implementing a Vacant Commercial Storefront Tax, including an analysis of the necessary provincial legislative changes required, recommendations for stakeholder consultation, and to concurrently explore potential enforceable mechanisms available under current legislation;

2. **THAT** the Council of the Corporation of the County of Prince Edward hereby requests that the Government of Ontario amend the Municipal Act, 2001 to grant Ontario municipalities the permissive authority to implement a "Vacant Commercial Storefront Tax" or similar levy to encourage the productive use of long-term vacant retail properties;

3. **THAT** this resolution be forwarded to the Minister of Municipal Affairs and Housing, the Premier of Ontario, and the Member of Provincial Parliament representing the Corporation of the County of Prince Edward for their immediate consideration; and

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4. **THAT** this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

CARRIED

Yours truly,

[redacted]

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Braney, Councillor Engelsdorfer

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May 29, 2026

Please be advised that during the regular Council meeting of May 26, 2026 the following resolution seeking support for sustainable funding for Public Health Units was carried.

RESOLUTION NO. **2026-244**

DATE: **May 26, 2026**

MOVED BY: **Councillor Roberts**

SECONDED BY: **Councillor Nieman**

WHEREAS Ontario public health units and agencies provide a vital service to Ontarians that keeps people healthy, out of hospitals and out of the acute care system;

WHEREAS rural-urban equity in Ontario's public healthcare delivery is essential for a thriving provincial economy that keeps people at work and contributing;

WHEREAS Ontario's public health units & agencies sector has received a mere 1% in its annual budget increase from Queen's Park since 2018, a sum significantly below inflation and real-world cost increases;

WHEREAS public health faces steadily increasing demands, such as a 231% increase in respiratory outbreaks supported in Ontario's long-term care homes, hospitals, and retirement homes since 2018, as well as a 637% increase in Infection Prevention & Control complaints follow-ups;

WHEREAS according to the Association of Municipalities of Ontario (AMO), municipalities across Ontario spend close to $4 billion on health despite receiving less than $2 billion in provincial grants, and Canada's Constitution Act 1867 clearly asserts provincial responsibility for health;

WHEREAS Ontario consistently ranks at the bottom for provincial health spending per capita, at $876 below the average of other provinces using 2022-2023 data;

WHEREAS 60% of Ontario's hospitals are overwhelmed and in dire operating deficits, yet the Canadian Public Health Association asserts that investment in Ontario public health's preventative and health promotion initiatives delivers a 4:1 return on investment, for example, for every dollar spent on upstream public health vaccine immunization of children, $16 in downstream hospital and primary health care costs are saved;

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WHEREAS municipalities are being asked to shoulder an escalating percentage of public health unit costs while also asked to solve complex social determinates of health such as rural homelessness and food insecurity but with limited revenue tools;

WHEREAS the province and federal governments continue to collect significant revenue from local/municipal property transactions through the Land Transfer Tax and Goods & Services Tax;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the County of Prince Edward requests:

1. **THAT** the Provincial Government redistribute a portion of the Land Transfer Tax to municipalities to address public health funding gaps and the rising % share of municipal contributions to public health units;

2. **THAT** when the province announces its new Ontario Public Health Standards, it also commits to minimum annual funding increases tied to Ontario's consumer price inflation, currently holding at 2.4%;

3. **THAT** this resolution be forwarded to Prime Minister Mark Carney, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, Bay of Quinte Member of Parliament, Chris Malette, and Member of Provincial Parliament, Tyler Allsop; and

4. **THAT** this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) Rural Ontario Municipal Association (ROMA) and the Eastern Ontario Wardens' Caucus (EOWC) for their endorsement and advocacy.

Yours truly,

[redacted]

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Nieman

The Town Of PLYMPTON-WYOMING

Date:	13 May 2026	***15***
Moved By:	Deputy Mayor Netty McEwen	
Seconded By:	Councillor John van Klaveren	

Support for Sustainable Provincial Grant Funding for Fire Services in Ontario

WHEREAS Municipal fire services in Ontario operate under legislative authority established by the province through statutes, regulations, codes, and prescribed standards governing training, equipment, certification, inspection, and operational requirements;

AND WHEREAS municipalities are responsible for implementing and maintaining compliance with these provincially mandated requirements primarily through local property taxation;

AND WHEREAS current provincial fire service grant programs are available to both full-time and volunteer fire departments across Ontario and are distributed through competitive application processes that may not fully reflect the differing financial and administrative capacities of urban and rural municipalities, highlighting the need for a more balanced approach to funding that supports all fire services equitably;

AND WHEREAS volunteer firefighters represent approximately **70–75% of firefighters in Ontario**, protecting the majority of communities across the province and, particularly in rural areas, are frequently **the first emergency responders to arrive on scene ahead of other emergency services**;

AND WHEREAS other provincially regulated emergency services, including policing and paramedic services, receive stable and predictable provincial funding contributions or cost-sharing arrangements;

AND WHEREAS the absence of a comparable and stable funding model for fire services creates a structural imbalance between provincial regulatory authority and municipal financial responsibility;

AND WHEREAS reliance on competitive funding creates budget uncertainty, limits long-term financial planning, and may not reflect the actual operational needs of fire services, contributing to instability, reduced preparedness and the reduction of services within a critical emergency response sector;

AND WHEREAS stable and predictable funding is essential to maintain emergency preparedness, firefighter safety, service sustainability, and equitable protection for residents regardless of municipal size or tax base;

NOW THEREFORE BE IT RESOLVED THAT

The Council of the Town of Plympton-Wyoming respectfully calls upon the Province of Ontario to **transition the current practice of competitive provincial fire service grant programs into a permanent, stable, and predictable non-competitive provincial funding program** that supports municipalities in meeting provincially legislated fire protection requirements;

AND FURTHER THAT this funding be structured to provide equitable and predictable annual support for **operational readiness and training costs associated with volunteer, composite and full-time fire departments across Ontario**;

AND FURTHER THAT the annual value of this funding be reviewed and adjusted to more appropriately reflect the level of provincial funding support currently provided to other provincially regulated emergency services, including policing and paramedic services;

AND FURTHER THAT this resolution be circulated for endorsement to:

- The County of Lambton
- Lambton County Fire Chiefs Association
- All municipalities
- Ontario Association of Fire Chiefs
- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighters Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association

AND FURTHER THAT, upon endorsement, this resolution be submitted to:

- Steve Pinnsoneault MPP Lambton-Kent-Middlesex
- Bob Bailey MPP Sarnia-Lambton
- The Honourable Michael Kerzner, Minister of the Solicitor General
- The Honourable Kinga Surma, Minister of Infrastructure
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Doug Ford, Premier of Ontario

✓		
Carried	Defeated	Deferred

Excerpt from Council Meeting Minutes – June 2, 2026

19. Notice of Motion – Deputy Mayor Hull – Affirming Outdoor Education as an Essential Part of Public Education in Ontario

Deputy Mayor Hull explained the importance of outdoor education and how this motion is in response to the closure of the Toronto District School Board outdoor education centre. He explained that he is asking for the Parks, Recreation and Culture Department to be mindful of outdoor nature-related opportunities for citizens; he is not asking for a formal report.

Discussion included staff evaluation and making a change to the motion to recognize the work staff currently undertake regarding outdoor opportunities.

R-151-2026

It was **Moved** by C. Hull, **Seconded** by J. Kirkland and **Carried**

Whereas outdoor and experiential education provides students with critical opportunities to improve mental health, physical well-being, environmental literacy, teamwork, leadership, resilience, and academic engagement;

And whereas access to nature and outdoor learning opportunities should not depend on a family's income, geography, or ability to afford private camps, cottages, or outdoor recreation;

And whereas many students, especially those living in urban communities, rely on publicly funded school programs as their primary opportunity to experience forests, trails, waterways, dark skies, overnight camping, and land-based learning;

And whereas closures of Outdoor Education Centres risk creating long-term negative consequences for student wellness, environmental stewardship, and equitable access to experiential learning opportunities;

And whereas knowledgeable and experienced outdoor education staff are essential to delivering safe, inclusive, and curriculum-based learning experiences;

And whereas municipalities that benefit from tourism connected to parks, trails, and natural spaces depend on environmentally responsible stewardship by visitors.

Therefore be it resolved that the Town of South Bruce Peninsula requests the Province of Ontario to:

1. Recognize outdoor education as an essential educational service and commit to equitable access for all Ontario students, and

2. Halt the closure of outdoor education centres and restore stable funding for programming across Ontario;

And that the Town's Parks, Recreation and Culture Department continues to evaluate how it can increase nature-related educational opportunities for citizens of all ages and abilities;

And further that this motion be forwarded to the Bluewater District School Board Trustees, MPP Paul Vickers, the Ontario Minister of Education MPP Paul Calandra, AMO, ROMA, The Council of Outdoor Educators of Ontario, and all other municipalities across Ontario.

Iroquois FALLS
Imagine IF...

June 4, 2026

Request for Support – Ontario Firefighter Certification Requirements

Dear Municipal Clerks,

The Town of Iroquois Falls is seeking support from neighboring municipalities regarding the implementation of Ontario Regulation 343/22 (Firefighter Certification), which requires firefighters performing certain suppression and extrication activities to obtain prescribed certifications by July 1, 2026.

While we support the importance of firefighter training and safety, The Town of Iroquois Falls has concerns about the impact these requirements may have on volunteer and composite fire departments, particularly in rural and northern communities.

Council recently passed a resolution requesting that the Office of the Fire Marshal revisit the mandatory certification program and consider greater flexibility while maintaining high standards of public and firefighter safety.

We respectfully ask that you share the attached resolution with your Fire Chief for review and consideration. If your municipality shares similar concerns, we welcome your support and advocacy on this matter.

Thank you for your time and consideration.

Sincerely,

[redacted]
Maureen Reeder, Clerk
The Town of Iroquois Falls

ADDRESS
253 Main Street, PO Box 230
Iroquois Falls, Ontario P0K1G0

THE CORPORATION OF THE TOWN OF IROQUOIS FALLS

REGULAR MEETING

DATE: May 25, 2026

RESOLUTION NO.:2026-**129**

AGENDA ITEM NO.: 9. B) 3)

MOVED BY: ***R. Charlebois***

SECONDED BY: ***C. Tremblay***

THAT Council authorizes the Town of Iroquois Falls to engage and advocate with the Fire Marshall's Office to revisit the mandatory certification program in hopes of keeping training requirements consistent with how our local department currently delivers training and certification to ensure we can continue to meet and exceed our expectations towards emergency response and extrication.
AND THAT a copy of this motion be sent to municipalities and fire chiefs along the highway 11 corridor, CDSB and the provincial government.

DECLARED THE MOTION:

☒CARRIED

☐DEFEATED

☐AMENDED

☐DEFERRED

Dated at Iroquois Falls,
this 25th day of May 2026.

[redacted]

MAYOR (CHAIR)

==========

RECORDED VOTE

NAME	FOR	AGAINST
Councillor (Jamy) Bernier	☐	☐
Councillor (Keval) Brahmbhatt	☐	☐
Councillor (Richard) Charlebois	☐	☐
Councillor (Gilles) Giguere	☐	☐
Councillor (Ben) Lefebvre	☐	☐
Councillor (Claude) Tremblay	☐	☐
Mayor (Tory) Delaurier	☐	☐

==========

DECLARATION OF CONFLICT OF INTEREST

Choose an item.

DISCLOSED HIS/HER INTEREST(S) **☐VACATED HIS/HER SEAT**

Abstained from discussion and did not vote on this item.

TOWN OF
HALTON HILLS
Working Together Working for You!

1 Halton Hills Drive, Halton Hills, L7G 5G2
905-873-2600 | 1-877-712-2205
haltonhills.ca

June 5, 2026

Honourable Doug Ford, Premier of Ontario
Via Email

Re: Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens

Please be advised that Council of the Town of Halton Hills at its meeting of Monday June 1, 2026, adopted Resolution No. 2026-0107 regarding Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens.

Attached for your information is a copy of Resolution No. 2026-0107.

Respectfully,

[redacted]

Melissa Lawr, AMP, Dipl.M.A.
Deputy Clerk – Legislation

cc. Ontario Minister of Natural Resources
Ontario Minister of Agriculture, Food and Agribusiness
Ontario Minister of Municipal Affairs and Housing
Ontario Minister of the Environment, Conservation and Parks
Federal Minister of Environment and Climate Change
Federal Minister of Agriculture and Agri-Food
Halton area MPs and MPPs
Region of Halton
HRFA
OFA
Conservation Halton
Credit Valley Conservation
Grand River Conservation Authority
AMO
ROMA
FCM
Ontario Invasive Plant Council
Landscape Ontario
Canadian Nursery Landscape Association
All Ontario municipalities

TOWN OF
HALTON HILLS

THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2026-0107

Title: **Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens**

Date: June 1, 2026

Moved by: **Councillor J. Brass**

Seconded by: **Councillor C. Garneau**

Item No. 12.3

WHEREAS invasive plants, shrubs, vines, groundcovers, ornamental species, seeds and nursery stock can cause significant damage to municipal infrastructure, roadsides, stormwater systems, parks, trails, natural heritage areas, agricultural lands, woodlots, shorelines, private property and local biodiversity;

AND WHEREAS Ontario municipalities and conservation authorities are estimated to spend approximately $50.8 million annually managing invasive species, and the average annual cost per Ontario municipality has been estimated at $218,148, with approximately 80% of expenditures directed toward control and management rather than prevention; (Invasive Species Centre)

AND WHEREAS these costs are ultimately borne by local taxpayers, conservation authorities, property owners, farmers, volunteers and community groups who are often left to manage invasive species after they have already been introduced, sold, planted, escaped cultivation and spread;

AND WHEREAS the Province of Ontario, through the Invasive Species Act, 2015, which allows species to be listed as prohibited or restricted, and which can make it illegal to import, possess, transport, propagate, buy, sell, lease or trade listed invasive species; (Invasive Species Centre)

AND WHEREAS the concern is not with plants that are already clearly prohibited or restricted, but with invasive species and seeds and nursery stock that may

continue to be sold or distributed before modernized provincial rules, public guidance and retail practices have fully caught up with current science and local experience;

AND WHEREAS garden centres, nurseries, landscape suppliers, seed distributors, online retailers, landscapers and residents all have an important role to play in preventing the spread of invasive plants before they become a costly municipal and environmental problem;

AND WHEREAS the Ontario Invasive Plant Council's Grow Me Instead program promotes native and non-invasive alternatives for healthy, diverse and wildlife-friendly gardens, and its updated Southern Ontario guide includes additional invasive plants and alternatives to help residents, gardeners and landscapers make better choices; (Ontario Invasive Plant Council)

AND WHEREAS recent local reporting in Halton Hills has highlighted the importance of choosing native alternatives to invasive garden plants, including through Grow Native Halton and the Ontario Invasive Plant Council's Grow Me Instead resources;

AND WHEREAS the continued sale and distribution of invasive ornamental plants undermine the work of municipalities, conservation authorities, environmental organizations, horticultural societies, local volunteers and residents who are investing time and taxpayer dollars to remove and manage these same species;

AND WHEREAS prevention at the point of sale is more cost-effective, more practical and more respectful of taxpayers than asking municipalities and property owners to pay for removal after invasive species have spread across property lines and municipal boundaries;

AND WHEREAS invasive plants do not recognize municipal boundaries, and effective prevention requires coordinated action by the Province of Ontario, the Government of Canada, municipalities, conservation authorities, Indigenous communities, agricultural organizations, the nursery and landscape sector, retailers, landowners and residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Halton Hills respectfully request that the Province of Ontario, in consultation with municipalities, AMO, ROMA, conservation authorities, the Ontario Invasive Plant Council, Indigenous communities, agricultural organizations, environmental organizations, horticultural societies, the nursery and landscape sector, garden centres and other relevant stakeholders, undertake a review and modernization of Ontario's invasive plant regulatory framework;

AND FURTHER THAT this review include consideration of expanding and regularly updating the list of prohibited and restricted invasive plant species, including invasive plants, shrubs, vines, groundcovers, ornamental species,

seeds and nursery stock that pose a risk to Ontario's natural heritage, agriculture, municipal infrastructure, parks, trails, roadsides, stormwater systems and private property;

AND FURTHER THAT the Province of Ontario be requested to prohibit the sale, distribution, propagation and trade of listed invasive plant species through garden centres, nurseries, landscaping suppliers, online retailers, seed distributors and other commercial pathways;

AND FURTHER THAT the Province of Ontario be requested to develop clear labelling, public education and retailer guidance requirements so that residents, gardeners, landscapers and retailers can easily identify invasive species and choose native or non-invasive alternatives;

AND FURTHER THAT the Province of Ontario be requested to work with the nursery, garden centre and landscape sectors on a practical transition plan that supports compliance, protects small businesses, promotes native and non-invasive alternatives, and prevents invasive plants from continuing to enter communities through ordinary consumer purchases;

AND FURTHER THAT the Government of Canada be requested to review and strengthen, where appropriate, federal import, border, labelling and online sales rules related to invasive plants, seeds and nursery stock entering Canada, so that provincial prevention efforts are not undermined by interprovincial or international trade;

AND FURTHER THAT the Province of Ontario and Government of Canada be requested to support municipalities, conservation authorities and community partners with stronger prevention tools, updated science-based lists, public education materials and funding programs that prioritize prevention over costly long-term control and removal;

AND FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, the Ontario Minister of Natural Resources, the Ontario Minister of Agriculture, Food and Agribusiness, the Ontario Minister of Municipal Affairs and Housing, the Ontario Minister of the Environment, Conservation and Parks, the federal Minister of Environment and Climate Change, the federal Minister of Agriculture and Agri-Food, Halton-area MPs and MPPs, the Region of Halton, HRFA, OFA, Conservation Halton, Credit Valley Conservation, Grand River Conservation Authority, AMO, ROMA, FCM, the Ontario Invasive Plant Council, Landscape Ontario, the Canadian Nursery Landscape Association, and all Ontario municipalities for their consideration and support.

[redacted]

Mayor Ann Lawlor

Ministry of the Environment, Conservation and Parks

Improving Ontario's Conservation Authority System

Technical Briefing for Municipalities

June 2, 2026

Ontario

Purpose and Outline

Purpose:

- To provide an overview of Ontario's plan to improve the conservation authority (CA) system.

Outline:

- Overview and context
- Amendments to the *Conservation Authorities Act* to enable transition activities and consolidation of CAs
- Transition milestones and timelines
- Next steps

Overview and Context

Context: Improving Ontario's CA system

Ontario is taking action to build on the legislative and regulatory amendments made since 2019 to ensure CAs have the tools required to protect the communities they serve, supporting economic prosperity while balancing conservation and development needs.

The government is making improvements to Ontario's conservation authority system in multiple phases:

Phase 1 Fall 2025	Phase 2 Spring 2026 to early 2027	Phase 3 2027 onwards
• Creation of Ontario Provincial Conservation Agency (OPCA) • Consultation on proposed regional CA boundaries	• Enabling and transition to regional consolidation • OPCA operationalization • OPCA to lead consolidation and support CAs during the transition	• Regional CAs in place • OPCA fully operational and leading improvements to Ontario's CA system, including development of a single digital permitting platform by OPCA

Transition → **Transformation**

Ontario

Guiding principles

- The following principles informed the actions the province is taking to improve CAs, in addition to feedback heard during consultation:
  - **Retain local influence** – ensure local knowledge, expertise and interests inform the watershed management and conservation work of CAs
  - **Maintain CA watershed-based jurisdictions** – align with natural hydrological boundaries to support flood/water management. Align with drinking water source protection regions
  - **Reduce administrative overlap and duplication** – streamline requirements and processes for municipalities and conservation authorities
  - **Strengthen CA capacity** – improve and standardize the level of expertise and resources across CAs. Seek to balance the needs and interests of urban, rural, northern and southern watersheds
  - **Continuity of services** – minimize disruptions to CA operations and staffing, ensuring uninterrupted delivery of key programs such as permits, watershed management and trails and recreation for public use
  - **Improve customer service** – enhance consistency and clarity in process and timelines

Regional Consolidation

What these changes mean:

- More resources for front-line services
- Improved flood management and erosion prevention
- Strong environmental protections maintained
- Faster permit approvals
- Modern service delivery
- Consistent standards and use of modern technology

What's not changing:

- Where CAs operate (areas currently served by CAs will continue to be served by CAs)
- The programs and services CAs provide, including the responsibility for source water protection, natural hazard and watershed management
- CA ownership and management of their lands and trails, providing access to green spaces, recreation and education programs
- Where and how CAs receive funding
- CA relationships with municipalities, developers, landowners
- Each regional CA being an independent, municipally-governed organization

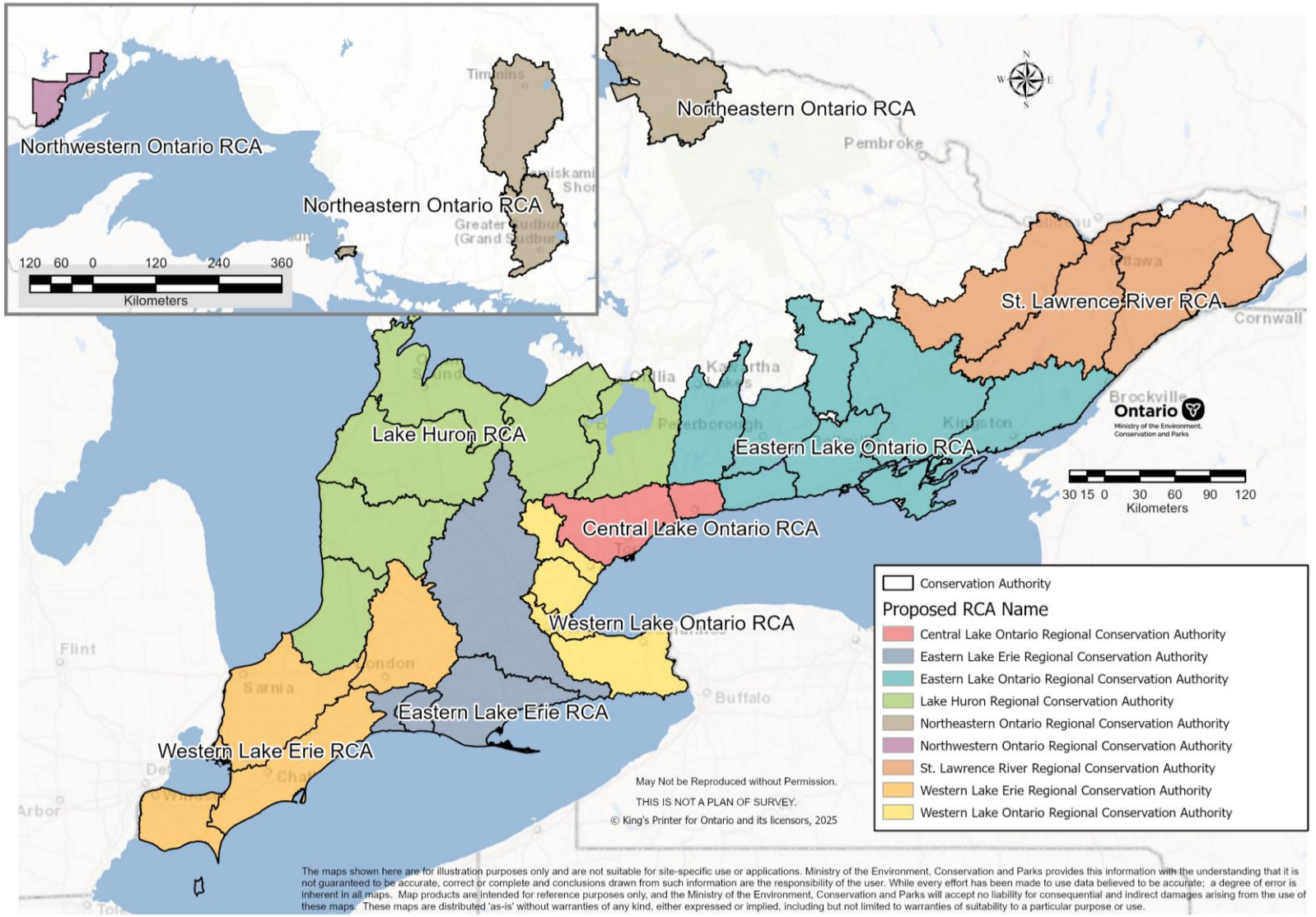
Ontario

Amendments to the *Conservation Authorities Act*

Amendments to the *Conservation Authorities Act*

- Bill 97 was passed on April 23, 2026, and given royal assent on April 24, 2026.
- Schedule 3 of Bill 97 proposed amendments to the *Conservation Authorities Act* (CAA) to set out the provisions for provincially-led consolidation to create 9 regional CAs, including:
  - Statutory amalgamation
  - Transition committees, project executives and transition plans
  - Prohibitions during the transition period
  - Governance of regional CAs
  - Other amendments
- Many of the transition provisions in the legislation are time-limited and will be repealed at a later date by commencement order.

Boundaries of the 9 regional CAs

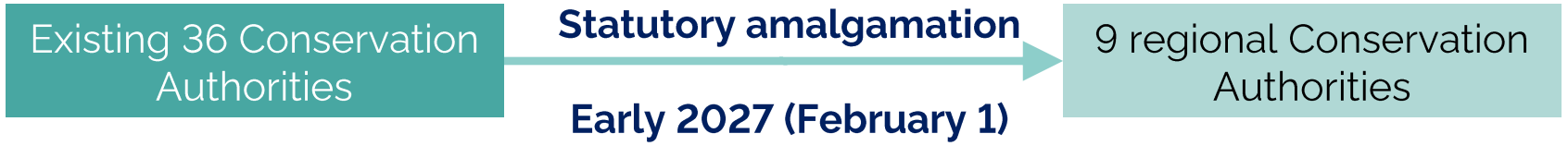


*Transition to regional CAs is to take place on February 1, 2027 (or a later date that may be prescribed by regulation).

Map for illustrative purposes

Statutory Amalgamation

- On the transition date, the "predecessor authorities" (i.e., the existing CAs) will be amalgamated and legally continue as the "new authority" (i.e., regional CA) set out in the Table included in section 1.3 of the legislation (see Appendix 1).
- Lakehead Region Conservation Authority will continue as the Northwestern Ontario Regional Conservation Authority.
- The transition date is defined as February 1, 2027 (or a later date prescribed by regulation).



Part I.1: Transition to new authorities	
1.2	Definitions
1.3	Amalgamation of predecessor authorities
1.4	Continuation of Lakehead Region CA as Northwestern Ontario Regional CA

What these changes mean:
The new regional CAs will replace the former CAs as legal entities to avoid disruptions to existing partnerships and agreements with municipalities, Indigenous communities, or others and CA operations.

Ontario

Rules for Amalgamation

Part I.1: Transition to new authorities	
1.3	Amalgamation of predecessor authorities

The legislation sets out rules for the amalgamation that apply on and after the transition date. For example:

- All rights, obligations, assets and liabilities of the predecessor CAs become those of the new authority.
- All partnerships, agreements or memoranda of understanding or debts due to the predecessor CAs become those of the new authority.
    - Including the continuance of agreements or MOUs to provide municipal programs and services (category 2_ under section 21.1 of the CAA and funding agreements with lower-tier municipalities for other programs and services under section 21.1.2 of the CAA (category 3) which would be deemed to be an agreement with the upper-tier participating municipality.
- Employment of employees of the predecessor CAs is not terminated (all rights, duties and liabilities transfer).
- Current jurisdiction of the individual CAs are combined to become the jurisdiction of the consolidated regional CA.
- The participating municipalities of a new authority will be the single-tier and the upper-tier municipalities located in whole or in part within its area of jurisdiction.
- Permit applications are continued with the new authority. Any hearings underway or hearing requests continue with the new authority.
- Persons appointed as officers under 30.1 become officers appointed by the new authority.

Labour Relations

- The amalgamation of the predecessor CAs into the new regional CAs will be governed by the *Public Sector Labour Relations Transition Act* (PSLRTA), which sets out a clear, structured and neutral framework for dealing with labour relations issues following restructuring of public sector organizations (e.g., the need to rationalize bargaining units).
- Key benefits of applying PSLRTA include:
  - Enhanced clarity in the process for negotiating changes to the number and composition of bargaining units, representation votes for employees on which bargaining agent will represent the bargaining unit (subject to voting thresholds), application of collective agreements as a “composite agreement”, and negotiation of a new collective agreement.
  - Seniority is “dovetailed” so that seniority rights are merged and sorted by employee starting date with the former employer.

Project Executive

- The Agency to appoint a project executive to chair each transition committee.
- The project executive is not an employee of the Agency and will be paid compensation and expenses agreed to with the Agency.
- The Agency may issue directions to the project executive.
- The project executive is to become the inaugural Chief Administrative Officer (CAO) of the new authority for up to 24 months.
- During the 24 months, the Agency may provide written notice that the project executive is no longer the CAO and provide the name of a new individual. If an individual is not identified, the authority may appoint the CAO.
- The Agency may establish and require the payment of fees by the new CA respecting the appointment of a project executive in relation to their role as the first CAO.

Part I.1: Transition to new authorities	
1.6	Transition committees
1.12	First chief administrative officer
Part VIII.1 The Agency	
35.25	Fees to be paid to Agency

What these changes mean:
OPCA will appoint a Project Executive to lead the transition committee and ensure uninterrupted stewardship up to 24 months to support a smooth transition.

After the transition date, the Project Executive, serving as the CAO, would begin to take direction from the members of the regional CA on day-to-day matters.

Ontario

Transition Committees

Part I.1: Transition to new authorities	
1.6	Transition committees

OPCA to establish a Transition Committee for each regional CA to prepare for amalgamation. The committees would be dissolved after the transition date.

Appointment of Members

- Each predecessor authority is to appoint two members to the transition committee:
  1. Municipally elected member of the CA
  2. CAO or general manager of the CA (or an alternative if they are not available)
- The predecessor authority may replace a member it has appointed.
- If the predecessor authority does not appoint the individuals within 90 days of Royal Assent (July 23, 2026), the Agency would appoint members on their behalf.
- The Agency may also appoint other individuals to be members of the committee.

What these changes mean:

OPCA to coordinate consolidation by establishing a transition committee and providing resources, tools and guidance to support transition for each regional CA being consolidated.

Ontario

Transition Plans

- Agency to issue directions to the transition committee to:
  1. Govern the roles, responsibilities, practices and procedures of the transition committee and project executive; and
  2. Require preparation for amalgamation, including preparation of a transition plan.
- Project Executives could require predecessor CAs to provide information to support transition planning. transition plan, the Agency may provide comments and direct revisions to the transition plan or confirm that no revisions are necessary.
- The final transition plan and/or a summary is to be shared with the CAs, participating municipalities and Agency.
- The new conservation authority can request the Agency to authorize amendments to the transition plan.
- Each new conservation authority will be required to implement the final transition plan and report to the Agency on implementation progress.
- The Agency will prepare the transition
- Upon review of the plan if the committee does not submit the plan by a specified date.

Part I.1: Transition to new authorities	
1.7	Agency direction to transition committee
1.8	Project executive request for information
1.9	Co-operation of predecessor authority
1.10	Development of transition plan
1.11	Implementation of transition plan

What these changes mean:

With direction from OPCA, transition committees to develop and implement transition plans to lead each new regional CA through a step-by-step integration of its predecessor CAs across key functions such as HR, finance, assets, and IT.

Ontario

Temporary Restrictions

- The Minister is enabled to issue temporary directions to prohibit certain decisions or require the CA to give notice of a decision and require authorization from a specified person (e.g., Agency or Transition Committee).
  - Minister Direction issued to CAs on May 1, 2027.
- All directions would expire on the earlier of the date in the direction or the transition date.
- A decision by the authority in contravention of a direction would have no legal effect and any resulting agreement is void.
- The provisions for the establishment, enlargement, municipally-led amalgamation, and dissolution of a conservation authority to be suspended.

2027 CA Budgets

- Directions may also be issued to manage the 2027 budget process for the 36 predecessor CAs, which could be used to provide clarity around process and timelines.
  - e.g., direct that budgeting by predecessor CAs be completed by end of 2026/early 2027 and levies be issued to the current participating municipalities.
- Budget-related regulations will be reviewed to ensure they function in alignment with the new regional CAs and their participating municipalities.

Part I.1: Transition to new authorities	
1.13	Prohibitions during transition period (boundaries)
1.14	Prohibitions during transition period (Minister's directions)

What these changes mean:

Temporary restrictions are applied to extraordinary decisions to mitigate risk and ensure a stable transition to the new regional structure. These measures are intended to not interfere with regular day to day CA business and operations.

Ontario

Regional CA Governance

Part IV: Membership and Governance	
14	Members of authority
17 (1) to (1.3)	Chair and vice-chair

- Councils of each participating municipality (i.e., upper- and single-tier) will appoint members to the authority for up to a four-year term. Members are eligible to be reappointed. Term limits for chairs and vice-chairs are up to two years.
- Legislation removes requirements that 70 per cent of appointments be elected officials and that the chair and vice chair be filled on a rotating basis between participating municipalities. Removal of rotation requirements are in effect upon Royal Assent (April 24, 2026).
- When appointing a person who is not a member of municipal council, the council is to consider:
  - (a) the person's knowledge and experience in public administration, corporate governance and finance
  - (b) the person's knowledge of programs and services provided by authorities
  - (c) other matters prescribed by Minister's regulation
- MECP Minister retains ability to appoint an agricultural representative.

What these changes mean:
CAs continue to be municipally governed organizations, with members appointed by the upper-tier and single-tier municipalities.

Ontario

Regional CA Member Appointments

- Rules for how members are to be selected are to be set out in LGIC regulation, including:
  - Maximum number of members to be appointed by a single participating municipality and by all participating municipalities.
  - Method for determining the number of members based on the municipality's proportion of the population within the CA's jurisdiction – minimum of one member for each participating municipality.
- The participating municipalities could come to an agreement to use a different method provided that the maximum numbers set out in regulation are not exceeded. The agreement must be provided to the Agency and posted on the CA's website.
- Members must be a resident in a participating municipality of the new authority.

First members (i.e. "board") of an authority

- Participating municipalities of the new authorities are required to appoint members to the new authority before the transition date and notify the Agency.

Part IV: Membership and Governance	
14	Members of authority

Part I.1: Transition to new authorities	
1.5	First members of an authority

What these changes mean:

Selection of members continues to be generally based on a "rep by pop" formula guaranteeing each participating municipality a member and limiting the number of members appointed by any one municipality to ensure fairness and balance.

Current boards continue to operate during the transition period and members of the new conservation authority will be appointed in advance to ensure continuity.

Ontario

Watershed Councils

Part IV: Membership and Governance	
18.1	Watershed councils

- Regional CAs to be required to establish one or more watershed councils to assist the authority in identifying local priorities for its programs and services and ensure local interests are considered as part of the authority's decision-making process.
- Specific requirements for the composition, functions, powers, duties, activities and procedures of a watershed council may be set out in Minister's regulation.
    - For example, Indigenous representatives to enable considering Indigenous knowledge, or agriculture and development representation to consider other local watershed perspectives.

What these changes mean:
Regional CAs continue to rely on the deep local expertise, knowledge and relationships CAs have built.

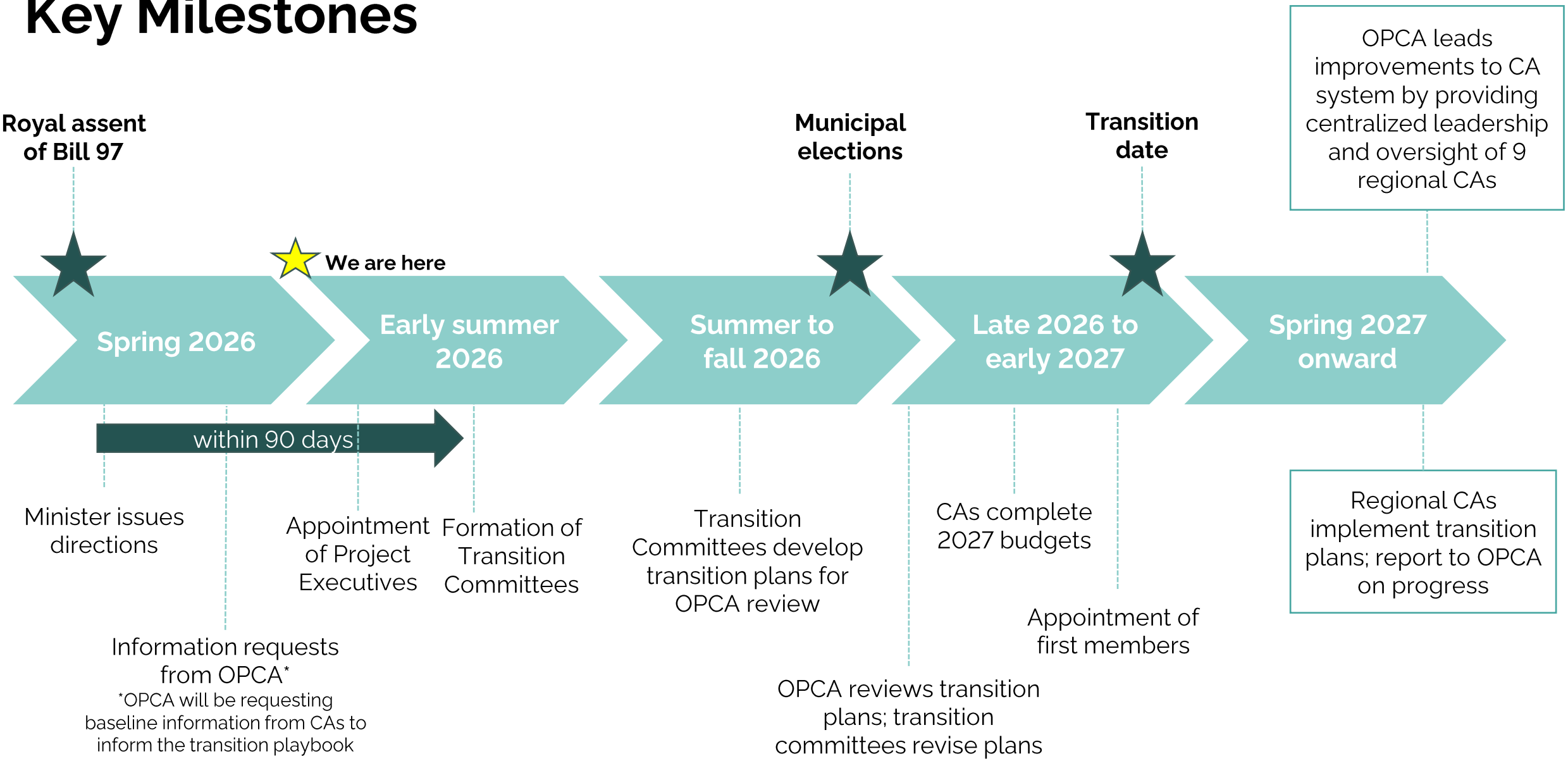
Ontario

Clean Water Act (CWA) / Source Protection

- Protecting drinking water sources remains a government priority.
- Ontario continues to fund over $7M per year to source protection authorities and other recipients for source water protection.
- It is recognized that changes may be needed under the *CWA* and associated regulations to function in alignment with the changes to conservation authority names and boundaries and to clarify how source protection authorities would operate under the regional CA structure.
- Consequential changes needed to the CWA will be focused on ensuring stability, clarity, and continuity of the mandatory source water protection program as the CAA changes are implemented.

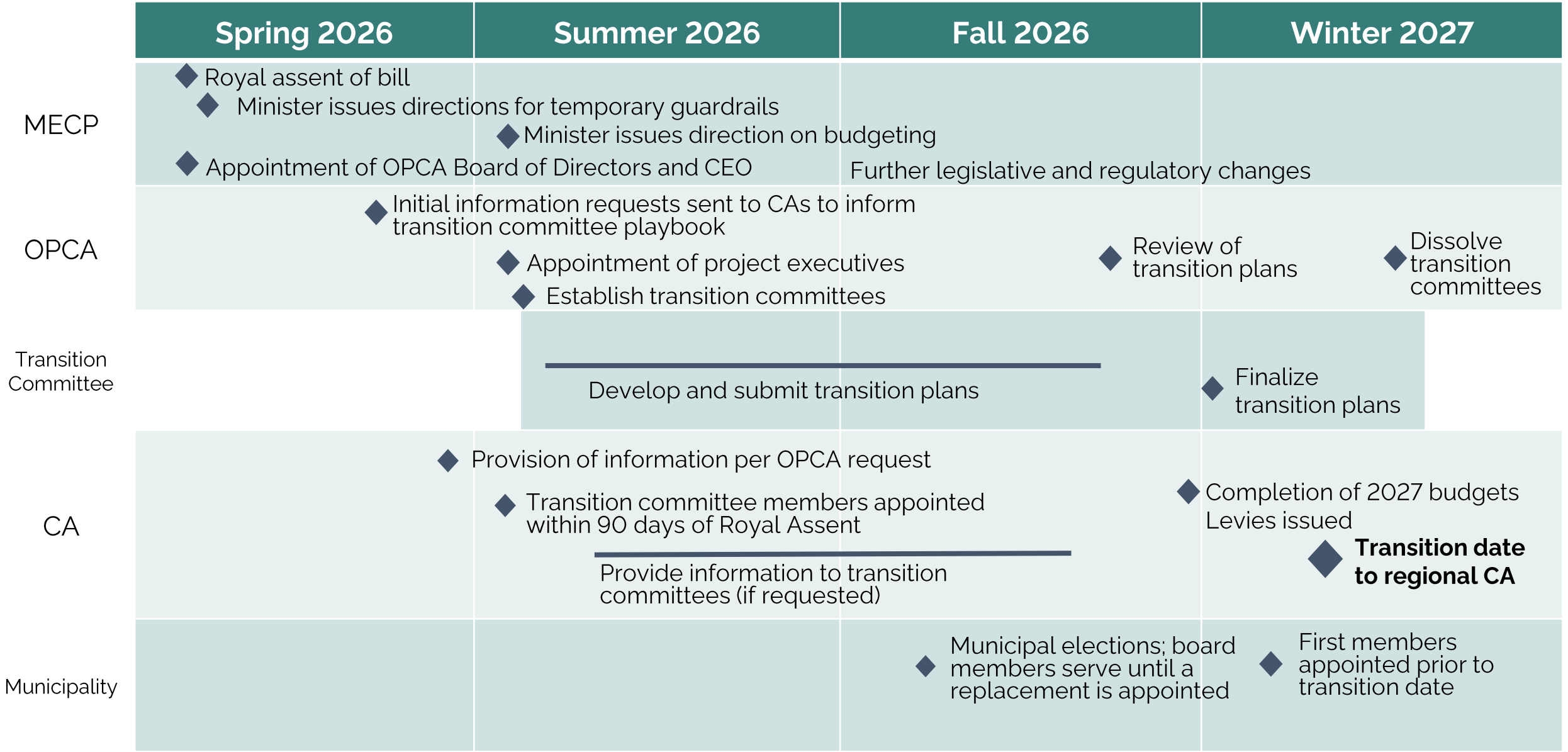
Transition milestones and timelines

Key Milestones



Ontario

Key Steps in Process



Ontario

Immediate Next Steps

- Following recent appointments of OPCA Board of Directors (April 16) and CEO (May 15), continued operationalization for OPCA stand-up by the ministry and the Office of the Chief Conservation Executive (OCCE).
- OCCE to continue engaging with CAs on transition and consolidation. OCCE/OPCA to appoint and then onboard Project Executives to chair Transition Committees.
- CAs make appointments to Transition Committees by June 30.
    - Each predecessor CA to appoint: (1) the chief administrative officer or general manager of the CA and (2) a member of the CA who is a member of municipal council.
    - OPCA to appoint additional Transition Committee members (if any).
- Minister to issue direction for 2027 CA Budgets, and MECP to provide municipal levy apportionment data.
- OPCA to issue a direction containing the Consolidation Playbook with standard expectations for Transition Plans, roles and deliverables.
- Transition Committees to develop Transition Plans in accordance with any OPCA directions.

Additional Questions?

- The Office of the Chief Conservation Executive is leading CA transition activities as OPCA becomes fully operational. For questions regarding the plans for consolidation, please contact CCEO@ontario.ca.
- For questions about the legislative amendments and day-to-day CA business, please reach out to MECP staff via ca.office@ontario.ca.

Ontario

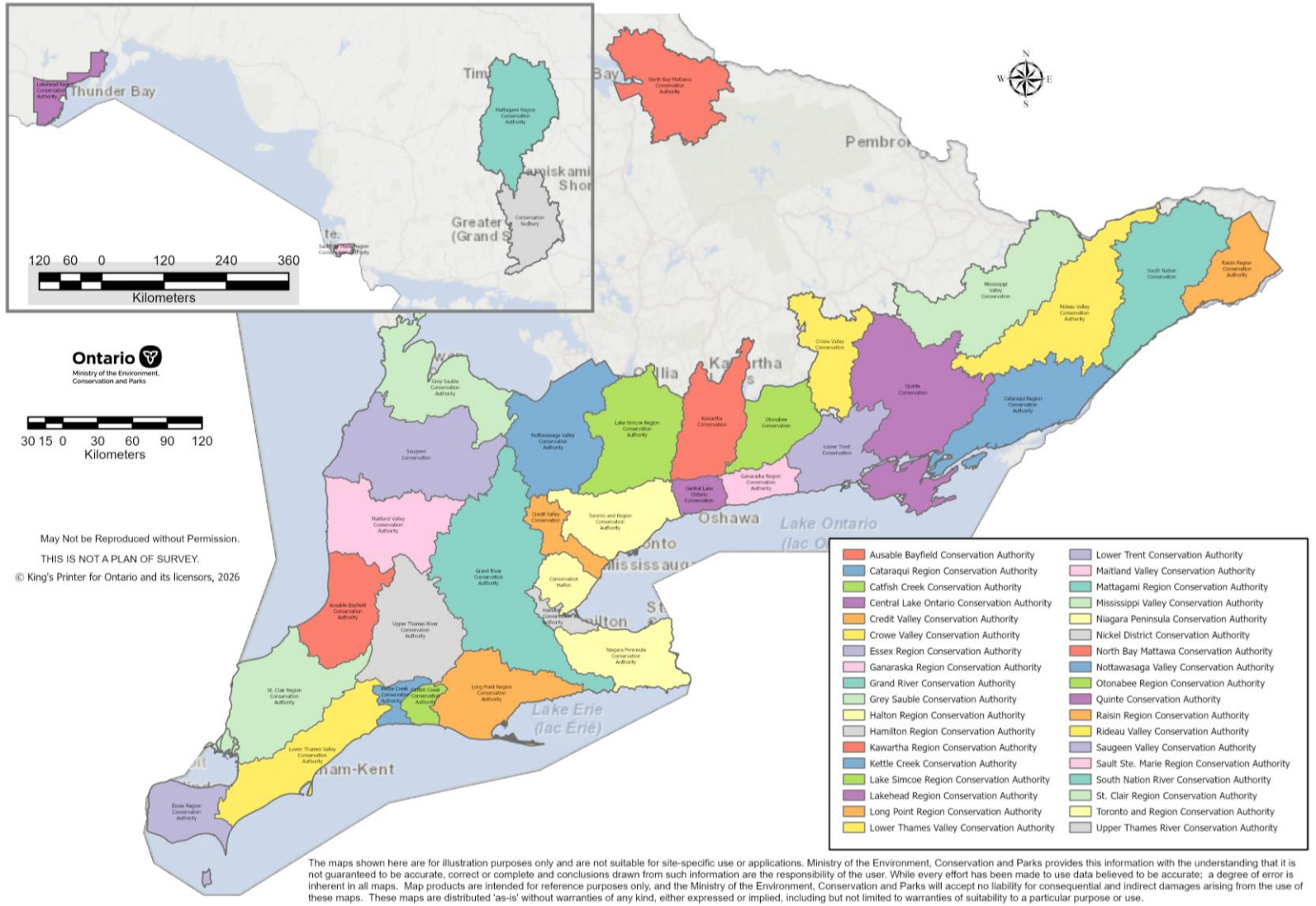
Appendices

1. List and map of regional CAs
2. CAA amendments

Appendix 1: Names of Regional CAs

Proposed Regional CAs ("new authority")	List of existing CAs being consolidated ("predecessor authority")	
Central Lake Ontario Regional Conservation Authority	• Central Lake Ontario CA	• Toronto and Region CA
Eastern Lake Erie Regional Conservation Authority	• Catfish Creek CA • Grand River CA	• Kettle Creek CA • Long Point Region CA
Eastern Lake Ontario Regional Conservation Authority	• Cataraqui Region CA • Crowe Valley CA • Ganaraska Region CA • Kawartha Region CA	• Lower Trent RegionCA • Otonabee Region CA • Quinte Region CA
Lake Huron Regional Conservation Authority	• Ausable Bayfield CA • Grey Sauble CA • Lake Simcoe Region CA	• Maitland Valley CA • Nottawasaga Valley CA • Saugeen Valley CA
Northeastern Ontario Regional Conservation Authority	• Mattagami Region CA • Nickel District CA	• North Bay Mattawa CA • Sault Ste. Marie Region CA
Northwestern Ontario Regional Conservation Authority	• Lakehead Region CA	
St. Lawrence River Regional Conservation Authority	• Mississippi Valley CA • Raisin Region CA	• Rideau Valley CA • South Nation River CA
Western Lake Erie Regional Conservation Authority	• Essex Region CA • Lower Thames Valley CA	• St. Clair Region CA • Upper Thames River CA
Western Lake Ontario Regional Conservation Authority	• Credit Valley CA • Halton Region CA	• Hamilton Region CA • Niagara Peninsula CA

Appendix 1: Ontario's current 36 CAs



The maps shown here are for illustration purposes only and are not suitable for site-specific use or applications. Ministry of the Environment, Conservation and Parks provides this information with the understanding that it is not guaranteed to be accurate, correct or complete and conclusions drawn from such information are the responsibility of the user. While every effort has been made to use data believed to be accurate; a degree of error is inherent in all maps. Map products are intended for reference purposes only, and the Ministry of the Environment, Conservation and Parks will accept no liability for consequential and indirect damages arising from the use of these maps. These maps are distributed 'as-is' without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use.

Ontario

Appendix 2: Other CAA Amendments

- Updates to the by-laws section to clarify that an authority is required to make by-laws necessary for its proper administration and adding chief administrative officer, in addition to the secretary-treasurer, as a person/position for whom a by-law pay prescribe powers and duties.
- Defining a municipality as a lower-tier, upper-tier or single-tier municipality for the purposes of s. 21.1.1 (municipal programs and services).
- Updating references to the Lake Simcoe Region Conservation Authority to the Lake Huron Regional Conservation Authority.
- Updating the provisions for directions by the Minister to the Agency to add that the Agency will comply within a specified time and that Part II of the Environmental Bill of Rights does not apply.
- Updating the provisions for directions by the Agency to authorities to add that authorities will comply within a specified time and that Part II of the Environmental Bill of Rights does not apply to the Minister's consideration of a proposed direction or a decision by the Minister.
- Adding that the project executive would be protected from liability.
- Repealing sections relating to regional municipalities as participating municipalities, continuation of certain CAs, references to transition plans re: s. 21.1.2 (2), and extension of time for determining apportionment of capital costs and for determining apportionment of operating expenses.

Other sections being amended	
18	Chief administrative officer
19.1	By-laws
21.1 (2)	Lake Simcoe Region Conservation Authority
21.1.1	Definition of municipality
35.1.6	Direction by Minister
35.21	Agency directions to authorities
39.1 (1)	No personal liability

Other sections being repealed	
3 (3)	Name of authority
4	Regional municipalities to act in place of local municipalities
5 to 7	Toronto and Region CA, Hamilton Region CA, Grand River CA
21.1.4	Transition plans re 21.1.2 (2)
25 (1.3)	Extension of time re recovery of project capital costs
27 (1.3)	Extension of time re recovery of operating expenses

Ontario

Appendix 2: New Regulation Making Powers

Part IX: Miscellaneous	
40 (1)	LGIC regulation making powers
40 (3)	Minister regulation making powers

LGIC

- Prescribing a date for the definition of “transition date” (i.e., if after February 1, 2027)
- Appointing members
  - Prescribing the method for determining the number of members to be appointed to an authority
  - Prescribing the maximum number of members to be appointed to an authority by a single municipality
  - Prescribing the maximum number of members to be appointed by all participating municipalities
  - Prescribing the other criteria that must be satisfied when participating municipalities enter agreements on other methods for determining the number of members they will appoint to the authority

Minister

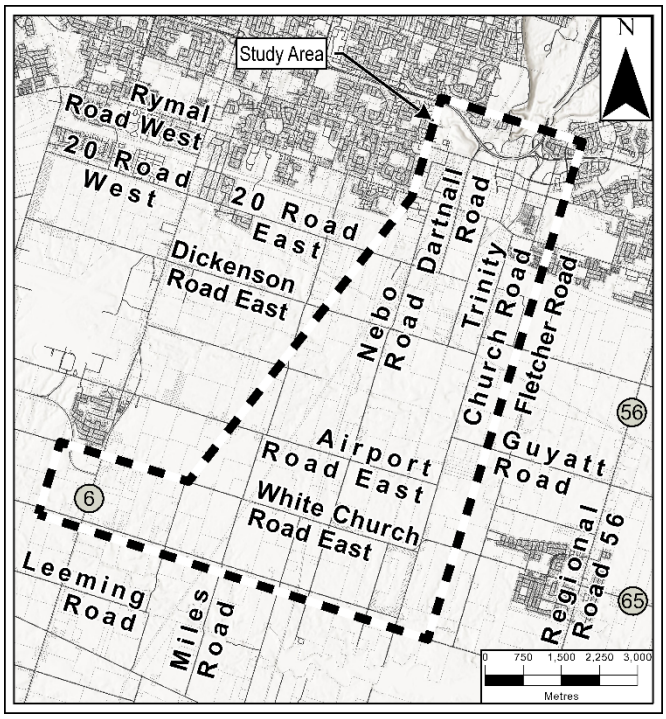
- Prescribing additional rules for amalgamation
- Prescribing other matters for the considerations for appointing members that are not members of council
- Governing watershed councils, including the number of watershed councils (minimum, maximum or fixed number), and prescribing requirements for the composition, functions, powers, duties, activities and procedures of any watershed council

Airport Road Conceptual Link
Municipal Class Environmental Assessment

Notice of Study Commencement and Public Information Centre #1

The Study

The 2018 Hamilton Transportation Master Plan identified the creation of a new link between Highway 6 South and Red Hill Business Park (RHBP) as a potential solution to improve the efficiency of goods movement in South Hamilton. The City of Hamilton has initiated a Municipal Class Environmental Assessment (MCEA) to evaluate options for a new link between Highway 6 South and RHBP, connecting to the John C. Munro Hamilton International Airport and its surrounding employment lands to address long-term transportation needs by enhancing people and goods movement, alleviating operational and connectivity challenges, and supporting economic growth in South Hamilton.



Process

This project is being carried out as a Schedule C project under the Municipal Engineers Association *Municipal Class Environmental Assessment* (February 2024). A design concept will be recommended in consultation with agencies, stakeholders, Indigenous communities and the public and documented in an Environmental Study Report (ESR), prepared for public review at the conclusion of the study.

The first Public Information Centre (PIC) is planned to review the problem/opportunity statement, the alternatives and gather public comments. Additional PIC's are planned throughout the study.

How to Participate

Public Information Centre #1	Review Materials Online
Date: Wednesday, June 10, 2026 **Time:** 5:30 p.m. to 7:30 p.m. (open house format) **Location:** Glanbrook Municipal Services Center 4280 Binbrook Road Binbrook, ON L0R 1C0 The PIC will be a drop-in style session where information will be provided about the project. Project team members will be available to answer questions.	Visit the project webpage anytime from June 10, 2026 to view the information display panels. Following the in-person event, a digital version of the display materials will also be posted. Materials are available 24 hours a day, 7 days a week. The project website is: https://engage.hamilton.ca/airportconceptuallinkstudy

If you have any accessibility requirements to review the PIC materials and provide comments, please contact the City Project Manager below.

For more information, to provide comments, or to be added to our mailing list, please contact the Project Team at: transportation@hamilton.ca

Titi Onabanjo Project Manager (City) City of Hamilton	**Alvaro Almuina, P.Eng.** Project Manager (Consultant) R.J. Burnside & Associates Limited

The City of Hamilton collects information under authority of Sections 10 and 227 of the Municipal Act, 2001 and the Environmental Assessment Act, R.S.O. 1990, c.E.18. Any personal information collected for Airport Conceptual Link Study will be used to evaluate a proposed link between Highway 6 South and the Red Hill Business Park to improve movement of people and goods, and to understand the concerns of Glanbrook community. Feedback will inform the design and be included in the Environmental Study Report. By providing your contact information you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors regarding updates on this Airport Conceptual Link Study. Questions about the collection of this personal information can be directed to the Project Manager, Mobility Planning Transportation Planning, 9th Floor, 100 King Street W, Hamilton, ON, transportation@hamilton.ca, (905) 546-2424 Ext.3438.
Project and Notice information will be made accessible upon request in accordance with the Accessibility Standard for Information and Communication under the Accessibility for Ontarians with Disabilities Act, 2005.

This Notice first issued May 20, 2026.

CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY
Council Meeting

Resolution # 10
Date: Monday May 25, 2026

Moved by: Jamie MacDonald
Seconded by: Carma Williams

THAT the Council of the Township of North Glengarry support the Eastern Ontario Wardens' Caucus resolution 2026-03: Ontario Most Outdated Property Reassessment in Canada: A Call to Return to Property Tax Reassessment Cycle, as presented.

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable peter Bethlenfalry, Minister of Finance; EOWC Members of Provincial Parliament; the Association of Municipalities of Ontario; the Rural Ontario Municipal Association; the Municipal Property Assessment Corporation; the Ontario Big City Mayors; the Western Ontario Wardens 'Caucus; the Mayors and Regional Chairs of Ontario; the Federation of Northern Ontario Municipalities; and all EOWC municipalities."

CARRIED [redacted] **DEFEATED** **DEFERRED**

MAYOR / DEPUTY MAYOR	**YEA**	**NEA**
Deputy Mayor: Carma Williams	___	___
Councillor: Jacques Massie	___	___
Councillor: Brian Caddell	___	___
Councillor: Jeff Manley	___	___
Councillor: Michael Madden	___	___
Councillor: Gary Martin	___	___
Mayor: Jamie MacDonald	___	___

EOWC Eastern Ontario Wardens' Caucus

Resolution 2026-03: Ontario Most Outdated Property Reassessment in Canada: A Call to Return to Property Tax Reassessment Cycle

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Date: May 8, 2026

Moved by: Warden Jennifer Murphy, County of Renfrew
Seconded by: Warden Robert Mullin, County of Hastings

WHEREAS the Eastern Ontario Wardens' Caucus (EOWC) serves over 1.1 million residents across 13 upper-tier and single-tier municipalities, encompassing a total of 103 municipalities in Ontario;

AND WHEREAS municipalities in Ontario are currently required to calculate property taxes based on property valuations from 2016, over a decade ago;

AND WHEREAS all other provinces in Canada have continued regular reassessment cycles, resulting in properties being reassessed multiple times since 2016, making Ontario the most outdated in Canada;

AND WHEREAS the prolonged pause in the reassessment cycle has created significant distortions in assessed values, resulting in inequities among property classes; and

AND WHEREAS outdated assessments negatively impact investment decisions, economic competitiveness, municipal planning, and disproportionately affect independent small businesses; and

AND WHEREAS the continued pause on property tax reassessment in Ontario creates uncertainty for municipalities, property owners, and investors regarding future tax liabilities;

AND WHEREAS a current and predictable assessment system is essential to supporting strong communities, maintaining fairness in taxation, and encouraging economic investment consistent with the Ontario government's objective of being "Open for Business";

AND WHEREAS the lack of clarity regarding the timing of the next reassessment is contributing to delayed or deferred investment decisions, thereby impacting economic competitiveness across the province;

AND WHEREAS municipal governments, particularly in rural and small-urban communities, rely on a stable and updated assessment system to address financial pressures including inflation, rising labour costs, and increasing service demands;

NOW THEREFORE BE IT RESOLVED that the EOWC formally requests that the Government of Ontario commit to a clear and prompt return to the property tax reassessment cycle;

AND BE IT FURTHER RESOLVED THAT the Province provide a defined timeline and transparent plan for implementing future reassessments on a regular and predictable basis;

AND BE IT FURTHER RESOLVED THAT the Government of Ontario work in coordination with the Municipal Property Assessment Corporation (MPAC) to ensure properties are reassessed in an accurate and timely manner;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Peter Bethlenfalvy, Minister of Finance; EOWC Members of Provincial Parliament; the Association of Municipalities of Ontario; the Rural Ontario Municipal Association; the Municipal Property Assessment Corporation; the Ontario Big City Mayors; the Western Ontario Wardens' Caucus; the Mayors and Regional Chairs of Ontario; the Federation of Northern Ontario Municipalities; and all EOWC municipalities."

Carried

Signed by:

[redacted]

EOWC Chair Bonnie Clark

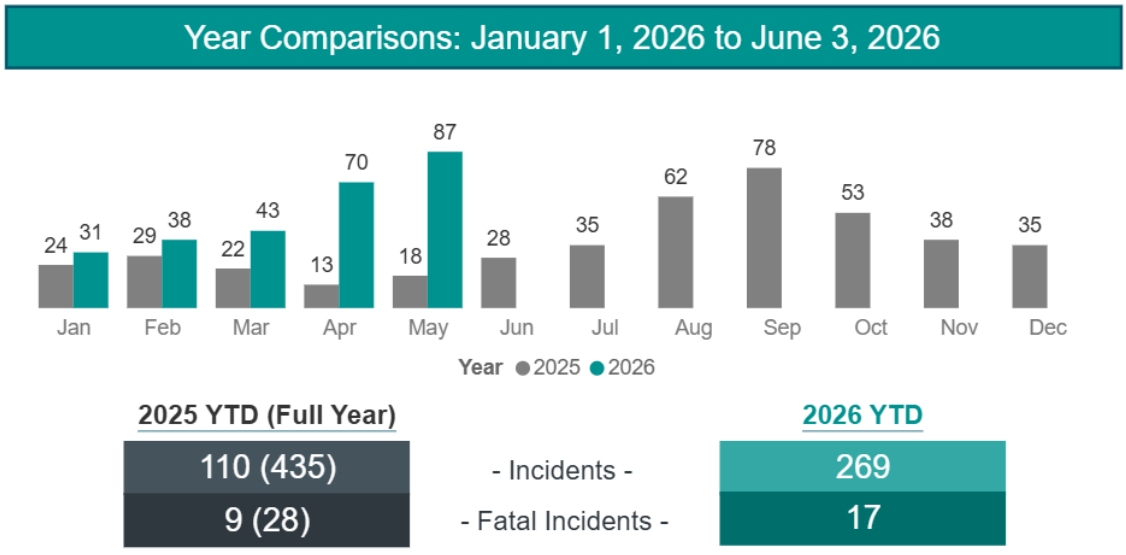
info@eowc.org

COMMUNITY ADVISORY

SUBJECT:	Increase in Drug Poisoning Incidents in Guelph-Wellington
Date:	June 1, 2026
Pages:	2
To:	Community Partners
From:	April Pollington, Manager of Clinical Services

Reported drug poisoning incidents in the Guelph-Wellington region have increased substantially in 2026. Organizations are encouraged to review the information below with clients who use substances to minimize the risk of a drug poisoning.

Year-to-Date Overview



Year to date (YTD) refers to the period of time from January 1 to June 3.

May 2026 recorded the highest number of drug poisoning incidents in Guelph-Wellington region since local surveillance began.

FAST data shows that 248 of the 269 drug poisoning incidents (92%) reported to date in 2026 occurred in the City of Guelph; however, most associated fatalities continue to occur in Wellington County. Of the 17 drug-related fatalities WDGPH is aware of since January 1, 2026, 11 (65%) occurred in Wellington County.

The Current Unregulated Drug Supply

Data from the Toronto Drug Checking Services, supported by insights from local organizations serving people who use substances, confirms the presence of medetomidine in our local unregulated drug supply. As of April 2026, Toronto Drug Checking Services data, drawn from fentanyl samples collected across the province, found veterinary tranquilizers present in 86% of samples tested.[1]
Medetomidine is increasingly being used to cut into drugs circulating in the unregulated market. It can cause deep, prolonged sedation and significant cardiovascular effects. Medetomidine is not reversed by naloxone, which complicates the response to drug poisoning. For more information, please refer to this resource by Wellington-Dufferin-Guelph Public Health.

Harm Reduction Reminders

Please share the following safety information with clients who use substances:

- **Avoid using substances alone**. Call the National Overdose Response Services (NORS) at 1-888-688-NORS (6677) if you're by yourself. Call before you use for non-judgmental phone monitoring and drug poisoning prevention support.
- **Start low, go slow**. Potency can vary significantly, particularly with unregulated substances. There may also be contaminants (something other than the substance you think you are getting) mixed in which can increase risk and the chance of a drug poisoning or medical emergency.
- **Avoid mixing substances.** Combining substances, including alcohol or prescription medications, increases drug poisoning risk.
- **Carry naloxone** if opioids may be involved and know how to use it. ***It's important to note that naloxone will not reverse non-opioid toxicity.***
- **Test your supply** where drug checking services are available. Please review the Harm Reduction Access Guide for more information, as well as this resource which outlines how drugs are tested.
- **Here 24/7.** Connect to substance use and mental health supports. More information here.
- **Stay hydrated and nourished.**
  Know the signs of drug poisoning (due to opioid toxicity) and be aware that non-opioid toxicity can show up as other symptoms:
  - Slow, shallow, or absent breathing
  - Blue or grey lips or fingernails
  - Unresponsive or cannot be woken
  - Gurgling or choking sounds
  - Unable to rouse or remain alert
- **Call 911 immediately** if you suspect a drug poisoning, it is important to seek medical attention for yourself or the individual.

For more information on available harm reduction supports in Guelph-Wellington, please review the May-June 2026 Harm Reduction Access Guide.

Wellington-Dufferin-Guelph Public Health (WDGPH) tracks drug poisoning incidents using several sources. These include hospital emergency visits, reported deaths, and FAST, a tool developed by WDGPH. FAST collects reports from many community organizations, such as police, community health centres, shelters, counselling services, and harm reduction programs. This helps give a fuller picture of what is happening in the community, because many people who use substances do not go to the hospital or call emergency services.

If you or your agency would like to be onboarded as a community partner to the FAST Surveillance System, please contact Jacob Mackinlay at: Jacob.MacKinlay@wdgpublichealth.ca

For more information, please contact:

Name/Title:	April Pollington, Manager of Clinical Services
Email:	April.pollington@wdgpublichealth.ca
Website:	www.wdgpublichealth.ca

References:

1. Toronto Drug Checking Services. What's in Toronto's drug supply? Available at: Graphs - Toronto's Drug Checking Service

June 8, 2026

Independent Electricity System Operator
1600-120 Adelaide Street West
Toronto, ON M5H 1T1
t 416.967.7474
www.ieso.ca

Re: Update from IESO on South and Central Bulk Plan

Dear Council Member,

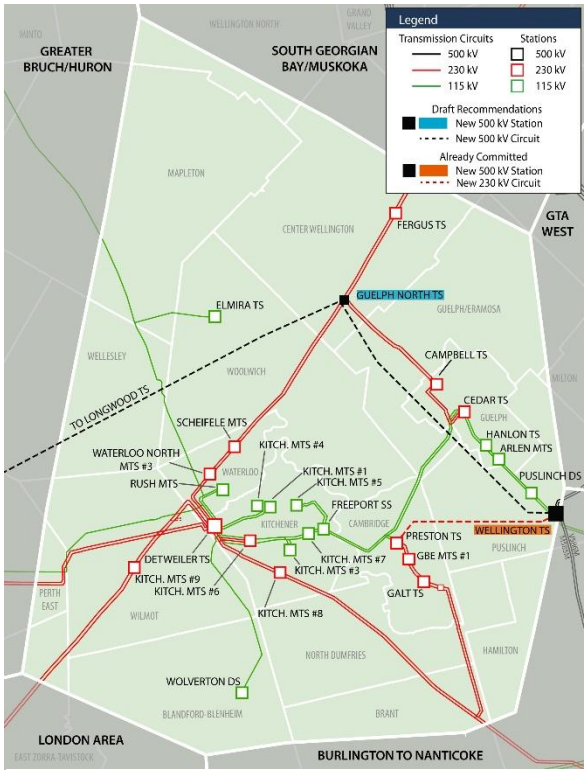
Please accept this letter to be shared with relevant staff and members of your Council to help provide information on the draft recommendations that the Independent Electricity System Operator (IESO) has determined for the South and Central Bulk Plan that may be of interest to your municipality. This electricity plan includes the GTA northward near Barrie, parts of eastern Ontario, the Windsor-Hamilton corridor, and the Bruce area.

As the province's electricity system operator and planner, the IESO is responsible for ensuring there is enough power to meet the province's electricity needs reliably and cost-effectively, today and in the future. The IESO conducts ongoing planning and procurement processes to ensure Ontario's electricity system has the infrastructure and resources in place to meet the needs of our province over the next 20 years. Ontario is forecast to enter a period of unprecedented growth in demand for electricity, driven by increasing population, economic development, electrification, and decarbonization. A robust transmission system is essential to ensure power from new resources can be delivered where and when it is needed.

The IESO initiated the South and Central Bulk Plan to assess the electricity system's capability to accommodate future generation connections and demand growth in key areas, while accounting for interdependencies across a large portion of the province. The plan's recommendations will enable reliability, economic development and organic growth, as well as the connection of supply resources.

Kitchener-Waterloo-Cambridge-Guelph regional electricity demand is growing rapidly with an average annual increase of 4% over the long term, compared to the IESO's 2026 Annual Planning Outlook's average annual increase of 2.1% between 2027-2050.

Regional electricity planning is underway, with some more local recommendations made recently for urgent needs.



Note: Map used for illustrative purposes

The bulk draft transmission recommendations (including Guelph North transmission station and new 500 kV lines) complement and support regional planning and investments by:

- Ensuring sufficient bulk electricity supply to the region
- Unlocking new options that can be considered in regional planning by introducing 500 kV supply points to the area

Note that the actual routes of the transmission lines will be determined by the transmitter.

Next Steps:

On April 30, 2026, the IESO hosted a webinar to present the draft recommendations. If you were unable to attend, a recording is available on the South and Central Bulk Plan engagement webpage.

The final report is targeted for completion in early Q3 2026 and will be posted to the South and Central Bulk Plan engagement webpage. Once recommendations are finalized, a transmitter will be responsible for the design, construction, operation, and maintenance of this transmission infrastructure, which includes engagement and the completion of the Environmental Assessment for Transmission Facilities. Development will not begin immediately. Instead, work will be triggered once the required in-service date falls within a typical five to seven-year development window.

The IESO is committed to continuing our engagement with municipalities and we welcome your involvement on these important matters.

Kind Regards,

IESO Municipal Engagement

Appendix:

Early Actions

In Q4 2024, the IESO recommended a set of Early Actions to accelerate the pace of future upgrades by reducing development lead times for new projects when there is sufficient confidence in their necessity and/or risk in delaying implementation. These were reviewed in previous bulk webinars. Based on the South and Central Bulk Plan, two actions were proposed and included in the Ministry's Integrated Energy Plan released in June 2025:

1. A new double-circuit 500 kV transmission line from Bowmanville towards Toronto
2. Corridor studies within the GTA

Since the identification of these early actions, detailed study has continued for the needs and options in each of the four modules (Bruce, GTA, East of Toronto, and Windsor to Hamilton).

This led to the development of portfolios of options, which refine the scope of the original early actions (i.e. termination for the Bowmanville line and early uses for the corridors under study) and identify additional reinforcements critical to ensuring the system is future-ready.

Coordination with Integrated Regional Resource Plans

While the South and Central Bulk Plan is focused on identifying bulk-level transmission needs, it is coordinated with the IESO's Integrated Regional Resource Plans (IRRP) for the London Area, Kitchener-Waterloo-Cambridge-Guelph region, the GTA West, the GTA North (York Region) and the South Georgian Bay/Muskoka region – to manage interdependencies and determine whether additional bulk-level actions are required.

THE PUSLINCH PROFILE FEATURES: Car Seat Cleaning Co

289-830-6791 carseatcleaning.ca

carseatcleaningcompany@gmail.com

Car Seat Cleaning Co is a locally owned Puslinch business founded in 2025 by a mom who knows how challenging it can be to properly clean child car seats. From everyday spills and crumbs to tougher messes, many parents aren't sure how to clean seats safely. That's where Car Seat Cleaning Co comes in. It's an affordable solution using manufacturer recommended cleaning methods.

Unlike general vehicle detailing, Car Seat Cleaning Co focuses exclusively on child car seats, which require a careful, informed approach due to their unique materials and safety components. Every seat is thoroughly cleaned with attention to straps, buckles, fabric, and those hard-to-reach areas where debris tends to hide. The goal is to bring each seat back to a "like-new' condition without the use of harsh chemicals. Stroller cleaning services are also available, offering the same level of care and detail. With flexible drop off and pick up options, as well as convenient overnight service, busy families can have their seats refreshed without missing a day of use.

As a proud local business, Car Seat Cleaning Co is rooted in the community and committed to supporting families. Choosing local means supporting your neighbours and investing in services that understand your needs. As a thank you to readers, mention *Puslinch Pioneer* when booking to receive 10% off your service.

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

June 3rd, 2026

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

Attention: Mr. Rapus

Re: Monthly Monitoring Report – May 2026
Mill Creek Pit, License #5738
Township of Puslinch, Wellington County

Please find enclosed the required monitoring data for the month of May 2026. There were no exceedances to report.

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

Sincerely,

[redacted]

Matthew Erdmann
Site Superintendent

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

Dufferin
Aggregates

Monthly Reporting
Mill Creek Aggregates Pit
May 2026

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
6-May-26	305.89	305.60	NO
12-May-26	305.85	305.60	NO
21-May-26	306.00	305.60	NO
27-May-26	305.90	305.60	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
6-May-26	305.33	305.17	NO
12-May-26	305.34	305.17	NO
21-May-26	305.31	305.17	NO
27-May-26	305.41	305.17	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
6-May-26	304.83	304.54	NO
12-May-26	304.79	304.54	NO
21-May-26	304.76	304.54	NO
27-May-26	304.83	304.54	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
6-May-26	304.41	303.69	NO
12-May-26	304.04	303.69	NO
21-May-26	304.05	303.69	NO
27-May-26	304.07	303.69	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
6-May-26	304.54	303.97	NO
12-May-26	304.54	303.97	NO
21-May-26	304.52	303.97	NO
27-May-26	304.51	303.97	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
6-May-26	303.45	302.86	NO
12-May-26	303.43	302.86	NO
21-May-26	303.39	302.86	NO
27-May-26	303.43	302.86	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-26	306.27	305.89	0.38	0.11	NO
12-May-26	306.24	305.85	0.39	0.11	NO
21-May-26	306.23	306.00	0.23	0.11	NO
27-May-26	306.21	305.90	0.31	0.11	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-26	306.08	305.33	0.75	0.14	NO
12-May-26	306.06	305.34	0.72	0.14	NO
21-May-26	306.06	305.31	0.75	0.14	NO
27-May-26	306.09	305.41	0.68	0.14	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-26	306.01	304.83	1.18	0.73	NO
12-May-26	305.97	304.79	1.18	0.73	NO
21-May-26	306.00	304.76	1.24	0.73	NO
27-May-26	306.05	304.83	1.22	0.73	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-26	305.08	304.41	0.67	0.34	NO
12-May-26	305.03	304.04	0.99	0.34	NO
21-May-26	305.01	304.05	0.96	0.34	NO
27-May-26	305.00	304.07	0.93	0.34	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-26	305.39	304.54	0.85	0.17	NO
12-May-26	305.34	304.54	0.80	0.17	NO
21-May-26	305.26	304.52	0.74	0.17	NO
27-May-26	305.22	304.51	0.71	0.17	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
6-May-26	303.74	303.45	0.29	0.18	NO
12-May-26	303.70	303.43	0.26	0.18	NO
21-May-26	303.67	303.39	0.28	0.18	NO
27-May-26	303.69	303.43	0.25	0.18	NO

No exceedances to report for the month of May.

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

Dufferin Aggregates

Monthly Reporting
Mill Creek Aggregates Pit
May 2026

Total Monthly Precipitation (mm):	52.6	Kitchener/Waterloo (Actual)
Total Monthly Normal Precipitation (mm):	78.5	Waterloo-Wellington A (30-year Normal)

Max. Allowable as per PTTW - Main Pond		
(Imperial Gallons)		(Litres)
2,500	per minute	11,365
1,800,000	per day	8,183,000

Max. Allowable as per PTTW - Silt Pond		
(Imperial Gallons)		(Litres)
2,597	per minute	11,806
3,739,477	per day	17,000,000

Date	Below Water Table Extraction SP4	Below Water Table Extraction Phase 2	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-May-26	-	-	-	-	306.47	N	306.03	N	305.48	N	305.92	N
2-May-26	-	-	-	-	-	-	-	-	-	-	-	-
3-May-26	-	-	-	-	-	-	-	-	-	-	-	-
4-May-26	-	-	-	-	306.47	N	306.03	N	305.48	N	305.91	N
5-May-26	-	-	-	-	306.45	N	306.03	N	305.48	N	305.90	N
6-May-26	-	-	-	-	306.45	N	306.02	N	305.48	N	305.91	N
7-May-26	-	-	-	-	306.45	N	306.02	N	305.47	N	305.91	N
8-May-26	-	-	-	-	306.44	N	306.02	N	305.47	N	305.92	N
9-May-26	-	-	-	-	-	-	-	-	-	-	-	-
10-May-26	-	-	-	-	-	-	-	-	-	-	-	-
11-May-26	-	-	-	-	306.43	N	306.03	N	305.45	N	305.94	N
12-May-26	-	-	-	-	306.42	N	306.03	N	305.43	N	305.97	N
13-May-26	-	-	-	-	306.45	N	306.04	N	305.43	N	305.99	N
14-May-26	-	-	-	-	306.44	N	306.04	N	305.43	N	305.98	N
15-May-26	-	-	-	-	306.45	N	306.02	N	305.41	N	306.00	N
16-May-26	-	-	-	-	-	-	-	-	-	-	-	-
17-May-26	-	-	-	-	-	-	-	-	-	-	-	-
18-May-26	-	-	-	-	-	-	-	-	-	-	-	-
19-May-26	-	-	-	-	306.45	N	306.02	N	305.37	N	306.03	N
20-May-26	-	-	-	-	306.46	N	306.03	N	305.34	N	306.06	N
21-May-26	-	-	-	-	306.46	N	306.03	N	305.33	N	306.10	N
22-May-26	-	-	-	-	306.46	N	306.04	N	305.33	N	306.09	N
23-May-26	-	-	-	-	-	-	-	-	-	-	-	-
24-May-26	-	-	-	-	-	-	-	-	-	-	-	-
25-May-26	-	-	-	-	306.46	N	306.04	N	305.34	N	306.10	N
26-May-26	-	-	-	-	306.46	N	306.04	N	305.35	N	306.11	N
27-May-26	-	-	-	-	306.47	N	306.05	N	305.35	N	306.12	N
28-May-26	-	-	-	-	306.46	N	306.05	N	305.34	N	306.13	N
29-May-26	-	-	-	-	306.47	N	306.05	N	305.32	N	306.13	N
30-May-26	-	-	-	-	-	-	-	-	-	-	-	-
31-May-26	-	-	-	-	-	-	-	-	-	-	-	-
Total	0	0	0	0								

Notes:
No exceedances to report for the month of May.
No water taken from the site for the month of May.

REPORT FIN-2026-017

TO:	Mayor and Members of Council
PREPARED BY:	Mary Hasan, Director of Finance/Treasurer
PRESENTED BY:	Mary Hasan, Director of Finance/Treasurer Sean Kelly, Principle, Stempski Kelly Associates/Pl.ural
MEETING DATE:	June 17, 2026
SUBJECT:	Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan

RECOMMENDATION

That Report FIN-2026-017 entitled Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan be received; and

That Council give three (3) readings to By-law No. 2026-042 being a by-law to adopt the Community Improvement Project Area for the Corporation of the Township of Puslinch; and

That Council give three (3) readings to By-law No. 2026-043 being a By-law to adopt the Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan for the Corporation of the Township of Puslinch; and

That Council approve the upset limit and funding strategy for 2026 in accordance with the Financial Implications section of this report.

Purpose

The purpose of this report is to:

1.) Provide a summary of the results from the legislative Public Information Meeting (PIM) held on April 15, 2026, regarding the proposed Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan (CIP).

2.) Seek Council's approval to enact the Community Improvement Project Area (CIPA) to encompass the Township's full municipal boundary.

3.) Seek Council's approval to enact the CIP By-law.

Background

The Township's "Our Corridor" CIP was adopted by Council on March 16, 2016 through By-law No. 021/16. The CIP applied to lands located within the "Our Corridor" CIPA, which was designated by Council through By-law No. 020/16 on the same date pursuant to Section 28 of the *Planning Act, 1990* (the Act).

On June 19, 2019, Council adopted By-law No. 040-2019 to approve Amendment No. 1 to the CIP. The amendment incorporated provisions of the County of Wellington's (County) Invest Well Community Improvement Program, enabling County participation in eligible financial incentive programs within the designated CIPA.

As part of the Township's approved budget, Council authorized the preparation of a new CIP, funded in part through contributions from the County and the Ontario Ministry of Agriculture, Food and Agribusiness. Council also directed staff to investigate the feasibility of expanding the CIP to a Township-wide program.

Council received a presentation from Pl.ural on the proposed CIP at its meeting held on April 15, 2026.

In accordance with the requirements of the Act, the proposed CIP was circulated to the Ministry of Municipal Affairs and Housing (MMAH) for review and comment.

A statutory PIM was held on April 15, 2026, at 7:00 p.m., both in person and via electronic participation, to receive public input regarding the proposed CIP and CIPA. The minutes of the PIM are included in the May 27, 2026 Council agenda package.

Comments received through the public consultation process, stakeholder engagement activities, MMAH review, and Council direction were considered during the preparation of the final CIP attached as Schedule A to this report.

Upon adoption by Council, notice of adoption will be issued in accordance with the Act. The CIP will come into force following the expiration of the 20-day appeal period, provided no appeals are filed. If no appeals are received, Council's decision becomes final and binding.

Financial Implications

The Township's 2026 Operating Budget includes $5,000 within the Planning Cost Centre for CIP grants, reflecting historical program uptake under the existing "Our Corridor" CIP.

As the proposed CIP expands eligibility to a Township-wide area and introduces additional opportunities for participation, staff anticipate increased interest in the available financial incentive programs. To support anticipated demand, it is recommended that Council authorize an upset funding limit of $15K for CIP grants in 2026. Where eligible, any funding shortfall beyond the approved Planning Cost Centre allocation may be supported through available County Business Retention and Expansion (BR&E) funding programs.

To support a measured implementation of the Township-wide CIP, staff recommend prioritizing the following two financial incentive programs during 2026:

- Planning and Building Fees Grant – providing a grant of up to 50% of eligible Township planning and building permit fees to a maximum of $7,500.
    - One (1) inquiry regarding this financial incentive was received in 2025.

- Facade, Signage, and Landscape Improvement Grant – providing a grant of up to 50% of eligible costs, before tax to a maximum of $4,500.
    - Three (3) inquiries regarding this financial incentive have been received in 2026.

The selected programs reflect demonstrated interest from the development and business community and provide an opportunity to evaluate demand under the expanded Township-wide program before implementing additional financial incentive programs. The financial incentive programs will be administered on a first-come, first-served basis, subject to available funding and in accordance with the eligibility requirements and evaluation criteria established within the CIP.

Staff further recommend that CIP funding levels be reviewed annually through the Township budget process based on actual program uptake, available funding sources, and Council priorities. As required by the CIP, staff will report annually on program utilization, inquiries received, grants issued, and recommendations regarding which financial incentive programs should be prioritized in subsequent years.

Any uncommitted CIP funding at year-end may be transferred to the Operating Carry-forward Discretionary Reserve, subject to Council approval, to support future program demand.

Strategic Plan Alignment and Implications

Strategic Priority #2: Managed Growth and Complete Communities
The CIP supports Strategic Priority #2 through balanced, well-planned commercial and employment development and local business growth, ensuring a balanced tax base.

Objective 2.4: Foster Economic Opportunities
The CIP fosters economic opportunities by supporting local businesses, entrepreneurship, tourism, and strategic investment by creating a predictable, business-friendly environment that strengthens long-term economic vitality.

Action 2.4(a) and 2.4(b): Complete CIP Update
This CIP directly advances Actions 2.4(a) and 2.4(b) by implementing a modernized, Township-wide CIP that encourages private investment, supports business retention and expansion, promotes redevelopment and beautification initiatives, and strengthens economic development opportunities throughout the Township.

Applicable Legislation and Requirements

Municipal Act, 2001
Planning Act, R.S.O. 1990

Engagement Opportunities

The Township has incorporated a number of engagement opportunities as part of the CIP, including:

- Social Media Posts and/or Advertisements on:
  - Facebook.ca/TownshipofPuslinch
  - Twitter.com/TwpPuslinchON
  - Instagram.com/TownshipofPuslinch
- Township Website Banner and puslinch.ca/ecdev and Puslinch.ca/communityimprovementplan
- Puslinch Community Guide
- Mail-outs and e-mails to local businesses
- Posters on Township facilities
- Wellington Advertiser Advertisement
- Community Newsletter sent with the interim and/or final tax bill
- Two (2) Public Open Houses - November 26, 2025 and March 4, 2026 at 6:30 p.m.
- PIM – April 15, 2026 at 7:00 p.m.

Information regarding the County's Community Improvement Funding is posted on the County's website at wellington.ca/cip

The financial incentive programs prioritized by Council will be promoted through the Township's available communication and engagement channels to maximize awareness and participation.

Attachments

Schedule A: Supporting Local Business in Puslinch: A Township-wide CIP

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan, Director of Finance/Treasurer	**Justine Brotherston, Director of Corporate Services/Municipal Clerk** **Laura Emery, Manager of Corporate Services/Deputy Clerk** **Kari Pond, Procurement and Agreement Coordinator**	**Courtenay Hoytfox, Chief Administrative Officer**

TOWNSHIP OF
PUSLINCH

Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan

June 9th, 2026

Township of Puslinch Community Improvement Plan

Prepared for:

TOWNSHIP OF
PUSLINCH

The Township of Puslinch

Mary Hasan
Director of Finance/Treasurer

Justine Brotherston
Director of Corporate Services/Municipal Clerk

pl.ural

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This project is funded in part by Wellington County and the Ontario Ministry of Agriculture, Food and Agribusiness. Any views expressed therein are views of the Township of Puslinch and do not necessarily reflect those of the Province or Wellington County.

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1.0 Introduction

1.1 About

The Township of Puslinch (Township) Community Improvement Plan (**CIP**) is a Township-wide, strategic planning tool.

The first **CIP** was adopted in 2016 by the Township to support revitalization, beautification, renewal, and economic activity in the Township's **key urban corridor**. This area was named 'Our Corridor' for the purposes of the first **CIP**. The 2016 **CIP** was intended to serve as a long-term framework to be implemented over the next 15 years.

In 2018, Wellington County implemented the Invest Well Community Improvement Programme, setting out the priorities, goals and parameters for participation, such as grant programs, funding levels, review/approval of applications, and agreement execution. Following the implementation of the Wellington County program, the Township **CIP** was amended in 2019 to allow Wellington County participation in local community **improvement** initiatives.

Building on the 2019 publication, this 2026 update has been made to reflect the current planning context, including an updated Wellington County Invest Well Programme (2023), and to satisfy the Township's evolving needs. Content has been reviewed and revised to enhance clarity in regard to plan purpose (i.e., goals and objectives), administration, and management. Additionally, financial incentive programs have been reworked — removing underutilized programs, consolidating, renaming, adding new and including additional program parameters, to ensure consistency.

1.2 What is a Community Improvement Plan?

A Community Improvement Plan (**CIP**) is a municipal planning tool, enabled by the *Planning Act*, that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a municipality. Many municipalities across Ontario have prepared **CIP**s to achieve important community goals, such as:

- Facilitating and coordinating the transition of neighbourhoods and areas;
- Stimulating economic growth and development;
- Assisting property owners with repair, **rehabilitation**, and **redevelopment** projects; and
- Raising awareness of local needs and priorities.

Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a **CIP** in place allows municipalities to provide financial assistance to local businesses (note, cannot be applied to residential properties other than those with public-facing, home-based business). Therefore, this **CIP** will allow the Township to stimulate local investment through the financial incentive programs identified in Section 3.0 Financial Incentive Programs.

Aberfoyle Antique Market in Aberfoyle, ON

1.3 Legislative Authority

The *Planning Act* is the primary piece of legislation that provides for the preparation of **CIP**s. Specifically, Section 28 of the *Planning Act* sets out:

- Types of projects/activities/works that are considered 'community **improvement**', which can include the **redevelopment**, **rehabilitation**, or other **improvements** to **commercial**, **mixed-use**, **industrial**, and public buildings, structures, or facilities;
- A community **improvement** planning process whereby a municipality must first identify and adopt through by-law a designated 'community improvement project area'(**CIPA**), after which a '**CIP**' may be prepared and adopted by a municipal council. However, this may only be done where there are enabling policies in the municipality's ***official plan*** (which is the case in the Township, as discussed in Section 1.4 Enabling ***Official Plan*** Policies);
- Tools that can be implemented once a municipal council adopts a '**CIP**', which includes grants or loans to owners or tenants (with written consent of the owner) of land and buildings within the **CIPA**; and
- **Eligible costs** that a municipality can cover with grants or loans may include expenses related to development, **redevelopment**, construction, and/or reconstruction projects aimed at **rehabilitation** or providing energy-efficient **improvements**.

In addition to the *Planning Act*, several other legislative documents provide the authority for municipalities to implement tools to assist with community **improvement**, including the *Municipal Act*. For additional information on any of the provisions for community **improvement** planning, the legislation identified above should be referred to.

1.4 Enabling Official Plan Policies

The 2025 *Wellington County* ***Official Plan*** sets out land use policies and provides direction for community **improvement** planning in the Township. The following is a review of policies from the ***Official Plan*** that enable the Township to prepare a **CIP**.

Official Plan Section "Community Improvement - Objectives" identifies the following objectives for community **improvement**:

- Promote the long-term stability and viability of identified **CIPA**'s by reducing land use conflicts and upgrading municipal services.
- Encourage coordinated municipal expenditures, planning and development activities within identified **CIPA**s.
- Stimulate the maintenance and renewal of private property.
- Enhance the visual quality of the community; and
- Foster local economic growth.

Official Plan Section "Community Improvement - Identifying Areas" identifies the following criteria for the designation of a **CIPA**:

- A significant portion of the housing stock and other buildings require maintenance, **rehabilitation** or **redevelopment**;
- Municipal services, including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities, are inadequate and in need of repair;
- The supply of public open space or recreation facilities is deficient;
- There are conflicting land uses in the area;
- Within **commercial** areas, deterioration in the appearance of building façades, inadequate parking facilities or inadequate pedestrian access;
- A significant portion of the buildings are considered heritage resources;
- There is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- There are other environmental, social or community development reasons that have been

identified by Council.

To support implementation, ***Official Plan*** Section "Community improvement - Implementation" states that a local Council may:

- Prepare, adopt, and implement a **CIP**(s) within a designated **CIPA**(s), pursuant to the *Planning Act* and the community **improvement** policies set out in this Plan;
- Provide public funds such as grants, loans and other financial instruments;
- Take advantage of federal and provincial funding programs, which would benefit the community;
- Prepare and adopt property standards by-laws;
- Co-operate with groups and organizations whose objectives include community **improvement**;
- Undertake other municipal actions, programs, or investments for the purpose of achieving the community **improvement** objective identified in ***Official Plan*** Section Community **Improvement** - Objectives.

Finally, there are policies that enable Wellington County to participate in the Township **CIP**. ***Official Plan*** Section "Community improvement - County Participation" states that Wellington County Council may participate in a municipality's **CIP** and make grants and loans to the Council of a lower-tier municipality for the purposes of carrying out a **CIP** that has come into effect, on such terms as to security and otherwise as Wellington County Council considers appropriate.

1.5 Community Improvement Project Area

Project areas range from specific properties to streets, neighbourhoods, entire communities, and/or the full municipality, while program coverage can span a wide spectrum of municipal goals and objectives.

Of particular interest, this **CIPA** update now includes an expansion of the previous "Our Corridor" **CIPA** to encompass the Township's full boundary. Formally the settlement areas of Aberfoyle and Morriston were typically seen as the focus core areas and constitute the previous **CIPA.** All geographic extents of the municipality will have access to the Township's **CIP** Financial Incentive Programs, as well as those offered through Wellington County's Invest Well programme.

The Township shall designate the expanded **CIPA** by By-law. The programs authorized in this **CIP** may be carried out within the **CIPA**. Refer to the Wellington County ***Official Plan*** for maps and plans outlining the geographic boundary of the Township and settlement areas.

Aerial View of Morriston, ON

1.6 Goals & Objectives

To be eligible for financial incentives offered through the Township **CIP**, an **improvement** project must contribute to achieving one or more of the goals and objectives set out below.

1.6.1 Goal #1: Increase geographic boundary area to implement a Township-wide CIP – building on the previous CIP's "Our Corridor" boundary.

This **CIP** will support the Township in strengthening its long-term growth strategy by expanding the geographic **CIPA** boundary to enable implementation of a Township-wide **CIP**. This approach will create a cohesive framework for coordinated development, infrastructure investment, and economic opportunity across the municipality.

Objectives include:

a. Expanding the **CIP** boundary to align with projected growth areas;
b. Encouraging investment in underutilized and transition lands;
c. Supporting comprehensive land use planning and infrastructure readiness;
d. Promoting balanced **residential** and employment growth; and
e. Ensuring equitable access to incentives and revitalization tools throughout the Township.

Aberfoyle Antique Market in Aberfoyle, ON

1.6.2 Goal #2: Enhance the visibility and accessibility of businesses in the Township

This **CIP** will support the Township in strengthening local economic vitality by enhancing the visibility and accessibility of businesses throughout the Township. By improving how businesses are promoted, connected, and accessed, the Township can foster greater community engagement and attract new customers, visitors, and investment.

Objectives include:

a. Improving wayfinding, signage, and streetscape elements to better showcase local businesses;
b. Supporting façade and property **improvements** that increase curb appeal;
c. Strengthening transportation connections and parking access;
d. Encouraging collaboration among business owners and community partners; and
e. Promoting local shopping, tourism, and agri-business experiences to drive sustainable economic growth.

1.6.3 Goal #3: Address countryside matters such as farming and/or agricultural/rural community economic problems

This **CIP** will support the long-term sustainability of the rural and agricultural economy by addressing countryside matters, including farming viability and broader economic challenges facing rural communities within the Township. By recognizing agriculture as both an economic driver and a defining feature of the Township's identity, the plan will promote resilience, diversification, and investment in rural areas.

Objectives include:

a. Supporting value-added agricultural and on-farm diversified uses;
b. Encouraging agri-tourism and local food initiatives;
c. Improving infrastructure that supports farm operations and rural businesses;
d. Addressing barriers to rural entrepreneurship and home-based businesses;
e. Promoting policies that protect agricultural lands while strengthening economic opportunities for the rural community.

1.6.4 Goal #4: Address eligible projects that involve the redevelopment of vacant/ underutilized lands

This **CIP** will prioritize eligible projects that support the **redevelopment** of vacant and underutilized lands throughout the Township, encouraging efficient land use and sustainable growth. By directing investment toward sites with **redevelopment** potential, the Township can revitalize key areas, reduce development pressure on greenfield lands, and strengthen the local tax base.

Objectives include:

a. Addressing brownfields.
b. Supporting adaptive reuse of vacant or obsolete buildings;
c. Encouraging **mixed-use** and employment-generating development on underutilized properties;
d. Promoting compact, serviced development within settlement areas;
e. Enhancing site design, landscaping, and public realm **improvements**;
f. Reducing long-term vacancy rates; and
g. Leveraging private investment to transform strategic properties into productive community assets.

2.0 Township Initiatives

2.1 Overview

This section identifies several Township initiatives through which the Township can provide proactive and visible leadership in achieving the goals of the Township **CIP**. By setting out a framework for Township-led **improvement** projects, this **CIP** helps coordinate and guide the expenditure of Township funds.

The following Township initiatives have been identified as a means for the Township to participate in community **improvement** and to encourage private sector investment in the **CIPA**. The Township may engage in any of the initiatives outlined as a part of the implementation of this **CIP**, subject to the availability of Township funds and other resources. An indication of anticipated timing is provided as a target; however, by identifying the initiatives and anticipated timing, the Township is in no way committed to implementing them during the life cycle of this **CIP**.

Flow State Bike Shop in Puslinch, ON

2.2 Zoning review

The Township may undertake a review of zones and zoning provisions that currently apply to the defined **CIPA's** to ensure that the regulatory regime:

- Conforms to the overall policy direction of Wellington County's ***Official Plan***;
- Is consistent with Township development objectives;
- Is supportive of revitalization, renewal and the Township's overall Vision.
- Facilitates the development of a particular use or form that is believed to be most beneficial for the community;
- Provides certainty to developers; and
- Implements contemporary zoning tools, such as form-based zoning, zoning with conditions, and holding by-laws.

The completion of a Zoning Review is a high priority. It is to be completed in 2028 following the adoption of this **CIP**.

Leek Farm in Morriston, ON

2.3 Township Urban Design Guidelines Update

The Township is undertaking Urban Design Guidelines Update to strengthen the visual character, functionality, and long-term livability of key areas within the Township. This initiative would establish clear, contemporary design standards to guide public and private realm **improvements**, enhance pedestrian safety and accessibility, and support cohesive development within settlement areas. Updated guidelines address landscaping, lighting, street furniture, parking design, gateway features, and sustainable design practices to ensure high-quality, context-sensitive development. The program supports placemaking initiatives that reflect the Township's rural identity while accommodating growth and reinvestment.

This initiative is active and concurrent to the **CIP** preparation. It will be finalized at the adoption/ activation of the Townships **CIP** report.

Milburn's Auto Sales & Service in Puslinch, ON

2.4 Parking & Active Transportation Improvements

Several recommended **improvements** and enhancements have been identified by both the Township and Wellington County for parking, streetscape, and active transportation infrastructure. The Township may develop a coordinated strategy for the implementation of **improvements** identified, as well as other **improvements** deemed necessary.

The Township may undertake a Parking Needs Study, examining the needs and options for additional parking, including municipal-owned parking lots, on-street parking, and private parking spaces. The study should focus on attracting visitors to the Township, inventory existing parking supply, determine current demand, project future demand, and propose a recommended strategy.

The completion of the parking needs study is being incorporated in the scope of work for the Transportation Master Plan, that is to be completed by the Township

Puslinch Community Centre and Optimist Recreation Centre in Aberfoyle, ON

3.0 Financial Incentive Programs

3.1 Overview

Through the updated Township **CIP**, a set of financial incentive programs are available to eligible owners/tenants in the **CIPA**. The programs allow the Township to provide financial assistance and are intended to stimulate private sector investment in land and buildings and help achieve the Vision and Goals of the **CIP**.

The Township **CIP** identifies seven (7) financial incentive programs that may be available to **applicants**:

1. Planning and Building Fees Grant;
2. Facade, Signage, and Landscape **Improvement** Grant;
3. Building **Improvement** Grant;
4. Building Conversion, Expansion and Accessibility **Improvement** Grant (New)
5. Licenced Home Child Care Grant (New)
6. Green Energy, Infrastructure, and Sustainable Development Grant (New)
7. **Commercial** Conversion Start-Up Grant (New)

The Township may provide funding for any of the above incentive programs during the term of the **CIP**, subject to the availability of resources and budget.

3.1.1 Additional Support

In addition to providing financial assistance through the financial incentive programs outlined above, as per Section 28(6) of the *Planning Act*, for the purpose of carrying out a **CIP** that has come into effect, the Township may,

a. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in the **CIPA** in conformity with the **CIP**, and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto;
b. Sell, lease or otherwise dispose of any land acquired or held by it in the **CIPA** to any person or governmental authority for use in conformity with the **CIP**.

3.2 Summary of Financial Incentive Programs

Program	Description	Value
1: Planning and Building Fees Grant	Intended to support covering the fees required by the Township in relation to the proposed **improvement** project.	Up to 50% of the **eligible costs** from the Township; maximum of $7,500.
2: Facade, Signage, and Landscape **Improvement** Grant	Intended to assist with the financing of **improvements** to an existing building's façade or signage, or to assist with other eligible **improvements** to private property (i.e., parking and landscaping) and **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity. This grant is intended to promote aesthetic, accessibility, and functional **improvements** to buildings and properties, which otherwise may not occur due to cost premiums associated with these **improvements**.	Up to 50% of the **eligible costs**, before tax; maximum of $4,500.
3: Building **Improve ment** Grant	Intended to support **improvements** to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility **improvements.**	Up to 50% of the **eligible costs**, before tax; maximum of $5,000.

Figure 1: Summary of Financial Incentive Programs

Financial Incentive Programs

Program	Description	Value
4: Building Conversion, Expansion and Accessibility **Improvement** Grant	Intended to assist in the conversion of existing unused or underused space into new eligible uses. Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township. This includes **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity. This program is intended to support **improvements** to private property to meet the Ontario's accessibility laws and standards.	Up to $10 per square foot of the **eligible costs**, before tax; maximum of $3,000.
5: Licensed Home Child Care Grant	Intended to support **improvements** to private property to meet the requirements of Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education, the Licensed Home Child Care Grant may be available to **applicants** to assist with **improvements** to existing buildings that may otherwise be considered cost prohibitive.	Up to 50% of the **eligible costs**, before tax; maximum of $2,000.
6: Green Energy, Infrastructure, and Sustainable Development Grant	Intended to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage storm-water, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience. This will encourage the implementation of natural elements and systems (i.e. green roofs, solar panels, rain barrels, etc.) to enhance the overall sustainability of a building.	Up to 50% of the **eligible costs**, before tax; maximum of $3,000.
7: Commercial Conversion Start-Up Grant	Intended to assist with the small-scale conversion of existing vacant or underutilized space into new **commercial**, **mixed-use**, and other eligible uses and is intended to support new small business start-ups to renovate or improve leased space destined for **commercial** uses.	Up to 50% of the **eligible costs**, before tax; maximum of $7,500 per property.

Summary of Financial Incentive Programs (Continued)

3.3 General Eligibility Criteria

In order to be eligible for any of the financial incentive programs that may be offered under this **CIP**, the following general eligibility criteria must be met:

a. The lands and buildings subject to an application must be a business located within the **CIPA**, designated by by-law for the purpose of the **CIP**. For more information on the **CIPA**, **applicants** should refer to Section 1.5 **CIPA**.

b. All projects must contribute to achieving one or more community **improvement** goals and objectives (as identified in Section 1.6 Goals & Objectives).

c. All proposed projects must result in some level of **improvement** or **rehabilitation** over the existing conditions and will not simply represent a life cycle replacement.

d. The **registered owner**(s) of the subject property shall complete the Township's written application and file appropriate support documentation to be considered for any program or incentive, and shall confirm to have no arrears of property taxes, local **improvement** charges, or any other municipal accounts receivable on the same lands.

e. **Applicants** will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives may be reduced.

f. **Registered owner**(s) shall be required to sign a Financial Assistance Agreement with the Township outlining the work approved for which an incentive is granted, requirements to be met before payment is received, and on-going obligations of an **applicant** with respect to incentives received after completion of approved work.

g. A business owner or tenant of a building may apply for a program under this **CIP** with written authorization from the **registered owner**(s), but any Financial Assistance Agreement shall be signed by the **applicant**, business owner and/or tenant and the **registered owner**(s).

h. All applications for a program or incentive shall be consistent with the latest addition of the following:

   i. Provincial Planning Statement, Wellington County ***Official Plan*** and any other applicable policy, plan or procedure;

   ii. To work in compliance with Township By-laws.

   iii. Township's Strategic Plan, Puslinch By Design, Recreation Parks Master Plan, Municipal

Development Standards or any other approved Township policy, plan or procedure; and

iv. Puslinch Urban Design Guidelines.

i. Work to be completed for any program under this plan must comply with all applicable by-laws, codes and guidelines including satisfying outstanding work orders (building, fire, zoning, etc.) prior to funding approval.

j. The total value of all funds provided to an owner/tenant shall not exceed the total value of **eligible costs** associated with the community **improvement** project works.

k. An **applicant** may be eligible for multiple grants during the term of this **CIP** if the total combined value of grants provided by the Township in any 12-month period shall not exceed $7,500 per property (or the total value of **eligible costs**, whichever is less).

l. Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this **CIP** will not be considered eligible.

m. It is important to note that these financial incentive programs are only eligible for local business and cannot be applied to **residential** properties.

In addition to these general eligibility criteria, a set of program-specific eligibility criteria must also be met, which are outlined in the description of financial incentives (below).

3.4 Planning and Building Fees Grant

3.4.1 Purpose and Anticipated Benefits

a. Planning and building approvals may be required in relation to a proposed community **improvement** project, such as a use conversion.
b. In such cases, the Planning and Building Fee Grant may be available to eligible property owners and tenants (with consent from the owner) to offset the fees required by the Township in relation to the proposed **improvement** project.

3.4.2 Value

a. Where all eligibility requirements are fulfilled, a Planning and Building Fees Grant may be provided to cover 50% of the eligible fees required by the Township in relation to a proposed project to a maximum of $7,500 (or the total value of **eligible costs** related to the project, whichever is less).

3.4.3 Eligibility Criteria

a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.
b. In addition, only projects that are subject to another financial incentive application offered through this **CIP** will be eligible.

3.4.4 Eligible Costs

Eligible costs are limited to and include the following:

a. Township planning application fees limited to minor variances, site plans and zoning by-law amendments.
b. Township building permit or demolition permit fees.

Please note: where the Township incurs costs related to assessing a planning or building application through third-party consultant planning reports, legal consultation, etc., these fees will not be

included as **eligible costs**.

3.4.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.5 Facade, Signage & Landscape Improvement Grant

3.5.1 Purpose and Anticipated Benefits

a. The Façade, Signage, and Landscape **Improvement** Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with the financing of **improvements** to a building's façade, signage, or landscaping on private property.

b. This grant is intended to promote aesthetic, accessibility, and functional **improvements** to buildings and properties, which otherwise may not occur due to cost premiums associated with these **improvements**.

3.5.2 Value

a. Where a proposed project satisfies the eligibility requirements, a Façade, Signage, and Landscape **Improvement** Grant may be provided for 50% of the **eligible cost** of the façade, signage, and/or landscape **improvements** to a maximum of $4,500 (or the total value of **eligible costs** related to the project, whichever is less).

3.5.3 Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply. In addition, the following criteria apply:

a. Façade and signage **improvements** must be made to the main façade of a building.

b. Where a side and/or rear wall is visible from a public street or public space, or fronts onto a laneway or parking lot, façade and signage **improvements** to these walls may also be eligible;

c. Landscape **improvements** must be made to the front yard or side yard of properties.

3.5.4 Eligible Costs

The Façade, Signage, and Landscape **Improvement** Grant may be provided for the following:

a. For façade **improvements**, **eligible costs** include:

   i. Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding and architectural detailing;

   ii. Restoration or replacement of cornices, eaves, and parapets;

iii. Restoration or replacement of windows, doors and awnings;

iv. Restoration or replacement of exterior lighting;

v. Chemical or other façade cleaning and exterior painting, or installation of murals or similar wall art;

vi. Redesign of storefront or entrance modifications, including **improvements** to accessibility for people with disabilities; and

vii. Such other similar **improvements** and repairs that may be necessary to improve the appearance of a building façade exterior.

b. For signage **improvements**, **eligible costs** include replacement, repair, **improvement** or installation of signage, including signage lighting.

c. For landscape **improvements**, **eligible costs** include:

i. Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);

ii. Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;

iii. Addition of walkways; and

iv. Such other similar **improvements** and repairs that may be necessary to improve the landscaping.

d. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will also be considered **eligible costs**; however, the maximum amount of a grant for such services shall not exceed 15%.

3.5.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.6 Building Improvement Grant

3.6.1 Purpose and Anticipated Benefits

a. The Building **Improvement G**rant may be available to eligible property owners and tenants (with the consent of the owner) to assist with **improvements** to existing buildings that may otherwise be considered cost-prohibitive, and that materially extend the useful life of a building and/or increase the value of a building.

b. The Building **Improvement** Grant is intended to support **improvements** to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility **improvements** such as the removal of barriers to increase accessibility for people with disabilities.

3.6.2 Value

a. Where a proposed project satisfies the eligibility requirements, the Building **Improvement** Grant may be provided for 50% of the total **eligible costs** to a maximum of $5,000 (or the total value of **eligible costs** related to the project, whichever is less).

3.6.3 Eligibility Criteria

a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.

3.6.4 Eligible Costs

a. The Building **Improvement** Grant may be provided for **eligible costs** related to:

   i. Structural repairs to walls, ceilings, floors, and foundations;

   ii. Repair/replacement of building infrastructure, such as roofing, windows, and doors;

   iii. Repair/replacement of plumbing, electrical, HVAC, and fire protection systems;

   iv. Weather and flood proofing;

   v. Improvements to accessibility for people with disabilities;

   vi. Any other **improvements** that may bring a building up to code, or address health, safety, or risk management issues;

   vii. Interior restoration and design;

   viii. Installation of ramps, elevators, lifts, and/or automatic door openers.

b. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.6.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.7 Building Conversion, Expansion and Accessibility Improvement Grant

3.7.1 Purpose and Anticipated Benefits

a. The Building Conversion, Expansion and Accessibility **Improvement** Grant may be available to eligible property owners and tenants (with consent of the owner) to assist in the conversion of existing unused or underused space into new eligible uses. Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township. This will include **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity.

3.7.2 Value

a. Where a proposed project satisfies the eligibility requirements, a Building Conversion, Expansion and Accessibility **Improvement** Grant may be provided on approved applications based on $10 per square foot of converted, expanded and/or increasing accessibility of floor space, to a maximum of $3,000, (or the total value of **eligible costs** related to the project, whichever is less).

3.7.3 Eligibility Criteria

a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.

3.7.4 Eligible Costs

a. The Building Conversion, Expansion and Accessibility **Improvement** Grant may be provided for **eligible costs** related to the following types of projects on eligible properties and uses:
   i. Conversion of vacant or underused non-**commercial**/non-**industrial** building space into new eligible uses; and
   ii. Expansion of existing eligible uses to increase the gross floor area.
   iii. Increasing accessibility of the eligible uses.

b. The services of a professional engineer, architect, surveyor, or planner to design and

implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.7.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

Township of Puslinch Municipal Offices in Aberfoyle, ON

3.8 Licenced Home Child Care Grant

3.8.1 Purpose and Anticipated Benefits

a. The Licensed Home Child Care Grant may be available to eligible property owners and tenants (with consent from the owner) to assist with **improvements** to existing buildings that may otherwise be considered cost-prohibitive.

b. This program is intended to support **improvements** to private property to meet the requirements of a Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education.

3.8.2 Value

a. Where all eligibility requirements are fulfilled, a Licensed Home Child Care Grant may be provided for 50% of the total **eligible costs** to a maximum of $2,000 (or the total value of **eligible costs** related to the project, whichever is less).

3.8.3 Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 3.3 of this **CIP** apply. In addition, the following criteria apply:

a. **Improvement**(s) must be in support of an application to become a Licensed Home Child Care Provider through Wellington County Home Child Care (licensed by the Ministry of Education).

3.8.4 Eligible Costs

a. **Eligible costs** for the Licensed Home Child Care Grant include the following:

i. Repair/replacement/installation of fire protection systems;

ii. Repair/replacement/installation of indoor play space, outdoor play space, sleeping/resting area, eating area, and diapering/toileting area;

iii. Any other **improvements** that may bring a building to meet the minimum legal requirements of a Licensed Home Child Care Provider, as regulated by the Ministry of Education.

b. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.8.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project and receipt of proof of licensing to become a Licensed Home Child Care Provider through Wellington County Home Child Care. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred (or the maximum value of the grant, whichever is less).

3.9 Green Energy, Infrastructure, and Sustainable Development Grant

3.9.1 Purpose and Anticipated Benefits

a. The Green Energy, Infrastructure, and Sustainable Development Grant may be eligible to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage stormwater, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience

b. This grant will encourage the implementation of natural elements and systems (i.e. green roofs, solar panels, rain barrels, etc.) to enhance the overall sustainability of a building

c. The grant may be eligible to support new development projects that implement natural systems, sustainable infrastructure and building practices to manage stormwater, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience.

3.9.2 Value

a. Where all eligibility requirements are fulfilled, the Green Energy, Infrastructure, and Sustainable Development Grant may be provided for 50% of the total **eligible costs** to a maximum of $3,000 (or the total value of **eligible costs** related to the project, whichever is less).

b. The Township may increase the maximum value of the grant per property when one or more of the following criteria are met (subject to eligible funds); maximum value to be determined by the **CIP** Implementation Committee:

    i. An eligible site is a new **commercial**, **industrial**, or **mixed-use**.

3.9.3 Eligibility Criteria

a. Properties will be eligible for the Green Energy, Infrastructure, and Sustainable Development Grant if the proposed potential use being investigated is in accordance with Purpose and Anticipated Benefits.

b. All general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** must be met

c. Implementation or **improvements** must meet one or more of the following objectives ,as

demonstrated through supportive written rationale and literature:

i. Improved stormwater management
ii. Reduced heat island effect
iii. Reduced energy consumption
iv. Air quality **improvement**
v. Climate change resilience
vi. Biodiversity conservation
vii. Improved social and community well-being

3.9.4 Eligible Costs

a. For a Green Energy, Infrastructure and Sustainable Development project, **improvements** or repairs to an existing **industrial**, **commercial** or **mixed-use** building that meets one or more of the listed objectives are eligible

b. Eligible costs include, but are not limited to:

i. Installation or purchase of materials for rain gardens
ii. Installation of permeable pavement
iii. Installation and/or purchase of materials for rain harvesting systems
iv. Installation and/or preparation for green roofs and living walls
v. Installation and/or purchase of materials for bioswales and bioretention areas
vi. Installation of infiltration trenches or other infiltration systems
vii. Installation or purchase of materials for pollinator gardens or community gardens
viii. Installation of stormwater bump-outs/curb extensions
ix. Installation of native trees
x. Installation and/or purchase of LED lighting
xi. Installation of smart thermostat systems
xii. Improved insulation
xiii. Window and door replacement
xiv. Installation and/or purchase of solar panels
xv. Installation of energy-efficient HVAC systems
xvi. Installation and/or purchase of reflective roofing materials
xvii. Any other **improvements**/installations/repairs deemed environmentally friendly by the Township

3.9.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, (or the maximum value of the grant, whichever is less).

3.10 Commercial Conversion Start-Up Grant

3.10.1 Purpose and Anticipated Benefits

a. The **Commercial** Conversion Start-Up Grant may be available to eligible property owners and tenants (with the owner's consent) to assist with the small-scale conversion of existing vacant or underutilized space into new **commercial**, **mixed-use**, and other eligible uses.

b. This grant is intended to support new small business start-ups to renovate or improve leased **commercial** space

c. Financing of permanent interior leasehold **improvements** or accessibility **improvements** for **commercial** space to increase the marketability of property and rental units

3.10.2 Value

a. Where all eligibility requirements are fulfilled, a **Commercial** Conversion Start-Up Grant may be provided for $20 per square foot of converted, expanded and/or increasing accessibility of floor space, to a maximum of $7,500, (or the total value of **eligible costs** related to the project, whichever is less).

3.10.3 Eligibility Criteria

a. Properties will be eligible for the **Commercial** Conversion Start-Up Grant if the proposed potential use being investigated is in accordance with Purpose and Anticipated Benefits

b. All general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** must be met.

3.10.4 Eligible Costs

a. The **Commercial** Conversion Start-Up Grant may be provided for the construction and renovation costs related to the following types of projects:

   i. Conversion of non-**commercial** or vacant building space into new **commercial**, **mixed-use**, secondary uses, and other eligible uses;

   ii. Conversion of existing ground-floor **commercial** space to better suit a new **commercial** use (e.g., retail to restaurant); and

   iii. Expansion of existing eligible uses to increase the gross floor area.

   iv. The added installation, change, repair and/or restoration of rooms, plumbing, heating,

HVAC, electrical, flooring, ceiling, walls, other structurally permanent elements, etc.

v. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%

vi. Implementation of accessibility **improvements** (AODA compliant)

vii. Demolition or removal of fixtures, structural, and non-conforming or hazardous materials

b. The Grant will also apply to the adaptive reuse of derelict structures.

3.10.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

4.0 Wellington County Participation In Financial Incentive Programs

4.1 About the Programme

a. The Wellington County Financial Incentive Program is a strategic planning and economic development framework that directly supports Wellington County's longer-term planning and economic development goals and priorities by supporting the incentive programs contained in Local Municipal **CIP**s. The updated Financial Incentive Program adopted by Wellington County in early 2023 sets out the goals, priorities, and incentive programs framework for Wellington County's participation in Local Municipal **CIP**s.

b. If Local Municipalities in Wellington County wish to receive funding from Wellington County to support incentive program applications approved under their **CIP**s, they must apply to Wellington County for funding. Wellington County retains the right to determine on an application by application basis, whether or not to provide a grant or loan to the local municipality under its Financial Incentive Program, and furthermore, the terms and conditions in relation to such a grant or loan.

c. The full program is available on Wellington County's website and should be reviewed for full details regarding Wellington County's participation in the Township's **CIP** programs. Wellington County's Financial Incentive Programs may be revised from time to time by Wellington County.

d. It should be noted that any funding amount approved by Wellington County to support an incentive program application approved by the Township is in addition to the applicable maximum grant/loan amount approved and available from the Township.

Tully's Way Farm in Morriston, ON

5.0 Implementation

5.1 Administration

5.1.1 Implementation Period

It is anticipated that the **CIP** will be implemented over a 15-year period, at which time a review should occur. Council may extend or reduce the implementation period, as deemed appropriate or necessary, subject to an amendment of the **CIP**.

5.1.2 Roles & Responsibilities

Township Council will:

a. Delegate its responsibility for approving or refusing applications for financial incentive programs to the **CIP** Implementation Committee.

b. Contribute to the overall administration of the **CIP** (subject to the Township's priorities and the availability of resources/funding) as follows:

   i. Determining which of the **CIP** financial incentive programs will be put into effect in any given year during the implementation period, if any; and

   ii. Identifying (as part of the annual budgeting process) a community **improvement** budget for financial incentives that have been put into effect for that year, if any, in accordance with Section 5.2 Financial Management of this **CIP**.

The **CIP** Implementation Committee will:

a. Consist of Township staff representatives from the following Township departments:

   i. Building

   ii. Corporate Services

   iii. Finance

b. A staff person with expertise on site-specific matter may also be consulted to assist with the review and evaluation of application. The Committee shall also be authorized to retain other qualified professionals as required.

c. Be responsible for:

i. Reviewing and evaluating applications for financial incentives;

ii. Approving or refusing applications for financial incentive programs;

iii. Marketing the **CIP**;

iv. Monitoring the **CIP**, and providing annual reports to Council with respect to the costs and benefits of the **CIP**; and

v. Making recommendations to Council with respect to:

i. Financial Incentive Programs to be put into effect in any given year; and

ii. Identifying an annual community **improvement** budget for financial incentives.

5.1.3 Administration of Financial Incentives

a. The Township may put into effect any number of the financial incentives identified in this **CIP** during the implementation period, subject to the availability of Township funds and other resources.

b. Annually, the **CIP** Implementation Committee may make recommendations to Council with respect to the administration of financial incentives.

c. Except where otherwise identified in this **CIP**, applications for financial incentives will be received on a first-come, first-served basis to the limit of the available funding approved for that year.

d. Applications will be evaluated promptly, in accordance with:

i. General eligibility requirements, as outlined in 3.3 General Eligibility Criteria;

ii. Program eligibility requirements, as outlined in each of the grant program details (3.0 Financial Incentive Programs);

iii. Application requirements, as outlined in 5.3 Applying for Financial Incentives; and

iv. A Council-approved budget.

e. The Township will prioritize applications under this **CIP** based on the completeness and quality of the applications received, overall community benefit based on the goals and objectives in this **CIP**, and available budget for the **CIP**.

f. In cases where the **CIP** Implementation Committee refuses an application for financial incentives, all **applicants** will have the right to appeal the decision to the Township Council. If a decision is appealed, a staff report will be prepared for Council detailing the Committee's decision. The property owner may appear at the Council Meeting to detail their appeal.

5.1.4 Plan Amendments

As a result of the monitoring and evaluation, amendments to the **CIP** may be required. The following

summarizes when **CIP** amendments are, and are not, required:

a. An amendment to the **CIP** will not be required to:
    i. Reduce funding levels for the financial incentive programs; or
    ii. Discontinue or cancel any of the financial incentive programs identified.

b. An amendment will be required to the **CIP** or implementing by-laws to:

    i. Extend the implementation period of the **CIP**;
    ii. Add any new financial incentive programs;
    iii. Modify the eligibility criteria related to financial incentive programs offered; and
    iv. Modify the geographic area (i.e., the **CIPA**s) to which financial incentive programs apply.

Amendments to this **CIP** will be passed by Township Council under the *Planning Act*. The Township may also be required to pre-consult with the Ministry of Municipal Affairs and Housing on any amendments to this **CIP**.

5.2 Financial Management

5.2.1 Management and Availability

The Township's original **CIPA** has been broadened to the extents of the full Township boundary. The purpose of this is to respond to unique needs, issues, and opportunities in certain areas of the full Township. By identifying this, the Township has created a flexible approach to community **improvement**, that will allow the Township to focus on multiple key economic areas during the implementation period. However, given the large geographic area of the Township, and the number of businesses and property owners within the **CIPA**, that may wish to access financial incentive programs, not all applications will be eligible for the various suites of financial incentive programs in each year of implementation. As outlined, on an annual basis, Council will approve an implementation plan, which sets out:

a. Financial incentive programs that will be available within the **CIPA** for that year, if any; and
b. A community **improvement** budget for financial incentives that have been put into effect for that year, if any.

5.2.2 Funding Sources

The Township funds the financial incentive programs described in the **CIP**. Township funds are identified annually in the municipal budget.

Additional funding may be available through Wellington County's Financial Incentives.

5.2.3 Payments

No payment or grant shall be made under this **CIP** without authorization by the Director of Finance/ Treasurer of the Township (or designate) and the Chief Administrative Officer of the Township (or designate).

Payments under the Wellington County programme shall be made in accordance with practices and procedures approved by both Wellington County and the Township.

Aberfoyle Antique Market in Aberfoyle, ON

5.3 Applying for Financial Incentives

5.3.1 Application Process

The following provides a summary of the process for the submission, evaluation, and approval of Financial Incentive Program applications and is not intended to be exhaustive:

a. Applications must be submitted in accordance with the requirements outlined.

b. The **CIP** Implementation Committee will evaluate all applications and supporting materials. **Applicants** will be notified if their submission is incomplete.

c. Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.

d. For applications that are approved, a Financial Assistance Agreement will be prepared and executed.

e. Any financial incentive program commitments may be cancelled if work does not commence within six (6) months of approval of an application, reach completion within twelve (12) months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.

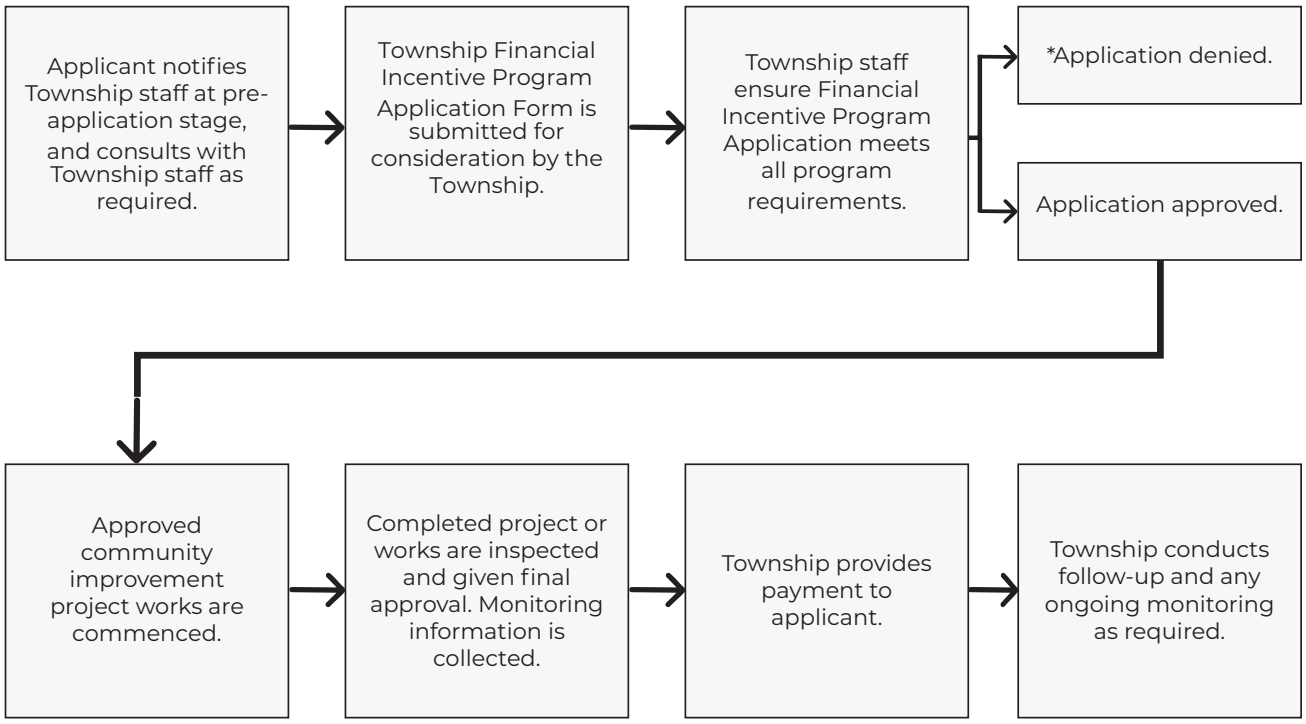
f. When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued, and the financial assistance will be initiated.

g. Upon completion of a community **improvement** project, the Township reserves the right to inspect any properties/buildings or to audit final costs at the owner's expense.

h. Funding approval will lapse if a notice of completion is not issued within eight (8) months of the date of execution of the Financial Assistance Agreement.

i. The **CIP** Implementation Committee may grant an extension of up to four (4) months for community **improvement** works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.

j. Should the **applicant** fall into default of any of the requirements of the financial incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. **Applicants** may be required to repay funds to the Township.



*Where Township decides not to approve a Financial Incentive Application, the applicant has the right to appeal the decision to Township Council.

Figure 2: Application Process Flow Chart

5.3.2 Application Requirements

Applications for financial incentives offered through the **CIP** must include:

a. One (1) copy of a completed and signed application form.

b. One (1) copy of all supporting documentation, as determined by the **CIP** Implementation Committee, which may include (but is not limited to):

   i. Good quality photographs of the existing condition of the buildings and property;

   ii. Past/historical photographs and/or drawings (where available);

   iii. Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed **improvements**;

   iv. Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;

   v. A statement with respect to how the proposed project meets the overall goals and objectives of the **CIP**; and

   vi. Any additional requirements as determined by the **CIP** Implementation Committee.

c. The Township is not responsible for any of the costs associated with the preparation of a **CIP** financial incentive application.

5.3.3 Additional Terms & Conditions

a. No approval issued by the Township for an incentive under any financial incentive program shall eliminate the need for **registered owner**(s) or duly authorized tenants or business owners or their contractors to obtain a building permit or any other Township required approval or authorization for the work to be done, comply with all other applicable municipal by-laws and codes, obtain approvals from other local, provincial or federal agencies, Conservation Authority, or comply with all applicable health and safety standards;

b. The **applicant** also agrees to maintain any **improvement** approved under this **CIP**. In the event any **improvement** to a building or lands for which an incentive has been provided is destroyed or not properly maintained by an **applicant**, the Township may at its sole discretion rescind the approval provided within 5 years and seek to collect any payment under this financial incentive program from an **applicant** in a like manner to taxes.

c. The Township will promote the financial incentive programs and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

6.0 Conclusion

The CIP is a Township-wide planning document, that is intended to improve Puslinch's economic health. Through establishment, update, and continued implementation of the CIP, the Township of Puslinch demonstrates it's commitment to encouraging local investment, revitalization and beautification, and working with property owners and tenants to support economic development. Property owners and tenants who are interested in the programs identified within this CIP or who require additional information should contact the Township of Puslinch's CIP Implementation Committee for more information.

7.0 Interpretation

7.1 Definitions

Agriculture-related use Refers to farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity."

Applicant Means **registered owners**, assessed owners and tenants of lands and buildings within the **CIPA**, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan.

Commercial Means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

Community Improvement Plan (CIP) Means a plan for the community **improvement** of a **CIPA**.

Community Improvement Project Area (CIPA) Means a municipality or an area within a municipality, the community **improvement** of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Incentives under this **CIP** are limited to the **CIPA**.

Eligible costs Means costs related to environmental site assessment, environmental remediation, development, **redevelopment**, construction, and reconstruction of lands and buildings, including **rehabilitation** and energy efficiency **improvements**, as specified in this CIP and its associated financial incentive programs.

Improvement Means any reconstruction, rehabilitation, addition, alteration, or enhancement of a structure, including but not limited to façade or signage **improvements**, and includes any works eligible under this CIP and its associated financial incentive programs.

Industrial Means, without limiting the generality thereof, the manufacturing, assembling, making, producing, preparing, inspecting, grading, ornamenting, finishing, treating, cleaning, washing, altering, repairing, restoring, processing, polishing, refinishing, packing, adapting for sale, warehousing, storing, breaking up or demolishing of goods, substances, articles or things or any part or parts thereof; or the production or storage of building or construction equipment

or materials, but does not include any use prohibited by the Township Zoning By-law.

Key urban corridor Is defined as the Urban Centres of Aberfoyle and Morriston, as well as the Brock Road **industrial** area.

Mixed-use Means any combination of permitted **commercia**l uses and **residential** uses, but shall not include **residential** uses in the first story.

Official Plan Means a comprehensive long-range plan for land use which guides growth and land use change in a municipality.

Redevelopment Means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

Registered Owner Is the owner listed on the legal title of the property (through the land registry system).

Rehabilitation Means any efforts that result in the productive reuse of lands and/or buildings within the **CIPA**.

Residential Means a building or portion thereof designed, intended, occupied or capable of being occupied as one or more **residential** dwelling unit(s) but does not include a hotel, motel, or bed and breakfast establishment as defined in the Township Zoning By-law.

TOWNSHIP OF
PUSLINCH

REPORT FIN-2026-018

TO: Mayor and Members of Council

PREPARED BY: Daniel Hernandez, Taxation and Revenue Coordinator

PRESENTED BY: Daniel Hernandez, Taxation and Revenue Coordinator

MEETING DATE: June 17, 2026

SUBJECT: Treasurer's Investment Report for 2025

RECOMMENDATION

That Report FIN-2026-018 entitled Treasurer's Investment Report for 2025 be received for information; and

That Council accepts the Treasurer's statement that based on the information supplied by Canaccord Genuity Wealth Management, the cash and temporary investments held by the Township of Puslinch during the calendar year 2025 were all prescribed in accordance with Section 418 of the *Municipal Act, 2001* and were all eligible as outlined in *Ontario Regulation 438/97* and that all related transactions in 2025 comply with the investment policies and goals adopted by the Township on August 13, 2014; and

That no changes be made to the Policy at this time.

Purpose

The purpose of this report is to provide Council with the Treasurer's Investment Report for 2025 as required by *Ontario Regulation 438/97* of the *Municipal Act*.

Background

Pursuant to *Ontario Regulation 438/97* of the *Municipal Act*, the Treasurer for the Township shall prepare an investment report to Council containing the following:

- a statement about the performance of the portfolio of investments;
- a description of the estimated proportion of the total investments that are invested in long-term and short-term securities and a description of the change, if any, in that estimated proportion since the previous year's report;

- a statement by the Treasurer regarding whether the investments are consistent with the investment policies and goals adopted by the municipality;
- a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.

Canaccord Genuity Wealth Management provides the Township with investment confirmations and regular investment statements. These documents include details such as transaction records, current holdings, interest income, and market valuations. The Township uses this information to track, reconcile, and manage its investment portfolio in accordance with its financial policies and reporting requirements.

Investment Income

Currently, investment income is budgeted to support the Township's operating budget, helping to reduce the tax levy. After the annual audit, any overall surplus, including any resulting from investment income, is reviewed corporately. Historically, Council has typically allocated this surplus, in whole or in part, to the Asset Management Discretionary Reserve.

A comparison of the investment income allocated to the Operating Fund and Restricted Reserve Fund in 2025 and 2024 is outlined below:

Description of Fund	2025	2024
Operating Fund	$344,399	$390,656
Restricted Reserve Fund	$176,851	$240,423
Total	$521,250	$631,079

The total investment income of $521,250 provided an average rate of return of 4.92% (2024 – 6.36%) for both cash and temporary investments. The average rate of return was calculated based on the amount of investment income obtained in 2025 divided by the average book value of the Township's cash and investment position at December 31, 2025 and December 31, 2024.

Investment income earned has decreased in 2025 compared to 2024 due to a steady decrease in interest rates on the Township's cash and temporary investments. The Bank of Canada rates have declined throughout 2025. The Township timed investments well ahead of the rate cuts with investments yielding over 3.70% (2024 – 4.00%). The Township earns investment income at a rate of prime less 1.9% monthly based on the balance in its bank account.

The approximate change in the prime rate is outlined below based on January and December rates:

Date	Prime Rate
January 2024	7.20%
December 2024	5.45%
January 2025	5.45%
December 2025	4.45%

Portfolio Summary

The mix of cash and temporary investments is determined by ongoing cash flow monitoring and forecasting by Township staff. The goal is to ensure sufficient liquidity to meet operational needs while maximizing returns on excess funds through short-term investments. The Township also maintains a surplus operating cash balance to address any unexpected financial obligations. This proactive financial management has ensured that, for at least the past thirteen (13) years, no external temporary borrowing, permitted under Section 407 of the *Municipal Act, 2001*, has been required to meet current expenditures.

The portfolio summary as of December 31, 2025 and December 31, 2024 at current value consisted of the following:

Type	2025 ($)	2025 (%)	2024 ($)	2024 (%)
Cash	$5,269,796	48%	$4,033,119	40%
Temporary Investments	$5,808,920	52%	$6,059,079	60%
Total	$11,078,716	100%	$10,092,198	100%

Overall, the Township's available cash and temporary investments have increased by $987K or 9.8% in 2025 compared to 2024. The increase predominantly relates to the following:

- Temporary investment returns
- Net changes in working capital (ie. increases/decreases in accounts receivables, accounts payable, deposits, etc.); and
- Increases to discretionary reserves; and
- Acquisition of tangible capital assets.

The Township did not reinvest approximately $519K in restricted temporary investments in late 2025 due to a planned land acquisition identified in the 2026 Capital Budget. As these funds were expected to be required in the near term, they were retained in the Township's restricted reserve bank account, which provided a higher rate of return than available short-term investment options.

Please note, the Statement of Cash Flows for December 31, 2025, was presented by the Township's external auditor, RLB, at the May 6, 2026 Council Meeting in Report FIN-2026-014. This statement provides a detailed description of the changes in cash and cash equivalents.

The Township's temporary investments are held in Guaranteed Investment Certificates, which carry a 100% guarantee, providing both security and modest returns. The value from December 31, 2024 (or investment opening balance) compared to December 31, 2025 are outlined in the table below:

Issuer	Maturity Date	Term	Interest Rate	Issue Date	Value as of December 31, 2024 OR Investment Opening Balance	Current Value as of December 31, 2025
Blueshore Credit Union	17-Mar-26	1 year	3.35%	17-Mar-25	$327,495	$336,181
Sunshine Coast Credit Union	18-Mar-26	2 year	5.35%	18-Mar-24	$493,517	$519,920
Khalsa Credit Union	20-Jul-26	2 year 2 day	4.95%	18-Jul-24	$1,212,027	$1,272,023
Prospera Credit Union	04-Sep-26	1 year	3.70%	04-Sep-25	$1,043,500	$1,055,982
Prospera Credit Union	04-Sep-26	1 year	3.70%	04-Sep-25	$521,750	$527,991
Sunshine Coast Credit Union	26-Nov-26	2 year	3.60%	26-Nov-24	$501,726	$519,788
Prospera Credit Union	28-Dec-26	3 year	5.15%	28-Dec-23	$1,125,876	$1,183,858
Sunshine Coast Credit Union	10-Sep-29	4 year 1 day	3.82%	09-Sep-25	$388,581	$393,177
				Total	$5,614,472	$5,808,920

Investments purchased during 2025 earned interest on a pro-rated basis from their respective issue dates through December 31, 2025. Investments purchased prior to 2025 accrued interest throughout the entire 2025 fiscal year and therefore realized the full annual interest rate identified in the table above.

The Township also maintains a surplus operating cash balance to meet any unexpected financial obligations.

Investment Policy

The Township's Investment Policy was approved by Council on August 13, 2014, through Resolution No. 2014-292. The policy, attached as Schedule A to Report FIN-2026-018, establishes the framework governing the Township's investment activities.

Ontario Regulation 438/97 recommends that Council review its investment policy at least annually and make any amendments deemed necessary as a result of that review.

Financial Implications

The financial implications are outlined throughout the report.

Strategic Plan Alignment and Implications

Strategic Priority #4: Good Governance, Financial Stewardship, and Organizational Excellence
This report directly supports Strategic Priority #4 by demonstrating responsible financial management and oversight of the Township's surplus funds and investment portfolio. The annual investment report promotes transparency and accountability by providing Council with detailed information regarding investment performance, compliance with legislative requirements, and adherence to the Township's Investment Policy.

Objective 4.2: Maintain Financial Stewardship
This report advances Council's objective to maintain financial stewardship by ensuring Township funds are invested prudently, securely, and in accordance with *Ontario Regulation 438/97* and the *Municipal Act, 2001*. The report also demonstrates the Township's continued focus on preserving capital, maintaining liquidity, and maximizing investment returns while minimizing financial risk.

Action 4.2(d): Continue to Provide Financial Stewardship Through Successful Audit, Balanced Budgets, and Oversight of Expenditures
This initiative aligns with Action 4.2(d) through the annual monitoring and reporting of the Township's investment portfolio, investment income, and compliance with the Township's Investment Policy. The report supports sound financial planning and long-term sustainability by ensuring investment activities are managed in a transparent, legislatively compliant, and fiscally responsible manner.

Applicable Legislation and Requirements

Ontario Regulation 438/97 of the *Municipal Act, 2001*

Engagement Opportunities

N/A

Attachments

Schedule A: Investment Policy

Respectfully submitted,

Daniel Hernandez,
Taxation and Revenue Coordinator

Reviewed by:

Mary Hasan,
Director of Finance/Treasurer

TITLE: INVESTMENT POLICY

DATE: August 13, 2014

SUBJECT: INVESTMENTS OF SURPLUS FUNDS
File No. A09 INV

Purpose:

To govern and ensure the **prudent** management of the Township of Puslinch's surplus funds and investment portfolio in accordance with the authority for investments provided under Section 418 of the Municipal Act, 2001 and Ontario Regulation 438/97.

Scope:

This policy includes all funds that are the responsibility of the Township of Puslinch ("Township").

Definitions:

Credit Risk: the risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Diversification: a process of investing assets among a range of security types by sector, **maturity**, and quality rating.

Interest Rate Risk: the risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

Liquidity: a measure of an asset's convertibility to cash.

Long-Term Securities: investments with duration of greater than 365 days at the time of acquisition.

Major Chartered Banks: the following are the six **major chartered banks** referred to in this policy:

- Royal Bank of Canada
- Canadian Imperial Bank of Commerce
- Bank of Montreal
- Bank of Nova Scotia

- Toronto Dominion Bank
- National Bank of Canada

Market Risk: the risk that the value of a security will increase or decrease as a result of changes in market conditions.

Market Value: current market price of a security.

Maturity: the date on which payment of a financial obligation is due.

ONE Investment Program: a professionally managed group of investment funds composed of pooled investments that meet eligibility criteria as defined by regulations under the Municipal Act. The Local Authority Services Limited (LAS) and CHUMS Financing Corporation (CHUMS) operate this program.

Prudent Person Rule: an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

Safekeeping: holding of assets (e.g., securities) by a financial institution.

Short-Term Securities: investments with duration of 365 days or less at the time of acquisition.

Township: The Corporation of the Township of Puslinch

Objectives:

Under Ontario Regulation 438/97, Council shall adopt a statement of the municipality's investment policies and goals. The goals and objectives for the investing of surplus funds are as follows, in priority order:

a. Adherence to Statutory Requirements:

   All investment activities shall be governed by the Municipal Act, 2001. Investments will be those deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations, and as further defined in this policy.

b. Preservation of Capital:

   Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

c. Maintenance of **Liquidity**:

   The investment portfolio shall remain sufficiently liquid to meet all cash flow

requirements and to minimize temporary borrowing requirements. To the greatest extent possible, the portfolio will be structured such that securities mature concurrent with anticipated cash demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. A portion of the portfolio may also be placed in local government investment pools (eg. **One Investment Program**) that offer **liquidity** for short-term funds.

d. Yield:

Without compromising other objectives, the **Township** shall maximize the rate of return earned on its portfolio. Investments are generally limited to relatively low risk securities in anticipation of earning a fair return relative to the assumed risk.

Standards of Care:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Authorized **Township** staff acting in accordance with the Act and regulations thereto and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for the **credit risk**, **interest rate risk**, or **market risk** of any particular security, provided deviations from expectations are reported promptly to Council and the liquidation or the sale of securities is carried out in accordance with the terms of this policy.

Ethics and Conflict of Interest:

Authorized **Township** staff involved in the investment process shall:

- Refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions; and
- Not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the **Township**.

Delegation of Authority:

The Director of Finance/Treasurer will have overall responsibility for the **prudent** investment of the **Township**'s portfolio including authorization to:

- Invest surplus funds of the **Township** in accordance with the Municipal Act, 2001, Ontario Regulation 438/97, and this policy;

- Enter into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale redemption, issuance, transfer and **safekeeping** of securities;
- Execute and sign documents on behalf of the **Township** (**safekeeping** agreements must also be signed by the Chief Administrative Officer);
- Designate certain **Township** staff to carry out the day to day management of the investment program; and
- Perform all other related acts in the day to day management of the investment program.

Safekeeping & Custody:

All securities shall be held for **safekeeping** by a financial institution or institutions approved by the **Township**. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the **Township**. The **Township** may consolidate all holdings with one institution.

The depository shall issue a **safekeeping** receipt to the **Township** listing the specific instrument, rate, **maturity** and other pertinent information. The depository will also provide reports which list all securities held for the **Township**, the book value of holdings and the **market value** thereof.

Authorized Investments:

The **Township** may invest in certain securities as set out by Ontario Regulation 438/97 of the Municipal Act.

The portfolio aims for both **diversification** and near risk-free investments to ensure security of capital. Emphasis is placed on securities offered by or unconditionally guaranteed by the Government of Canada, a Province of Canada or the six **major chartered banks**.

The **Township** shall invest only in securities that are expressed or payable in Canadian dollars.

Investment in a municipal investment pool as allowed by Ontario Regulation 438/97, such as the **One Investment Program** is an appropriate investment.

Diversification:

The **Township** shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. **Diversification** can be by type of investment, number of institutions invested in and length of **maturity**. Investment in a municipal investment pool as allowed by Ontario Regulation 438/97, such as the **One Investment Program**, should be considered an appropriate method of investment **diversification**.

Maximum Maturity:

The **Township** shall hold sufficient funds in short-term investment instruments in order to maintain adequate **liquidity** and meet the day to day cash flow requirements.

To the extent possible, the **Township** shall match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the **Township** will not directly invest in securities maturing more than ten (10) years from the date of purchase. Restricted reserves and other funds with longer-term investment horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

Performance Benchmarks:

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return through budgetary and economic cycles that is commensurate with the investment risk tolerance, constraints and cash flow needs of the **Township**. The **market value** of the portfolio shall be calculated at the end of each fiscal year by the Director of Finance/Treasurer. This is a requirement for financial statement purposes and ensures that a review of the investment portfolio, in terms of value and price volatility, has been performed. The investment portfolio will be designed to obtain, at a minimum, market rates of return taking into account the **Township**'s investment risk tolerance, constraints and cash flow needs.

Reporting:

The Director of Finance/Treasurer, in accordance with legislative requirements, shall submit an annual investment report to Council. The investment report will include the following:

a.) A statement about the performance of the investment portfolio during the period covered by the report;
b.) A description of the estimated proportion of the total investments of a municipality that are invested in its own **long-term securities** and **short-term securities** to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;

c.) A statement by the Director of Finance/Treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the **Township**;
d.) A record of the date of each portfolio transaction of the **Township**'s securities, including a statement of the purchase and sale price of each security; and
e.) Such other information that the Council may require or that, in the opinion of the Director of Finance/Treasurer, should be included.

REPORT FIN-2026-019

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: June 17, 2026

SUBJECT: 2025 Development Charges and Cash in Lieu of Parkland

RECOMMENDATIONS

THAT Report FIN-2026-019 entitled 2025 Development Charges and Cash in Lieu of Parkland be received.

Purpose

The purpose of this report is to provide Council with information on the Township's Development Charges (DCs), Cash in Lieu of Parkland (CILP) and related transactions as of December 31, 2025.

Background

In accordance with the *Development Charges Act (DCA*) and the *Planning Act*, the Treasurer is required to provide Council with an annual financial statement on DCs and CILP.

DCs

The following excerpts from subsection 12(2) of *Ontario Regulation 82/98* prescribe the information that must be included in the Treasurer's statement. The information is in addition to the opening and closing balance for the previous year and the transactions relating to that year as required by subsection 43(2) of the *DCA*.

1.) *A description of the service for which the fund was established. If the fund was established for a service category, the services in the category.*

2.) *For the credits in relation to the service or service category for which the fund was established,*
    i. *The amount outstanding at the beginning of the previous year, given in the year, used in the year, and outstanding at the end of the year,*
    ii. *The amount outstanding at the beginning of the previous year and outstanding at the end of the year, broken down by individual credit holder.*
3.) *The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed.*
4.) *The amount of interest accrued during the previous year on money borrowed from the fund by the municipality.*
5.) *The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money.*
6.) *A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied and the source of funds used to finance the credit.*

Subsection 12(3) of *Ontario Regulation 82/98* also prescribes the following information to be included in the Treasurer's Statement under section 43 of the *DCA*:

1.) *For each project that is financed, in whole or in part, by development charges,*
    i. *The amount of money from each reserve fund established under section 33 of the Act that was spent during the year,*
    ii. *The amount and source of any other money that was spent on the project during the year,*
    iii. *The amount of money from each reserve fund established under section 33 of the Act that was expected to be spent under an agreement entered into by the municipality but that has not been spent as of the end of the year,*
    iv. *the amount of debt that has been accrued by the municipality in respect of the project as of the end of the year, and*
    v. *the part of any development charge background study that contains the estimated capital costs of the project, except where the statement of the treasurer identifies the project in the same way as in every applicable background study.*
2.) *For each service for which a development charge is collected during the year,*
    i. *whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law, and*
    ii. *if the answer to subparagraph i is no, the amount the municipality now expects to incur and a statement as to why this amount is expected.*

3.) For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.

Section 59.1 (1) of the *DCA* specifically prohibits municipalities from imposing additional levies on developers or requiring construction of a service unless specifically authorized under the *DCA* or another *Act*. The importance that the Province places on this section is reinforced by (a) requiring that the Treasurer's report include a statement confirming that the municipality is in compliance with Section 59.1 (1) and (b) granting extensive investigative powers to the Ministry of Municipal Affairs and Housing (MMAH) to investigate whether a municipality is in compliance. The Treasurer confirms that the Township remains in compliance with section 59.1(1) of the *DCA*. The Township does not impose charges or require the construction of development-related services except where specifically authorized under the *DCA* or another *Act*.

Section 35(2) of the *DCA* requires municipalities, beginning in 2023 and in each calendar year thereafter, to spend or allocate at least 60 per cent of the monies that are in a reserve fund at the beginning of the year for water supply services, wastewater services, and services related to a highway. As the Township does not collect DCs for water or wastewater services, this requirement applied to the Township's Services Related to a Highway DC beginning in 2023.

Section 35(3) of the *DCA* establishes a similar requirement for services prescribed by regulation. Beginning in the first calendar year that commences after a service is prescribed, and in each calendar year thereafter, municipalities are required to spend or allocate at least 60 per cent of the monies in the applicable reserve fund at the beginning of the year. *Ontario Regulation 82/98* was amended in 2025, to prescribe additional DC eligible services for the purposes of subsection 35(3). As a result, the Township will be required to report on compliance with the 60 per cent spending or allocation requirement for all applicable DC services beginning with the 2026 DCs and CILP Annual Treasurer's Statement.

- Schedule A provides a summary of the DCs including the opening and closing balances as well as a summary of financial transactions that occurred during the year.
- Schedule B provides a list of current growth-related capital projects that have required funding from DCs.
- Schedule C summarizes credit holder transactions for 2025. No DC credits were issued, utilized, or outstanding during the reporting period. Township staff are not aware of any historical agreements that would give rise to DC credits under section 38 of the *DCA*. If a municipality agrees to allow a person to perform work that relates to a service to which a DC by-law relates, the municipality shall give the person a credit towards the DC in accordance with the agreement. The amount of the credit is the reasonable cost of

doing the work as agreed by the municipality and the person who is to be given the credit.

- Schedule D provides the estimated capital expenditures identified in the 2024 DC Background Study, as required by subsection 12(3) of *Ontario Regulation 82/98*. The Township currently expects to incur approximately $24.9 million in growth-related capital expenditures, compared to the $27.5 million identified in the 2024 DC Background Study. This variance reflects the ongoing refinement of project scopes, timing, cost estimates and implementation priorities through the annual budget process and master planning exercises. The DC Background Study provides flexibility to adjust capital forecasts as new information becomes available, ensuring that growth-related capital planning remains current and aligned with Council-approved budgets. The Township anticipates updating its DC Background Study in 2027 following the completion and Council approval of the master plans, as outlined in Report FIN-2025-020 presented at the June 18, 2025, Council meeting.
- Schedule E summarizes the Statement of DC Restricted Reserve Balance Allocations for Services Related to a Highway. Beginning with the 2026 reporting year, similar reserve fund allocation statements will be required for all prescribed DC services as a result of recent amendments to the *DCA*.
- Schedule F summarizes the Description of the Township-Wide Services (or Class of Services) for which each DC Restricted Reserve was Established in accordance with the Township's DC By-law No. 053-2024.

CILP

The following paragraphs of Section 7(1) of *Ontario Regulation 509/20* prescribes the information that must be provided to the public through annual financial statements as required under Section 42(17) of the *Planning Act*.

1.) Statements of the opening and closing balances of the special account and of the transactions relating to the account.

2.) In respect of the special account referred to in subsection 42 (15) of the Act, statements identifying,

- *i. land and machinery acquired during the year with funds from the special account,*
- *ii. buildings erected, improved or repaired during the year with funds from the special account,*
- *iii. details of the amounts spent, and*

iv. for each asset mentioned in subparagraphs i and ii, the manner in which any capital cost not funded from the special account was or will be funded.

3.) The amount of money borrowed from the special account and the purpose for which it was borrowed.

4.) The amount of interest accrued on any money borrowed from the special account.

Section 42 (16.1) of the *Planning Act* outlines that beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in the special account at the beginning of the year.

- Schedule G provides a summary of the CILP restricted reserve including the opening and closing balances as well as a summary of financial transactions that occurred during the year.
- Schedule H summarizes the Statement of CILP Restricted Reserve Balance Allocations.

Financial Implications

DCs and CILP contributions fluctuate significantly from year to year based on the timing, type and scale of development activity within the Township as outlined in the table below:

Year	CILP	DCs	Comments
2025	$94.5K	$85K	The number of single detached dwellings amounted to 11 units in 2025. There were no non-residential DCs collected.
2024	$292K	$134K	The number of single detached dwellings amounted to 20 units in 2024. $90K of CILP and $17K of DCs were collected from one (1) non-residential development.
2023	$1.1M	$1.6M	The number of single detached dwellings amounted to 6 units in 2023. $1M of CILP and $1.6M of DCs were collected from two (2) non-residential developments.
2022	$256K	$190K	The number of single detached dwellings amounted to 31 units in 2022.
2021	$304K	$318K	The number of single detached dwellings amounted to 56 units in 2021.
2020	$203K	$754K	$544K of DCs were collected from one (1) non-residential development that entered into a DC agreement with the Township in 2012.

Strategic Plan Alignment and Implications

Strategic Priority #4: Good Governance, Financial Stewardship, and Organizational Excellence
This report directly supports Strategic Priority #4 by demonstrating transparent decision making, responsible financial management, and service excellence to maintain public trust and long-term municipal sustainability.

Objective 4.2: Maintain Financial Stewardship
This report advances Council's objective to maintain financial stewardship by ensuring Township DCs and CILP processes are compliant with applicable legislative requirements and ongoing legislative changes. The report demonstrates the Township's ongoing commitment to legislative compliance, financial accountability and transparent reporting.

Action 4.2(d): Continue to Provide Financial Stewardship Through Successful Audit, Balanced Budgets, and Oversight of Expenditures
This initiative aligns with Action 4.2(d) through the annual monitoring and reporting of the Township's DCs and CILP in compliance with the legislative parameters. The report supports sound financial planning and long-term sustainability by ensuring DCs and CILP are managed in a transparent, legislatively compliant, and fiscally responsible manner.

Applicable Legislation and Requirements

Development Charges Act, 1997
Ontario Regulation 82/98
Planning Act R.S.O 1990
Ontario Regulation 509/20

Engagement Opportunities

In accordance with Section 43 of the *DCA*, the Treasurer's Statement must be made available to the public by June 30 and provided to the MMAH by July 15 of the same year.

Upon Council's receipt of Report FIN-2026-019, the report and its related attachments will be posted on the Township's Financial Reporting webpage at puslinch.ca/government/financial-reporting/, and a copy of the Treasurer's Statement will be submitted to the MMAH in accordance with the new legislative requirements.

Attachments

Schedule A –Annual Treasurer's Statement of DCs as at December 31, 2025

Schedule B – Amounts Transferred to Capital, Operating or Other Funds for the 12 months ended December 31, 2025

Schedule C – Statement of Credit Holder Transactions for the 12 months ended December 31, 2025

Schedule D – Estimated Capital Expenditures as of December 31, 2025

Schedule E - Statement of DC Restricted Reserve Balance Allocations for Services Related to a Highway

Schedule F - Description of the Service (or Class of Service) for which each DC Restricted Reserve was Established

Schedule G - Annual Treasurer's Statement of CILP as at December 31, 2025

Schedule H - Statement of CILP Restricted Reserve Balance Allocations

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan, Director of Finance/Treasurer	Justine Brotherston, Director of Corporate Services/Municipal Clerk Andrew Hartholt, Chief Building Official	Courtenay Hoytfox, Chief Administrative Officer

Annual Treasurer's Statement of DCs
As at December 31, 2025

Schedule A

	Fire Protection Services	Services Related to a Highway	Parks and Recreation Services	Provincial Offences Act including By-Law Enforcement	Growth-Related Studies	Total
Opening Balance- January 1, 2025	$ 1,327,167	$ 1,283,801	$ (135,167)	$ 31	$ 83,435	$ 2,559,270
Plus:						
DC Collections	$ 17,120	$ 28,590	$ 30,590	$ 60	$ 8,750	$ 85,110
Accrued Interest	$ 60,733	$ 56,261	$ (6,509)	$ 3	$ 2,192	$ 112,680
Transfer from Capital	$ -	$ -	$ -		$ -	$ -
Repayment of Monies Borrowed from Fund and Associated Interest[1]	$ -	$ -	$ -		$ -	$ -
Sub-Total	$ 77,853	$ 84,851	$ 24,081	$ 63	$ 10,942	$ 197,790
Less:						
Amount Transferred to Capital Funds[2]	$ 51,757	$ 169,374	$ 41,015	$ -	$ 81,066	$ 343,212
Amount Transferred to Operating Funds[2]	$ -	$ -	$ -		$ -	$ -
Amounts Refunded	$ -	$ -	$ -		$ -	$ -
Amounts Loaned to Other DC Service Category for Interim Financing	$ -	$ -	$ -		$ -	$ -
Credits[3]	$ -	$ -	$ -		$ -	$ -
Sub-Total	$ 51,757	$ 169,374	$ 41,015	$ -	$ 81,066	$ 343,212
Closing Balance - December 31, 2025	$ 1,353,263	$ 1,199,278	$ (152,100)	$ 94	$ 13,310	$ 2,413,849
Less: Commitments Outstanding Against the DC Restricted Reserve	$ -	$ -	$ -		$ -	$ -
Adjusted Closing Balance - December 31, 2025	$ 1,353,263	$ 1,199,278	$ (152,100)	$ 94	$ 13,310	$ 2,413,849

[1] Source of funds used to repay the DC Restricted Reserve
[2] See Schedule B for details
[3] See Schedule C for details

Amounts Transferred to Capital, Operating or Other Funds
For the 12 Months Ended December 31, 2025

Schedule B

Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

			DC Recoverable Cost Share					Non-DC Recoverable Cost Share				
			DC Forecast Period			Post DC Forecast Period						
Project No. in 2024 DC Background Study	Capital Fund Transactions	Gross Capital Cost	DC Restricted Reserve Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/ Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Discretionary Reserves/Restricted Reserves Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
	Fire Protection Services											
1	Diesel Exhaust System	$69,010	$51,757	$0	$0	$0	$0	$0	$17,252	$0	$0	$0
	Subtotal Fire Protection Services	*$69,010*	*$51,757*	*$0*	*$0*	*$0*	*$0*	*$0*	*$17,252*	*$0*	*$0*	*$0*
	Services Related to a Highway											
16	Concession 1/Leslie Road West - Concession 7 to Highway 6	$385,593	$13,213	$0	$0	$0	$0	$0	$0	$0	$0	$372,380
29	Gore Road - Concession 7 to Lennon Road	$150,897	$20,522	$0	$0	$0	$0	$130,375	$0	$0	$0	$0
10	Gore Road - Valens Road to Concession 7	$240,183	$32,665	$0	$0	$0	$0	$207,518	$0	$0	$0	$0
12	Leslie Road West - Victoria Road South to Watson Road South	$347,805	$47,302	$0	$0	$0	$0	0	$0	$0	$0	$300,504
18	Nicholas Beaver Road - Winer Road to Brock Road South	$7,653	$1,041	$0	$0	$0	$0	$6,612	$0	$0	$0	$0
17	Puslinch-Flamborough Townline - Leslie Road West to Township Limits	$82,187	$11,177	$0	$0	$0	$0	$71,010	$0	$0	$0	$0
48	Radar Speed Signs (2) - Council Direction	$11,037	$5,519	$0	$0	$0	$0	$0	$5,519	$0	$0	$0
5	Winer Road - McLean Road to Nicholas Beaver Road	$278,945	$37,936	$0	$0	$0	$0	$241,008	$0	$0	$0	$0
	Subtotal Services Related to a Highway	*$1,504,300*	*$169,374*	*$0*	*$0*	*$0*	*$0*	*$656,523*	*$5,519*	*$0*	*$0*	*$672,884*
	Parks and Recreation Services											
3	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	$2,445	$1,015	$0	$0	$0	$0	$1,014	$0	$0	$0	$416
2	Small Maintenance Tractor	$40,000	$40,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Parks and Recreation Services	*$42,445*	*$41,015*	*$0*	*$0*	*$0*	*$0*	*$1,014*	*$0*	*$0*	*$0*	*$416*
	Provincial Offences Act including By-Law Enforcement											
N/A	None	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Provincial Offences Act including By-Law Enforcement	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
	Growth-Related Studies											
12	Development Standards Guidelines	$29,219	$26,297	$0	$0	$0	$0	$2,922	$0	$0	$0	$0
4	Regionally Significant Economic Development Study Area Phase 1 (Employment)	$32,528	$21,143	$0	$0	$0	$0	$11,385	$0	$0	$0	$0
19	Fire Master Plan	$50,151	$30,091	$0	$0	$0	$0	$20,061	$0	$0	$0	$0
6	Asset Management (AM) Plan and Policy Updates including the Implementation of the AM System	$37,451	$3,535	$0	$0	$0	$0	$33,916	$0	$0	$0	$0
	Subtotal Growth-Related Studies	*$149,349*	*$81,066*	*$0*	*$0*	*$0*	*$0*	*$68,283*	*$0*	*$0*	*$0*	*$0*
	Total	$1,765,103	$343,212	$0	$0	$0	$0	$725,820	$22,771	$0	$0	$673,300

Amounts Transferred to Capital, Operating or Other Funds
For the 12 Months Ended December 31, 2025

Schedule B

Amount Transferred to Operating (or Other) Funds - Operating Fund Transactions

			DC Restricted Reserve		Post DC Forecast Period			Non-DC Recoverable Cost Share		
Project No. in 2024 DC Background Study	Operating Fund Transactions	Annual Debt Repayment Amount	Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
	Fire Protection Services									
N/A	None	0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Fire Protection Services	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
	Services Related to a Highway									
N/A	None	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Services Related to a Highway	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
	Parks and Recreation Services									
N/A	None	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Parks and Recreation Services	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
	Provincial Offences Act including By-Law Enforcement									
N/A	None	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Provincial Offences Act including By-Law Enforcement	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
	Growth-Related Studies									
N/A	None	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Subtotal Growth-Related Studies	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
	Total	$0	$0	$0	$0	$0	$0	$0	$0	$0

Statement of Credit Holder Transactions
For the 12 Months Ended December 31, 2025

Schedule C

Credit Holder	Applicable DC Restricted Reserve	Credit Balance Outstanding Beginning of Year January 1, 2025	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year December 31, 2025

N/A - the Township has not issued any DC Credits during the period or in previous periods.

Service:	Estimated Capital Expenditures - 2024 DC Background Study	Estimated Capital Expenditures - December 31, 2025	Comments
Fire Protection Services	$5,387,500	$3,164,151	The growth related capital costs anticipated to expand fire protection services include provisions for additional facility space and vehicles which will be allocated over the ten year forecast upon approval of the Master Fire Plan.
Services Related to a Highway	$19,429,052	$20,045,896	
Parks and Recreation Services	$1,580,800	$494,663	The growth related capital costs anticipated to expand parks and recreation services include provisions for additional facility space and provisions for developing new parks related to subdivisions which will be allocated over the ten year forecast upon approval of the Recreation and Parks Master Plan.
Provincial Offences Act including By-Law Enforcement	$3,300	$0	There were no specific growth related projects anticipated for 2025.
Growth-Related Studies	$1,138,001	$1,197,969	
Total	$ 27,538,653	$ 24,902,678	

Statement of DC Restricted Reserve Balance Allocations for Services Related to a Highway

Schedule E

Service:	Services Related to a Highway	Comments
Balance in Restricted Reserve at Beginning of Year: January 1, 2025	$ 1,283,801	
60% of Balance to be Allocated or Spent (at a minimum):	$ 770,281	The Township has allocated/budgeted $2.7M (see table below) which is greater than the 60% minimum balance allocation requirement.

Projects to Which Funds Have Been Allocated

Project Description	Allocated/Budgeted	Actual Services Related to a Highway DCs Spent in 2025
2025 Completed Projects	$ 232,587	$ 169,374
Other Allocated/Budgeted Projects in the Capital Budget and Forecast	$2,471,262	$ -
Total	$ 2,703,849	$ 169,374

Schedule F

Description of the Township-Wide Services/Class of Services for which each DC Restricted Reserve was Established

Township-Wide Services/Class of Services	Description
Fire Protection Services	The fund is used for growth-related projects supporting fire protection services, including facilities, vehicles, equipment, and gear.
Services Related to a Highway	The fund is used for growth-related projects for roads, bridges, structures, public works related facilities, vehicles, and equipment, and other related road infrastructure.
Parks and Recreation Services	The fund is used for growth-related projects related to parkland development, parkland amenities, recreational trails, parkland buildings, recreation facilities, and parks & recreation vehicles and equipment.
Provincial Offences Act including By-Law Enforcement	The fund is used for growth-related projects including facilities, vehicles, and equipment.
Growth-Related Studies	The fund is used for growth-related studies, including development charge studies.

Annual Treasurer's Statement of CILP
As at December 31, 2025

Schedule G

Opening Balance- January 1, 2025	$	1,343,381
Plus:		
CILP Collections	$	94,500
Accrued Interest	$	57,026
Sub-Total	$	151,526

Less: CILP Funds Utilized	CILP	Discretionary Reserve Funding	DCs	Other Third Party Funding	Gross Capital Cost
Badenoch Storage Shed Replacement	$ 3,045	$ -	$ -	$ 950	$3,995
Boreham Park New Chainlink Fence	$ 13,865	$ -	$ -	$ -	$13,865
Boreham Park Safety Study	$ 11,480	$ -	$ -	$ -	$11,480
Electronic Sign Replacement	$ 2,795	$ -	$ -	$ 10,689	$13,483
Emergency Generator	$ 49,075	$ -	$ -	$ 50,000	$99,075
Killean School Bell Cairn	$ 16,507	$ -	$ -	$ 239	$16,745
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	$ 1,014	$ -	$ 1,015	$ 416	$2,444
Puslinch Community Centre Senior Soccer Field Chain Link Fence Backstop	$ 13,481	$ -	$ -	$ -	$13,481
Replacement of UV Pure Water Treatment System	$ 5,636	$ -	$ -	$ -	$5,636
Rinkboard Replacement (Interior and Exterior)	$ 203,871	$ -	$ -	$ -	$203,871
Roof Inspection	$ 695	$ -	$ -	$ -	$695
Sub-Total	$ 321,463	$ -	$ 1,015	$ 62,293	$ 384,770

Closing Balance - December 31, 2025	$	1,173,444

Statement of CILP Restricted Reserve Balance Allocations Schedule H

	CILP	Comments
Balance in Restricted Reserve at Beginning of Year: January 1, 2025	$ 1,343,381	
60% of Balance to be Allocated or Spent (at a minimum):	$ 806,029	The Township has allocated/budgeted $1.9M (see table below) which is greater than the 60% minimum balance allocation requirement.

Projects to Which Funds Have Been Allocated

Project Description	Allocated/Budgeted	Actual CILP Spent in 2025
2025 Completed Projects	$ 446,291	$ 321,463
Other Allocated/Budgeted Projects in the Capital Budget and Forecast	$ 1,479,142	$ -
Total	$ 1,925,433	$ 321,463

REPORT COR-2026-030

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: June 17, 2026

SUBJECT: Joint Compliance Audit Committee for the 2026-2030 Council Term

RECOMMENDATION

That Report COR-2026-030 entitled Joint Compliance Audit Committee be received; and

That Council give three readings to by-law 2026-040 being a by-law to establish a Joint Compliance Audit Committee for the 2026-2030 Term of Council; and

That Council give three readings to by-law 2026-041 being a by-law to appoint Members to the Joint Compliance Audit Committee for the 2026-2030 Term of Council.

Purpose

The purpose of this report is to establish a Joint Audit Compliance Committee for the Wellington County Municipalities and appoint members to the Committee. After discussions with the member municipalities, the Joint Compliance Audit Committee members from the previous term of Council were contacted and requested to serve for the 2026-2030 term. Three (3) of the previous four (4) previous members indicated that they would be pleased to accept the appointment. One new member was recruited for the 2026-2030 term and each Municipality will be bringing forward by-laws to establish a joint committee and to appoint the following four members:

- Jim McQueen
- Douglas Auld
- Joseph Servos
- Chris McGravey

Background

The *Municipal Elections Act* (hereafter "the Act") lays out the requirements for the establishment of the Committee, along with the process for conducting a compliance audit. The following is an overview of the application process for an audit:

- An application for an audit must be made to the Clerk of the Municipality within 90 days after the financial filing date.
- The Clerk of the Municipality shall forward the application to the Committee within 10 days of receipt.
- Within 30 days after the Committee has received the application, the committee shall consider the application and decide whether there are reasonable grounds to request an audit.
- If the committee decides to grant the application, an auditor shall be appointed to conduct a compliance audit of the candidate's election campaign finances.
- The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether they have complied with the provisions of the Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. That report is submitted to the candidate, Council, and the Clerk of the municipality has 10 days to forward it to the Committee.
- The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. If the report concludes that the candidate did not contravene the Act, the committee must make a finding as to whether there was reasonable grounds for the request for the audit. If the committee determines that there were no reasonable grounds, then the Council is entitled to recover the auditor's costs from the applicant.

Each Municipality is responsible for paying the compensation for the Committee Members, as well as the auditor's cost of performing the audit.

Terms of Reference (TOR)

To facilitate the creation of the Joint Compliance Audit Committee, staff from the member municipalities have reviewed the Terms of Reference prepared for the 2026-2030 Committee. Minor revisions to the TOR were made to increase the per diem rates from $125.00 per meeting to $250.00 per meeting plus mileage which is in line with what comparator municipalities are providing as a per diem rate. The Terms of Reference, attached as Schedule "A" to this report,

has been reviewed and agreed upon by all the Wellington County Municipal Clerks. These Terms of Reference will be brought to each Municipal Council for approval.

The Act specifies that the Committee be composed of between three and seven members. Staff is recommending that the Committee be composed of the four (4) members. Committee membership generally includes auditors, accountants, lawyers, academics, and other individuals with knowledge of the Act's campaign financing rules.

When a participating municipality receives an application for a compliance audit, the Clerk of that municipality will call a meeting of the Committee and will prepare the necessary notices, agendas, minutes, etc. Any costs associated with the holding of meetings, or the decisions of the Committee, will be the responsibility of the municipality requesting the services of the Committee. The Terms of Reference suggest the compensation of $250 plus mileage for attendance at each meeting, per Committee Member.

Financial reporting requirements for the Clerk

The Act requires the Clerk to report on any contributor to a candidate or registered third party, which has exceeded any of the contribution limits set out in the Act. The Clerk shall review all financial statements submitted by candidates and registered third parties within 30 days of the filing date or supplementary filing date and prepare a report identifying such contributors who appear to have exceeded any contribution limits under the Act. The Clerk shall prepare a separate report for each contributor whose contributions to a candidate (or candidates), or a registered third party (or registered third parties) appear to have contravened any of the contribution limits. Once completed, any report prepared by the Clerk shall be forwarded to the Committee who upon receiving the report(s), will have 30 days to consider it and decide whether to commence legal proceedings against any contributor for an apparent contravention.

Financial Implications

The Committee meeting costs, should a complaint arise are estimated at $2,000 based on 4 committee members at $250 per person per meeting. Two meetings have been assumed should a complaint arise.

Council is entitled to recover the auditor's costs from the applicant if an auditor's report indicates that there was no apparent contravention of the Act, and the Committee finds that there were no reasonable grounds for the application. Recovery of costs will be considered on a case-by-case basis.

Applicable Legislation and Requirements

Municipal Elections Act, 1996, S.O. 1996

Attachments

Schedule “A” Terms of Reference
Schedule “B” Draft By-law to Establish the Joint Compliance Audit Committee
Schedule “C” Draft By-law to Appoint Members to the Joint Compliance Audit Committee

Respectfully submitted,	**Reviewed by:**
Justine Brotherston, **Director of Corporate Services/Municipal Clerk**	**Courtenay Hoytfox,** **CAO**

Joint Compliance Audit Committee
Terms of Reference

The Participating Municipalities will select Committee members jointly. In the event a Participating Municipality receives an application for a compliance audit, that municipality will be solely responsible for meeting administration and covering all costs associated with the Committee, including audits, if required.

1. Definitions

“Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended from time to time.

“Applicant” means the individual who submitted the application requesting a Compliance Audit.

"Auditor” means a person appointed by the Committee, licensed under the *Public Accounting Act, 2004,* to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an auditor for the Committee pursuant to Section 88.33(12) of the Act.

“Candidate” means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

“Clerk” means, as the context provides, the Clerk of any of the Participating Municipalities, or his or her designate.

“Committee” means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

“Council” means, as the context provides, the Council of any of the Participating Municipalities.

"Family Member" means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

"Meeting" means a meeting of the Committee.

"Municipal Conflict of Interest Act" means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended from time to time.

"Participating Municipalities" means all or some of the following municipalities participating in the joint compliance audit committee process: The County of Wellington, The Town of Minto, The Township of Mapleton, The Township of Wellington-North, The Township of Guelph-Eramosa, The Town of Erin, The Township of Centre Wellington and the Township of Puslinch.

"Pecuniary Interest" means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

"Selection Committee" means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

"Registered Third Party" means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the Clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

"Trade Union" means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

2. Enabling Legislation

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee for the purposes of Section 88.33 of the Act relative to a possible contravention of the Act's election campaign finance provisions.

3. Mandate

The mandate of the Committee is to carry out the functions of a Compliance Audit Committee as set out in the Act.

4. Roles and Responsibilities

The Committee shall:

	Timeline/Section of the Act
Consider Compliance Audit applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.	Within 30 days after receipt of the application - s. 88.33(7)
Provide written reasons for the decision to grant or reject the applications.	s. 88.33(8)
If an application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate's election campaign finances.	s. 88.33(10) and (11)
Receive the Auditor's Report.	s. 88.33(14)
Once the Auditor's Report is received, consider the Auditor's Report if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate for the apparent contravention.	Within 30 days of receipt of the Auditor's Report - s. 88.33(17)
Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.	s. 88.34(4) s. 88.36(4)
Once the Clerk's Report is received, consider the Clerk's Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention.	Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5)
In addition, the Committee shall: - Participate through the Chair in the selection of an Auditor in response to the request for proposal prepared by staff from the Participating Municipalities; - Provide instructions to the selected Auditor about the scope of each Compliance	

Audit, as needed;
- Determine a timeline for the Auditor to complete each Compliance Audit.

5. Term

The term of the appointment is concurrent with the term of Council that takes office following the next regular election. Upon the term's expiry, Committee members may reapply to the Selection Committee to serve additional terms.

6. Composition

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

(a) employees or officers of the Participating Municipalities;

(b) members of Council of the Participating Municipalities;

(c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship;

(d) any persons who have participated as a Candidate for an office or Registered Third Party in the Participating Municipalities in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;

(e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

7. Selection of Members

Some or all of the previous Compliance Audit Committee members may be requested to serve again. In the event that sufficient membership is obtained, the participating municipalities are not required to complete a recruitment process so long as the members meet the criteria listed below.

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the Participating Municipalities.

Committee membership will be drawn from the following groups:

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act.

The following criteria may be considered in the selection of members:

- demonstrated knowledge and understanding of the Act's municipal election campaign financing provisions;
- experience in administrative law;
- proven analytical and decision-making skills;
- experience working on a committee, task force or in a similar setting;
- availability and willingness to attend meetings;
- demonstrated oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

A Participating Municipality Clerk will be responsible for the recruitment of applicants. All applicants will be required to submit an application form outlining their qualifications and experience to the designated Participating Municipality Clerk by a specified deadline. After the deadline has passed, the Selection Committee will meet to review the applications, and make the recommendation to all Participating Municipality Clerk's for the appoint Committee members.

The Selection Committee shall be comprised of three the Participating Municipality Clerk responsible for recruitment and two other Participating Municipality Clerk's as agreed upon by all Participating Municipality Clerks.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils or to any Registered Third Parties or Contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

8. Notice

Posting of the Committee meeting agenda on the website of the Participating Municipality requiring the services of the Committee shall constitute notice of a Committee meeting.

The Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Applicant and Candidate or Registered Third Party, as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

Where a Clerk's Report regarding contribution limit exceedances will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Contributor and Candidate or Registered Third Party as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

9. Meetings

The Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit and where he or she prepared a report under Section 88.34. The Applicant and the Candidate or their representative will be provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Clerk.

Committee meetings will be open to the public but the Committee may deliberate in private, as noted in Section 88.33(5.1). No votes may be taken in private session.

10. Quorum

A quorum shall be a majority of Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

11. Selection of the Chair

The Chair shall be selected from among the Committee members at the first meeting of the Committee. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

12. Duties of the Chair

The Chair shall:

(i) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order.

(i) participate as an active member.

(ii) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

13. Duties of Committee Members

The duties of Committee members are as follows:

(i) carry out all statutory obligations of the Committee in accordance with the Act.

(ii) attend all Committee meetings, sending regrets otherwise.

(iii) understand their role, the Committee's mandate and meeting procedures.

(iv) declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the meeting during all discussion on the matter.

(v) where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (iv) at the first meeting of the Committee attended by the member after the meeting referred to in subsection (iv).

(vi) participate as an active and voting member, asking questions, and seeking clarification through the Chair.

(vii) assist in drafting the reasons for a decision, as applicable.

(viii) develop and maintain a climate of mutual support, trust, courtesy and respect.

(ix) work together to utilize the knowledge, expertise and talents of all members.

(x) respect the decisions of the Committee and that such decisions reflect the majority view.

14. Selection of an Auditor

Committee members will participate in the selection of an Auditor in response to a request for proposal prepared by staff. The Auditor as required by the legislation will be appointed by the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk of each Participating Municipality, or other officer of each of the Participating Municipality as may be designated, on behalf of the Participating Municipality.

15. Resources

The Clerk will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, and the coordination of meetings.

16. Committee Records

The Clerk will co-ordinate and retain Committee records including agendas and minutes.

17. Declaration of Interest

Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations.

18. Compensation

$250 per meeting plus mileage.

19. Practices and Procedures

The Clerks of the Participating Municipalities shall establish any additional administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerks of the Participating Municipalities are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Clerks, the amendments do not change the intent of the Terms of Reference.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-040

Being a by-law to establish a Joint Municipal Election Compliance Audit Committee.

WHEREAS subsection 88.37 of the Municipal Elections Act, 1996, as amended requires Council to establish a Compliance Audit Committee;

AND WHEREAS the County of Wellington member Municipalities deem it expedient to establish a Joint Municipal Election Compliance Audit Committee for all municipalities in the County of Wellington;

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

1) That the Township of Puslinch establishes a Joint Municipal Election Compliance Audit Committee with the County of Wellington member Municipalities in accordance with the Terms of Reference, attached as Schedule "A".

2) That this by-law here by repeals by-law 2022-024.

3) That this by-law shall come into force and effect upon its date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17 DAY OF JUNE, 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

DRAFT

Joint Compliance Audit Committee
Terms of Reference

The Participating Municipalities will select Committee members jointly. In the event a Participating Municipality receives an application for a compliance audit, that municipality will be solely responsible for meeting administration and covering all costs associated with the Committee, including audits, if required.

1. Definitions

“Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended from time to time.

“Applicant” means the individual who submitted the application requesting a Compliance Audit.

"Auditor” means a person appointed by the Committee, licensed under the *Public Accounting Act, 2004,* to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an auditor for the Committee pursuant to Section 88.33(12) of the Act.

“Candidate” means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

“Clerk” means, as the context provides, the Clerk of any of the Participating Municipalities, or his or her designate.

“Committee” means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

“Council” means, as the context provides, the Council of any of the Participating Municipalities.

“Family Member” means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

“Meeting” means a meeting of the Committee.

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended from time to time.

“Participating Municipalities” means all or some of the following municipalities participating in the joint compliance audit committee process: The County of Wellington, The Town of Minto, The Township of Mapleton, The Township of Wellington-North, The Township of Guelph-Eramosa, The Town of Erin, The Township of Centre Wellington and the Township of Puslinch.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.

"Selection Committee" means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

"Registered Third Party" means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the Clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

"Trade Union" means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

2. Enabling Legislation

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee for the purposes of Section 88.33 of the Act relative to a possible contravention of the Act's election campaign finance provisions.

3. Mandate

The mandate of the Committee is to carry out the functions of a Compliance Audit Committee as set out in the Act.

4. Roles and Responsibilities

The Committee shall:

	Timeline/Section of the Act
Consider Compliance Audit applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.	Within 30 days after receipt of the application - s. 88.33(7)
Provide written reasons for the decision to grant or reject the applications.	s. 88.33(8)
If an application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate's election campaign finances.	s. 88.33(10) and (11)
Receive the Auditor's Report.	s. 88.33(14)
Once the Auditor's Report is received, consider the Auditor's Report if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate for the apparent contravention.	Within 30 days of receipt of the Auditor's Report - s. 88.33(17)
Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.	s. 88.34(4) s. 88.36(4)
Once the Clerk's Report is received, consider the Clerk's Report and decide whether to commence a legal proceeding against the Contributor for the apparent	Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5)

contravention.	
In addition, the Committee shall: - Participate through the Chair in the selection of an Auditor in response to the request for proposal prepared by staff from the Participating Municipalities; - Provide instructions to the selected Auditor about the scope of each Compliance Audit, as needed; - Determine a timeline for the Auditor to complete each Compliance Audit.	

5. Term

The term of the appointment is concurrent with the term of Council that takes office following the next regular election. Upon the term's expiry, Committee members may reapply to the Selection Committee to serve additional terms.

6. Composition

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

(a) employees or officers of the Participating Municipalities;

(b) members of Council of the Participating Municipalities;

(c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship;

(d) any persons who have participated as a Candidate for an office or Registered Third Party in the Participating Municipalities in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;

(e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

7. Selection of Members

Some or all of the previous Compliance Audit Committee members may be requested to serve again. In the event that sufficient membership is obtained, the participating municipalities are not required to complete a recruitment process so long as the members meet the criteria listed below.

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the Participating Municipalities.

Committee membership will be drawn from the following groups:

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act.

The following criteria may be considered in the selection of members:

- demonstrated knowledge and understanding of the Act's municipal election campaign financing provisions;
- experience in administrative law;
- proven analytical and decision-making skills;
- experience working on a committee, task force or in a similar setting;
- availability and willingness to attend meetings;
- demonstrated oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

A Participating Municipality Clerk will be responsible for the recruitment of applicants. All applicants will be required to submit an application form outlining their qualifications and experience to the designated Participating Municipality Clerk by a specified deadline. After the deadline has passed, the Selection Committee will meet to review the applications, and make the recommendation to all Participating Municipality Clerk's for the appoint Committee members.

The Selection Committee shall be comprised of three the Participating Municipality Clerk responsible for recruitment and two other Participating Municipality Clerk's as agreed upon by all Participating Municipality Clerks.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils or to any Registered Third Parties or Contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

8. Notice

Posting of the Committee meeting agenda on the website of the Participating Municipality requiring the services of the Committee shall constitute notice of a Committee meeting.

The Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Applicant and Candidate or Registered Third Party, as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

Where a Clerk's Report regarding contribution limit exceedances will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Contributor and Candidate or Registered Third Party as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

9. Meetings

The Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit and where he or she prepared a report under Section 88.34. The Applicant and the Candidate or their representative will be

provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Clerk.

Committee meetings will be open to the public but the Committee may deliberate in private, as noted in Section 88.33(5.1). No votes may be taken in private session.

10. Quorum

A quorum shall be a majority of Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

11. Selection of the Chair

The Chair shall be selected from among the Committee members at the first meeting of the Committee. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

12. Duties of the Chair

The Chair shall:

(i) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order.

(i) participate as an active member.

(ii) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

13. Duties of Committee Members

The duties of Committee members are as follows:

(i) carry out all statutory obligations of the Committee in accordance with the Act.

(ii) attend all Committee meetings, sending regrets otherwise.

(iii) understand their role, the Committee's mandate and meeting procedures.

(iv) declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the meeting during all discussion on the matter.

(v) where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (iv) at the first meeting of the Committee attended by the member after the meeting referred to in subsection (iv).

(vi) participate as an active and voting member, asking questions, and seeking clarification through the Chair.

(vii) assist in drafting the reasons for a decision, as applicable.

(viii) develop and maintain a climate of mutual support, trust, courtesy and respect.

(ix) work together to utilize the knowledge, expertise and talents of all members.

(x) respect the decisions of the Committee and that such decisions reflect the majority view.

14. Selection of an Auditor

Committee members will participate in the selection of an Auditor in response to a request for proposal prepared by staff. The Auditor as required by the legislation will be appointed by the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk of each Participating Municipality, or other officer of each of the Participating Municipality as may be designated, on behalf of the Participating Municipality.

15. Resources

The Clerk will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, and the coordination of meetings.

16. Committee Records

The Clerk will co-ordinate and retain Committee records including agendas and minutes.

17. Declaration of Interest

Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations.

18. Compensation

$250 per meeting plus mileage.

19. Practices and Procedures

The Clerks of the Participating Municipalities shall establish any additional administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerks of the Participating Municipalities are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Clerks, the amendments do not change the intent of the Terms of Reference.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-041

Being a by-law to appoint Members to the Wellington County Joint Municipal Election Compliance Audit Committee.

WHEREAS subsection 88.37 of the Municipal Elections Act, 1996, as amended requires Council to establish a Compliance Audit Committee;

AND WHEREAS the County of Wellington member Municipalities established a Joint Municipal Election Compliance Audit Committee for all municipalities in the County of Wellington;

AND WHEREAS Section 11 (2) of the *Municipal Act, S.O. 2001, c. 25,* authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

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

1) That the following persons are hereby appointed to the Wellington County Joint Compliance Audit Committee from November 17, 2026 until the end of the term of Council in 2030 in accordance with the *Municipal Elections Act:*
    - Jim McQueen
    - Chris McGravey
    - Douglas Auld
    - Joseph Servos

2) That this by-law shall repeal by-law 2022-025.

3) That this by-law shall come into force and effect on November 17, 2026.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17 DAY OF JUNE 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

DRAFT

REPORT COR-2026-031

TO:	Mayor and Members of Council
PREPARED BY:	Monika Farncombe, Planning & Corporate Services Coordinator
PRESENTED BY:	Monika Farncombe, Planning & Corporate Services Coordinator
MEETING DATE:	June 17, 2026
SUBJECT:	Zoning By-law Amendment Application (D14/MCC) 4539 Victoria Rd S Request for Council to deem the application complete

RECOMMENDATION

That report COR-2026-031 entitled Request for Council to Deem Zoning By-law Amendment Application Complete – D14/MCC (4539 Victoria Rd S) be received for information; and,

Whereas the Township's subconsultants have reviewed the application and have raised no concerns regarding deeming the application complete, confirming that all required studies have been provided; and

Whereas the Township acknowledges that deeming the application complete does not imply any judgment or position on the merits of the application; and

Whereas the application is still undergoing ongoing review, including public consultation and further detailed analysis, with a formal position on the matter to be presented following the completion of these processes; and

Whereas the Township expects that all concerns raised by its professional consultants during the review process will be adequately addressed to the satisfaction of the Township;

Therefore Be It Resolved that Council deems the application D14/MCC to be complete in accordance with the Planning Act; and

That Council acknowledges that the deeming of the application as complete is procedural and does not constitute a decision on the merits of the application, which will be determined following the full review process, including public consultation and the final analysis of all relevant information; and

That Council expects the applicant to adequately address concerns raised by the Township's professional consultants in accordance with the Planning Act and Township's policies and standards; and,

That staff be directed to proceed with notice in accordance with Section 3 and Section 5 of O. Reg. 545/06 of the Planning Act, 1990.

Purpose

The purpose of this report is to:

1. Advise Council of the application for a Site Specific Zoning By-law Amendment for the property described as Part Lot 18, Concession 9; Township of Puslinch, (the "Subject Lands"). The proposed Zoning By-law Amendment is to amend the Township of Puslinch Zoning By-law 23-2018, as amended (Zoning By-law), to rezone the lands from an Agriculture (A) and Natural Environment (NE) to Agricultural (A) and Natural Environment (NE) with a site-specific special provision to permit the proposed outdoor storage of recreational vehicles (A(spXX)).

2. Obtain confirmation from Council that the application can be deemed to be complete and provide notice in accordance with Section 3 and Section 5 of O. Reg. 545/06 of the *Planning Act, 1990*.

Background

Application

The proposed Zoning By-law Amendment Application is to amend the Zoning By-law, to rezone the lands municipally known as 4539 Victoria Rd S from an Agriculture (A) and Natural Environment (NE) to Agricultural (A) and Natural Environment (NE) with a site-specific special provision to permit the proposed outdoor storage of recreational vehicles (A(spXX)).

The application required three submissions in order determine that all required documents and studies to support the application have been received.

Township staff and consultants will begin a fulsome review of the application based on the application merits once the application has been deemed complete by Council.

Consultation:

1. Pre-Consultation

A pre-submission consultation for the proposed rezoning was submitted on May 10, 2024 and the applicant was provided with preliminary comments from Township Staff and its consultants representing the Township, County of Wellington, and external agencies.

The following reports and plans have been submitted with the pre-consultation application on May 10, 2024:

- Cover Letter
- Site Aerial Photographs

2. Process to Deem Application Complete

The Zoning By-law Amendment Application was submitted to the Township on October 20, 2025 and the prescribed fee was paid on October 20, 2025. There were three submissions in order to determine that all required documents and studies to support the application had been received. There is a thirty (30) day timeline to review applications for completeness in accordance with the Act.
The following reports and plans were submitted with the Zoning By-law Amendment application:

1st Submission – October 21, 2025:

- Planning Justification Report – Riepma Consultants Inc. - October 2025
- Draft Zoning By-law – October 2025
- Plan of Survey – VanHarten – September 2025

2nd Submission – January 14, 2026

- Planning Justification Report – Riepma Consultants Inc. – January 2026
- Site Plan – Riepma Consultants Inc
- Response Matrix - Riepma Consultants Inc.
- County of Wellington Tree Clearing Permit
- ExploreWellington Mapping
- Zoning Matrix – Riepma Consultants Inc.

3rd Submission – April 30, 2026

- Planning Justification Report – Riepma Consultants Inc. – April 2026
- Draft Zoning By-law
- Site Plan - Riepma Consultants Inc – April 2025
- Property Max Index Map
- Property Register
- Response Matrix – Riepma Consultants Inc.
- Spill Response Plan
- Zoning Matrix - Riepma Consultants – April 2025
- Woodland Dripline Confirmation and Natural Heritage Assessment Memo – GEI – April 16, 2026

Recommendation

Staff recommend that Council deem the application to be complete at this time as the Township's staff and consultants have determined that all the required documents and studies have been provided for the application. The applicant has paid the required fee to the Township and is responsible for paying all third-party costs should the application require more than two submissions.

Should Council deem the application to be complete, the timelines in the *Planning Act* stipulate 90 days to process the application. The Township continues to process applications as close to the stipulated timelines as practical. The legislation sets out the following process to be completed:

- Circulate the statutory notice to properties within a 120 metre buffer, in addition to all required agencies;
- Peer review all submitted materials to the satisfaction of the Township;
- Present the application to the Township Planning and Development Advisory Committee for comments (Tentatively July 14, 2026);
- Schedule and conduct at least one public meeting (Tentatively July 15, 2026);
- Advertise the complete application and public meeting in the Wellington Advertiser in accordance with statutory notice requirements and installing physical signage on the property; and
- Provide Council with a planning recommendation report and proposed by-law (Date to be determined).

Financial Implications

None

Applicable Legislation and Requirements

County of Wellington Official Plan
Township of Puslinch Zoning By-law 2018-023
Planning Act, R.S.O. 1990, as amended

Strategic Plan Alignment and Implications

Strategic Priority #2: Managed growth and complete communities

This initiative directly supports Strategic Priority #2 by reinforcing managed growth and complete communities.

Objective 2.3 Encourage Responsible Land Use

The proposed approach advances Council's objective to encourage responsible land use by engaging oversight by township planning staff and consultants to ensure land use compatibility and limit adverse impacts on the community.

Action 2.3(b): Township consideration of Zoning By-law Amendments

This initiative aligns with Action 2.3(b) by continuing to support responsible development and land use through collaboration with Township planning staff and consultants to ensure compliance with the Township's Zoning By-law 23-18, as amended.

Attachments

Schedule "A" – Key Map
Schedule "B" – Pre-consultation Submission and Comment Summary
Schedule "C" – 1st submission Zoning By-law Amendment documents and Comment Summary
Schedule "D" – 2nd submission Zoning By-law Amendment documents and Comment Summary
Schedule "E" – 3rd submission Zoning By-law Amendment documents and Comment Summary

Respectfully submitted,

Monika Farncombe
Planning & Corporate Services Coordinator

Reviewed by:

Justine Brotherston
Director of Corporate Services/ Municipal Clerk

Schedule "A"

KEY MAP

4539 Victoria Road South Puslinch

Future Planning Application Requirements

To answer everyones questions about the small area we are looking to have re-zoned please see below

RV's will not be sold from the property

No one is living in the RV's, approximately 15 RV's to be stored, and 18 7x7 sheds to be used for sales of produce, eggs, plants etc, and as hunting blinds, under an acre is the area to be used,

No buildings are being put up

There is no infrastructure, no water, no electrical

No site alteration is taking place, nothing is changing, no construction, not removing any trees or vegetation, what's there is there.

Fire Trucks, EMS have access

A spill kit is on site

The area was cleared decades ago. The area is not visible from any residential home. It can only be seen when travelling south on Victoria Road

I have attached a picture of the area to be re zoned. Van Harten is working on the official site plan

SCHEDULE 'B'

Re:
4539 VICTORIA RD S
PUSLINCH CON 9 PT LOT 18

Township of Puslinch
The item(s) listed herein are in violation of the,
Township of Puslinch, Zoning
By-Law No. 23/2018, as amended

Your property is zoned as Agricultural (A) with some portions of Naturalized Environment (NE)

Perimeter
329.52 m

Area
0.84 ac

Edit

Layers

3D

Google 100% Data attribution 8/18/2022

40 m Camera: 688 m 43°29'41"N 80°08'22"W

31°C T-storms ENG

PUSLINCH

Comment Summary – 4539 Victoria Rd. S.

1st Submission

Consultant	**Comments**
NPG – Township Planning Consultants	See letter attached
County Planning Comments	See letter attached
GEI – Township Engineers	See letter attached
Hydrogeologist Comments	We have no hydrogeological concerns with the proposed zoning by-law amendment to store RVs on a small portion of the property, with the understanding that no significant site grading, import/export of excess soil, or other alterations will occur
Ecology Comments -NRSI	See letter attached
Township of Puslinch Fire Department	There aren't enough details provided to make adequate comments on the proposal. Details on the layout, access route locations, access widths, is there a gate? etc. would be helpful.
Township of Puslinch Building Department	If any buildings or septic systems are being constructed, building permits would be required. Otherwise, the Building Department does not have any concerns with the proposed zoning amendment.

	More comments may follow as more information is made available.
Township of Puslinch By-law Enforcement & Property Standards	There are currently Recreational Vehicles/Trailers/shipping containers stored on the property that are required to be removed by no later than June 7, 2024. In addition, there are approximately 18 shed-type structures on the property that are also required to be removed by no later than June 7, 2024. Will this use be included in your Zoning By-law Amendment application, or will it strictly be a Recreational Vehicle/Trailer storage?
Township of Puslinch Public Works Department	No comments
Source Water	See letter attached
GRCA	See letter attached
Township Administration	No comments

May 27th, 2024

Lynne Banks
7404 Wellington Road 34,
Puslinch, Ontario

Dear Lynne Banks,

RE: **NPG Comments**
4539 Victoria Road S, Puslinch
RE: Pre-consultation for Site Plan Approval

NPG Planning Solutions Inc. (NPG) has been retained to provide comments regarding a pre-consultation pertaining to a Zoning By-law Amendment. The Application for Zoning By-law Amendment proposes a site-specific provision to permit the storage of recreational vehicles (RV's) on a small portion of the Subject Lands. The owner wishes to retain their agricultural zoning to permit the continued farming of the Subject Lands.

Based on aerial photography, there appears to be a dwelling and storage area on the Subject Lands. The Subject Lands are approximately 405,360 m^2 in area with approximately 350 m frontage along Victoria Rd S. The Applicant will be required to confirm the locations and use of existing and proposed buildings, lot fabric, parking areas, landscaping, access, setbacks, storage including recreational vehicle storage, access, a zoning matrix and other as per the Township's Site Plan and Drawing Requirements and Municipal Development Standards.

There appears to be natural heritage constrains located along the northeast of the Subject Lands including woodland, wetlands and a GRCA regulated watercourse. It is understood that the Township's ecological consultant and the Grand River Conservation Authority would provide comments regarding the requirement and scoping of an Environmental Impact Assessment.

Provincial and County Policy

The Subject Lands are considered to be Rural Lands as per the Provincial Policy Statement and the A Place to Growth: Growth Plan (Growth Plan) for the Greater Golden

Horseshoe. The Subject Lands are designated Secondary Agricultural Area with portions of the Subject Lands being designated Core Greenlands and Greenlands as per Schedules B7 of the Wellington County Official Plan.

Rural Areas/Lands Policies

Section 2.2.9 of the Growth Plan states:

> *3. Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:*
> *a) the management or use of resources;*
> *b) resource-based recreational uses; and*
> *c) other rural land uses that are not appropriate in settlement areas provided they:*
> > *i. are compatible with the rural landscape and surrounding local land uses;*
> > *ii. will be sustained by rural service levels; and*
> > *iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations*

Second Agricultural Area

Section 6.5.3 of the Wellington County Official Plan states: "Permitted uses and activities in Secondary Agricultural Areas may include… small scale commercial, industrial and institutional uses… In Secondary Agricultural Areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards".

Criteria for considering commercial, industrial and institutional uses in Secondary Agricultural Areas are included in 6.5.5 of the Wellington County Official Plan. Section 4.6.5 of the Wellington County Official Plan indicates that where development is proposed in prime or secondary agricultural areas, a Council may require an assessment of the impacts the development may have on agricultural activities in the area. Section 4.6.5 of the County of Wellington Official Plan further indicates requirements for an Agricultural Impact Assessment.

Section 6.5.5 of the Wellington County Official Plan states:

> ***6.5.5 Commercial, Industrial & Institutional***
> *Small scale commercial, industrial and institutional uses may be permitted provided that:*
>
> > *a) appropriate sewage and water systems can be established;*
> > *b) the proposed use is compatible with surrounding uses;*
> > *c) the use requires a non-urban location due to:*
> > - *market requirements;*
> > - *land requirements;*

- *compatibility issues.*

d) the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;

e) the use will be small scale and take place on one lot and large scale proposals or proposals involving more than one lot will require an official plan amendment.

Core Greenlands and Greenlands

Section 5.6.2 of the Wellington County Official Plan provides criteria for considering development within or adjacent to Core Greenlands and Greenlands designations, including to prepare where required, an Environmental Impact Assessment. We defer to the Township's ecologist to provide comments regarding the requirements and scoping for an Environmental Impact Assessment.

The Application for Zoning By-law Amendment will need to be supported by an Agricultural Impact Assessment to consider any impacts the development may have on agricultural activities in the area and a Planning Impact Assessment to assess the merit of the Zoning By-law Amendment Application.

Conservation Authority

The Subject Lands fall within Grand River Conservation Authority regulated areas, that appear to be associated with wetlands on the Subject Lands. The Grand River Conservation Authority will provide comments regarding its regulated areas.

Zoning By-law

The Subject Lands are zoned Agricultural, Natural Environment (NE) and Environmental Protection Overlay (EP) as per Map A of the Township Zoning By-law. Zoning boundaries will be interpreted based on the results and recommendations of an accepted Environmental Impact Assessment should such assessment be required.

A Zoning By-law Amendment is required to permit the storage of Recreational Vehicles. The Township Zoning By-law provides definitions for the following uses:

- **Travel trailer park:** a lot used for overnight or short-term accommodation for travel trailers, tourist trailers, recreational vehicles, campers or tent trailers. The trailers may be parked or stored at the travel trailer park from season to season. No travel trailer park may be used for permanent accommodation except for one unit occupied by the owner or the caretaker. For further clarity, a travel trailer park may only be used for overnight or short-term accommodation between April 1 and November 1 inclusive.

- Recreational vehicle sales or rental establishment.

The Planning Justification Report and Draft Zoning By-law Amendment will need to provide further details on the proposed use. Some questions that should be considered are as follows:

- Will recreational vehicles be sold from the Subject Lands?
- Are recreational vehicles being used for short-term accommodation?
- How many recreational vehicles are proposed to be stored on the Subject Lands?
- What is the area of the Subject Lands that would be used for the storage of recreational vehicles?
- Are any buildings being proposed?

The draft Zoning By-law Amendment will need to address any general provisions and zone requirements that may apply.

Parking and Loading Space Requirements

Further information on the proposed uses is needed by the applicant to identify if there are any parking, bicycle parking or loading space requirements. Zoning standards are contained in Section 5.0 of the Township Zoning By-law.

Parkland Dedication

If applicable, cash-in-lieu of parkland will be required in accordance with Section 42(1) of the *Planning Act*. The cash-in-lieu of parkland amount will be determined based on Section 42(2.1)(a) of the *Planning Act*.

Development Charges

If applicable, development charges will be required in accordance with Section 2(1) of the *Development Charges Act*. The amount will be determined based on Schedule "B" of The Township's Development Charges By-law 044-2019.

Submission Requirements

The following information is required to be submitted with an Application:

- Legal Description including Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments);
- Site Plan referenced to a current plan of survey inclusive of all requirements identified in Township Standards described below such as outdoor storage areas and sizes; and parking, accessible parking, loading space and bicycle parking

requirements. The Site Plan will need to show appropriate landscaping elements, such as fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands. The Site Plan should also include a zoning matrix, addressing zoning requirements applicable to the development; Of note a formal Application for Site Plan Approval will be required to ensure that the Site is constructed as per the approved plans.

- Cost Estimates for all proposed onsite and off-site works;

- Planning Impact Assessment including a Draft Zoning By-law Amendment prepared by a Registered Professional Planner; and

- Agricultural Impact Assessment to address matters contained within Section 4.6.5 of the Wellington County Official Plan prepared by a qualified professional, such as a professional agrologist (P.Ag.) registered with the Ontario Institute of Agrologists, a registered professional planner (RPP) who is a full member of the Ontario Professional Planners Institute, a professional geoscientist (P. Geo) who is a practicing member of the Association of Professional Geoscientists of Ontario, a professional engineer (P.Eng.) licensed by Professional Engineers Ontario.

The following information is available to assist with a submission:

- Site Plan and Drawing Requirements: https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf

- Municipal Development Standards: https://puslinch.ca/wp-content/uploads/2022/07/117006-3-Puslinch-Standards_FINAL-September-2019.pdf

- Puslinch Design Guidelines: https://puslinch.ca/wp-content/uploads/2022/07/Puslinch-Design-Guidelines-Feb-2010.pdf

Sincerely,

[redacted]

Jesse Auspitz, MCIP, RPP
Principal Planner
NPG Planning Solutions Inc.
jauspitz@npgsolutions.ca

COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
ALDO L. SALIS, BES, MSc, RPP, MCIP, DIRECTOR
TEL: (519) 837-2600

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

June 7th, 2024

Township of Puslinch
7404 Wellington Road 34
Guelph, ON N0B 2J0

Dear Ms. Lynne Banks:

Re: Pre-consultation Request – 4539 Victoria Rd S

Thank you for circulating the request for pre-consultation comments for the above-noted property. As part of the pre-consultation, we have reviewed the following submitted items:

- Site Plan sketch not dated

Based on our review of the above information, we offer the following County planning comments for consideration:

Proposal
Based on the review of the application it is to our understanding that:

- The applicant is seeking permission to store RV vehicles on their property.

Planning Comments:

- **Provincial Policy:**
  - As the subject lands are designated as Secondary Agriculture, the development will need to demonstrate consistency with Section 1.1.4 Rural Area in Municipalities and Section 1.1.5 Rural Lands in Municipalities provisions of the Provincial Policy Statement.

  - It is further noted that the current Provincial Growth Plan requires a 30 metre setback from wetlands.

- **Official Plan Comments:**
  - The subject property is designated as Secondary Agriculture, Core Greenlands, and Greenlands within the Wellington County Official Plan. Identified features include, Provincially Significant Wetlands, Significant Wooded Areas, Environmentally Sensitive Areas, as well as Grand River Conservation Authority (GRCA) Floodplain, Wetlands, and Slope Erosion Allowance.

- As per *Section 5.6.3 Adjacent Lands* of the Official Plan, where development is proposed in the Greenland System or on adjacent lands (120 m) an Environmental Impact Assessment is required. Comments from Grand River Conservation Authority (GRCA) staff and the Township's consulting ecologists should also be considered.

  Although the proposal is very conceptual in nature, it appears the proposed use is not intended to be located within the Greenland System. However, depending on the final use layout, any development will need to be located outside of features such as the floodplain and Provincially Significant Wetlands and may be subject to an Environmental Impact Study requirement to demonstrate consistency with Part 5 of the County Official Plan.

- Section 6.5.3 of the Official Plan identifies the permitted uses and activities in the Secondary Agriculture Area. Within this designation, the follow uses include: all uses allowed in Prime Agriculture Areas, small scale commercial, industrial and institutional uses, as well as public service facilities.

  Based on the nature of the use, its is assumed this use is being proposed under *Section 6.5.5 Commercial, Industrial & Institutional* of the Official Plan for a small-scale commercial use. Under this section, key criteria will need to be demonstrated in order to conclude that an Official Plan amendment is not required. The criteria is as follows:

  a. appropriate sewage and water systems can be established;
  b. the proposed use is compatible with surrounding uses;
  c. the use requires a non-urban location due to:
     a. market requirements;
     b. land requirements;
     c. compatibility issues.
  d. the use will not hinder or preclude the potential for agriculture or mineral aggregate operations;
  e. the use will be small scale and take place on one lot and large scale proposals or proposals involving more than one lot will require an official plan amendment.

- The subject lands are also located within the Paris Galt Moraine and subject to the applicable policies of the Official Plan, including Section 4.9.7. Comments from the Township's Hydrogeologist will need to be addressed.

- The site appears to be located within the Wellhead Protection Areas for Water Quantity (Q1 and Q2). Comments from Source Water Protection staff will need to be considered.

COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
ALDO L. SALIS, BES, MSc, RPP, MCIP, DIRECTOR
TEL: (519) 837-2600

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

- **General Planning Comments**

    - Additional information about the use would be helpful to understand the intended proposal. For example – how much area will be dedicated to the use? How many RV's will be stored on-site at any given time? Is it for seasonal or year-round storage? How many people will be employed by the use? Will parking occur on grass or gravel? How will on-site security be addressed? Will there be any on-site lighting? What are the impacts to the current use of the site?

    - Justification on site location, need and scale will be required.

    - A Zoning By-law Amendment application will require submission of a Planning Justification Report (PJR) that addresses provincial policy and Official Plan policies. Section 4.6.2 Planning Impact Assessment of the Official Plan further sets out requirements for a PJR.

    - A detailed conceptual plan is requested as part of a Zoning By-law amendment application if said application is determined to be required by the Township.

These comments have been prepared without the benefit of reviewing detailed comments from the Township, their consultants or agencies and is based on a conceptual proposal. These comments may change as the development progresses and as more details are provided.

I trust these comments will be of assistance and if you have questions please contact the County of Wellington Planning and Development Department.

Yours truly,

[redacted]

Jamie Barnes, Junior Planner

[redacted]

Meagan Ferris, RPP MICP
Manager of Planning and Environment

May 28, 2024
Project No. 2402588 / 123006-021

VIA CLOUDPERMIT: Township of Puslinch

Lynne Banks
Township of Puslinch
4704 Wellington Road 34
Puslinch, ON N0B 2J0

Re: Pre-Consultation Request
4539 Victoria Road South
Puslinch, ON

Dear Ms. Banks:

Following our review of pre-consultation application documents received on May 13, 2024, we are providing comments related to a future zoning by-law amendment on the subject lands located at 4539 Victoria Road South in the Township of Puslinch. It is our understanding that the property is currently zoned as agricultural with some portions of naturalized environment.

In support of the identification of engineering requirements, the following documents were received and reviewed:

- Schedule 'B' Re: 4539 Victoria Rd S Puslinch Con 9 Pt Lot 18, n.d.

We provide the following requirements in support of future zoning application:

- **Site Plan**, generally showing aboveground and underground infrastructure, including but not limited to, buildings, storage areas, parking areas, driveways, curbs, walkways, lighting, signage, fencing, potable water well, septic system, fire routes, fire protection infrastructure, and any stormwater infrastructure.

Further information is required for the identification of engineering requirements. Depending on this information, the following may be required:

- **Geotechnical and Hydrogeological Studies**, providing information as required to support building design, septic system design and availability of potable groundwater.
- **Site Grading and Servicing Plan**, generally showing existing and proposed drainage patterns on the subject lands, confirming legal drainage outlet, showing existing and proposed infrastructure and services including but not limited to storm sewers, sanitary sewers, water lines and stormwater management facilities.

- **Erosion and Sediment Control Plan**, providing provisions for the control of sediment and potential erosion during construction to limit impacts on surrounding areas and infrastructure.
- **Functional Servicing and Stormwater Management Brief**, detailing:
  - The existing conditions of the site and the nature of the proposed development.
  - How the site will be serviced by potable water and wastewater servicing.
  - How stormwater management will be provided for the site including stormwater quality, quantity, water balance and erosion control, etc. as required by Township Development Standards.
  - Grading and drainage considerations, including confirmation of overland flow route and legal outlet.
  - Geotechnical and hydrogeological considerations.
  - Transportation considerations.
- **Itemized Construction Cost Estimate**, including 15% for engineering and contingencies.
- **GRCA Review;** the applicant is to provide conservation authority comments to the Township.
  - The subject lands contain wetlands and watercourses regulated by the GRCA.

If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

GEI Consultants Canada Ltd.

[redacted]

Parth Lad, E.I.T.
Technical Specialist

[redacted]

Steve Conway, C.E.T., rcsi, PMP
Construction Services Lead, Vice President

NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists

May 27, 2024 3378

Township of Puslinch
7404 Wellington County Rd 34
Puslinch, ON
N0B 2J0

Attention: Lynne Banks
Development and Legislative Coordinator

RE: 4539 Victoria Road South, Puslinch
Peer Review of Pre-Consultation

As requested, we have reviewed the Pre-Consultation Request submitted to the Township of Puslinch (the "Township") by Stephanie McCrone in support of a proposed recreational vehicle (RV) storage area at 4539 Victoria Road South, Township of Puslinch, Ontario ('subject property'). Our comments are set out below.

Background

The subject property is located northeast of Victoria Road South and southeast of Maltby Road East in the Township of Puslinch, Ontario. The above pre-consultation request was submitted to the Township of Puslinch by the subject property owner, Stephanie McCrone. It is understood that the applicant wishes to store RVs within the central portion of their property, as illustrated in the application. It is also understood that the applicant wishes to farm the property.

Reviewed Materials

In order to complete this review assignment, NRSI staff have reviewed the following materials:

- Pre-Consultation Request - Submitted to the Township of Puslinch (May 10, 2024);
- Natural Heritage Information Centre (NHIC) database (2024);
- "Make a Map: Natural Heritage Areas", Ministry of Natural Resources and Forestry (2024);
- Township of Puslinch Comprehensive Zoning By-law No. 023-18 (Consolidated May 2021);
- County of Wellington Official Plan (last updated February 2024); and,
- Grand River Conservation Authority (GRCA) online mapping (2024).

Comments on Reviewed Materials

Based on our review of the pre-consultation materials, the following comments are provided:

- The subject property contains a variety of GRCA regulated features. A portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) overlaps the northeastern and southeast sections of the subject property. The Mill Creek Puslinch PSW is also located adjacent (i.e., within 120m) to the subject property, to the north, east, and south. A small (>0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (>0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property.
- Information available from the NHIC indicates records of herpetofauna species of special concern, including Snapping Turtle (*Chelydra serpentine*) and Eastern Milksnake (*Lampropeltis triangulum*) within proximity of the subject property (NHIC 2024).
- Information available from the NHIC also indicates records of threatened Eastern Meadowlark (*Sturnella magna*), Bobolink (*Dolichonyx oryzivorus*), and Smooth Yellow False Foxglove (*Aureolaria flava*), as well as species of special concern Eastern Wood-Pewee (*Contopus virens*) and Grasshopper Sparrow (*Ammodramus savannarum*) within proximity to the property (NHIC 2024).
- Available air photography shows intermittent tree cover throughout the subject property and a more densely treed area to the north and northeast of the property, which is identified as woodland by the Natural Heritage Information Centre (NHIC) (2024). Based on the available air photography, it is anticipated that treed areas of the subject property are likely to be contiguous woodland with the identified off-property woodlands.
- The subject property contains an existing residential dwelling within the southwest, as well as a driveway that extends from the south to the north.
- Existing trees on the subject property may have the potential to provide suitable roosting habitat for Species at Risk (SAR) bats, including Little Brown Myotis (*Myotis lucifugus*), Northern Myotis (*Myotis septentrionalis*) and Tri-colored Bat (*Perimyotis subflavus*).
- Available air photography appears to show recent disturbance within the subject property, including what appears to be the development of a constructed access to the proposed RV storage area. It is anticipated that this activity would have involved the completion of vegetation removal from within the subject property. It is unclear if this activity has been completed in compliance with the relevant municipal regulations.

Recommendations

It is our opinion that the following steps should be taken to evaluate and address impacts associated with the area proposed for RV storage:

- Prepare a concept plan or similar design identifying the relevant development information as it relates to RV storage. Greater detail should also be provided on the proposed farming activity and conversion to agricultural lands that was referenced within the pre-consultation submission.
- Detail should be provided regarding the extent of vegetation removal that has been completed within the property. Should additional vegetation removal activity be required, it is recommended that a detailed assessment or inventory of that vegetation be completed, and an Arborist Report/Tree Preservation Plan, or similar report, be

completed. Should the proposal require the removal of woodlands, as identified in the County of Wellington Forest Conservation Bylaw (5115-09), conformity to that Bylaw must be demonstrated.

- Should the area proposed for RV storage include development or site alteration withinor directly adjacent to regulated natural heritage features or the GRCA's regulation area, the completion of an Environmental Impact Study (EIS) may be required assess potential impacts that the proposed development activity may have on the existing natural heritage features on and adjacent to the subject property.
- If required, the EIS will also need to demonstrate that the proposed development and associated construction activities will have no negative impacts on the existing natural features on or adjacent to the subject property. The assessment of impacts should include consideration of any SAR or SAR habitat that may occur within the subject property, including within the identified aquatic and wetland features, as well as trees. Should impacts to natural features be unavoidable, including the removal of trees or impacts to wildlife habitat, measures to reduce the impact to the existing features and their ecological function (e.g., the replacement of removed trees or habitat) should be provided.
- As part of any site alteration within the subject property, Erosion and Sediment Control (ESC) measures to be applied prior to and during construction should be identified in adequate detail to demonstrate that the risk of runoff and sedimentation will not impact adjacent natural features during construction.
- If an EIS is required, it is recommended that the Mill Creek Subwatershed Study (GRCA 1997) be reviewed as part of the assessment for potential negative impacts to natural features within and adjacent to the subject property.
- Any future vegetation clearing associated with the establishment of an RV storage area should occur outside the bird nesting season of April 1-August 31 so as to limit disturbance to nesting activities of birds and to avoid destruction of active nests. The destruction of migratory birds and their nests is prohibited under the federal *Migratory Birds Convention Act*. If SAR bat habitat is identified within trees within the subject property, it is recommended that additional mitigation measures be provided, such as limiting tree removals to outside of the bat roosting period (May 1-September 30). However, the suitability of this mitigation measure is subject to the discretion of the Ministry of Environment, Conservation and Parks (MECP).

Please do not hesitate to contact us if you require further clarification on these matters.

Sincerely,
Natural Resource Solutions Inc.

Jack Richard, M.F.C., R.P.F.
Terrestrial Biologist and Registered Professional Forester

Sydney Gilmour, M.Sc.
Terrestrial and Wetland Biologist

Source Water Protection – Planning Application Requirements

As part of the *Clean Water Act* and Source Protection Plan requirements, all proposed development that is subject to a *Planning Act* application on lands located within a vulnerable area shall ensure that proposed development work does not result in a threat to municipal drinking water quality and/or quantity.

Section 1: Property and Application Information

Property Address: 4539 Victoria Road South

Application Type:

☐ Official Plan Amendment
☒ Zoning By-law Amendment
☐ Site Plan
☐ Plan of Subdivision
☐ Plan of Condominium
Type:_____

Section 2: Documentation to be provided by the Risk Management Office

	Current Application	Future Application	Not Required
Section 59 Notice	☐	☐	☒
Risk Management Plan	☐	☐	☒

Section 3: Documentation required to be provided by the owner or their agents

	Current Application	Future Application	Not Required
Source Protection Screening Form	☒	☐	☐
Drinking Water Threats Disclosure Report	☐	☐	☒
Liquid Fuel Handling/Storage Spill Response Plan (>250L)	☒	☐	☐
Winter Maintenance Plan	☒	☐	☐
Chemical/ Waste Management Storage Spill Response Plan	☐	☐	☒
Hydrogeological Assessment Report	☐	☐	☒
Water Balance Assessment Report	☒	☐	☐
Recharge Infiltration Measures	☒	☐	☐
Functional Service Report – Source Protection Design	☐	☐	☒
Stormwater Management Report – Source Protection Design	☐	☐	☒
Record of Site Condition	☐	☐	☒
Phase 1 and/or Phase 2 Environmental Assessments	☐	☐	☒

Please see Appendix B for required documentation descriptions. Additional detail is required to determine if the above noted documents are required. This will be discussed during the pre-consultation meeting and an updated list will be provided.

Section 4: Site specific information

Wellhead Protection Area (WHPA) and Vulnerability Scores:

WHPA ☐ A ☐ B ☐ C ☐ D ☒ Q Score ☐ 2 ☐ 4 ☐ 6 ☐ 8 ☐ 10

Issue Contributing Area (ICA): ☒ None ☐ Chloride ☐ Trichloroethylene ☐ Nitrate ☐ Sodium

Significant Groundwater Recharge Area: ☒ Yes ☐ No

Highly Vulnerable Aquifer: ☐ Yes ☒ No

For more information, please contact sourcewater@centrewellington.ca.

Sincerely,

Kim Funk, Source Protection Coordinator
519-846-9691 ext. 283
kfunk@centrewellington.ca

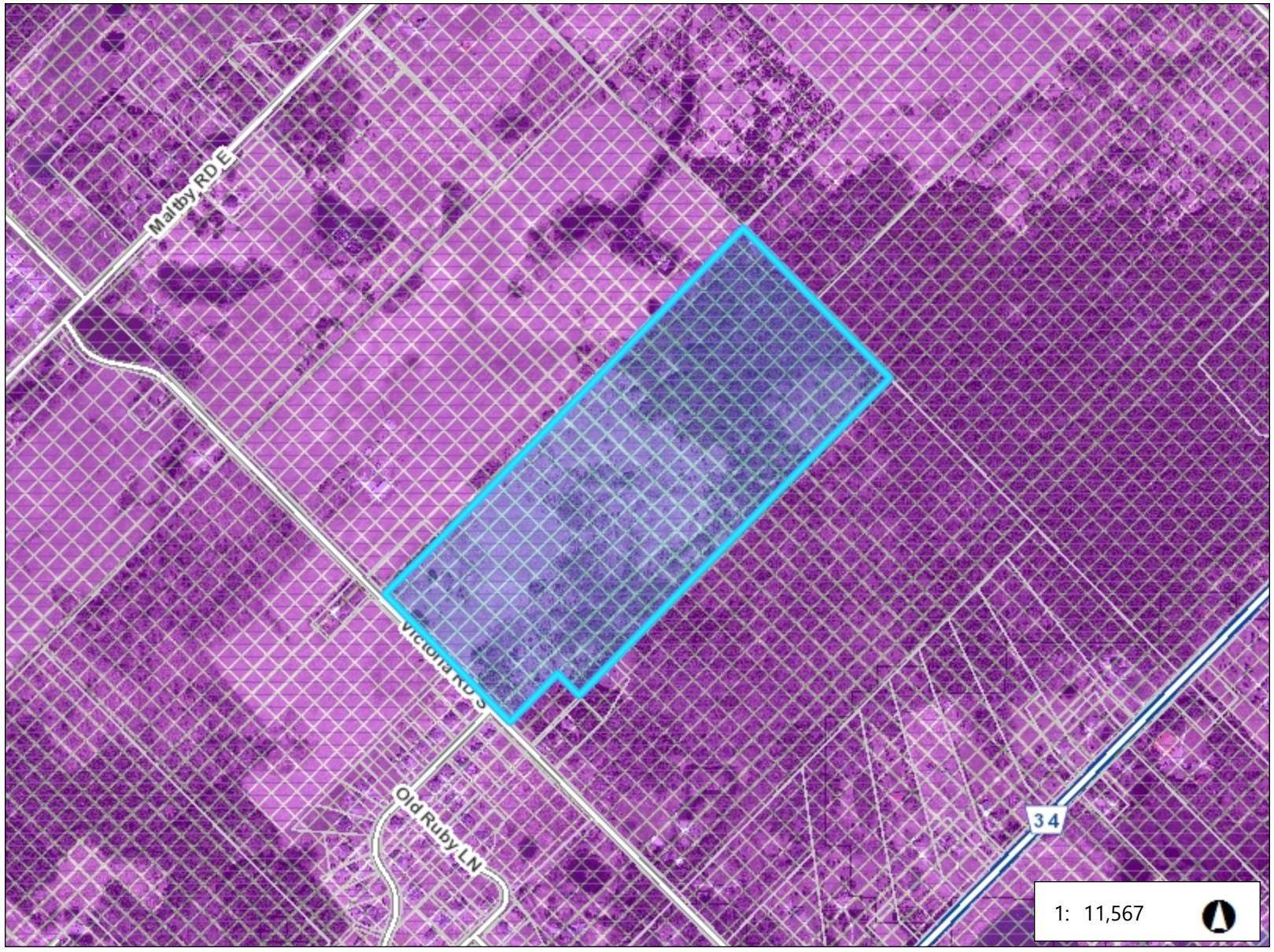
Attachment: WHPA Map(s)
Source Protection Screening Form

Resources: Appendix A: Contact & Proposal Information
Appendix B: Source Water Protection required document descriptions
Appendix C: Guidance documents
Appendix D: Water Balance Terms of Reference

Please note that the requested documentation is applicable as per the information available as of the date signed above. If the proposed application type and/or proposed use changes, there may be additional requirements. Future planning and/or building applications may have additional requirements beyond those listed above or may require reports listed as "not required", based on the information provided at the time of application.

Explore Wellington

4539 Victoria Road South, Puslinch



Legend

- Parcels
- Roads
  - Local Road
  - County Road
  - Highway
- Well Locations
  - Existing
  - Proposed
- Wellhead Protection Area
  - A
  - B
  - C
  - D
- Vulnerability Score
  - 10
  - 8, D; 8; 8, C
  - 2, 4, 6 (A, B or C)
  - 2,4,6, D; 2,4, D; 2, 4, 6 (D); 4, D; 6,
- WHPA Q1_Q2_Boundary
- WHPA Q1_Q2
  - Approved
  - Draft
- HVA
- SGRA
- RoadsLookup

0.6 0 0.29 0.6 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022

Notes

Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

May 28, 2024 **VIA EMAIL**

Lynne Banks, Development and Legislative Coordinator
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0

Dear Ms. Banks,

Re: Pre-Consultation Meeting
4539 Victoria Road South, Township of Puslinch
Applicant and Owner – Stephanie McCrone

Grand River Conservation Authority (GRCA) staff have reviewed the above-noted Pre-Consultation Meeting Application submission for a prospective Zoning By-law Amendment for a site-specific provision to store RVs on a portion of the subject property at 4539 Victoria Road South in the Township of Puslinch.

Recommendation
GRCA staff do not object to the proposed Zoning By-law Amendment pre-submission concept. For the formal submission, the access/egress to the storage area should be located outside of the GRCA regulated areas on the site.

Documents Reviewed by Staff

Staff have reviewed the following documents submitted with this application:

- Concept Plan prepared by Stephanie McCrone.

GRCA Comments
GRCA staff have reviewed this submission under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020), as a regulatory authority under Ontario Regulation 41/24 and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available at this office indicates that the subject land contains wetlands and slope erosion hazards. Due to the presence of these features and their associated regulated allowances, portions of the subject land are regulated by the GRCA under Ontario Regulation 41/24 (Prohibited Activities, Exemptions, and Permits). A copy of GRCA's resource mapping is attached.

It is our understanding that the proposal is for a site-specific rezoning to permit the storage of RVs on the subject property. Staff do not object to the proposal concept, however, the applicant is encouraged to contact the GRCA to allow us to identify any concerns or requirements with regards to an access/egress to the storage area, and any other associated development activities. All development activity must be outside the natural hazards.

Any future development activity within the GRCA regulated area will require the prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

Consistent with GRCA's 2024 approved fee schedule, this application will be considered a minor zoning by-law amendment. Upon receipt of a formal application, the applicant will be invoiced in the amount of $465 for the GRCA's review of the application.

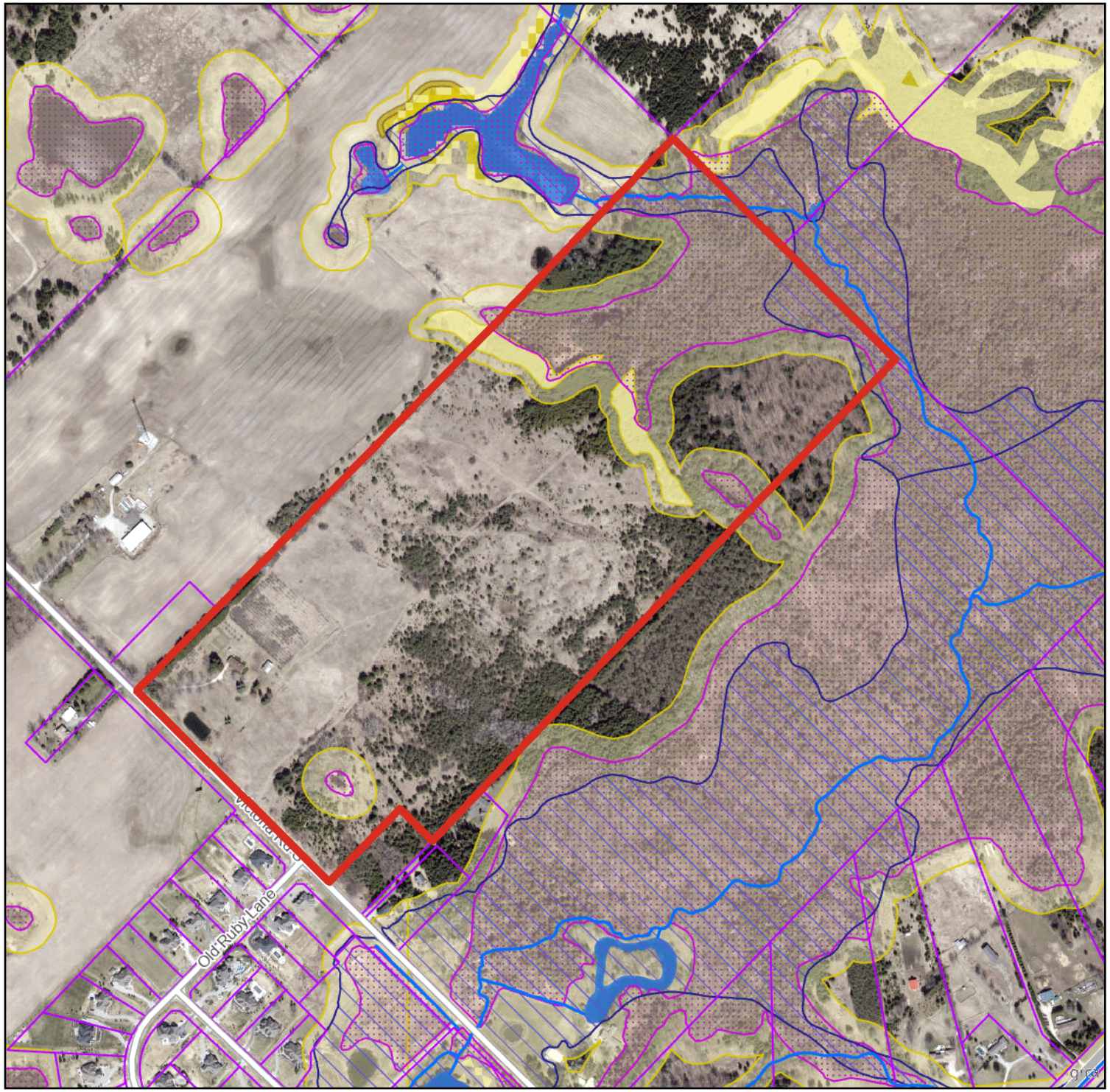
Should you have any questions, please contact Vanessa Wismer at 519-621-2761 ext. 2327 or vwismer@grandriver.ca.

Sincerely,

[redacted]

Chris Foster-Pengelly, M.Sc.
Supervisor of Resource Planning and Regulation Services
Grand River Conservation Authority

Enclosed: GRCA Resource Mapping



Map Centre (X,Y): 569573.78, 4816368.06 | Map Link

This map is not to be used for navigation | 2020 Ortho (ON)

Grand River Conservation Authority

Date: May 21, 2024
Author: VW

4539 Victoria Road South, Puslinch

Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)
  - Steep
  - Oversteep
  - Toe
- Slope Valley (GRCA)
  - Steep
  - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)
- PREGS Violation (GRCA)
- Conservation Area Boundary (GRCA)

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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Scale 1:7,267

NAD83 UTM zone 17 (EPSG:26917)

4539 Victoria Road South
Puslinch

Planning Justification Report

October 2025

Riepma CONSULTANTS INC.

1.0 Introduction

Riepma Consultants Inc. was retained to provide this report with respect a rezoning at 4539 Victoria Road South in the Township of Puslinch.

2.0 Background

A pre-consultation meeting with respect to the application was held on June 20, 2024.

3.0 Location

The subject property is located on the east side of Victoria Road sout0 approximately 1000 meters north of Wellington Road 34. See location Plan Appendix 1.

4.0 Site Description

The subject property is rectangular and has an area of 49.7 hectares (98 acres) with a frontage on Victoria Road South of 349.6 meters (1,150 ft.). The property is approximately 1,130 metres (3,700 ft.) deep. The front portion of the property contains a residence and is currently used for agricultural purposes. The southern and rear portion of the property contains a forested area. A portion of the open area of the property is subject to a fill permit. Fill is being imported to the site to create additional land for agricultural use. The topography of the site is flat to gently rolling. A produce stand is located near the road in the area where the outdoor storage area is proposed. See Appendix 2 for the site survey.

5.0 Surrounding Land Uses

The lands to the north are used for agricultural purposes. The lands to the south are generally tree covered with interspersed residential uses. An estate residential subdivision is located on the west side of Victoria Road South. Agricultural lands are located directly across from the site. See also Appendix 3.

6.0 Proposal

The application being made seeks a rezoning to recognize the outside storage that has occurred in a small area (0.6 ha) of the property along the southern border of the land. The site is to be used for the storage of recreational vehicles, portable sheds and similar items and has been used for this purpose for several years. No grading, tree removal or any site disturbance is required and no buildings are to be constructed. See the survey plan in Appendix 2.

7.0 Planning Considerations

7.1 Provincial Policy Statement 2024

The PPS is a broad policy statement regarding matters of provincial importance. The PPS defines Rural Lands as:

Rural lands: means lands which are located outside settlement areas and which are outside prime agricultural areas.

The subject lands are Rural Lands as defined in the PPS.

Policy 2.5.3 Rural Areas in Municipalities states:

When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.

Further in Policy 2.6 the PPS states:

1. On rural lands located in municipalities, permitted uses are:

- *a) the management or use of resources;*
- *b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);*
- *c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*
- *d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
- *e) home occupations and home industries;*
- *f) cemeteries; and*
- *g) other rural land uses.*

2. Development that can be sustained by rural service levels should be promoted.

3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

While the PPS directs most development to areas within settlement boundaries, the policy anticipates that other rural land uses can be accommodated in the rural area subject to appropriate servicing requirements. Municipalities are to support a diversified rural economy by directing uses not related to agriculture to locations where their impact will be minimized.

The requested rezoning is consistent with the Provincial Policy Statement as the use does not impact the continued agricultural productivity of the property and does not impact the nature woodland on the site.

7.2 Greenbelt Plan

The subject property is not within the Greenbelt Plan.

7.3 County of Wellington Official Plan

The subject property is designated Secondary Agricultural with the wooded areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan. See Appendix 4.

Section 6.5.2 of the Official plan lists the following permitted uses:

- *All uses permitted in prime agricultural areas*
- *Small Scale commercial, industrial and institutional uses*
- *Public service facilities*

Section 6.5.5 outlines the criteria applicable to commercial uses in the secondary agricultural area:

Small scale commercial uses may be permitted provided that:

o Appropriate sewage and water systems can be established;
o The proposed use is compatible with surrounding uses;
*o The use **requires a non-urban location** due to:*
- *Market requirements;*
- *Land requirements;*
- *Compatibility issues.*

o The use will not hinder or preclude the potential for agriculture or mineral aggregate operations.
*o The use will be **small scale** and take place on one lot.*

7.4 Township of Puslinch Zoning Bylaw

The subject property is zoned Agricultural, Natural Environment and Rural Environmental Protection in the Township's zoning bylaw. See appendix 5. The

area where the outside storage zoning is requested is within the Agricultural A zone. The Agricultural zoning permits a variety of agricultural, agricultural related and on-farm diversified uses. It does not specifically permit outdoor storage uses. As a result this rezoning is required.

7.6 Grand River Conservation Authority

While part of the farm property is included in the regulation limit of the GRCA, the area where the proposed storage is located is not within the regulated are. See Appendix 6.

8.0 Planning Analysis

The County Official Plan is consistent with the Provincial Policy Statement, as it permits the introduction of small scale industrial uses within the rural area. Section 6.5.5 of the Wellington Official Plan addresses new commercial uses in the rural area:

- As the site is to be used only as an outdoor storage area there will be no need for any water or sanitary servicing
- The adjacent lands are largely forested or are in a relatively low state of agricultural production. The storage area is also not visible from Victoria Road South. As a result, there will be no negative impact of this proposal on the adjoining properties.
- The use is well suited to a Rural area as there will be no construction of buildings and no regrading or tree removal.
- The proposed use will not interfere with the continued agricultural use of the property.
- The use is small in scale and limited to 0.6ha. of the entire site.
- The site is no within the regulated area of the GRCA. As a result no impact on the natural environment will occur.

In summary, the application fulfills the requirements of the County of Wellington Official Plan and is in conformity with its policies.

While permitted in the Official Plan, the Township of Puslinch zoning bylaw does not permit a small scale commercial use in the Rural area. As a result, the approval of this application is required. The proposal meets all of the lot and setback requirements set out in the Agricultural A zone.

8.0 Conclusions

The application for a rezoning should be approved because:

- The proposed small scale use is consistent with the Provincial Policy Statement.
- The proposal is in conformity with the County of Wellington Official Plan.
- The proposal will have no negative impact on the existing agricultural uses in the vicinity.
- The proposal is Not included within the regulated area of the GRCA and no negative environmental impacts are expected.

Respectfully submitted

Riepma Consultants Inc.

Clare Riepma P.Eng., R.P.P., MES

President

Appendices

Appendix 1 Location Plan

Appendix 2 Existing survey

Appendix 3 Surrounding area

Appendix 4 County of Wellington Official Plan Land Use Schedule

Appendix 5 Township of Puslinch Zoning bylaw

Appendix 6 GRCA Regulated Area Map

Appendix 1

4995 Wellington 125
Hwy 25
Halton-Erin Rd
Hwy 7
3 Line
Fourth Line
25
7
Google Earth
Image © 2025 Airbus
N
2 km

Appendix 2

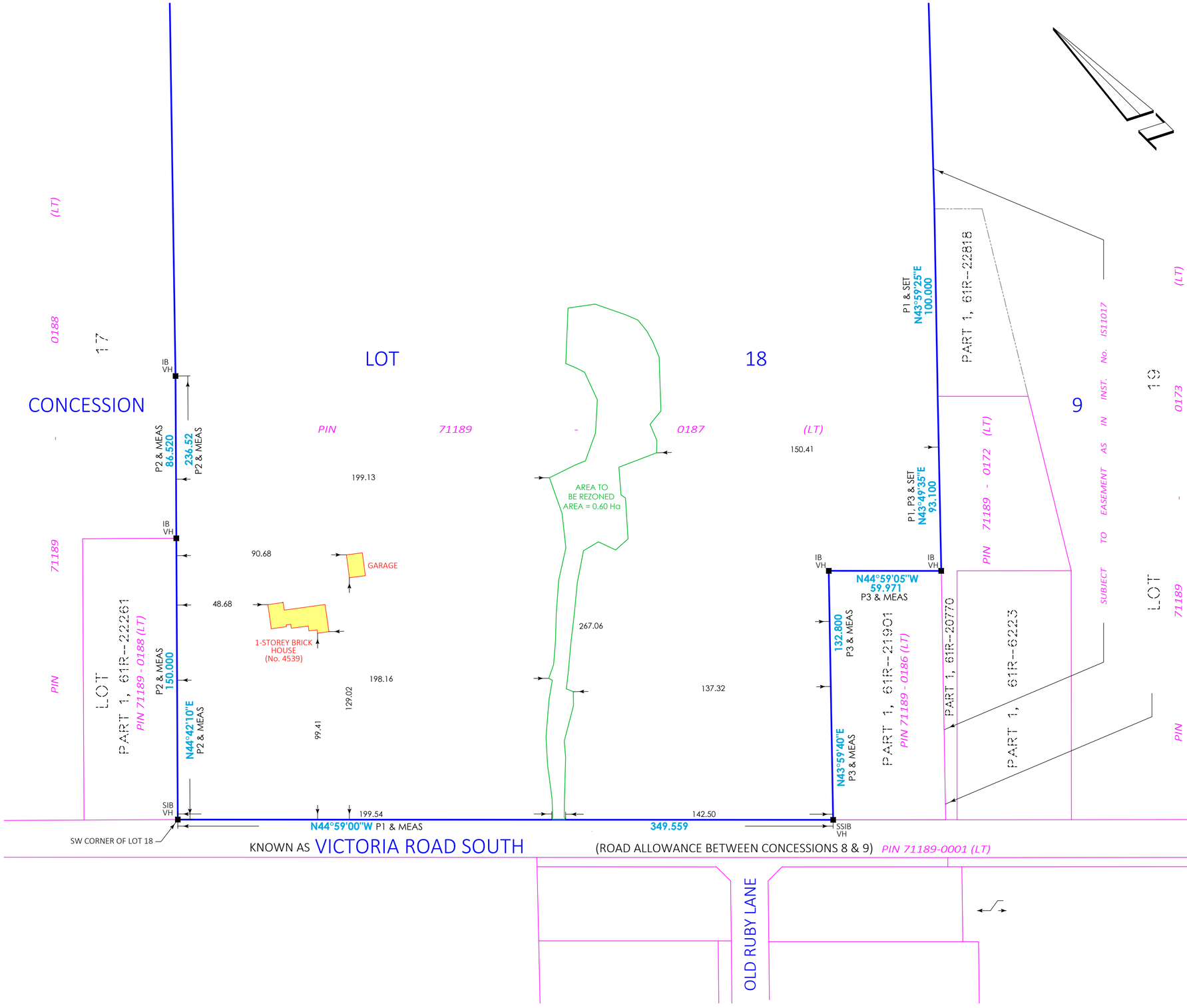
PLAN OF SURVEY OF
PART OF LOT 18
CONCESSION 9
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

SCALE 1 : 1500

0 15 30 60 90 metres

VAN HARTEN SURVEYING INC.

THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1500



LEGEND:

■—	SURVEY MONUMENT FOUND
IB	.015 x .015 x 0.60 IRON BAR
SIB	.025 X .025 X 1.20 STANDARD IRON BAR
SSIB	.025 X .025 X 0.60 SHORT STANDARD IRON BAR
N, E, S, W	NORTH, EAST , SOUTH, WEST
VH	VAN HARTEN SURVEYING INC.
P1	DEPOSITED PLAN 61R-22818
P2	DEPOSITED PLAN 61R-22261
P3	DEPOSITED PLAN 61R-21901

BEARING & DISTANCE NOTE:

1. BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17. NAD 83-CSRS (2010) ADJUSTMENT.
2. DISTANCES SHOWN ON THE PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO UTM GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999612

NOTE:

THE ORIGINAL VERSION OF THIS PLAN WAS PREPARED IN COLOUR.

FOR THE PURPOSE OF DIRECTIONAL TIES, NORTH IS CONSIDERED TOP OF THE SHEET.

METRIC:

DISTANCES ON THIS PLAN ARE MEASURED IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 9th DAY OF SEPTEMBER, 2025.

DATE: SEPTEMBER 29, 2025

COLIN J. VANDERWOERD
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-112163

Van Harten
LAND SURVEYORS - ENGINEERS

Kitchener/Waterloo	Guelph	Orangeville
Ph: 519-742-8371	Ph: 519-821-2763	Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: PJ	CHECKED BY: CJV	PROJECT No. 33589-24

Sep 29, 2025-12:03:31 PM
G:\PUSLINCH\CON9\LOT 18\ACAD\PoS LT18 CON9 (33589-24) (UTM2010).dwg

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Appendix 3

Google Earth
Image © 2025 Airbus
4995 Wellington 125
25
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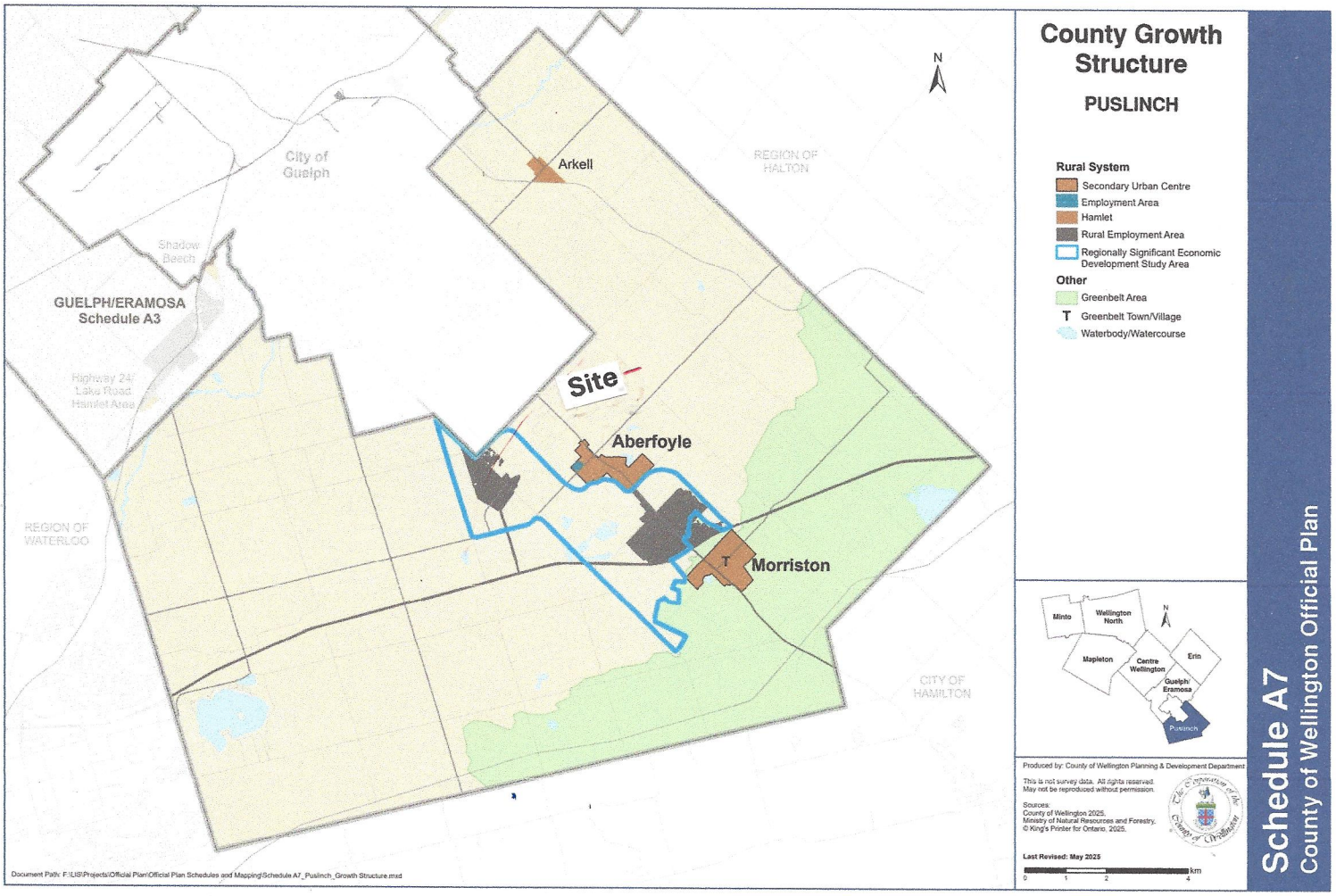
300 m

Appendix 4


City of Guelph
Arkell
REGION OF HALTON
Shadow Beech
GUELPH/ERAMOSA
Schedule A3
Highway 24/
Lake Road
Hamlet Area
Site
Aberfoyle
Morriston
REGION OF WATERLOO
CITY OF HAMILTON
N
County Growth Structure
PUSLINCH
Rural System
Secondary Urban Centre
Employment Area
Hamlet
Rural Employment Area
Regionally Significant Economic Development Study Area
Other
Greenbelt Area
T Greenbelt Town/Village
Waterbody/Watercourse
Minto
Wellington North
Mapleton
Centre Wellington
Erin
Guelph/ Eramosa
Puslinch
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Sources:
County of Wellington 2025.
Ministry of Natural Resources and Forestry.
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Last Revised: May 2025
km
0 1 2 4
Document Path: F:\LIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule A7_Puslinch_Growth Structure.mxd
Schedule A7
County of Wellington Official Plan

Appendix 5

County Growth Structure

ERIN

Urban System

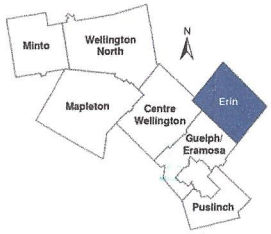
- Primary Urban Centre
- Delineated Built-up Area
- Designated Greenfield Area
- Employment Area

Rural System

- Hamlet

Other

- Greenbelt Area
- T Greenbelt Town/Village
- H Greenbelt Hamlet
- Waterbody/Watercourse



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Sources:
County of Wellington 2025
Ministry of Natural Resources and Forestry,
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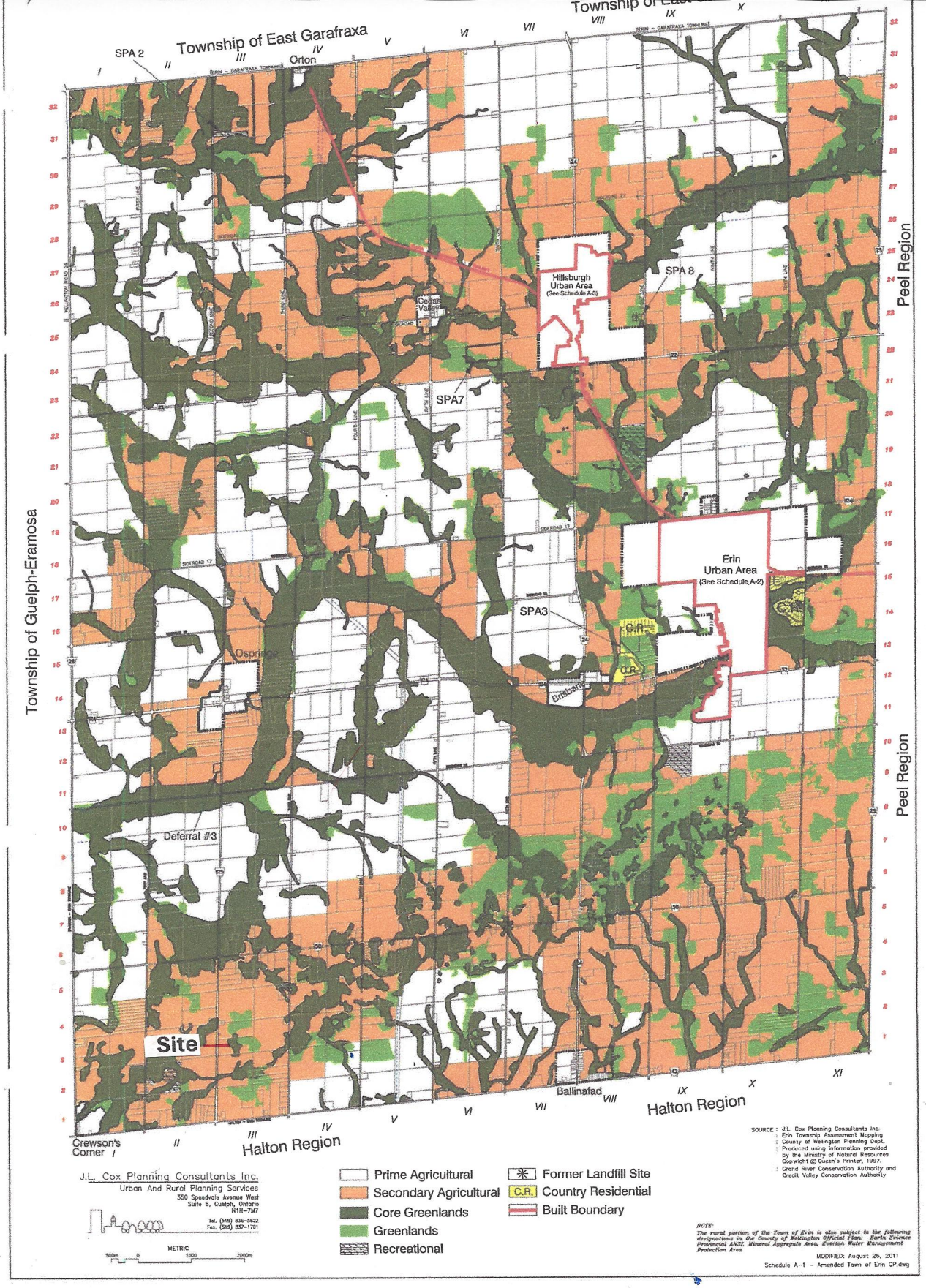
Last Revised: May 2025

0 1.5 3 6 km

Schedule A2

County of Wellington Official Plan

Appendix 6



J.L. Cox Planning Consultants Inc.
Urban And Rural Planning Services
350 Speedvale Avenue West
Suite 6, Guelph, Ontario
N1H-7M7
Tel. (519) 836-5622
Fax. (519) 837-1731

METRIC
500m 0 1000 2000m

- Prime Agricultural
- Secondary Agricultural
- Core Greenlands
- Greenlands
- Recreational
- Former Landfill Site
- C.R. Country Residential
- Built Boundary

SOURCE : J.L. Cox Planning Consultants Inc.
Erin Township Assessment Mapping
County of Wellington Planning Dept.
Produced using information provided by the Ministry of Natural Resources
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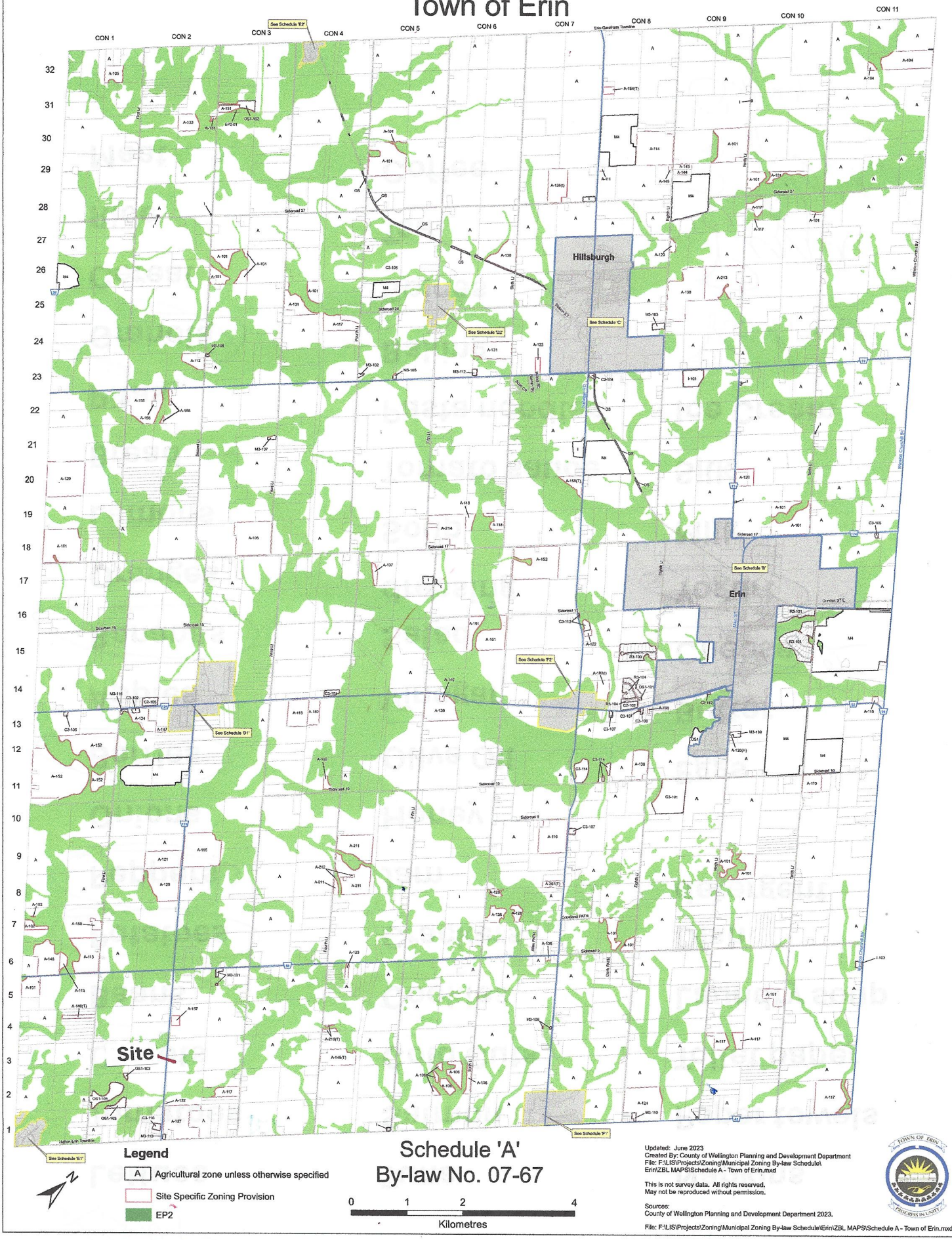
Grand River Conservation Authority and Credit Valley Conservation Authority

NOTE:
The rural portion of the Town of Erin is also subject to the following designations in the County of Wellington Official Plan: Karst Zoance Provincial ANSI, Mineral Aggregate Area, Everton Water Management Protection Area.

MODIFIED: August 26, 2011
Schedule A-1 - Amended Town of Erin OP.dwg

Appendix 7

Town of Erin



Legend

- A — Agricultural zone unless otherwise specified
- Site Specific Zoning Provision
- EP2

Schedule 'A'
By-law No. 07-67

0 1 2 4
Kilometres

Updated: June 2023
Created By: County of Wellington Planning and Development Department
File: F:\LIS\Projects\Zoning\Municipal Zoning By-law Schedule\Erin\ZBL MAPS\Schedule A - Town of Erin.mxd

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Sources:
County of Wellington Planning and Development Department 2023.

File: F:\LIS\Projects\Zoning\Municipal Zoning By-law Schedule\Erin\ZBL MAPS\Schedule A - Town of Erin.mxd

4.2.2 Prime Agricultural Areas

Prime Agricultural Areas consist of primarily Class 1 to Class 3 soils under the Canada Land Inventory for Agriculture system.

The use of lands in the Prime Agricultural Area designation shall be guided by the policies of Section 6.4 of the County of Wellington Official Plan. The creation of new lots will be guided by Section 10.3 of the County Official Plan.

4.2.3 Secondary Agricultural Areas

Secondary Agricultural Areas consist of lands within the rural area which are determined to be non-prime farmland, generally consisting of Class 4 to 7 and Organic Canada Land Inventory for Agriculture ranked soils, but which can sustain certain agricultural activities.

It is intended that agriculture will continue to be the dominant use in areas designated Secondary Agricultural, Minimum Distance Separation (MDS) requirements will continue to apply. Where a development application is made an adjacent landowner may request that an MDS II calculation be made to consider his potential for expansion and to be considered as part of the review of the application.

The use of lands in the Secondary Agricultural Area designation shall be guided by the policies of Section 6.5 of the County of Wellington Official Plan. The creation of new lots will be guided by Section 10.4 of the County Official Plan.

4.3 Greenlands

4.3.1 Overview

The Core Greenlands designation as illustrated on Schedule A-1, A-2 and A-3 of the Plan apply to a variety of natural heritage resource features found in the Town. These features have varying levels of significance or sensitivity. The Greenland designation includes a Core Greenlands component where no development is permitted and a Greenlands portion where some development may occur subject to the preparation of an Environmental Impact Assessment satisfactory to the Town, the applicable Conservation Authority and other applicable agencies.

General policies applying to the natural heritage resources are found in Section 3.1 of this Plan. Greenlands policies will not limit the ability of agricultural uses to continue.

4.3.2 Core Greenlands Designation

a) Definition

SECTION 5 - REQUIREMENTS FOR AGRICULTURAL ZONES

No *person* shall *use land* or *erect* or *use* a *building* or *structure* in an Agricultural Zone in the Town of Erin except in accordance with the provisions contained herein.

5.1 Agricultural (A) Zone

Amended by By-law 18-34 & 21-53

.1 Permitted *Uses*

- *agricultural uses*
- single detached *dwelling*
- *additional residential dwelling unit* in accordance with Section 4.1.1 and Section 4.1.2
- *B & B* (Class 1 & 2) in accordance with Section 4.3
- *home industry* in accordance with Section 4.17
- *home occupation* in accordance with Section 4.18
- *commercial nursery*
- *portable asphalt plant*
- *wayside pit or quarry*
- *uses accessory* to any permitted *use*
- *agriculture-related uses* in accordance with Section 5.1.3
- *on-farm diversified uses* in accordance with Section 5.1.4

.2 Lot Regulations

TABLE 4 - LOT REGULATIONS FOR THE A ZONE

LOT REQUIREMENTS	LOT AREA 10 HA. OR MORE	LOT AREA LESS THAN 10 HA.
Minimum *Lot Area* (1)	10.0 ha	0.4 ha
Minimum *Lot* Frontage (1)	120.0 m	30.0 m
Minimum *Front Yard* (2)	10.5 m	10.5 m
Minimum *Rear Yard* (2)	7.5 m	7.5 m
Minimum Interior *Side Yard*	3.0 m	3.0 m
Minimum Exterior *Side Yard* (2)	7.5 m	7.5 m
Maximum *Lot* Coverage	30%	30%
Maximum *Height Main Building*	11.0 m	11.0 m

clock towers, water tanks, elevator enclosures, flagpoles, radio, television or telecommunications transmitting or receiving antennae, ventilators, skylights, silos, wind turbines, windmills or chimneys.

4.16 Holding Provisions ("H" Suffix)

Where a zoning symbol shown on Schedules "A" through "E" has the suffix (H), this indicates that holding provisions have been applied in accordance with the provisions of the applicable Official Plan. Until such time as the suffix (H) has been removed from the zone symbol by a by-law passed under the authority of the Planning Act, and in accordance with the provisions of the Official Plan, only the following *uses* shall be permitted:

i) those *uses* which legally existed as of the date of passing of this By-law;

ii) *uses*, *buildings* or *structures* *accessory* to the foregoing

4.17 Home Industries

Where permitted, home industries are subject to the following regulations:

.1 It is clearly secondary to the *main use* on the *lot*.

.2 The *lot* shall have a minimum area of 2.5 ha.

Amended by By-law 18-34

.3 There is no *outdoor storage* of materials, *shipping containers*, or finished products.

.4 The total *floor area* of all *buildings* or *structures* or parts of *buildings* or *structures* used for a *home industry* shall not exceed 186.0 m^2. For the purposes of this section, total *floor area* shall mean all *storeys* including cellars.

.5 No *building* or *structure* used for a *home industry* shall be located within 22.0 m of a *lot line* or 60.0 m of a residence on a separate *lot*.

.6 A *home industry* may include such *uses* as a carpentry shop, a welding shop, a machine shop, a tool and equipment repair shop and a small engine shop but does not include automotive body repair shop, or *automotive sales establishment*, or *automotive service station* or a wrecking *yard*.

.7 At no time may any *home industry* employ more than two *persons* who do not reside on the *lot* on which such *home industry* is conducted.

.8 Any *home industry* shall provide a minimum of three off-street *parking spaces*.

.9 The activity is in compliance with all other relevant regulations of this Zoning By-law.

4.18 Home Occupations

Where permitted, a *home occupation* may be conducted only in a *dwelling* unit provided

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
BY-LAW NO. _____

Being a by-law to amend Comprehensive Zoning By-law 023/18, as amended, with respect to 4395 Victoria Road South,

WHEREAS Section 34 of the Planning Act, as amended, permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law;

AND WHEREAS the Council of The Corporation of the Township of Puslinch considers it desirable to pass a zoning by-law to permit an Open Storage Area at 0.6ha of area at 4395 Victoria Road South,

NOW THEREFORE the Council of The Corporation of the Township of Puslinch enacts that By-law 023/18, as amended, shall be and is hereby amended as follows:

1. That the lands shown on Schedule A attached are rezoned to permit an Open Storage Area in the area to be rezoned.

Read three times and finally passed in open Council on the XX day of XXXXXX, 20XX.

_____
Mayor

_____
Clerk

DRAFT

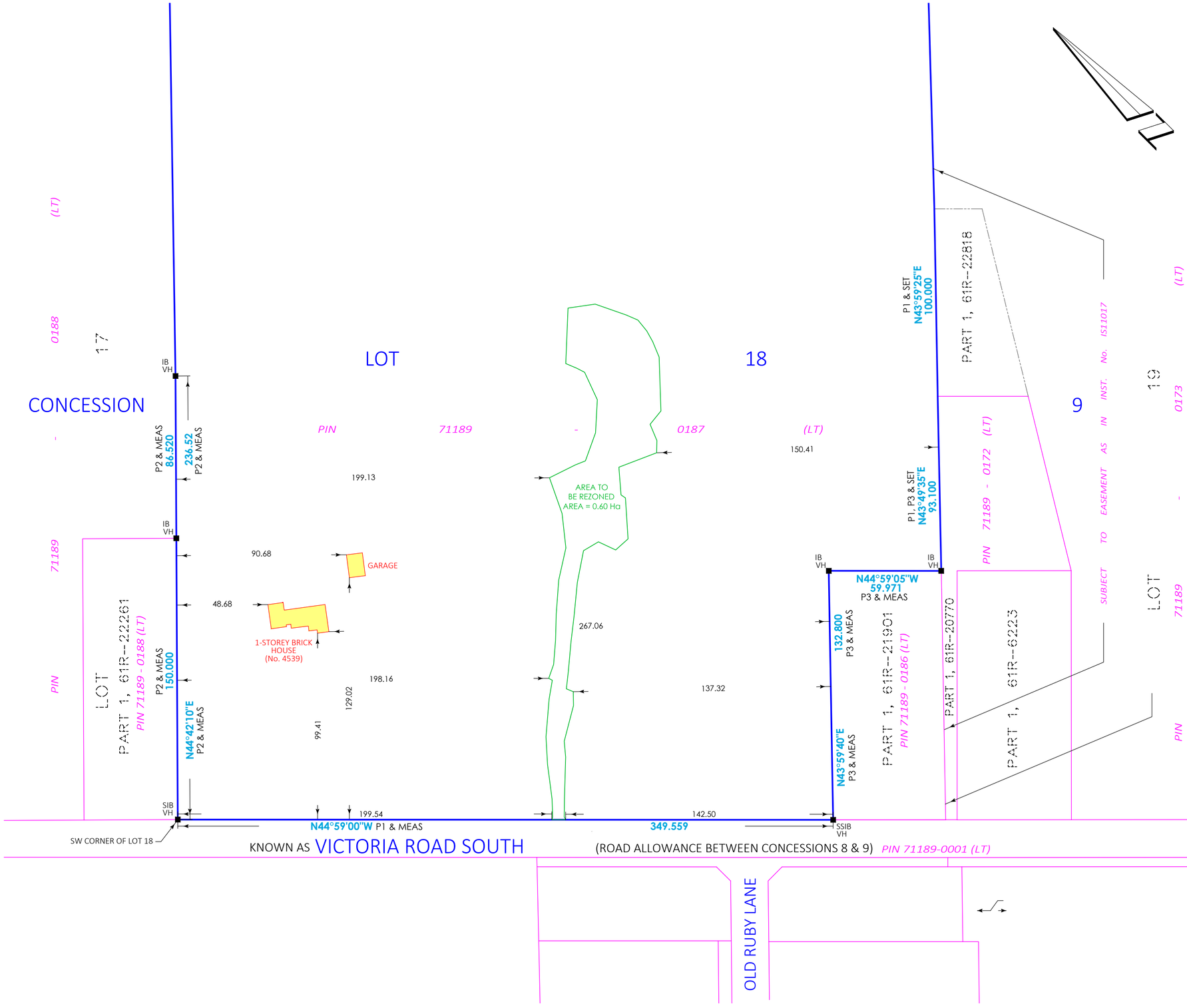
PLAN OF SURVEY OF
PART OF LOT 18
CONCESSION 9
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

SCALE 1 : 1500

0 15 30 60 90 metres

VAN HARTEN SURVEYING INC.

THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1500



LEGEND:

■—	SURVEY MONUMENT FOUND
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SIB	.025 X .025 X 1.20 STANDARD IRON BAR
SSIB	.025 X .025 X 0.60 SHORT STANDARD IRON BAR
N, E, S, W	NORTH, EAST , SOUTH, WEST
VH	VAN HARTEN SURVEYING INC.
P1	DEPOSITED PLAN 61R-22818
P2	DEPOSITED PLAN 61R-22261
P3	DEPOSITED PLAN 61R-21901

BEARING & DISTANCE NOTE:

1. BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17. NAD 83-CSRS (2010) ADJUSTMENT.
2. DISTANCES SHOWN ON THE PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO UTM GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999612

NOTE:

THE ORIGINAL VERSION OF THIS PLAN WAS PREPARED IN COLOUR.

FOR THE PURPOSE OF DIRECTIONAL TIES, NORTH IS CONSIDERED TOP OF THE SHEET.

METRIC:

DISTANCES ON THIS PLAN ARE MEASURED IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 9th DAY OF SEPTEMBER, 2025.

DATE: SEPTEMBER 29, 2025

[redacted]

COLIN J. VANDERWOERD
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-112163

Van Harten
LAND SURVEYORS - ENGINEERS

Kitchener/Waterloo	Guelph	Orangeville
Ph: 519-742-8371	Ph: 519-821-2763	Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: PJ	CHECKED BY: CJV	PROJECT No. 33589-24

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D14-MCC – 4539 Victoria Rd S – Zoning Bylaw Amendment – 1st Submission Comment Summary

Consultant	Comments
Ecology – NRSI	See attached letter
Source Water	See attached letter
GRCA	See attached letter
Township Bylaw Department	No Comments
Township Engineer – GEI	See attached letter
County Planning Department	Please find the County Planning comments below in reference to deeming the Zoning By-law Amendment application for 4539 Victoria Road South complete: It is acknowledged that the applicant has provided a Planning Justification Report and a Draft Zoning By-law Amendment. It is noted that, as part of the pre-consultation, a detailed Site Plan was requested by both the Township and the County. It is recommended that additional details be added to the Site Plan for the next submission, specifically the extent of the Greenlands System on the subject property and the associated setbacks between the proposed use and the Greenlands System. It is noted that within the submitted Planning Justification Report, reference is made to a property in the Town of Erin. It is recommended that these references be removed from the report. County Planning staff have no objection to the application being deemed complete. Detailed comments will be provided after the application has been deemed complete and circulated for formal review.
Township Fire Department	No comments

Township Public Works Department	No comments
Township Building Department	No comments
NPG	See attached letter
Hydrogeology	No comments

NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists

November 7, 2025 3378

Township of Puslinch
7404 Wellington County Rd 34
Puslinch, ON
N0B 2J0

Attention: Monika Farncombe
Planning and Corporate Services Coordinator

RE: 4539 Victoria Road South, Township of Puslinch
Zoning By-law Amendment Application Review Comments

As requested, we have reviewed the Zoning By-law Amendment (ZBA) Application ('Application') submitted to the Township of Puslinch by Riepma Consultants Inc. (Clare Riepma) on behalf of Stephanie McCrone for proposed recreational vehicle (RV) storage at 4539 Victoria Road South, Township of Puslinch, Ontario ('subject property'). Our comments are set out below.

Background

The subject property is located northeast of Victoria Road South and southeast of Maltby Road East in the Township of Puslinch, Ontario. It is understood that the applicant wishes to store RVs, portable sheds, and similar items within the central portion of their property, as illustrated in the Application. In May 2024, NRSI staff provided peer review comments (May 27, 2024) on a Pre-Consultation Request, at the request of the Township.

Reviewed Materials

In order to complete this review assignment, NRSI staff have reviewed the following materials:

- 4539 Victoria Road South, Puslinch, Planning Justification Report. Prepared by Riepma Consultants Inc. (October 2025);
- Plan of Survey of Part of Lot 18, Concession 9, Township of Puslinch, County of Wellington. Prepared by Van Harten Land Surveyors-Engineers (September 2025);
- Grand River Conservation Authority Regulation Mapping, Grand River Conservation Authority (2025);
- Township of Puslinch Comprehensive Zoning By-law No. 023-18 (Consolidated April 2025);
- County of Wellington Official Plan. Corporation of the County of Wellington (last updated May 2025); and,
- Natural Heritage Information Centre (NHIC) Make a Natural Heritage Area Map Application (MNR 2025).

Comments on Reviewed Materials

- The subject property contains a portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) within the northeastern and southeast. A small (<0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (<0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property.
- Available air photography shows intermittent tree cover throughout the subject property and a more densely treed area within the north and northeast sections of the property. Based on this, it is anticipated that the property contains woodland that may be considered Significant under the County of Wellington Official Plan (last updated May 2025).
- As stated in our previous letter (NRSI 2024), available air photography appears to show recent disturbance (i.e., between 2021-2022 and 2022-2024) within the subject property, including what appears to be the development of a constructed access to the proposed RV storage area. It is unclear if this activity has been completed in compliance with the relevant municipal regulations. Clarification should be provided on this.
- Within the Pre-Consultation Request response (NRSI 2024), NRSI staff recommended a concept plan be prepared. It is recommended that an ecologist or similar qualified biologist be retained to confirm the presence or absence of woodland within the property, or other natural heritage features adjacent to the storage area. If woodland presence is confirmed, it is recommended that the dripline be delineated where it is exists on the subject property and the concept plan identify natural heritage features/constraints in relation to the proposed storage area.
- Should the area proposed for RV storage exist within or directly adjacent (as per County of Wellington Official Plan standards) to regulated natural heritage features or the GRCA's regulation area, the completion of an Environmental Impact Study (EIS) may be required to assess potential impacts that the proposed storage activity may have on the existing natural heritage features on and adjacent to the subject property.

Please do not hesitate to contact us if you require further clarification on these matters.

Sincerely,
Natural Resource Solutions Inc.

Jack Richard, M.F.C., R.P.F.
Terrestrial Biologist and Registered Professional Forester

Sydney Gilmour, M.Sc.
Terrestrial and Wetland Biologist

11/03/2025

Memorandum

To: Monika Farncombe - Planning and Corporate Services Coordinator, Township of Puslinch

From: Keira Martinson - Source Protection Coordinator, Wellington Source Water Protection

Reviewed By: Kyle Davis - Risk Management Official, Township of Puslinch

RE: 4539 Victoria Rd S, Township of Puslinch
Zoning By-Law Amendment

Wellington Source Water Protection (WSWP) staff have had the opportunity to review the submitted documents in support of the above noted application. This property is located within a vulnerable area and our review was completed to ensure the activities at this property meet the requirements of relevant Source Protection Plan and County of Wellington Official Plan policies.

Clean Water Act Section 59 Notice & Risk Management Plan:

A Section 59 Notice and Risk Management Plan are not required for this proposal. If the nature of the development changes, Notices may apply and Risk Management Plan may be required.

Land Use Planning:

WSWP recommends the following conditions be added to the Zoning By-Law Amendment:

1. The submission of a fuel spill plan, which outlines what actions would be taken to contain and mitigate fuel if it were to spill from any of the vehicles stored on site.

For more information, please contact sourcewater@centrewellington.ca.

Sincerely,

[redacted] Nov 3, 2025

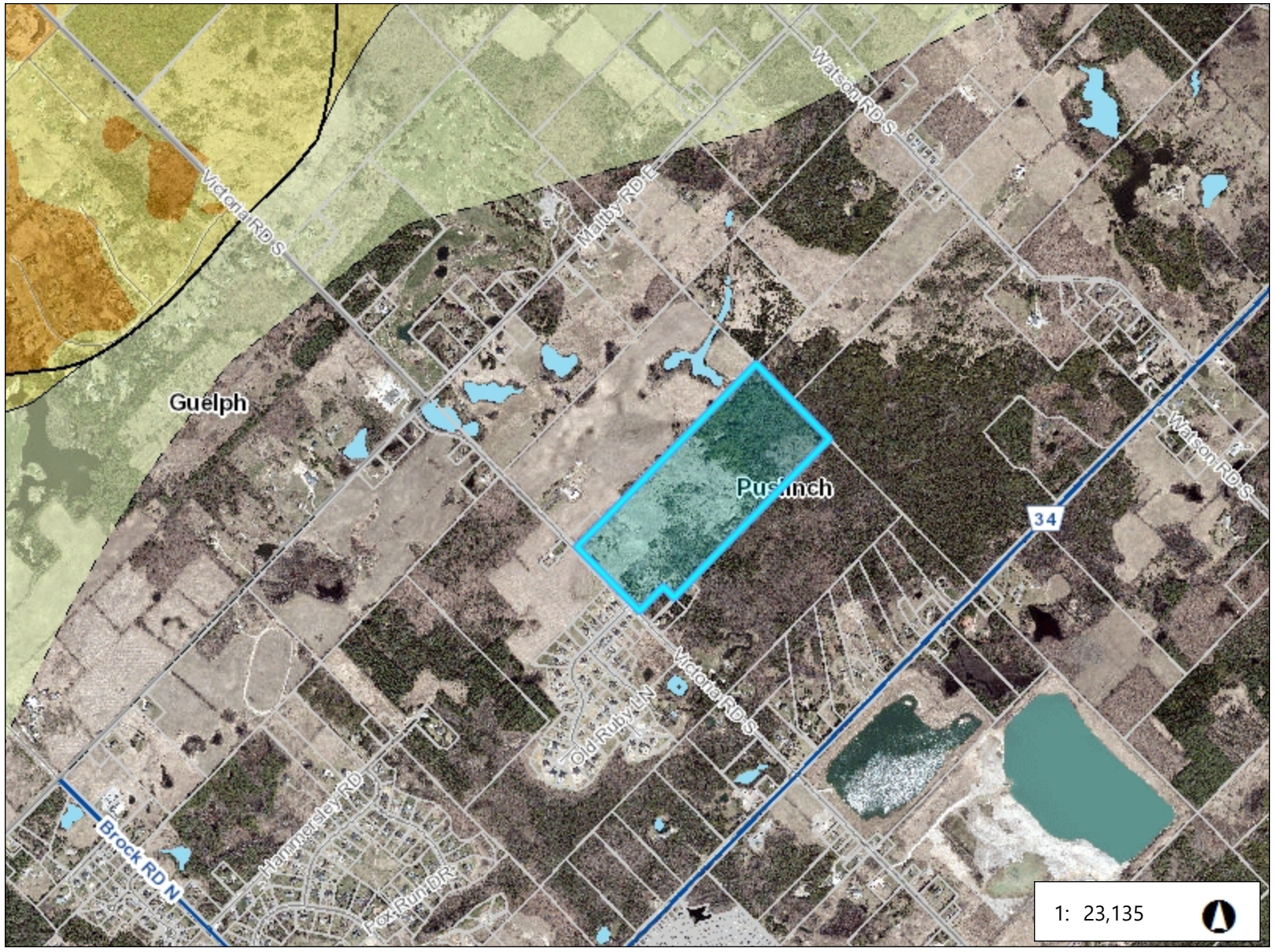
Keira Martinson
Source Protection Coordinator
519-846-9691 ext 283
kmartinson@centrewellington.ca

[redacted] Nov 3, 2025

Kyle Davis
Risk Management Official
519-846-9691 ext 362
kdavis@centrewellington.ca

Attachments: Vulnerable Area Maps

4539 Victoria Road South, Puslinch



Legend

- Parcels
- Roads - Small Scale
  - Local Road
  - County Road
  - Highway
- Waterbodies
- Municipalities
- Well Locations
  - Existing
  - Proposed
- Issue Contributing Area
  - Chloride
  - Nitrate
  - Sodium
  - TCE
- Wellhead Protection Area
  - A
  - B
  - C
  - D
- Vulnerability Score
  - 10
  - 8, D; 8; 8, C
  - 2, 4, 6 (A, B or C)
  - 2,4,6, D; 2,4, D; 2, 4, 6 (D); 4, D; 6,
- HVA

1.2 0 0.59 1.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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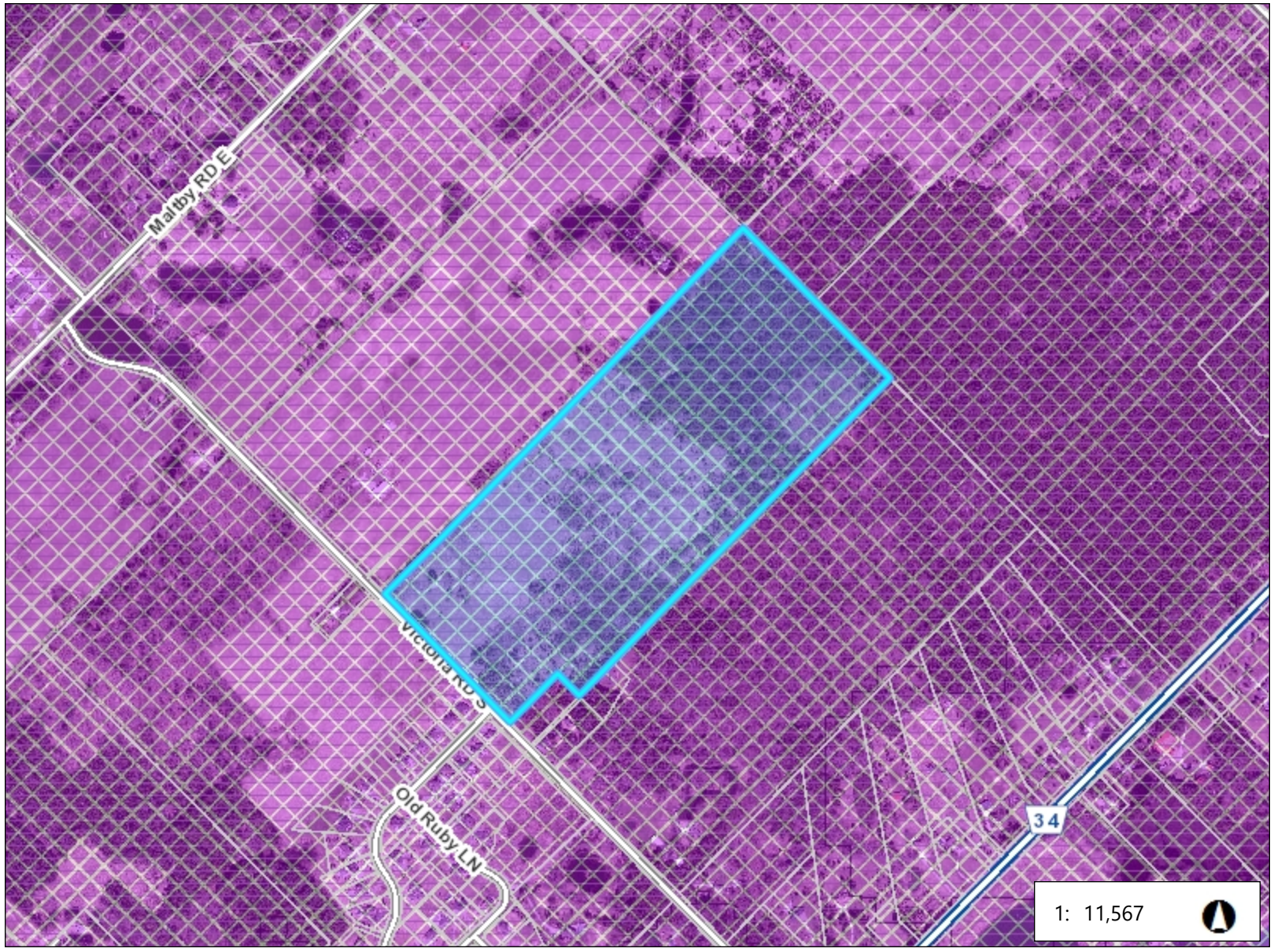
Notes

Explore Wellington

4539 Victoria Road South, Puslinch



Legend

- Parcels
- Roads
  - Local Road
  - County Road
  - Highway
- Well Locations
  - Existing
  - Proposed
- Wellhead Protection Area
  - A
  - B
  - C
  - D
- Vulnerability Score
  - 10
  - 8, D; 8; 8, C
  - 2, 4, 6 (A, B or C)
  - 2,4,6, D; 2,4, D; 2, 4, 6 (D); 4, D; 6,
- WHPA Q1_Q2_Boundary
- WHPA Q1_Q2
  - Approved
  - Draft
- HVA
- SGRA
- RoadsLookup

0.6 0 0.29 0.6 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022

Notes

SWP_Comments_VictoriaRdS_4539_v2

Final Audit Report 2025-11-03

Created:	2025-11-03
By:	Keira Martinson (kmartinson@centrewellington.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAABMdMw8-ABTSNeLzbPLAzDQwl8LDir6VA

"SWP_Comments_VictoriaRdS_4539_v2" History

Document created by Keira Martinson (kmartinson@centrewellington.ca)
2025-11-03 - 2:22:46 PM GMT

Document e-signed by Keira Martinson (kmartinson@centrewellington.ca)
Signature Date: 2025-11-03 - 2:25:06 PM GMT - Time Source: server

Document emailed to Kyle Davis (kdavis@centrewellington.ca) for signature
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Agreement completed.
2025-11-03 - 2:31:56 PM GMT

Adobe Acrobat Sign

Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

October 31, 2025
Via email
D14-MCC

Monika Farncombe
Development and Legislative Coordinator
7404 Wellington Road 34
Township of Puslinch, ON N0B 2J0

Dear Monika Farncombe,

Re: Complete Application Review
D14-MCC
4539 Victoria Road South, Puslinch

Grand River Conservation Authority (GRCA) staff has reviewed the materials submitted in support of Zoning By-law Amendment application D14-MCC located at 4538 Victoria Road South, within the Township of Puslinch. The Zoning By-law Amendment proposes to re-zone a 0.6 ha portion of the property to outdoor storage for recreational vehicles, portable sheds, and similar uses.

Information currently available at this office indicates that the subject land contains wetlands and slope erosion hazards. Due to the presence of these features and their associated regulated allowances, portions of the subject land are regulated by the GRCA under Ontario Regulation 41/24 (Prohibited Activities, Exemptions, and Permits). A copy of GRCA's resource mapping is attached.

Any future development activity within the GRCA regulated area will require the prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

Recommendation
GRCA staff recommend that the site plan is updated to include the wetland features and the extent of the GRCA's regulated area. All development should be located outside of the regulated area. This information may be downloaded from our website: https://data.grandriver.ca/downloads-geospatial.html.

Consistent with GRCA's 2024 approved fee schedule, this application will be considered a minor zoning by-law amendment. Upon receipt of a formal application, the applicant will be invoiced in the amount of $465 for the GRCA's review of the application.

Should you have any questions, please contact Brandon Henderson at Bhenderson@grandriver.ca or 519-621-2763 ext. 2327.

Sincerely,

[redacted]

Chris Foster-Pengelly, M.Sc.
Supervisor of Resource Planning and Regulation Services
Grand River Conservation Authority

Enclosed: GRCA Resource Mapping

October 21, 2025
GEI Project No. 2402588 – 123006-021

VIA CLOUDPERMIT: Township of Puslinch
Township Application No. D14-MCC

Monika Farncombe
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0

Re: ZBA 1st Submission
4539 Victoria Road South
Puslinch, ON

Dear Ms. Farncombe:

Following our review of first submission documents for Zoning By-Law Amendment application received on October 21, 2025, we are providing comments in support of the proposed development on the subject lands located at 4539 Victoria Road South in the Township of Puslinch.

It is our understanding that the proposed development does not include any grading, tree removal or site disturbance. Rezoning is required to permit outdoor storage.

A pre-consultation meeting was held on June 20, 2024.

1. Documents Received

The following documents were received and reviewed as part of this submission:

- Draft Zoning By-law Amendment.
- Plan of Survey, prepared by Van Harten, dated September 29, 2025.

We defer detailed review of the following documents to Township staff and other consultants:

- Planning Justification Report, prepared by Riepma Consultants, dated October 2025.

2. Additional Documents Required

From an engineering perspective, the documents requested as part of the pre-consultation to support the future zoning bylaw amendment application have been provided. The zoning bylaw amendment application can therefore be considered complete from an engineering perspective.

3. Technical Comments

We note that as part of the pre-consultation (our letter dated May 28, 2024), a Site Plan was requested. While the Plan of Survey provided as part of this submission does show some of required details of a Site Plan, additional information should be added to the plan for the next submission, including:

- GRCA regulation limits. The GRCA's pre-consultation letter (dated May 28, 2024) notes that access/egress to the storage area shall be located outside the regulated areas.
- Well and septic system for the existing residence.
- All driveways, walkways and parking areas.
- Any fencing, lighting or signs.
- Outdoor storage areas and suitable fire route.

If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

GEI Consultants Canada Ltd.

[redacted]

Andrea Reed, P.Eng.
Project Engineer

[redacted]

Parth Lad, E.I.T.
Technical Specialist

November 5, 2025

Monika Farncombe
7404 Wellington Road 34,
Puslinch, Ontario

Dear Monika Farncombe,

RE: **NPG Comments**
4539 Victoria Road South
RE: Application for Zoning By-law Amendment

NPG Planning Solutions Inc. (NPG) has been retained to provide comments regarding a Zoning By-law Amendment application to permit an existing outdoor storage area of 0.6 hectares for recreational vehicles, portable sheds and other items on lands municipally known as 4539 Victoria Road South (Subject Lands). The Subject Lands currently contain a single detached dwelling, a detached garage and the existing outdoor storage area. In addition, a portion of the lands are presently used for agricultural purposes. The Subject Lands have a frontage of 349.6 meters along Victoria Road South and are 49.7 hectares in size. Surrounding uses consist of natural features to the east, natural features and residential uses to the south, residential uses to the west and agricultural uses to the north.

A large portion of the Subject Lands is located within the Grand River Conservation Authority (GRCA) regulation limit. In detail, a large portion of the rear yard contains wetlands (including provincially significant wetlands), woodlands, a regulated watercourse and associated floodplains. In addition, there appears to be a wetland located in the southwest corner of the Subject Lands (which is also within the GRCA regulation limit) near the proposed outdoor storage use.

This is the first submission for a Zoning By-law Amendment application. As part of this submission, NPG has reviewed the following documents:

- Draft Zoning By-law Amendment;
- Plan of Survey of the Subject Lands prepared by Van Harten Surveying Inc., dated September 29, 2025; and
- Planning Justification Report prepared by Riepma Consultants Inc., dated October 2025.

1. **Determination of Completeness:**

   a) We have no issues with the Township deeming the Zoning By-law Amendment Application complete from a planning's perspective, provided that there is no objection from other commenting parties.

2. **Additional Requirements**

   a) From a planning perspective, the following materials are required in the subsequent submission for our comprehensive review of the application:

      i. An updated Site Plan including the information outlined below;

      ii. Legal Description including Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments); and

      iii. An updated Planning Justification Report (PJR) with the matters outlined below addressed.

3. **Technical Comments:**

   a) We note that the Applicant submitted a plan of survey, prepared by Van Harten Surveying Inc., in lieu of a conceptual site plan. This plan should be updated to include the following information:

      i. The entire extent of the Subject Lands and existing land uses of adjacent properties;

      ii. The extent of the NE zone and the minimum setback between the proposed outdoor storage area and the NE zone. Subject to the setback, we may provide further comments;

      iii. The surface of the outdoor storage area;

      iv. The extent of the current agricultural operations on the lands;

      v. All existing and proposed driveways;

      vi. The location and size of the farm stand;

      vii. A zoning matrix to demonstrate the proposal's compliance with the Puslinch Zoning By-law's applicable regulations, including regulations of the parent zone and General Provisions. In particular, Section 4.22, including requirements for outdoor storage areas, needs to be addressed in the zoning matrix.

   b) It appears that the 0.6 hectares of lands identified as outdoor storage area include an access off Victoria Road South. If the access is only to connect the outdoor storage area and Victoria Road South, it may not have to be included in the

calculation of the outdoor storage area. Please update the Site Plan to show the extent of lands proposed for the outdoor storage use which should include areas dedicated to store the proposed items as well as maneuvering aisles and driveways needed for the circulation within the outdoor storage area. Please also identify the minimum setbacks from the outdoor storage use to all property lines.

c) With respect to the Planning Justification Report, we offer the following commentary:

i. We note that Appendices 5-7 seem to reference to a different property in the Town of Erin instead of the Subject Lands. Section 7.4 of the report identifies the Subject Lands' zoning as Agricultural, Natural Environment and Rural Environmental Protection. The Subject Lands are zoned Agricultural (A) and Natural Environment (NE) with an Environmental Protection Overlay under the Puslinch Zoning By-law. Please revise this report, particularly if any of the planning opinions change as a result.

ii. This report mentions a portion of the open area of the property is subject to a fill permit to create additional land for agricultural use. Please confirm if a Site Alteration permit has been obtained or is intended to be applied. Please confirm if this means there is additional land identified for agricultural operations in the future. If so, please identify them on the Site Plan.

iii. Should the zoning matrix identify any non-compliances with the Puslinch Zoning By-law, this report should provide justifications for any site-specific zoning amendment required to facilitate the proposed use.

iv. As mentioned, the proposed use is on adjacent lands as per Policy 5.6.3 of the County Official Plan. We defer to the Township's ecologist and the GRCA to determine whether an Environmental Impact Statement is required and whether the relevant environmental policies under the County Official Plan have been met.

v. As mentioned, the proposed use needs to demonstrate conformity with the County of Wellington Official Plan, specifically section 6.5.5. Although this report includes discussion of this section, more analysis is required to justify the proposed use in the Secondary Agricultural Areas. Specifically, please discuss the following in the revised report:

- Please elaborate on the need for the proposed use to be in a non-urban location, specifically from a market requirements, land requirements and compatibility issues' perspectives;

- In lieu of an Agricultural Impact Assessment, please elaborate on the nature of the current agricultural operation on the property and discuss how the proposed use does not hinder or preclude the potential for agriculture on the Subject Lands and in the immediate surrounding areas; and

- Furthermore, the applicant should provide comparable examples of other outdoor storage areas in comparable municipalities to justify the scale of

the outdoor storage area in accordance with Policy 6.5.5 e) of the County of Wellington Official Plan.

d) As we do not have all the necessary information, we are not able to conduct a comprehensive review of the proposal against the Puslinch Zoning By-law. However, we want to highlight the following:

i. It is mentioned that the outdoor storage area will be used to store recreational vehicles, portable sheds and similar items. Please provide a list of all the items that are proposed to be stored in this area. Section 4.22 of the Puslinch Zoning By-law prohibits the storage of certain items in outdoor storage areas. If shipping containers are proposed to be stored within this area, Section 4.24 of the Puslinch Zoning By-law will apply.

ii. Please provide the maximum number of recreational vehicles, portable sheds and other items that are proposed to be stored in the outdoor storage area.

iii. Please confirm if any recreational vehicles will be sold from the Subject Lands;

iv. Please confirm if the outdoor storage area will be seasonal or year-round storage;

v. Please confirm how many people will be employed by the use;

vi. Please confirm if the farm stand fits the definition of “farm products sale outlet”, a permitted use under the Agricultural Zone (A) and whether the farm stand is permanently attached or fixed to the ground or other structures.

vii. Section 4.22 iii. of the Puslinch Zoning By-law requires the outdoor storage area to not exceed the lesser of 25% of the total lot area and the total ground floor area of the principal building on the lot. The Applicant should provide the total lot area and the total ground floor area of the dwelling to verify zoning compliance.

viii. Section 4.22 iv. of the Puslinch Zoning By-law states outdoor storage areas shall be screened by opaque fencing, a masonry wall, landscaping, or berms, to the satisfaction of the Township. Please identify if any of such measures are proposed. At the minimum, some form of physical demarcation of the outdoor storage area would be supported so as to encroach into the agricultural areas in the future.

e) We have reviewed the Draft Zoning By-law and have the following comments:

i. Please provide Schedule A to the draft Zoning By-law;

ii. Please identify what the lands are proposed to be rezoned into, for example an Agricultural Site-Specific Zone (A(spXX)); and

iii. The draft Zoning By-law should also include any site-specific provisions

required to address non-compliances from the Puslinch Zoning By-law.

f) If the Zoning By-law Amendment application is recommended for approval, we anticipate a holding provision would be proposed, requiring the outdoor storage use to receive Site Plan Approval and a Site Plan Agreement is registered on title.

g) Please confirm if there is any existing or proposed exterior lighting in the outdoor storage area. Section 4.15 of the Township Zoning By-law provides regulations related to exterior lighting. If outdoor lighting is proposed as part of the proposed development, a Photometric Plan will be required at the site plan stage.

h) Cash-in-lieu of parkland may be required in accordance with Section 42(1) of the *Planning Act*. Development charges may be required in accordance with the Township's Development Charges By-law No. 053-2024.

i) The following information is available to assist with a submission:

   i. Site Plan and Drawing Requirements: https://puslinch.ca/wpcontent/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf

   ii. Municipal Development Standards: https://puslinch.ca/wpcontent/uploads/2022/07/117006-3-Puslinch-Standards_FINAL-September2019.pdf

Sincerely,

[redacted]

Jeremy Tran, MCIP, RPP
Manager, Urban Design & Development Planning
NPG Planning Solutions Inc.
Jtran@npgsolutions.ca

4539 Victoria Road South
Puslinch

Planning Justification Report

October 2025

Updated January 2026

Riepma CONSULTANTS INC.

1.0 Introduction

Riepma Consultants Inc. was retained to provide this report with respect a rezoning at 4539 Victoria Road South in the Township of Puslinch.

2.0 Background

A pre-consultation meeting with respect to the application was held on June 20, 2024.

3.0 Location

The subject property is located on the east side of Victoria Road South approximately 1000 meters north of Wellington Road 34. See location Plan Appendix 1.

4.0 Site Description

The subject property is rectangular and has an area of 49.7 hectares (98 acres) with a frontage on Victoria Road South of 349.6 meters (1,150 ft.). The property is approximately 1,130 metres (3,700 ft.) deep. The front portion of the property contains a residence and is currently used for agricultural purposes. The southern and rear portion of the property contains a forested area. A portion of the open area of the property is subject to a fill permit. Fill is being imported to the site to create additional land for agricultural use. The topography of the site is flat to gently rolling. A produce stand is located near the road in the area where the outdoor storage area is proposed. See Appendix 2 for the site survey.

5.0 Surrounding Land Uses

The lands to the north are used for agricultural purposes. The lands to the south are generally tree covered with interspersed residential uses. An estate residential subdivision is located on the west side of Victoria Road South. Agricultural lands are located directly across from the site. See also Appendix 3.

6.0 Proposal

The application being made seeks a rezoning to recognize the outside storage that has occurred in a small area (0.6 ha) of the property in the southern portion of the property. The site is to be used for the storage of recreational vehicles, portable sheds and similar items and has been used for this purpose for several years. No grading, tree removal or any site disturbance is required and no buildings are to be constructed. See the survey plan in Appendix 2.

7.0 Planning Considerations

7.1 Provincial Policy Statement 2024

The PPS is a broad policy statement regarding matters of provincial importance. The PPS defines Rural Lands as:

Rural lands: means lands which are located outside settlement areas and which are outside prime agricultural areas.

The subject lands are Rural Lands as defined in the PPS.

Policy 2.5.3 Rural Areas in Municipalities states:

When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.

Further in Policy 2.6 the PPS states:

1. On rural lands located in municipalities, permitted uses are:

- *a) the management or use of resources;*
- *b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);*
- *c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*
- *d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
- *e) home occupations and home industries;*
- *f) cemeteries; and*
- *g) other rural land uses.*

2. Development that can be sustained by rural service levels should be promoted.

3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

While the PPS directs most development to areas within settlement boundaries, the policy anticipates that other rural land uses can be accommodated in the rural area subject to appropriate servicing requirements. Municipalities are to support a diversified rural economy by directing uses not related to agriculture to locations where their impact will be minimized.

The requested rezoning is consistent with the Provincial Policy Statement as the use does not impact the continued agricultural productivity of the property, does not impact the nature woodland on the site and does not require any services.

7.2 Greenbelt Plan

The subject property is not within the Greenbelt Plan.

7.3 County of Wellington Official Plan

The subject property is designated Secondary Agricultural with the wooded areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan. See Appendix 4.

Section 6.5.2 of the Official plan lists the following permitted uses:

- *All uses permitted in prime agricultural areas*
- *Small Scale commercial, industrial and institutional uses*
- *Public service facilities*

Section 6.5.5 outlines the criteria applicable to commercial uses in the secondary agricultural area:

Small scale commercial uses may be permitted provided that:

o Appropriate sewage and water systems can be established;
o The proposed use is compatible with surrounding uses;
*o The use **requires a non-urban location** due to:*
- *Market requirements;*
- *Land requirements;*
- *Compatibility issues.*

o The use will not hinder or preclude the potential for agriculture or mineral aggregate operations.
*o The use will be **small scale** and take place on one lot.*

The application conforms to the policies of the County Official Plan as:

1. The use is small in scale only using 0.6 ha of a 49.7 ha property.
2. No sewage or water systems are required or proposed.
3. The use is compatible with the surrounding area. The driveway and entrance already exist, it is entirely surrounded by vegetation and is not visible from any surrounding use. It is some 140 meters from the nearest lot line and does not generate any noise, dust or light that might affect neighbours. No change of grade is required.
4. Many outside storage areas of this type are located in non-urban locations. Other outdoor storage areas in the vicinity are 1873 Townline Road, 4397 Victoria Road S, and 4458 Victoria Rd S. The proposed site is much smaller that the other outside storage areas in the vicinity.
5. The proposed use has existed for a number of years and has had no negative impact on the nearby agricultural use nor will it preclude or hinder the expansion of agricultural operations in the future. The front portion of the farm is actively used for agricultural purposes. The large treed areas of the property continue in their natural state. The open heavily rolling area in the central portion of the property is being filled to increase the arable land on the site and increase agricultural activity on the lot. The proposed storage are will have no impact on agricultural operations.
6. The use occurs on part of the existing farm lot and the proposed bylaw ensures it will remain at a small scale.

7.4 Township of Puslinch Zoning Bylaw

The subject property is zoned Agricultural, Natural Environment and Rural Environmental Protection in the Township's zoning bylaw. See appendix 5. The area where the outside storage zoning is requested is within the Agricultural A zone. The Agricultural zoning permits a variety of agricultural, agricultural related and on-farm diversified uses. It does not specifically permit outdoor storage uses. As a result this rezoning is required.

7.6 Grand River Conservation Authority

While part of the farm property is included in the regulation limit of the GRCA, the area where the proposed storage is located is not within the regulated are. See Appendix 6.

8.0 Planning Analysis

The County Official Plan is consistent with the Provincial Policy Statement, as it permits the introduction of small scale industrial uses within the rural area. Section 6.5.5 of the Wellington Official Plan addresses new commercial uses in the rural area:

- As the site is to be used only as an outdoor storage area there will be no need for any water or sanitary servicing
- The adjacent lands are largely forested or are in a relatively low state of agricultural production. The storage area is also not visible from Victoria Road South. As a result, there will be no negative impact of this proposal on the adjoining properties.
- The use is well suited to a Rural area as there will be no construction of buildings and no regrading or tree removal.
- The proposed use will not interfere with the continued agricultural use of the property.
- The use is small in scale and limited to 0.6ha. of the entire site.
- The site is not within the regulated area of the GRCA. As a result no impact on the natural environment will occur.

In summary, the application fulfills the requirements of the County of Wellington Official Plan and is in conformity with its policies.

While permitted in the Official Plan, the Township of Puslinch zoning bylaw does not permit a small scale commercial use in the Rural area. As a result, the approval of this application is required. The proposal meets all of the lot and setback requirements set out in the Agricultural A zone.

8.0 Conclusions

The application for a rezoning should be approved because:

- The proposed small scale use is consistent with the Provincial Policy Statement.
- The proposal is in conformity with the County of Wellington Official Plan.
- The proposal will have no negative impact on the existing agricultural uses in the vicinity.
- The proposal is not included within the regulated area of the GRCA and no negative environmental impacts are expected.

Respectfully submitted

Riepma Consultants Inc.

Clare Riepma P.Eng., R.P.P., MES, MCIP

President

Appendices

Appendix 1 Location Plan

Appendix 2 Existing survey

Appendix 3 Surrounding area

Appendix 4 County of Wellington Official Plan Land Use Schedule

Appendix 5 Township of Puslinch Zoning bylaw

Appendix 6 GRCA Regulated Area Map

Appendix 1

4995 Wellington 125
Hwy 25
Halton-Erin Rd
Hwy 7
3 Line
Fourth Line
25
7
Google Earth
Image © 2025 Airbus
N
2 km

Appendix 2

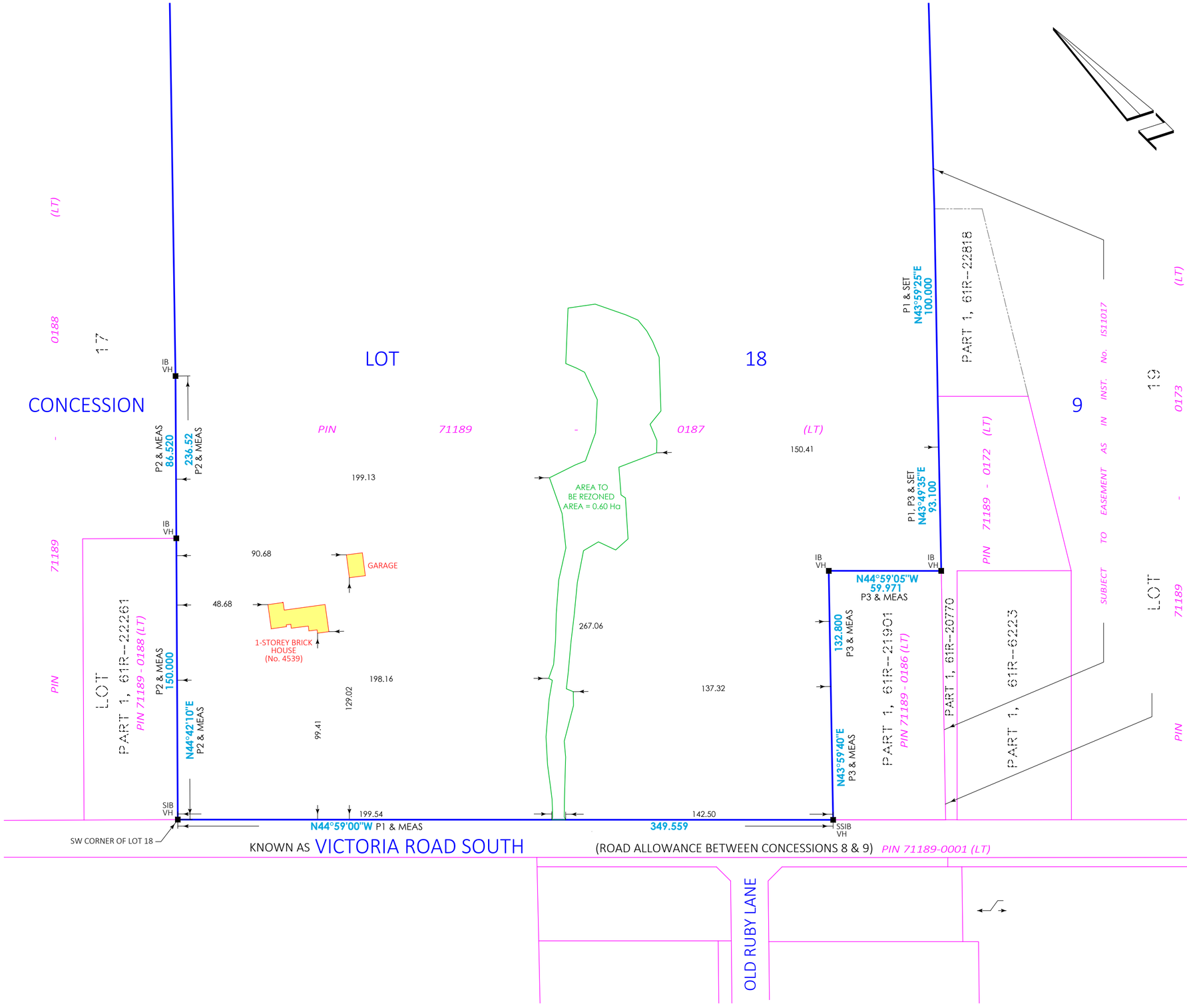
PLAN OF SURVEY OF
PART OF LOT 18
CONCESSION 9
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

SCALE 1 : 1500

0 15 30 60 90 metres

VAN HARTEN SURVEYING INC.

THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1500



LEGEND:

■—	SURVEY MONUMENT FOUND
IB	.015 x .015 x 0.60 IRON BAR
SIB	.025 X .025 X 1.20 STANDARD IRON BAR
SSIB	.025 X .025 X 0.60 SHORT STANDARD IRON BAR
N, E, S, W	NORTH, EAST , SOUTH, WEST
VH	VAN HARTEN SURVEYING INC.
P1	DEPOSITED PLAN 61R-22818
P2	DEPOSITED PLAN 61R-22261
P3	DEPOSITED PLAN 61R-21901

BEARING & DISTANCE NOTE:

1. BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17. NAD 83-CSRS (2010) ADJUSTMENT.
2. DISTANCES SHOWN ON THE PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO UTM GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999612

NOTE:

THE ORIGINAL VERSION OF THIS PLAN WAS PREPARED IN COLOUR.

FOR THE PURPOSE OF DIRECTIONAL TIES, NORTH IS CONSIDERED TOP OF THE SHEET.

METRIC:

DISTANCES ON THIS PLAN ARE MEASURED IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 9th DAY OF SEPTEMBER, 2025.

DATE: SEPTEMBER 29, 2025

[redacted]

COLIN J. VANDERWOERD
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-112163

Van Harten
LAND SURVEYORS - ENGINEERS

Kitchener/Waterloo	Guelph	Orangeville
Ph: 519-742-8371	Ph: 519-821-2763	Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: PJ	CHECKED BY: CJV	PROJECT No. 33589-24

Sep 29, 2025-12:03:31 PM
G:\PUSLINCH\CON9\LOT 18\ACAD\PoS LT18 CON9 (33589-24) (UTM2010).dwg

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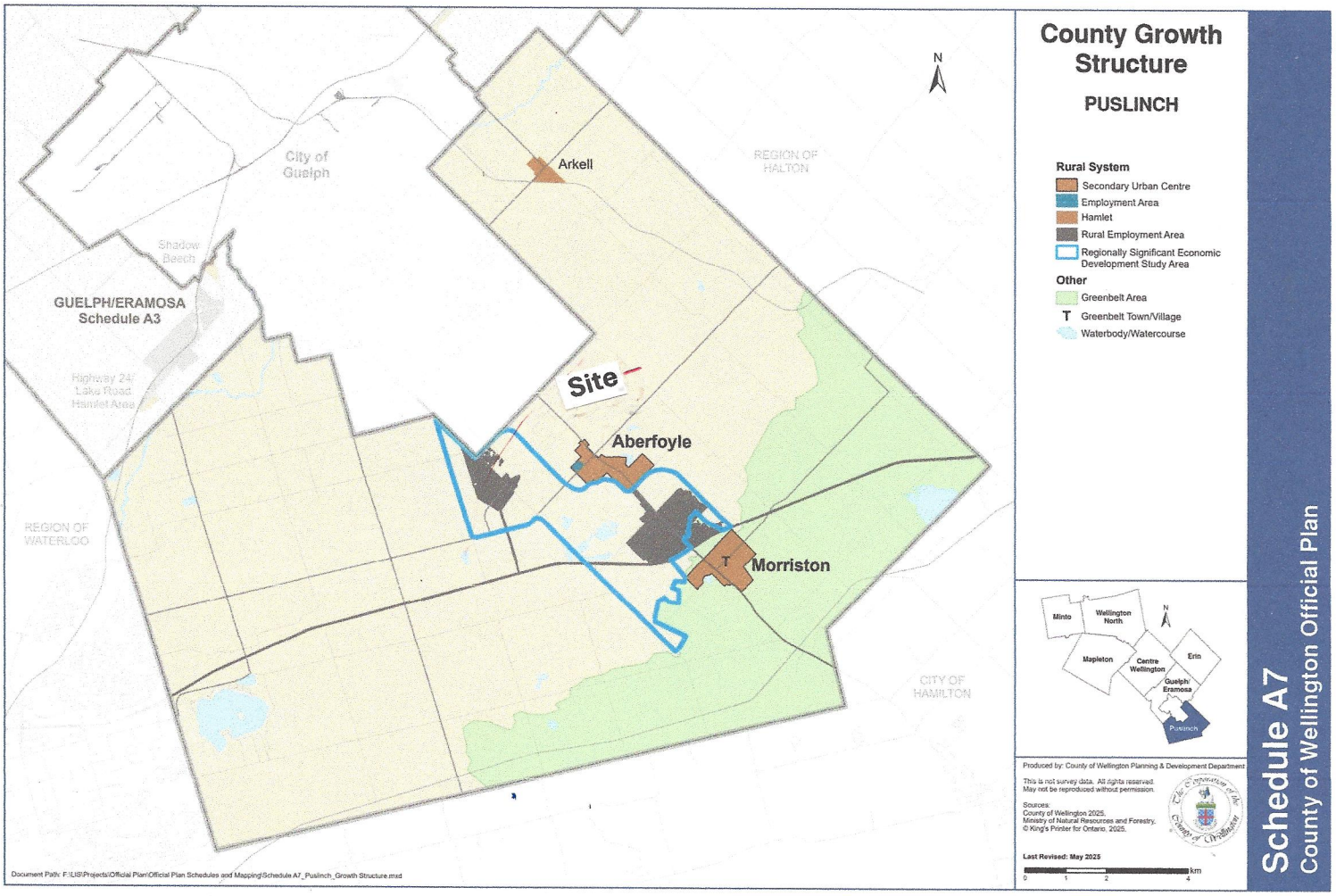
Appendix 3

Google Earth
Image © 2025 Airbus
4995 Wellington 125
25
N
300 m

Appendix 4


City of Guelph
Arkell
REGION OF HALTON
Shadow Beech
GUELPH/ERAMOSA
Schedule A3
Highway 24/
Lake Road
Hamlet Area
Site
Aberfoyle
Morriston
REGION OF WATERLOO
CITY OF HAMILTON
N
County Growth Structure
PUSLINCH
Rural System
Secondary Urban Centre
Employment Area
Hamlet
Rural Employment Area
Regionally Significant Economic Development Study Area
Other
Greenbelt Area
T Greenbelt Town/Village
Waterbody/Watercourse
Minto
Wellington North
Mapleton
Centre Wellington
Erin
Guelph/ Eramosa
Puslinch
Produced by: County of Wellington Planning & Development Department
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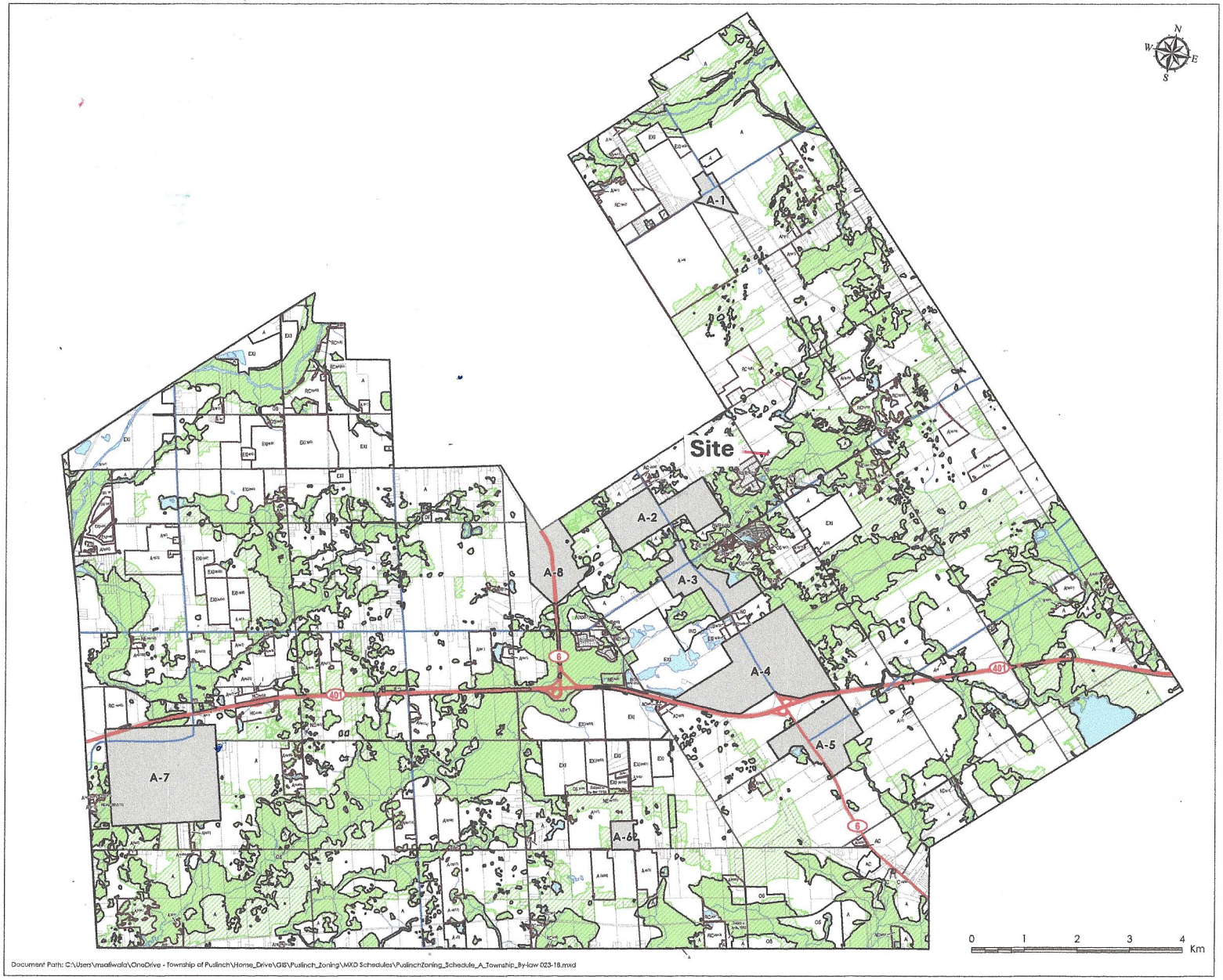
Sources:
County of Wellington 2025.
Ministry of Natural Resources and Forestry.
© King's Printer for Ontario, 2025.
Last Revised: May 2025
km
0 1 2 4
Document Path: F:\LIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule A7_Puslinch_Growth Structure.mxd
Schedule A7
County of Wellington Official Plan

Appendix 5



Township of Puslinch

Zoning By-Law No. 023-18

Schedule 'A'

PUSLINCH

Legend

- Site Specific Exemption
- Zoning Limits
- Environmental Protection Overlay
- Natural Environment

Zone Descriptions

A	Agricultural
AC	Agricultural Commercial
C	Commercial
CMU	Core Mixed Use
DI	Disposal Industrial
EXI	Extractive Industrial
FD	Future Development
HC	Highway Commercial
HR	Hamlet Residential
I	Institutional
IND	Industrial
NE	Natural Environment
OS	Open Space
RC	Resort Commercial
RR	Resort Residential
RUR	Rural Residential
UR	Urban Residential
f-	Aberfoyle Flood Plain Overlay
(sp#)	Site Specific Exemption
(h#)	Holding Provision
(t#)	Temporary Zone

This is not survey data.

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Updated: April 14, 2025
Date printed: April 17, 2025

Sources:
County of Wellington Planning Department, Ministry of Natural Resources Grand River Conservation Authority, Hamilton Region Conservation Authority, and Conservation Halton.

Document Path: C:\Users\msatiwala\OneDrive - Township of Puslinch\Home_Drive\GIS\Puslinch_Zoning\MXD Schedules\PuslinchZoning_Schedule_A_Township_By-law 023-18.mxd

11.0 AGRICULTURAL ZONE

11.1 LIST OF APPLICABLE ZONES

Agricultural Zone **A**

11.2 PERMITTED USES

Uses permitted in an Agricultural **Zone** are denoted by the symbol '✓' in the column applicable to the **zone** and corresponding with the row for a specific permitted use in Table 11.1. A number(s) following the symbol '✓' or identified permitted use indicates that one or more use- specific special provisions apply, which are listed below Tables 11.1.

Table 11.1 Agricultural **Zone** Permitted Uses

USE	A
Additional Residential Unit (Attached and Detached)	✓
Agricultural use	✓
Agriculture-related uses	✓ **(2)**
Animal clinic, agricultural	✓
Bed and breakfast	✓
Community garden	✓
Conservation use	✓
Daycare centre	✓
Dwelling, single detached	✓
Group home	✓
Farm related business	✓ **(3)**
Farm greenhouse	✓
Farm products sales outlet	✓

USE	A
Farmer's market	✓
Home business	✓
Home industry	✓
Institutional use **(1)**	✓
Private home day care	✓

Use-Specific Special Provisions:

(1) Permitted only where the use legally existed on the effective date of this By-law.
(2) **Agriculture-related uses** shall be subject to the Commercial **Zone** Standards established for the AC **Zone**, provided in Section 8.3 of this By-law.
(3) **Farm related businesses** shall be subject to the use-specific special provisions in Section 11.5 of this By-law.

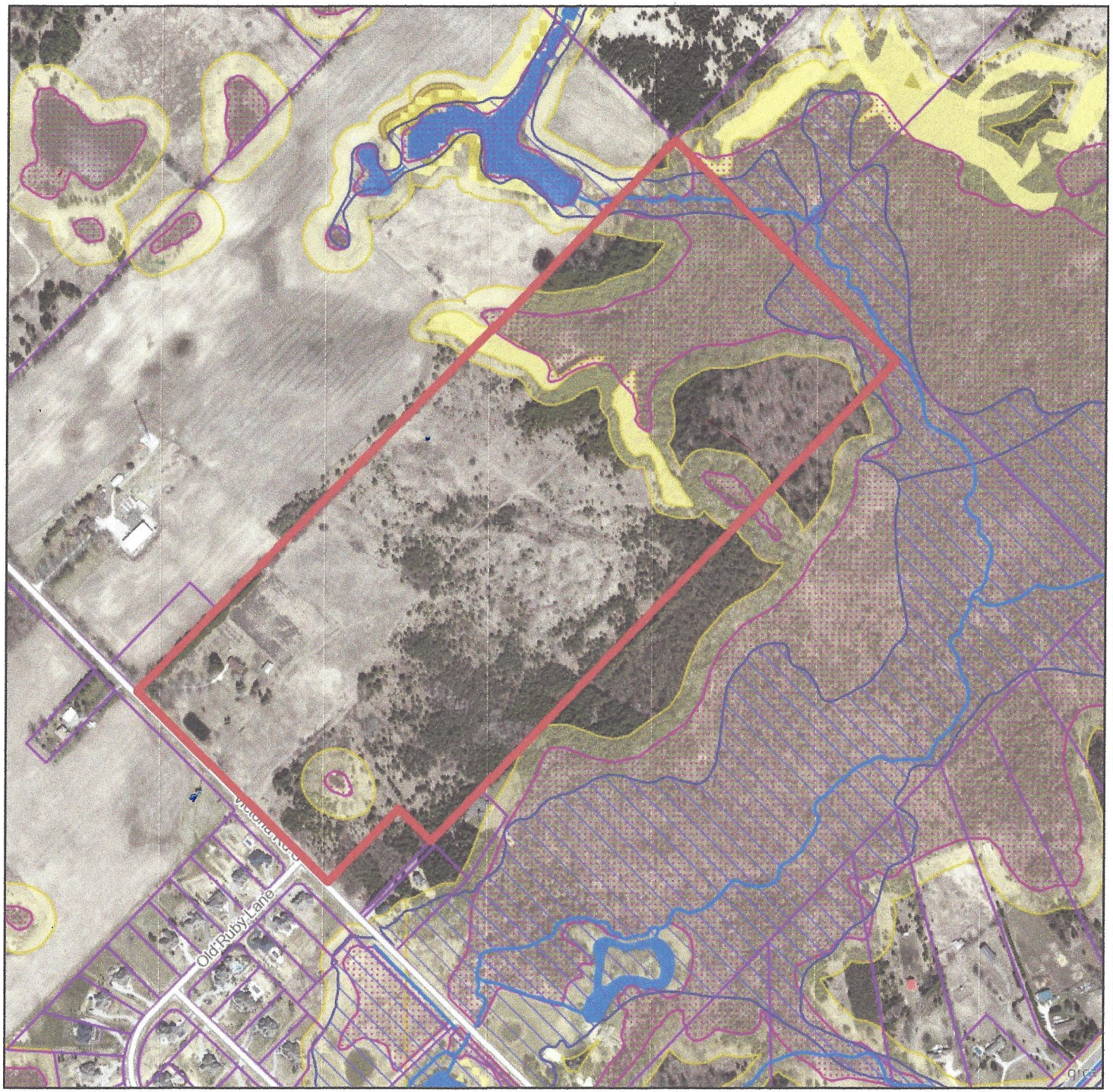
11.3 ZONE REQUIREMENTS

No person shall, within any Agricultural **Zone**, use any **lot** or **erect**, alter or use any **building** or **structure** except in accordance with the **zone** standards set out in Table 11.2. A number(s) following the **zone** standards, **zone** heading, or the standard, indicates that one or more use- specific special provisions apply, which are listed below Table 11.2.

Table 11.2 Agricultural **Zone** Standards

STANDARD	A
Minimum Required **Lot Area**	4.0 ha
Minimum Required **Lot Frontage**	120 m
Minimum Required **Front Yard**	10 m
Minimum Required **Interior Side Yard**	3 m
Minimum Required **Exterior Side Yard**	6 m
Minimum Required **Rear Yard**	7.5 m
Maximum Permitted **Lot Coverage**	30%

Appendix 6



Map Centre (X,Y): 569573.78, 4816368.06 | Map Link

This map is not to be used for navigation | 2020 Ortho (ON)

Grand River Conservation Authority

Date: May 21, 2024
Author: VW

4539 Victoria Road South, Puslinch

Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)
  - Steep
  - Oversteep
  - Toe
- Slope Valley (GRCA)
  - Steep
  - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)
- PREGS Violation (GRCA)
- Conservation Area Boundary (GRCA)

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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

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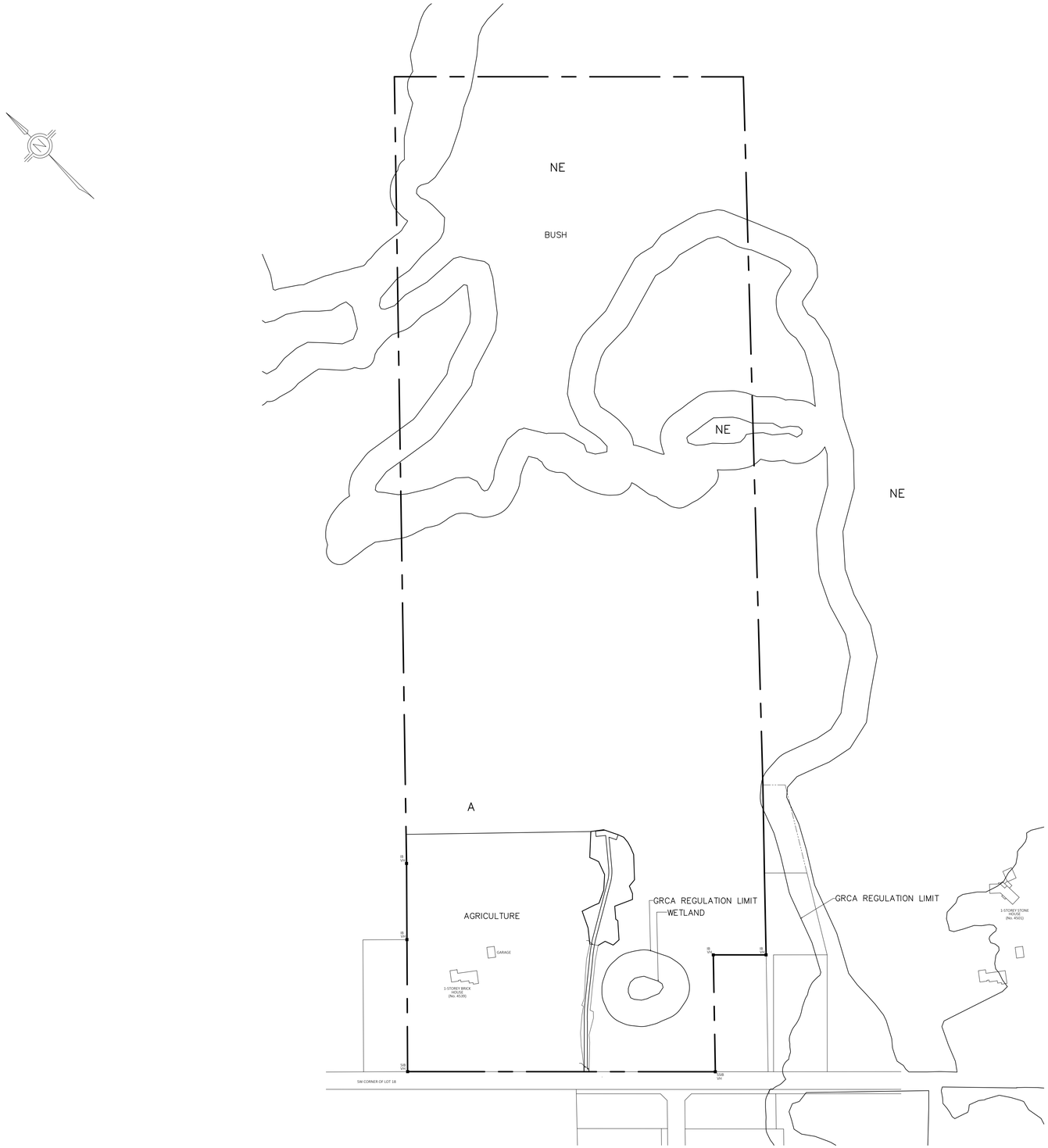


KEY PLAN

LEGAL DESCRIPTION

PART OF LOT 18
CONCESSION 9
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

DATE	DESCRIPTION	CHECKED BY
DEC. 2025	ISSUED FOR REVIEW	

REVISIONS

Riepma CONSULTANTS INC.
220 Kempenfelt Drive
Barrie, Ontario
L4M 1C4
416-346-8258
www.riepma.ca
riepma@riepma.ca

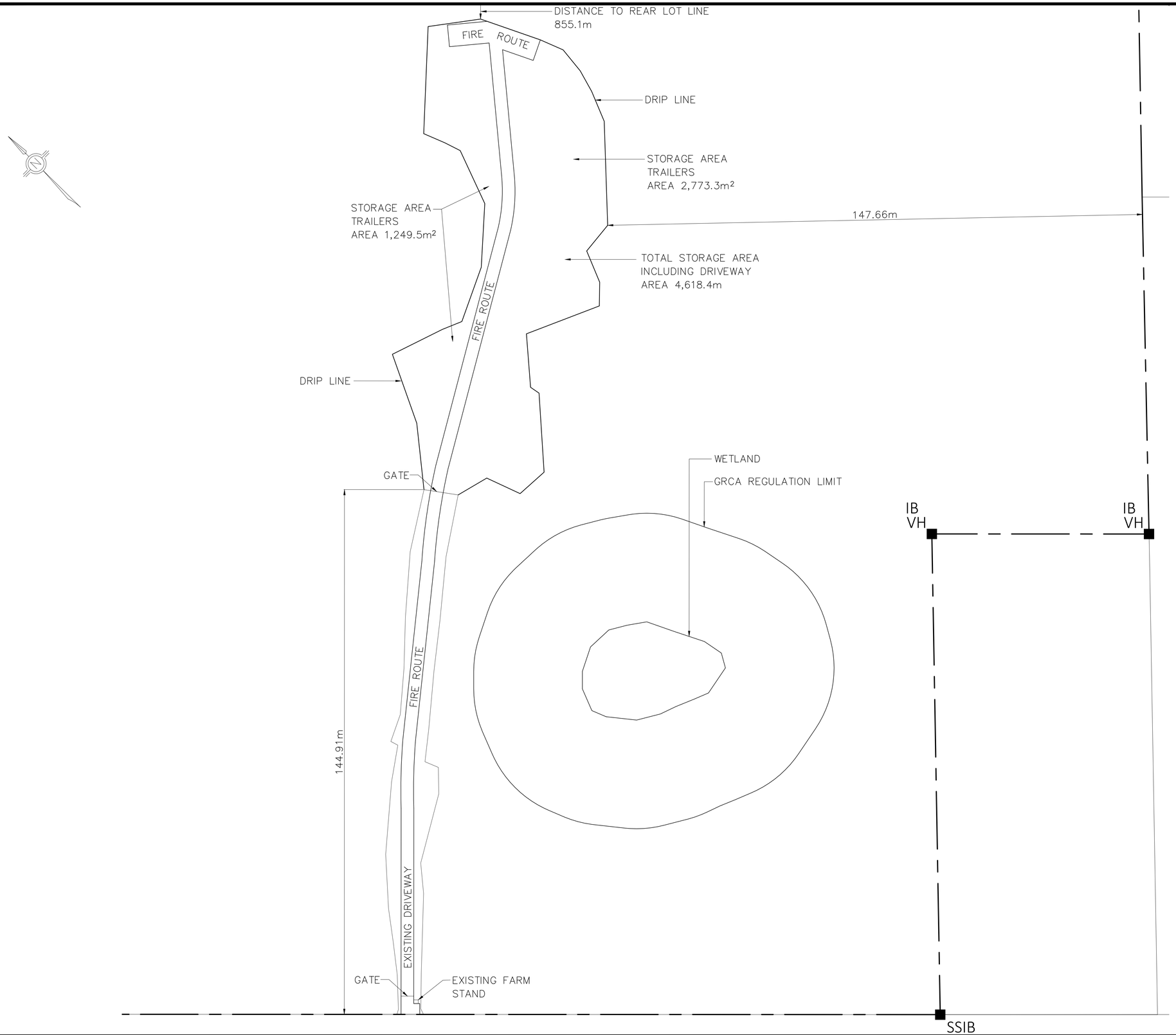
Project Title

OUTDOOR STORAGE
4539 Victoria South
Puslinch, Ontario

Drawing

SITE PLAN

Date: November 2025	Issued
Job Number	Drawn By: D.N.
Scale: 1:2500	Checked By: C.R.
Sheet Number	SP.1



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COUNTY OF WELLINGTON

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L4M 1C4

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riepma@riepma.ca

Project Title

OUTDOOR STORAGE
4539 Victoria South
Puslinch, Ontario

Drawing

SITE PLAN

Date: November 2025	Issued
Job Number	Drawn By: D.N.
Scale: 1:750	Checked By: C.R.
Sheet Number	SP.1

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
BY-LAW NO. _____

Being a by-law to amend Comprehensive Zoning By-law 023/18, as amended, with respect to 4395 Victoria Road South,

WHEREAS Section 34 of the Planning Act, as amended, permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law;

AND WHEREAS the Council of The Corporation of the Township of Puslinch considers it desirable to pass a zoning by-law to permit an Open Storage Area at 0.6ha of area at 4395 Victoria Road South,

NOW THEREFORE the Council of The Corporation of the Township of Puslinch enacts that By-law 023/18, as amended, shall be and is hereby amended as follows:

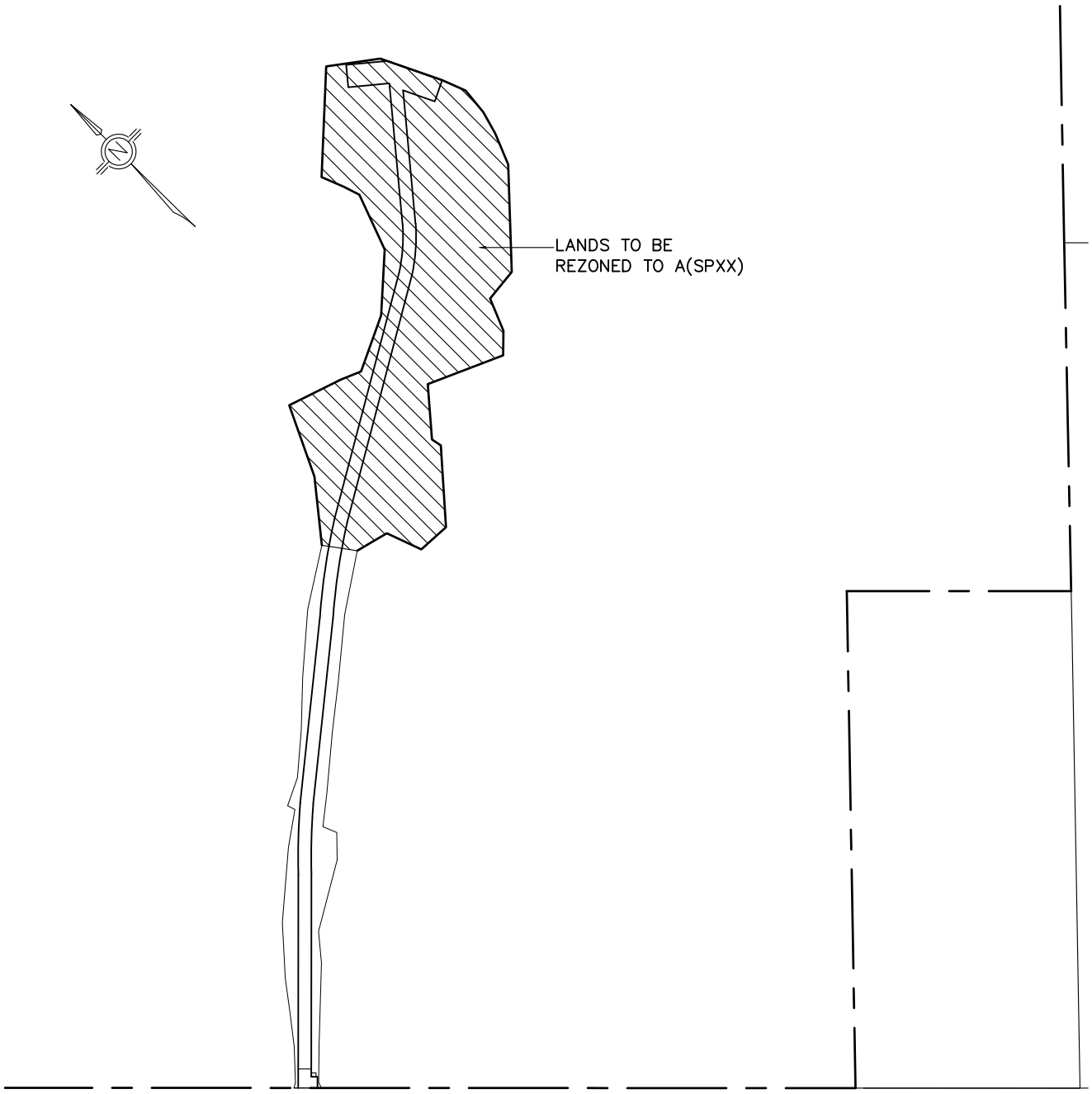
1. That the lands shown on Schedule A attached are rezoned to Agriculture Special Section (AspXX) to permit an Outdoor Storage Area only in the area to be rezoned.
2. The provision in Section 4.22iii does not apply.

Read three times and finally passed in open Council on the XX day of XXXXXX, 20XX.

Mayor

Clerk

DRAFT



SCHEDULE A
TO BY-LAW NO. -202-
4539 VICTORIA ROAD SOUTH
TOWNSHIP OF PUSLINCH

		Comment	Response
County Planning			
1	1	It is recommended that additional details be added to the Site Plan for the next submission, specifically the extent of the Greenlands System on the subject property and the associated setbacks between the proposed use and the Greenlands System.	The Greenlands system and setbacks are been shown on the plan. Attached also are maps taken from the Wellington website showing the extent of NE zoning on the site and the conservation authority regulated area. This confirms that the proposed rezoning is outside of these areas.
2	2	It is noted that within the submitted Planning Justification Report, reference is made to a property in the Town of Erin. It is recommended that these references be removed from the report.	The appendices have been corrected
Ecology – NRS!			
3	1	The subject property contains a portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) within the northeastern and southeast. A small (<0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (<0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property	Agreed The GRCA regulated areas are shown on the plan
4	2	Available air photography shows intermittent tree cover throughout the subject property and a more densely treed area within the north and northeast sections of the property. Based on this, it is anticipated that the property contains woodland that may be considered Significant under the County of Wellington Official Plan (last updated May 2025).	Agreed. The storage area is not located within any treed areas
5	3	As stated in our previous letter (NRSI 2024), available air photography appears to show recent disturbance (i.e., between 2021-2022 and 2022-2024) within the subject property, including what appears to be the development of a constructed access to	The access and driveway has always been there. It was upgraded to accommodate the trucks coming in and out for the site

		the proposed RV storage area. It is unclear if this activity has been completed in compliance with the relevant municipal regulations. Clarification should be provided on this.	alteration. The forest clearing permit is attached
6	4	Within the Pre-Consultation Request response (NRSI 2024), NRSI staff recommended a concept plan be prepared. It is recommended that an ecologist or similar qualified biologist be retained to confirm the presence or absence of woodland within the property, or other natural heritage features adjacent to the storage area. If woodland presence is confirmed, it is recommended that the dripline be delineated where it is exists on the subject property and the concept plan identify natural heritage features/constraints in relation to the proposed storage area.	The limit of the area to be rezoned is also the drip line
7	5	Should the area proposed for RV storage exist within or directly adjacent (as per County of Wellington Official Plan standards) to regulated natural heritage features or the GRCA's regulation area, the completion of an Environmental Impact Study (EIS) may be required to assess potential impacts that the proposed storage activity may have on the existing natural heritage features on and adjacent to the subject property.	There is no evidence that the activity that has occurred on the site for the past number of years has had any negative impact on the surrounding trees.
Wellington Source Water Protection			
8	1	The submission of a fuel spill plan, which outlines what actions would be taken to contain and mitigate fuel if it were to spill from any of the vehicles stored on site.	There will be no fuel stored on the site
GRCA			
9	1	GRCA staff recommend that the site plan is updated to include the wetland features and the extent of the GRCA's regulated area. All development should be located outside of the regulated area.	The GRCA regulated areas are on the plan. All development is well outside the GRCA regulated area.
GEI			
10	1	While the Plan of Survey provided as part of this submission does show some of required details of a Site Plan, additional information should be added to the plan for the next submission, including: • GRCA regulation limits. The GRCA's pre-consultation letter (dated May 28, 2024) notes that access/egress to the storage area shall be located outside the regulated areas. • Well and septic system for the existing residence. • All driveways, walkways and parking areas.	The entire storage area is outside of the regulated area The well and septic system for the house are located near the house and have no effect on the subject application. There are

		• Any fencing, lighting or signs. • Outdoor storage areas and suitable fire route.	no walkways, lighting or signs proposed. A fire route is shown on the plan
NPG			
11	1	From a planning perspective, the following materials are required in the subsequent submission for our comprehensive review of the application: i. An updated Site Plan including the information outlined below; ii. Legal Description including Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments); and iii. An updated Planning Justification Report (PJR) with the matters outlined below addressed.	 Updated plans are provided The PJR has been updated
12	2	We note that the Applicant submitted a plan of survey, prepared by Van Harten Surveying Inc., in lieu of a conceptual site plan. This plan should be updated to include the following information: i. The entire extent of the Subject Lands and existing land uses of adjacent properties; ii. The extent of the NE zone and the minimum setback between the proposed outdoor storage area and the NE zone. Subject to the setback, we may provide further comments; iii. The surface of the outdoor storage area; iv. The extent of the current agricultural operations on the lands; v. All existing and proposed driveways; vi. The location and size of the farm stand; vii. A zoning matrix to demonstrate the proposal's compliance with the Puslinch Zoning By-law's applicable regulations, including regulations of the parent zone and General Provisions. In particular, Section 4.22, including requirements for outdoor storage areas, needs to be addressed in the zoning matrix. b) It appears that the 0.6 hectares of lands identified as outdoor storage area include an access off Victoria Road South. If the access is only to connect the outdoor storage area and Victoria Road South, it may not have to be included in the calculation of the outdoor storage area. Please update the Site Plan to show the	We are providing two plans; one is the overall property and the other a more detailed plan showing the subject area. The complete property is shown on the plan. The NE area is shown on the plan The surface of the storage area is gravel The agricultural area is shown on the plan The existing driveway is shown and unchanged The farm stand is shown A zoning matrix is provided The areas have been revised to exclude the access driveway

		extent of lands proposed for the outdoor storage use which should include areas dedicated to store the proposed items as well as maneuvering aisles and driveways needed for the circulation within the outdoor storage area. Please also identify the minimum setbacks from the outdoor storage use to all property lines.	
13	3	With respect to the Planning Justification Report, we offer the following commentary: i. We note that Appendices 5-7 seem to reference to a different property in the Town of Erin instead of the Subject Lands. Section 7.4 of the report identifies the Subject Lands' zoning as Agricultural, Natural Environment and Rural Environmental Protection. The Subject Lands are zoned Agricultural (A) and Natural Environment (NE) with an Environmental Protection Overlay under the Puslinch Zoning By-law. Please revise this report, particularly if any of the planning opinions change as a result. ii. This report mentions a portion of the open area of the property is subject to a fill permit to create additional land for agricultural use. Please confirm if a Site Alteration permit has been obtained or is intended to be applied. Please confirm if this means there is additional land identified for agricultural operations in the future. If so, please identify them on the Site Plan. iii. Should the zoning matrix identify any non-compliances with the Puslinch Zoning By-law, this report should provide justifications for any site-specific zoning amendment required to facilitate the proposed use. iv. As mentioned, the proposed use is on adjacent lands as per Policy 5.6.3 of the County Official Plan. We defer to the Township's ecologist and the GRCA to determine whether an Environmental Impact Statement is required and whether the relevant environmental policies under the County Official Plan have been met. v. As mentioned, the proposed use needs to demonstrate conformity with the County of Wellington Official Plan, specifically section 6.5.5. Although this report includes discussion of this section, more analysis is required to justify the proposed use in the Secondary Agricultural Areas. Specifically, please discuss the following in the revised report: ▪ Please elaborate on the need for the proposed use to be in a non-urban	The appendices have been updated A site alteration permit has been issued for the fill operation. The site alteration permit creates more land area to be used for agriculture. There are no non-compliances. The draft bylaw is submitted here with An EIS is not required as the location of the outdoor storage area is well removed from any sensitive areas. See PJR See PJR

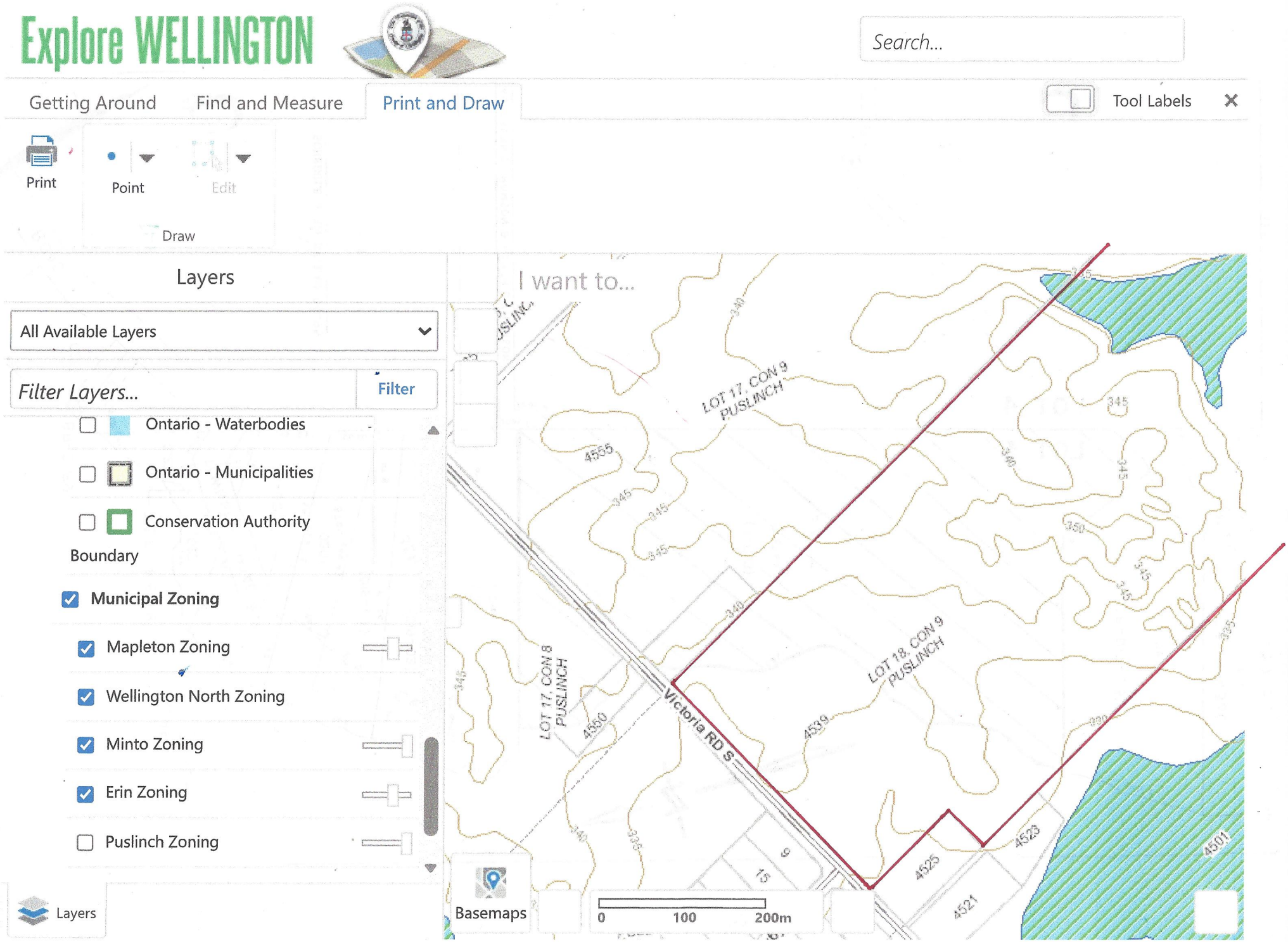
		location, specifically from a market requirements, land requirements and compatibility issues' perspectives; • In lieu of an Agricultural Impact Assessment, please elaborate on the nature of the current agricultural operation on the property and discuss how the proposed use does not hinder or preclude the potential for agriculture on the Subject Lands and in the immediate surrounding areas; and • Furthermore, the applicant should provide comparable examples of other outdoor storage areas in comparable municipalities to justify the scale of the outdoor storage area in accordance with Policy 6.5.5 e) of the County of Wellington Official Plan.	See PJR Other outdoor storage areas in the vicinity are 1873 Townline Road, 4397 Victoria Road S, 4458 Victoria Rd S. 1873 Townline has hundreds of RVs
14	4	As we do not have all the necessary information, we are not able to conduct a comprehensive review of the proposal against the Puslinch Zoning By-law. However, we want to highlight the following: i. It is mentioned that the outdoor storage area will be used to store recreational vehicles, portable sheds and similar items. Please provide a list of all the items that are proposed to be stored in this area. Section 4.22 of the Puslinch Zoning By-law prohibits the storage of certain items in outdoor storage areas. If shipping containers are proposed to be stored within this area, Section 4.24 of the Puslinch Zoning By-law will apply. ii. Please provide the maximum number of recreational vehicles, portable sheds and other items that are proposed to be stored in the outdoor storage area. iii. Please confirm if any recreational vehicles will be sold from the Subject Lands; iv. Please confirm if the outdoor storage area will be seasonal or year-round storage; v. Please confirm how many people will be employed by the use; vi. Please confirm if the farm stand fits the definition of "farm products sale outlet", a permitted use under the Agricultural Zone (A) and whether the farm stand is permanently attached or fixed to the ground or other structures. vii. Section 4.22 iii. of the Puslinch Zoning By-law requires the outdoor storage area to not exceed the lesser of 25% of the total lot area and the total ground floor area of the principal building on the lot. The Applicant should provide the	There will only be 1 or 2 shipping containers to store the owner's equipment. 40 RV's, 24 Sheds No sales from the property It will be year round No people will work on the site Yes it conforms and is a permitted use. The application is well below 25% of the lot area but is larger than the floor area of the buildings

		total lot area and the total ground floor area of the dwelling to verify zoning compliance. viii. Section 4.22 iv. of the Puslinch Zoning By-law states outdoor storage areas shall be screened by opaque fencing, a masonry wall, landscaping, or berms, to the satisfaction of the Township. Please identify if any of such measures are proposed. At the minimum, some form of physical demarcation of the outdoor storage area would be supported so as to encroach into the agricultural areas in the future.	The proposed site is not visible from the road as it is screened by existing vegetation and access is prevented by a gate.
15	5	We have reviewed the Draft Zoning By-law and have the following comments: i. Please provide Schedule A to the draft Zoning By-law; ii. Please identify what the lands are proposed to be rezoned into, for example an Agricultural Site-Specific Zone (A(spXX)); and iii. The draft Zoning By-law should also include any site-specific provisions required to address non-compliances from the Puslinch Zoning By-law.	An amended draft bylaw is provided
16	6	If the Zoning By-law Amendment application is recommended for approval, we anticipate a holding provision would be proposed, requiring the outdoor storage use to receive Site Plan Approval and a Site Plan Agreement is registered on title.	Agreed
17	7	Please confirm if there is any existing or proposed exterior lighting in the outdoor storage area. Section 4.15 of the Township Zoning By-law provides regulations related to exterior lighting. If outdoor lighting is proposed as part of the proposed development, a Photometric Plan will be required at the site plan stage	No lighting existing or proposed
18	8	Cash-in-lieu of parkland may be required in accordance with Section 42(1) of the Planning Act. Development charges may be required in accordance with the Township's Development Charges By-law No. 053-2024.	Agreed

Zoning Matrix 4539 Victoria Road South Outdoor Storage Area

Zoned A

Section	Requirement	Requested	Conformity
4.22 i	Permitted in interior side yard Minimum 20m from street line	Proposed in interior side yard 144m m from street line	yes
4.22ii	Minimum 2m from any lot line	144 m from nearest lot line	yes
4.22iii	Maximum storage area lesser of 25% of lot or ground floor area of principle building	Storage area is 4620 sq. m.	no
4.22 iv	Screened storage area	Not visible from street	yes
4.22v	Maximum height of materials 6m	4m	yes
4.22vi	Derelict vehicles etc. prohibited	Trailers, sheds and a storage container. No derelict vehicles etc. proposed	yes
4.22vii	Not permitted adjacent to a residential zone	No adjacent residential zone	yes
4.22viii	Surface must be graded and stable	The existing surface is graded and stable	yes
4.22ix	Not landscaped open space	Not landscaped open space	yes
Table 1.1	Outdoor Storage Area not permitted	Outdoor Storage Area	no
Table 11.2	Minimum lot area 4.0 ha	49.7 ha	Yes
	Minimum lot frontage 120m	349.6 m	Yes
	Minimum front yard 10m	144 m	Yes
	Minimum interior side yard 3m	147 m	Yes
	Minimum exterior side yard 6m	Not applicable	N/A
	Minimum rear yard 7.5m	855 m	
	Maximum lot coverage 30%	Not applicable	N/A


Explore WELLINGTON
Search...
Getting Around
Find and Measure
Print and Draw
Tool Labels
Print
Point
Edit
Draw
Layers
I want to...
All Available Layers
Filter Layers...
Filter
Ontario - Waterbodies
Ontario - Municipalities
Conservation Authority Boundary
Municipal Zoning
Mapleton Zoning
Wellington North Zoning
Minto Zoning
Erin Zoning
Puslinch Zoning
LOT 17, CON 9 PUSLINCH
LOT 17, CON 8 PUSLINCH
LOT 18, CON 9 PUSLINCH
Victoria RD S
4555
4550
4539
4525
4523
4521
4501
Basemaps
0
100
200m
Layers

COUNTY OF WELLINGTON

NOTICE OF FOREST CLEARING

Permit Application # FC82/23

CAUTION: PLEASE DO NOT ENTER during forestry activities for your own safety. This posted notice does not imply unrestricted access. Interested parties must receive permission to enter these lands from the landowner.

Permission is hereby granted by the County of Wellington to destroy trees under Forest Conservation By-law No. 5115-09

Issued to (Landowner): **Mike and Stephanie McCrone**

Location: **Con 9 Front Lot 18** Municipality: **Township of Puslinch**

Emergency # and Road Name: **4539 Victoria Road S**

Description of area and trees to be destroyed:

Tree removal in area identified in map on reverse, provided Site Alteration Permit through Township is approved.

Conditions of the permit:

1. Tree clearing cannot take place prior to the Township of Puslinch approval of the Site Alteration permit.
2. If the Site Alteration permit is not approved by Puslinch Township no tree clearing shall occur.
3. Silt fencing shall be installed immediately after trees are removed at the edge of the fill area limits and before the bulk of tree removals commence.
4. Tree clearing shall take place outside the breeding bird season (April 1 to August 30) and bat maternity season (April 1 to September 30).
5. Grubbed stumps and wood debris shall be ground, chipped, burned, buried, or removed from the site. Excessive piling and pushing of wood debris in retained woodland areas is prohibited.
6. No grade changes, filling or moving significant amount of soil shall take place within the Grand River Conservation Authority's regulated area without a permit from the GRCA.
7. When clearing is complete, contact the County of Wellington so the site can be inspected for damage and compliance to the by-law.

PLEASE NOTE: Nesting season is generally Apr 1 to Aug 1 for birds covered under the Migratory Birds Convention Act. It is the landowner and contractor's responsibility to ensure that the tree harvest does not contravene this Act.

Date of Issue **October 12, 2023** Date of Expiry **October 12, 2024**

This Notice is posted under the authority of Forest Conservation By-Law No. 5115-09, and is to remain posted prior to the commencement of the harvesting and no less than five days after completion of the harvest. Earlier removal is a chargeable offence. Erect and display this sign at the entrance at the adjoining roadway to the lands where the activity is occurring. Ensure the sign is clear and visible to all persons

2nd Submission Comment Summary - D14-MCC - 4539 Victoria Rd S

Consultant	Comments
NPG Planning	See attached letter
GRCA	See attached letter
Source Water	See attached letter
NRSI	See attached letter

January 27, 2026

Monika Farncombe
7404 Wellington Road 34,
Puslinch, Ontario

Dear Monika Farncombe,

RE: **NPG Comments**
4539 Victoria Road South
RE: Application for Zoning By-law Amendment - Determination if Required Information and Materials Have Been Provided

NPG Planning Solutions Inc. (NPG) has been retained to provide comments on whether required information and materials have been provided regarding a Zoning By-law Amendment Application on lands municipally known as 4539 Victoria Road South ("Subject Lands"). Preliminary technical comments have also been provided.

The applicant is proposing to permit an existing outdoor storage area of 0.46 hectares for recreational vehicles, shipping containers, portable sheds and other items on the Subject Lands. The Subject Lands currently contain a single detached dwelling, a detached garage and the existing outdoor storage area. In addition, a portion of the lands are presently used for agricultural purposes. The Subject Lands have a frontage of 349.6 meters along Victoria Road South and are 49.7 hectares in size. Surrounding uses consist of natural features to the east, natural features and residential uses to the south, residential uses to the west and agricultural uses to the north.

A large portion of the Subject Lands is located within the Grand River Conservation Authority (GRCA) regulation limit. In detail, a large portion of the rear yard contains wetlands (including provincially significant wetlands), woodlands, a regulated watercourse and associated floodplains. In addition, there appears to be a wetland located in the southwest corner of the Subject Lands (which is also within the GRCA regulation limit) near the proposed outdoor storage use.

This is the second submission for a Zoning By-law Amendment application. As part of this submission, NPG has reviewed the following documents:

- Draft Zoning By-law Amendment and Schedule A;

- Image demonstrating the Subject Lands on the Wellington County Mapping website;
- Site Plan prepared by Riepman Consultants Inc., dated November 2025;
- Planning Justification Report prepared by Riepman Consultants Inc., dated January 2026;
- Response Matrix prepared by Riepman Consultants Inc., dated November 15, 2025; and
- Zoning Matrix 4539 Victoria Road South Outdoor Storage Area.

Comments

1. **Determination of Completeness:**
    a. We have no issues with the Township deeming Zoning By-law Application complete from a planning's perspective, provided that there is no objection from other commenting parties.
2. **Additional Requirements:**
    a. An updated Site Plan with the below matters addressed;
    b. An updated draft Zoning By-law with the below matters addressed;
    c. An updated Planning Justification Report with the matters outlined below addressed; and
    d. Legal Description including Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments).
3. **Technical Comments:**
    a. With respect to the Site Plan, we offer the following comments:
        i. The minimum setbacks between the proposed outdoor storage area and the Natural Environment (NE) zone, and the northerly interior lot line should be shown on the Site Plan;
        ii. A label should be added to the Site Plan identifying that the surface of the outdoor storage area is gravel;
        iii. More information related to the farm stand is required, including photographs of the structure, size and setbacks from property lines should be provided;
        iv. The area and location of the shipping containers should be shown on the site plan to demonstrate compliance with Section 4.24;
        v. The width of the existing driveway(s) should be included on the Site Plan; and

vi. The Applicant indicated in the Response Matrix (Nov 15, 2025) that the limit of the area to be rezoned is also the trees' dripline. We understand that the Township's ecologist had previously asked for an ecologist or similar qualified biologist to delineate on a concept plan the woodland dripline where it exists and any natural heritage features/constraints in relation to the proposed storage area. The Site Plan should be updated to show the extent of any woodland and natural heritage features identified on the Subject Lands, especially those that are in proximity to the outdoor storage area.

b. With respect to the Planning Justification Report, we offer the following comments:
   i. Appendices 1 and 3 of the Planning Justification report provide an aerial image of a property municipally known as 4995 Wellington 125. Section 7.4 of the report still incorrectly identifies the Subject Lands' zoning. The PJR should be revised accordingly.
   ii. The draft zoning by-law includes a site-specific provision seeking relief from section 4.22 iii of the Puslinch Zoning By-law. The PJR should include justification as to why this relief is appropriate.
c. With respect to the zoning matrix, we offer the following comments:
   i. The size of the existing dwelling should be provided to determine the requirement for provisions 4.22 iii;
   ii. The Response Matrix indicated that up to two (2) shipping containers to store the owner's equipment. Section 4.24 of the Puslinch Zoning By-law permits shipping containers as accessory structures for storage purposes in the Agricultural (A) Zone, subject to zoning provisions under Section 4.24.2. The zoning matrix should be revised to include provisions 4.24.2 of the Puslinch Zoning By-law; and
   iii. The applicant should clarify if the farm stand meets the definition of accessory building or structure under the Puslinch Zoning By-law and be subject to Section 4.4 of the by-law. If so, this section should be included in the zoning matrix.
d. With respect to the draft Zoning By-law, we offer the following comments:

i. As the Applicant indicated in the Response Matrix (Nov 15, 2025) that the limit of the area to be rezoned is also the trees' dripline, we will consult with the Township's ecologist to determine if the extent of the outdoor storage area as proposed is appropriate, whether the woodlands need to be rezoned and whether any additional zoning regulations for the outdoor storage area are necessary.

ii. With respect to provision 4.22 iii), the draft by-law should seek to permit a site-specific maximum outdoor storage area of 4,620 m^2 instead. Staff does not support an amendment to remove this provision altogether.

e. The following information is available to assist with a submission:

i. Site Plan and Drawing Requirements - https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf

ii. Municipal Development Standards - https://puslinch.ca/wp-content/uploads/2022/07/117006-3-Puslinch-Standards_FINAL-September-2019.pdf

iii. Puslinch Design Guidelines - https://puslinch.ca/wp-content/uploads/2022/07/Puslinch-Design-Guidelines-Feb-2010.pdf

Sincerely,

[redacted]

Jeremy Tran, MCIP, RPP
Manager, Urban Design & Development Planning
NPG Planning Solutions Inc.
Jtran@npgsolutions.ca

Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

January 29, 2026
Via email
D14-MCC

Monika Farncombe
Planning and Corporate Services Coordinator
7404 Wellington Road 34
Township of Puslinch, ON N0B 2J0

Dear Monika Farncombe,

Re: Zoning By-law Amendment Application
D14-MCC
4539 Victoria Road South, Puslinch

Grand River Conservation Authority (GRCA) staff has reviewed the materials submitted in support of the second submission for Zoning By-law Amendment (ZBA) application D14-MCC located at 4539 Victoria Road South, within the Township of Puslinch.

Recommendation
GRCA staff have no objection to the approval of the above noted application.

Documents Reviewed by Staff
GRCA staff have reviewed the following documents submitted with this application:

- Comment Matrix prepared by Riepma Consultants Inc. (dated November 15, 2025).
- Site Plan prepared by Riepma Consultants Inc. (dated November 2025).

GRCA Comments
GRCA staff have reviewed the second submission for the above-noted application and have the following comments:

1. GRCAs previous comments, dated October 31, 2026, have been addressed satisfactorily, and we have no objection to the approval of the application.
2. According to the site plan the proposed ZBA will be located outside of the GRCA's regulated area.
3. Should the proposal change so that development activity is proposed within the GRCA's regulated area please contact GRCA staff. Any future development activity within the GRCA regulated area will require the prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

Consistent with GRCA's 2023-2025 approved fee schedule, this application is considered a minor Zoning Bylaw Amendment and the applicant will be invoiced in the amount of $465 for the GRCA's review of this application.

Should you have any questions, please contact Brandon Henderson at Bhenderson@grandriver.ca or 519-621-2763 ext. 2327.

Sincerely,

Chris Foster-Pengelly, M.Sc.
Supervisor of Resource Planning and Regulation Services
Grand River Conservation Authority

Enclosed: GRCA Resource Mapping

Copy: Stephanie McCrone, owner (via email)
Clare Riepma, agent (via email)*

Map Centre (X,Y): 569709.58, 4816434.40 | Map Link

This map is not to be used for navigation | 2020 Ortho (ON)

Grand River Conservation Authority

Date: Jan 29, 2026
Author: Brandon Henderson

4539 Victoria Road South

Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)
  - Steep
  - Oversteep
  - Toe
- Slope Valley (GRCA)
  - Steep
  - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)
- Conservation Area Boundary (GRCA)

Copyright Grand River Conservation Authority, 2026.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Scale 1:14,156

NAD83 UTM zone 17 (EPSG:26917)

01/30/2026

Memorandum

To: Monika Farncombe - Planning and Corporate Services Coordinator

From: Keira Martinson - Source Protection Coordinator, Wellington Source Water Protection

RE: 4539 Victoria Rd S, Township of Puslinch
Zoning By-Law Amendment - Submission 2

Wellington Source Water Protection (WSWP) staff have had the opportunity to review the submitted documents in support of the above noted application. This property is located within a vulnerable area and our review was completed to ensure the activities at this property meet the requirements of relevant Source Protection Plan and County of Wellington Official Plan policies.

Land Use Planning:

Outstanding Documentation

As noted in the comment response matrix prepared by Riepma Consultants Inc., dated November 15, 2025, multiple vehicles will be stored on site, which contain fuel. As such, a fuel plan is requested to be submitted as per the previous Source Water comment memorandum dated November 3, 2025.

WSWP recommends the following conditions be added to the Zoning By-Law Amendment:

1. The submission of a fuel spill plan, which outlines what actions would be taken to contain and mitigate fuel if it were to spill from any of the vehicles stored on site.

For more information, please contact sourcewater@centrewellington.ca.

Sincerely,

[redacted] Jan 30, 2026

Keira Martinson
Source Protection Coordinator
519-846-9691 ext 283
kmartinson@centrewellington.ca

NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists

January 29, 2026 3378

Township of Puslinch
7404 Wellington County Rd 34
Puslinch, ON
N0B 2J0

Attention: Monika Farncombe
Planning and Corporate Services Coordinator

RE: 4539 Victoria Road South, Township of Puslinch
Second Zoning By-law Amendment Application Review Comments

As requested, we have reviewed the second Zoning By-law Amendment (ZBA) Application ('Application') submitted to the Township of Puslinch by Riepma Consultants Inc. (Clare Riepma) on behalf of Stephanie McCrone for proposed recreational vehicle (RV) storage at 4539 Victoria Road South, Township of Puslinch, Ontario ('subject property'). Our comments are set out below.

Background

The subject property is located northeast of Victoria Road South and southeast of Maltby Road East in the Township of Puslinch, Ontario. It is understood that the applicant wishes to continue the storage of RVs, portable sheds, and similar items within the central portion of their property.

NRSI staff previously provided peer review comments (May 27, 2024) on a Pre-Consultation Request and ZBA Application (November 7, 2025) for the proposed RV storage use on the subject property.

Reviewed Materials

To complete this review assignment, NRSI staff have reviewed the following materials:

- 4539 Victoria Road South, Puslinch, Planning Justification Report. Prepared by Riepma Consultants Inc. (January 2026);
- Response Matrix. Prepared by Riepma (November 2025);
- Site Plan- Outdoor Storage, 4539 Victoria South, Puslinch, Ontario. Prepared by Riepma (November 2025);
- "Make a Map: Natural Heritage Areas", Ministry of Natural Resources (2026);
- County of Wellington Official Plan (last updated December 2025);
- Township of Puslinch Comprehensive Zoning By-law No. 023-18 (Consolidated April 2025); and,

- Grand River Conservation Authority (GRCA) Regulation Mapping, Grand River Conservation Authority (2026).

Comments on Reviewed Materials

- The subject property contains a portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) within the northeastern and southeast. A small (<0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (<0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property.
- As stated in our previously letter (NRSI 2025), available air photography shows intermittent tree cover throughout the subject property and a more densely treed area within the north and northeast sections of the property. Based on this, it is anticipated that the property contains woodland that may be considered Significant under the County of Wellington Official Plan (last updated December 2025).
- The materials provided do not yet include a plan that clearly identifies all existing natural heritage features on and adjacent to the subject property, including wetlands, PSW, woodland, and areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan (last updated December 2025), in relation to the proposed rezoning area.
- While the applicant acknowledges the potential presence of Significant Woodland on the subject property, the extent of woodland and the outer limit (i.e., the dripline) have not yet been identified or confirmed by a qualified ecologist. Both within the provided mapping and the comments response matrix it is identified that the rezoning limit is the dripline. The location of the dripline/woodland boundary should be confirmed by a qualified ecologist.
- No ecological assessment or confirmation by a qualified ecologist has been provided to evaluate the potential for impacts associated with the adjacency of the proposed storage area to what is anticipated to be Significant Woodland. The Provincial Policy Statement (PPS) and Wellington County Official Plan each require the protection of Significant Woodlands and their adjacent lands, and the applicant's materials indicate that the proposed rezoning area is located directly at the woodland dripline. In the absence of ecological confirmation, conclusions in the Planning Justification Report that the proposal will have "no impact" on natural heritage features or adjacent lands remain unsupported and must be confirmed by a qualified ecologist.
- While sections of the PPS and County of Wellington OP have been referenced in the Planning Justification Report, natural heritage policies do not appear to have been discussed and conformity with natural heritage policies has not yet been demonstrated. Adherence to County OP Greenlands/Core Greenlands policies and the requirement to demonstrate no negative impacts on natural heritage features and their ecological functions should be confirmed by a qualified ecologist.

- Notwithstanding the above, it is anticipated that the proposed rezoning may be accommodated. However, prior to rezoning support, the applicant should retain a qualified ecologist to:
    - identify and map all natural heritage features on and adjacent to the subject property;
    - delineate the woodland boundary and dripline;
    - clearly illustrate the relationship between these features and the proposed rezoning area; and,
    - confirm that negative impacts will be avoided through appropriate setbacks and buffers, or, where necessary, identify mitigation measures consistent with County of Wellington Official Plan policies.

Please do not hesitate to contact us if you require further clarification on these matters.

Sincerely,
Natural Resource Solutions Inc.

Jack Richard, M.F.C., R.P.F.
Terrestrial Biologist and Registered Professional Forester

Sydney Gilmour, M.Sc.
Terrestrial and Wetland Biologist

4539 Victoria Road South
Puslinch

Planning Justification Report

October 2025

Updated April 2026

Riepma CONSULTANTS INC.

1.0 Introduction

Riepma Consultants Inc. was retained to provide this report with respect a rezoning at 4539 Victoria Road South in the Township of Puslinch.

2.0 Background

A pre-consultation meeting with respect to the application was held on June 20, 2024.

3.0 Location

The subject property is located on the east side of Victoria Road South approximately 1000 meters north of Wellington Road 34. See location Plan Appendix 1.

4.0 Site Description

The subject property is rectangular and has an area of 49.7 hectares (98 acres) with a frontage on Victoria Road South of 349.6 meters (1,150 ft.). The property is approximately 1,130 metres (3,700 ft.) deep. The front portion of the property contains a residence and is currently used for agricultural purposes. The southern and rear portion of the property contains a forested area. A portion of the open area of the property is subject to a fill permit. Fill is being imported to the site to create additional land for agricultural use. The topography of the site is flat to gently rolling. A produce stand is located near the road in the area where the outdoor storage area is proposed. See Appendix 2 for the site survey.

5.0 Surrounding Land Uses

The lands to the north are used for agricultural purposes. The lands to the south are generally tree covered with interspersed residential uses. An estate residential subdivision is located on the west side of Victoria Road South. Agricultural lands are located directly across from the site. See also Appendix 3.

6.0 Proposal

The application being made seeks a rezoning to recognize the outside storage that has occurred in a small area (0.6 ha) of the property in the southern portion of the property. The site is to be used for the storage of recreational vehicles, portable sheds and similar items and has been used for this purpose for several years. No grading, tree removal or any site disturbance is required and no buildings are to be constructed. See the survey plan in Appendix 2.

7.0 Planning Considerations

7.1 Provincial Policy Statement 2024

The PPS is a broad policy statement regarding matters of provincial importance. The PPS defines Rural Lands as:

Rural lands: means lands which are located outside settlement areas and which are outside prime agricultural areas.

The subject lands are Rural Lands as defined in the PPS.

Policy 2.5.3 Rural Areas in Municipalities states:

When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.

Further in Policy 2.6 the PPS states:

1. On rural lands located in municipalities, permitted uses are:

- *a) the management or use of resources;*
- *b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);*
- *c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*
- *d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
- *e) home occupations and home industries;*
- *f) cemeteries; and*
- *g) other rural land uses.*

2. Development that can be sustained by rural service levels should be promoted.

3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

While the PPS directs most development to areas within settlement boundaries, the policy anticipates that other rural land uses can be accommodated in the rural area subject to appropriate servicing requirements. Municipalities are to support a diversified rural economy by directing uses not related to agriculture to locations where their impact will be minimized.

The requested rezoning is consistent with the Provincial Policy Statement as the use does not impact the continued agricultural productivity of the property, does not impact the nature woodland on the site and does not require any services.

7.2 Greenbelt Plan

The subject property is not within the Greenbelt Plan.

7.3 County of Wellington Official Plan

The subject property is designated Secondary Agricultural with the wooded areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan. See Appendix 4.

Section 6.5.2 of the Official plan lists the following permitted uses:

- *All uses permitted in prime agricultural areas*
- *Small Scale commercial, industrial and institutional uses*
- *Public service facilities*

Section 6.5.5 outlines the criteria applicable to commercial uses in the secondary agricultural area:

Small scale commercial uses may be permitted provided that:

o Appropriate sewage and water systems can be established;
o The proposed use is compatible with surrounding uses;
*o The use **requires a non-urban location** due to:*
- *Market requirements;*
- *Land requirements;*
- *Compatibility issues.*

o The use will not hinder or preclude the potential for agriculture or mineral aggregate operations.
*o The use will be **small scale** and take place on one lot.*

The application conforms to the policies of the County Official Plan as:

1. The use is small in scale only using 0.6 ha of a 49.7 ha property.
2. No sewage or water systems are required or proposed.
3. The use is compatible with the surrounding area. The driveway and entrance already exist, it is entirely surrounded by vegetation and is not visible from any surrounding use. It is some 140 meters from the nearest lot line and does not generate any noise, dust or light that might affect neighbours. No change of grade is required.
4. Many outside storage areas of this type are located in non-urban locations. Other outdoor storage areas in the vicinity are 1873 Townline Road, 4397 Victoria Road S, and 4458 Victoria Rd S. The proposed site is much smaller that the other outside storage areas in the vicinity.
5. The proposed use has existed for a number of years and has had no negative impact on the nearby agricultural use nor will it preclude or hinder the expansion of agricultural operations in the future. The front portion of the farm is actively used for agricultural purposes. The large treed areas of the property continue in their natural state. The open heavily rolling area in the central portion of the property is being filled to increase the arable land on the site and increase agricultural activity on the lot. The proposed storage are will have no impact on agricultural operations.
6. The use occurs on part of the existing farm lot and the proposed bylaw ensures it will remain at a small scale.

7.4 Township of Puslinch Zoning Bylaw

The subject property is zoned Agricultural, Natural Environment and Rural Environmental Protection in the Township's zoning bylaw. See appendix 5. The area where the outside storage zoning is requested is within the Agricultural A zone. The Agricultural zoning permits a variety of agricultural, agricultural related and on-farm diversified uses. It does not specifically permit outdoor storage uses. As a result this rezoning is required.

Section 4.22iii requires that the outdoor storage area not exceed the lessor of 25% of the lot area or the ground floor area of the principal building. The area used for outdoor storage is 4,620 sq. m. in area. The area of the lot is 49.7 ha. and the ground floor area of the existing house is 130 sq. m. The area used for outside storage exceeds the size of the house but represents less than 1% of the total land area. In this case using the area of the house as the criteria for setting the size of the storage area is unrealistic. The proposed bylaw sets the

maximum area to be used for storage at 6420 sq. m which recognises the existing area but does not allow for expansion.

The bylaw also requires that the storage containers be located within 50 m. of the existing building. In this case the containers should be located within the storage area and not be required to locate near the existing house where they would be visible from the road.

7.6 Grand River Conservation Authority

While part of the farm property is included in the regulation limit of the GRCA, the area where the proposed storage is located is not within the regulated are. See Appendix 6.

8.0 Planning Analysis

The County Official Plan is consistent with the Provincial Policy Statement, as it permits the introduction of small scale industrial uses within the rural area. Section 6.5.5 of the Wellington Official Plan addresses new commercial uses in the rural area:

- As the site is to be used only as an outdoor storage area there will be no need for any water or sanitary servicing
- The adjacent lands are largely forested or are in a relatively low state of agricultural production. The storage area is also not visible from Victoria Road South. As a result, there will be no negative impact of this proposal on the adjoining properties.
- The use is well suited to a Rural area as there will be no construction of buildings and no regrading or tree removal.
- The proposed use will not interfere with the continued agricultural use of the property.
- The use is small in scale and limited to 0.6ha. of the entire site.
- The site is not within the regulated area of the GRCA. As a result no impact on the natural environment will occur.

In summary, the application fulfills the requirements of the County of Wellington Official Plan and is in conformity with its policies.

While permitted in the Official Plan, the Township of Puslinch zoning bylaw does not permit a small scale commercial use in the Rural area. As a result, the approval of this application is required. The proposal meets all of the lot and setback requirements set out in the Agricultural A zone.

9.0 Conclusions

The application for a rezoning should be approved because:

- The proposed small scale use is consistent with the Provincial Policy Statement.
- The proposal is in conformity with the County of Wellington Official Plan.
- The proposal will have no negative impact on the existing agricultural uses in the vicinity.
- The proposal is not included within the regulated area of the GRCA and no negative environmental impacts are expected.

Respectfully submitted

Riepma Consultants Inc.

Clare Riepma P.Eng., R.P.P., MES, MCIP

President

Appendices

Appendix 1 Location Plan

Appendix 2 Existing survey

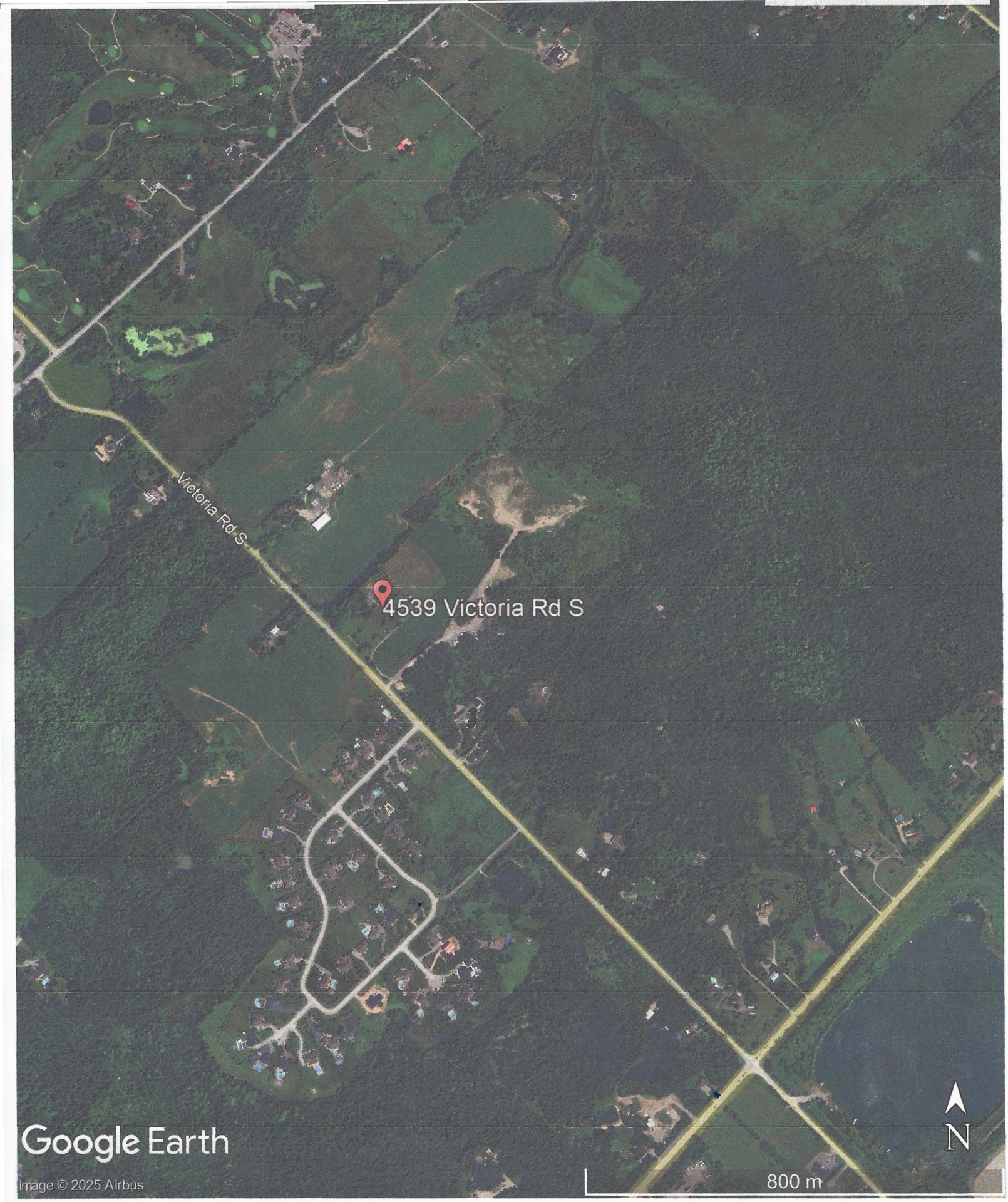
Appendix 3 Surrounding area

Appendix 4 County of Wellington Official Plan Land Use Schedule

Appendix 5 Township of Puslinch Zoning bylaw

Appendix 6 GRCA Regulated Area Map

Appendix 1


Victoria Rd S
4539 Victoria Rd S
Google Earth
Image © 2025 Airbus
N
800 m

Appendix 2

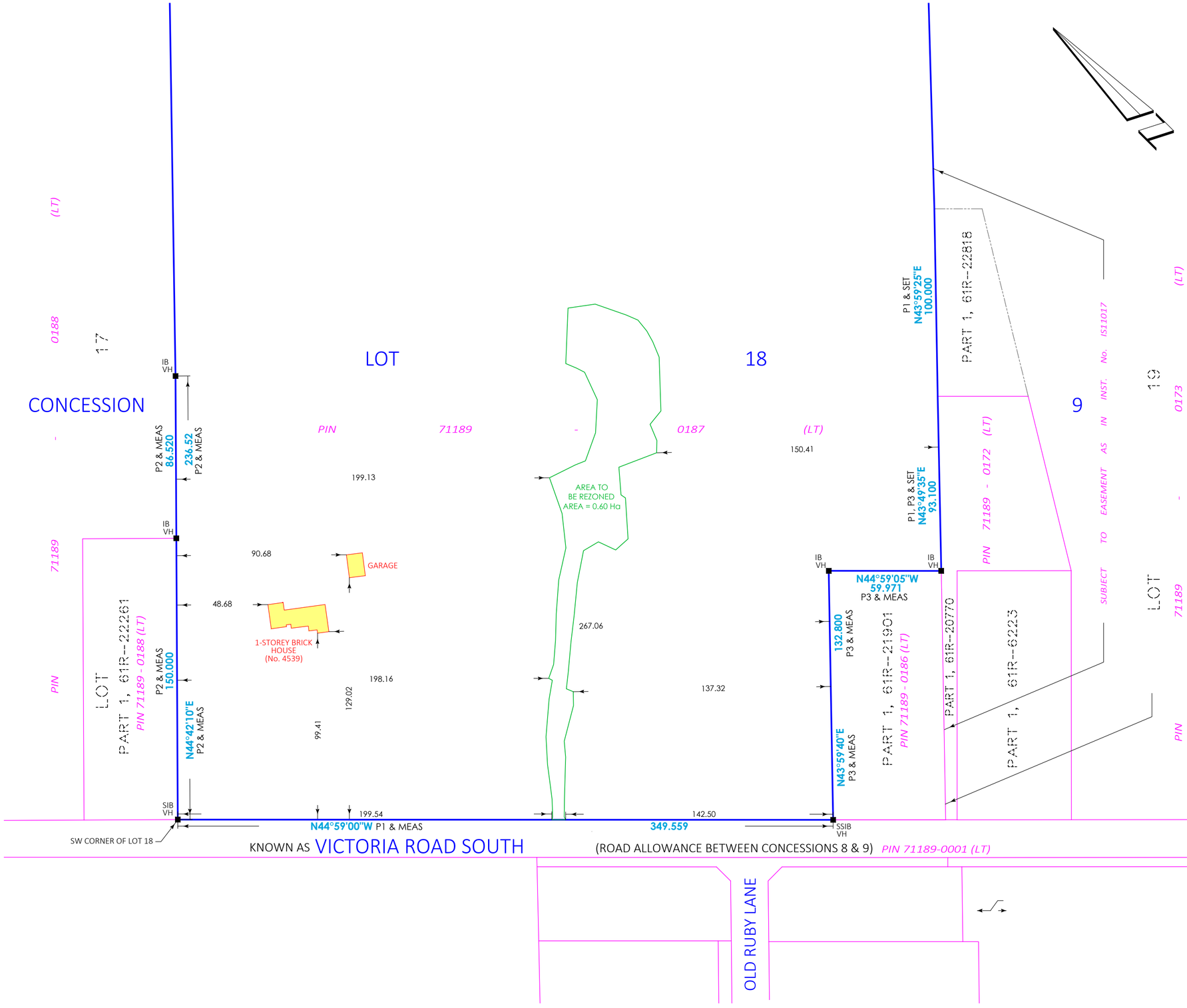
PLAN OF SURVEY OF
PART OF LOT 18
CONCESSION 9
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

SCALE 1 : 1500

0 15 30 60 90 metres

VAN HARTEN SURVEYING INC.

THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1500



LEGEND:

■—	SURVEY MONUMENT FOUND
IB	.015 x .015 x 0.60 IRON BAR
SIB	.025 X .025 X 1.20 STANDARD IRON BAR
SSIB	.025 X .025 X 0.60 SHORT STANDARD IRON BAR
N, E, S, W	NORTH, EAST , SOUTH, WEST
VH	VAN HARTEN SURVEYING INC.
P1	DEPOSITED PLAN 61R-22818
P2	DEPOSITED PLAN 61R-22261
P3	DEPOSITED PLAN 61R-21901

BEARING & DISTANCE NOTE:

1. BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17. NAD 83-CSRS (2010) ADJUSTMENT.
2. DISTANCES SHOWN ON THE PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO UTM GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999612

NOTE:

THE ORIGINAL VERSION OF THIS PLAN WAS PREPARED IN COLOUR.

FOR THE PURPOSE OF DIRECTIONAL TIES, NORTH IS CONSIDERED TOP OF THE SHEET.

METRIC:

DISTANCES ON THIS PLAN ARE MEASURED IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 9th DAY OF SEPTEMBER, 2025.

DATE: SEPTEMBER 29, 2025

[redacted]

COLIN J. VANDERWOERD
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-112163

Van Harten
LAND SURVEYORS - ENGINEERS

Kitchener/Waterloo	Guelph	Orangeville
Ph: 519-742-8371	Ph: 519-821-2763	Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: PJ	CHECKED BY: CJV	PROJECT No. 33589-24

Sep 29, 2025-12:03:31 PM
G:\PUSLINCH\CON9\LOT 18\ACAD\PoS LT18 CON9 (33589-24) (UTM2010).dwg

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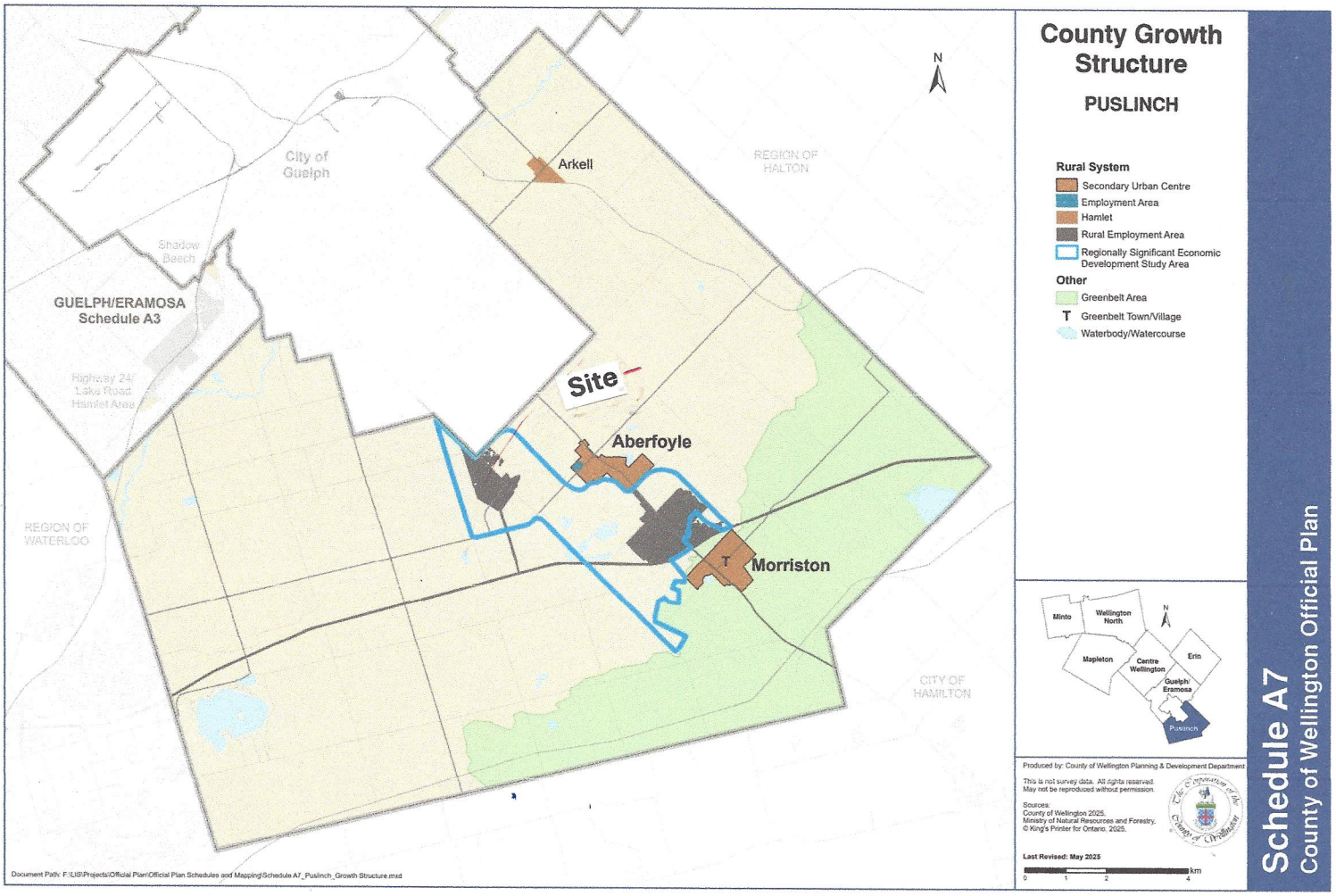
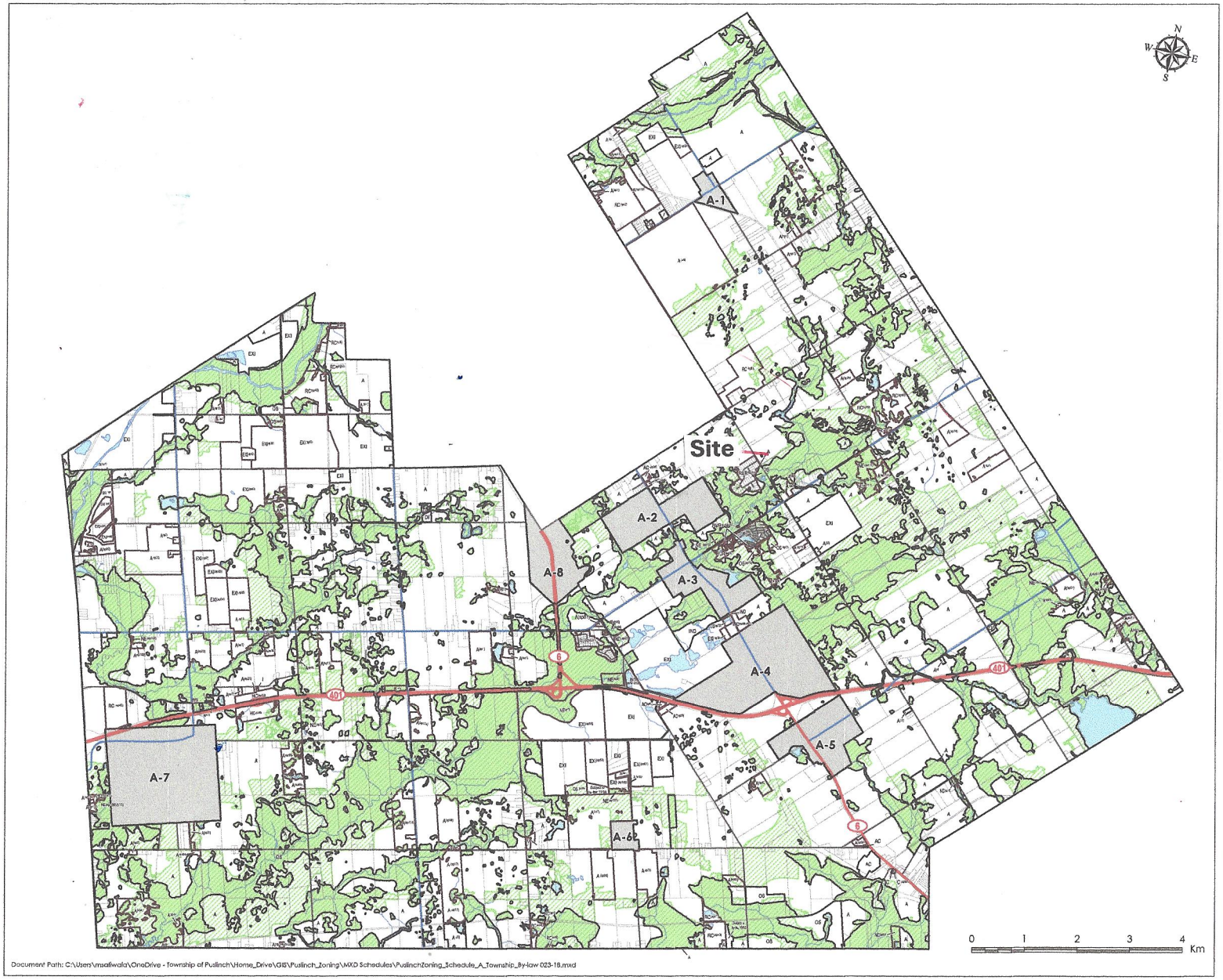
Appendix 3

39 Victoria Rd S
Google Earth
Image © 2025 Airbus
N
100 m

Appendix 4


City of Guelph
Arkell
REGION OF HALTON
Shadow Beech
GUELPH/ERAMOSA
Schedule A3
Highway 24/
Lake Road
Hamlet Area
Site
Aberfoyle
Morriston
REGION OF WATERLOO
CITY OF HAMILTON
N
County Growth Structure
PUSLINCH
Rural System
Secondary Urban Centre
Employment Area
Hamlet
Rural Employment Area
Regionally Significant Economic Development Study Area
Other
Greenbelt Area
T Greenbelt Town/Village
Waterbody/Watercourse
Minto
Wellington North
Mapleton
Centre Wellington
Erin
Guelph/ Eramosa
Puslinch
Produced by: County of Wellington Planning & Development Department
This is not survey data. All rights reserved. May not be reproduced without permission.
Sources:
County of Wellington 2025.
Ministry of Natural Resources and Forestry.
© King's Printer for Ontario, 2025.
Last Revised: May 2025
km
0 1 2 4
Document Path: F:\LIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule A7_Puslinch_Growth Structure.mxd
Schedule A7
County of Wellington Official Plan

Appendix 5



Township of Puslinch

Zoning By-Law No. 023-18

Schedule 'A'

PUSLINCH

Legend

- Site Specific Exemption
- Zoning Limits
- Environmental Protection Overlay
- Natural Environment

Zone Descriptions

A	Agricultural
AC	Agricultural Commercial
C	Commercial
CMU	Core Mixed Use
DI	Disposal Industrial
EXI	Extractive Industrial
FD	Future Development
HC	Highway Commercial
HR	Hamlet Residential
I	Institutional
IND	Industrial
NE	Natural Environment
OS	Open Space
RC	Resort Commercial
RR	Resort Residential
RUR	Rural Residential
UR	Urban Residential
f-	Aberfoyle Flood Plain Overlay
(sp#)	Site Specific Exemption
(h#)	Holding Provision
(t#)	Temporary Zone

This is not survey data.

Parcels - Wellington County 2025.
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Updated: April 14, 2025
Date printed: April 17, 2025

Sources:
County of Wellington Planning Department, Ministry of Natural Resources Grand River Conservation Authority, Hamilton Region Conservation Authority, and Conservation Halton.

Document Path: C:\Users\msatiwala\OneDrive - Township of Puslinch\Home_Drive\GIS\Puslinch_Zoning\MXD Schedules\PuslinchZoning_Schedule_A_Township_By-law 023-18.mxd

11.0 AGRICULTURAL ZONE

11.1 LIST OF APPLICABLE ZONES

Agricultural Zone **A**

11.2 PERMITTED USES

Uses permitted in an Agricultural **Zone** are denoted by the symbol '✓' in the column applicable to the **zone** and corresponding with the row for a specific permitted use in Table 11.1. A number(s) following the symbol '✓' or identified permitted use indicates that one or more use- specific special provisions apply, which are listed below Tables 11.1.

Table 11.1 Agricultural **Zone** Permitted Uses

USE	A
Additional Residential Unit (Attached and Detached)	✓
Agricultural use	✓
Agriculture-related uses	✓ **(2)**
Animal clinic, agricultural	✓
Bed and breakfast	✓
Community garden	✓
Conservation use	✓
Daycare centre	✓
Dwelling, single detached	✓
Group home	✓
Farm related business	✓ **(3)**
Farm greenhouse	✓
Farm products sales outlet	✓

USE	A
Farmer's market	✓
Home business	✓
Home industry	✓
Institutional use **(1)**	✓
Private home day care	✓

Use-Specific Special Provisions:

(1) Permitted only where the use legally existed on the effective date of this By-law.
(2) **Agriculture-related uses** shall be subject to the Commercial **Zone** Standards established for the AC **Zone**, provided in Section 8.3 of this By-law.
(3) **Farm related businesses** shall be subject to the use-specific special provisions in Section 11.5 of this By-law.

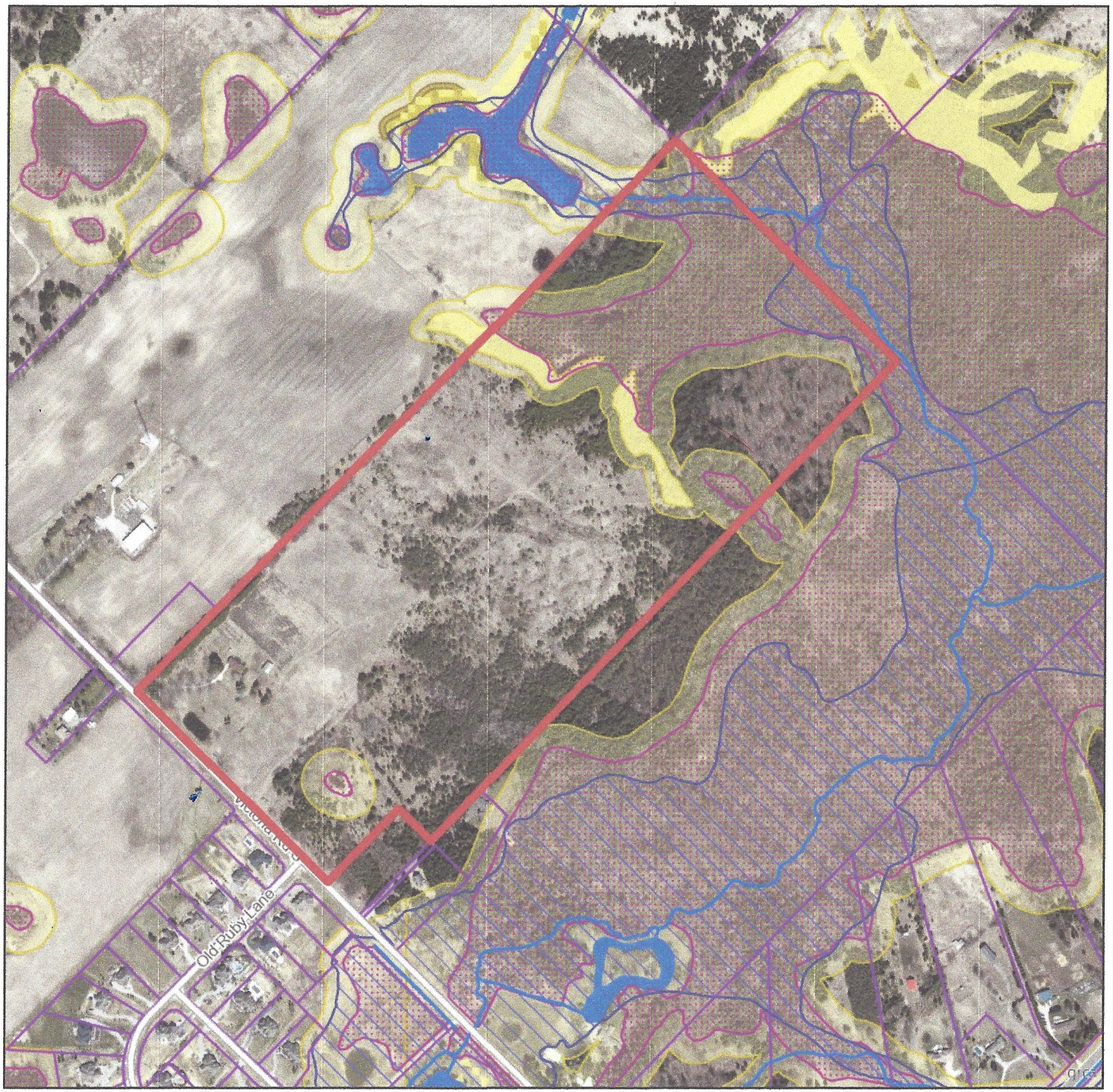
11.3 ZONE REQUIREMENTS

No person shall, within any Agricultural **Zone**, use any **lot** or **erect**, alter or use any **building** or **structure** except in accordance with the **zone** standards set out in Table 11.2. A number(s) following the **zone** standards, **zone** heading, or the standard, indicates that one or more use- specific special provisions apply, which are listed below Table 11.2.

Table 11.2 Agricultural **Zone** Standards

STANDARD	A
Minimum Required **Lot Area**	4.0 ha
Minimum Required **Lot Frontage**	120 m
Minimum Required **Front Yard**	10 m
Minimum Required **Interior Side Yard**	3 m
Minimum Required **Exterior Side Yard**	6 m
Minimum Required **Rear Yard**	7.5 m
Maximum Permitted **Lot Coverage**	30%

Appendix 6



Map Centre (X,Y): 569573.78, 4816368.06 | Map Link

This map is not to be used for navigation | 2020 Ortho (ON)

Grand River Conservation Authority

Date: May 21, 2024
Author: VW

4539 Victoria Road South, Puslinch

Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)
  - Steep
  - Oversteep
  - Toe
- Slope Valley (GRCA)
  - Steep
  - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)
- PREGS Violation (GRCA)
- Conservation Area Boundary (GRCA)

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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Scale 1:7,267

NAD83 UTM zone 17 (EPSG:26917)

N

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
BY-LAW NO. _____

Being a by-law to amend Comprehensive Zoning By-law 023/18, as amended, with respect to 4395 Victoria Road South,

WHEREAS Section 34 of the Planning Act, as amended, permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law;

AND WHEREAS the Council of The Corporation of the Township of Puslinch considers it desirable to pass a zoning by-law to permit an Open Storage Area at 0.6ha of area at 4395 Victoria Road South,

NOW THEREFORE the Council of The Corporation of the Township of Puslinch enacts that By-law 023/18, as amended, shall be and is hereby amended as follows:

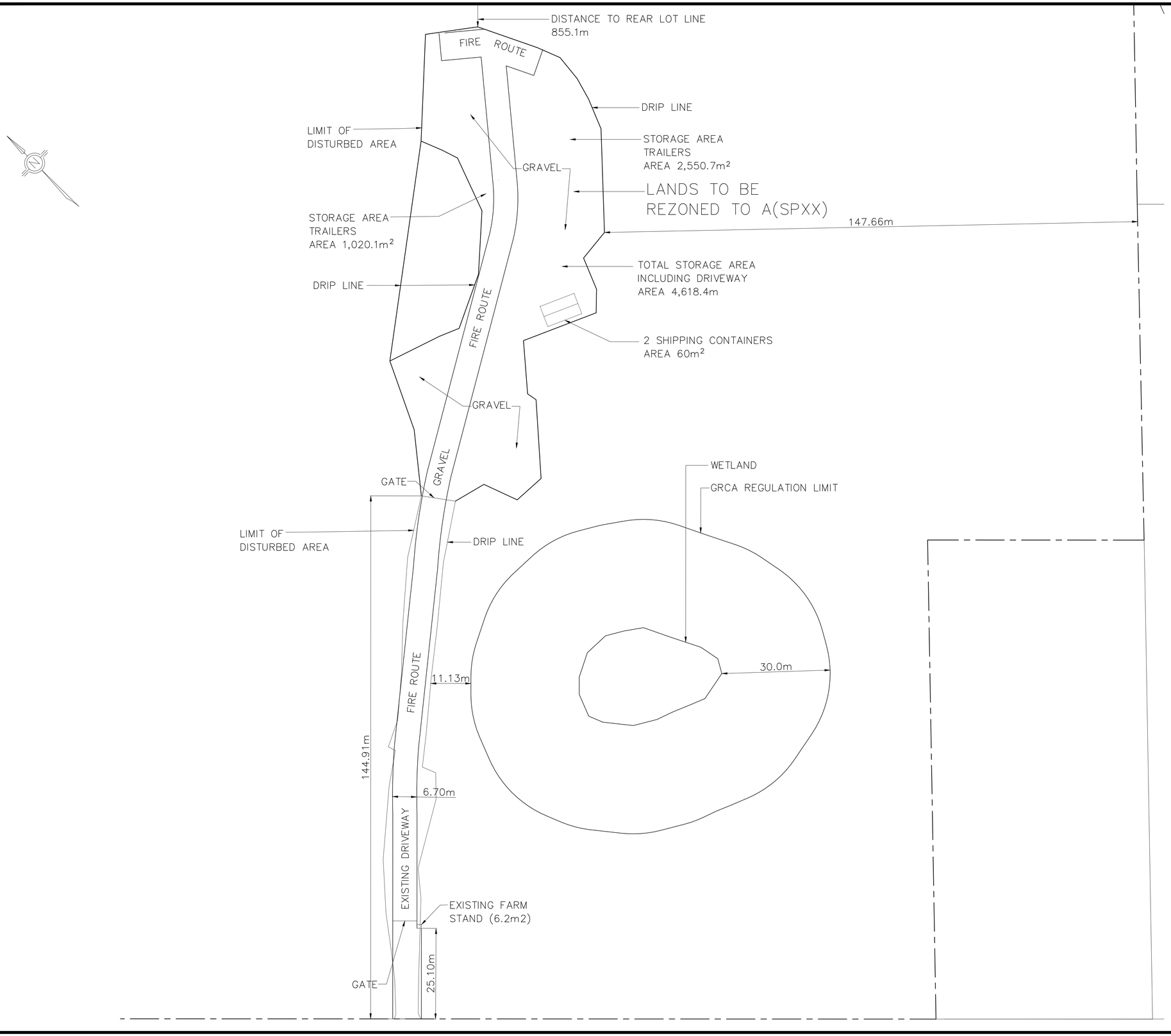
1. That the lands shown on Schedule A attached are rezoned to Agriculture Special Section (AspXX) to permit an Outdoor Storage Area only in the area to be rezoned.
2. Notwithstanding Section 4.22iii the area for Outdoor Storage shall not exceed 4,620 sq. m.
3. Section 4.24.2j shall not apply.

Read three times and finally passed in open Council on the XX day of XXXXXX, 20XX.

_____
Mayor

_____
Clerk

DRAFT



KEY PLAN

LEGAL DESCRIPTION

PART OF LOT 18
CONCESSION 9
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON

DATE	DESCRIPTION	CHECKED BY
APR. 24 2026	REVISED	DN
DEC. 2025	ISSUED FOR REVIEW	

REVISIONS

Riepma CONSULTANTS INC.

220 Kempenfelt Drive
Barrie, Ontario
L4M 1C4

416-346-8258
www.riepma.ca
riepma@riepma.ca

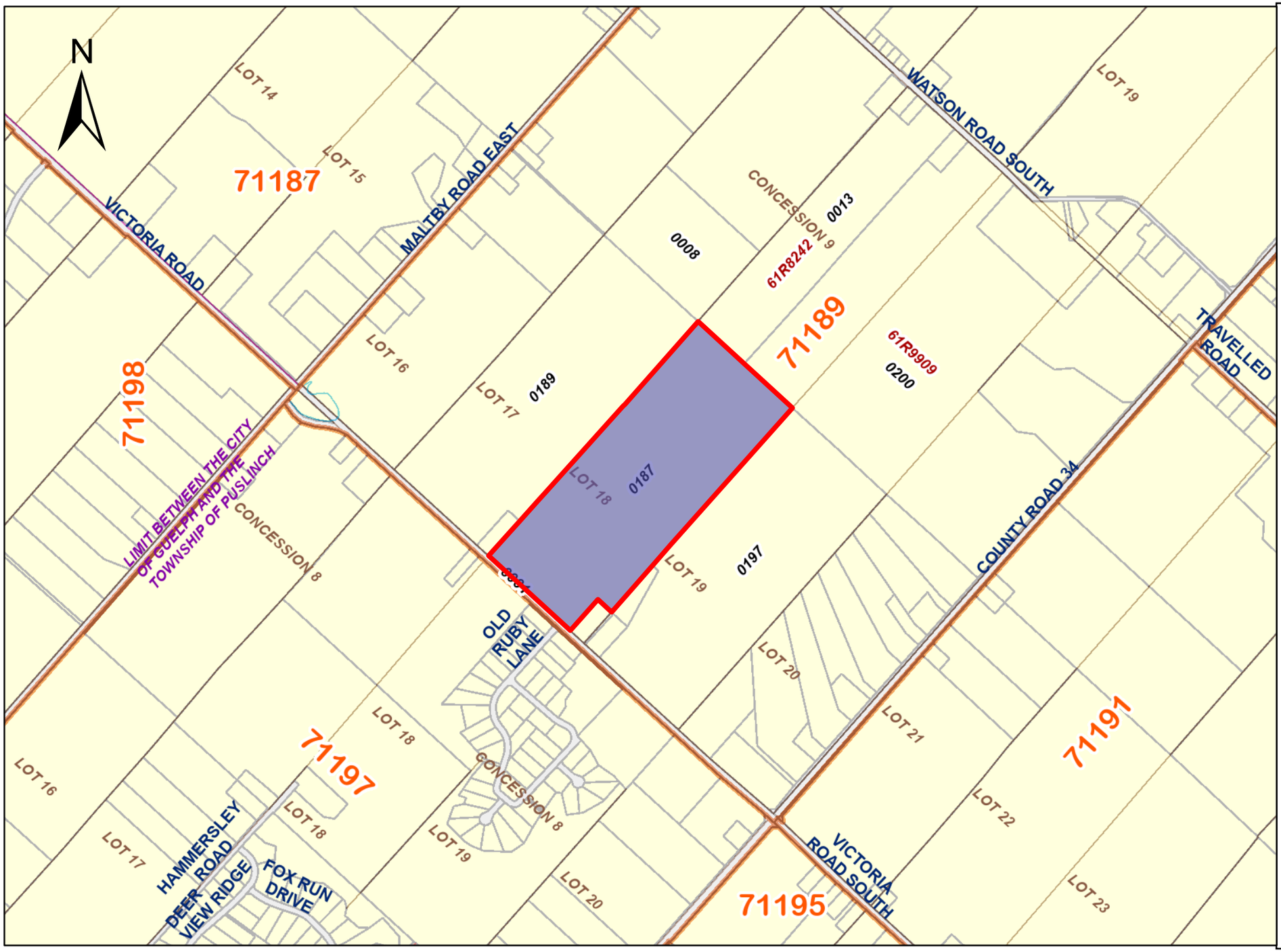
Project Title

OUTDOOR STORAGE
4539 Victoria South
Puslinch, Ontario

Drawing

SITE PLAN

Date: November 2025	Issued
Job Number	Drawn By: D.N.
Scale: 1:750	Checked By: C.R.
Sheet Number	SP.1



ServiceOntario

PRINTED ON 23 APR, 2026 AT 15:41:50
FOR SUMITA01

SCALE

0 180 360 540 720 meters

PROPERTY INDEX MAP

WELLINGTON(No. 61)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	*0449*
BLOCK NUMBER	**08050**
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED

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SOME OF THE INFORMATION IS PROVIDED BY THE ONTARIO ROAD NETWORK UNDER OPEN GOVERNMENT LICENSE AND SUBJECT TO LICENSE TERMS.

Ontario

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Ontario ServiceOntario

PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

LAND REGISTRY OFFICE #61

71189-0187 (LT)

PREPARED FOR Sumita01
ON 2026/04/23 AT 15:39:52

* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

PROPERTY DESCRIPTION: PART LOT 18, CONCESSION 9 , TOWNSHIP OF PUSLINCH AS IN ROS178495 EXCEPT PART 1, 61R21901; TOWNSHIP OF PUSLINCH

PROPERTY REMARKS:

ESTATE/QUALIFIER:
FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:
DIVISION FROM 71189-0014

PIN CREATION DATE:
2021/01/19

OWNERS' NAMES
MCCRONE, STEPHANIE LYNN
MCCRONE, MICHAEL ROBERT

CAPACITY SHARE
JTEN
JTEN

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2021/01/19 **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:						
** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *						
** AND ESCHEATS OR FORFEITURE TO THE CROWN.						
** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
** CONVENTION.						
** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 1998/09/28 **						
WC618953	2020/12/11	TRANSFER	[redacted]	DAGLEY, DONALD	MCCRONE, STEPHANIE LYNN MCCRONE, MICHAEL ROBERT	C
WC618954	2020/12/11	CHARGE	[redacted]	MCCRONE, STEPHANIE LYNN MCCRONE, MICHAEL ROBERT	THE TORONTO-DOMINION BANK	C
WC720576	2024/01/03	NOTICE	$2	THE CORPORATION OF THE TOWNSHIP OF PUSLINCH		C

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

4539 Victoria Rd. S. Rezoning
April 30, 2026

		Comment	Response
Ecology – NRS!			
1	1	The subject property contains a portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) within the northeastern and southeast. A small (<0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (<0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property.	See NH Assessment provided herewith
2	2	As stated in our previously letter (NRSI 2025), available air photography shows intermittent tree cover throughout the subject property and a more densely treed area within the north and northeast sections of the property. Based on this, it is anticipated that the property contains woodland that may be considered Significant under the County of Wellington Official Plan (last updated December 2025).	See NH Assessment provided herewith
3	3	The materials provided do not yet include a plan that clearly identifies all existing natural heritage features on and adjacent to the subject property, including wetlands, PSW, woodland, and areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan (last updated December 2025), in relation to the proposed rezoning area	See NH Assessment provided herewith
4	4	While the applicant acknowledges the potential presence of Significant Woodland on the subject property, the extent of woodland and the outer limit (i.e., the dripline) have not yet been identified or confirmed by a qualified ecologist. Both within the provided mapping and the comments response matrix it is identified that the rezoning limit is the dripline. The location of the dripline/woodland boundary should be confirmed by a qualified ecologist.	See NH Assessment provided herewith
5	5	No ecological assessment or confirmation by a qualified ecologist has	See NH Assessment provided

		been provided to evaluate the potential for impacts associated with the adjacency of the proposed storage area to what is anticipated to be Significant Woodland. The Provincial Policy Statement (PPS) and Wellington County Official Plan each require the protection of Significant Woodlands and their adjacent lands, and the applicant's materials indicate that the proposed rezoning area is located directly at the woodland dripline. In the absence of ecological confirmation, conclusions in the Planning Justification Report that the proposal will have "no impact" on natural heritage features or adjacent lands remain unsupported and must be confirmed by a qualified ecologist	herewith
6	6	While sections of the PPS and County of Wellington OP have been referenced in the Planning Justification Report, natural heritage policies do not appear to have been discussed and conformity with natural heritage policies has not yet been demonstrated. Adherence to County OP Greenlands/Core Greenlands policies and the requirement to demonstrate no negative impacts on natural heritage features and their ecological functions should be confirmed by a qualified ecologist	See NH Assessment provided herewith
7	7	Notwithstanding the above, it is anticipated that the proposed rezoning may be accommodated. However, prior to rezoning support, the applicant should retain a qualified ecologist to: o identify and map all natural heritage features on and adjacent to the subject property; o delineate the woodland boundary and dripline; o clearly illustrate the relationship between these features and the proposed rezoning area; and, o confirm that negative impacts will be avoided through appropriate setbacks and buffers, or, where necessary, identify mitigation measures consistent with County of Wellington Official Plan policies.	See NH Assessment provided herewith
Wellington Source Water Protection			
8	1	The submission of a fuel spill plan, which outlines what actions would	No fuel stored on site. A spill kit

		be taken to contain and mitigate fuel if it were to spill from any of the vehicles stored on site.	will be made available on site.
GRCA			
9	1	1. GRCAs previous comments, dated October 31, 2026, have been addressed satisfactorily, and we have no objection to the approval of the application. 2. According to the site plan the proposed ZBA will be located outside of the GRCA's regulated area. 3. Should the proposal change so that development activity is proposed within the GRCA's regulated area please contact GRCA staff. Any future development activity within the GRCA regulated area will require the prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24	No further action required
NPG			
10	1a	We have no issues with the Township deeming Zoning By-law Application complete from a planning's perspective, provided that there is no objection from other commenting parties	Noted
11	2a	An updated Site Plan with the below matters addressed	See below
	2b	An updated draft Zoning By-law with the below matters addressed	See Below
	2c	An updated Planning Justification Report with the matters outlined below addressed	See Below
	2d	Legal Description including Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments).	Documents provided
12	3a	With respect to the Site Plan, we offer the following comments: i. The minimum setbacks between the proposed outdoor storage area and	i) Distance to northern lot line is 855m

		the Natural Environment (NE) zone, and the northerly interior lot line should be shown on the Site Plan; ii. A label should be added to the Site Plan identifying that the surface of the outdoor storage area is gravel iii. More information related to the farm stand is required, including photographs of the structure, size and setbacks from property lines should be provided iv. The area and location of the shipping containers should be shown on the site plan to demonstrate compliance with Section 4.24 v. The width of the existing driveway(s) should be included on the Site Plan; and The Applicant indicated in the Response Matrix (Nov 15, 2025) that the limit of the area to be rezoned is also the trees' dripline. We understand that the Township's ecologist had previously asked for an ecologist or similar qualified biologist to delineate on a concept plan the woodland dripline where it exists and any natural heritage features/constraints in relation to the proposed storage area. The Site Plan should be updated to show the extent of any woodland and natural heritage features identified on the Subject Lands, especially those that are in proximity to the outdoor storage area.	Distance to NE zone is ii) label added to site plan iii) Photos provided. Size is 2.3mx2.7m, set back from front property line is 25.1m iv) See site plan and zoning matrix ii) Driveway width is 6.7m See NH Assessment provided
13	3b	With respect to the Planning Justification Report, we offer the following comments: i. Appendices 1 and 3 of the Planning Justification report provide an aerial image of a property municipally known as 4995 Wellington 125. Section 7.4 of the report still incorrectly identifies the Subject Lands' zoning. The PJR should be revised accordingly. ii. The draft zoning by-law includes a site-specific provision seeking relief from section 4.22 iii of the Puslinch Zoning By-law. The PJR should include justification as to why this relief is appropriate.	i) PJR amended ii) See updated PJR

14	3c	With respect to the zoning matrix, we offer the following comments: i. The size of the existing dwelling should be provided to determine the requirement for provisions 4.22 iii; ii. The Response Matrix indicated that up to two (2) shipping containers to store the owner's equipment. Section 4.24 of the Puslinch Zoning By-law permits shipping containers as accessory structures for storage purposes in the Agricultural (A) Zone, subject to zoning provisions under Section 4.24.2. The zoning matrix should be revised to include provisions 4.24.2 of the Puslinch Zoning By-law; and iii. The applicant should clarify if the farm stand meets the definition of accessory building or structure under the Puslinch Zoning By-law and be subject to Section 4.4 of the by-law. If so, this section should be included in the zoning matrix.	i) Existing house size is 260 sq. m. ii) Updated Zoning Matrix provided iii)The farm stand is an accessory structure and is included in the Zoning Matrix
15	3d	With respect to the draft Zoning By-law, we offer the following comments: i. As the Applicant indicated in the Response Matrix (Nov 15, 2025) that the limit of the area to be rezoned is also the trees' dripline, we will consult with the Township's ecologist to determine if the extent of the outdoor storage area as proposed is appropriate, whether the woodlands need to be rezoned and whether any additional zoning regulations for the outdoor storage area are necessary. ii. With respect to provision 4.22 iii), the draft by-law should seek to permit a site-specific maximum outdoor storage area of 4,620 m2 instead. Staff does not support an amendment to remove this provision altogether.	i) See NH Assessment provided herewith ii) Bylaw amended as requested

Spill Prevention and Response Plan

Outdoor Storage Area

4539 Victoria Road South

Puslinch, Ontario

Spill Response Plan

Contact Information

Primary Contact: Stephanie McCrone	
Phone: 519-826-1676	Email:Stephaniemcrone@hotmail.ca

Introduction

The subject property is located at 4539 Victoria Road South in Puslinch Township.

The storage facility is located in the southern portion of the property on approximately 0.6 ha of the land. A number of sheds are to be stored on the property as well as a number of recreational trailers. No fuel or hazardous materials are to be stored on site.

Purpose

The purpose of this plan is to respond to and minimize the effects of a spill on human health and the environment by limiting the quality and quantity of substances discharged into the environment.

The general spill response procedure is to stop the source of the spill, contain any spilled material, clean up the spill in a timely manner to prevent accidental injury or other damage and to dispose of the cleanup materials appropriately. Small spills will be contained by site personnel if they are able to do so without risking injury.

Responsibilities

The primary contact shall administer this plan and will be responsible for updating and including any required documentation

The operator and any on-site staff are responsible for the following activities:

1. Ensuring that every precaution is taken to avoid a spill.
2. Responding to spills of hazardous chemicals to protect human health and the environment.
3. Following the Spill Response Plan and any other applicable emergency procedures during the event, as required.
4. Attempting to keep the spilled substance away from drains, sewers, soils, and surface water, take all reasonable steps to clean up spills, and follow all applicable procedures and the Occupational Health and Safety Act.
5. Meeting discharge and spill notification requirements required by the Environmental Protection Act (EPA).
6. Conducting routine inspections of storage areas.

Reporting

Any spills must be documented in a Spill Report. Include known or possible causes, areas affected, and effectiveness of the cleanup..

The EPA requires notification to the Ministry of Environment, Climate Change and Parks (MECP) when:

1. there is a discharge of a contaminant to the natural environment, out of the normal course of events that causes (or is likely to cause) an adverse effect (section 15(1)); or
2. a spill to the natural environment (Part X).

Spill Kit Responsibility and Maintenance

A spill kit will be located on site and contain bags of absorbent, nitrile gloves and splash proof goggles. On site staff are responsible for the following activities:

1. Storing the spill kit in an accessible area
2. Maintaining spill kit supplies.
3. Once seal on spill kit is broken, check contents monthly and record what supplies need to be replenished.
4. Open spill kit every 5 years if seal is unbroken, and check to ensure the quality of contents.

Contact Information

MECP Spills Action Centre 1-800-268-6060

Risk Management Official 1-844-383-9800

Owner 519-826-1676

Spill Report Template

Complete and retain this report for any type of hazardous chemical / waste spill or incident.

Section A: General Information and Location

Facility/Business Name:		
Location:		
Phone:	Fax:	Email
Person Reporting Spill:		
Phone:	Email:	

Section B: Spill Response:

Date of Spill:	Time of Spill Discovery:
Time Spill Started:	Time Spill Ended:
Material(s) Spilled:	
Characteristics/Compositions of material(s) spilled:	
Quantity Spilled:	Quantity Contained/Recovered:

Include Safety Data Sheets for all material(s) spilled, if applicable

1) Please detail the cause of the spill and immediate actions taken to respond to the spill. (E.g. evacuation, neutralization, containment, system shut down, etc.)

2) Who detected the spill and what did they do?

3) Who else on staff was notified and what did they do?

4) Were there any other agencies involved in the event? If yes, please list and describe their role.

5) Please detail any injuries that occurred as a result of the spill.

6) Was there any release to the environment? (Includes gravel, pavement, grass, soil, water, sewers, or drains) If yes, please provide details (area affected, quantity, damage, etc.).

7) Were the following authorities contacted? (if no, please explain why)
   Spills Action Centre (1-800-268-6060) ☐ yes ☐ no
   City of Barrie (705-739-4220) ☐ yes ☐ no

Section C: Incident Review, Prevention, and Future Response

Incident Review

What was done well?

What was done that should not have been done?

What could have been done better?

Prevention

Discuss any changes needed to prevent similar incidents in the future:

Equipment:

Staff Training:

Drains or structures:

Housekeeping practices:

Standard operating procedures:

Future Response

Have spill control and safety supplies been topped up?

Have staff been de-briefed, and if necessary, retrained?

Are there any other necessary recommendations and/or comments?

Signature: _____ Date: _____

Zoning Matrix 4539 Victoria Road South Outdoor Storage Area

Zoned A

Section	Requirement	Requested	Conformity
4.22 i	Permitted in interior side yard Minimum 20m from street line	Proposed in interior side yard 144m m from street line	yes
4.22ii	Minimum 2m from any lot line	144 m from nearest lot line	yes
4.22iii	Maximum storage area lesser of 25% of lot or ground floor area of principle building	Storage area is 4620 sq. m. or less than 1% of lot area House ground floor is 130 sq.m.	no
4.22 iv	Screened storage area	Not visible from street	yes
4.22v	Maximum height of materials 6m	4m	yes
4.22vi	Derelict vehicles etc. prohibited	Trailers, sheds and a storage container. No derelict vehicles etc. proposed	yes
4.22vii	Not permitted adjacent to a residential zone	No adjacent residential zone	yes
4.22viii	Surface must be graded and stable	The existing surface is graded and stable	yes
4.22ix	Not landscaped open space	Not landscaped open space	yes
Table 1.1	Outdoor Storage Area not permitted	Outdoor Storage Area	no
Table 11.2	Minimum lot area 4.0 ha	49.7 ha	Yes
	Minimum lot frontage 120m	349.6 m	Yes
	Minimum front yard 10m	144 m	Yes
	Minimum interior side yard 3m	147 m	Yes
	Minimum exterior side yard 6m	Not applicable	N/A
	Minimum rear yard 7.5m	855 m	yes
	Maximum lot coverage 30%	Not applicable	N/A
4.24.2a	Shipping container on lot area 0.4ha	Lot area 49.7ha	yes
4.24.2b	One container per 0.4ha Maximum 255sq m area	2 containers 60 sq. m area maximum	yes
4.24.2c	Permitted in rear yard	Location as on site plan	yes

4.24.2d	Containers in Industrial zone	N/A	N/A
4.24.2e	Containers in Industrial zone	N/A	N/A
4.24.2f	Not permitted within 10m of residential use	Approximately 125m	yes
4.24.2g	Not used for human habitation	Storage of owner’s equipment only	Yes
4.24.2h	Maximum size of container is 51 sq m	Maximum size of each container is 30 m sq.	Yes
Section	**Requirement**	**Requested**	**Conformity**
4.24.2i	Subject to lot coverage in Table 4.1. 1,400sq.m	260 sq m	yes
4.24.2j	75 % of shipping containers located within 50 m of agricultural building	150m	no
4.4.1	Accessory uses are permitted	Farm stand exists and is an accessory use to the farm	yes
4.4.2a	Must be erected after the main building	Farm stand was installed after the house was built	Yes
4.4.2b	Not used for human habitation	Storage and sales only	Yes
4.4.2c	Locational requirements	Meets the requirements	Yes
4.4.2d	Permitted structures	N/A	N/A
4.4.2e	Residential lot maximum	This is an agricultural zone	Yes
Table 4.1	Lot coverage 1,400sq m	6.5 sq m	yes
	Height 7m	2m	Yes
	Front yard 10m	25.1m	Yes
	Interior side yard 2m	100m	Yes
	Rear yard 2m	1000m	yes

May 15, 2026

Monika Farncombe
7404 Wellington Road 34,
Puslinch, Ontario

Dear Monika Farncombe,

RE: **NPG Comments**
4539 Victoria Road South
RE: Application for Zoning By-law Amendment - Determination if Required Information and Materials Have Been Provided

NPG Planning Solutions Inc. (NPG) has been retained to provide comments on whether required information and materials have been provided regarding a Zoning By-law Amendment Application on lands municipally known as 4539 Victoria Road South ("Subject Lands"). Preliminary technical comments have also been provided.

The applicant is proposing to permit an existing outdoor storage area of 0.46 hectares for recreational vehicles, shipping containers, portable sheds, and other items on the Subject Lands. The Subject Lands currently contain a single detached dwelling, a detached garage, and the existing outdoor storage area. In addition, a portion of the lands are presently used for agricultural purposes. The Subject Lands have a frontage of 349.6 meters along Victoria Road South and are 49.7 hectares in size. Surrounding uses consist of natural features to the east, natural features and residential uses to the south, residential uses to the west and agricultural uses to the north.

A large portion of the Subject Lands is located within the Grand River Conservation Authority (GRCA) regulation limit. In detail, a large portion of the rear yard contains wetlands (including provincially significant wetlands), woodlands, a regulated watercourse, and associated floodplains. In addition, there appears to be a wetland located in the southwest corner of the Subject Lands (which is also within the GRCA regulation limit) near the proposed outdoor storage use.

This is the third submission for a Zoning By-law Amendment application. As part of this submission, NPG has reviewed the following documents:

- Draft Zoning By-law Amendment;

- Woodland Dripline Confirmation and Natural Heritage Assessment Memo prepared by GEI Consultants, dated April 16, 2026;
- Property Index Map and Parcel Register;
- Response Matrix prepared by Riepma Consultants Inc., dated April 30, 2026;
- Revised Planning Justification Report prepared by Riepma Consultants Inc., dated April 2026;
- Site Plan prepared by Riepma Consultants Inc., dated April 24, 2026; and
- Zoning Matrix for 4539 Victoria Road South Outdoor Storage Area.

Comments

1. **Determination of Completeness:**
    a. We have no issues with the Township deeming Zoning By-law Application complete from a planning's perspective, provided that there is no objection from other commenting parties.
2. **Additional Requirements:**
    a. An updated Site Plan with the below matters addressed; and
    b. An updated Planning Justification report with the below matters addressed;
    c. An updated Draft Zoning By-law;
    d. An updated zoning matrix; and
    e. Requested spatial information as dwg file or a shapefile.
3. **Technical Comments:**
    a. Consistent with our previous comments dated May 27th, 2024, if the Zoning By-law Amendment application is recommended for approval, we anticipate recommending a holding provision to require a Site Plan for the outdoor storage area to be approved under Section 41 of the *Planning Act* and a Site Plan Agreement to be registered on title before the outdoor storage use is permitted.
    b. With respect to the Site Plan, we offer the following comments:

i. Please include a key map showing the full extent of the Subject Lands and illustrate minimum setback distances between the outdoor storage area and all lot lines.

ii. The existing detached dwelling and garage need to be shown on the Site Plan along with its minimum setbacks.

iii. Please clearly delineate the extent of the areas subject to the proposed rezoning, preferably using linework that is visually distinct from the other features.

c. A schedule should be provided as part of the Draft Zoning By-law, outlining the extent of lands to be rezoned.

d. With respect to the Planning Justification Report (PJR), Appendix 2 should be updated to reflect the extent of the area that is proposed to be rezoned in the Draft Zoning By-law.

e. With respect to the comments to the Woodland Dripline Confirmation and Natural Heritage Assessment Memo, we offer the following comments:

i. The memo identifies that there are significant woodlands abutting the outdoor storage area. The memo should confirm if they are also considered *significant woodlands*, therefore a Greenlands feature, as per the County OP's criteria outlined in Section 5.5.4. Furthermore, the location of the outdoor storage area would be considered adjacent lands under policy 5.6.3. This memo should provide an analysis and confirmation of whether the proposed development conforms with section 5.6.2 of the County OP, which outlines criteria to permit development in the Greenland System or on adjacent lands.

ii. Figure 2 of this memo should be updated to clearly identify the extent of the significant woodlands identified on the Subject Lands.

iii. The memo identifies a number of recommendations. If accepted by the Township's ecologist, these recommendations may need to be incorporated into the Site Plan Agreement.

iv. We defer to the Township's ecologist for technical review of the Memo and may provide additional comments following their assessment.

f. Please submit spatial information either as a dwg file or shapefile that shows the Subject Lands boundaries, the extent of the proposed zone change area, the extent of the NE Zone and its 30 metre buffer, the extent of the outdoor storage area, and the extent of the significant woodlands and their recommended buffer widths. This is required to prepare the draft schedule of the Zoning By-law Amendment if the application is recommended for approval.

g. If recommended for approval, we anticipate regulating the number of recreational vehicles, shipping containers, and sheds to be stored on site in the implementing Zoning By-law in addition to the maximum area where the outdoor storage use is permitted.

h. The following information is available to assist with a submission:

i. Site Plan and Drawing Requirements - https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf

ii. Municipal Development Standards - https://puslinch.ca/wp-content/uploads/2022/07/117006-3-Puslinch-Standards_FINAL-September-2019.pdf

iii. Puslinch Design Guidelines - https://puslinch.ca/wp-content/uploads/2022/07/Puslinch-Design-Guidelines-Feb-2010.pdf

Sincerely,

[redacted]

Jeremy Tran, MCIP, RPP
Manager, Urban Design & Development Planning
NPG Planning Solutions Inc.
Jtran@npgsolutions.ca

NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists

May 19, 2026 3378

Township of Puslinch
7404 Wellington County Rd 34
Puslinch, ON
N0B 2J0

Attention: Monika Farncombe
Planning and Corporate Services Coordinator

RE: 4539 Victoria Road South, Township of Puslinch
Third Zoning By-law Amendment Application Review Comments

As requested, we have reviewed the third Zoning By-law Amendment (ZBA) Application ('Application') submitted to the Township of Puslinch by Riepma Consultants Inc. (Clare Riepma) on behalf of Stephanie McCrone for proposed recreational vehicle (RV) storage at 4539 Victoria Road South, Township of Puslinch, Ontario ('subject property'). Our comments are set out below.

Background

The subject property is located northeast of Victoria Road South and southeast of Maltby Road East in the Township of Puslinch, Ontario. It is understood that the applicant wishes to continue the storage of RVs, portable sheds, and similar items within the central portion of their property.

NRSI staff previously provided peer review comments (May 27, 2024) on a Pre-Consultation Request, first ZBA Application (November 7, 2025), and second ZBA Application (January 29, 2026) for the proposed RV storage use on the subject property.

Reviewed Materials

To complete this review assignment, NRSI staff have reviewed the following materials:

- Woodland Dripline Confirmation and Natural Heritage Assessment Memo, 4539 Victoria Road South, Puslinch, Ontario. Prepared by GEI (April 2026);
- 4539 Victoria Road South, Puslinch, Planning Justification Report. Prepared by Riepma Consultants Inc. (Updated April 2026);
- Response Matrix. Prepared by Riepma (April 2026);
- Site Plan- Outdoor Storage, 4539 Victoria South, Puslinch, Ontario. Prepared by Riepma (April 2026);
- "Make a Map: Natural Heritage Areas", Ministry of Natural Resources (2026);
- County of Wellington Official Plan (last updated December 2025);

- Township of Puslinch Comprehensive Zoning By-law No. 023-18 (Consolidated April 2025); and,
- Grand River Conservation Authority (GRCA) Regulation Mapping, Grand River Conservation Authority (2026).

Comments on Reviewed Materials

- The subject property contains a portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) within the northeastern and southeast. A small (<0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (<0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property.
- As stated in our previous peer review letters (NRSI 2025, 2026), available air photography shows intermittent tree cover throughout the subject property and a more densely treed area within the north and northeast sections of the property. The Natural Heritage Assessment appropriately delineates the outer limit (i.e., the dripline) of the on-site woodland and identifies the feature as a Significant Woodland associated with the Mill Creek Puslinch PSW. We agree with this conclusion, as well as the determination that the feature should be considered Significant Wildlife Habitat (SWH).
- It is noted that the Natural Heritage Assessment states that generalized Ecological Land Classifications assessments were completed for the subject property as part of the field surveys. While mapping of the existing ecological communities would typically be completed, a high-level description has been provided of the existing communities within the letter, which is considered sufficient for this application.
- Figure 2 in the Natural Heritage Assessment identifies the existing natural heritage features on and adjacent to the subject property, including wetlands, PSW, woodland, and areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan (last updated December 2025), in relation to the proposed rezoning area. The proposed rezoning area appears to slightly overlap with the woodland dripline boundary. It is understood, based on the description provided within the submission materials, that the limit of rezoning corresponds with areas of existing disturbance (i.e., the existing access) and that this overlap will not result in any expanded area of disturbance within the woodland.
- An ecological assessment has been provided to evaluate the potential for direct and indirect impacts of the proposed storage area on the adjacent natural heritage features, including the Significant Woodland. It is understood that a woodland buffer has not been proposed, as the storage area and access are confined to an existing disturbed footprint adjacent to the woodland dripline and no additional encroachment into the feature is proposed. While a woodland buffer should typically be provided, NRSI staff acknowledge that the proposed use is limited to the continuation/formalization of an existing disturbed area and is not anticipated to result in additional woodland removal or encroachment. On this basis, NRSI staff generally agree with the proposed approach, provided GEI's proposed mitigation, including permanent Erosion and Sediment Control (ESC) fencing along the woodland dripline and the restriction of site activities to the existing disturbed area, are implemented.

Please do not hesitate to contact us if you require further clarification on these matters.

Sincerely,
Natural Resource Solutions Inc.

[redacted]

Jack Richard, R.P.F.
Biologist and Registered Professional Forester

[redacted]

Sydney Gilmour, M.Sc.
Terrestrial and Wetland Biologist

Highway 6 and 401 Improvements from Hamilton North Limits to Guelph South Limits G.W.P. 3042-14-00

Phase 3

Highway 401 & Highway 6/Brock Road South Interchange Improvements Preliminary Design and Class Environmental Assessment
(G.W.P. 3041-23-00)

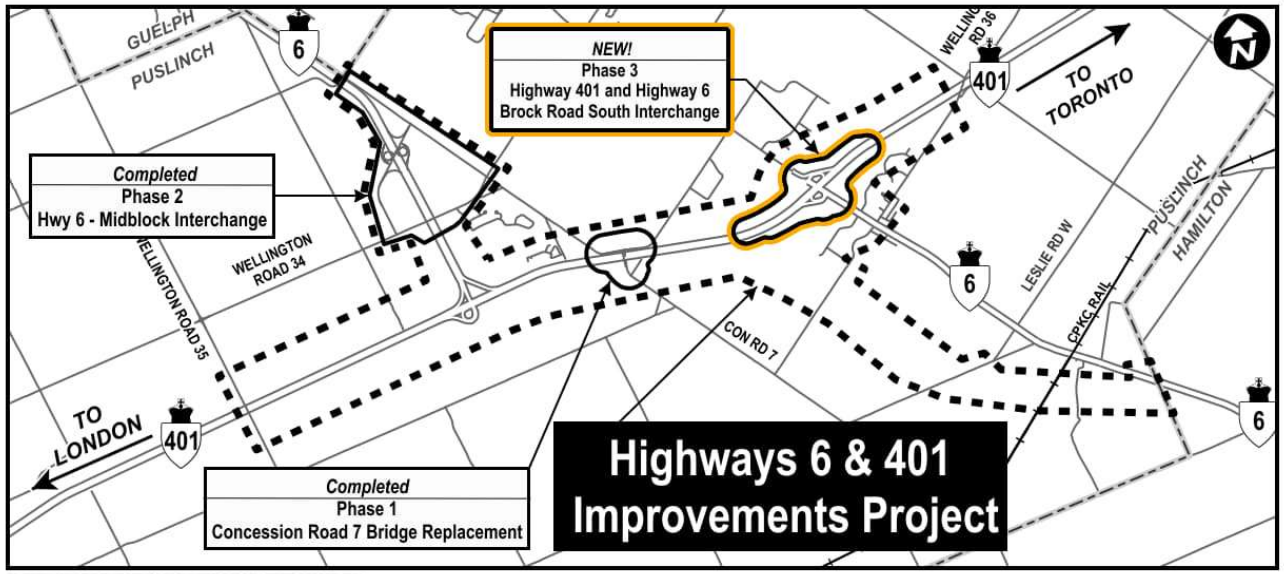
Pre - Public Information Centre Presentation
Township of Puslinch Council

June 17, 2026

Project Overview

- Phase 3 of Highways 6 and 401 Improvements includes the Environmental Assessment, Design and Construction of the Highway 401 and Highway 6/Brock Road South Interchange Improvements, building on the findings of GWP 8-00-00.

- The Study Objectives are:
  - Replace the existing underpass which is approaching the end of its service life.
  - Tie into the existing Highway 6 / Brock Road alignment.
  - Be compatible with the future Highway 6 realignment and other related improvements.
  - Improve geometrics and traffic operations, where possible, while minimizing environmentally impacts.

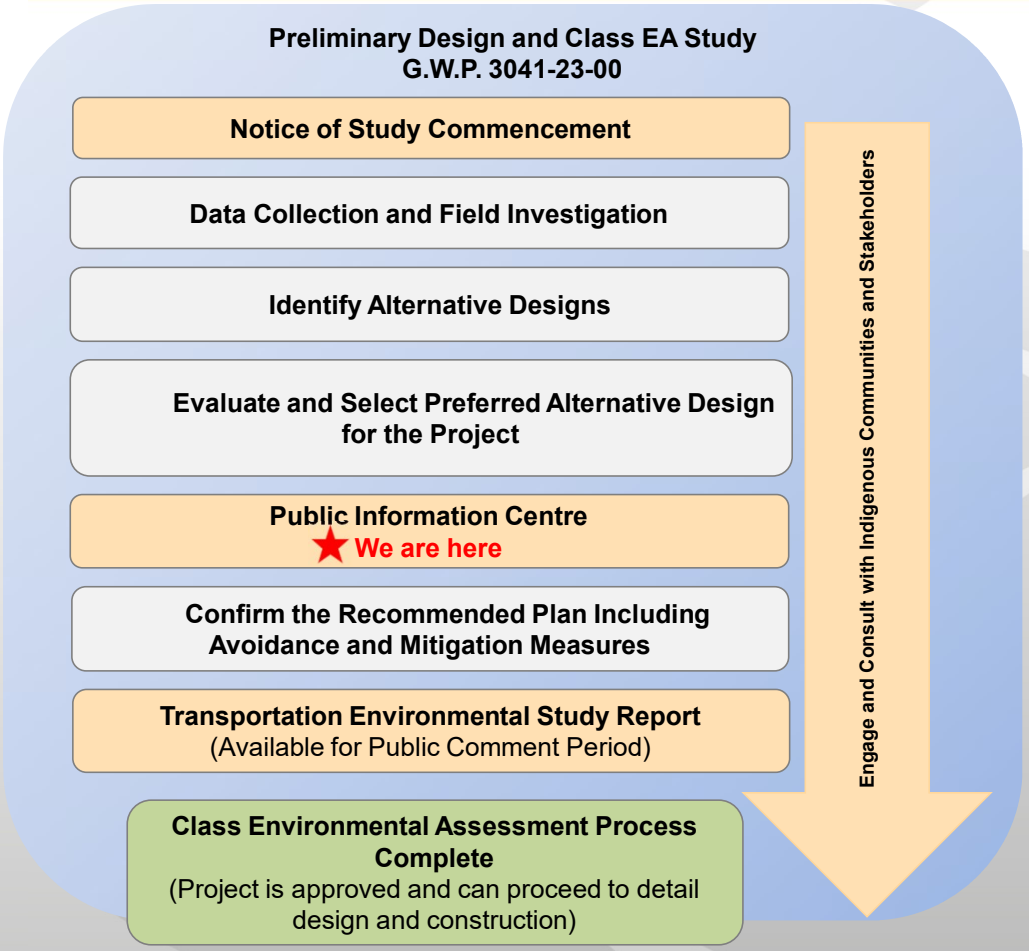


Consultation and Engagement

- Notice of Study Commencement was distributed in October, 2025.
- The Project Team presented to Wellington County and Township of Puslinch on October 23, 2025 and to the Wellington Roads Committee on April 14, 2026.
- The Project Team completed a joint pre-PIC meeting with Wellington County and Township of Puslinch staff, and local Emergency Service providers on June 16.
- Today's presentation to Township of Puslinch Council June 17.
- Notice of Public Information Centre to be distributed to public June 17-18.
- **The Project's PIC is scheduled for June 26-July 9, 2026 and will be online (**Highway 6 (Hanlon Expressway) and Highway 401 Improvements**).**

Update on Study Progress

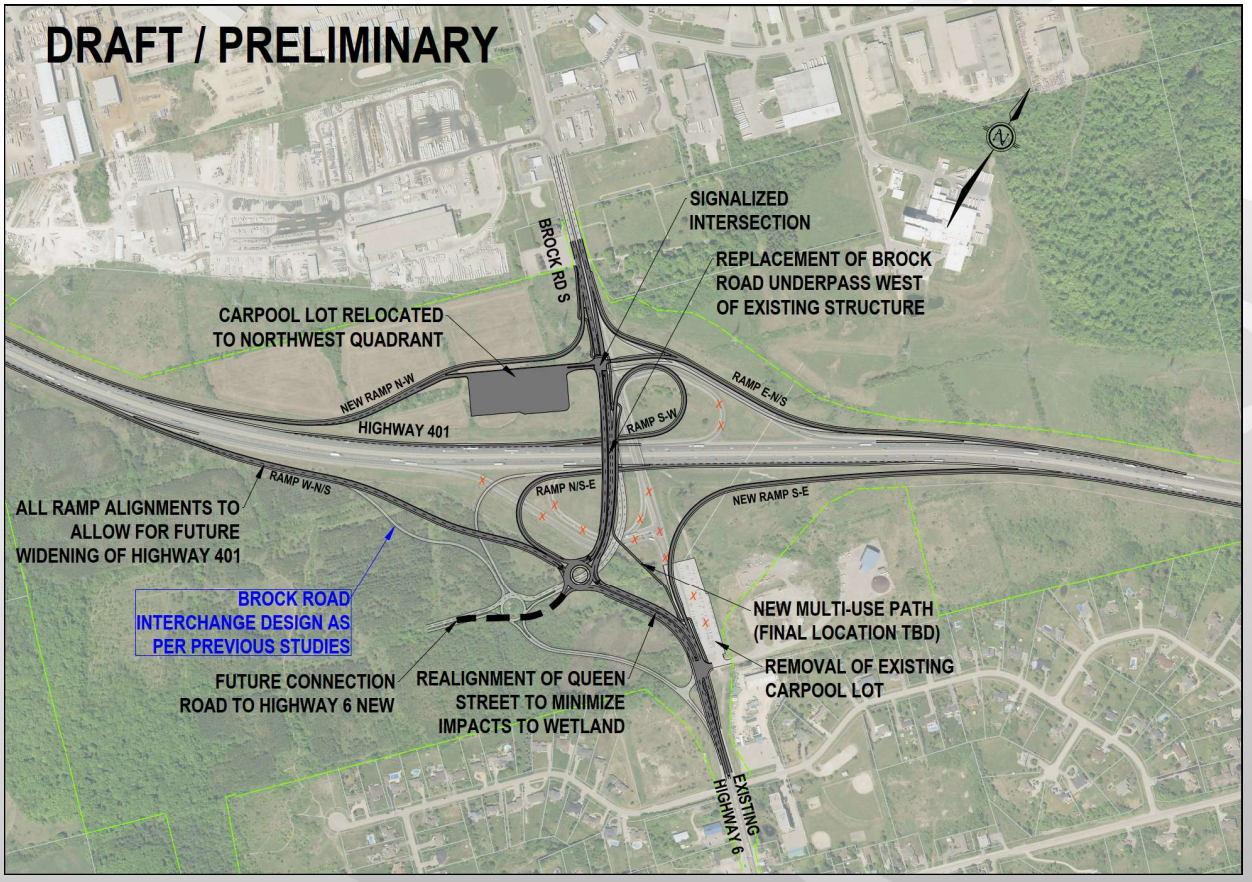
- The Project is following the approved planning process for a Group ‘B’ project in accordance with the Class Environmental Assessment for Provincial Transportation Facilities and Municipal Expressways (2024).
- The Project Team has completed the evaluation of alternatives and selected the Preferred Alternative Design, which will be shared at the upcoming PIC.



Preferred Alternative Design

- The Preferred Alternative Design provides improved overall interchange traffic operations in comparison to the existing configuration.
- **Active Transportation-** multi-use path (or provisions) proposed through the interchange
- **Carpool Lot -** Relocated to northwest quadrant with potential provisions for EV charging stations and up to approx. 275 parking spaces
- **Illumination-** partial interchange illumination will include illumination of carpool lot, roundabout and ramp decision points. Shielding on luminaires to be considered to minimize light trespass.

Alternative 1



Environmental Assessment Update

Environmental studies are currently in progress. Some key findings include:

- Habitat for **Species at Risk (SAR)** has been confirmed in the Study Area and field investigations are ongoing to confirm presence of SAR and birds protected by the Migratory Bird Convention Act.
- **Groundwater** within the Study Area is considered to have a low to medium vulnerability for contamination from the ground surface. Groundwater investigations are ongoing.
- **Air Quality** criteria exceedances in the northeast quadrant are expected due to both anticipated project contribution and to high levels of existing ambient air quality concentrations of Nitrogen Dioxide, fine particulate matter and benzo(a)pyrene within the Study Area.
- The **Noise Impact Assessment** indicates that the proposed improvements will result in noise levels below Provincial Guidelines for change and for absolute noise levels and as such, noise mitigation is not proposed.
- No direct impacts to **Built Heritage Resources or Cultural Heritage Landscapes** are anticipated as a result of the Project. Investigations regarding potential indirect impacts, such as vibration impacts are ongoing.

Impacts and mitigation will be confirmed in the next stage of the Project and documented in the Transportation Environmental Study Report, which will be available for public comment later this year

Next Steps

- Host online Public Information Centre: June 26- July 9
- Consider input received during this PIC and finalize evaluation of alternatives
- Complete the design of the Preferred Alternative Design and Environmental Impact Assessments and develop Mitigation Plans
- Prepare the Transportation Environmental Study Report (TESR) and submit for comment period (summer/fall 2026)
- Once the Project Team has addressed comments received on the TESR, the Environmental Assessment is complete
- Early works such as advanced tree clearing and utility relocations (expected in winter 2026/2027)
- Construction is anticipated to begin in 2027 and last for three years.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

Ontario

234-2026-1806

June 1, 2026

Dear Head of Council:

I am writing to invite your municipality to apply to the new Canada-Ontario Development Charge Reduction Program (DCRP), beginning June 1, 2026.

This program is part of the historic Canada-Ontario Partnership to Build, announced on March 30, 2026, which would provide up to $8.8 billion in new infrastructure funding to municipalities that reduce and maintain development charge (DC) reductions. While the program requires DC reductions of at least 30% to 50%, retroactive to March 30, 2026, municipalities are strongly encouraged to be as ambitious as possible in their DC rate reductions to secure as much funding as possible for their communities.

Ontario understands the importance of municipal DCs in funding the infrastructure to support growth. However, rising DCs have become a significant barrier to home building. Housing is stalling in Ontario and will continue to be deeply affected unless all levels of government come together to take collective, strategic action to incent housing development.

This program gives municipalities a unique opportunity to partner with the provincial and federal governments to support new housing. It will help municipalities to fund and build the infrastructure needed for growth, including housing-enabling infrastructure, such as roads, water and wastewater systems, transit and community infrastructure, such as fire and police infrastructure. Municipalities will be required to fund at least 10 per cent of project costs, with greater municipal contributions leading to higher funding eligibility.

Municipalities must also put forward shovel-ready projects from their DC background study and capital plan that are anticipated to start construction no later than July 31, 2030, and be complete by October 31, 2035. Joint applications are also encouraged, but all applicants would be required to meet the immediate and ongoing program requirements.

…/2

Together with the temporary enhanced HST relief on new homes, this summer construction season is pivotal to maximizing the impact of this program on unlocking housing. This is why Ontario is moving expeditiously to launch the DCRP with a single intake period from June 1-19, 2026, to commit all funds for the next ten years.

To apply, municipalities must submit a completed application form with required supporting documents via the Transfer Payment Ontario (TPON) system by **10:00 a.m. EST on June 19, 2026**. To get started, access the TPON system by visiting www.Ontario.ca/getfunding. Program guidelines, frequently asked questions, and the application form will be available on the TPON system shortly. In the interim, if you have questions about the program, including application information, I encourage you to email DCRP@ontario.ca.

All Ontario municipalities (single-tier, upper-tier and lower-tier) that have an active DC by-law in place (as of March 30, 2026) are eligible to apply. Municipalities that took action to reduce DCs prior to March 30, 2026, are also encouraged to apply to receive recognition for their efforts in supporting new housing developments.

By continuing to work together to unlock more housing supply, we are creating jobs, supporting economic growth, building more affordable homes faster, and laying the foundation for long-term prosperity across Ontario.

Sincerely,

[redacted]

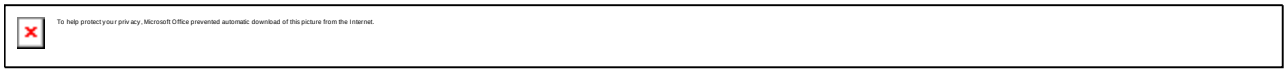
Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

c. Municipal Chief Administrative Officer
Hon. Todd McCarthy, Minister of Ministry of Infrastructure
Hon. Peter Bethlenfalvy, Minister of Ministry of Finance
Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
Aryn Azzopardi, Chief of Staff to the Minister of Infrastructure
Blair Hains, Chief of Staff to the Minister of Finance
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division, Municipal Affairs and Housing

Maureen Barlow

From: AMO Policy <policy@amo.on.ca>
Sent: June 1, 2026 6:36 PM
To: Admin
Subject: AMO Policy Update – Canada-Ontario Development Charge Reduction Program Launches

This sender is trusted.



AMO Policy Update – Canada-Ontario Development Charge Reduction Program Launches

Announcement Highlights

Today, the federal and Ontario governments announced details of the Canada Ontario Development Charge Program, aimed at reducing the province's development charges (DCs). Municipalities remain committed to increasing housing supply and affordability, and we welcome this federal–provincial effort to lower housing construction costs and boost to construction sector employment.

Because growth patterns, infrastructure capacity, and DC bylaws vary, the program's financial impact will be uneven across municipalities. AMO encourages municipalities considering participation to assess potential DC revenue losses, weighing housing supply priorities against long-term fiscal impacts as they develop applications and negotiate funding agreements with the province.

AMO will continue working with the province to clarify outstanding questions and support members interested in participating in the program. We remain committed to helping municipalities make this initiative a success for the developers and taxpayers in their community.

Responding to AMO's calls for fair access to Canada-Ontario Partnership to Build, the province committed to also making funding available for rural, small and northern municipalities, with more details to be announced at a later date.

Top Insights

• The Canada-Ontario Development Charge Reduction Program launched today. Municipalities have until June 19, 2026 to submit projects for funding consideration. Final transfer payment agreements between individual municipalities and the province will lock in a 3-year development charges reduction and secure federal/provincial funding to offset a portion of the lost revenue.

• The province committed to also making Canada-Ontario Partnership to Build funding available for rural, small and northern municipalities.

Program Details

The Ontario and federal governments announced today detailed program parameters for the Canada-Ontario Development Charges Reduction Program (DCRP). The $8.8 billion application-based program is available to the over 200 municipalities that levy development charges.

The program's design responded to AMO advocacy by recognizing the differing infrastructure needs of communities by providing funding for both housing enabling and community infrastructure, such as new roads and water systems as well as transit. The promised carve out for rural/small/northern also responds to AMO's call for fair access to new funding, as these communities face different infrastructure needs than their faster growing peers.

There are some open questions on program design, including:

- How offset funding will be determined
- How past voluntary DC reductions will count towards the new 3-year DC reduction requirement, and
- If municipalities will get credit for having suppressed DC rate growth

The program has a short program intake window, from June 1 to June 19. AMO anticipates transfer payment agreements to be finalized as soon as this summer. This timeline was set to align DC reductions with the one-year provincial HST vacation for new homebuyers to increase market demand for unsold housing inventory and spur housing starts.

Many of the high-level program parameters first announced in March are unchanged. For example, participation is voluntary, municipalities will have to

cut their DC rates by 30 to 50% for three years, and program funding is paid out over 10 years.

Today's announcement provided greater clarity on eligible housing enabling infrastructure projects, eligible project costs, cost-share ratios, and assessment criteria. Eligible projects include roads, water/wastewater, and transit. Municipalities will be required to fund at least 10% of project costs and these can include soft costs such as front-end engineering and design work. The size of municipal contribution along with the level of DC reduction and number of housing units enabled are the main criteria that will be used to assess applications.

AMO will provide additional guidance to help members evaluate the program's cost-benefit to their community.

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

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Laura Emery

From: AMO Policy <policy@amo.on.ca>
Sent: June 9, 2026 6:08 PM
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Subject: AMO Policy Update – A Framework for Navigating the Development Charges Reduction Program

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A Framework for Navigating the Development Charges Reduction Program

The Development Charges Reduction Program (DCRP) was launched on June 1. The short window for funding submissions and end of August timeline for funding agreement execution requires councils to make significant infrastructure investments and revenue management decisions under compressed timelines.

AMO has developed a primer to help councils navigate the key fiscal and community impact considerations of participating in the DRCP. The resource provides program information and principles-based framework that guides councils through three key decision points:

- Program participation
- Application submission, and
- Agreement execution.

With the June 19 application deadline fast approaching, this primer is designed to support municipalities' due diligence and council discussions. It was developed based on final program design, aligning to MMAH's guidelines, https://www.ontario.ca/page/development-charges-reduction-program, and interpretative advice.

AMO is working with MMAH to hold a webinar for our sector, to provide an opportunity for MMAH to provide clarity on the program and answer our

sector's top questions. Invitation with confirmed meeting date to follow as an invitation to CAOs and Treasurers.

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

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Navigating the Development Charges Reduction Program

June 9, 2026

This primer provides context to help councils navigate the key fiscal and community impact considerations of participating in the Development Charges Reduction Program (DCRP).

Why are Housing Starts Still at Historically Low Levels?

Municipalities are doing everything in their power to increase housing supply and affordability. The overall economic environment is the key driving factor shaping housing activity. Improvements in broader economic conditions are starting to have a positive impact on the housing market, but not to the extent that's needed.

- Housing starts in April of this year are 25% higher than April 2025, with 6,680 units under construction[1]. On an annualized basis housing starts in 2025 were 13% lower than 2024.
- Interest rates have declined by more than 50% from its COVID peak. The Bank of Canada's policy interest rate is now 2.25% compared to 5% in June 2024.
- Residential construction cost increases are the lowest in a decade, with cost increases averaging 0.4% in 2025, a substantial decline from its COVID-era peak of 9.4%[2].

Against this backdrop, the federal and Ontario governments' launch of DCRP hopes to spur housing construction by reducing the cost to build[3]. Specifically, the portion of construction costs that's attributable to development charges (DCs). The program's assumption is that reducing construction costs will make stalled projects economically viable.

Research released by CMHC earlier this month shows that reductions in DCs can help improve project viability[4]. The size of the impact, however, is limited. In Ontario, an estimated 1 to 5% of projects would become viable if DCs were reduced by 50 to 60%. A complete elimination of DCs would increase project viability by 3 to 11%. In many municipalities with low DCs, further cuts will not boost construction because the cost savings will not be enough to make projects profitable.

1 AMO analysis of CMHC's Monthly Housing Starts and Other Construction Data Tables. Housing starts for urban centres in Ontario with population 10,000 and over.
2 AMO analysis of residential construction cost in Ontario from Statistics Canada's Building Construction Price Indexes, Table 18-10-0289-01
3 The DCRP program guidelines can be found here. Questions about the program can be directed to DCRP@ontario.ca.
4 Development charges: cities aren't created equally | CMHC

Considerations for Municipal Participation

The costs and benefits of participating in this program will vary for municipalities, given the unique housing supply and infrastructure needs in each community. To participate in this program, municipalities will need to absorb revenue losses, financing costs, and cash flow impacts. This will need to be weighed against whether a council has reason to believe the DC cuts are sufficient to impact housing project decisions.

Municipalities in a good position to leverage this program include those that have already reduced DCs and can recoup some of these losses, where sufficient funds for projects have already been collected as part of reserves, or where discussions with local developers provide additional certainty regarding impacts on new starts. In these instances, this program could help support a construction sector under strain while moving forward with needed capital projects. Over the medium-term, more housing will benefit municipalities through significant associated economic benefits.

For other municipalities, the cost of opting into the DCRP may undermine long-term municipal fiscal stability and require increases to property taxes, user rates, or debt and related servicing costs. These could include municipalities that are relying heavily on DC revenues to pay down existing debt or those where previous provincial policy changes like mandatory DC deferral to occupancy have created significant fiscal pressure. The CMHC study underscores the significant uncertainty that DC reductions will have a meaningful impact on housing starts in the current market conditions. There will also be instances where projects that were already viable will proceed with a significant DC cut with no mechanism to ensure this is passed along to homebuyers through lower prices.

Program Application and Transfer Payment Agreement Considerations

At Program Application: Council has a narrow window to review staff recommendation and debate the merits of opting in or out of the DCRP, due to the short intake window and the province's intent to execute transfer payment agreements before the August 21st nomination period closes for municipal election. Given the program's 10-year time horizon, the large sums of foregone DC revenue, and the significant uncertainty in predicting total revenue losses, cash flow impacts and the evolution of housing market conditions, councils will need to carefully consider what new fiscal burden may be created under different municipal contribution and DC reduction scenarios and where this burden shifts, e.g., on the tax base, rate base, and/or descoping capital plans.

The DCRP program guidelines explicitly prioritize housing-enabling infrastructure that supports the creation of new housing units over community infrastructure[5]. This preference along with an evaluation framework that rewards large DC reductions will require council to weigh trade-offs such as likelihood of funding vs. immediate community need in determining what type of projects should be submitted.

At Transfer Payment Agreement (TPA): The DRCP asks municipalities to put forward a project list, project costs, and DC reductions for funding considerations. Municipalities will only know what projects are funded and the level of DC rate cuts required to access funding if they are successful in their funding request. Importantly, DC rate cuts will not take effect until a TPA is signed, providing a degree of de-risking for councils. Councils will need to consider how to proceed with the funded choice set (i.e., projects funded, size of DC cuts) if the grant amount requires additional municipal contribution that were not contemplated at time of application. This decision-making will be complicated by the proximity to municipal elections, as there is a risk that TPA negotiations could extend past the nomination period at the end of August.

Myths Vs. Reality: DCs, Home Prices, Reserves

Myth: *If DCs Didn't Exist Homes Would Be More Affordable*

Reality: DCs are a partial cost recovery tool that is **used to pay for growth related infrastructure**. If DCs did not exist, the cost to build housing-enabling infrastructure would still be borne by homeowners through higher property taxes and utility rates. Property taxes would have to increase by 13%, leading to higher monthly carrying costs and gross debt service (GDS) ratio for homeowners[6]. GDS is one of the financial stress measures that banks use to assess if borrowers can afford to buy a home, with higher GDS indicating lower financial capacity. In addition, **many existing homeowners paid DCs to fund their share of the growth costs when their homes were built.**

Myth: *Municipalities Have Ample Reserves To Pay For Growth*

Reality: DC reserves and almost all non-DC reserve funds are committed to specific projects[7]. Reserve funds are heavily regulated by the province, which require municipalities to use these funds for specific purposes, including keeping infrastructure in a state of good repair or investing in new infrastructure to support housing and economic growth **and to provide full transparency in reporting.**

5 Refer to page 8 of the DCRP Program Guidelines that's available on TPON.
6 AMO analysis of 2024 FIR data
7 Financial Accountability Office of Ontario.

June 3, 2026

To our Municipal Clients,

In our continued efforts to keep you informed of matters related to development charges (DC), we want to inform you of the June 1 announcement regarding the Development Charges Reduction Program (DCRP). The following provides a brief summary of the information, as well as some key sources of further information to assist you in the coming weeks:

- Funding Announcement: https://news.ontario.ca/en/release/1007531/ontario-and-canada-open-applications-for-new-development-charge-reduction-program
- Funding Program Details: https://www.ontario.ca/page/development-charges-reduction-program
- Program Guidelines: https://www.ontario.ca/files/2026-06/mmah-dcrp-application-guidelines-and-faq-en-2026-06-01.pdf

Applications for funding are **due by June 19, 2026** through Transfer Payment Ontario (TPON): https://www.tpon.gov.on.ca/tpon/psLogin

Overview

The provincial and federal governments announced $8.8 billion in funding over 10 years, to be delivered through the Build Communities Strong Fund's Provincial and Territorial stream. The intent of the funding is to provide housing-enabling infrastructure to support housing development in Ontario. To obtain this funding, municipalities will be required to commit to reducing their respective residential DCs by 30% to 50% and provide funding for at least 10% of the eligible growth-related project costs.[1] The Program Guidelines document (summarized below) provides further details regarding the program, including eligible projects, the application process, how projects will be assessed, and other relevant items. Note that joint submissions between municipalities may be accepted, subject to the requirements in the Program Guidelines.

Key Requirements

- Municipalities must commit to reducing DCs for all residential development by 30% to 50% to be eligible for funding.
    - It appears that a commitment to reducing DCs is required; a reduction in DCs in advance of receiving funding does not appear to be necessary.
    - It appears no reduction for non-residential development is required.
    - DC reductions must be inclusive of area-specific DCs.

[1] Note that eligible growth-related costs do not include the Benefit to Existing and Post-period Benefit shares of DC projects.

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    - DC reductions must total 30% to 50%, but municipalities can choose to reduce certain service categories more than others.
- Reductions in DCs will be measured against the rates in effect as of March 30, 2026.
    - Note that there was no mention of indexing in relation to estimating the DC relief. Further clarification of this matter may be required in preparation of your applications.
- Municipalities will be required to maintain any rate reductions for a period of at least three years.
- DC reductions would take effect immediately upon entering into the Transfer Payment Agreement and would be retroactive to building permits obtained after March 30, 2026.
    - When preparing amending by-laws to reduce the DC rate, municipalities may need to include wording to provide for the reduced rate to apply retroactively to building permits issued after March 30, 2026. Where DCs have already been paid, refunds may be required, which may add to the administrative burden.
- Municipalities must make a commitment to fund at least 10% of the eligible (growth-related) project costs from non-DC sources. Note that for assessment purposes only, soft costs can be used to estimate the municipal contribution.
    - As the guidelines state "for assessment purposes only," it is assumed that the municipality would be responsible for 10% of the "eligible costs," which excludes soft costs.
- Municipalities will be responsible for all cost over-runs and financing costs related to the projects.
- Applicants should request funding amounts that are reflective of the estimated amount of DC relief provided and the municipal contribution for each project.
    - Funding from other provincial and federal programs may be stacked towards the eligible project costs, subject to conditions of previous agreements and that the funding is not from housing-enabling infrastructure programs. These amounts cannot be used towards the municipal contribution.

Application Requirements

- A reasonable estimate of the number of housing units enabled by the proposed project(s).

- An estimate of the number of housing units that will benefit from the reduced DCs and the resulting amount of the reduction provided.
    - This will entail a projection of anticipated housing development for the period of the proposed reduction, for which the DC rates and reduced DC rates can be applied to estimate the overall reduction provided.
    - Note that this may be audited by the Province.
- Identification of the project, or projects (up to five), that would be eligible for the grant.
    - Projects must be included in your most recent DC background study and capital budget/plan.
        - Note that for municipalities without multi-year capital budgets, reference to a master plan or other study that identifies the capital needs may be required. Municipalities may need to seek clarification as part of the application preparation.
    - For municipalities that reduced DCs prior to March 30, 2026, they can choose projects in their capital plan that are not in the DC background study.
    - Smaller projects may be grouped together for the purpose of the application.
    - Where multiple projects are identified, prioritization of the projects with the rationale is required.
    - Multiple applications can be submitted if more than five projects are identified.
    - Projects can be parts of larger projects.
    - Projects must begin construction by July 31, 2030 and be completed by October 31, 2035.
        - Projects cannot be those already under construction, except where they started after March 30, 2026 and where DC rate reductions have been applied in advance.
- Municipalities must commit to complying with the Housing, Infrastructure and Communities Canada's Buy Canada Policy or the Municipal Buy Ontario Procurement Directive.
- Applications must include a clearly defined scope of work, schedule, and list of dependencies to enable a comprehensive understanding of the project (financial, technical, risk, etc.).
- Applications are required to include a copy of the applicable Official Plan schedules and Zoning By-law maps with anticipated housing clearly delineated.

Eligible Projects and Costs

- Projects that enable housing will be given priority.
    - Projects cannot include life cycle replacement projects, but may include expansions of existing infrastructure that increase capacity, size, scope, or reach to accommodate growth.
- Eligible service categories are:
    - Water, wastewater, stormwater, fixed transportation, and transportation rolling stock – these projects will be given priority.
    - Public Safety and Emergency Services and Community Infrastructure – these projects will be considered.
    - A full list of eligible asset types is provided in the Program Guidelines.
- Municipalities must own the infrastructure and/or confirm they will own the assets upon a specified date.
- Eligible Project Costs include:
    - Land acquisition costs (from the provincial share of the funds only).
    - Hard costs (including costs of construction, labour, materials, and equipment).
    - Environmental Assessment and Duty to Consult costs incurred after February 26, 2026.
    - As stated above, for assessment purposes only, soft costs can be used to estimate the municipal contribution. It is assumed that municipalities will be required to fund their portion of the actual eligible costs.

Ineligible Projects and Costs

- Projects that have started construction prior to a Transfer Payment Agreement being executed.
- Planning and design work as stand-alone projects.
- Projects for rehabilitation and/or repair of existing municipal infrastructure.
- Any share of a project that is identified as Benefit to the Existing Development or Post-period Benefit.
- Ineligible Project Costs include:
    - Soft costs, including those related to design, engineering, legal fees, and permitting and insurance.
    - Costs incurred after October 31, 2035.
    - Costs incurred for cancelled projects.
    - Any overhead costs, salaries, and other employment benefits of any employees of the applicant, any direct or indirect operating or administrative costs, and costs related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the applicant's staff.

        - Note that this appears to imply that chargebacks to capital projects for municipal staff time would likely not be eligible for funding.
    - Sales tax.
    - Any costs eligible for rebates.
    - Costs for operating expenses, including maintenance.
    - Costs related to furnishings and non-fixed assets that are not essential for the operation of the asset.

Timelines and Key Dates

- Applications are due by June 19, 2026.
- Transfer Payment Agreements must be executed by August 15, 2026.

Evaluation of Applications

- Funding will be provided as determined by the Province, with priority given to applications with:
    - Deep DC rate reductions and a large number of housing units that would benefit from the DC relief.
    - Greater proposed rate reductions and/or municipal contribution (e.g., more than 10%).
    - Capital projects that are further in the shovel-ready process.
        - Shovel-readiness indicators include:
            - Completed Environmental Assessment;
            - Land acquisition;
            - Conceptual Engineering;
            - Detailed Engineering;
            - Planning and Design; and
            - Tender/contract award (without commencement of construction).
- Availability of dedicated DC reserve funds towards the project will be considered in determining shovel-readiness of the project.
    - It is assumed that this is in relation to cash-flowing the project while funds are distributed from the Province.

Other Matters for Consideration

- Projects should have a financial plan in place to manage ongoing operating costs.
- Projects should be considered in the next update to the municipality's asset management plan.
- Where the duty to consult Indigenous communities is triggered, the municipality must confirm that consultation has been undertaken.

- Projects must meet or exceed the requirements of the Ontario Building Code.
- Payments will be made to municipalities on a milestone basis as set out in the Program Guidelines.
- There appears to be no funding maximum.
- Municipalities approved for funding will be required to provide reports to the Ministry as set out in the Program Guidelines document.

Concluding Remarks

The intent of this program is to provide grant funding for housing-enabled projects that provide the greatest DC relief. As such, this program is designed such that municipalities will submit applications to compete for a defined pool of funds. Moreover, it incentivizes municipalities to provide DC reductions and municipal contributions beyond the minimum requirements set out in the Program Guidelines.

Given the intent of the program, it appears that a larger share of the funds may be provided to municipalities with higher levels of growth and higher DCs, as the reductions may have a larger impact in these areas.

As the application requirements include a commitment to reduce DCs, it is recommended that municipalities do not reduce DCs in advance of entering into a Transfer Payment Agreement in case grants are not awarded, unless DC reductions are provided for policy matters not related to receiving the grant funding.

The funding received for projects may not offset the revenue foregone from reducing DCs and funding at least 10% of project costs from municipal sources. An analysis should be undertaken to assess the financial benefit of receiving funding before applying or entering into a Transfer Payment Agreement.

If you have any questions regarding the DCRP, the preparation of applications, or the implications of this program for your municipality, we would be pleased to assist you. Feel free to contact any of the undersigned at your convenience.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

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EVENTS

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FEATURE ARTICLES

Applications Open for the Development Charge Reduction Program (DCRP)

Previously announced through the Canada-Ontario Partnership to Build, the Development Charge Reduction Program (DCRP) is an $8.8 billion program over 10 years for housing-enabling infrastructure projects, with funding prioritized for municipalities that reduce development charges (DCs) for all residential types by 30-50% or greater for at least 3 years.

The DCRP supports housing-enabling infrastructure such as roads, water, wastewater, and transit. Eligible project costs are shared across all levels of government with up to 90% funded by federal and provincial governments, and at least 10% funded by the municipality. Ineligible costs include design, engineering, legal fees, permitting, and insurance.

To apply, municipalities must have an active DC by-law in place as of March 30, 2026. Applications will be assessed based on:

- Percentage of committed DC rate reduction
- Number of housing units benefitting from DC relief

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Finance Specialist
Closes: June 12, 2026

MUNICIPALITY OF TRENT HILLS
Finance Manager/Deputy Treasurer
Closes: June 23, 2026

MUNISOFT
Software Support Technician
Closes: June 29, 2026

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- Municipality's financial contribution

Projects will be prioritized with consideration for the number of homes enabled by the project. Municipalities are strongly encouraged to be as ambitious as possible in their DC rate reductions to secure maximum funding.

Interested municipalities must complete an application on TPON by **June 19 at 10:00AM EST**.

Note: Funding through the Canada-Ontario Partnership to Build will also be made available for rural, small and northern municipalities, with more details to be announced at a later date.

THE POLICY AGENDA

ERP Software Functional and Technical Requirements Spreadsheet – Now Available

MFOA is developing a suite of resources to help support municipalities with ERP systems procurement. The first resource, an ERP Software Functional and Technical Requirements spreadsheet (Version 1) is now available!

This document supports municipalities in the planning, evaluation, procurement, and modernization of ERP solutions. It provides a practical starting point for municipalities undertaking an ERP review, developing RFPs, or assessing the maturity and capabilities of existing systems.

Visit our website to download the spreadsheet and view our walkthrough with Christine Leon, consultant for MFOA. Want to provide feedback? Attend MFOA's June 10th Financial Systems Discussion Forum to ask questions and provide comments on the new resource.

Thank you to OECM for their ongoing partnership on this project.

Municipal Stormwater Fee and Charge Regulations Take Effect July 16, 2026

The Province has filed O. Reg. 102/26 and O. Reg. 103/26, which amend regulations under the Municipal Act, 2001 and the City of Toronto Act, 2006 related to limiting municipal stormwater fees and charges. Both regulations were filed on April 17, 2026 and will come into force on July 16, 2026. Visit this link to learn more.

MFOA's Updated Debt Service Charges Forecasting Tool

MFOA has recently updated its Debt Service Charges Forecasting Tool, a spreadsheet designed to help municipalities estimate future debt service charges for multiple serial and amortizer debentures. Visit this link to access the latest version of the tool.

>> See all Policy News

TOP TRAINING EVENTS

Protecting Your Municipality: Cybersecurity and Fraud Prevention Best Practices

Municipalities are becoming an increasingly popular target for fraud and cyber security due to their complex financial systems, public procurement processes, and handling of sensitive citizen data. To combat these risks, we invite municipal leaders, finance officers, auditors, and compliance professionals to attend a specialized Fraud Prevention and Detection Seminar. This webinar will equip attendees with actionable strategies to safeguard public funds, enhance transparency, and mitigate fraud risks in local government operations.

Tuesday, June 9 from 12:00 - 1:00 PM

Financial Systems Discussion Forum

Wednesday, June 10

Development Charges 201 Workshops

June 16 - Brampton
June 17 & 18 - Online
June 23 - London

MFOA's Annual Conference

Sept 22-25 at Blue Mountain Resort.

Registration is opening soon!

>> See all MFOA Training

MFOA News

MFOA Annual Meeting

Thursday, June 25, 2026 via Livestream at 11:30 a.m.

Preregistration is required (Full members only) You will receive a direct invitation in the coming days.

>> See all MFOA News

Grants and Funding

- Community Wildland Fire Protection Planning Grant - This grant provides support to organized municipalities within Ontario's legislated fire region for community wildland fire protection planning and hazard mapping. Applications close on September 29, 2026.
- Road Safety Initiatives Fund - This grant provides financial support to eligible municipalities transitioning from Automated Speed Enforcement to other safety measures in School Zones and Community Safety Zones. Eligibility is limited to municipalities that previously participated in Ontario's ASE program. Applications close on December 1, 2026.
- Rapid Adaptation Projects (RAP) - The Federation of Canadian Municipalities' Green Municipal Fund is offering RAP funding of up to $75,000 for small municipalities with populations under 50,000 to implement activities that address climate risks. Applications are open from May 27 to June 23, 2026, with a second intake from October 6 to November 10, 2026.

>> See all Grants and Funding

Ontario Legislative Updates

MFOA monthly e-newsletters include brief legislative updates to keep our members informed about proposed changes in the sector. Are we missing an update? Is there an issue you would like to learn more about or believe we should monitor more closely? Let us know at christine@mfoa.on.ca.

Updates to the Ontario Transit-Supportive Guidelines (Open for Comments)

Comments close on June 16, 2026

MTO is inviting feedback on proposed updates to the Transit-Supportive Guidelines (2012). The updates incorporate best practices, tools, and resources to align with the Provincial Planning Statement, 2024, reflect emerging transportation technologies, and promote equitable transit safety and access for communities of all sizes across Ontario.

Bill 98, Building Homes and Improving Transportation Infrastructure Act, 2026 (Current)

Carried on Division on May 14, 2026

Bill 98 proposes various amendments to transportation and housing development. Amendments are made to site plan control, municipal Official Plans, removing DCs from non-profit homes, changes to DC disclosures, clarifying that the water and wastewater public corporations will remain in public sector ownership.

>> See all Ontario Legislative Updates

ABOUT MFOA

The Municipal Finance Officers' Association of Ontario (MFOA), established in 1989, is the professional association of municipal finance officers with more than 5,400 individual members. We represent individuals who are responsible for handling the financial affairs of municipalities and who are key advisors to councils on matters of finance policy. Click here for more information.

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NEWS RELEASE

Ontario and Canada Open Applications for New Development Charge Reduction Program

$8.8 billion federal-provincial funding program will support housing-enabling infrastructure projects in municipalities that substantially reduce and maintain development charges

June 01, 2026

Municipal Affairs and Housing

Ottawa — The Ontario government is opening applications for a new program that is intended to reduce building costs and speed up the construction of new homes. As part of the up to $8.8 billion partnership announced in March, the Development Charge Reduction Program (DCRP) will deliver federal and provincial funding over 10 years for housing-enabling infrastructure projects, with funding prioritized for municipalities that reduce development charges for all residential types by 30 per cent to 50 per cent or greater and maintain the reductions for at least three years.

In March 2026, Ontario and Canada agreed to a cost-matched structure to provide a combined $8.8 billion over 10 years for infrastructure investments in Ontario, with Canada's share of the funding flowing through the Build Communities Strong Fund's Provincial and Territorial stream, pending an agreement under this Fund. The Build Communities Strong Fund was launched by the federal government earlier this year to accelerate infrastructure projects across the country to reduce costs.

"The Development Charge Reduction Program will make a life-changing difference for families in municipalities across Ontario by lowering the cost of new homes by tens of thousands of dollars," said Rob Flack, Ontario's Minister of Municipal Affairs and Housing. "Along with the HST (Harmonized Sales Tax) relief announced in Ontario's 2026 budget, this program will make homes across the province more affordable. I encourage municipal leaders across Ontario to work with us to reduce development charges so we can get more shovels in the ground and keep the dream of homeownership alive in Ontario."

Applications will be assessed based on:

- percentage of committed DC (Development Charge) rate reduction (minimum 30-50 per cent reduction)
- number of homes projected to build as a result of proposed DC (Development Charge) relief
- the municipality's financial contribution

Housing-enabling projects would be prioritized with consideration for the number of homes enabled by the project. Municipalities are strongly encouraged to be as ambitious as possible in their DC (Development Charge) rate reductions to secure as much funding as possible for their communities.

The Development Charge Reduction Program is made possible by the *Canada-Ontario Partnership to Build*, which was announced in March 2026. This partnership also supports Ontario's temporary expanded HST (Harmonized Sales Tax) relief on new homes, which will save homebuyers up to $130,000 off the cost of a new home.

"Together, we're building Ontario and Canada strong," said the Honourable Gregor Robertson, Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada. "This joint partnership with Ontario will speed up housing construction by lowering up front costs and investing in housing-enabling infrastructure projects – building strong, resilient communities that boost housing supply and drive economic opportunities."

As of June 1, 2026, eligible municipalities can apply for funding through the DCRP (Development Charge Reduction Program). The deadline to apply is June 19th, 2026. Timelines for the DCRP (Development Charge Reduction Program) are intended to coincide with the enhanced HST (Harmonized Sales Tax) rebate in order to maximize relief for home builders and home buyers.

"With global economic and trade uncertainty continuing to put pressure on hardworking Ontarians, our government is delivering real relief by reducing the cost of building homes through the Development Charge Reduction Program" said Peter Bethlenfalvy, Ontario's Minister of Finance. "With up to $8.8 billion in provincial and federal funding, this investment will speed up housing construction and improve affordability while also helping municipalities deliver critical housing-enabling infrastructure in our growing communities."

Funding through the Canada-Ontario Partnership to Build will also be made available for rural, small and northern municipalities, with more details to be announced at a later date.

Quick Facts

- Of 444 municipalities in Ontario, more than 200 currently levy development charges.
- The DCRP (Development Charge Reduction Program) is an application-based program, with municipal contributions set at 10% of project costs at a minimum.
- The federal government will deliver their cost-matched portion of the funding for the DCRP (Development Charge Reduction Program) under the Build Communities Strong Fund, for which Ontario will enter into a bilateral funding agreement.

Quotes

"Our government is taking action to make housing more affordable and easier to build. By partnering with Ontario to reduce development charges and invest in critical infrastructure, we are helping lower upfront costs and get more homes built faster. With federal funding delivered through the Build Communities Strong Fund to accelerate infrastructure and reduce costs, this work will support growing communities and unlock more housing supply across the country."

- The Honourable François-Philippe Champagne
Minister of Finance and National Revenue

"Investing in housing-enabling infrastructure is part of our government's $236 billion capital plan to protect Ontario, drive economic growth, create jobs and strengthen communities. Through the Development Charge Reduction Program and the Municipal Housing Infrastructure Program, our government is ensuring that communities have access to the support they need to deliver more homes, build critical infrastructure and lay the foundation for long-term prosperity."

- Todd McCarthy
Ontario's Acting Minister of Infrastructure

"Reducing development charges is an important step toward getting more homes built faster across Carleton and Ontario. By lowering costs and supporting new housing construction, we are helping create the conditions needed to increase supply, improve affordability, and ensure more families can find a home in the communities they want to live in."

- George Darouze
MPP for Carleton

"AMO welcomes infrastructure investments that support building more homes and creating more jobs. This significant funding recognizes the important role all levels of government play in achieving the growth that makes our communities, province and nation prosperous. Every community faces unique infrastructure and housing needs and municipalities look forward to partnering with the province on individualized funding agreements."

- Robin Jones, Association of Municipalities of Ontario President
Mayor of Westport

"OBCM Mayors have long advocated that the federal and provincial governments have a significant role in funding housing and growth-related infrastructure our residents need. While we await more details on how this program will work for municipalities, we appreciate that it is voluntary and each community will decide what works best for them to help address the housing affordability crisis in our communities. This program is a step in the right direction of recognizing that all levels of government must work together to lift costs off the property tax base."

- Marianne Meed Ward
Chair of Ontario Big City Mayors, Mayor of Burlington

"Collectively, we must work together to build critical housing-enabling infrastructure while maintaining affordability across our communities. Development charges help pay for the pipes and roads that make our houses homes. Boosting housing supply and affordability requires strong partnerships with municipal, federal, and provincial leaders. We look forward to continuing to work together to support affordability and to ensure funding programs like this are flexible and responsive to local needs. MARCO members are committed to doing their part."

- Karen Redman

Chair of the Mayors and Regional Chairs of Ontario (MARCO) and Chair of the Region of Waterloo

"The Western Ontario Wardens' Caucus welcomes the commitment by both the federal and provincial governments to provide infrastructure funding that helps municipalities accommodate growth while maintaining the services residents rely on. We appreciate that participation in this program is voluntary, allowing municipalities to determine whether it aligns with their local needs and priorities. This investment recognizes that addressing Ontario's housing shortage requires more than building homes—it requires the roads, water and wastewater systems, transit, and other critical infrastructure that support complete communities. Ensuring local governments have the financial tools needed to support growth and maintain services is critical to building strong communities and continuing to power Ontario's economic engine."

- Warden Marcus Ryan

Chair, Western Ontario Wardens' Caucus

"The Eastern Ontario Wardens' Caucus welcomes the Federal and Ontario governments' working together to support municipalities through the Development Charge Reduction Program. This investment, coupled with the flexibility provided to municipalities, will help communities deliver the housing and infrastructure needed to support growth. We look forward to working with our federal and provincial partners to ensure eastern Ontario has the resources needed to build more homes and support sustainable growth."

- Chair Bonnie Clark
Eastern Ontario Wardens' Caucus

"FONOM welcomes the joint Federal and Provincial investment in housing infrastructure and affordability. Northern municipalities face unique infrastructure and growth challenges, and we appreciate both levels of government recognizing the importance of supporting communities of all sizes as they work to address housing needs and support economic growth."

- Dave Ploudre
President, Federation of Northern Ontario Municipalities

"We applaud this investment which gives many rural municipalities access to funding. This collaborative initiative offers a voluntary tool that can help unlock planned growth, create jobs, and keep small communities vibrant while respecting rural fiscal realities."

- Christa Lowry
Rural Ontario Municipal Association Chair, Mayor of Mississippi Mills

"Ottawa is striving to be the most-housing friendly city in Canada. This new program from the Governments of Ontario and Canada will dramatically cut fees and make it easier to build thousands of new homes in our city. Our development charges are already significantly lower than those in many other cities. By reducing them even further, we'll add to a long list of measures we've enacted, including slashing red tape, cutting and deferring fees, and passing an ambitious new zoning by-law. All of these measures, including cutting development charges, are helping us build more homes and build them faster."

- Mark Sutcliffe
Mayor of Ottawa

"OHBA strongly supports the Canada-Ontario commitment to reduce development charges and lower the cost of building new homes. We thank both levels of government for recognizing that reducing these charges is essential to improving new home affordability and restoring project viability. The sooner municipalities can begin reducing development charges across all home types and make new projects viable, the sooner builders get more homes built. Ontario's builders look forward to working with all municipalities to achieve our common goal of building more homes for Ontario families at a price they can afford."

- Scott Andison
Chief Executive Officer, Ontario Home Builders' Association (OHBA)

"This historic initiative provides municipalities with the opportunity to rapidly increase housing supply by aligning development charge relief, infrastructure investment, and government partnership. Lowering development charges will help address the economic viability challenges that has stalled housing development across the GTA in recent years. Through this initiative, municipalities and industry working in partnership, can accelerate shovel-ready communities while ensuring that the building and development industry continues to provide well-paying jobs and is an engine of economic growth."

- Dave Wilkes
President and CEO, BILD

"Development charges have long posed an affordability challenge to consumers as they grew exponentially far beyond incomes and the capacity of homebuyers to pay. Today, the government of Premier Doug Ford and Minister of Municipal Affairs and Housing Rob Flack, along with federal Minister Gregor Robertson and the government of Prime Minister Mark Carney, have taken a giant step to address this issue and we commend them for their leadership and determination to meet this challenge. Minister Flack's Bill 98 addressed process issues with respect to DC's and now in partnership with the federal government, Ontario is leading the way to support new homebuilding by dealing with DCs in a fair and effective manner."

- Richard Lyall

Residential Construction Council of Ontario

"On behalf of our nearly 100,000 REALTOR® Members, the Ontario Real Estate Association (OREA) is thrilled to see all levels of government working together on solutions to keep the dream of homeownership alive. Today's official launch of the Canada-Ontario Partnership to Build program and up to $8.8 billion in funding for municipalities to reduce development charges will help build more affordable homes, create the infrastructure we need, and support skilled jobs across the province. This is exactly the leadership we need during these uncertain times, and we commend the Governments of Ontario and Canada for their efforts to bring housing affordability back within reach."

- Kim Fairley

2026 Ontario Real Estate Association President

"Today’s announcement provides important clarity on the next steps and timelines for municipalities and industry as they work to bring more housing online. At a time when many rental housing projects are ready to move forward, predictability and a supportive development environment are critical to getting shovels in the ground. Continued coordination and partnership between all levels of government are essential to creating the conditions needed for more housing to be built across Ontario."

- Tony Irwin
President and Chief Executive Officer, Federation of Rental-housing Providers of Ontario

"For the first time in a long time, the industry is starting to see the kind of coordinated action from governments that can genuinely help restart housing supply. The combination of HST relief and meaningful infrastructure and development charge support has the potential to improve project viability, support affordability, and help get shovels back in the ground. Municipalities also have a critical role to play, and we strongly encourage local governments to work alongside the Province and federal governments to create conditions that support housing construction, attainability and jobs."

- Dani Gabriele
Chair of the West End Home Builders Association

"Mattamy Homes applauds the commitment by the Ontario and federal governments to lower development charges through the Canada–Ontario Partnership to Build (COPB) program. We encourage municipalities across the province to actively participate in its implementation to help ensure success, which will enable more homes to be brought to market and support lower costs for future homeowners."

- Brad Carr
CEO, Mattamy Homes Canada

"A strong housing sector is critical to a strong Ontario. Post-pandemic pressures on homebuilding have been significant, with rising costs, fees, and taxes creating an environment where the costs of building often exceed what the market can afford. Thanks to the decisive leadership of Premier Ford, Minister Flack, and Minister Robertson, this dynamic is changing and 100,000 jobs in Ontario are being protected. While there is still work to be done, through meaningful sales tax relief and targeted development charge reforms, we are successfully improving housing affordability and increasing supply across Ontario."

- Frank Cairo
CEO, Caivan

"The province's continued investments in housing-enabling infrastructure are essential to supporting growing demand, addressing infrastructure gaps, and helping communities of all sizes manage growth. Support for both large-scale housing infrastructure projects and targeted funding for small and rural municipalities will help move these projects forward while creating and sustaining skilled trades jobs across Ontario. We commend Premier Ford and Minister Flack for their leadership and continued commitment to building the infrastructure needed to increase housing supply and support long-term economic growth."

- Patrick McManus
Executive Director, Ontario Sewer and Watermain Construction Association

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Related Topics

Home and housing

Information about housing in Ontario and planning resources for municipalities.

Learn more

Media Contacts

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Office of the Minister of Municipal Affairs and Housing
Michael.Minzak@ontario.ca

Communications Branch
MMA.media@ontario.ca

Accessibility

Privacy

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Ontario Environmental Registry of Ontario

County of Wellington

Instrument type: Approval to amend a municipality's official plan (/taxonomy/term/371)

ERO (Environmental Registry of Ontario) number	026-0501
Ministry reference number	23-OP-263676
Notice type	Instrument
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	May 22, 2026
Comment period	May 22, 2026 - June 21, 2026 (30 days) Open
Last updated	May 22, 2026

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

June 21, 2026

Proposal summary

On April 30, 2026, the County of Wellington adopted Official Plan Amendment 131 (OPA 131) by By-law 5977-26. The ministry is seeking feedback on the council adopted OPA 131 and will review all comments before recommendations are provided to the Minister of Municipal Affairs and Housing for a decision in accordance with the Planning Act.

Location details

Site address

All lands within the County of Wellington
ON
Canada

Site location details

OPA 131, if approved, would apply to all lands within the County of Wellington. The amendment would not apply to lands within the City of Guelph.

Site location map

The location pin reflects the approximate area where environmental activity is taking place.

View this location on a map (https://maps.google.com/?q=43.780332,-80.543845)

Proponent(s)

County of Wellington
74 Woolwich Street
Guelph, ON
N1H 3T9
Canada

Proposal details

Official Plan Amendment 131 proposes to align the rural area policies of the official plan with the Provincial Planning Statement, 2024 (PPS 2024) and to complete "Rural Phase 3B" of the County's official plan review. If approved, the amendment would provide options for the Town of Erin to study and direct rural residential growth, designate rural residential land in the Township of Puslinch by expanding the community of Aberfoyle, and designate rural employment land in the Township of Puslinch, among other proposed changes.

Supporting materials

Related files

Adopted Official Plan Amendment 131 (https://ero.ontario.ca/public/2026-05/TAB%2002%20Certified%20Copy%20of%20Council%20Ado

pted%20OPA%20131.pdf)
pdf (Portable Document Format file) 4.41 MB

Related links

County of Wellington Official Plan Review (https://www.wellington.ca/business-development/planning-development/official-plan-land-use/official-plan-review)

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.

Municipal Services Office - Western Ontario
659 Exeter Road
Floor 2
London, ON
N6E 1L3
Canada

800-265-4736

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

Tyler Shantz
Municipal Services Office - Western Ontario

659 Exeter Road
Floor 2
London, ON
N6E 1L3
Canada

Connect with us

Contact

Tyler Shantz

519-851-3954

Tyler.Shantz@ontario.ca

Ministry of Natural Resources

Aggregates Section

Divisional Delivery Branch
300 Water Street
Peterborough, ON K9J 3C7

E: ARAApprovals@ontario.ca

Ministère des Richesses naturelles

Section des Agrégats

Direction de la prestation des services de la Division
300, rue Water
Peterborough (ON) K9J 3C7

E : ARAApprovals@ontario.ca

Ontario

May 20, 2026

Francis Ertl
2374868 Ontario Inc.
6678 Wellington Road 34
Cambridge, ON
N3C 2V4

Dear Francis Ertl:

Subject: Site Plan Amendment for Licence # 626648 under the *Aggregate Resources Act*
Part of Lot 8, Concession 3, Geographic Township/Territorial District of Puslinch
Puslinch Township, Wellington County

Further to your site plan amendment request of April 8, 2026, please be advised that the Ministry of Natural Resources (MNR) approves your request under the *Aggregate Resources Act* for the following amendments to the site plan:

1) Permit storage container (sea-cans) to be located on site

2) Remove the building that is no longer present on site

3) Add an entrance/exit along the south boundary

Attached is the revised site plan page (2 of 5 pages) approved by the MNR on May 20, 2026. The MNR will forward a copy to the agencies listed below. Please replace the previous version of the site plan page with the attached.

Should you have any questions regarding this amendment please contact Véronique Falardeau, Aggregate Specialist, at veronique.falardeau@ontario.ca or 705-362-0020.

Sincerely,

[redacted]

Mahnaz Larochelle
A/Aggregate Resources Manager
Aggregates Section

Attachment – Licence # 626648 site plan (page 2 of 5)

c. Clerk – Puslinch Township
Clerk – Wellington County
MNR – Aylmer Guelph District
MHBC – Amarjit Sandhu

Ministry of Natural Resources

Aggregates Section

Divisional Delivery Branch
300 Water Street
Peterborough, ON K9J 3C7

E: ARAApprovals@ontario.ca

Ministère des Richesses naturelles

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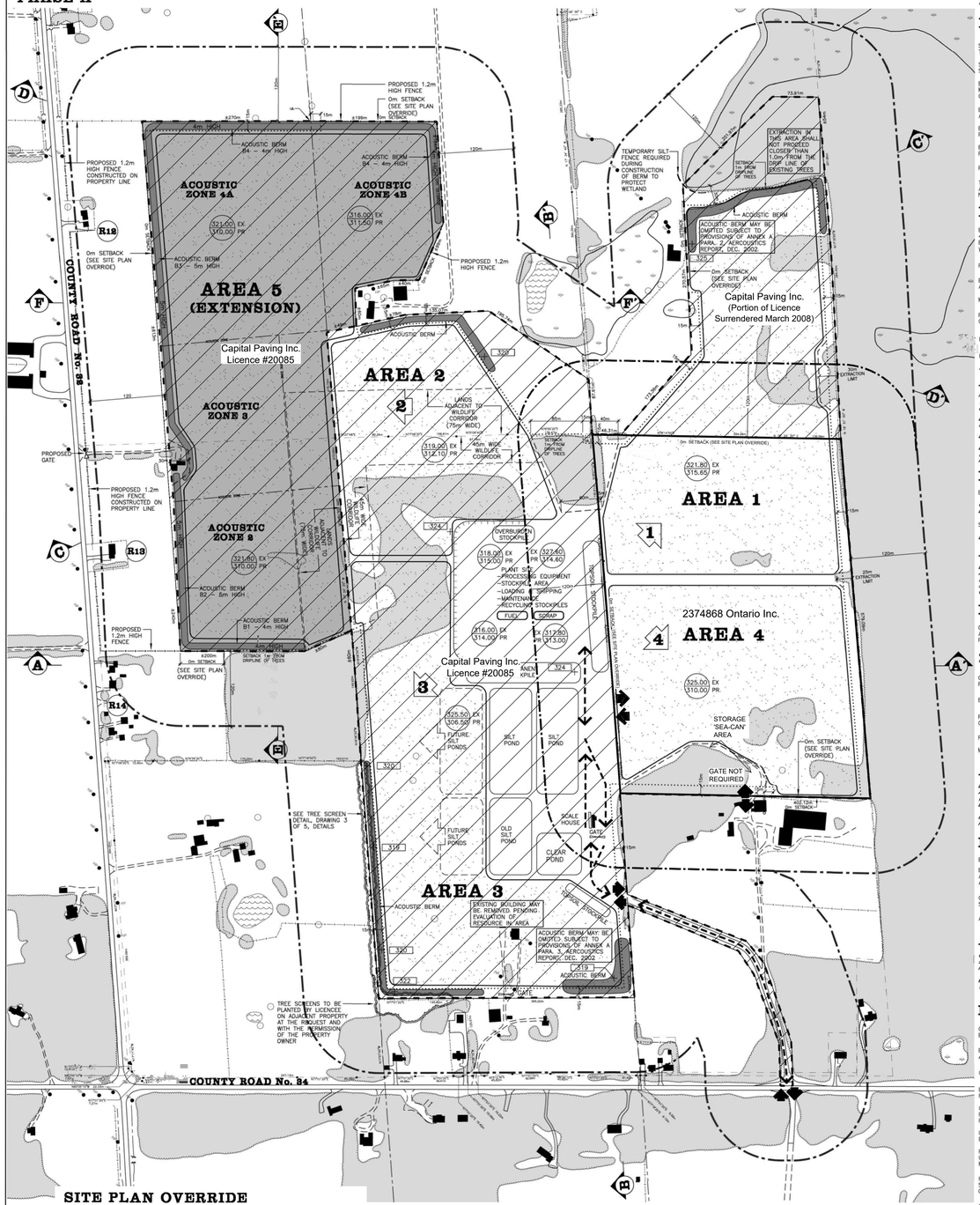


SITE PLAN OVERRIDE

THE FOLLOWING CONDITIONS ILLUSTRATED ON THESE PLANS VARY FROM THE REQUIREMENTS OF OPERATIONAL STANDARDS THAT APPLY TO LICENCES UNDER THE AGGREGATE RESOURCES ACT.

ITEM	SECTION
EXISTING LICENCE	
THE INSTALLATION OF PERIMETER FENCING IS PHASED DUE TO THE SECURE NATURE OF THE SITE AND THE LOCATION OF THE INTERIOR FENCES.	5.1
PERIMETER FENCING ALONG THE HAUL ROAD (LOT 8) IS NOT REQUIRED AND THE GATE SHALL BE AT THE WEST END OF THE HAUL ROAD	5.1 & 5.2
15m SETBACK TO BE REDUCED TO 0m ALONG THE WEST BOUNDARY OF THE LICENCE (N–W AREA) BECAUSE ADJACENT LANDS ARE UNDER SAME OWNERSHIP.	*5.1(3).1*
15m SETBACK TO BE REDUCED TO 0m ALONG THE SOUTHEAST BOUNDARY OF THE LICENCE (SOUTH LIMIT OF LOT 8) ADJACENT LANDS ARE UNDER SAME OWNERSHIP.	*5.1(3).1*
LICENCE EXTENSION	
FENCING OMITTED ALONG THE WEST BOUNDARY OF THE EXTENSION PROPERTY; FENCING TO BE INSTALLED AND MAINTAINED ALONG THE WEST PROPERTY LINE, ADJACENT TO COUNTY RD. NO.34, CORNER OF THE EXTENSION PROPERTY TO BE DEMARCATED WITH MARKER POSTS EVERY 30 METERS.	*5.1*
15m SETBACK TO BE REDUCED TO 0m IN THE NORTHEAST PART OF THE LICENCE EXTENSION BECAUSE ADJACENT LANDS ARE UNDER THE SAME OWNERSHIP.	*5.1(3).1*
15m SETBACK TO BE REDUCED TO 0m ALONG THE WEST BOUNDARY OF THE LICENCE EXTENSION BECAUSE ADJACENT LANDS ARE UNDER THE SAME OWNERSHIP.	*5.1(3).1*
15m SETBACK TO BE REDUCED TO 0m ALONG THE WESTERN PORTION OF THE SOUTHERN BOUNDARY OF THE LICENCE EXTENSION BECAUSE ADJACENT LANDS ARE UNDER THE SAME OWNERSHIP.	*5.1(3).1*
0m Setback along licensed boundary adjacent Capital Paving Inc. (Licence #20085) and at north boundary adjacent to former Licence #20085 licensed area	Ontario Regulation 244/97 0.13 (1) 10.i
Entrance/exit shall be at any point along the western limit of the common boundary with adjacent Capital Paving Inc. (Licence #20085). There shall be no gate.	Ontario Regulation 244/97 0.13 (1) 1

ITEM
Entrance/exit location at mid-point of south licence boundary.
There shall be no gate. The entrance/exit shall be gated at the time the adjacent Capital Paving Inc. (Licence #20085) is surrendered if the existing gate at the entrance/exit at Road 34 is removed.
SECTION
Ontario Regulation 244/97
0.13 (1) 1

REFERENCES IN THE NOTES BELOW TO "AREA 2", "AREA 3" OR "AREA 5" ARE NULL AND VOID FOR THE PURPOSES OF THIS SITE PLAN.

PHASE A NOTES

STRIP TOPSOIL AND OVERBURDEN SEPARATELY FROM HAUL ROAD AND USE TO CREATE BERM ALONG SOUTH SIDE, AS SHOWN.

STRIP TOPSOIL AND OVERBURDEN FOR SCALE, WASH POND, AND PLANT SITE AREAS, AND STORE SEPARATELY IN STOCKPILES WHERE SHOWN.

ESTABLISH ENTRANCE TO COUNTY ROAD 34 ACCORDING TO APPROPRIATE MUNICIPAL STANDARDS, AND REPAIR ALL FENCING AROUND THE PERIMETER OF AREA 3 IN ORDER TO SECURE PLANT SITE AREA.

BEGIN EXTRACTION OF PLANT SITE AREA AND WASH POND/SCALE HOUSE AREA, PROCESSING MATERIAL AT THE FACE USING PORTABLE EQUIPMENT.

ESTABLISH PLANT SITE AT ELEVATION SHOWN AND SET UP PERMANENT PROCESSING EQUIPMENT.

EXCAVATE WASH PONDS BELOW WATER TABLE AND INSTALL RE-CIRCULATING SYSTEM.

PLANT TREE SCREEN ALONG WEST AND SOUTH BOUNDARY (AS SHOWN).

THIN FOREST ADJACENT TO WOODLOT TO REMAIN, AREAS 3 AND 4 TO ACCLIMATIZE TREES TO EXPOSURE AND BEGIN THE DEVELOPMENT OF A NEW EDGE.

PHASE B NOTES

BEGIN TO STRIP TOPSOIL AND SUBSOIL SEPARATELY IN AREAS 1, 2, 3 AND 4 AND USE TO CONSTRUCT BERMS ALONG THE WEST AND NORTH LICENCE BOUNDARIES WHERE SHOWN. EXCESS SHALL BE STORED IN STOCKPILES WHERE SHOWN. *(SEE NOTES 8 AND 9, DRAWING 2 OF 5, OPERATIONS PLAN)*

REPAIR FENCE AROUND THE PERIMETER OF AREA 4.

BEGIN EXTRACTION IN AREAS 1, 2, 3, AND 4 IN ORDER TO PROVIDE AN APPROPRIATE BLEND OF MATERIAL TO FEED THE PLANT.

MAINTAIN ALL VEGETATION IN A HEALTHY VIGOROUS CONDITION.

POLISHING PONDS MAY BE DREDGED PERIODICALLY TO INCREASE CAPACITY OR TO SALVAGE USEABLE MATERIAL.

REPAIR ALL FENCING AROUND THE PERIMETER OF AREAS 1 AND 4.

INSTALL NEW FENCE ALONG NORTH LICENCE BOUNDARY OF AREAS 1 AND 2

BEGIN BELOW WATER EXTRACTION IN AREA 3 AND 4.

PHASE B EXTENSION NOTES

INSTALL FENCE AND GATES TO SECURE EXTENSION AREA AROUND THE PERIMETER OF THE PROPERTY WHERE SHOWN (SEE SITE PLAN OVERRIDE).

BEGIN STRIPPING TOPSOIL AND OVERBURDEN SEPARATELY FROM AREA 5a PLUS 45m OF AREAS 2 AND 3.

BEGIN EXTRACTION OF AREA 5a AND THE 45m WIDE WILDLIFE CORRIDOR.

EXISTING TREES TO REMAIN IN AREAS 2 AND 3 UNTIL THE 45m WIDE WILDLIFE CORRIDOR IS EXTRACTED AND REHABILITATED INCLUDING TREE PLANTING.

PHASE C NOTES

EXCAVATE NEW WASH PONDS AS REQUIRED WHEN INITIAL POND IS FULL.

CONTINUE STRIPPING TOPSOIL AND OVERBURDEN SEPARATELY AND USE TO BEGIN PROGRESSIVE REHABILITATION OF AREAS 1, 2, 3 AND 4.

STORE EXCESS TOPSOIL AND OVERBURDEN IN STOCKPILES WHERE SHOWN.

BEGIN BELOW WATER EXTRACTION IN AREA 1.

PHASE C EXTENSION NOTES

BEGIN STRIPPING TOPSOIL AND OVERBURDEN SEPARATELY FROM AREAS 5a AND 5b AND USE TO REHABILITATE THE 45m WIDE WILDLIFE CORRIDOR AND ADJACENT LANDS WITHIN AREAS 2, 3 AND 5a. THE REMAINING TOPSOIL AND OVERBURDEN IS TO BE USED TO CONTINUE CONSTRUCTION OF THE WEST BERM.

PHASE D NOTES (NOT SHOWN)

CONTINUE SEQUENTIAL STRIPPING AND EXTRACTION OF AREAS 1, 2, 3 AND 4, USING TOPSOIL AND OVERBURDEN TO CONTINUE PROGRESSIVE REHABILITATION OF AREA 1.

ONCE THE WILDLIFE CORRIDOR HAS BEEN ESTABLISHED, BEGIN REMOVAL OF VEGETATION IN AREA 2

COMPLETE EXTRACTION OF AREA 1 AND USE TOPSOIL AND OVERBURDEN FROM PERIMETER BERMS TO COMPLETE THE REHABILITATION OF AREA 1.

EXCAVATE NEW WASH POND AS PREVIOUS PONDS ARE FULL.

REHABILITATE FULL WASH PONDS USING STOCKPILED TOPSOIL AND OVERBURDEN.

REHABILITATE SHORELINE OF POND IN SOUTH PART OF AREA 1.

MAINTAIN ALL VEGETATION IN A HEALTHY, VIGOROUS GROWING CONDITION.

PHASE D EXTENSION NOTES

BEGIN STRIPPING TOPSOIL AND OVERBURDEN SEPARATELY FROM AREA 5c AND USE TO COMPLETE THE PERIMETER BERMS ALONG THE NORTH AND WEST LICENCE BOUNDARIES. EXCESS TOPSOIL AND OVERBURDEN IS TO BE USED TO BEGIN PROGRESSIVE REHABILITATION OF AREA 5a.

MAINTAIN VEGETATION WITHIN THE 45m WIDE WILDLIFE CORRIDOR IN A HEALTHY, VIGOROUS GROWING CONDITION.

PHASE E NOTES (NOT SHOWN)

EXCAVATE NEW WASH PONDS WHEN PREVIOUS PONDS ARE FULL.

BEGIN TO STRIP TOPSOIL AND OVERBURDEN SEPARATELY FOR AREA 3 AND USE TO REHABILITATE FULL SILT PONDS. STORE EXCESS TOPSOIL AND OVERBURDEN IN STOCKPILES WHERE SHOWN.

CONTINUE PROGRESSIVE REHABILITATION OF AREAS 1 AND 4 USING STOCKPILED TOPSOIL AND OVERBURDEN AS SHOWN.

AREA 2 AND PARTS OF 1 AND 3 ARE IN AGRICULTURAL AFTER-USE.

PHASE E EXTENSION NOTES

CONTINUE SEQUENTIAL STRIPPING AND EXTRACTION OF AREAS 5b AND 5c USING THE TOPSOIL AND OVERBURDEN IN THE PROGRESSIVE REHABILITATION OF AREAS 5a, 5b AND 5c.

MAINTAIN VEGETATION IN THE REHABILITATED AREAS IN A HEALTHY, VIGOROUS GROWING CONDITION.

PHASE F NOTES (NOT SHOWN)

CONTINUE ABOVE WATER EXTRACTION OF AREA 3 AND BELOW WATER EXTRACTION OF AREAS 1 AND 4.

BEGIN REHABILITATION OF SHORELINE IN PONDS WITHIN AREA 4 AND NORTH PART OF AREA 1.

CONTINUE BELOW WATER EXTRACTION OF AREA 3.

BEGIN REHABILITATION OF AREA 3 USING TOPSOIL AND OVERBURDEN FROM PERIMETER BERMS.

COMPLETE BELOW WATER EXTRACTION OF ALL PONDS AND BEGIN REHABILITATION OF SHORELINES INCLUDING THE SHORELINES OF ANY REMAINING WASH PONDS.

UPON COMPLETION OF EXTRACTION DISMANTLE AND REMOVE ALL EQUIPMENT AND MACHINERY AND REMOVE FROM THE SITE.

REHABILITATE PLANT SITE AREA , SCALE HOUSE AREA, AND HAUL ROAD USING STOCKPILED TOPSOIL AND OVERBURDEN. HAUL ROAD SURFACE MAY REMAIN AT THE LANDOWNERS DISCRETION.

REFOREST SIDE SLOPE AREAS, POND PERIMETERS, AND WOODLOTS AS SHOWN ON DRAWING 5 OF 5, REHABILITATION PLAN, USING A VARIETY OF NATIVE CONIFER SEEDLINGS.

STOCK PONDS WITH MINNOWS AND LARGE MOUTH BASS.

THE REMAINDER OF THE SITE WILL BE IN AGRICULTURAL AFTER-USE.

PHASE F EXTENSION NOTES

UPON COMPLETION OF EXTRACTION BEGIN TO ESTABLISH SIDE SLOPES USING OVERBURDEN FROM THE PERIMETER BERMS AND/OR EXCAVATED FROM THE SILT PONDS.

COMPLETE REHABILITATION WHEN SLOPES ARE COMPLETE AND STABLE.

RETURN TO AGRICULTURAL AFTERUSE.

NOTES (CONTINUED)

19. NOISE MITIGATION MEASURES ARE TAKEN FROM A REPORT BY AERCOUSTICS ENGINEERING LTD. DATED AUG. 97 ENTITLED "NOISE ASSESSMENT, PROPOSED WELLINGTON PIT, CAPITAL MATERIALS INC." *AND FROM A SUBSEQUENT REPORT BY AERCOUSTICS ENGINEERING LTD. DATED DECEMBER, 2002.*

20. HOURS OF OPERATION

REGULAR (PRESENT): EXTRACTION, PROCESSING, SITE PREPARATION, REHABILITATION AND MANAGEMENT SHALL BE RESTRICTED TO BETWEEN THE HOURS OF 7:00 AM TO 7:00 PM, MONDAY TO SATURDAY.

LOADING AND HAULING TO MARKET SHALL BE RESTRICTED TO BETWEEN THE HOURS OF 6:00 AM TO 7:00 PM MONDAY TO SATURDAY.

NIGHT WASHING: ON AN AS–NEEDED BASIS, "NIGHT SHIFT WASHING" SHALL BE RESTRICTED TO OPERATE INSIDE THE CENTRAL PROCESSING AREA, WITH THE FOLLOWING CONDITIONS:
– NO CRUSHING AT NIGHT TIME
– THE LOADER "BACK UP BEEPER" SWITCHED FROM "BEEP" TO "LIGHT".
– ONLY THE WASHPLANT AND RELATED EQUIPMENT ALLOWED TO WORK.

SPECIAL PROJECTS: IF AND WHEN SOME PROJECTS ARE REQUIRED TO BE CARRIED OUT IN "NIGHT TIME", THE TOWNSHIP OF PUSLINCH SHALL BE NOTIFIED IN WRITING, STATING THE DURATION AND DETAILS OF THE OPERATION.

NO CRUSHING OR EXTRACTION SHALL OCCUR ON SATURDAYS WITHIN 150m OF THE "LITTLE TRACT" PROPERTY LINE.

21. THE TONNAGE LIMIT FOR LICENCE 20085 WILL BE REDUCED TO 950,000 TONNES PER ANNUM. THE TONNAGE LIMIT FOR THE PORTION OF LICENCE TRANSFERRED TO LICENCE #626648 WILL BE 50,000 TONNES PER ANNUM.

22. STUMPS AND WASTE ROCK SHALL BE USED FOR HABITAT STRUCTURES IN THE PROPOSED POND.

23. TOPSOIL OR OVERBURDEN (INERT MATERIAL) MAY BE IMPORTED TO IMPROVE REHABILITATION BY AUGMENTING TOPSOIL THICKNESS OR BY MAKING SIDE SLOPES GENTLER

24. UNUSED EQUIPMENT AND PARTS SHALL BE STORED AT THE NORTH WEST CORNER OF LOT 8.

25. EXTRACTION IN AREA 5 (LICENCE EXTENSION) SHALL BE 1.5m MINIMUM ABOVE WATER TABLE.

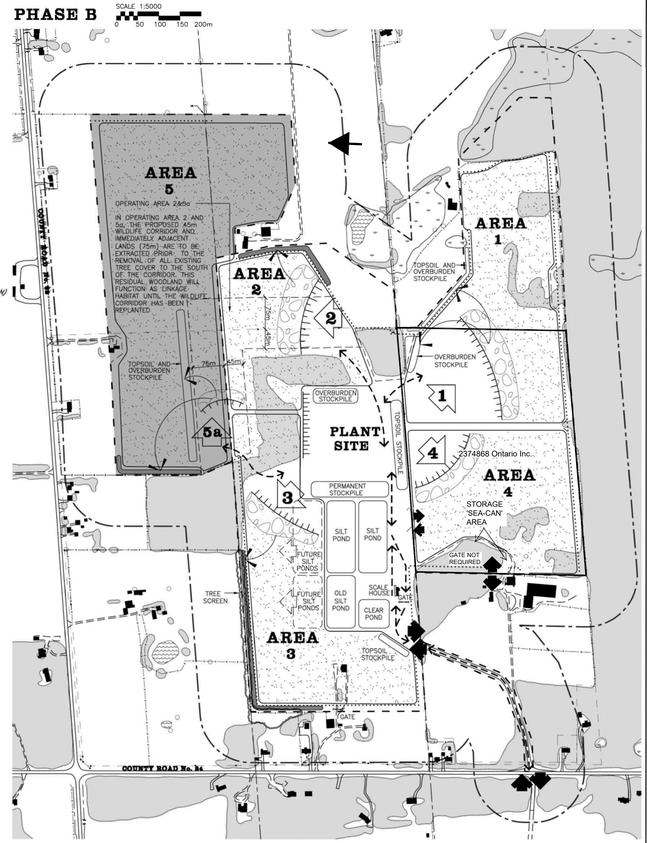
26. OPERATION RESTRICTION IN AREAS 2 AND 3:
ON LOT 7 ALONG THE NORTHERLY PROPERTY LINE AND ALONG THE WESTERLY PROPERTY LINE TO THE EXISTING WOODLOT LOCATED ON LOT 6, A 45 METRE WIDE SECTION MUST BE EXTRACTED AND REHABILITATED, INCLUDING TREE PLANTING, PRIOR TO REMOVAL OF EXISTING TREE COVER LOCATED AROUND THE CENTRAL PROCESSING AREA. THIS EXISTING TREE COVER WILL FUNCTION AS LINKAGE HABITAT UNTIL THE WILDLIFE CORRIDOR HAS BEEN REPLANTED.

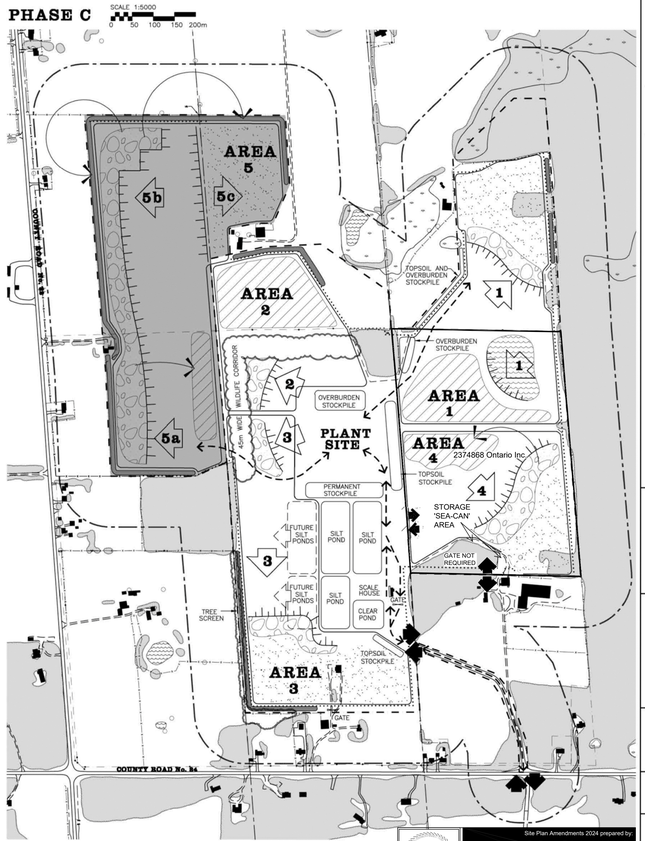
27. FOR TECHNICAL RECOMMENDATIONS SEE SHEET 3 OF 5, DETAILS

SITE PLAN OVERRIDE

THE FOLLOWING CONDITIONS ILLUSTRATED ON THESE PLANS VARY FROM THE REQUIREMENTS OF OPERATIONAL STANDARDS THAT APPLY TO LICENCES UNDER THE AGGREGATE RESOURCES ACT.

ITEM	SECTION
Fencing is not required at the common boundary with adjacent Capital Paving Inc. (Licence #20085) until such time as either licence is surrendered, at which time a fence shall be erected. The Fencing shall serve to discontinue usage of any entrance/exit locations.	Ontario Regulation 244/97 0.13 (3) a
A stockpile of aggregate, topsoil or overburden, a processing plant or area or a building or structure may be located within 30m of the common boundary with adjacent Licence #20085.	Ontario Regulation 244/97 0.13 (1) 13i





Ministry of Natural Resources and Forestry
APPROVED
Under the *Aggregate Resources Act*
Date: May 20, 2026

LEGEND

- BOUNDARY OF EXISTING LICENCE AREA
- BOUNDARY OF LICENCE EXTENSION
- REGULATORY SETBACK LINE
- LIMIT OF EXTRACTION
- 120m BOUNDARY LINE
- PROPERTY LINE
- CONCESSION/ LOT LINE
- ACOUSTIC ZONE
- ACOUSTIC ZONE (REFER TO AERCOUSTICS REPORT, DECEMBER 2002)
- EXISTING VEGETATION
- PROPOSED VEGETATION
- UNDISTURBED AREA
- PIT FACE
- STRIPPED AREA
- AREA UNDER PROGRESSIVE REHABILITATION
- ACOUSTIC BERM
- STOCKPILE
- 000.00 EX — EXISTING GRADE
- 000.00 PR — PROPOSED GRADE
- EXISTING BUILDING
- RAILWAY
- SMALL STREAM, AGRICULTURAL DITCH/ SWALE
- FENCE
- PIT ENTRANCE/ EXIT
- GATE
- HAUL ROUTE
- 1 — DIRECTION OF EXTRACTION
- DIRECTION OF MATERIAL MOVEMENT
- R12 — LOCATION OF NOISE RECEPTOR (REFER TO AERCOUSTICS REPORT, DECEMBER 2002)

NOTES

1. THIS PLAN DEPICTS A SCHEMATIC OPERATIONS SEQUENCE FOR THESE PROPERTIES BASED UPON THE BEST INFORMATION AVAILABLE AT THE TIME OF PREPARATION. PHASES SHOWN ARE SCHEMATIC AND MAY VARY SLIGHTLY WITH DEMAND. PHASES DO NOT REPRESENT ANY SPECIFIC OR EQUAL TIME PERIOD. ANY MAJOR DEVIATIONS FROM THE OPERATIONS SEQUENCE SHOWN WILL REQUIRE APPROVAL OF OMNR.
2. TOPOGRAPHIC INFORMATION WAS PREPARED THROUGH AIR PHOTO INTERPRETATION BY PHOTOMAP AIR SURVEYS LIMITED, ETOBICOKE, ON, DATED FEBRUARY 5, 1997, WITH GROUND CONTROL PROVIDED BY VAN HARTEN SURVEYING LTD. GEODEDIC ELEVATIONS ARE REFERENCED TO THE CORNER OF COUNTY ROADS 32 AND 34 *INFORMATION UPDATED BY BASE MAPPING CO. APRIL, 2002, THROUGH AIR PHOTO INTERPRETATION (PHOTO DEC. 2001).*
3. REFER TO DRAWING 1 OF 5, EXISTING FEATURES, FOR DESCRIPTIONS OF EXISTING TREES.
4. REFER TO DRAWING 1 OF 5, EXISTING FEATURES, FOR A DESCRIPTION OF BUILDINGS WITHIN THE LICENCED BOUNDARY AND WITHIN THE *120 METRE BOUNDARY.*
5. RESOURCE INFORMATION IS INTERPOLATED FROM BOREHOLES AND TEST PITS COMPLETED BY THE LICENCEE AND TROW CONSULTING ENGINEERS AND IS SUMMARIZED IN A REPORT DATED MARCH 24,1997. *ADDITIONAL TEST PITS DUG BY APPLICANT IN NOVEMBER, 2001 (REFER TO EXISTING FEATURES PLAN).*
6. SITE PLAN OVERRIDES ARE LISTED IN A SITE PLAN OVERRIDE TABLE ON DRAWING 2 OF 5, OPERATIONAS PLAN.
7. THE LICENCED AREAS ARE PRESENTLY FENCED WITH A VARIETY OF FENCES IN VARIOUS STATES OF REPAIR. HOWEVER, THE FARM PROPERTIES ARE REASONSABLY SECURED AT THEIR PERIFERY. FENCING WILL BE INSTALLED AND/OR REPAIRED AS REFERENCED IN THE OPERATIONS NOTES.
8. TOPSOIL AND OVERBURDEN SHALL BE STRIPPED AND STORED SEPARATELY IN BERMS OR STOCKPILES. BERMS AND STOCKPILES OF TOPSOIL SHALL BE GRADED TO STABLE SLOPES AND SEEDED TO PREVENT EROSION AND MINIMIZE DUST.
9. BERMS SHALL CREATE AN EFFECTIVE VISUAL BARRIER TO A MINIMUM OF 3.5m ABOVE EXISTING GRADE OR AS SHOWN, SLOPES SHALL NOT EXCEED 2:1. REFER TO TYPICAL BERM CROSS SECTION LOCATED ON DRAWING 3 OF 5, DETAILS.
10. TREE SCREENS SHALL BE PLANTED AS INDICATED IN THE PHASING DIAGRAMS AND SHALL BE MAINTAINED IN A HEALTHY VIGOROUS GROWING CONDITION UNTIL THE REHABILITATION IS COMPLETE. DEAD TREES WILL BE REPLACED WITHIN TWO YEARS. REFER TO TREE SCREEN DETAIL LOCATED ON DRAWING 3 OF 5, DETAILS.
11. THE MAXIMUM NUMBER OF EXTRACTION LIFTS IS THREE (3) WITH A MAXIMUM FACE HEIGHT OF ±8m/LIFT.
12. *LICENCED AREA (2374868 ONTARIO INC.): 22.80 HA*
EXTRACTION AREA (2374868 ONTARIO INC.): 21.40 HA

AREA TO BE LICENCED	±57.84 HA	*±28.21 HA*	±86.05 HA
AREA TO BE EXTRACTED	±46.53 HA	*±27.59 HA*	±74.12 HA
AREA TO BE REHABILITATED	±46.53 HA	*±27.59 HA*	±74.12 HA
LAND AREA TO BE REHABILITATED	*±52.29 HA*	*±27.59 HA*	*±69.88 HA*
WATER AREA TO BE REHABILITATED	*±5.67 HA*	–	*±5.67 HA*
AREA TO BE REMOVED FROM EXISTING USE	*±1.62 HA*	–	*±22.80 HA*

13. TO ACHIEVE APPROPRIATE NOISE MITIGATION THERE ARE SOME RESTRICTIONS ON THE NUMBER OF MACHINES WHICH CAN BE OPERATED IN THE SAME AREA AT ONE TIME. SEE NOISE REPORT FOR DETAILS.
14. EXTRACTION OF AGGREGATES ABOVE THE WATER TABLE ON THIS SITE SHALL BE BY FRONT END LOADER AND/ OR BACKHOE WORKING A MAXIMUM FACE HEIGHT OF *8m*. UNDERWATER EXTRACTION SHALL BE BY DRAGLINE OR BACKHOE WORKING TO A MAXIMUM DEPTH OF 10m BELOW THE GROUNDWATER TABLE. PROCESSING WILL BE BY PORTABLE PRIMARY CRUSHER WORKING AT THE EXTRACTION FACE, FEEDING THE PLANT SITE VIA CONVEYORS. IN SOME CIRCUMSTANCES, THE LOADER MAY FEED THE CONVEYORS DIRECTLY AT THE FACE AND THERE MAY BE SOME DIRECT LOADING OF TRUCKS WITH "PITRUN" MATERIAL AND/OR DRY SCREENING AND STOCKPILING AT THE FACE FROM TIME TO TIME, AS LONG AS APPROPRIATE NOISE LEVELS CAN BE MAINTAINED. PROCESSING AT THE PLANT SITE SHALL INCLUDE CRUSHING OR RECRUSHING, SCREENING, WASHING, STACKING, LOADING AND SHIPPING OF FUEL PRODUCTS. REFER TO SECTIONS A–A', B–B',C–C', D–D', *E–E' AND F–F'* ON DRAWING 4 OF 5, SECTIONS FOR FURTHER DETAILS. PROCESSING EQUIPMENT, STACKERS, AND MATERIAL STOCKPILES WILL NOT EXCEED 20m IN HEIGHT.

THIS DEPOSIT IS HIGHLY VARIABLE AND WILL REQUIRE WORKING MULTIPLE FACES TO PROVIDE AN APPROPRIATE PLANT FEED TO EFFICIENTLY PRODUCE THE OPTIMUM RANGE OF PRODUCTS FROM THIS LICENCE.

FROM TIME TO TIME A SECOND PORTABLE CRUSHER WILL BE REQUIRED TO WORK AT THE EXTRACTION FACE. THE LOCATION FOR THE CRUSHER SHALL BE LIMITED TO AREAS WHERE APPROPRIATE NOISE LEVELS CAN BE MAINTAINED (REFER TO TECHNICAL RECOMMENDATIONS, DRAWING 3 OF 5, DETAILS)

THERE SHALL BE NO OFFSITE DISCHARGE OF PROCESSING WATER.

THE WASH PROCESS WILL RE–CIRCULATE WATER THROUGH THE SILT POND AND CLEAR POND, RETURNING TO THE PLANT SITE. WASH WATER WILL BE CONTAINED IN SILTATION PONDS. THIS PROCESS MEETS ALL MOEE REQUIREMENTS. MOE ISSUED A VALID PERMIT TO TAKE WATER FOR THE SITE ON JANUARY 22, 2002.

FROM TIME TO TIME THERE MAY BE SOME RECYCLING OPERATIONS CARRIED OUT. MATERIALS (BROKEN CONCRETE, ASPHALT, ETC.) FOR RECYCLING SHALL BE STORED AND PROCESSED IN LOCATION WHERE APPROPRIATE NOISE LEVELS CAN BE MAINTAINED (REFER TO TECHNICAL RECOMMENDATIONS, DRAWING 3 OF 5, DETAILS)

15. HYDROGEOLOGICAL INFORMATION OBTAINED FROM A REPORT PREPARED BY TERRAQUA INVESTIGATIONS LTD., DATED JULY 1997, ENTITLED "HYDROLOGICAL ASSESSMENT, PROPOSED WELLINGTON PIT, CAPITAL MATERIALS INC. AND SUBSEQUENT REPORTS DATED MAY 4/98 AND MAY 20/98.
ADDITIONAL ASSESSMENT FOR LICENCE EXTENSION AREA BY BLACKPORT HYDROGEOLOGY INC. DATED DECEMBER, 2002.
16. THE WATER TABLE ELEVATION WITHIN THIS LICENCE VARIES BETWEEN ±308m IN THE SOUTHWEST CORNER OF THE LICENCE AND ±314m IN THE NORTHEAST CORNER OF THE LICENCE.
THE WATER TABLE ELEVATION WITHIN THE LICENCE EXTENSION AREA VARIES BETWEEN ±312m A.S.L. IN THE NORTHEAST CORNER AND ±304m A.S.L. IN THE SOUTHEAST CORNER (REFER TO HYDROGEOLOGICAL ASSESSMENT OF DECEMBER, 2002 BY BLACKPORT HYDROGEOLOGY INC.)
17. FUEL STORAGE SHALL BE IN ABOVE GROUND CONTAINERS SHALL MEET THE REQUIREMENTS OF THE GASOLINE HANDLING ACT, 1990, AND THE GASOLINE HANDLING CODE AND REGULATIONS, DATED JANUARY 1, 1993, OR AS AMENDED.
REFUELLING SHALL BE WITHIN A CONTAINMENT PAD AND ANY SPILLS SHALL BE REMOVED AND DISPOSED OF IMMEDIATELY AT AN APPROPRIATE FACILITY.
18. SCRAP WILL BE STORED AS SHOWN AND DISPOSED OF ON A REGULAR BASIS. STUMPS AND LOGS MAY REMAIN ON SITE FOR FUTURE PROGRESSIVE AND FINAL UNDERWATER REHABILITATION. TREES TO BE REMOVED SHALL BE HARVESTED AND USED FOR THEIR BEST USE LUMBER OR FIREWOOD. EQUIPMENT AND PARTS TO BE STORED AT NORTHEAST OF THE PROCESSING AREA (AS PER LETTER TO M.N.R. DATED NOV. 26, 1998).

OPERATIONS NOTES CONTINUED THIS SHEET.

NO.	DATE	REVISIONS			
2.	MAR.'03	AS PER OMNR COMMENTS			
1.	FEB.'03	AS PER OMNR COMMENTS			
NO.	DATE	REVISIONS	OWNER	H.H.	O.M.N.R.

Pre Licence Review **Site Plan Amendments**

Harrington and Hoyle Ltd.
LANDSCAPE ARCHITECTS
91 Anderson Avenue, Unit #2
Markham, Ontario. L6E 1A5
Telephone: (905) 294–8282
Fax: (905) 294–7623
Offices in Markham and Cambridge

Project Name

LICENCE ID NO.: 626648

Licensee: 2374868 Ontario Inc.
Contact: Francis (Frank) Ertl
Mailing Address: 6678 Wellington Road 34
Cambridge, ON. N3C 2V4
Telephone: 519-658-5023

Francis (Frank) Ertl

Scale 1:3000 (0 10 50 90 120m)

North

Stamp

Ministry of Natural Resources
APPROVED
Under the *Aggregate Resources Act*
Date: November 5, 2024

Drawing Status
PRELIMINARY FOR DISCUSSION

Site Plan Amendments 2024 prepared by: MHBC PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE

Date	Revision	By
May 15/26	SPA application submitted Nov. 12, 2024, as modified May 15, 2026	AS
Oct. 2024	Revisions related to transferring a portion of Licence #20085;	DGS

Drawn R.M. **Checked** G.D.H./ B.J. **Issue Date** **Project Number** 02-06

Drawing Title
OPERATIONS PLAN

Drawing Number 2 OF 5

Proposed Planning Act Changes (Schedule 7 of Bill 119, the Proposed Protecting Ontario's Streets and Communities Act, 2026)

ERO (Environmental Registry of Ontario) number	026-0558
Notice type	Act
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	May 26, 2026
Comment period	May 26, 2026 - June 25, 2026 (30 days) Open
Last updated	May 26, 2026

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

June 25, 2026

Proposal summary

The government is seeking feedback on proposed legislative changes to the Planning Act regarding zoning by-law contraventions that relate to land uses that are not permitted that would be made by Bill 119, the proposed Protecting Ontario's Streets and Communities Act, 2026.

Proposal details

The government is seeking public feedback on proposed legislative changes to the *Planning Act* under the Protecting Ontario's Streets and Communities Act, 2026 that would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions that relate to land uses that are not permitted.

We welcome your thoughts on the following changes proposed in Bill 119, the proposed Protecting Ontario's Streets and Communities Act, 2026.

Proposed Planning Act changes

Schedule 7 of Bill 119 proposes amendments to the *Planning Act* to provide local municipalities with a new tool to enforce certain zoning by-law contraventions. If passed, proposed changes would enable local municipalities to implement an AMP system for zoning by-law contraventions that relate to land uses that are not permitted. This is similar to the system many municipalities currently use for enforcement of certain by-laws under the *Municipal Act, 2001* such as those for parking, fences, clean yards and noise and for property standards violations under the *Building Code Act, 1992*.

Currently, the *Planning Act* provides for maximum financial penalties for individuals and corporations on conviction of an offence for contravention of a zoning by-law. The actual amount of the fine imposed in any instance is determined by Provincial Offences Court following a conviction (on a finding that the offence has been committed). The Act does not currently permit local municipalities to levy AMPs for zoning by-law contraventions. Municipalities have expressed concerns that the current enforcement system for zoning by-law contraventions is challenging, time consuming and costly to implement.

The proposed changes would allow local municipalities to implement an AMP system to set an administrative penalty amount for zoning by-law contraventions regarding land uses that are not permitted. The penalty could not be punitive in nature and could not exceed an amount reasonably required to promote compliance with the by-law. A person could not be charged with an offence if they had already paid an administrative penalty for the same by-law contravention.

Unpaid fines and administrative penalties would generally be able to be added to the tax roll for any property owned by the same persons responsible for paying the AMP and could be collected in the same manner as municipal taxes. The proposed changes to enable municipalities to use an AMP system, if passed could not be used for other types of zoning by-law contraventions (e.g., prohibited uses of buildings or performance standards such as minimum or maximum heights and densities).

Impact on the Environment

The proposed legislative changes, which would enable municipalities to implement an AMP system for certain types of zoning by-law contraventions, are anticipated to have a neutral to positive impact on the environment. If passed, municipalities would be able to more quickly enforce zoning by-law contraventions regarding land uses that are not permitted, some of which may have direct environmental impacts (e.g. drainage issues, noise, odour). As a result of changes to enable AMPs, there may be indirect but positive impacts on the environment, if, for example, as a result of staff realignments municipalities have more time to address other types of by-law contraventions that could impact the environment.

Analysis of Regulatory Impact

The initiatives are anticipated to streamline the processes to address zoning by-law contraventions that relate to land uses that are not permitted.

Costs

The proposed legislative changes would result in additional costs related to municipal staff learning about the changes. For local municipalities that currently use an AMP system and choose to use it for zoning by-law contraventions, there would be incremental cost increases associated with expanding their AMP system to also enforce zoning by-law contraventions regarding land uses that are not permitted (e.g., software updates, equipment, amendments to by-laws, website updates). There would be additional costs for local municipalities that do not currently use an AMP system for by-law enforcement and that choose to set up an AMP system to enforce zoning by-law contraventions.

There are no direct compliance cost implications to other parties, including consumers, businesses, and the government, arising from these proposed legislative changes.

Benefits

The changes would benefit Ontarians broadly, as they are intended to make the process to enforce certain types of zoning by-law contraventions easier and faster. This could result in time and cost savings for local municipalities and cost savings to government as a result of a reduction in the volume of cases involving zoning by-law contraventions that are prosecuted through the court

system. Local municipalities that currently utilize an AMP system and choose to enforce zoning by-law contraventions using the same system may benefit from utilizing the system for a broader range of by-law contraventions.

Supporting materials

Related links

- Planning Act (https://www.ontario.ca/laws/statute/90p13)
- Municipal Act, 2001 (https://www.ontario.ca/laws/statute/01m25)
- Building Code Act, 1992 (https://www.ontario.ca/laws/statute/92b23?highlight=false&lang=en&option=%7B%22selection%22%3A%5B%22current
- Bill 119, Protecting Ontario's Streets and Communities Act, 2026 (https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-119)

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.

Planning and Housing Policy Branch
13th Flr, 777 Bay St
Toronto, ON
M7A 2J3
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

PlanningConsultation@ontario.ca

Connect with us

Contact

PlanningConsultation@ontario.ca

PlanningConsultation@ontario.ca

COUNTY OF WELLINGTON

KIM COURTS
DEPUTY CLERK
T 519.837.2600 x 2930
F 519.837.1909
E kimc@wellington.ca

74 WOOLWICH STREET
GUELPH, ONTARIO
N1H 3T9

May 28, 2026

Wellington County
Member Municipality Clerks

Sent via email:

Amanda Knight, Township of Guelph/Eramosa aknight@get.on.ca
Nina Lecic, Town of Erin nina.lecic@erin.ca
Tyler Sager, Township of Centre Wellington tsager@centrewellington.ca
Larry Wheeler, Township of Mapleton LWheeler@mapleton.ca
Annilene McRobb, Town of Minto annilene@town.minto.on.ca
Karren Wallace, Township of Wellington North kwallace@wellington-north.com
Justine Brotherston, Township of Puslinch jbrotherston@puslinch.ca

Good day,

At its meeting held May 28, 2026 Wellington County Council approved the following recommendation from the Planning Committee:

> **That the report "Bill 98 – Building Homes and Improving Transportation Infrastructure Act, 2026" be received for information.**
>
> **That this report be forwarded to the Ministry of Municipal Affairs and Housing on behalf of the County of Wellington and circulated to Member Municipalities for information.**

Please find enclosed the Bill 98 – Building Homes and Improving Transportation Infrastructure Act, 2026 Report.

Should you have any questions, please contact Jameson Pickard, Senior Policy Planner at jamesonp@wellington.ca.

Respectfully,

[redacted]

Kim Courts
Deputy Clerk

COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the Planning Committee
From: Jameson Pickard, Senior Policy Planner
Date: Thursday, May 14, 2026
Subject: **Bill 98 – Building Homes and Improving Transportation Infrastructure Act, 2026**

1.0 Purpose

The purpose of this report is to provide an overview of Bill 98 - *Building Homes and Improving Transportation Infrastructure Act, 2026* (Bill 98), which was introduced into the Ontario Legislature on March 30, 2026 by the Minister of Municipal Affairs and Housing. The stated intent of the legislation is to help get shovels in the ground faster for housing and housing-enabling projects and improve the transport of people and goods across Ontario.

This report focuses on parts of the legislation related to the land use planning and development approvals process and highlights other changes under consideration that have impacts across County Departments and our Member Municipalities. It is therefore noted that not all the legislative changes or active consultations are spoken to in this report.

2.0 Background

Over the past several years the Provincial Government has proposed successive changes to multiple statutes, regulations and policies to help achieve the goal of building 1.5 million homes by 2031. Bill 98 builds on these past changes and impacts ten statutes, including changes to the Planning Act, Development Charges Act, Municipal Act, Safe Drinking Water Act and Building Code Act.

3.0 Major Themes

The legislative and regulatory changes focus on:

- Streamlining processes
- Building more homes
- Reducing costs

Key legislative changes are summarized below.

3.1 Streamlining Processes

The Provincial Government is looking to streamline a wide range of policies and procedures to create a more consistent, Province-wide approach, that improves predictability and reduces the time it takes for new housing to be built.

Streamline and Standardize Official Plans	• Mandate a standardized set of land use designations, table of contents, and land use schedules for the official plans of lower-tier and single-tier municipalities. • Remove the requirements for municipal official plans to include goals, objectives and actions related to climate change. • Establish a transition framework for municipalities to update their official plans through an official plan review after Jan. 1, 2029. • An associated consultation was released about the standardization of upper-tier official plans with planning responsibilities.
Land Division	• Proposed regulation to remove municipal authority to mandate Enhanced Development Standards as a condition of the land division process.
Site Plan	• Remove reference to "sustainable design" in section 41 of the *Planning Act* to eliminate municipal authority to mandate Enhanced Development Standards through site plan approval. • Establish new authority to enable the Province to prohibit municipalities from imposing specific requirements during site plan approval (to be used if required).
Building Code Act	• Clarify that municipalities cannot impose construction or demolition standards for environmental protection that exceed those in the Building Code.
Repeal of MZO Notice Requirements	• Amend the *Planning Act* to remove the requirement for the Minister to provide notice when amending or revoking Minister Zoning Orders.

3.2 Building More Homes

In an effort to build more homes, the Province has proposed the following changes:

Prescribed Minimum Lot Size	• Establish a minimum lot area for parcels of serviced urban residential land. • Specify that municipal zoning requirements for minimum lot frontage or depth do not apply if they would result in a lot larger than the prescribed minimum area. • An associated regulation proposes a minimum lot area to be 175 sq.m. (approx. 1,900 sq. ft.) for a parcel of urban residential land.
Municipal Consent Requirements for Communal Services	• Amend the *Municipal Act* to facilitate the adoption of non-municipal communal water and wastewater systems in support of new housing developments.

3.3 Reducing Costs and Fees

Reductions in costs are mainly focused on the following areas:

Development Charge Exemption	• Exempt non-profit retirement home developments from development charges.
Restrict EV Infrastructure	• Prohibit municipalities from mandating EV equipment within the required parking sections of their zoning by-laws or site plan approvals.
Parkland requirements	• Various amendments to section 42 of the *Planning Act* will allow developers to identify land, including land with encumbrances and Privately Owned Publicly Accessible Space (POPS) to count towards parkland dedication requirements while prescribing land suitability criteria.
Water and Wastewater Public Corporations	• Amend the Water and Wastewater Public Corporation Act,2025 to clarify how these public corporations may conduct their affairs. • Establish a new water and wastewater public corporation in the Region of Peel.

3.4 Additional Matters

Beyond the legislative and regulatory changes discussed above, the Province has posted a substantial amount of information for consultation on the Environmental Registry of Ontario and Regulatory Registry of Ontario, with a comment deadline of May 14, 2026, for most consultations (see Appendix A for list). These consultations relate to:

- Updated Projection Methodology Guideline (PMG) for the Provincial Policy Statement (PPS)
- Consultation on Upper-Tier Official Plans, Secondary and Area Specific Policies
- Feedback on Complete Planning Application Requirements
- Electronic Planning Submissions to the Province
- Reform of Municipal Site Plan Control
- Municipal DC Breakdown in Purchase and Sale Agreements
- Building Code Review
- Invitation for Municipalities to register a potential interest in implementing a Water and Wastewater Public Corporation model
- Streamline planning approvals for kindergarten to Grade 12 publicly funded schools

4.0 Comments

Planning staff have reviewed and summarized consultation information to assist the County and Member Municipalities in their review of the material (Appendix B) but encourage those interested to review the proposed changes in their entirety. Planning Staff provide the following comments for the Province's considerations on key areas of interest to the County:

4.1 County Comments on Key Areas

Key Areas	Comment
Consultation on Upper-Tier Official Plans, Secondary and Area Specific Policies	Should the Province pursue new official plan standardization, the County supports creating a more flexible structure for upper-tier municipalities with planning responsibilities, like Wellington. Flexibility is necessary, particularly when the upper-tier official plan functions as a lower-tier official plan. It is noted that the County will require the ability to use both broader 'community area' designations and specific land use designations to effectively implement land uses in our Member Municipalities which rely on the County plan. The County maintains numerous site-specific local policy areas across its seven Member Municipalities. While partly a result of historic land use decisions, this approach has effectively addressed the unique needs of Member Municipalities within the County's Official Plan framework. These policies are navigated through specific municipal chapters and are a flexible model that should be preserved in the new official plan framework. A recent example is County OPA 123, which established a local policy area applying to several greenfield sites in Mount Forest designated as "Future Development". This policy identified a land amount that aligned with the County's Land Needs Assessment (LNA) for the Township, and removed the need for a site-specific OPA. As a result, these lands could be brought online through a municipally initiated rezoning process once local infrastructure studies were complete. This approach addressed LNA requirements while enabling the municipality to identify the most appropriate areas for growth. The proposed official plan framework lacks a 'Future Development' or equivalent holding designation for urban lands awaiting servicing or a demonstrated need. Many rural communities require such a designation to protect the development integrity of these lands. The Province should maintain this type of land use designation as part of the new official plan framework.
Municipal Consent Requirements for Communal Services	The proposed amendments to Section 93 of the *Municipal Act* establish a broad framework and regulation-making authority to encourage greater adoption of non-municipal communal water and wastewater systems. The County has concerns regarding the lack of detail in this proposal, which establishes a framework to compel municipal consent for communal services if certain conditions are met. This is a concern because municipalities are typically required to enter into Municipal Responsibility Agreements, which dictate financial, and ownership requirements should these systems default. Details regarding the 'criteria and conditions' required to compel municipal consent should be provided as part of consultation related to legislative changes enabling these private communal servicing arrangements.

Key Areas of Interest	Comment
Reform of Municipal Site Plan Control	The Government has indicated its intent to pursue significant reform to the Site Plan Control process. This consultation is exploratory and sets out five potential scenarios for reform, ranging from removing Site Plan Control entirely to establishing a municipal arbitration process to review stalled applications. The County supports the continued existence of the Site Plan Control process as a tool for municipalities. The County sees value for applicants in bringing all relevant commenting agencies into a single review process. There remains a need for a site-plan-style review to confirm zoning compliance and ensure other functional aspects of development (including matters of public health and safety) are appropriately provided and secured through an agreement registered on title. The review of critical infrastructure elements would still need to occur through the building permit process, which may delay building permit issuance.
Prescribe Minimum Lot size	Through the legislation and accompanying regulations, the Province proposes to establish a prescribed minimum lot area of 175 sq.m (approximately 1,900 sq.ft) for all parcels of serviced urban residential land outside of the Greenbelt. Changes would also render zoning regulations for lot frontage and depth inapplicable if they result in a requirement for a larger lot area. The proposed minimum lot area is very small and is not associated with a specific building type. As a comparison, the Township of Centre Wellington's R3 zone permits a minimum lot area of 190 m^2 associated with a street townhouse. Based on our understanding the remaining provisions of the zoning by-law, such as permitted uses and building setbacks, would continue to apply. This would result in smaller homes on smaller lots, which the County views as a positive outcome. However, what is more likely to result are requests to vary other zoning regulations. The County supports lot areas associated with a specific building type and appropriate setback regulations. The County also cautions that the standardization of urban lot sizes may not be appropriate in all contexts. Communities of the County have established a different built form than urban areas of the GTA and the proposed lot area would be a significant departure from existing established neighbourhoods in Wellington.

Key Areas of Interest	Comment
Complete Planning Application Requirements – Study Requirements	The Government is proposing to identify a specific list of studies that planning authorities could only ask for as part of a complete application. The Province further proposes to group the studies into 'core studies' that municipalities could require with all applications and 'contingent studies' that could be required depending on site-specific circumstances. If the Government pursues the standardization of complete application study requirements the County supports municipalities retaining the flexibility to develop terms of reference for studies. This is particularly important to ensure studies represent the best available local information and conditions. Furthermore, to ensure comprehensive risk management, Drinking Water Threat Disclosure reports and water balance assessments should be included in the list of core studies permitted under municipal Official Plans.
Complete Planning Application Requirements – Prescribed Professionals	In 2025, Bill 17 introduced the legislative and regulatory framework to require municipalities to accept submissions from certain "prescribed professionals" for purposes of satisfying complete application requirements. The Government is proposing to expand the list of prescribed professionals and is seeking feedback about additional classes of professionals. Professional Engineers are already identified as a prescribed professional under the *Planning Act.* The County would support the inclusion of a Registered Professional Planner as prescribed professional for purposes of satisfying complete application requirements.
Updated Projection Methodology Guideline (PMG) for the PPS 2024	The County has previously engaged in consultations regarding the new projection methodology. The County's consultant, Watson has confirmed that the work completed through the County's Municipal Comprehensive Review (MCR) is generally consistent with the proposed new guidelines. Planning staff will continue to monitor this proposal and note that the Government intends to finalize the guidelines quickly following the consideration of feedback received through this second round of consultation.

Impacts on Source Water Protection	The proposed changes raise various concerns related to source water protection in Ontario. The suite of changes proposed to the *Planning Act*, including Official Plan (OP) standardization, the removal of municipal authority to require sustainable design through site plan control, and the streamlining of study requirement, is removing essential implementation pathways for source water protection. It is recommended that the Province consult with Source Protection Authorities and affected municipalities to ensure Source Protection Plan policies, as currently approved, remain in legal effect. Regarding non-municipal communal water systems, it remains unclear if the Province has fully evaluated the source water protection requirements for these new systems. As these communal systems will serve the public, it is recommended they be held to the same rigorous standards as municipal drinking water systems. As noted earlier, to ensure comprehensive risk management, Drinking Water Threat Disclosure reports and water balance assessments should be included in the list of approved reports and studies permitted under municipal Official Plans.

5.0 Summary

Building on past reforms, Bill 98 marks a shift toward a centralized, top-down planning framework in Ontario. By mandating uniform templates and prohibiting local standards that exceed provincial codes and regulations, the Act curtails municipal discretion in favor of provincial objectives. While the stated goal is to foster a more predictable and less costly environment for housing delivery, the success of this model depends on whether broad standardization can effectively maintain the high standards of construction and replace local decision-making without compromising community-specific needs and public health and safety.

6.0 Next Steps

At the time of writing this report, the Bill has passed its second reading and is at the committee stage in the Legislature. Given the comment deadline for the provincial consultations, planning staff have submitted comments to the Province. Staff will continue to monitor the proposed legislation and consultations as they move through the legislative process. Staff may report at a later date when the legislation comes into effect and/or when additional policies and regulations are made available.

7.0 Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

- Making the best decisions for the betterment of the Community

Recommendation:

That the report “Bill 98 – Building Homes and Improving Transportation Infrastructure Act, 2026” be received for information.

That this report be forwarded to the Ministry of Municipal Affairs and Housing on behalf of the County of Wellington and circulated to Member Municipalities for information.

Respectfully submitted,

[redacted]

Jameson Pickard, RPP, MCIP
Senior Policy Planner

In consultation with/approved by:
Sarah Wilhelm, Manager of Policy Planning
Aldo Salis, Director of Planning and Development
Scott Wilson, Chief Administrative Officer

Appendix A Provincial Postings for Comment
Appendix B Summary of Postings

APPENDIX A Provincial Postings for Comment

Below is a link to a media briefing the Province released which provides information on the proposed changes under Bill 98 and associated related Environmental Registry and Regulatory Registry postings.

Bill 98 Media Briefing - March 30, 2026

Environmental Registry of Ontario Postings (ERO)

Proposal	ERO Number	Notice Type	Comment Deadline
• Planning Act, Building Code Act and Municipal Act Changes	026-0300	Act	May 14, 2026
• Proposed amendments to the Water and Wastewater Public Corporations Act and consequential amendments to the Safe Drinking Water Act	026-0301	Act	May 14, 2026
• Communal Drinking Water and Wastewater System Municipal Consent Requirements	026-0302	Act	May 14, 2026
• Draft Projection Methodology Guideline (PMG)	026-0304	Policy	May 14, 2026
• Proposed Changes to Various Regulations Under the Planning Act to Facilitate the Electronic Submission of Information and Materials to Approval Authorities and Allow Notices to be Given Electronically to the Province	026-0305	Regulation	May 14, 2026
• Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals	026-0309	Regulation	May 14, 2026
• Reform Site Plan Control Under the Planning Act and the City of Toronto Act	026-0310	Policy	May 14, 2026
• Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas	026-0311	Regulation	May 14, 2026
• Proposed Changes to Support Standardizing of Parkland Requirements Under the Planning Act	026-0312	Regulation	May 14, 2026
• Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application	026-0313	Regulation	May 14, 2026
• Changes to various regulations under the Planning Act and the City of Toronto Act, to specify additional “Prescribed Professions” for the purposes of a Complete Application	026-0314	Regulation	May 14, 2026
• Consultation on upper-tier official plans, secondary plans, and site and area-specific policies	026-0315	Policy	May 14, 2026
• Streamline planning approvals for kindergarten to Grade 12 publicly funded schools	026-0426	Regulation	June 5, 2026

Ontario Regulatory Registry Postings (ORR)

Proposal	ORR Proposal Number	Instrument Type	Comment Deadline
• Changes to the Development Charges Act, 1997 (DCA) to Exempt Non-profit Retirement Homes from DCs	26-MMAH009	Act	April 29, 2026

APPENDIX B Summary of Postings

Appendix B1	**Planning Act, Building Code Act and Municipal Act Changes**
Appendix B2	**Proposed amendments to the Water and Wastewater Public Corporations Act and consequential amendments to the Safe Drinking Water Act**
Appendix B3	**Communal Drinking Water and Wastewater System Municipal Consent Requirements**
Appendix B4	**Draft Projection Methodology Guideline (PMG)**
Appendix B5	**Electronic Submission to Approval Authorities and Allow Notices to be Given Electronically to the Province**
Appendix B6	**Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals**
Appendix B7	**Reform Site Plan Control Under the Planning Act**
Appendix B8	**Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas**
Appendix B9	**Proposed Changes to Support Standardizing of Parkland Requirements Under the Planning Act**
Appendix B10	**Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application**
Appendix B11	**Changes to various regulations under the Planning Act, to specify additional "Prescribed Professions" for the purposes of a Complete Application**
Appendix B12	**Consultation on upper-tier official plans, secondary plans, and site and area-specific policies**
Appendix B13	**Streamline planning approvals for kindergarten to Grade 12 publicly funded schools**
Appendix B14	**Changes to the Development Charges Act, 1997 (DCA) to Exempt Non-profit Retirement Homes from DCs**

Appendix B1 Planning Act, Building Code Act and Municipal Act Changes

ERO 026-0300
Comments due May 14, 2026

Streamlining and Standardizing Official Plans	• The *Planning Act* would introduce a standardized template applicable to local and single-tier municipal official plan documents. • Revisions to 16(1) of the Act would prescribe the content of official plans including chapters, sections and schedules. • A transition framework from the "former official plan framework" to the "new official plan framework" is established in the Act. Prescribed municipalities are expected to transition by January 1, 2028, followed by all remaining municipalities by January 1, 2029. • The "former official plan framework" continues to apply to a municipality until an update to the official plan, through an Official Plan Review, is adopted after the applicable transition date above. • Provide authority to the Minister to exempt lower-tier municipalities from the requirement to conform with upper-tier plans to facilitate testing of the proposed new official plan framework. • Upper-tier Official Plan Standardization is considered through ERO posting 026-0315.
Site Plan: Prohibiting Mandatory Municipal Enhanced Development Standards and Green Building Standards.	• The *Planning Act* is revised to remove municipal authority to require mandatory enhanced development standards (e.g., Green Development Standards) outside of buildings that are not specifically required for health and safety (e.g., SWM). • Section 41 of the Act is revised to remove the phrase "sustainable design", and complimentary changes to Section 34 are made to clarify that zoning cannot require sustainable elements (EV supply equipment). • Clarify that green building standards are voluntary and cannot be imposed by municipalities.
Minimum Lot Sizes	• The *Planning Act* would be amended to create regulation-making authority to allow the Minister to set a minimum lot size on a "parcel of urban residential land" outside of the regulated Greenbelt Area. • A "parcel of urban residential land" is a defined in the Planning Act as a parcel within the settlement area of a municipality that is zoned for residential use (other than ancillary residential use) and is fully serviced by public sewage and water. • Complimentary changes are made to the Act to clarify that any municipal zoning requirement for minimum lot frontage or lot depth are not appliable if it requires a lot larger than what is prescribed. • This regulation is scoped to zoning and would not directly apply to land division (e.g., broader lot creation considerations are relevant).
Encumbered Parkland and Privately Owned Public Spaces (POPS)	The *Planning Act* would be amended to facilitate easements for POPS, authorize municipalities to require agreements for encumbered land that can be registered on title, provide for a credit system whereby encumbered land and POPS arrangements would receive a minimum credit of 70%, and establish a timeframe of 90 days for municipal decisions after which a developer could appeal a non-decision to the OLT.

Appendix B2 Water and Wastewater Public Corporation Act, 2025

ERO # 026-0301
Comments due May 14, 2026

Through Bill 98 proposed changes to the *Water and Wastewater Public Corporations Act, 2025* and consequential amendments to the *Safe Drinking Water Act, 2002*, related to the ownership, asset management, and employment continuity of a water and wastewater public corporation. It also established regulation making authority for the Minister. An associated ERO posting was released to further detail these changes.

The Province also released a consultation on April 15, 2026, looking to identify municipalities interested in implementing a Water and Wastewater Public Corporation model. Details about this can be found in ERO# 026-0419.

Appendix B3 Communal Drinking Water and Wastewater Systems Municipal Consent Requirements

ERO # 026-0302
Comments due May 14, 2026

Through Bill 98 amendments are proposed to the *Municipal Act, 2001* and *Safe Drinking Water Act, 2002*, to enable regulations to set out requirements for municipal consent of non-municipal communal drinking water and wastewater systems and to require municipalities to consent if requirements are met. More specifically, the proposed legislation would require a municipality to provide consent for the proposed system if the municipality is of the opinion that:

- any prescribed criteria or conditions respecting the area in which the public utility would be located are met,
- any plans in respect of the public utility required by the regulations have been provided and meet the prescribed criteria or conditions and include the required content,
- any reserve funds or other financial assurances or instruments in respect of the public utility that are required by the regulations are or will be in place and the funds, assurances and instruments meet the prescribed requirements,
- the public utility, if constructed, maintained or operated in accordance with the application, would meet the relevant prescribed criteria and conditions, and
- the application and public utility satisfy any other requirements, conditions or criteria that may be prescribed.

Appendix B4 Draft Projection Methodology Guideline (PMG)

ERO # 026-0304
Comments due April 29, 2026

The Province is seeking input on a further revised draft PMG that includes key changes responsive to the ERO #025-0844 consultation. The key changes are:

- Providing increased clarity on when to consider undertaking population and employment forecast updates, which Ontario Population Projection data to use and how to set the planning horizon.

- Providing more details on assessing housing needs by considering housing tenure, housing type and propensities for households to occupy certain types of housing, and making adjustments such as to reflect market demand, housing affordability and suppressed household formation.
- Providing clarity on estimating feasible intensification rates when determining the amount and type of housing units that can be accommodated through intensification in the built-up area.
- Streamlining the land needs assessment methods for greater consistency among most municipalities, while continuing to allow a simplified method that is less data-intensive with clearer recommendations on which municipalities may use it.

Appendix B5 Electronic Submission to Approval Authorities and Allow Notices to be Given Electronically to the Province

ERO # 026-0305
Comments due May 14, 2026

To support the Provinces, move towards a digital Ontario, it is proposing changes to various regulations under the Planning Act that would:

- Remove the requirement for information and material to include an original certified copy, and
- Allow required notices to be given electronically to the Ministry of Municipal Affairs and Housing

Appendix B6 Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals

ERO # 026-0309
Comments due May 14, 2026

The government is seeking feedback on a proposed Minister's regulation that would have the effect of removing authority to require, as a condition of land division approvals, mandatory enhanced development standards at the lot level (outside of buildings), that are not specifically required for health, safety, accessibility or protection of adjoining lands (e.g., stormwater management).

Appendix B7 Reform Site Plan Control Under the Planning Act

ERO # 026-0310
Comments due May 14, 2026

In connection with the proposed *Building Homes and Improving Transportation Infrastructure Act, 2026* , the government is seeking feedback from the public and impacted stakeholders on bold and transformational reforms with the goal of enabling a faster, more predictable, cost effective and coordinated municipal site plan process.

Appendix B8 Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas

ERO # 026-0311
Comments due May 14, 2026

The Government is seeking public feedback on a proposed regulation under the *Planning Act*, to set a minimum lot size of 175 square metres (approximately 1900 square feet) on parcels of urban residential land outside the Greenbelt Area. A parcel of urban residential land is defined in the *Planning Act* as a parcel within the settlement area of a municipality that is zoned for residential use (other than as an ancillary use) and is fully serviced by public sewage and water.

Appendix B9 Proposed Changes to Support Standardizing of Parkland Requirements Under the Planning Act

ERO # 026-0312
Comments due May 14, 2026

The Government is seeking public feedback on a Minister's regulation under the *Planning Act* to prescribe criteria for developer-identified parkland and related implementation matters for the conveyance of developer-identified lands for municipal parkland dedication, to implement provisions in Bill 23, the *More Homes Built Faster Act, 2022,* that are not yet in force.

Appendix B10 Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application

ERO # 026-0313
Comments due May 14, 2026

The Government is seeking feedback on potential regulatory changes to support faster planning approvals by streamlining the complete application process to improve certainty and predictability for applicants. MMAH is seeking feedback on a proposed standardized list of information that planning authorities can require for complete applications.

Appendix B11 Changes to various regulations under the Planning Act, to specify additional "Prescribed Professions" for the purposes of a Complete Application

ERO # 026-0314
Comments due May 14, 2026

The Government is seeking feedback on adding additional certified professionals, for example registered landscape architects, for the purposes of a complete application. This change would help further speed up development approvals and reduce some initial application costs associated with development proposals.

Appendix B12 Consultation on Upper-Tier Official Plans, Secondary Plans, and Site and Area-Specific Policies

ERO # 026-0315
Comments due May 14, 2026

The Government is seeking feedback on a proposal to simplify and standardize the format of official plans for upper-tier municipalities as well as a proposal for secondary plans and site- and area-specific policies (SASPs).

Appendix B13 Streamline planning approvals for Kindergarten to Grade 12 publicly funded schools

ERO # 026-0426
Comments due June 5, 2026

The Government is seeking feedback on a proposed regulation under the *Planning Act* to help make it easier and faster for publicly funded school boards to obtain municipal planning approvals for schools across the Province to support complete communities.

Appendix B14 Changes to the Development Charges Act, 1997 (DCA) to Exempt Non-profit Retirement Homes from DCs

ORR # 26-MMAH009
Comments due April 29,2026

To help improve the viability of building non-profit retirement homes for Ontario's senior population, the Government is proposing to amend the Development Charges Act, 1997 (DCA) to exempt non-profit retirement homes from DCs. The amendments, if made, would help to reduce the upfront costs on these developments and stimulate the construction of non-profit retirement homes, while aligning the DC treatment of non-profit retirement homes with other forms of non-profit housing.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 2026-039

A by-law to amend by-law No. 53/12 being a by-law to authorize speed limits.

WHEREAS the Council of the Corporation of the Township of Puslinch deems it expedient to amend By-law 53/12, being a by-law to authorize speed limits;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. THAT Schedule A, Section 1 be amended to read:

HIGHWAY	**RATE OF SPEED**
7. Concession 1 from Towline Road to Sideroad 25 South	60 Kilometres per hour

2. THAT Schedule A, Section 1 be amended to add:

20. Concession 1 from Sideroad 25 South to Concession 7 (Intersection)	50 Kilometres per hour
21. Concession 1 from Sideroad 25 South to Concession 7	60 Kilometres per hour

READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS 17th DAY OF JUNE 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-040

Being a by-law to establish a Joint Municipal Election Compliance Audit Committee.

WHEREAS subsection 88.37 of the Municipal Elections Act, 1996, as amended requires Council to establish a Compliance Audit Committee;

AND WHEREAS the County of Wellington member Municipalities deem it expedient to establish a Joint Municipal Election Compliance Audit Committee for all municipalities in the County of Wellington;

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

1) That the Township of Puslinch establishes a Joint Municipal Election Compliance Audit Committee with the County of Wellington member Municipalities in accordance with the Terms of Reference, attached as Schedule “A”.

2) That this by-law here by repeals by-law 2022-024.

3) That this by-law shall come into force and effect upon its date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17 DAY OF JUNE, 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

Joint Compliance Audit Committee
Terms of Reference

The Participating Municipalities will select Committee members jointly. In the event a Participating Municipality receives an application for a compliance audit, that municipality will be solely responsible for meeting administration and covering all costs associated with the Committee, including audits, if required.

1. Definitions

“Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended from time to time.

“Applicant” means the individual who submitted the application requesting a Compliance Audit.

"Auditor” means a person appointed by the Committee, licensed under the *Public Accounting Act, 2004,* to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an auditor for the Committee pursuant to Section 88.33(12) of the Act.

“Candidate” means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

“Clerk” means, as the context provides, the Clerk of any of the Participating Municipalities, or his or her designate.

“Committee” means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

“Council” means, as the context provides, the Council of any of the Participating Municipalities.

“Family Member” means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

“Meeting” means a meeting of the Committee.

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended from time to time.

“Participating Municipalities” means all or some of the following municipalities participating in the joint compliance audit committee process: The County of Wellington, The Town of Minto, The Township of Mapleton, The Township of Wellington-North, The Township of Guelph-Eramosa, The Town of Erin, The Township of Centre Wellington and the Township of Puslinch.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.

"Selection Committee" means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

"Registered Third Party" means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the Clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

"Trade Union" means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

2. Enabling Legislation

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee for the purposes of Section 88.33 of the Act relative to a possible contravention of the Act's election campaign finance provisions.

3. Mandate

The mandate of the Committee is to carry out the functions of a Compliance Audit Committee as set out in the Act.

4. Roles and Responsibilities

The Committee shall:

	Timeline/Section of the Act
Consider Compliance Audit applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.	Within 30 days after receipt of the application - s. 88.33(7)
Provide written reasons for the decision to grant or reject the applications.	s. 88.33(8)
If an application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate's election campaign finances.	s. 88.33(10) and (11)
Receive the Auditor's Report.	s. 88.33(14)
Once the Auditor's Report is received, consider the Auditor's Report if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate for the apparent contravention.	Within 30 days of receipt of the Auditor's Report - s. 88.33(17)
Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.	s. 88.34(4) s. 88.36(4)
Once the Clerk's Report is received, consider the Clerk's Report and decide whether to commence a legal proceeding against the Contributor for the apparent	Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5)

contravention.	
In addition, the Committee shall: - Participate through the Chair in the selection of an Auditor in response to the request for proposal prepared by staff from the Participating Municipalities; - Provide instructions to the selected Auditor about the scope of each Compliance Audit, as needed; - Determine a timeline for the Auditor to complete each Compliance Audit.	

5. Term

The term of the appointment is concurrent with the term of Council that takes office following the next regular election. Upon the term's expiry, Committee members may reapply to the Selection Committee to serve additional terms.

6. Composition

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

(a) employees or officers of the Participating Municipalities;

(b) members of Council of the Participating Municipalities;

(c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship;

(d) any persons who have participated as a Candidate for an office or Registered Third Party in the Participating Municipalities in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;

(e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

7. Selection of Members

Some or all of the previous Compliance Audit Committee members may be requested to serve again. In the event that sufficient membership is obtained, the participating municipalities are not required to complete a recruitment process so long as the members meet the criteria listed below.

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the Participating Municipalities.

Committee membership will be drawn from the following groups:

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act.

The following criteria may be considered in the selection of members:

- demonstrated knowledge and understanding of the Act's municipal election campaign financing provisions;
- experience in administrative law;
- proven analytical and decision-making skills;
- experience working on a committee, task force or in a similar setting;
- availability and willingness to attend meetings;
- demonstrated oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

A Participating Municipality Clerk will be responsible for the recruitment of applicants. All applicants will be required to submit an application form outlining their qualifications and experience to the designated Participating Municipality Clerk by a specified deadline. After the deadline has passed, the Selection Committee will meet to review the applications, and make the recommendation to all Participating Municipality Clerk's for the appoint Committee members.

The Selection Committee shall be comprised of three the Participating Municipality Clerk responsible for recruitment and two other Participating Municipality Clerk's as agreed upon by all Participating Municipality Clerks.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils or to any Registered Third Parties or Contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

8. Notice

Posting of the Committee meeting agenda on the website of the Participating Municipality requiring the services of the Committee shall constitute notice of a Committee meeting.

The Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail.

Where an application will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Applicant and Candidate or Registered Third Party, as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

Where a Clerk's Report regarding contribution limit exceedances will be considered at the meeting, the Clerk shall give reasonable notice by email, telephone or by regular mail to the Contributor and Candidate or Registered Third Party as applicable, of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

9. Meetings

The Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit and where he or she prepared a report under Section 88.34. The Applicant and the Candidate or their representative will be

provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times and locations shall be set by the Clerk.

Committee meetings will be open to the public but the Committee may deliberate in private, as noted in Section 88.33(5.1). No votes may be taken in private session.

10. Quorum

A quorum shall be a majority of Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

11. Selection of the Chair

The Chair shall be selected from among the Committee members at the first meeting of the Committee. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

12. Duties of the Chair

The Chair shall:

(i) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order.

(i) participate as an active member.

(ii) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

13. Duties of Committee Members

The duties of Committee members are as follows:

(i) carry out all statutory obligations of the Committee in accordance with the Act.

(ii) attend all Committee meetings, sending regrets otherwise.

(iii) understand their role, the Committee's mandate and meeting procedures.

(iv) declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the member must leave the meeting during all discussion on the matter.

(v) where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (iv) at the first meeting of the Committee attended by the member after the meeting referred to in subsection (iv).

(vi) participate as an active and voting member, asking questions, and seeking clarification through the Chair.

(vii) assist in drafting the reasons for a decision, as applicable.

(viii) develop and maintain a climate of mutual support, trust, courtesy and respect.

(ix) work together to utilize the knowledge, expertise and talents of all members.

(x) respect the decisions of the Committee and that such decisions reflect the majority view.

14. Selection of an Auditor

Committee members will participate in the selection of an Auditor in response to a request for proposal prepared by staff. The Auditor as required by the legislation will be appointed by the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk of each Participating Municipality, or other officer of each of the Participating Municipality as may be designated, on behalf of the Participating Municipality.

15. Resources

The Clerk will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, and the coordination of meetings.

16. Committee Records

The Clerk will co-ordinate and retain Committee records including agendas and minutes.

17. Declaration of Interest

Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations.

18. Compensation

$250 per meeting plus mileage.

19. Practices and Procedures

The Clerks of the Participating Municipalities shall establish any additional administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerks of the Participating Municipalities are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Clerks, the amendments do not change the intent of the Terms of Reference.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-041

Being a by-law to appoint Members to the Wellington County Joint Municipal Election Compliance Audit Committee.

WHEREAS subsection 88.37 of the Municipal Elections Act, 1996, as amended requires Council to establish a Compliance Audit Committee;

AND WHEREAS the County of Wellington member Municipalities established a Joint Municipal Election Compliance Audit Committee for all municipalities in the County of Wellington;

AND WHEREAS Section 11 (2) of the *Municipal Act, S.O. 2001, c. 25,* authorizes a municipality to pass by-laws respecting the governance structure of the municipality and its local boards;

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

1) That the following persons are hereby appointed to the Wellington County Joint Compliance Audit Committee from November 17, 2026 until the end of the term of Council in 2030 in accordance with the *Municipal Elections Act:*
    - Jim McQueen
    - Chris McGravey
    - Douglas Auld
    - Joseph Servos

2) That this by-law shall repeal by-law 2022-025.

3) That this by-law shall come into force and effect on November 17, 2026.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17 DAY OF JUNE 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW 2026-042

A by-law to adopt the Community Improvement Project Area for the Corporation of the Township of Puslinch.

WHEREAS Section 28(2) of the *Planning Act, R.S.O. 1990, c. P. 13*, as amended, provides where there is an Official Plan in effect in a local municipality or in a prescribed upper-tier municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate a whole or any part of an area covered by such an official plan as a community improvement project area; and

WHEREAS the Community Improvement Project Area conforms to the County of Wellington Official Plan; and

WHEREAS the County of Wellington Official Plan contains provisions enabling the Council of the Corporation of the Township of Puslinch to designate Community Improvement Project Areas, by by-law, for the purposes of preparing and undertaking a Community Improvement Plan; and

WHEREAS the Council of the Corporation of the Township of Puslinch has deemed it appropriate to designate the full Corporation of the Township of Puslinch municipal boundaries as the Community Improvement Project Area.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. All lands within the corporate limit within the Township of Puslinch are hereby designated as the Community Improvement Project Area pursuant to Section 28 of the *Planning Act*.

2. If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

3. This By-law shall come into force and take effect in accordance with the *Planning Act*.

4. That By-law No. 020-2016 is repealed upon this By-law coming into force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF JUNE, 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW 2026-043

A by-law to adopt the Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan for the Corporation of the Township of Puslinch.

WHEREAS Section 28(4) of the *Planning Act, R.S.O. 1990, c. P. 13*, as amended (*Planning Act*), authorizes the Council of a municipality to adopt a Community Improvement Plan for a Community Improvement Project Area; and

WHEREAS the Community Improvement Plan conforms to the County of Wellington Official Plan; and

WHEREAS the Council of the Corporation of the Township of Puslinch has fulfilled the requirements of the *Planning Act*; and

WHEREAS By-law 2026-042 designated all lands within the municipal geographic boundaries of the Township of Puslinch as a Community Improvement Project Area pursuant to Section 28 of the *Planning Act*; and

WHEREAS the Council of the Corporation of the Township of Puslinch has deemed it appropriate to adopt a Community Improvement Plan for the established Community Improvement Project Area, in accordance with the provisions of the *Planning Act.*

NOW THEREFORE the Council of the Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. The Community Improvement Plan entitled Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan, attached as Schedule "A" and forming part of this By-law, is hereby adopted for the Community Improvement Project Area established by By-law 2026-042.

2. The Chief Administrative Officer, Municipal Clerk, Treasurer and such other Township officials as may be required are hereby authorized to take all actions necessary to implement this By-law.

3. If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

4. This By-law shall come into force and take effect in accordance with the *Planning Act.*

5. That By-law No. 021-2016, as amended by By-law No. 040-2019, is hereby repealed upon this By-law coming into force and effect.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF JUNE, 2026.

_____
James Seeley, Mayor

_____
Justine Brotherston, Municipal Clerk

Schedule A

TOWNSHIP OF
PUSLINCH

Supporting Local Business in Puslinch: A Township-wide Community Improvement Plan

June 9th, 2026

Township of Puslinch Community Improvement Plan

Prepared for:

TOWNSHIP OF
PUSLINCH

The Township of Puslinch

Mary Hasan
Director of Finance/Treasurer

Justine Brotherston
Director of Corporate Services/Municipal Clerk

pl.ural

pl.ural

Sean Kelly
Tori Collicutt
David DeBono
Bethany Nelson
Kelsey Moore

This project is funded in part by Wellington County and the Ontario Ministry of Agriculture, Food and Agribusiness. Any views expressed therein are views of the Township of Puslinch and do not necessarily reflect those of the Province or Wellington County.

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1.0 Introduction

1.1 About

The Township of Puslinch (Township) Community Improvement Plan (**CIP**) is a Township-wide, strategic planning tool.

The first **CIP** was adopted in 2016 by the Township to support revitalization, beautification, renewal, and economic activity in the Township's **key urban corridor**. This area was named 'Our Corridor' for the purposes of the first **CIP**. The 2016 **CIP** was intended to serve as a long-term framework to be implemented over the next 15 years.

In 2018, Wellington County implemented the Invest Well Community Improvement Programme, setting out the priorities, goals and parameters for participation, such as grant programs, funding levels, review/approval of applications, and agreement execution. Following the implementation of the Wellington County program, the Township **CIP** was amended in 2019 to allow Wellington County participation in local community **improvement** initiatives.

Building on the 2019 publication, this 2026 update has been made to reflect the current planning context, including an updated Wellington County Invest Well Programme (2023), and to satisfy the Township's evolving needs. Content has been reviewed and revised to enhance clarity in regard to plan purpose (i.e., goals and objectives), administration, and management. Additionally, financial incentive programs have been reworked — removing underutilized programs, consolidating, renaming, adding new and including additional program parameters, to ensure consistency.

1.2 What is a Community Improvement Plan?

A Community Improvement Plan (**CIP**) is a municipal planning tool, enabled by the *Planning Act*, that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a municipality. Many municipalities across Ontario have prepared **CIP**s to achieve important community goals, such as:

- Facilitating and coordinating the transition of neighbourhoods and areas;
- Stimulating economic growth and development;
- Assisting property owners with repair, **rehabilitation**, and **redevelopment** projects; and
- Raising awareness of local needs and priorities.

Under Section 106 of the *Municipal Act*, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a **CIP** in place allows municipalities to provide financial assistance to local businesses (note, cannot be applied to residential properties other than those with public-facing, home-based business). Therefore, this **CIP** will allow the Township to stimulate local investment through the financial incentive programs identified in Section 3.0 Financial Incentive Programs.

Aberfoyle Antique Market in Aberfoyle, ON

1.3 Legislative Authority

The *Planning Act* is the primary piece of legislation that provides for the preparation of **CIP**s. Specifically, Section 28 of the *Planning Act* sets out:

- Types of projects/activities/works that are considered 'community **improvement**', which can include the **redevelopment**, **rehabilitation**, or other **improvements** to **commercial**, **mixed-use**, **industrial**, and public buildings, structures, or facilities;
- A community **improvement** planning process whereby a municipality must first identify and adopt through by-law a designated 'community improvement project area'(**CIPA**), after which a '**CIP**' may be prepared and adopted by a municipal council. However, this may only be done where there are enabling policies in the municipality's ***official plan*** (which is the case in the Township, as discussed in Section 1.4 Enabling ***Official Plan*** Policies);
- Tools that can be implemented once a municipal council adopts a '**CIP**', which includes grants or loans to owners or tenants (with written consent of the owner) of land and buildings within the **CIPA**; and
- **Eligible costs** that a municipality can cover with grants or loans may include expenses related to development, **redevelopment**, construction, and/or reconstruction projects aimed at **rehabilitation** or providing energy-efficient **improvements**.

In addition to the *Planning Act*, several other legislative documents provide the authority for municipalities to implement tools to assist with community **improvement**, including the *Municipal Act*. For additional information on any of the provisions for community **improvement** planning, the legislation identified above should be referred to.

1.4 Enabling Official Plan Policies

The 2025 *Wellington County* ***Official Plan*** sets out land use policies and provides direction for community **improvement** planning in the Township. The following is a review of policies from the ***Official Plan*** that enable the Township to prepare a **CIP**.

Official Plan Section "Community Improvement - Objectives" identifies the following objectives for community **improvement**:

- Promote the long-term stability and viability of identified **CIPA**'s by reducing land use conflicts and upgrading municipal services.
- Encourage coordinated municipal expenditures, planning and development activities within identified **CIPA**s.
- Stimulate the maintenance and renewal of private property.
- Enhance the visual quality of the community; and
- Foster local economic growth.

Official Plan Section "Community Improvement - Identifying Areas" identifies the following criteria for the designation of a **CIPA**:

- A significant portion of the housing stock and other buildings require maintenance, **rehabilitation** or **redevelopment**;
- Municipal services, including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities, are inadequate and in need of repair;
- The supply of public open space or recreation facilities is deficient;
- There are conflicting land uses in the area;
- Within **commercial** areas, deterioration in the appearance of building façades, inadequate parking facilities or inadequate pedestrian access;
- A significant portion of the buildings are considered heritage resources;
- There is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- There are other environmental, social or community development reasons that have been

identified by Council.

To support implementation, ***Official Plan*** Section "Community improvement - Implementation" states that a local Council may:

- Prepare, adopt, and implement a **CIP**(s) within a designated **CIPA**(s), pursuant to the *Planning Act* and the community **improvement** policies set out in this Plan;
- Provide public funds such as grants, loans and other financial instruments;
- Take advantage of federal and provincial funding programs, which would benefit the community;
- Prepare and adopt property standards by-laws;
- Co-operate with groups and organizations whose objectives include community **improvement**;
- Undertake other municipal actions, programs, or investments for the purpose of achieving the community **improvement** objective identified in ***Official Plan*** Section Community **Improvement** - Objectives.

Finally, there are policies that enable Wellington County to participate in the Township **CIP**. ***Official Plan*** Section "Community improvement - County Participation" states that Wellington County Council may participate in a municipality's **CIP** and make grants and loans to the Council of a lower-tier municipality for the purposes of carrying out a **CIP** that has come into effect, on such terms as to security and otherwise as Wellington County Council considers appropriate.

1.5 Community Improvement Project Area

Project areas range from specific properties to streets, neighbourhoods, entire communities, and/or the full municipality, while program coverage can span a wide spectrum of municipal goals and objectives.

Of particular interest, this **CIPA** update now includes an expansion of the previous "Our Corridor" **CIPA** to encompass the Township's full boundary. Formally the settlement areas of Aberfoyle and Morriston were typically seen as the focus core areas and constitute the previous **CIPA.** All geographic extents of the municipality will have access to the Township's **CIP** Financial Incentive Programs, as well as those offered through Wellington County's Invest Well programme.

The Township shall designate the expanded **CIPA** by By-law. The programs authorized in this **CIP** may be carried out within the **CIPA**. Refer to the Wellington County ***Official Plan*** for maps and plans outlining the geographic boundary of the Township and settlement areas.

Aerial View of Morriston, ON

1.6 Goals & Objectives

To be eligible for financial incentives offered through the Township **CIP**, an **improvement** project must contribute to achieving one or more of the goals and objectives set out below.

1.6.1 Goal #1: Increase geographic boundary area to implement a Township-wide CIP – building on the previous CIP's "Our Corridor" boundary.

This **CIP** will support the Township in strengthening its long-term growth strategy by expanding the geographic **CIPA** boundary to enable implementation of a Township-wide **CIP**. This approach will create a cohesive framework for coordinated development, infrastructure investment, and economic opportunity across the municipality.

Objectives include:

a. Expanding the **CIP** boundary to align with projected growth areas;
b. Encouraging investment in underutilized and transition lands;
c. Supporting comprehensive land use planning and infrastructure readiness;
d. Promoting balanced **residential** and employment growth; and
e. Ensuring equitable access to incentives and revitalization tools throughout the Township.

Aberfoyle Antique Market in Aberfoyle, ON

1.6.2 Goal #2: Enhance the visibility and accessibility of businesses in the Township

This **CIP** will support the Township in strengthening local economic vitality by enhancing the visibility and accessibility of businesses throughout the Township. By improving how businesses are promoted, connected, and accessed, the Township can foster greater community engagement and attract new customers, visitors, and investment.

Objectives include:

a. Improving wayfinding, signage, and streetscape elements to better showcase local businesses;
b. Supporting façade and property **improvements** that increase curb appeal;
c. Strengthening transportation connections and parking access;
d. Encouraging collaboration among business owners and community partners; and
e. Promoting local shopping, tourism, and agri-business experiences to drive sustainable economic growth.

1.6.3 Goal #3: Address countryside matters such as farming and/or agricultural/rural community economic problems

This **CIP** will support the long-term sustainability of the rural and agricultural economy by addressing countryside matters, including farming viability and broader economic challenges facing rural communities within the Township. By recognizing agriculture as both an economic driver and a defining feature of the Township's identity, the plan will promote resilience, diversification, and investment in rural areas.

Objectives include:

a. Supporting value-added agricultural and on-farm diversified uses;
b. Encouraging agri-tourism and local food initiatives;
c. Improving infrastructure that supports farm operations and rural businesses;
d. Addressing barriers to rural entrepreneurship and home-based businesses;
e. Promoting policies that protect agricultural lands while strengthening economic opportunities for the rural community.

1.6.4 Goal #4: Address eligible projects that involve the redevelopment of vacant/ underutilized lands

This **CIP** will prioritize eligible projects that support the **redevelopment** of vacant and underutilized lands throughout the Township, encouraging efficient land use and sustainable growth. By directing investment toward sites with **redevelopment** potential, the Township can revitalize key areas, reduce development pressure on greenfield lands, and strengthen the local tax base.

Objectives include:

a. Addressing brownfields.
b. Supporting adaptive reuse of vacant or obsolete buildings;
c. Encouraging **mixed-use** and employment-generating development on underutilized properties;
d. Promoting compact, serviced development within settlement areas;
e. Enhancing site design, landscaping, and public realm **improvements**;
f. Reducing long-term vacancy rates; and
g. Leveraging private investment to transform strategic properties into productive community assets.

2.0 Township Initiatives

2.1 Overview

This section identifies several Township initiatives through which the Township can provide proactive and visible leadership in achieving the goals of the Township **CIP**. By setting out a framework for Township-led **improvement** projects, this **CIP** helps coordinate and guide the expenditure of Township funds.

The following Township initiatives have been identified as a means for the Township to participate in community **improvement** and to encourage private sector investment in the **CIPA**. The Township may engage in any of the initiatives outlined as a part of the implementation of this **CIP**, subject to the availability of Township funds and other resources. An indication of anticipated timing is provided as a target; however, by identifying the initiatives and anticipated timing, the Township is in no way committed to implementing them during the life cycle of this **CIP**.

Flow State Bike Shop in Puslinch, ON

2.2 Zoning review

The Township may undertake a review of zones and zoning provisions that currently apply to the defined **CIPA's** to ensure that the regulatory regime:

- Conforms to the overall policy direction of Wellington County's ***Official Plan***;
- Is consistent with Township development objectives;
- Is supportive of revitalization, renewal and the Township's overall Vision.
- Facilitates the development of a particular use or form that is believed to be most beneficial for the community;
- Provides certainty to developers; and
- Implements contemporary zoning tools, such as form-based zoning, zoning with conditions, and holding by-laws.

The completion of a Zoning Review is a high priority. It is to be completed in 2028 following the adoption of this **CIP**.

Leek Farm in Morriston, ON

2.3 Township Urban Design Guidelines Update

The Township is undertaking Urban Design Guidelines Update to strengthen the visual character, functionality, and long-term livability of key areas within the Township. This initiative would establish clear, contemporary design standards to guide public and private realm **improvements**, enhance pedestrian safety and accessibility, and support cohesive development within settlement areas. Updated guidelines address landscaping, lighting, street furniture, parking design, gateway features, and sustainable design practices to ensure high-quality, context-sensitive development. The program supports placemaking initiatives that reflect the Township's rural identity while accommodating growth and reinvestment.

This initiative is active and concurrent to the **CIP** preparation. It will be finalized at the adoption/ activation of the Townships **CIP** report.

Milburn's Auto Sales & Service in Puslinch, ON

2.4 Parking & Active Transportation Improvements

Several recommended **improvements** and enhancements have been identified by both the Township and Wellington County for parking, streetscape, and active transportation infrastructure. The Township may develop a coordinated strategy for the implementation of **improvements** identified, as well as other **improvements** deemed necessary.

The Township may undertake a Parking Needs Study, examining the needs and options for additional parking, including municipal-owned parking lots, on-street parking, and private parking spaces. The study should focus on attracting visitors to the Township, inventory existing parking supply, determine current demand, project future demand, and propose a recommended strategy.

The completion of the parking needs study is being incorporated in the scope of work for the Transportation Master Plan, that is to be completed by the Township

Puslinch Community Centre and Optimist Recreation Centre in Aberfoyle, ON

3.0 Financial Incentive Programs

3.1 Overview

Through the updated Township **CIP**, a set of financial incentive programs are available to eligible owners/tenants in the **CIPA**. The programs allow the Township to provide financial assistance and are intended to stimulate private sector investment in land and buildings and help achieve the Vision and Goals of the **CIP**.

The Township **CIP** identifies seven (7) financial incentive programs that may be available to **applicants**:

1. Planning and Building Fees Grant;
2. Facade, Signage, and Landscape **Improvement** Grant;
3. Building **Improvement** Grant;
4. Building Conversion, Expansion and Accessibility **Improvement** Grant (New)
5. Licenced Home Child Care Grant (New)
6. Green Energy, Infrastructure, and Sustainable Development Grant (New)
7. **Commercial** Conversion Start-Up Grant (New)

The Township may provide funding for any of the above incentive programs during the term of the **CIP**, subject to the availability of resources and budget.

3.1.1 Additional Support

In addition to providing financial assistance through the financial incentive programs outlined above, as per Section 28(6) of the *Planning Act*, for the purpose of carrying out a **CIP** that has come into effect, the Township may,

a. Construct, repair, rehabilitate or improve buildings on land acquired or held by it in the **CIPA** in conformity with the **CIP**, and sell, lease or otherwise dispose of any such buildings and the land appurtenant thereto;
b. Sell, lease or otherwise dispose of any land acquired or held by it in the **CIPA** to any person or governmental authority for use in conformity with the **CIP**.

3.2 Summary of Financial Incentive Programs

Program	Description	Value
1: Planning and Building Fees Grant	Intended to support covering the fees required by the Township in relation to the proposed **improvement** project.	Up to 50% of the **eligible costs** from the Township; maximum of $7,500.
2: Facade, Signage, and Landscape **Improvement** Grant	Intended to assist with the financing of **improvements** to an existing building's façade or signage, or to assist with other eligible **improvements** to private property (i.e., parking and landscaping) and **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity. This grant is intended to promote aesthetic, accessibility, and functional **improvements** to buildings and properties, which otherwise may not occur due to cost premiums associated with these **improvements**.	Up to 50% of the **eligible costs**, before tax; maximum of $4,500.
3: Building **Improve ment** Grant	Intended to support **improvements** to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility **improvements.**	Up to 50% of the **eligible costs**, before tax; maximum of $5,000.

Figure 1: Summary of Financial Incentive Programs

Financial Incentive Programs

Program	Description	Value
4: Building Conversion, Expansion and Accessibility **Improvement** Grant	Intended to assist in the conversion of existing unused or underused space into new eligible uses. Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township. This includes **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity. This program is intended to support **improvements** to private property to meet the Ontario's accessibility laws and standards.	Up to $10 per square foot of the **eligible costs**, before tax; maximum of $3,000.
5: Licensed Home Child Care Grant	Intended to support **improvements** to private property to meet the requirements of Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education, the Licensed Home Child Care Grant may be available to **applicants** to assist with **improvements** to existing buildings that may otherwise be considered cost prohibitive.	Up to 50% of the **eligible costs**, before tax; maximum of $2,000.
6: Green Energy, Infrastructure, and Sustainable Development Grant	Intended to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage storm-water, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience. This will encourage the implementation of natural elements and systems (i.e. green roofs, solar panels, rain barrels, etc.) to enhance the overall sustainability of a building.	Up to 50% of the **eligible costs**, before tax; maximum of $3,000.
7: Commercial Conversion Start-Up Grant	Intended to assist with the small-scale conversion of existing vacant or underutilized space into new **commercial**, **mixed-use**, and other eligible uses and is intended to support new small business start-ups to renovate or improve leased space destined for **commercial** uses.	Up to 50% of the **eligible costs**, before tax; maximum of $7,500 per property.

Summary of Financial Incentive Programs (Continued)

3.3 General Eligibility Criteria

In order to be eligible for any of the financial incentive programs that may be offered under this **CIP**, the following general eligibility criteria must be met:

a. The lands and buildings subject to an application must be a business located within the **CIPA**, designated by by-law for the purpose of the **CIP**. For more information on the **CIPA**, **applicants** should refer to Section 1.5 **CIPA**.

b. All projects must contribute to achieving one or more community **improvement** goals and objectives (as identified in Section 1.6 Goals & Objectives).

c. All proposed projects must result in some level of **improvement** or **rehabilitation** over the existing conditions and will not simply represent a life cycle replacement.

d. The **registered owner**(s) of the subject property shall complete the Township's written application and file appropriate support documentation to be considered for any program or incentive, and shall confirm to have no arrears of property taxes, local **improvement** charges, or any other municipal accounts receivable on the same lands.

e. **Applicants** will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives may be reduced.

f. **Registered owner**(s) shall be required to sign a Financial Assistance Agreement with the Township outlining the work approved for which an incentive is granted, requirements to be met before payment is received, and on-going obligations of an **applicant** with respect to incentives received after completion of approved work.

g. A business owner or tenant of a building may apply for a program under this **CIP** with written authorization from the **registered owner**(s), but any Financial Assistance Agreement shall be signed by the **applicant**, business owner and/or tenant and the **registered owner**(s).

h. All applications for a program or incentive shall be consistent with the latest addition of the following:

   i. Provincial Planning Statement, Wellington County ***Official Plan*** and any other applicable policy, plan or procedure;

   ii. To work in compliance with Township By-laws.

   iii. Township's Strategic Plan, Puslinch By Design, Recreation Parks Master Plan, Municipal

Development Standards or any other approved Township policy, plan or procedure; and

iv. Puslinch Urban Design Guidelines.

i. Work to be completed for any program under this plan must comply with all applicable by-laws, codes and guidelines including satisfying outstanding work orders (building, fire, zoning, etc.) prior to funding approval.

j. The total value of all funds provided to an owner/tenant shall not exceed the total value of **eligible costs** associated with the community **improvement** project works.

k. An **applicant** may be eligible for multiple grants during the term of this **CIP** if the total combined value of grants provided by the Township in any 12-month period shall not exceed $7,500 per property (or the total value of **eligible costs**, whichever is less).

l. Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this **CIP** will not be considered eligible.

m. It is important to note that these financial incentive programs are only eligible for local business and cannot be applied to **residential** properties.

In addition to these general eligibility criteria, a set of program-specific eligibility criteria must also be met, which are outlined in the description of financial incentives (below).

3.4 Planning and Building Fees Grant

3.4.1 Purpose and Anticipated Benefits

a. Planning and building approvals may be required in relation to a proposed community **improvement** project, such as a use conversion.
b. In such cases, the Planning and Building Fee Grant may be available to eligible property owners and tenants (with consent from the owner) to offset the fees required by the Township in relation to the proposed **improvement** project.

3.4.2 Value

a. Where all eligibility requirements are fulfilled, a Planning and Building Fees Grant may be provided to cover 50% of the eligible fees required by the Township in relation to a proposed project to a maximum of $7,500 (or the total value of **eligible costs** related to the project, whichever is less).

3.4.3 Eligibility Criteria

a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.
b. In addition, only projects that are subject to another financial incentive application offered through this **CIP** will be eligible.

3.4.4 Eligible Costs

Eligible costs are limited to and include the following:

a. Township planning application fees limited to minor variances, site plans and zoning by-law amendments.
b. Township building permit or demolition permit fees.

Please note: where the Township incurs costs related to assessing a planning or building application through third-party consultant planning reports, legal consultation, etc., these fees will not be

included as **eligible costs**.

3.4.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.5 Facade, Signage & Landscape Improvement Grant

3.5.1 Purpose and Anticipated Benefits

a. The Façade, Signage, and Landscape **Improvement** Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with the financing of **improvements** to a building's façade, signage, or landscaping on private property.

b. This grant is intended to promote aesthetic, accessibility, and functional **improvements** to buildings and properties, which otherwise may not occur due to cost premiums associated with these **improvements**.

3.5.2 Value

a. Where a proposed project satisfies the eligibility requirements, a Façade, Signage, and Landscape **Improvement** Grant may be provided for 50% of the **eligible cost** of the façade, signage, and/or landscape **improvements** to a maximum of $4,500 (or the total value of **eligible costs** related to the project, whichever is less).

3.5.3 Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply. In addition, the following criteria apply:

a. Façade and signage **improvements** must be made to the main façade of a building.

b. Where a side and/or rear wall is visible from a public street or public space, or fronts onto a laneway or parking lot, façade and signage **improvements** to these walls may also be eligible;

c. Landscape **improvements** must be made to the front yard or side yard of properties.

3.5.4 Eligible Costs

The Façade, Signage, and Landscape **Improvement** Grant may be provided for the following:

a. For façade **improvements**, **eligible costs** include:

   i. Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding and architectural detailing;

   ii. Restoration or replacement of cornices, eaves, and parapets;

iii. Restoration or replacement of windows, doors and awnings;

iv. Restoration or replacement of exterior lighting;

v. Chemical or other façade cleaning and exterior painting, or installation of murals or similar wall art;

vi. Redesign of storefront or entrance modifications, including **improvements** to accessibility for people with disabilities; and

vii. Such other similar **improvements** and repairs that may be necessary to improve the appearance of a building façade exterior.

b. For signage **improvements**, **eligible costs** include replacement, repair, **improvement** or installation of signage, including signage lighting.

c. For landscape **improvements**, **eligible costs** include:

i. Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.);

ii. Addition of permanent landscaping elements such as fencing, benches, planters, and lighting;

iii. Addition of walkways; and

iv. Such other similar **improvements** and repairs that may be necessary to improve the landscaping.

d. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will also be considered **eligible costs**; however, the maximum amount of a grant for such services shall not exceed 15%.

3.5.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.6 Building Improvement Grant

3.6.1 Purpose and Anticipated Benefits

a. The Building **Improvement G**rant may be available to eligible property owners and tenants (with the consent of the owner) to assist with **improvements** to existing buildings that may otherwise be considered cost-prohibitive, and that materially extend the useful life of a building and/or increase the value of a building.

b. The Building **Improvement** Grant is intended to support **improvements** to existing buildings to meet the current Building Code, improve aesthetic quality, provide for safe and usable eligible uses, and assist with accessibility **improvements** such as the removal of barriers to increase accessibility for people with disabilities.

3.6.2 Value

a. Where a proposed project satisfies the eligibility requirements, the Building **Improvement** Grant may be provided for 50% of the total **eligible costs** to a maximum of $5,000 (or the total value of **eligible costs** related to the project, whichever is less).

3.6.3 Eligibility Criteria

a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.

3.6.4 Eligible Costs

a. The Building **Improvement** Grant may be provided for **eligible costs** related to:

   i. Structural repairs to walls, ceilings, floors, and foundations;

   ii. Repair/replacement of building infrastructure, such as roofing, windows, and doors;

   iii. Repair/replacement of plumbing, electrical, HVAC, and fire protection systems;

   iv. Weather and flood proofing;

   v. Improvements to accessibility for people with disabilities;

   vi. Any other **improvements** that may bring a building up to code, or address health, safety, or risk management issues;

   vii. Interior restoration and design;

   viii. Installation of ramps, elevators, lifts, and/or automatic door openers.

b. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.6.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

3.7 Building Conversion, Expansion and Accessibility Improvement Grant

3.7.1 Purpose and Anticipated Benefits

a. The Building Conversion, Expansion and Accessibility **Improvement** Grant may be available to eligible property owners and tenants (with consent of the owner) to assist in the conversion of existing unused or underused space into new eligible uses. Additionally, this program will assist with the removal of barriers and increase accessibility for people with disabilities in the Township. This will include **agriculture-related uses** (e.g. farm stands) which are open to the visiting public and which represent value added agricultural activity.

3.7.2 Value

a. Where a proposed project satisfies the eligibility requirements, a Building Conversion, Expansion and Accessibility **Improvement** Grant may be provided on approved applications based on $10 per square foot of converted, expanded and/or increasing accessibility of floor space, to a maximum of $3,000, (or the total value of **eligible costs** related to the project, whichever is less).

3.7.3 Eligibility Criteria

a. To be eligible, the general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** apply.

3.7.4 Eligible Costs

a. The Building Conversion, Expansion and Accessibility **Improvement** Grant may be provided for **eligible costs** related to the following types of projects on eligible properties and uses:
   i. Conversion of vacant or underused non-**commercial**/non-**industrial** building space into new eligible uses; and
   ii. Expansion of existing eligible uses to increase the gross floor area.
   iii. Increasing accessibility of the eligible uses.

b. The services of a professional engineer, architect, surveyor, or planner to design and

implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.7.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

Township of Puslinch Municipal Offices in Aberfoyle, ON

3.8 Licenced Home Child Care Grant

3.8.1 Purpose and Anticipated Benefits

a. The Licensed Home Child Care Grant may be available to eligible property owners and tenants (with consent from the owner) to assist with **improvements** to existing buildings that may otherwise be considered cost-prohibitive.

b. This program is intended to support **improvements** to private property to meet the requirements of a Licensed Home Child Care Provider, as defined by Wellington County Home Child Care and the Ministry of Education.

3.8.2 Value

a. Where all eligibility requirements are fulfilled, a Licensed Home Child Care Grant may be provided for 50% of the total **eligible costs** to a maximum of $2,000 (or the total value of **eligible costs** related to the project, whichever is less).

3.8.3 Eligibility Criteria

To be eligible, the general eligibility criteria set out in Section 3.3 of this **CIP** apply. In addition, the following criteria apply:

a. **Improvement**(s) must be in support of an application to become a Licensed Home Child Care Provider through Wellington County Home Child Care (licensed by the Ministry of Education).

3.8.4 Eligible Costs

a. **Eligible costs** for the Licensed Home Child Care Grant include the following:

i. Repair/replacement/installation of fire protection systems;

ii. Repair/replacement/installation of indoor play space, outdoor play space, sleeping/resting area, eating area, and diapering/toileting area;

iii. Any other **improvements** that may bring a building to meet the minimum legal requirements of a Licensed Home Child Care Provider, as regulated by the Ministry of Education.

b. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%.

3.8.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project and receipt of proof of licensing to become a Licensed Home Child Care Provider through Wellington County Home Child Care. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred (or the maximum value of the grant, whichever is less).

3.9 Green Energy, Infrastructure, and Sustainable Development Grant

3.9.1 Purpose and Anticipated Benefits

a. The Green Energy, Infrastructure, and Sustainable Development Grant may be eligible to support projects on existing buildings and new developments that implement natural systems and infrastructure to manage stormwater, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience

b. This grant will encourage the implementation of natural elements and systems (i.e. green roofs, solar panels, rain barrels, etc.) to enhance the overall sustainability of a building

c. The grant may be eligible to support new development projects that implement natural systems, sustainable infrastructure and building practices to manage stormwater, improve air quality, reduce carbon emissions, enhance community well-being and increase climate resilience.

3.9.2 Value

a. Where all eligibility requirements are fulfilled, the Green Energy, Infrastructure, and Sustainable Development Grant may be provided for 50% of the total **eligible costs** to a maximum of $3,000 (or the total value of **eligible costs** related to the project, whichever is less).

b. The Township may increase the maximum value of the grant per property when one or more of the following criteria are met (subject to eligible funds); maximum value to be determined by the **CIP** Implementation Committee:

    i. An eligible site is a new **commercial**, **industrial**, or **mixed-use**.

3.9.3 Eligibility Criteria

a. Properties will be eligible for the Green Energy, Infrastructure, and Sustainable Development Grant if the proposed potential use being investigated is in accordance with Purpose and Anticipated Benefits.

b. All general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** must be met

c. Implementation or **improvements** must meet one or more of the following objectives ,as

demonstrated through supportive written rationale and literature:

i. Improved stormwater management
ii. Reduced heat island effect
iii. Reduced energy consumption
iv. Air quality **improvement**
v. Climate change resilience
vi. Biodiversity conservation
vii. Improved social and community well-being

3.9.4 Eligible Costs

a. For a Green Energy, Infrastructure and Sustainable Development project, **improvements** or repairs to an existing **industrial**, **commercial** or **mixed-use** building that meets one or more of the listed objectives are eligible

b. Eligible costs include, but are not limited to:

i. Installation or purchase of materials for rain gardens
ii. Installation of permeable pavement
iii. Installation and/or purchase of materials for rain harvesting systems
iv. Installation and/or preparation for green roofs and living walls
v. Installation and/or purchase of materials for bioswales and bioretention areas
vi. Installation of infiltration trenches or other infiltration systems
vii. Installation or purchase of materials for pollinator gardens or community gardens
viii. Installation of stormwater bump-outs/curb extensions
ix. Installation of native trees
x. Installation and/or purchase of LED lighting
xi. Installation of smart thermostat systems
xii. Improved insulation
xiii. Window and door replacement
xiv. Installation and/or purchase of solar panels
xv. Installation of energy-efficient HVAC systems
xvi. Installation and/or purchase of reflective roofing materials
xvii. Any other **improvements**/installations/repairs deemed environmentally friendly by the Township

3.9.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, (or the maximum value of the grant, whichever is less).

3.10 Commercial Conversion Start-Up Grant

3.10.1 Purpose and Anticipated Benefits

a. The **Commercial** Conversion Start-Up Grant may be available to eligible property owners and tenants (with the owner's consent) to assist with the small-scale conversion of existing vacant or underutilized space into new **commercial**, **mixed-use**, and other eligible uses.

b. This grant is intended to support new small business start-ups to renovate or improve leased **commercial** space

c. Financing of permanent interior leasehold **improvements** or accessibility **improvements** for **commercial** space to increase the marketability of property and rental units

3.10.2 Value

a. Where all eligibility requirements are fulfilled, a **Commercial** Conversion Start-Up Grant may be provided for $20 per square foot of converted, expanded and/or increasing accessibility of floor space, to a maximum of $7,500, (or the total value of **eligible costs** related to the project, whichever is less).

3.10.3 Eligibility Criteria

a. Properties will be eligible for the **Commercial** Conversion Start-Up Grant if the proposed potential use being investigated is in accordance with Purpose and Anticipated Benefits

b. All general eligibility criteria set out in Section 3.3 General Eligibility Criteria of this **CIP** must be met.

3.10.4 Eligible Costs

a. The **Commercial** Conversion Start-Up Grant may be provided for the construction and renovation costs related to the following types of projects:

   i. Conversion of non-**commercial** or vacant building space into new **commercial**, **mixed-use**, secondary uses, and other eligible uses;

   ii. Conversion of existing ground-floor **commercial** space to better suit a new **commercial** use (e.g., retail to restaurant); and

   iii. Expansion of existing eligible uses to increase the gross floor area.

   iv. The added installation, change, repair and/or restoration of rooms, plumbing, heating,

HVAC, electrical, flooring, ceiling, walls, other structurally permanent elements, etc.

v. The services of a professional engineer, architect, surveyor, or planner to design and implement the project will be eligible; however, the maximum amount of a grant for such services shall not exceed 15%

vi. Implementation of accessibility **improvements** (AODA compliant)

vii. Demolition or removal of fixtures, structural, and non-conforming or hazardous materials

b. The Grant will also apply to the adaptive reuse of derelict structures.

3.10.5 Payment

a. All completed projects must comply with the description as provided in the grant application form.

b. The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a reimbursement of **eligible costs** incurred, or the maximum value of the grant, whichever is less.

4.0 Wellington County Participation In Financial Incentive Programs

4.1 About the Programme

a. The Wellington County Financial Incentive Program is a strategic planning and economic development framework that directly supports Wellington County's longer-term planning and economic development goals and priorities by supporting the incentive programs contained in Local Municipal **CIP**s. The updated Financial Incentive Program adopted by Wellington County in early 2023 sets out the goals, priorities, and incentive programs framework for Wellington County's participation in Local Municipal **CIP**s.

b. If Local Municipalities in Wellington County wish to receive funding from Wellington County to support incentive program applications approved under their **CIP**s, they must apply to Wellington County for funding. Wellington County retains the right to determine on an application by application basis, whether or not to provide a grant or loan to the local municipality under its Financial Incentive Program, and furthermore, the terms and conditions in relation to such a grant or loan.

c. The full program is available on Wellington County's website and should be reviewed for full details regarding Wellington County's participation in the Township's **CIP** programs. Wellington County's Financial Incentive Programs may be revised from time to time by Wellington County.

d. It should be noted that any funding amount approved by Wellington County to support an incentive program application approved by the Township is in addition to the applicable maximum grant/loan amount approved and available from the Township.

Tully's Way Farm in Morriston, ON

5.0 Implementation

5.1 Administration

5.1.1 Implementation Period

It is anticipated that the **CIP** will be implemented over a 15-year period, at which time a review should occur. Council may extend or reduce the implementation period, as deemed appropriate or necessary, subject to an amendment of the **CIP**.

5.1.2 Roles & Responsibilities

Township Council will:

a. Delegate its responsibility for approving or refusing applications for financial incentive programs to the **CIP** Implementation Committee.

b. Contribute to the overall administration of the **CIP** (subject to the Township's priorities and the availability of resources/funding) as follows:

   i. Determining which of the **CIP** financial incentive programs will be put into effect in any given year during the implementation period, if any; and

   ii. Identifying (as part of the annual budgeting process) a community **improvement** budget for financial incentives that have been put into effect for that year, if any, in accordance with Section 5.2 Financial Management of this **CIP**.

The **CIP** Implementation Committee will:

a. Consist of Township staff representatives from the following Township departments:

   i. Building

   ii. Corporate Services

   iii. Finance

b. A staff person with expertise on site-specific matter may also be consulted to assist with the review and evaluation of application. The Committee shall also be authorized to retain other qualified professionals as required.

c. Be responsible for:

i. Reviewing and evaluating applications for financial incentives;

ii. Approving or refusing applications for financial incentive programs;

iii. Marketing the **CIP**;

iv. Monitoring the **CIP**, and providing annual reports to Council with respect to the costs and benefits of the **CIP**; and

v. Making recommendations to Council with respect to:

i. Financial Incentive Programs to be put into effect in any given year; and

ii. Identifying an annual community **improvement** budget for financial incentives.

5.1.3 Administration of Financial Incentives

a. The Township may put into effect any number of the financial incentives identified in this **CIP** during the implementation period, subject to the availability of Township funds and other resources.

b. Annually, the **CIP** Implementation Committee may make recommendations to Council with respect to the administration of financial incentives.

c. Except where otherwise identified in this **CIP**, applications for financial incentives will be received on a first-come, first-served basis to the limit of the available funding approved for that year.

d. Applications will be evaluated promptly, in accordance with:

i. General eligibility requirements, as outlined in 3.3 General Eligibility Criteria;

ii. Program eligibility requirements, as outlined in each of the grant program details (3.0 Financial Incentive Programs);

iii. Application requirements, as outlined in 5.3 Applying for Financial Incentives; and

iv. A Council-approved budget.

e. The Township will prioritize applications under this **CIP** based on the completeness and quality of the applications received, overall community benefit based on the goals and objectives in this **CIP**, and available budget for the **CIP**.

f. In cases where the **CIP** Implementation Committee refuses an application for financial incentives, all **applicants** will have the right to appeal the decision to the Township Council. If a decision is appealed, a staff report will be prepared for Council detailing the Committee's decision. The property owner may appear at the Council Meeting to detail their appeal.

5.1.4 Plan Amendments

As a result of the monitoring and evaluation, amendments to the **CIP** may be required. The following

summarizes when **CIP** amendments are, and are not, required:

a. An amendment to the **CIP** will not be required to:
    i. Reduce funding levels for the financial incentive programs; or
    ii. Discontinue or cancel any of the financial incentive programs identified.

b. An amendment will be required to the **CIP** or implementing by-laws to:

    i. Extend the implementation period of the **CIP**;
    ii. Add any new financial incentive programs;
    iii. Modify the eligibility criteria related to financial incentive programs offered; and
    iv. Modify the geographic area (i.e., the **CIPA**s) to which financial incentive programs apply.

Amendments to this **CIP** will be passed by Township Council under the *Planning Act*. The Township may also be required to pre-consult with the Ministry of Municipal Affairs and Housing on any amendments to this **CIP**.

5.2 Financial Management

5.2.1 Management and Availability

The Township's original **CIPA** has been broadened to the extents of the full Township boundary. The purpose of this is to respond to unique needs, issues, and opportunities in certain areas of the full Township. By identifying this, the Township has created a flexible approach to community **improvement**, that will allow the Township to focus on multiple key economic areas during the implementation period. However, given the large geographic area of the Township, and the number of businesses and property owners within the **CIPA**, that may wish to access financial incentive programs, not all applications will be eligible for the various suites of financial incentive programs in each year of implementation. As outlined, on an annual basis, Council will approve an implementation plan, which sets out:

a. Financial incentive programs that will be available within the **CIPA** for that year, if any; and
b. A community **improvement** budget for financial incentives that have been put into effect for that year, if any.

5.2.2 Funding Sources

The Township funds the financial incentive programs described in the **CIP**. Township funds are identified annually in the municipal budget.

Additional funding may be available through Wellington County's Financial Incentives.

5.2.3 Payments

No payment or grant shall be made under this **CIP** without authorization by the Director of Finance/ Treasurer of the Township (or designate) and the Chief Administrative Officer of the Township (or designate).

Payments under the Wellington County programme shall be made in accordance with practices and procedures approved by both Wellington County and the Township.

Aberfoyle Antique Market in Aberfoyle, ON

5.3 Applying for Financial Incentives

5.3.1 Application Process

The following provides a summary of the process for the submission, evaluation, and approval of Financial Incentive Program applications and is not intended to be exhaustive:

a. Applications must be submitted in accordance with the requirements outlined.

b. The **CIP** Implementation Committee will evaluate all applications and supporting materials. **Applicants** will be notified if their submission is incomplete.

c. Based on the evaluation of complete applications, a decision will be made with respect to the approval or refusal of an application.

d. For applications that are approved, a Financial Assistance Agreement will be prepared and executed.

e. Any financial incentive program commitments may be cancelled if work does not commence within six (6) months of approval of an application, reach completion within twelve (12) months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.

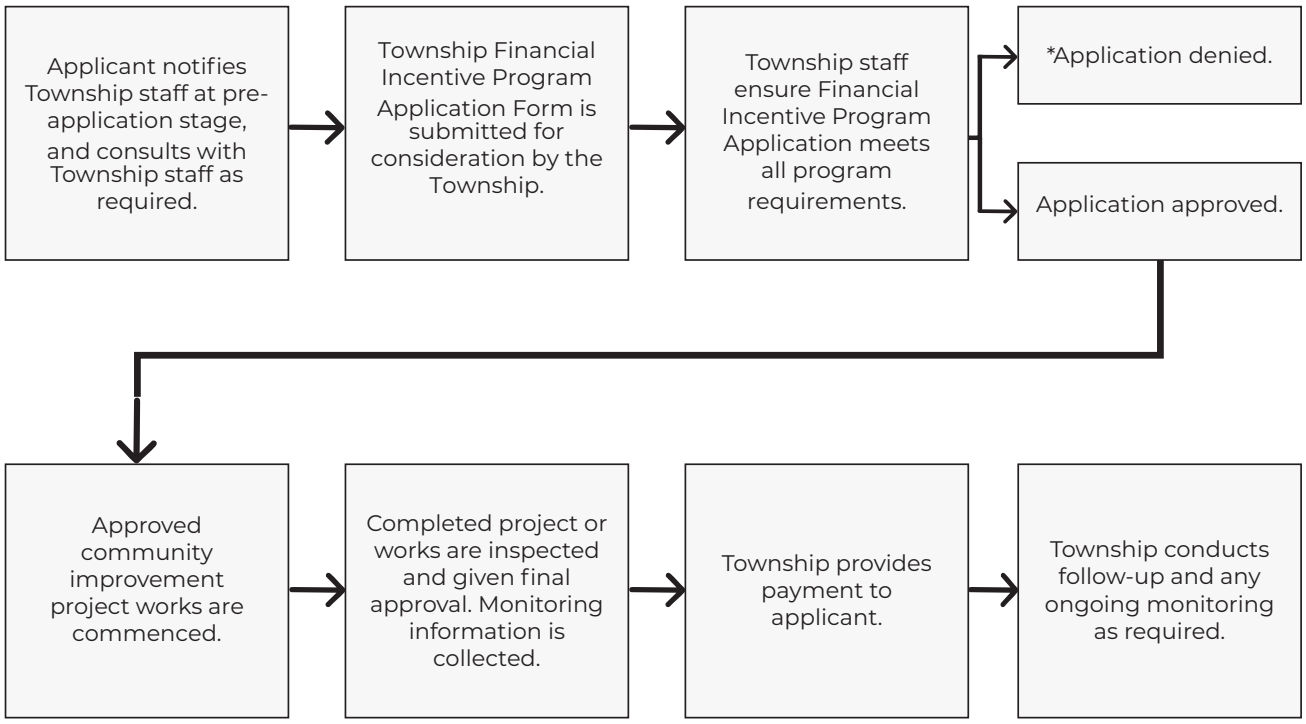
f. When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Township. Following this, the work will be inspected by the Township and, if approved, notice of completion will be issued, and the financial assistance will be initiated.

g. Upon completion of a community **improvement** project, the Township reserves the right to inspect any properties/buildings or to audit final costs at the owner's expense.

h. Funding approval will lapse if a notice of completion is not issued within eight (8) months of the date of execution of the Financial Assistance Agreement.

i. The **CIP** Implementation Committee may grant an extension of up to four (4) months for community **improvement** works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.

j. Should the **applicant** fall into default of any of the requirements of the financial incentive program or other requirements established by the Township, incentives may be delayed, reduced, or cancelled. **Applicants** may be required to repay funds to the Township.



*Where Township decides not to approve a Financial Incentive Application, the applicant has the right to appeal the decision to Township Council.

Figure 2: Application Process Flow Chart

5.3.2 Application Requirements

Applications for financial incentives offered through the **CIP** must include:

a. One (1) copy of a completed and signed application form.

b. One (1) copy of all supporting documentation, as determined by the **CIP** Implementation Committee, which may include (but is not limited to):

   i. Good quality photographs of the existing condition of the buildings and property;

   ii. Past/historical photographs and/or drawings (where available);

   iii. Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed **improvements**;

   iv. Two (2) detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work;

   v. A statement with respect to how the proposed project meets the overall goals and objectives of the **CIP**; and

   vi. Any additional requirements as determined by the **CIP** Implementation Committee.

c. The Township is not responsible for any of the costs associated with the preparation of a **CIP** financial incentive application.

5.3.3 Additional Terms & Conditions

a. No approval issued by the Township for an incentive under any financial incentive program shall eliminate the need for **registered owner**(s) or duly authorized tenants or business owners or their contractors to obtain a building permit or any other Township required approval or authorization for the work to be done, comply with all other applicable municipal by-laws and codes, obtain approvals from other local, provincial or federal agencies, Conservation Authority, or comply with all applicable health and safety standards;

b. The **applicant** also agrees to maintain any **improvement** approved under this **CIP**. In the event any **improvement** to a building or lands for which an incentive has been provided is destroyed or not properly maintained by an **applicant**, the Township may at its sole discretion rescind the approval provided within 5 years and seek to collect any payment under this financial incentive program from an **applicant** in a like manner to taxes.

c. The Township will promote the financial incentive programs and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

6.0 Conclusion

The CIP is a Township-wide planning document, that is intended to improve Puslinch's economic health. Through establishment, update, and continued implementation of the CIP, the Township of Puslinch demonstrates it's commitment to encouraging local investment, revitalization and beautification, and working with property owners and tenants to support economic development. Property owners and tenants who are interested in the programs identified within this CIP or who require additional information should contact the Township of Puslinch's CIP Implementation Committee for more information.

7.0 Interpretation

7.1 Definitions

Agriculture-related use Refers to farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity."

Applicant Means **registered owners**, assessed owners and tenants of lands and buildings within the **CIPA**, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan.

Commercial Means any property or building that is engaged in commerce, involved in work that is intended for the mass market, or used for the sale or production of goods.

Community Improvement Plan (CIP) Means a plan for the community **improvement** of a **CIPA**.

Community Improvement Project Area (CIPA) Means a municipality or an area within a municipality, the community **improvement** of which, in the opinion of Council, is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. Incentives under this **CIP** are limited to the **CIPA**.

Eligible costs Means costs related to environmental site assessment, environmental remediation, development, **redevelopment**, construction, and reconstruction of lands and buildings, including **rehabilitation** and energy efficiency **improvements**, as specified in this CIP and its associated financial incentive programs.

Improvement Means any reconstruction, rehabilitation, addition, alteration, or enhancement of a structure, including but not limited to façade or signage **improvements**, and includes any works eligible under this CIP and its associated financial incentive programs.

Industrial Means, without limiting the generality thereof, the manufacturing, assembling, making, producing, preparing, inspecting, grading, ornamenting, finishing, treating, cleaning, washing, altering, repairing, restoring, processing, polishing, refinishing, packing, adapting for sale, warehousing, storing, breaking up or demolishing of goods, substances, articles or things or any part or parts thereof; or the production or storage of building or construction equipment

or materials, but does not include any use prohibited by the Township Zoning By-law.

Key urban corridor Is defined as the Urban Centres of Aberfoyle and Morriston, as well as the Brock Road **industrial** area.

Mixed-use Means any combination of permitted **commercia**l uses and **residential** uses, but shall not include **residential** uses in the first story.

Official Plan Means a comprehensive long-range plan for land use which guides growth and land use change in a municipality.

Redevelopment Means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

Registered Owner Is the owner listed on the legal title of the property (through the land registry system).

Rehabilitation Means any efforts that result in the productive reuse of lands and/or buildings within the **CIPA**.

Residential Means a building or portion thereof designed, intended, occupied or capable of being occupied as one or more **residential** dwelling unit(s) but does not include a hotel, motel, or bed and breakfast establishment as defined in the Township Zoning By-law.

TOWNSHIP OF
PUSLINCH

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-044

Being a by-law to authorize the entering into Purchase and Sale Agreement for the purchase of the Puslinch Tract from the Grand River Conservation Authority.

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 desirable to purchase the lands known as the Puslinch Tract being composed of PIN 71208-0014 (LT): PT LOTS 6 & 7, CONCESSION 2, TOWNSHIP OF PUSLINCH AS IN MS52970; TOWNSHIP OF PUSLINCH and PIN 71208-0028 (LT): PT LOTS 8 & 9, CONCESSION 2, TOWNSHIP OF PUSLINCH PARTS 1 & 2 WGR34; PT 1, 61R1138; TOWNSHIP OF PUSLINCH from the Grand River Conservation Authority;

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

1. That the Mayor and Municipal Clerk are hereby authorized to negotiate and execute the Purchase and Sale Agreement for the Puslinch Tract being PINs 71208-0014 and 71208-0028, which shall be subject to satisfactory review by the Township's solicitor, and to execute all ancillary documents required to complete the transactions contemplated therein.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF JUNE 2026.

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James Seeley, Mayor

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Justine Brotherston, Municipal Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-046

Being a By-Law to appoint a Fire Chief
and to repeal By-law Number 2026-015

WHEREAS the *Fire Protection and Prevention Act, 1997, S.O. 1997*, as amended, provides that the Council may by by-law establish and regulate a Fire Department and appoint a Fire Chief to carry out the several duties and responsibilities thereof;

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

1. That Michael Chant is hereby appointed to the position of Fire Chief of the Puslinch Fire and Rescue Services Department;
2. This by-law repeals by-law number 2026-015; and
3. That this By-law shall come into full force and effect June 17, 2026 and remain in full force and effect until such time that it is repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF JUNE 2026.

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James Seeley, Mayor

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Justine Brotherston, Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2026-045

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 June 17, 2026.

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 June 17, 2026, 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 17 DAY OF JUNE 2026.

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James Seeley, Mayor

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Justine Brotherston, Municipal Clerk