



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
May 1, 2019 COUNCIL MEETING

A G E N D A

DATE: Wednesday, May 1, 2019

CLOSED MEETING: 12:30 P.M.

REGULAR MEETING: 1:00 P.M.

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **CLOSED ITEMS** ≠
 - (a) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to the Municipal jurisdiction on environmental matters.
4. Adoption and Receipt of Minutes of the Previous Meeting.≠
 - (a) Council Meeting – April 17, 2019
 - (b) Closed Council Meeting – April 17, 2019
5. Business Arising Out of the Minutes.
6. **PUBLIC MEETINGS**
 1. **Community Improvement Plan Amendment**

*note this Public Information Meeting will be held on Wednesday, May 15, 2019 at 6:00 p.m. at the Township Office, Council Chambers, 7404 Wellington Road 34
 2. **Puslinch Community Centre Park Master Plan – Phase 1 and Phase 2**

*note this Public Information Meeting will be held on Wednesday, May 22, 2019 at 7:00 p.m. at the Puslinch Community Centre, 23 Brock Road South Puslinch
7. **COMMUNICATIONS**
 1. Gas Tax Fund.
 - a. Correspondence from the Minister of Infrastructure and Communities dated March 27, 2019.



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2. Monthly Monitoring Report Mill Creek Pit #5738.
 - a. Correspondence from Dufferin Aggregates dated April 11, 2019.
3. Niska Road Reconstruction Memorandum of Understanding (**to be provided on Monday, April 29, 2019**)
4. **Intergovernmental Affairs**
 - (a) Various correspondence for review.
8. **DELEGATIONS / PRESENTATIONS** ≠
 - 1:05 p.m. – Cindy Forsythe with respect to the Integrated Youth Service Hub.
 - 1:15 p.m. – Grand River Conservation Authority with respect to their budget.
 - 1:30 p.m. – Hamilton Conservation Authority with respect to their budget.
9. **REPORTS**
 1. **Puslinch Fire and Rescue Services**

None
 2. **Finance Department**

None
 3. **Planning and Building**
 - (a) Wellington County Report with respect to the Site Plan Control By-law Update
 4. **Administration Department**
 - (a) Report from GM Blue Plan with respect to the Municipal Development Standards.
 - Please note that the intent is for Council to provide input on this matter so that it can be brought back at a later date for adoption.



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5. **Roads & Parks Department**

None.

6. **Recreation Department**

None

7. **Mayor's Updates**

None

10. **NOTICES OF MOTION**

None

11. **COMMITTEE MINUTES**

None

12. **MUNICIPAL ANNOUNCEMENTS**

13. **UNFINISHED BUSINESS**

14. **BY-LAWS ≠**

(a) Being a by-law to authorize the entering into of an amending Site Plan Agreement with 2120826 Ontario Ltd. – 20 Brock Road North.

15. **CONFIRMING BY-LAW ≠**

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

16. **ADJOURNMENT ≠**



MINUTES

DATE: Wednesday, April 17, 2019

CLOSED MEETING: 6:15 P.M.

REGULAR MEETING: 7:00 P.M.

The April 17, 2019 Regular Council Meeting was held on the above date and called to order at 6:15 p.m. in the Council Chambers, Aberfoyle.

1. ATTENDANCE:

Mayor James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
Councillor Ken Roth
Councillor John Sepulis

STAFF IN ATTENDANCE:

1. Karen Landry, CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Don Creed, Director of Public Works and Parks
4. Nina Lecic, Deputy Clerk

OTHERS IN ATTENDANCE

1. Susan Fielding
2. Rob Pasuta
3. Rachael Neumayer
4. Andreeanne Simard
5. Jennifer Kerr
6. Cam Porty
7. Christopher Neville
8. Greg Padusenko
9. Doug Smith
10. Barb Hagey
11. Stan Denhoed
12. Jameson Pickard, Wellington County

2. DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:

None

3. CLOSED MEETING

Council was in closed session from 6:16 p.m. to 6:58 p.m.
Council recessed from 6:58 p.m. to 7:00 p.m.

Resolution No. 2019-161:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

- (a) Confidential Verbal Report from Nina Lecic, Deputy Clerk regarding personal matters about an identifiable individual, including municipal or local board employees with respect to the 2019 Puslinch Volunteer of the Year Award;**
- (b) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor-client privilege, including**

communications necessary for that purpose with respect to Swastika Road- Judicial Review.

CARRIED

Resolution No. 2019-162:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Council moves into open session.

CARRIED

Council resumed into open session at 6:58 p.m.

Resolution No. 2019-163:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the:

- (a) Confidential Verbal Report from Nina Lecic, Deputy Clerk regarding personal matters about an identifiable individual, including municipal or local board employees with respect to the 2019 Puslinch Volunteer of the Year Award;**
- (b) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to Swastika Road- Judicial Review.**

And that staff proceed as directed for both confidential items.

CARRIED

4. ADOPTION OF THE MINUTES:

- (a) Council Meeting – April 3, 2019**
- (b) Closed Council Meeting – April 3, 2019**

Resolution No. 2019-164:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the minutes of the following meetings be adopted as written and distributed:

- (a) Council Meeting – April 3, 2019**
- (b) Closed Council Meeting – April 3, 2019**

CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES:

Resolution No. 2019-165:

Moved by Councillor Sepulis and
Seconded by Councillor Roth

That the Mayor send correspondence to the Ministry of Transportation request a status update on the Morriston By-Pass including current activities, design and construction timelines.

CARRIED

6. PUBLIC MEETINGS:

- 1. Puslinch Community Centre Park Master Plan – Phase 1 and Phase 2**

***note this Public Information Meeting will be held on Wednesday, May 22, 2019 at 7:00 p.m. at the Puslinch Community Centre, 23 Brock Road South Puslinch**

7. COMMUNICATIONS:

1. Nestle Waters Canada Aberfoyle Site, 2018 Annual Monitoring Report.
 - a. Correspondence from Golder Associates dated March 2019.
 - b. Correspondence from Harden Environmental dated April 8, 2019.
2. 2018 Groundwater Monitoring Report CBM Puslinch Pit License 17600.
 - a. Correspondence from Groundwater Science Corp. dated March 2019.
 - b. Correspondence from Harden Environmental dated April 10, 2019.
3. 2018 Annual Monitoring Report Aberfoyle Pit No. 2.
 - a. Correspondence by Dufferin Aggregates.
 - b. Correspondence from Harden Environmental dated April 10, 2019.

Resolution No. 2019-166: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

Council directed staff to send correspondence to the Aberfoyle Pin No.2 reinforcing the Township's request to use the same precipitation data.

CARRIED

4. 2018 Groundwater Monitoring Summary, CBM Neubauer Pit, Licence No. 625284.
 - a. Correspondence by Groundwater Science Corp. dated March 15, 2019.
 - b. Correspondence from Harden Environmental dated April 10, 2019.
5. 2018 Groundwater Monitoring Report, Capital Paving Inc, Wellington Pit, License No. 20085.
 - a. Correspondence form Capital Paving Inc. dated March 26, 2019.
 - b. Correspondence from Harden Environmental dated April 9, 2019.

7. Intergovernmental Affairs

Resolution No. 2019-167: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That the Intergovernmental Affairs correspondence items listed on the Council Agenda for the April 17, 2019 Council meeting be received.

CARRIED

8. DELEGATIONS/PRESENTATIONS

7:05 p.m. – Nestle Waters Canada with respect to the 2018 Annual Monitoring Report.

Resolution No. 2019-168: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the presentation by Nestle Waters Canada with respect to the 2018 Annual Monitoring Report.

CARRIED

7:15 p.m. – DFA Infrastructure International Inc. and Urban and Environmental Management with respect to FIN-2019-012 Asset Management Plan – Final

Resolution No. 2019-169: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the presentation by DFA Infrastructure International Inc. and Urban and Environmental Management with respect to FIN-2019-012 Asset Management Plan – Final.

CARRIED

9. REPORTS:

1. Puslinch Fire and Rescue Services

None

2. **Finance Department**

(a) FIN-2019-021 2018 Lease Financing Agreement Summary Report

Resolution No. 2019-170: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report FIN-2019-021 regarding the 2018 Lease Financing Agreement Summary Report be received; and

That Council accepts the Treasurer's statement that all lease financing agreements are nonmaterial and have been made in accordance with the Township's Lease Financing Agreement Policy as outlined in Schedule B to Report FIN-2019-021.

CARRIED

(b) FIN-2019-012 Asset Management Plan – Final

Resolution No. 2019-171: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Report FIN-2019-012 Asset Management Plan – Final, prepared by Urban and Environmental Management Inc and DFA Infrastructure International" in compliance with Ontario Regulation 588/17 be received.

CARRIED

3. **Administration Department**

(a) ADM-2019-017 Provincial Modernization Grant

Resolution No. 2019-172: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Report ADM-2019-017 regarding Provincial Modernization Grant be received; and

THAT following approval by all member municipal Councils, the County Chief Administrative Officer and member municipal Chief Administrative Officers engage a consultant for the preparation of an efficiencies review as outlined in Report ADM-2019-017; and

THAT the Chief Administrative Officers report on the progress made to their respective Councils; and

That the County of Wellington act as Treasurer for the municipal efficiencies review project; and

That the Township transfer \$25,000 of the Provincial Modernization Grant funds to the County of Wellington for the efficiencies review project; and

That the Township set aside the remaining funds of the Provincial Modernization Grant funds in the Operating Carry-forward Discretionary Reserve for costs associated with the implementation of the approved efficiencies review recommendations.

CARRIED

4. **Planning and Building Department**

(a) Wellington County Report- Our Corridor Community Improvement Plan Amendment

Resolution No. 2019-173: Moved by Councillor Roth and
Seconded by Councillor Bulmer

THAT staff be directed to prepare a draft amendment to the Our Corridor Community Improvement Plan to include provisions from the County of Wellington's Invest Well Community Improvement Programme to allow County participation in local community improvement initiatives;

AND THAT staff be directed to hold the necessary public meeting(s) at the appropriate time(s).

CARRIED

(b) BLDG-2019-004 Building Department Monthly Update- March 2019

Resolution No. 2019-174: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report BLDG-2019-004 with respect to the Building Department Monthly Update- March 2019 be received for information.

CARRIED

(c) PD-2019-004 Amending Site Plan Agreement – 2120826 Ontario Ltd. 20 Brock Road North

Resolution No. 2019-175: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report PD-2019-004 regarding an Amending Site Plan Agreement with 2120826 Ontario Ltd. described as Part Lot 20, Concession 7, being Part 1 on Reference Plan 61R-8086 and Part 2 on Reference Plan 61R-20548 be received; and

That Council pass a By-law to authorize the entering into of an amending Site Plan Agreement with 2120826 Ontario Ltd.

CARRIED

5. Roads & Parks Department

(a) PW-2019-001 Tender Results for the 2019 Annual Road Rehabilitation

Resolution No. 2019-176: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report PW-2019-001 regarding the Tender Results for the 2019 Annual Road Rehabilitation be received; and

That the tender for the 2019 Annual Road Rehabilitation be awarded to Capital Paving Inc. at their tendered amount of \$1,182,414 inclusive of the non-refundable portion of HST; and

That the excess funds of \$51,029 be allocated to emergency works required for Culvert of Cook's Mill Race, Asset No. 2002; and

That an additional amount of \$8,971 be funded from the Public Works Replacement and Restoration of Aging Infrastructure Discretionary Reserve for the emergency works required for Culvert of Cook's Mill Race, Asset No. 2002; and

That Council authorizes the Mayor and Clerk to sign the required contract documents.

CARRIED

6. Recreation Department



None

7. Mayor's Updates

10. NOTICE OF MOTION:

None

11. COMMITTEE MINUTES

- (a) March 12, 2019 Planning and Development Advisory Committee
- (b) March 12, 2019 Committee of Adjustment

Resolution No. 2019-177: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receives the following Committee Minutes:

- (a) **March 12, 2019 Planning and Development Advisory Committee**
- (b) **March 12, 2019 Committee of Adjustment**

CARRIED

12. MUNICIPAL ANNOUNCEMENTS

- (a) Presentation to Don Creed, Director of Public Works and Parks regarding his upcoming retirement.
- (b) Councillor Sepulis provided an update with respect to the Green legacy tree day.

13. UNFINISHED BUSINESS

14. BY-LAWS:

- (a) Being a By-law to provide for the appointment of a Municipal Law Enforcement Officer (Blair Lance) for the Corporation of the Township of Puslinch, and to repeal By-law Number 054-2017.

Resolution No. 2019-178: Moved by Councillor Bulmer and
Seconded by Councillor Roth

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

- (a) **Being a By-law to provide for the appointment of a Municipal Law Enforcement Officer (Blair Lance) for the Corporation of the Township of Puslinch, and to repeal By-law Number 054-2017.**

CARRIED

15. CLOSED MEETING

Council was in closed session from 8:50 p.m. to 8:55 p.m.

Resolution No. 2019-179: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

- (a) **Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local**



board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to Swastika Road- Judicial Review.

CARRIED

Resolution No. 2019-180:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Council moves into open session.

CARRIED

16. CONFIRMING BY-LAW

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

Resolution No. 2019-181:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

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

By-Law 025-2019 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 17th day of April 2019.

CARRIED

17. ADJOURNMENT:

Resolution No. 2019-182:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council hereby adjourns at 8:56 p.m.

CARRIED

James Seeley, Mayor

Karen Landry, CAO/Clerk



TOWNSHIP OF

PUSLINCH

EST. 1850

NOTICE OF PUBLIC MEETING COMMUNITY IMPROVEMENT PLAN AMENDMENT

TAKE NOTICE that pursuant to the Planning Act, R.S.O. 1990, as amended, the Township of Puslinch will hold a public meeting to present a draft amendment to the Township of Puslinch's Our Corridor Community Improvement Plan (CIP) on:

May 15, 2019 at 6:00 p.m.
Puslinch Municipal Office
Council Chambers
7404 Wellington Road 34

Location of the Subject Land

The land subject to the proposed amendment includes all lands within the community improvement project area identified within the Township of Puslinch's Our Corridor CIP.

Purpose and Effect of the Proposed Amendment

The purpose and effect of the proposed amendment is to introduce additional provisions into the Township's CIP so that the County may also provide grants and loans to eligible landowners/tenants undertaking community improvement projects in the Township.

Oral or Written Submissions

Any person or public body is entitled to attend the public meeting and make written or oral submission in support or in opposition to the proposed CIP Amendment. Written comments should be copied to the Township Clerk at the address shown below.

TAKE NOTICE that if a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of Puslinch to the Local Planning Appeal Tribunal (LPAT) but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Puslinch before the CIP amendment is adopted, the person or public body is not entitled to appeal the decision.

AND TAKE NOTICE that if a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Puslinch before the CIP amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

REQUEST FOR NOTICE OF DECISION regarding the adoption of the proposed CIP Amendment or the refusal of a request to amend the CIP, you must make a written request to the Township Clerk at the address provided below.

ADDITIONAL INFORMATION related to the proposed CIP Amendment, including information about appeal rights is available between regular business hours at the Township of Puslinch Municipal Office.

Dated at the
Township of Puslinch on this
25th day of April, 2019

Karen Landry
CAO/Clerk
Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario N0B 2J0

T (519)763-1226
E admin@puslinch.ca



TOWNSHIP OF

PUSLINCH

EST. 1850

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

NOTICE OF PUBLIC MEETING

Puslinch Community Centre Park Master Plan – Phase 1 and Phase 2

You are invited to review and provide comments on a long-term vision for the Puslinch Community Centre Park. A **Public Open House** will be held on **May 22, 2019** at the Puslinch Community Centre to review the proposed plan. A presentation will commence at 7:00 pm.

Your attendance and comments at this meeting are welcome as it is your opportunity to learn more about the Puslinch Community Centre Park Master Plan.

Date: Wednesday May 22, 2019

Time: 7:00 p.m.

Place: Puslinch Community Centre, 23 Brock Road South Puslinch

Additional Information:

On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans for the Puslinch Community Centre Park to interested residents and stakeholders. The concept plans and display panels were also posted on the Township's website from late November 2015 to January 31, 2016, during which comments were welcomed by the Township. The phasing and implementation plan including all associated costs were presented to Council at its meeting held on June 28, 2017.

If you are unable to attend the session, you may submit comments to the Township no later than **June 7, 2019**. For more information or to submit written comments about the Puslinch Community Centre Park Master Plan, please contact:

Karen Landry CAO/Clerk
Township of Puslinch
Phone: 519-763-1226 ext. 214
E-mail: klandry@puslinch.ca



RECEIVED

March 27, 2019

APR 04 2019

Township of Puslinch

His Worship James Seeley
Mayor
Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario N0B 2J0

Dear Mr. Mayor:

I am pleased to inform you that, in accordance with the commitment in Budget 2019, the Government of Canada will provide an additional \$2.2 billion to the Gas Tax Fund. This one-time top-up will provide additional support to municipalities that face infrastructure deficits to support improved productivity, economic growth, a clean environment, and help to build strong cities and communities.

This special funding will be provided to Ontario recipients under the Canada–Ontario–Association of Municipalities of Ontario–Toronto Gas Tax Fund Administrative Agreement. An amount of \$819,443,895 will be provided to Ontario as well as individual signatories, and will then be distributed to ultimate recipients in accordance with the allocation formula used for gas tax payments made in 2018, as follows:

- | | |
|---|---------------|
| • Ontario: | \$819,443,895 |
| ○ Association Municipalities of Ontario | \$649,940,923 |
| ○ City of Toronto | \$167,421,424 |
| ○ Province of Ontario | \$2,081,548 |

Funds must be used in accordance with all the terms of the current Gas Tax Fund Administrative Agreement. Information on Ontario's federal Gas Tax Fund allocations per community prior to Budget 2019 can be found on Infrastructure Canada's website¹.

The gas tax top-up funding is expected to be transferred following royal assent of Budget 2019.

March 14, 2019 marked one year since the Canada–Ontario Integrated Bilateral Agreement was signed.

¹ <https://www.canada.ca/en/office-infrastructure/news/2018/backgrounder-ontarios-2018-19-federal-gas-tax-fund-allocations.html>

As I know you appreciate, under the Investing in Canada Infrastructure Program, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

As a reminder, through the Integrated Bilateral Agreement with Ontario, \$11.9 billion is available to the province and is broken down as follows:

- \$8.3 billion for public transit;
- \$2.8 billion for green infrastructure;
- \$407 million for community, culture, and recreation infrastructure; and
- \$250 million for infrastructure in rural and northern communities.

The one-time top-up to the Gas Tax Fund adds substantial dollars to this Agreement. More importantly, those dollars flow to you.

We believe this is an important step to take to ensure your local priorities have the resources needed so projects can get moving and, crucially, the summer construction season is not missed. We all know how important that season is to make real progress on projects, not to mention job creation locally.

In the meantime, we continue to press the Ontario government to open intakes for all four streams so as to maximize the number of projects we can build together for Ontarians in 2019 and the years ahead.

We know you have proposals ready, and last week's announcement in Budget 2019 is a clear signal that we are there to support you.

Spring is already (at last) in the air. It is time to get projects moving so we do not lose a historic opportunity to build our communities and create good-paying jobs now.

I look forward to continuing to work with you on our shared infrastructure interests.

Yours sincerely,



The Honourable François-Philippe Champagne, P.C., M.P.
Minister of Infrastructure and Communities

c.c. City Clerk and Council

Enclosure – Gas Tax Fund fact sheet

THE FEDERAL GAS TAX FUND IN ONTARIO

The federal Gas Tax Fund delivers over \$2 billion every year to over 3600 communities across the country. For the 2018-19 fiscal year, this represents an investment of more than \$819 million from the Government of Canada to Ontario municipalities.

The **federal Gas Tax Fund (GTF) is a permanent source of annual funding to provinces and territories**, who in turn flow this funding to their municipalities to support local infrastructure priorities.

Every year, municipalities benefit from the support and flexibility of the federal Gas Tax Fund. They can pool, bank, and borrow against this funding — providing significant financial flexibility to plan infrastructure projects over the long term. Projects are chosen locally and prioritized according to the infrastructure needs of each community.

Communities select how best to direct the funds and have the flexibility to make strategic investments across 18 different project categories.

Because many municipalities across Canada continue to face serious infrastructure deficits, **Budget 2019** proposes a **one-time transfer of \$2.2 billion** through the federal Gas Tax Fund to address short-term priorities in municipalities and First Nations communities. This will double the Government of Canada's commitment to municipalities in 2018–19, with **Ontario municipalities of all sizes sharing an additional federal investment in local infrastructure of over \$819 million, for a total of approximately \$1.64 billion.**

QUICK FACTS:

- The federal Gas Tax Fund is allocated on a per capita basis for provinces, and provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.
- On-reserve First Nations communities in provinces also receive an allocation on a per capita basis.
- The federal Gas Tax Fund has been indexed at two percent per year, meaning that it will continue to grow to provide additional support to municipalities.
- To date, more than \$23 billion has been invested in municipalities through the federal Gas Tax Fund.

THE FEDERAL GAS TAX FUND

Eligible projects include investments in infrastructure for construction, renewal or material enhancement in each of the following categories:



1. **Local roads and bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. **Highways** – highway infrastructure.
3. **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways.
4. **Short-line rail** – railway-related infrastructure for carriage of passengers or freight.
5. **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
6. **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. **Public transit** – infrastructure that supports a shared passenger transport system which is available for public use.
8. **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. **Community energy systems** – infrastructure that generates or increases the efficient usage of energy, including energy retrofits of municipal buildings.
12. **Brownfield redevelopment** – remediation or decontamination and redevelopment of a brownfield site.
13. **Sport infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams, e.g. Junior A).
14. **Recreational infrastructure** – recreational facilities or networks.
15. **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
16. **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
17. **Disaster mitigation** – infrastructure that reduces or eliminates the long-term impacts and risks associated with natural disasters.
18. **Capacity building** – investments related to strengthening the ability of municipalities to develop long-term planning practices (e.g., including local asset management planning, public transit network planning, etc.)

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

RECEIVED

APR 11 2019

Township of Puslinch



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

April 11, 2019

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

Attention: Ms. Richardson

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

Please find enclosed the required monitoring data for the month of March 2019. There are no exceedances to report for March for those monitoring wells that could be measured.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Van Ooteghem", is written over a light blue horizontal line.

Ron Van Ooteghem
Site Manager
C.c.

Karen Landry (Township of Puslinch)
Sonja Strynatka (GRCA)
Maria Topalovic (Dufferin Aggregates)
University of Guelph

Monthly Reporting
Mill Creek Aggregates Pit
March 2019

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
7-Mar-19	Frozen	305.66	--
13-Mar-19	Frozen	305.66	--
19-Mar-19	305.96	305.66	NO
29-Mar-19	306.01	305.66	NO

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Mar-19	306.16	Frozen	--	0.11	--
13-Mar-19	306.23	Frozen	--	0.11	--
19-Mar-19	306.33	305.96	0.37	0.11	NO
29-Mar-19	306.29	306.01	0.28	0.11	NO

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
7-Mar-19	Frozen	305.17	--
13-Mar-19	Frozen	305.17	--
19-Mar-19	305.35	305.17	NO
29-Mar-19	305.34	305.17	NO

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Mar-19	305.40	Frozen	--	0.07	--
13-Mar-19	305.46	Frozen	--	0.07	--
19-Mar-19	305.58	305.35	0.23	0.07	NO
29-Mar-19	305.54	305.34	0.20	0.07	NO

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
7-Mar-19	Frozen	304.54	--
13-Mar-19	Frozen	304.54	--
19-Mar-19	305.06	304.54	NO
29-Mar-19	305.02	304.54	NO

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Mar-19	305.32	Frozen	--	0.57	--
13-Mar-19	305.83	Frozen	--	0.57	--
19-Mar-19	305.94	305.06	0.88	0.57	NO
29-Mar-19	305.98	305.02	0.96	0.57	NO

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
7-Mar-19	Frozen	303.65	--
13-Mar-19	Frozen	303.65	--
19-Mar-19	Frozen	303.65	--
29-Mar-19	304.22	303.65	NO

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Mar-19	304.62	Frozen	--	0.43	--
13-Mar-19	304.65	Frozen	--	0.43	--
19-Mar-19	304.75	Frozen	--	0.43	--
29-Mar-19	304.69	304.22	0.47	0.43	NO

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
7-Mar-19	Frozen	303.88	--
13-Mar-19	Frozen	303.88	--
19-Mar-19	Frozen	303.88	--
29-Mar-19	304.29	303.88	NO

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Mar-19	304.60	Frozen	--	0.29	--
13-Mar-19	304.64	Frozen	--	0.29	--
19-Mar-19	304.83	Frozen	--	0.29	--
29-Mar-19	304.69	304.29	0.40	0.29	NO

Date	DP5CR (mASL)	Threshold Value (mASL)	Exceedance
7-Mar-19	Frozen	302.88	--
13-Mar-19	Frozen	302.88	--
19-Mar-19	Frozen	302.88	--
29-Mar-19	303.29	302.88	NO

Date	OW5-84 (mASL)	DP5CR (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Mar-19	Frozen	Frozen	--	0.30	--
13-Mar-19	Frozen	Frozen	--	0.30	--
19-Mar-19	Frozen	Frozen	--	0.30	--
29-Mar-19	303.74	303.29	0.45	0.30	NO

Note: No exceedances to report for March for those wells that could be measured. All other wells were frozen as indicated above.

Monthly Reporting
 Mill Creek Aggregates Pit
 March 2019

					Max. Allowable as per PTTW- Main Pond			Max. Allowable as per PTTW- Silt Pond					
					(Imperial Gallons)		(Litres)	(Imperial Gallons)		(Litres)			
Total Monthly Precipitation (mm):		52.2	Kitchener/Waterloo (November Actual)			2,500	per minute	11,365			11,806		
Total Monthly Normal Precipitation (mm):		61	Waterloo-Wellington A (30-year Normal)			1,800,000	per day	8,183,000			17,000,000		
Date	Below Water Table Extraction Phase 2	Below Water Table Extraction Phase 1	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-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
2-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
3-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
4-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
5-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
6-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
7-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
8-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
9-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
10-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
11-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
12-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
13-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
14-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
15-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
16-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
17-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
18-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
19-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
20-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
21-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
22-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
23-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
24-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
25-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
26-Mar-19	0	3850	0	0	-	-	-	-	-	-	-	-	
27-Mar-19	0	6050	0	0	-	-	-	-	-	-	-	-	
28-Mar-19	0	6185	0	0	-	-	-	-	-	-	-	-	
29-Mar-19	0	6185	0	0	-	-	-	-	-	-	-	-	
30-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
31-Mar-19	0	0	0	0	-	-	-	-	-	-	-	-	
Total	-	22,270	-	-	-	-	-	-	-	-	-	-	
Avg./ day	-		-	-	-	-	-	-	-	-	-	-	

Note: All ponds are frozen.



Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



April 4th, 2019

Puslinch Township
7404 Wellington Rd. 34, Rr#3
Guelph, Ontario
N1H 6H9

RECEIVED
APR 10 2019
Township of Puslinch

Dear Puslinch Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Gallant". The signature is written in dark ink and is positioned below the word "Sincerely,".

RECEIVED
TOWNSHIP OF PUNJICHT

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm



**UPPER GRAND
DISTRICT SCHOOL
BOARD**

Jennifer Passy BES, MCIP, RPP

Manager of Planning

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: jennifer.passy@ugdsb.on.ca

Tel: 519-822-4420 ext. 820 or Toll Free: 1-800-321-4025

1 April 2019

PLN: 19-030

File Code: B01

Sent out by: mail and email

RECEIVED

APR 09 2019

Township of Puslinch

Township of Puslinch
Clerk
7404 Wellington Road 34
Guelph, ON N1H 6H9

Dear Sir/Madam;

Re: 2019 Long Term Accommodation Plan (LTAP) Annual Review Report

We are writing to advise that on March 26, 2019, the Upper Grand District School Board Trustees approved the 2019 Long Term Accommodation Plan (LTAP) Annual Review Report.

The LTAP does not include specific changes to school programs or boundaries. Instead, the LTAP outlines a list of proposed short (1-5 yrs.) and long-term (6-10 yrs.) accommodation priorities requiring other processes to be undertaken.

This purpose of the Annual Review report is for staff to review updated data and any changes that affect accommodation. It is necessary for staff to monitor the relevance of the Board's work plan priorities. The LTAP review report also provides the status of the 5-year work plan priorities identified for 2018-2022.

Please visit www.ugdsb.on.ca/ltap to download a copy of the report, which is listed under the "List of Documents" heading. We invite you to share this information with other members of your organization who may be interested in the Board's accommodation planning.

Sincerely,

Upper Grand District School Board



Jennifer Passy, BES, MCIP, RPP
Manager of Planning

Upper Grand District School Board

• Linda Busuttill; Chair
• Mike Foley

• Mark Bailey; Vice-Chair
• Barbara Lustgarten Evoy

• Jolly Bedi
• Martha MacNeil

• Gail Campbell
• Robin Ross

• Jen Edwards
• Lynn Topping

THE HONOURABLE ROBERT BLACK
SENATOR – ONTARIO



L'HONORABLE ROBERT BLACK
SÉNATEUR – ONTARIO

SENATE | SÉNAT
CANADA

April 9, 2019

His Worship James Seeley
Mayor, Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario N0B 2J0

RECEIVED
APR 16 2019
Township of Puslinch

Dear Mayor Seeley,

The *National Health and Fitness Day* goal is to make Canada the fittest nation on earth. It is designed as a cohesive response to our alarming rates of childhood obesity and the resultant diabetes, heart and other chronic diseases.

I write to ask your Council to consider passing a resolution in support of this new national day to enhance the health and fitness of your constituents and all Canadians. I enclose a draft resolution that can be adapted or used by Council to commit to a national program that unites you with other local governments in the promotion of increased participation in physical activity in communities across Canada.

Councils that have endorsed the concept have taken different approaches. Some have simply proclaimed the day (the first Saturday in June) to raise awareness of the importance of increasing physical activity. Others have marked the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities, in order to boost participation in healthy physical activity. Endorsement of the concept should ultimately drive up participation rates and help promote our common interest in encouraging Canadians to live healthier lifestyles.

If you support National Health and Fitness Day, please send a copy of your resolution to the office of Senator Marty Deacon, who is monitoring the results from coast to coast to coast.

The Honourable Marty Deacon
Senator (Ontario)
The Senate of Canada
Ottawa, Ontario K1A0A4

Thank you in anticipation of your Council helping to promote health and fitness in Canada.

Sincerely,

A handwritten signature in blue ink that reads "Rob Black".

The Honourable Robert Black
Senator (Ontario)

Thanks for your
consideration.
R

Enclosure

Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.

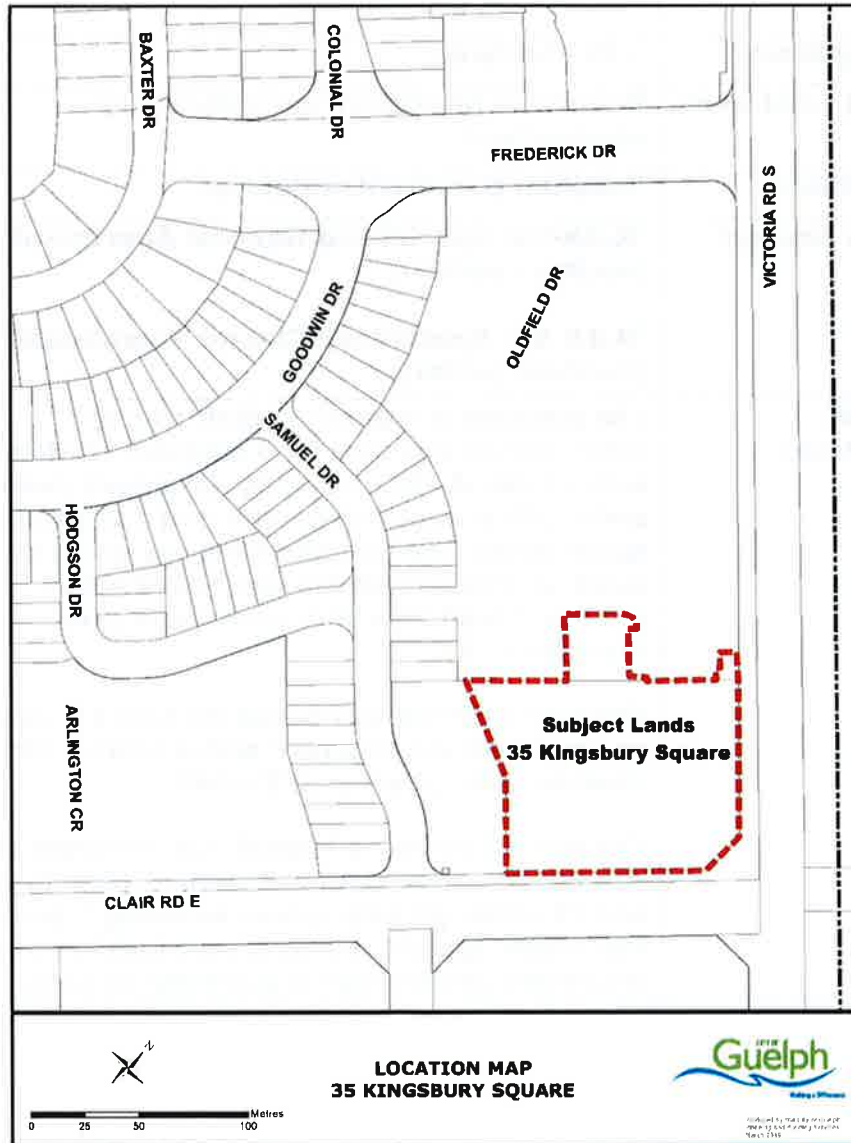
April 5, 2019

NOTICE OF APPLICATION

PROPOSED DRAFT PLAN OF CONDOMINIUM

SUBJECT LANDS

35 Kingsbury Square: The subject lands are located at the northwest corner of Victoria Road South and Clair Road East (see map below).



RECEIVED
APR 11 2018

Notice of Application

File: 23CDM-19501

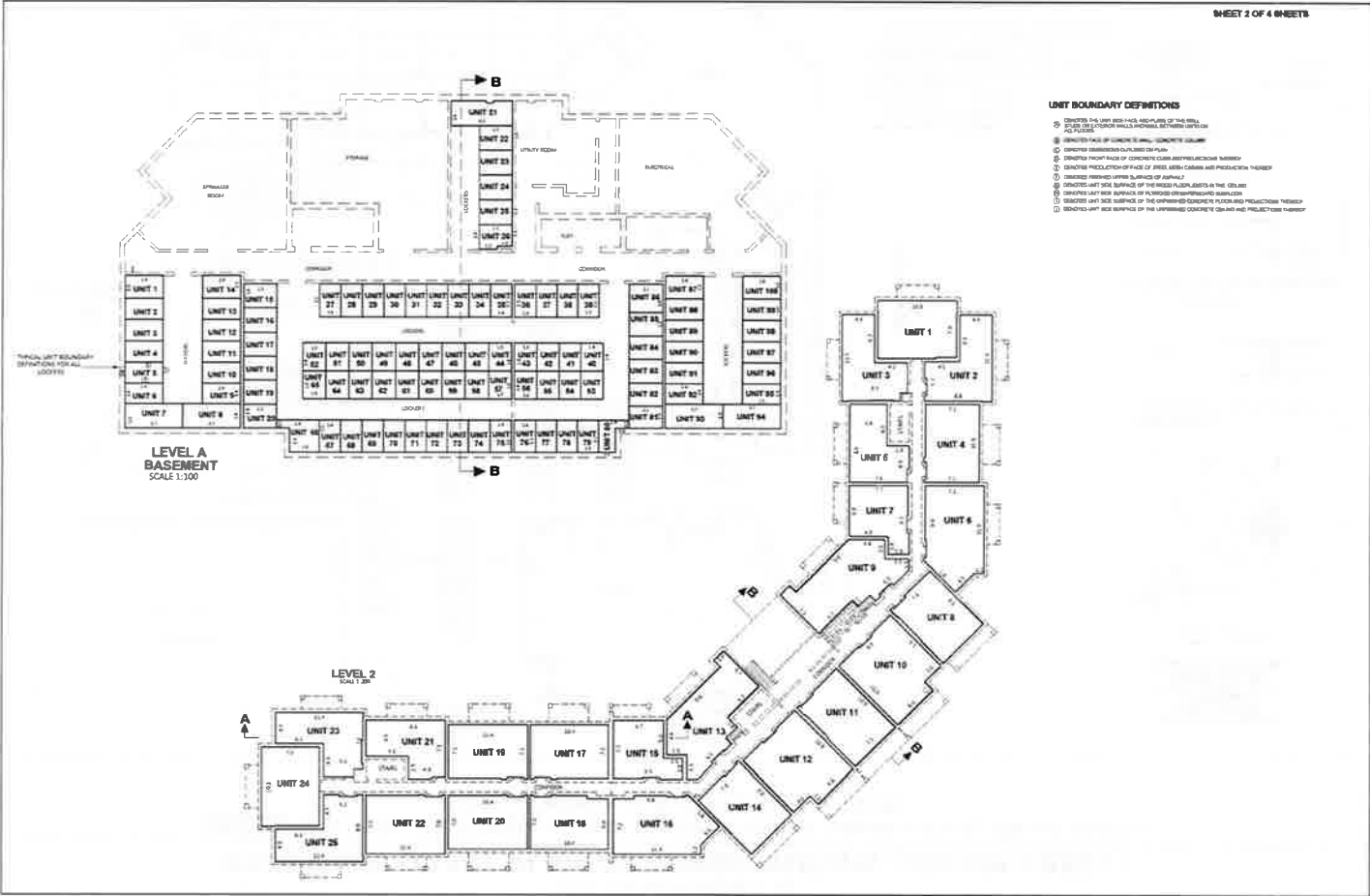
PURPOSE AND EFFECT OF APPLICATION

The applicant is requesting draft plan of condominium approval for a standard condominium with a total of 312 units (100 apartment dwelling units, 100 storage locker units and 112 parking space units). The units will be part of an apartment development within a single building.

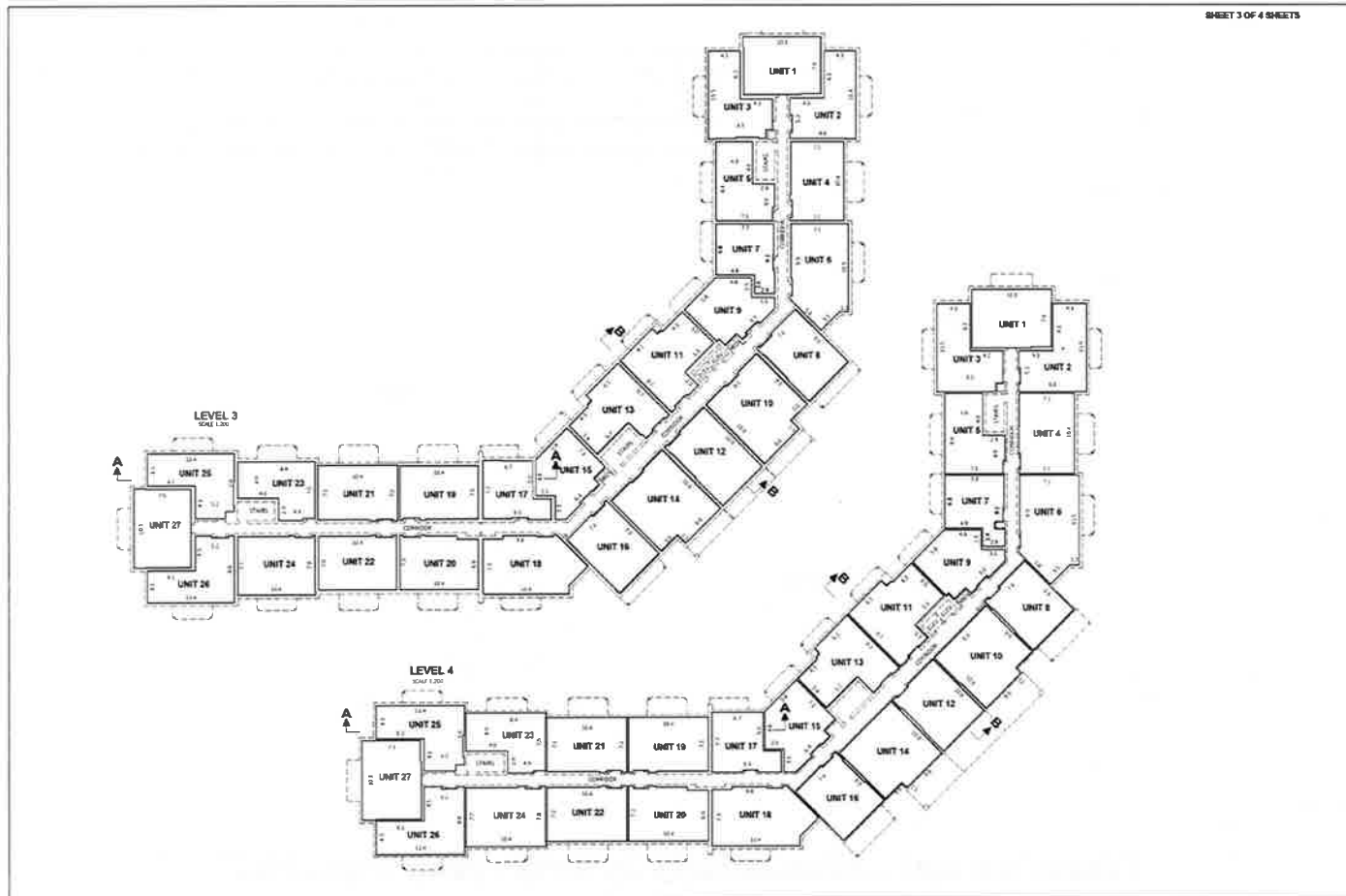
DETAILS OF PROPOSAL

Applicant:	Ms. Jennifer Mondell, Reid's Heritage Homes Ltd.
Address:	35 Kingsbury Square
Legal Description:	PART OF LOT 10, CONCESSION 8, GEOGRAPHIC TOWNSHIP OF PUSLINCH, CITY OF GUELPH, COUNTY OF WELLINGTON
Property Size:	1.094 hectares
Existing Land Use:	Residential (apartment currently under construction)
Official Plan:	'Medium Density Residential'
Existing Zoning:	'R.4A-51: Specialized General Apartment' (southern portion) 'R.3A-51: Specialized Cluster Townhouse' (northern portion)
Proposal Description:	<p>The applicant is requesting draft plan of condominium approval for a standard condominium with a total of 312 units (100 apartment dwelling units, 100 storage locker units and 112 parking space units). The land and buildings would be subdivided in accordance with the attached proposed Draft Plan of Condominium (See Attachment 1).</p> <p>Site plan approval was issued on April 13, 2018 for an apartment development with a total of 100 dwelling units (File No. SP15A049).</p> <p>The site will contain a total of 138 off-street parking spaces in a surface lot (112 unitized parking spaces and 26 visitor parking spaces including 5 barrier free visitor spaces). Building permit(s) have been issued and construction is currently ongoing.</p>

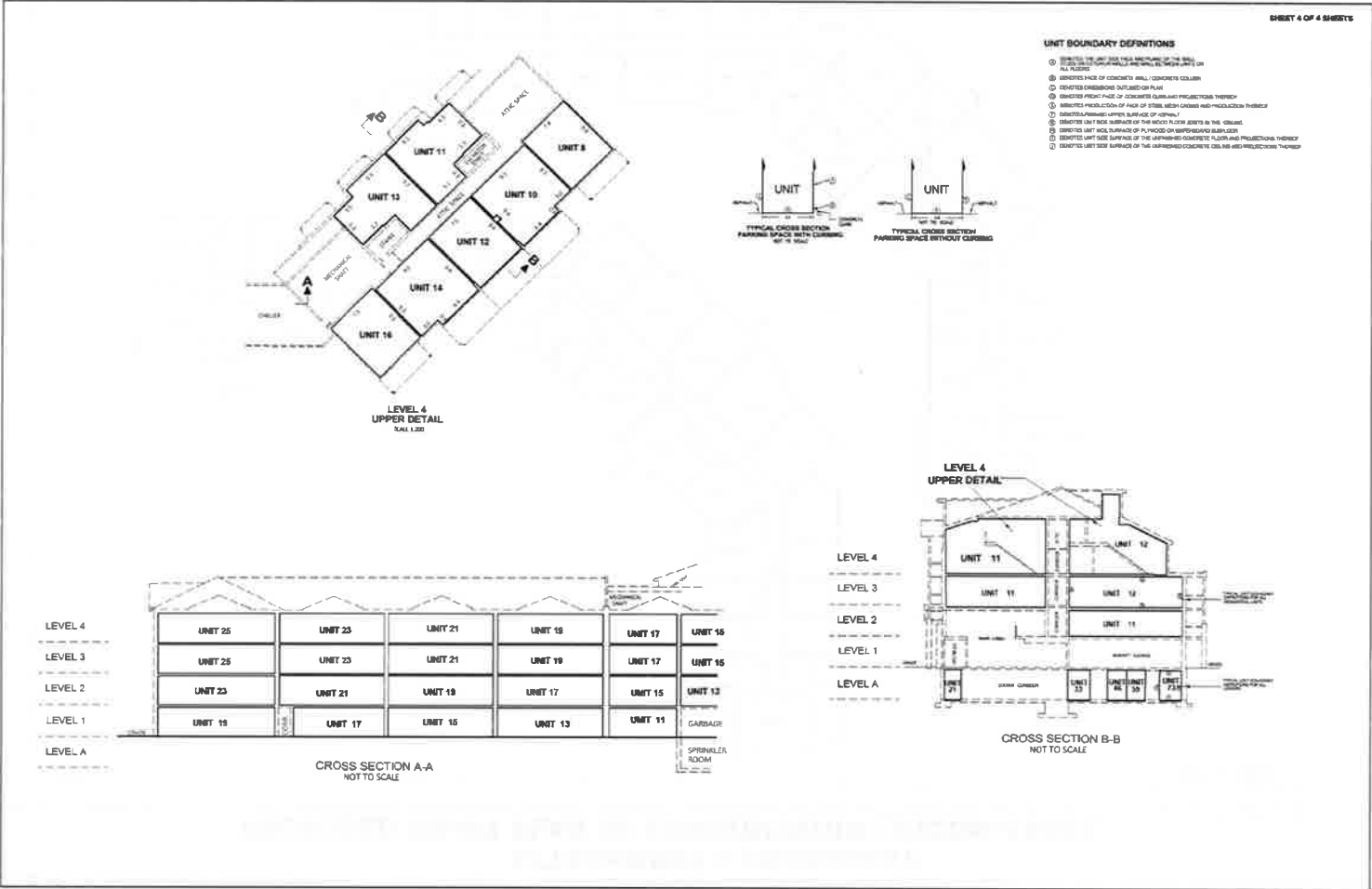
**ATTACHMENT 1 (continued):
PROPOSED DRAFT PLAN OF CONDOMINIUM (23CDM-19501)**



**ATTACHMENT 1 (continued):
PROPOSED DRAFT PLAN OF CONDOMINIUM (23CDM-19501)**



ATTACHMENT 1 (continued): PROPOSED DRAFT PLAN OF CONDOMINIUM (23CDM-19501)



Notice of Application

File: 23CDM-19501

To: Agencies and Departments

The City of Guelph is initiating the review of the draft plan of standard condominium application from Reid's Heritage Homes Ltd. for the property municipally known as 35 Kingsbury Square.

Please submit any comments you/your agency may have by **May 17, 2019 at 4:30 pm**. If you do not provide comments by this time, it may be noted in reports and correspondence that you/your agency has no comments or concerns.

If you have no comments or concerns regarding this application, **35 Kingsbury Square: File 23CDM-19501**, please sign and submit this form to:

Michael Witmer
Development Planner
Planning and Building Services
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1
T 519-822-1260 x 2790
E Michael.Witmer@guelph.ca

Agency

Representative (Please Print)

Representative (Signature)

Date



**Elections
Ontario**

51 Rolark Drive
Toronto, ON, M1R 3B1

51, prom. Rolark
Toronto (ON) M1R 3B1

April 16, 2019

Nina Lecic
Deputy Clerk
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON MOB 2J0

RECEIVED

APR 24 2019

Township of Puslinch

Dear Nina Lecic:

Thank you for your letter supporting greater partnership between municipalities and other government organizations, including Elections Ontario, to find solutions to municipal voters list inaccuracies.

On April 18th, 2019, I tabled my report on the 2018 general election, *Modernizing Ontario's Electoral Process*, with the Legislative Assembly of Ontario. The report contains an overview of Elections Ontario's efforts to make voting easier for all Ontarians, and to effectively introduce technology in the polls.

In addition, the report contains a number of recommendations for legislative change. One of my top recommendations is for Elections Ontario to assume responsibility for the production of the voters list for municipal elections.

More details can be found in the report, which is publicly available on our website at www.elections.on.ca.

Thank you for your continued support in our shared pursuit of voters list accuracy and making voting easy for provincial and municipal electors in Ontario.

Should you have any questions, please do not hesitate to contact me at ceo@elections.on.ca.

Sincerely,

Greg Essensa
Chief Electoral Officer

Upper Grand District School Board

annual report

2018



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Cover photo: Willow Road Public School participates in the annual Terry Fox School Run Day. The elementary school dedicated the entire month of September to Terry Fox and cancer awareness. Participating in the Terry Fox Run and fundraising for cancer research is one of the school's most cherished traditions.

Introduction

OUR VISION

“Learn, Lead, Inspire...Together”

Students will attain individual excellence through dynamic programming provided by an effective staff and supported by a committed community. We will meet our students' diverse needs through the provision of equitable and accessible resources.

Our learning environment will be characterized by empowered administrators, effective communication and mutual compassionate respect.

GUIDING PRINCIPLES

As leaders in our educational community we will do our work by:
Leading with confidence
Learning through collaboration
Inspiring all voices



UGDSB LAND ACKNOWLEDGMENT

From the Anishinaabe to the Haudenosaunee and the Métis, these treaty lands are steeped in rich Indigenous history and modern traditions. As a community, we have the responsibility to honour and respect the four directions, land, waters, plants, animals and ancestors.

Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge the Mississaugas of the Credit First Nation of the Anishinaabek Peoples, on whose ancestral and treaty lands we teach, learn and live.





Message from the Director of Education

It is my pleasure to present the 2017-18 Director's Annual Report. It was a year of wonderful progress in achieving our goals in excellence, well-being, equity and public confidence.

When I reflect upon the 2017-18 year, several highlights come to mind, but I would like to make special mention of the great work done in the areas of mental health, well-being and equity.

One highlight is the board's work in developing a coherent Well-being Strategy that focuses on positive mental health, safe and accepting schools, healthy schools, and equity and inclusive education.

Staff implemented our comprehensive Mental Health and Well-being Action Plan, which included steps to connect all students to caring adults, empower students by increasing mental health and well-being awareness, increase awareness of mental health resources with our parents, students and staff, and collaboratively work with our community partners to build mental health, addiction and well-being awareness in schools.

Staff implemented social emotional well-being programs in schools including Tools for Life and Zones of Regulation, provided critical training to staff, and worked with community partners to support students with mental health and substance misuse needs.

Creating and sustaining a safe, positive learning environment that is inclusive and accepting for all students and staff, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability continues to be a priority for the board. All schools were required to have a Safe Schools Team, which was responsible for completing the Bullying Prevention Plan, doing Equity Walks, providing updates on Equity and Well-being initiatives and supporting and advocating for the needs of all students.

Embedding Equity and Inclusion into the curriculum was a goal of the UGDSB Three Year Equity Plan. One area of focus was on providing opportunities for students who live in poverty, identify as LGBTQ, are new to our communities, and represent different races and cultures, to see themselves represented in the curriculum.

There were so many things to celebrate and this year's report will highlight a small sample of the good work being done in the board. Please enjoy the 2018 Director's Annual Report.

Martha Rogers

Message from the Chair of the Board



In the 2017-18 school year, the Upper Grand District School Board continued its work in supporting students and connecting their learning to real life applications.

All around us, there are wonderful examples of how the UGDSB is weaving our policy and values into real life experiences. We encourage you to visit the UGDSB website www.ugdsb.ca to explore the many stories from our Dufferin-Wellington-Guelph family of schools.

We continue to expand our Specialist High Skills Major programs and experiential learning opportunities for students. We remain committed to connecting our students to industry partners, for example through initiatives such as Jill of All Trades, Manufacturing Day and the Skills Ontario competition and summer camps.

We are pleased to see staff and students use technology to solve real-world problems, like the College Heights SS students who made a 3D-printed prosthetic hand for Jordan, a young member of the community. Students from CWDHS took their skills in cybersecurity all the way to CyberTitan, Canada's first national cybersecurity competition, making it to the finals in Fredericton and finishing 5th overall. Welding students at Orangeville DSS put their skills to good use, while strengthening a sense of community, by designing and building scooter racks for elementary students at Montgomery Village PS.

Another highlight came in the area of our commitment to the environment. A remarkable 100% of Upper Grand schools certified as EcoSchools. Through this certification program, our schools embed ecological literacy and environmental practices into their daily habits and into the curriculum. Students and staff commit to becoming environmentally responsible citizens and adopt strategies to reduce the environmental footprint of their school.

Just a few examples of environmentally focused successes include Kortright Hills PS where the Eco Leaders Club and Grade 6 "Water Rockers" class won the 2018 Jack Layton Award for Youth Action in Sustainability, and Norwell DSS's development of the unique LEAF program (Local Environmental Agriculture and Food). We are very proud of our EcoSchools and the commitment of board departments to environmental stewardship.

I am thankful for the collaboration and mutual support we have around the Board table, as trustees work to make decisions that are in the best interests of our students and families. Thank you to all of our dedicated staff for their ongoing efforts in supporting student achievement and well-being.

A handwritten signature in black ink that reads "Linda Buswell". The signature is written in a cursive, flowing style.

2018 Trustees



Linda Busuttill
Board Chair

**GUELPH
(WARDS 2, 3 & 4)**
Central PS
College Heights SS
Gateway Drive PS
John McCrae PS
June Avenue PS
Taylor Evans PS
Victory PS
Willow Road PS



Marty Fairbairn
Board Vice-Chair

**GUELPH (WARD 6)
PUSLINCH**
Aberfoyle PS
École Arbour Vista PS
Centennial CVI
Kortright Hills PS
Rickson Ridge PS
Sir Isaac Brock PS
Westminster Woods PS
Wellington Centre for
Continuing Education



Mark Bailey

**GUELPH
(WARDS 1 & 5)**
Centennial CVI
Fred A. Hamilton PS
John McCrae PS
Ottawa Crescent PS
William C. Winegard PS



Kathryn Cooper

**GUELPH/ERAMOSA
ERIN
EAST GARAFRAXA**
Brisbane PS
Centre Wellington DHS
East Garafraxa PS
Eramosa PS
Erin DHS
Erin PS
École Harris Mill PS
Rockwood Centennial PS
Ross R. MacKay PS



Barbara Lustgarten-Evoy

CENTRE WELLINGTON
Centre Wellington DHS
Elora PS
J.D. Hogarth PS
James McQueen PS
John Black PS
Ponsonby PS
Salem PS
Victoria Terrace PS



Martha MacNeil

**GUELPH
(WARDS 1 & 5)**
Guelph CVI
Jean Little PS
John Galt PS
École King George PS
Ken Danby PS
Priory Park PS



Susan Moziar

**GUELPH
(WARDS 2, 3 & 4)**
Brant Avenue PS
École Guelph Lake PS
Edward Johnson PS
John F. Ross CVI
Mitchell Woods PS
Paisley Road PS
Waverley Drive PS
Westwood PS



Bruce Schieck

**WELLINGTON NORTH
MINTO
MAPLETON**
Alma PS
Arthur PS
Centre Peel PS
Drayton Heights PS
Kenilworth PS
Maryborough PS
Minto-Clifford PS
Norwell DSS
Palmerston PS
Victoria Cross PS
Wellington Heights SS



Lynn Topping

**AMARANTH,
EAST LUTHER/
GRAND VALLEY,
MELANCTHON,
MULMUR, MONO,
SHELBURNE**
Centennial Hylands ES
Centre Dufferin DHS
Glenbrook ES
Grand Valley & District PS
Hyland Heights ES
Laurelwoods ES
Mono-Amaranth PS
Primrose ES



Barb White

ORANGEVILLE
Credit Meadows ES
Island Lake PS
Montgomery Village PS
Parkinson Centennial PS
Princess Elizabeth PS
Princess Margaret PS
Orangeville DSS
Spencer Avenue ES
Westside SS
Dufferin Centre for
Continuing Education

The UGDSB Student Senate elects two students who sit on the Board as non-voting trustees for a school year. In 2017-18, the student trustees were Allison Cai (CCVI) and Caitlin Ennis (Erin DHS).

By the Numbers

ABOUT US

The Upper Grand District School Board serves more than 34,000 students in the City of Guelph, Wellington and Dufferin counties. The UGDSB covers the ancestral and traditional territories of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation Territories.

Student success is the goal of over 3,000 dedicated teaching and support staff who are aided by the contributions of volunteers and community partners. UGDSB offers numerous programs to enrich student learning including Full Day Kindergarten, French Immersion, Specialist High Skills Major (SHSM), International Baccalaureate, International Students Program, Co-Op, Outdoor Education, CELP, Beyond Borders, eLearning and more!

65 elementary schools, 11 secondary schools, 4 Continuing Education sites

STAFF

Elementary teachers (not including OTs) = 1605

Secondary teachers (not including OTs) = 851

Senior administrators = 11

School administrators (Principals and Vice-Principals) = 144

Support staff = 2046

Occasional teachers (E & S) = 923

STUDENTS

Elementary:

23,432 students; 23,466.14 full-time equivalent

673 ESL; 229 self-identified First Nation, Métis and Inuit

Secondary:

11,010 students; 10,574.49 full-time equivalent

259 ESL; 161 self-identified First Nation, Métis and Inuit

DID YOU KNOW?

EcoSchools = A record 100% of schools in the UGDSB are certified as Ontario EcoSchools! The board achieved 100% certification a year earlier than planned.

School to Career = UGDSB offers four experiential School to Career programs that promote learning through experience and observation: SHSM, OYAP, Co-Op and Dual Credit

Solar Power = 45 UGDSB schools are equipped with solar panels

Graduation rate = 86.1% - 5 year rate, 74.2% - 4 year rate

2018-2019 BUDGET

Operating = \$401,347,488 | Capital = \$55,643,680

(All numbers as of October 2018)



Our Strategic Plan

The board's Strategic Plan is a living document that will be reviewed and renewed. In developing the plan, the board invited input from a wide variety of stakeholders to assist with the review of its vision, mission and guiding principles.

Our strategic goals in 2017-2018 were:

ACHIEVE EXCELLENCE

- Board Improvement Planning for Student Achievement
- Prioritizing initiatives and resources
- Supporting and developing staff

PROMOTE WELL-BEING

- Supporting well-being of students
- Supporting well-being of staff

ENSURE EQUITY OF ACCESS AND OPPORTUNITY

- Providing a variety of programs and services for students

ENHANCE PUBLIC CONFIDENCE

- Ensuring accountability and transparency
- Engaging the community

View the UGDSB Strategic Plan online at:

<https://www.ugdsb.ca/board/directors-plans-and-reports/>



Above: A teacher works with a student on literacy skills during the UGDSB's summer camp, Camp Lift Off.

Below: Staff, students and family members participate in Bike to School Day at Edward Johnson Public School.



Board Improvement Plan

The 2017-18 Board Improvement Plan for Student Achievement focused on the board's four strategic goals. The following goals were set and numerous action steps were taken, including but not limited to those listed below.

PROMOTING WELL-BEING

Goal: Develop children and students who have strong relationships and a positive sense of self and support the whole child (cognitive, emotional, social and physical well-being).

Actions include: Developing staff understanding of the clear relationship between student well-being, mental health and achievement; Focus on creating a safe space for all students in our schools; Collaborating with community partners to develop clear, effective pathways to care; Promoting social justice and global digital citizenship opportunities to support our students to be active and socially responsible citizens; Supporting and encouraging students and staff to develop the knowledge, skills and perspectives needed to engage in sustainable environmental practices, to become engaged and empowered environmentally responsible citizens.

ENSURING EQUITY

Goal: Ensure all students will be inspired to reach their full potential, with access to rich learning experiences.

Actions include: Identifying and eliminating discriminatory practices, systemic barriers and biases from our schools and classrooms to create safer and more inclusive environments for all; Implement the 2017-18 Special Education Plan by enhancing the inclusivity of students with special education needs in K-12; Focusing on the achievement, engagement and well-being of Indigenous students through culturally relevant programming and assessment and evaluation strategies; Embedding First Nation, Métis and Inuit resources across the curriculum and using the expertise of the local Indigenous community to see an increase in understanding of Indigenous cultures and strengthen community ties; Providing equitable access to technology for students and schools to increase learning opportunities for students.

ACHIEVING EXCELLENCE

Goal: Children and students of all ages will achieve high levels of academic performance, acquire valuable skills and demonstrate good citizenship. Educators will be supported in learning continuously to support students' achievement and well-being.

Actions include: Using diagnostic, formative and summative assessments in all subjects to identify student learning needs and plan targeted instruction; Using the math curriculum as the foundation to identify the knowledge, skills and strategies that students will need to be reflective problem solvers and critical thinkers; Providing opportunities for problem solving and student inquiry, supported by guided, balanced and explicit instruction in literacy and numeracy; Developing, promoting and supporting experiential learning opportunities for students to connect with their community, have meaningful experiences and plan for their future.

ENHANCING PUBLIC CONFIDENCE

Goal: The community will continue to have confidence in a publicly funded education system that helps develop new generations of confident, capable and caring citizens.

Actions include: Supporting parent and community engagement in board level committees; Continuing to work on planning and accommodation issues such as the Long Term Accommodation Plan; Continuing to implement the multi-year Accessibility Plan; Supporting system and board-based collaborative agreements and partnerships with community groups, businesses and agencies; Implementing the recommendations in the Secondary French Review, continuing the implementation of the Elementary French Review recommendations.

Achieving Excellence

A unique program immerses Elora Public School students in Science, Technology, Engineering and Math (STEM) education



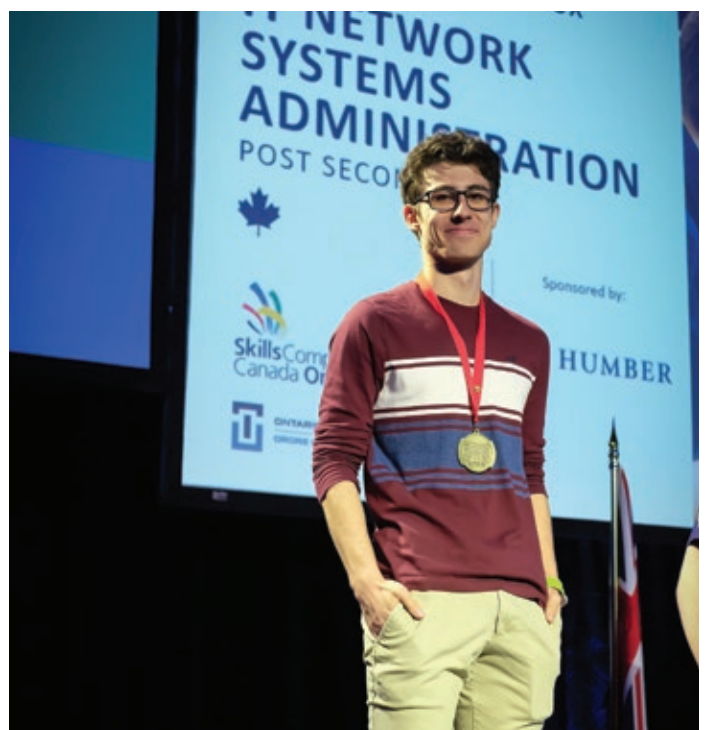
Grade 7 students at Elora Public School explored Science, Technology, Engineering and Math (STEM) education as part of a unique program that combined classroom instruction and skill building with hands-on workshops. The program featured five different areas: robotics, 3D design and printing, shop, video production/green screen, and an integrated tech challenge. Each class went through four weeks of in-class instruction, learning technical skills while they built their knowledge base. From there, students spent two weeks participating in hands-on workshops, applying what they learned and working in groups to complete STEM-based projects. Through the modules and workshops, the program offered students an incredible, immersive experience that focused on STEM learning and real-life application from start to finish.

UGDSB students showcase their skills

Upper Grand students excelled at the annual Skills Ontario Provincial Competition. In Secondary, UGDSB students earned medals in nine different categories: woodworking, culinary arts, precision machining, 2D character animation, architectural technology and design, job skill demonstration, mechanical CAD, IT network system administration, and skilled trades entrepreneurship.

CWDHS's Calum Offer (pictured right) and Ashton Martin won the gold medal in their categories. Following the provincial competition, Offer travelled to Edmonton to represent the UGDSB at the Skills Canada National Competition.

In Elementary, the UGDSB had 46 students competing in 13 different events, taking home medals in events including green energy and the intermediate technology competition.



Youth learn strategies for transitioning to life after high school at student-led conference

In the spring, the UGDSB's Student Senate hosted "Transitioning to Postsecondary Life," a conference to teach students information and strategies to help them succeed in life after high school. Students from all across the UGDSB spent the day learning about financial health, mental health, identity and pathways open to them as they prepare to leave high school.

The event was spearheaded by Student Trustees Allison Cai and Caitlin Ennis (pictured below) and the board's Student Senate. Approximately 120 students in grades 11 and 12 were invited to attend the conference.

The day began with a keynote presentation by rising Paralympic star and UGDSB student Sarah Gillies, who spoke to the conference participants about overcoming obstacles, her journey as a Paralympic athlete, and how she constantly strives to achieve the goals she sets for herself.

For the remainder of the conference, students attended workshops on different aspects of life, all which play into the success students will find once they leave high school. The workshops were led by UGDSB staff working in curriculum, pathways and Student Success, equity and mental health.



Students solve real-world problems in LEGO STEM challenge



Westminster Woods PS students tackled real-world water problems, competing in a global science, tech, engineering and math challenge, the FIRST LEGO League Challenge. Teams researched a real-world challenge, then designed, built and programmed a robot to develop a solution to their problem. This year's challenge theme was all about water. Students researched and identified a problem within the human water system – something that is important to them – and came up with a solution together. Students said that some of the issues that resonated with them were ground water mining, algae blooming and solutions to cleaning polluted water.

Staff professional development explores Number Talks, innovative libraries and Indigenous histories

DEVELOPING MATH FLEXIBILITY

Number Talks are short exercises that ask students to think through different strategies for solving a math problem, visualize their solution, and develop flexibility and efficiency in their number thinking. Number Talks continued to be a focus throughout the year. In the fall, all Math Leads were invited to a PD Day dedicated to math instruction and Number Talks. Staff ran through Number Talks as a group and left with the task of leading the staff at their school through a Number Talk on the next PD Day.

EXPLORING INNOVATION AND CREATIVITY

Teacher-Librarians from across the board discussed what it means to innovate and ways to unlock creativity at a Creating Connections workshop. The event was presented by the Upper Grand Teacher-Librarians' Association and brought

together 67 UGDSB Teacher-Librarians for an evening of speakers, workshops and networking. Participants learned about innovation as a way to solve a problem, videoconferencing, coding, robotics, makerspaces and Library Learning Commons.

INDIGENOUS HISTORIES AND 150 ACTS

History teachers attended a workshop at the Art Gallery of Guelph to learn more about First Nation, Métis and Inuit traditions, histories and perspectives. Artist, writer and curator Rick Hill gave the keynote address, speaking about defining events and significant changes in the 20th century for Indigenous peoples. Teachers received a guided tour of the exhibit "150 Acts" lead by the AGG's Director Shauna McCabe and Curator Andrew Hunter. The exhibit provided a platform for diverse Indigenous narratives that imagine new social futures.

Below: Author Eric Walters is pictured with UGDSB Teacher-Librarians at the board's Creating Connections professional development workshop. Walters spoke to staff about books, the writing process, and how to set up visits from local authors in their schools and Library Learning Commons.



Primary EQAO results: Grade 3

N/A: Due to exceptional circumstances in 2015, EQAO results were not available for 2014-15

Province Wide: UGDSB compared to the provincial average English-language board level results, based on the percentage of students at Levels 3 and 4, 2013-2018. (All scores are percentages)

READING	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	66	n/a	69	71	74
Province	70	n/a	72	74	75

WRITING	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	72	n/a	71	71	70
Province	78	n/a	74	73	72

MATH	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	60	n/a	59	58	56
Province	67	n/a	63	62	61

Board Wide: UDGSB girls, boys, and students with special needs based on the percentage of students at Levels 3 and 4, 2013-2018.

READING	2013-14	2014-15	2015-16	2016-17	2017-18
Female	70	n/a	73	77	77
Male	63	n/a	65	66	71
Special Ed.	38	n/a	44	47	51

WRITING	2013-14	2014-15	2015-16	2016-17	2017-18
Female	78	n/a	77	79	76
Male	66	n/a	64	63	64
Special Ed.	52	n/a	57	58	58

MATH	2013-14	2014-15	2015-16	2016-17	2017-18
Female	61	n/a	61	59	54
Male	59	n/a	58	57	58
Special Ed.	30	n/a	25	29	30



Primary EQAO results: Grade 6

N/A: Due to exceptional circumstances in 2015, EQAO results were not available for 2014-15

Province Wide: UGDSB compared to the provincial average English-language board level results, based on the percentage of students at Levels 3 and 4, 2013-2018. (All scores are percentages)

READING	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	79	n/a	83	80	83
Province	79	n/a	81	81	82

WRITING	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	75	n/a	80	78	80
Province	78	n/a	80	79	80

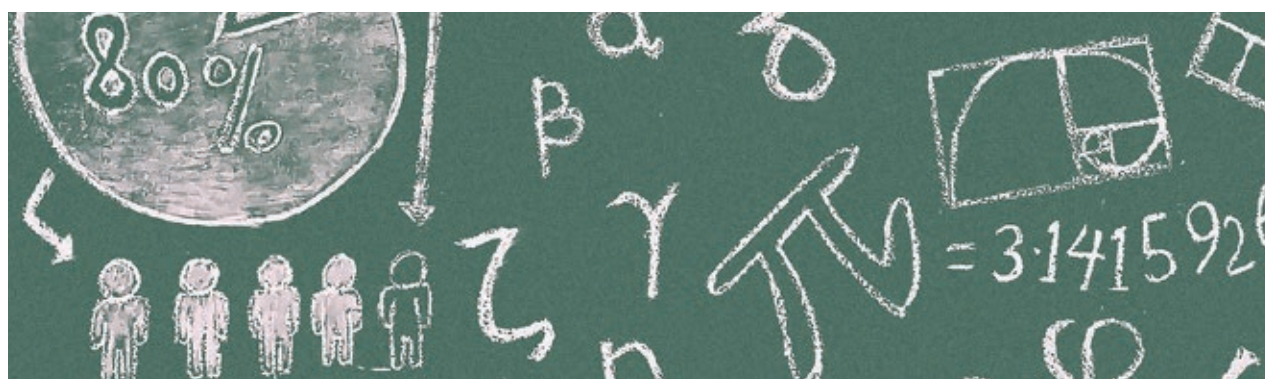
MATH	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	50	n/a	51	48	48
Province	54	n/a	50	50	49

Board Wide: UGDSB girls, boys, and students with special needs based on the percentage of students at Levels 3 and 4, 2013-2018.

READING	2013-14	2014-15	2015-16	2016-17	2017-18
Female	84	n/a	85	87	90
Male	74	n/a	80	75	77
Special Ed.	49	n/a	58	54	61

WRITING	2013-14	2014-15	2015-16	2016-17	2017-18
Female	84	n/a	88	88	90
Male	64	n/a	72	69	70
Special Ed.	43	n/a	52	52	53

MATH	2013-14	2014-15	2015-16	2016-17	2017-18
Female	53	n/a	51	49	50
Male	47	n/a	52	47	45
Special Ed.	16	n/a	17	17	18



Secondary EQAO results: Grades 9 & 10

N/A: Due to exceptional circumstances in 2015, EQAO results were not available for 2014-15

Province Wide: UGDSB compared to the provincial average English-language board level results, based on the percentage of students at Levels 3 and 4, 2013-2018. (All scores are percentages)

Grade 9 Math - Academic	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	88	90	89	90	91
Province	85	n/a	83	83	84

Grade 9 Math - Applied	2013-14	2014-15	2015-16	2016-17	2017-18
UGDSB	59	67	71	58	63
Province	47	n/a	45	44	45

Grade 10 OSSLT - (first time eligible)	2013-14	2014-15	2015-16	2016-17	2017-18
Success rate - UGDSB	82	80	82	80	79
Success rate - Province	91	82	81	81	79

Board Wide: UGDSB girls, boys, and students with special needs based on the percentage of students at Levels 3 and 4, 2013-2018.

Grade 9 Math - Academic	2013-14	2014-15	2015-16	2016-17	2017-18
Female	87	89	89	91	89
Male	89	92	89	90	92
Special Ed.	81	85	85	85	80

Grade 9 Math - Applied	2013-14	2014-15	2015-16	2016-17	2017-18
Female	58	68	69	54	65
Male	61	66	72	63	61
Special Ed.	n/a	62	61	50	58

Grade 10 OSSLT - (first time eligible)	2013-14	2014-15	2015-16	2016-17	2017-18
Female	88	84	87	87	84
Male	76	77	77	74	74
Special Ed.	47	48	59	54	50



Promoting Well-Being



Above: Orangeville DSS students proudly display their medals, which they won competing at the 2018 Special Olympics Ontario School Championships. UGDSB students competed in soccer, basketball, and track and field events.

UGDSB staff embark on 5-week Wellness Challenge

In the spring, Upper Grand employees embarked on a five-week, board-wide Wellness Challenge. Wellness refers to more than just exercise and because of that, this challenge was divided into one point of wellness per week. Points of wellness

included physical wellness, nutritional wellness, psychological wellness, intellectual wellness and social and environmental wellness.

More than 200 people and 20 teams signed up for the staff challenge. Individuals and teams received a weekly rank based on a points system. Points were earned based on weekly challenges.

Challenges included taking the stairs instead of the elevator, eating six servings of fruits and vegetables a day, sending an appreciative note, having a board game night, conserving water, and much more.

The Wellness Challenge was designed to be inclusive so that anyone was able to participate regardless of their physical fitness level. Staff organizing the Wellness Challenge ensured that it aligned with board initiatives and visions.



Celebrating active travel, kindness and positive mental health



Above: An impressive 46 schools participated in Walk to School Day, holding walk to school or walk at school events. Pictured above, students from Jean Little PS were joined by members of the Guelph Hurricanes as they walked to school.



BULLYING AWARENESS & PREVENTION WEEK

In November, all UGDSB schools celebrated kindness and inclusivity, while raising awareness for bullying prevention. John F. Ross CVI organized activities, including the presentation of two plays with anti-bullying messages, “Get Real” workshops and a Bullying Resources Scavenger Hunt. At Parkinson Centennial PS (pictured above), the school started the week with a Kindness Rocks Day where the whole school painted rocks with inspirational messages and placed them around the school.

DEVELOPING RESILIENCE AND STRATEGIES FOR POSITIVE MENTAL HEALTH

John Galt PS intermediate students were joined by athletes and staff from the University of Guelph to start conversations on mental health issues. Groups would work through scenarios developed by John Galt students earlier in health class. The anonymous scenarios allowed students to reflect on actual problems kids face. Groups brainstormed problem-solving ideas, wrote down their ideas and shared their experiences.



Ensuring Equity and Inclusion

UGDSB students learn Indigenous traditions, histories and perspectives through art and engagement

EXPLORING INDIGENOUS ART AND EXPRESSION

Students at Westside SS had the opportunity to learn Indigenous techniques and traditions and create art in a series of workshops with artist Naomi Smith. Naomi is a multi-discipline Indigenous artisan and educator from Neyaashiinigmiing, Ontario. Her project, *No Word for Art: Exploring the Ancient Roots of Creativity*, allowed students to explore the creative process from an Indigenous perspective. Classes examined contemporary approaches to Indigenous expression and demonstrations of Indigenous techniques. Naomi led students through a number of workshops, all of which were based on Traditional Woodlands culture. Workshops included introducing students to historical art forms and materials that were used to create functional and decorative objects of the Great Lakes people, and hands-on exploration of different types of Indigenous art.

INDIGENOUS YOUTH LEADERSHIP SUMMIT

For the second year, Upper Grand youth attended the Indigenous Youth Leadership Summit, held for self-identified Indigenous students. Approximately 16 students attended the summit for a day of open discussion, leadership and connection with local Indigenous community members. The day featured a number of speakers, including Nancy Rowe, Elder for Mississaugas of New Credit First Nation, Naomi Smith, a local artist, and two Indigenous youth Sebastian Wagi and Graham Paradis. The day focused heavily on identity and served as a way to bring self-identified Indigenous students together to discuss identity and leadership in the community. Guests spoke to students about their experiences growing up, their connection to powwow, and the importance of beading their own regalia. Students also had the opportunity to make hairpipe bracelets.

Below: Artist Naomi Smith teaches students at Westside Secondary School how to create a medicine pouch in a leather-working session. Students also received an introduction to Indigenous beading techniques during a week of workshops.



Speaking about truth and love at the Rainbow Coalition Conference



Above: Spoken-word artist Holly Painter asks UGDSB youth to "show the love" during the board's annual Rainbow Coalition Conference, an event that celebrates, supports and provides resources to LGBTQ youth and their allies.

In May, hundreds of Upper Grand youth were encouraged to find their voice at a powerful conference for LGBTQ youth. The annual Rainbow Coalition Conference celebrates, supports and provides resources for LGBTQ youth and their allies, and is open to students in grades 7-12+. Each year, the conference features keynote speakers who encourage and inspire students with their experiences and personal stories. The conference also features a wide variety of workshops that explore identity and diversity, and help youth learn, gather resources, express themselves and connect with like-minded people. The day began with words and song by Elder Jan Sherman, giving thanks for the sun and clean water and the land. This year's keynote speaker was Holly Painter, a spoken-word artist and public speaker. Holly travels the country speaking to students and sharing the messages of "speak your truth" and "show the love." This year's workshops covered an incredible range of topics for

LGBTQ youth, their allies and educators. During an art workshop, students tapped into their creative minds and used art to express themselves. "Get Real: How to Be an Effective Ally" included effective ways to be a good ally. The highly popular LGBTQ 101 workshop was applicable and accessible to a wide range of groups. The goal was to expose people to the infinite variations possible and normalize LGBTQ+ experiences and identities by explaining topics such as gender identity, gender expression, sex, sexual orientation, and romantic orientation, as well as a full introduction to the meaning of LGBTQ+. "What Transition Can Teach Us" featured a fascinating discussion on how medical and social transition can teach us about ourselves, our bodies, our genders and even how we form connections to each other. Other workshops included Media and Representation, Coming Out, debunking the myths of Transness, and Gender Diversity and Sports.

Athletes and peer coaches prepare for Upper Grand's Special Olympics Track and Field Day

Every year in the spring, student athletes from across the Upper Grand District School Board come together for a day of competition, fun and friendship. The annual Special Olympics Track and Field Day is a highlight of the school year for hundreds of athletes, peer coaches, staff, volunteers and community members. The day features a wide variety of events including the 25, 50 and 100m dash, running long jump, standing long jump, seated softball throw and a number of adaptive competitions. Leading up to that day of friendly competition are hours of practice, with athletes working closely with their peer coaches. It's a special relationship between the athletes and their coaches, as they practice for their events. Asher and his coach Brayden (pictured right) are students at James McQueen Public School. They are two of the athlete-coaches who worked hard to get ready for the spring track meet. Every day, Asher who was in Senior Kindergarten and Brayden who was in grade 3, worked together practicing for the basketball shooting event, beanbag toss, and hockey.



Below: Students at Erin PS spent a week creating a mural and sharing stories with First Nation artist Michael Cywink. While painting the mural, as part of the school's project called "A Reconciliation in Colour," kids learned about traditional storytelling and the importance of animals such as the deer, bear, beaver, wolf and eagle in Indigenous culture.





Above: Teacher-Librarian Julie Richer teaches Paisley Road PS students about the Two Row Wampum, which is widely recognized as the first formalized agreement between Europeans and Indigenous Peoples on Turtle Island. As part of a school-wide initiative with neighbouring school St. Joseph CS, Paisley Road PS staff and students created a Two Row Wampum, which commemorates their joint commitment to the promises they have made to each other and to the land.

Highlights from progress made in Equity and Inclusive Education

SCHOOL AND CLASSROOM PRACTICES

- Equity Walks at every school
- Culturally diverse literature and training
- New equity resources in French and English
- Participation in Culturally Responsive and Relevant Pedagogy project
- Equity calendars and Multi-Faith manuals for all schools
- PD for Equity Leads on embedding equity into the curriculum

LEADERSHIP, GOVERNANCE AND HR PRACTICES

- Handbook developed to help in the recruitment of diverse leaders
- Changes in HR to reach a more diverse audience of potential job candidates
- Bias, stereotype and anti-racism training for administrators
- Egale training, workshops and staff meetings to discuss equity topics

- Monthly updates from Equity and FNMI Leads
- Embedded Equity and Inclusive education into succession planning and workshops

DATA COLLECTION, INTEGRATION & REPORTING

- School climate surveys completed by grade 4-12 students, staff and parents
- Climate survey results inform leadership decisions; are shared with trustees and board committees
- Received grant to collect Diversity Data for 2018-19 school year, to inform equity work
- Used identity-based data to analyze graduation and post-secondary transition rates, to identify and address systematic disparities
- Student voice initiative collected anecdotal data about being a racialized student. Data will inform equity work
- Equity goals required on all School Improvement Plans
- Increased parent engagement in equity education

Enhancing Public Confidence

Montgomery Village teachers receive Governor General's Award

Montgomery Village Public School teachers Marc Mailhot and Lynda Brown (pictured right with Her Excellency the Right Honourable Julie Payette, Governor General of Canada) received the Governor General's History Award for Excellence in Teaching. The award recognizes teachers who have distinguished themselves through innovative projects that allow their students to explore Canadian history from a new angle. Marc and Lynda were honoured for their project called GrandPals. The cross-curricular and experiential project allows students to explore their personal histories while working with seniors in the community. Through time spent together with the seniors, students discover key events in Canadian history while building invaluable intergenerational bonds.



Below: Students at Norwell District Secondary School completed an impressive project – designing and painting one of the largest painted basketball court murals in Canada. The project began as a way to add regulation lines to the town court, but grew into something much bigger. Teachers Mallory Tolcher and Lindsay Clements, students from the school's Life Skills Program and student mentors turned the court into a work of art that incorporated elements that honour parts of Palmerston's history. In June, the colourful court was christened with a game of pick-up basketball.



Upper Grand schools showcase a variety of eco initiatives

WATER FRIENDSHIP PROJECT

Grade 1 & 2 students at Victory Public School learned about the importance of clean water and the need to respect our water through the Water Friendship Project. Children learned about local waterways, were challenged to think about their relationship with water, and read and discussed the book *The Water Walker* by Joanne Robertson. The project culminated in a student art exhibit, which coincided with World Water Day.



Examples of resolutions included decreasing the use of single-use plastics, reducing the amount of compostable paper towels that end up in the garbage, and encouraging carpooling when travelling to schools and community meetings.



NATURE WALKS AND OUTDOOR LEARNING

No matter the weather, nature walks were embraced throughout the UGDSB. Classroom staff led students on walks, helping them connect with nature and boost their mental health and well-being, as the board's Environmental Education Management Committee worked on ways to help schools extend classroom learning into the outdoors.

ECO-RESOLUTIONS CONTEST

At the outset of the new year, Upper Grand was issued a challenge – think about the environmental issue that concerns you the most, and take action to do something about it. Hundreds of resolutions poured in, with many critical topics pledged.



H2AWESOME WATER CONFERENCE

Hundreds of grade 8 students reflected on their relationship with water at the H2Awesome Water Conference, featuring speakers and workshops.

Wellington Heights' garden project connects students and seniors

Wellington Heights Secondary School broke ground on its community garden project, an initiative of the school's Alternative Education Program. The aim of the project was to build bridges between youth at WHSS and seniors in the Mount Forest community. The garden featured multiple raised beds on the school grounds. Food grown in the garden will be shared with the local food bank, school programs and community growers. The idea for the project began following a trip by students to a local seniors home. Some of the residents mentioned that they wished they had a place to grow vegetables - it was at that moment that the WHSS community garden project was born. When deciding what to call the project, one student said it should be called the 'Truth About Youth' program to help dispel stereotypes about youth and reinforce their dedication to doing good things in the world. The project touches on many important issues, including food insecurity and environmental sustainability.



Below: In January, students enrolled in the Young Parents Education Program (YPEP) gathered for a workshop about early literacy. YPEP allows young parents to bring their baby to the program with them, while they earn high school credits. The literacy workshop was a collaboration between YPEP, College Heights SS, the Guelph Public Library and Action Read.



Everyday Hero Awards 2017-18

The Upper Grand District School Board celebrates the unsung heroes of the school system who go out of their way to make a difference in the lives, learning and well-being of students through the Everyday Hero Awards. The program is sponsored by the board's trustees.

The key criteria for the awards are:

- Performance of duties at a high level at all times
- A significant school and/or system-related achievement
- A specific innovation or achievement of significant value or importance to the system
- A unique circumstance considered worthy of recognition by the board

2017-18 AWARD RECIPIENTS:

- **Lisa Benham**, Head Custodian, Centre Dufferin District High School
- **Brant Avenue PS Running & Reading Volunteer Team**, staff and volunteers, Brant Avenue PS
- **Al Brown**, volunteer, Rockwood Centennial PS and Ottawa Crescent PS
- **Colinda Clyne**, Curriculum Lead for First Nations, Métis, Inuit Education, UGDSB
- **Geff Emslie**, Educational Assistant, Norwell District Secondary School
- **Noah Irvine**, student, Guelph CVI
- **Dottie Petersen**, volunteer & EA, Orangeville DSS
- **Primrose ES EcoMoms (Nicole Hambleton, Kelly French, Megan Taylor, Jennifer Payne)**, volunteers, Primrose ES
- **Julie Richer**, Teacher-Librarian, Paisley Road PS
- **Salem PS Kindergarten Team (Tessa Heffernan, Holly Diljee, Trudy Matusinec, Kindergarten A Class)**, staff and students, Salem PS
- **Millar Weddig**, student, Sir Isaac Brock PS



Memorable Moments in 2017-18



Above: Students in College Heights SS's 'Helping Hands' club made a 3D-printed prosthetic hand for 7-year-old Jordan. Jordan's new hand will allow him to do things that some may take for granted, like catching a ball or riding a bike.

Below: (L) Westside SS hosted more than 200 students from UGDSB schools at the 2nd annual UGDSB Band Meet-Up. **(R)** Trustees Linda Busuttli, Susan Moziar, Bruce Schieck and Director Martha Rogers are pictured as Moziar and Schieck receive the OPSBA President's Award for dedicating themselves to public education for more than 27 years.





Above: Centre Dufferin DHS students donated their hair and raised thousands of dollars for the Headwaters cancer unit at the school's 17th annual Hair Off for Headwaters fundraiser. The school has raised \$150,000 over the years.

Below: Family members joined students at the St. George's Centre for Adult ESL to celebrate Zhen's 91st birthday. Zhen is the oldest student in the UGDSB's adult English as a Second Language program and proves that you are never too old to learn. Zhen and her family celebrated with classmates and staff at the St. George's Centre.



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UGDSB Communications

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From: [Karen Landry](#)
To: [Nina Lecic](#)
Subject: FW: Town of Minto Council Meeting Tuesday April 16, 2019 Item 9 f) Ontario Municipal Partnership Fund Resolution
Date: Wednesday, April 17, 2019 4:34:19 PM

From: Annilene McRobb <annilene@town.minto.on.ca>

Sent: Wednesday, April 17, 2019 4:05 PM

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Subject: Town of Minto Council Meeting Tuesday April 16, 2019 Item 9 f) Ontario Municipal Partnership Fund Resolution

Good Afternoon:

The Council of the Town of Minto met on April 16, 2019 to consider the above noted item and passed the following motion:

MOTION: COW 2019-069

Moved by: Councillor Elliott; Seconded by: Councillor Anderson

Whereas the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs; and

Whereas Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount; and

Whereas if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions; and

Whereas, the 2018 Town of Minto allocation was \$1,630,700 which is equivalent to **33.96%** of the Town's municipal property tax revenue; and

Whereas the Town of Minto prides itself on efficient and value for money practices every day;

And Whereas, a 33.96% increase in the municipal property tax rate would increase the municipal component of property taxes paid for an average household by \$403 per year;

Now therefore be it resolved that although an interim payment has been received, Council of the Town of Minto expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;

And Further, Council petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;

And furthermore, that this resolution be circulated to the Premier, Ministers of Finance, Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.

Annilene McRobb, Dipl. M.M., CMO
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April 25, 2019

Dear Neighbour,

Re: Dufferin Aggregates Aberfoyle Pit Neighbour Notice

As part of our commitment to being responsible neighbours and keeping the community advised of our activities we are writing to inform you of our site activities at the Dufferin Aggregates Aberfoyle Pit 2 location on Victoria Rd. S. Dufferin Aggregates is a division of CRH Canada Group Inc.

Operations are planned to begin by May 1, 2019 and can include excavation of material, loading of trucks, and shipping of material to the Dufferin Aggregates Aberfoyle Pit 1 on Brock Rd.

Please do not hesitate to contact the Site Manager, Chris Fleming, at (519) 240-8406 or by email at chris.fleming@ca.crh.com should you have any questions. As an alternate contact, you can also call our Customer Service Centre anytime at 1-855-255-5332.

Sincerely,

Maria Topalovic
Environment Manager
CRH Canada Group Inc.
maria.topalovic@ca.crh.com
647-924-5498



April 16, 2019

Below is a copy of a Resolution adopted by Brantford City Council at its meeting held March 26, 2019. In keeping with City Council's direction, a copy is being distributed to other municipalities in the Province of Ontario.

C. Touzel
City Clerk

RESOLUTION

6.1 Single-Use Plastic Straws

WHEREAS section 8(1) of the *Municipal Act, 2001* requires that the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS section 8(3) of the *Municipal Act, 2001* permits the municipality to pass by-laws under section 10 and 11 which: regulates or prohibits the matter; and to require persons to do things respecting the matter; and

WHEREAS section 10(2) of the *Municipal Act, 2001* permits single-tier municipalities to pass by-laws respecting the following matters: economic, social and environmental well-being of the municipality, including respecting climate change; and

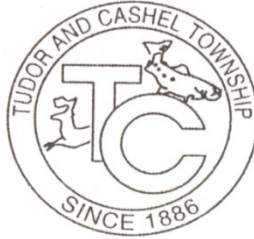
WHEREAS the Council of The Corporation of the City of Brantford wishes to consider regulating or prohibiting the sale and distribution of single-use plastic straws in the municipality in order to reduce: (a) littering; (b) the impact on landfills; (c) the impact on sewers; and (d) the contribution to climate change;

NOW THEREFORE BE IT RESOLVED THAT City Staff BE DIRECTED to:

1. Analyze the impacts of single-use plastic straws in the municipality; and how to reduce those impacts through the regulation and prohibition of single-use plastic straws;

2. Consult with the public and impacted industries, including but not limited to:
 - i. Retail Stores;
 - ii. Restaurants;
 - iii. Manufacturers and Distributors, as applicable;
 - iv. Chamber of Commerce;
 - v. Brantford Accessibility Advisory Committee; and
 - vi. Brantford Environmental Policy Advisory Committee;
3. THAT City Staff REPORT BACK to Council on the results of their analysis and consultation; along with a process, including timelines, to:
 - a. In the first phase, regulate the sale and distribution of single-use plastic straws, taking into account existing inventories and the sourcing of alternate suppliers; and
 - b. In the final phase, prohibit the sale and distribution of single-use plastics straws.
4. THAT a copy of this resolution BE FORWARDED to the MP and MPP Brantford-Brant, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and other municipalities in the Province of Ontario.

371 Weslemkoon Lake Road
Box 436, R.R. #2
GILMOUR, ON K0L 1W0
clerk@tudorandcashel.com
www.tudorandcashel.com



LIBBY CLARKE, REEVE
BERNICE CROCKER, CLERK-TREASURER
613-474-2583 (Phone)
613-474-0664 (Facsimile)

THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL

RESOLUTION

TOWNSHIP OF TUDOR AND CASHEL

APRIL 02, 2019

RESOLUTION NO: 2019 - 090

MOVED BY: NOREEN REILLY

SECONDED BY: RONALD CARROLL

WHEREAS hydro is essential for all individuals and the cost to receive hydro should not be so excessive that individuals cannot afford it;

AND WHEREAS the cost for service delivery for hydro should be affordable to all individuals;

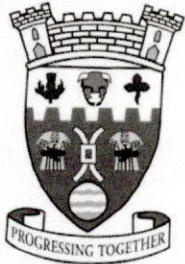
AND WHEREAS the Hydro One invoices received over the last few months for the Township of Tudor and Cashel have indicated that 46% to 56% of the total cost has been related to service delivery fee;

AND WHEREAS the Township of Tudor and Cashel believes the cost for service delivery is not affordable to the Township or its residents;

AND WHEREAS the Township of Tudor and Cashel believes that Hydro One and the Ontario Energy Board should review its plans regarding delivery service to ensure that the cost of service delivery is fair to everyone;

NOW THEREFORE BE IT RESOLVED, THAT a copy of this motion be circulated to Hydro One, Daryl Kramp, MPP Hastings-Lennox & Addington, the Hon. Doug Ford, Premier of Ontario, Ontario Energy Board, all municipalities and the Association of Municipalities of Ontario.

Carried: LIBBY CLARKE, HEAD OF COUNCIL



Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Delegate Request

Meeting Date:

May 1st 1pm

Applicant Information

Applicant Name:

Cyndy Forsythe

Mailing Address:

Email Address:

Telephone Number:

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

Purpose: To present an innovative project to address mental health and addiction in Wellington County.

The Vision A grassroots community initiative is well underway, led by the Rotary Club of Guelph, to bring an integrated youth services model to Wellington County and the city of Guelph. We have a vision where youth (age 12 – 26) are at the centre of services that are available in our community, and any youth living in the City or the County have equal access to a continuum of services from employment, education, peer-to-peer support, through to mental health and addiction services. Our vision also includes service providers working together to enhance the integration of services and build a system to better meet the needs of youth in our community.

What is an Integrated Youth Service Hub (Hub)? A Hub is a “one-stop-shop” space for youth aged 12-26 designed to meet a wide range of needs across the continuum, including mental health, substance use, primary care, education, employment, training, housing and other community and social services. Hubs, co-designed with youth, are created to include peer services, outreach, and system-navigation services. Services emphasize quality, are timely, integrated and co-located. We will make it incredibly easy for youth to get what they need, when they need it.

I am submitting a formal presentation to accompany my delegation:

Yes: No:

I will require the following audio-visual equipment:

PowerPoint:

Note: delegations are permitted to speak for 10 minutes. Your form or letter must be received 24 hours before the preparation of the Council agenda. This usually means at least one week prior to the Council meeting.

Personal Information collected on this form is collected under the authority of the Municipal Act and will be used only for the purposes of sending correspondence relating to matters before Council and for creating a record that is available to the general public in a hard copy format and on the internet in an electronic format in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Background

On November 24th, 2018 the Rotary Club of Guelph working collaboratively with the Guelph YMCA/YWCA, the Guelph Community Foundation and the Canadian Mental Health Association Waterloo Wellington hosted a one-day workshop to examine the viability and willingness to create a youth hub. A wide range of stakeholders were invited to participate in the workshop including youth from the Guelph YMCA/YWCA, City of Guelph Youth Council, and Rotaract. Over 30 different agencies heard experts giving presentations on relevant topics including the current mental health and addiction crisis in Guelph and Wellington County and what a Youth Hub model looks like. Results were not surprising. Everyone acknowledged that there is an overwhelming need to do things differently, that it will take our entire Community working together to change the alarming trends and trajectory of what we are currently witnessing.

What is an Integrated Youth Service model?

A “one-stop-shop” for youth aged 12-26 designed to meet a wide range of needs across the continuum, including mental health, substance use, primary care, education, employment, training, housing and other community and social services. Co-designed with youth, they are created to include peer services, outreach, and system-navigation services. Services emphasize quality, are timely, integrated and co-located, making it incredibly easy for youth to get what they need, when they need it.

Initial Stage

We are proposing that the initial stage of this project focuses on physical co-locations in both rural and urban locations for youth, including the creation of a network with multiple locations in Guelph and Wellington County centrally located where a youth can access community services in this one-stop-shop model. This new model of care would consist of the integrated approach provided through youth friendly locations that are easily accessible and provide services on both walk-in and appointment bases.

How does technology expand the reach?

Simultaneously, we would build a technology component to enable this work. We know, from research, that youth want to access a physical location to connect with people locally, and they also want to be able to reach out through technology when they are in need and talk to a person who knows their local area. They want to know that someone who knows their community is available to assist them.

Youth involvement from the beginning

These spaces would be co-designed by youth to ensure the spaces are what youth want and where they want to be. It is more than simply a mental health and addiction services but also includes a safe place to hang out, access to computers, recreational activities and an array of services to reduce the stigma associated with mental health.

Conclusion

As we move this project forward, we are demonstrating our community is willing to do what it takes to meet the needs of our youth in an integrated and innovative way. We know our current system isn't working. This model provides us with an opportunity to offer wrap around services for our youth placing them at the centre of their care. We have no doubt that this model will save the lives of our youth by responding to their needs at the right time, in the right place, and in the right way.

Steering Committee: Rotary Club of Guelph (Co-Chairs: Marty Fairbairn and Cyndy Moffat Forsyth, Rotarian: Paul Dredge, President Rotary Club of Guelph), Guelph YMCA/YWCA (Geoff Vogt & Melissa Haynes), Guelph Community Foundation (Chris Willard), Canadian Mental Health Association Waterloo Wellington (Helen Fishburn); Wellington Catholic District School Board (Brenda Kenyon), Upper Grand District School Board (Jenny Marino), Family & Children's Services GW (Shelia Markle); Wyndham House (Debbie Bentley-Lauzon), WWLHIN (Jennifer Kaytar), Youth Rep (Daniel Price), Michael House (Beth Harris), Wellington County (Lori Richer), The Guelph Public Library (Ben Robinson), Guelph Wellington Dufferin Public Health (Amy Estill), Potage (Sourav Addy), The United Way (Shakiba Shayani)

2019 Budget

Township of Puslinch
May 1, 2019



About the Grand River Watershed

Length

300 km

Area

6,800 km²

larger than Prince Edward Island

Flows into

Lake Erie at Port Maitland

Length of rivers and streams

11,000 km



About the Grand River Watershed

4 major tributaries

Speed, Eramosa, Nith and Conestogo

Population

Close to one million

Boundaries

39 municipalities and two First Nations

80% of people live in five cities:

Kitchener, Waterloo, Guelph, Cambridge, Brantford



About the Grand River Watershed

Farming

70% of watershed is agricultural land

Drinking water

73% wells
24 % river
3 % lake

Wastewater

30 sewage treatment plants



About the Grand River Watershed

**The Grand River watershed
faces important and
evolving challenges ...**

About the Grand River Watershed

Population Growth

- Need for water supplies, sewage treatment, groundwater recharge



About the Grand River Watershed

Extensive Agriculture

- impact on water quality and quantity
- erosion needs to be addressed to protect farmland and water quality



About the Grand River Watershed

Climate Change

- the issue of our time – presents new challenges including increased frequency of extreme events (floods, droughts, ice storms, etc.)



GRCA Strategic Plan 2019 - 2021

Our Vision

A healthy watershed where we live, work, play and prosper in balance with the natural environment.



Photo: GRCA /S. Hannaford

GRCA Strategic Plan 2019 - 2021

Our Mission

We will work with local communities to reduce flood damage, provide access to outdoor spaces, share information about the natural environment, and make the watershed more resilient to climate change.



Photo: GRCA /S. Hannaford

GRCA Strategic Plan 2019 - 2021

Strategic Priorities:

1. Protecting life and minimizing property damage from flooding and erosion.
2. Improving the health of the Grand River watershed.



GRCA Strategic Plan 2019 - 2021

Strategic Priorities:

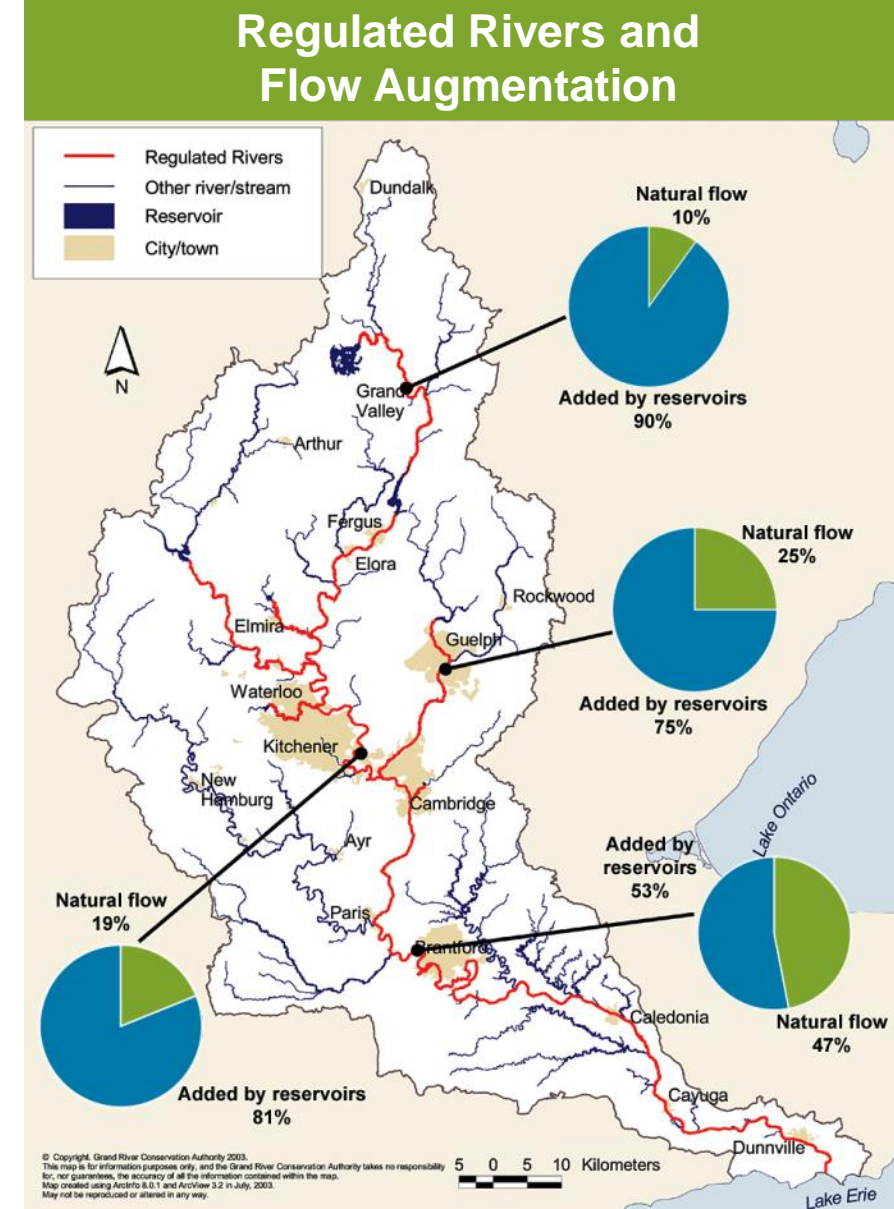
3. Connecting people to the environment through outdoor experiences.
4. Managing land holdings in a responsible and sustainable way.



Strategic Priorities 2019 - 2021

Protect life and minimize property damage

- Seven dams and reservoirs are actively managed to reduce flood damages and maintain flows



Strategic Priorities 2019 - 2021

Protect life and minimize property damage

- Working with senior levels of government to find innovative ways to **improve floodplain mapping**
- Ability to **regulate hazard areas** and prevent building in wetlands



Strategic Priorities 2019 - 2021

Protect life and minimize property damage



- Improved monitoring and preparedness
- Adapting to climate change

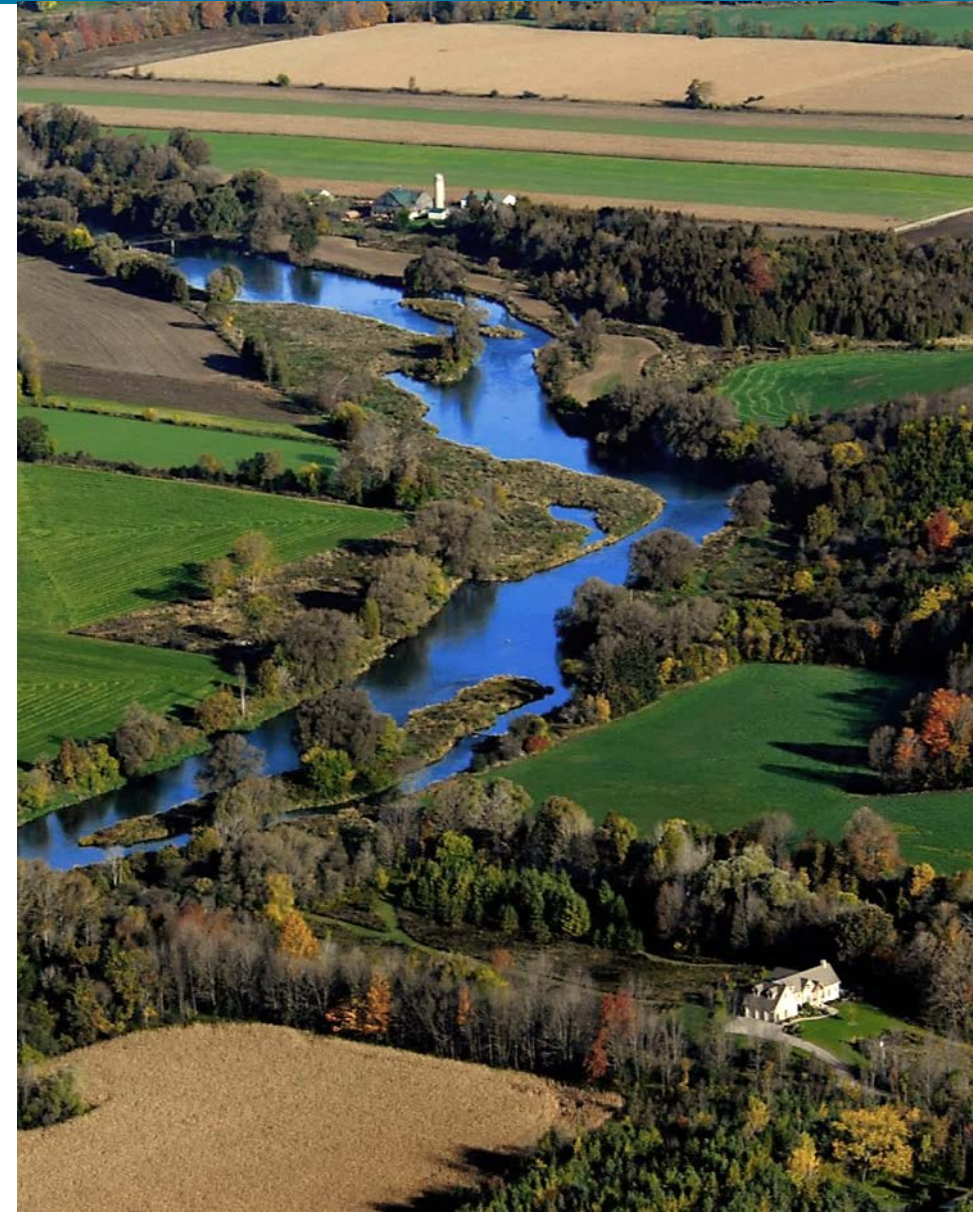


Strategic Priorities 2019 - 2021

Protect life/ property & Improve watershed health

Planning and Development

- GRCA provides technical advice on Planning Act applications, including input from biologists, water resource engineers and resource planners

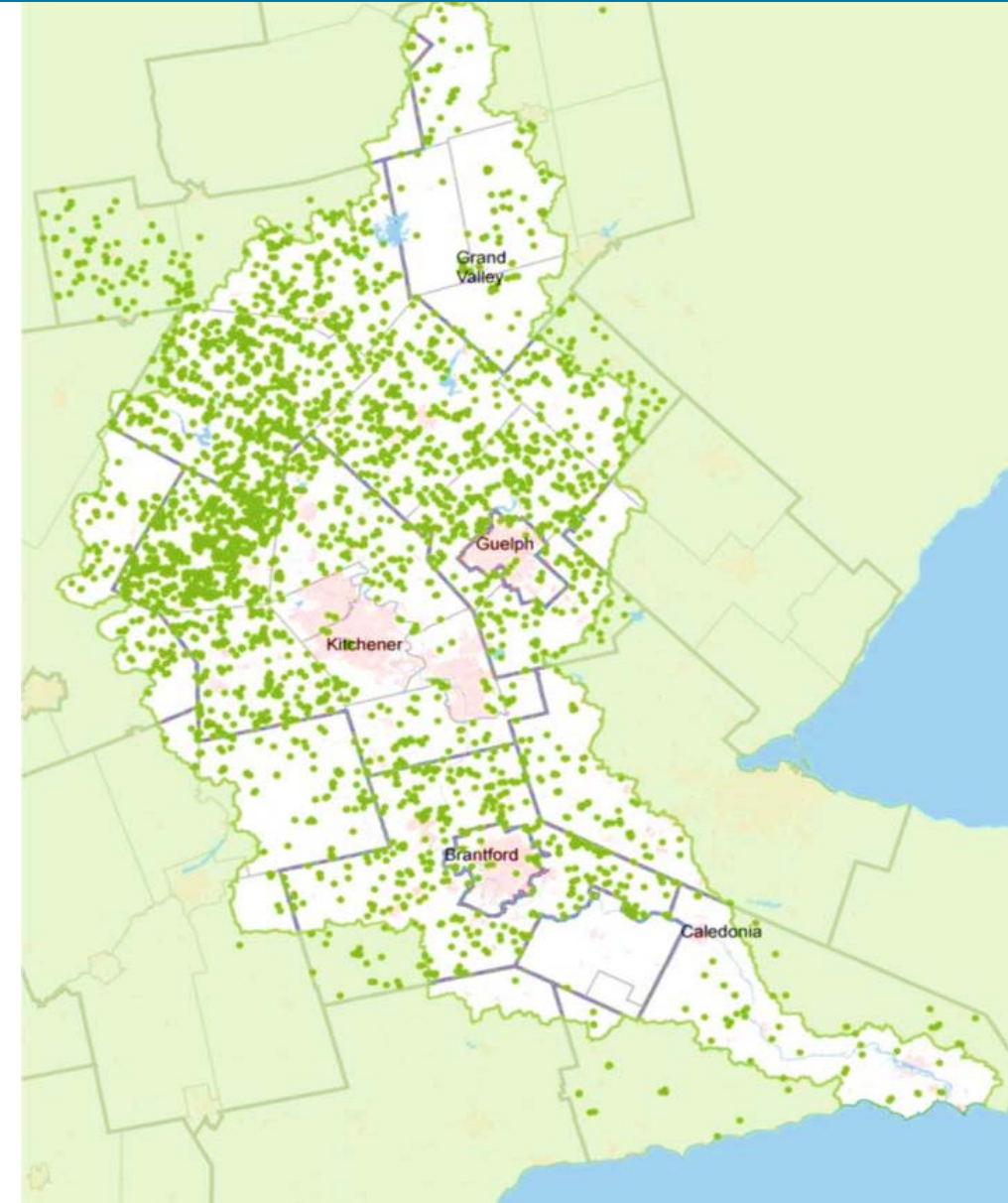


Strategic Priorities 2019 - 2021

Improve watershed health

Rural Water Quality Program (RWQP) Watershed-wide success since 1998:

- More than 6,000 projects completed
- More than \$18.3 million in grants
- More than \$50 million invested



Strategic Priorities 2019 - 2021



Improve watershed health

RWQP in Township of Puslinch in 2018:

- Seven farm projects and one rural non-farm project
- Includes two tree planting, three wellhead protection, one well abandonment, and two cover crop projects
- Total capital value \$17,043
- Total RWQP grant \$13,013

Strategic Priorities 2019 - 2021

Improve watershed health

- Update to Grand River Source Protection Plan in progress
- Guelph-Guelph/Eramosa Water Quantity Policy Development Study in progress



Strategic Priorities 2019 - 2021

Improve watershed health

Natural Heritage System Framework

- Subwatershed characterizations for middle Grand, Speed and Conestogo rivers completed in 2019
- In 2019-2020, subwatershed characterizations will be completed for the Nith and upper Grand.



Strategic Priorities 2019 - 2021

Outdoor Education

- More than 40,000 students participate in GRCA outdoor education programs annually
- More than 1,400 day campers in the summer of 2018
- Programming provided for more than 10,000 children and families through various community programs



**Connect people
with the
environment**

Strategic Priorities 2019 - 2021

Future Guelph Lake Nature Centre

- Anticipated opening: Fall 2020
- Local fundraising campaign led by Grand River Conservation Foundation
- More than \$2 million in funds committed to date



**Connect people
with the
environment**

Strategic Priorities 2019 - 2021



Connect people with the environment

GRCA Conservation Areas

- Weather dependent
- Revenue forecasts are prone to significant fluctuations
- Balancing revenue and visitor needs with conserving natural resources

Strategic Priorities 2019 - 2021



Connect people with the environment & Responsible land management

Natural Areas

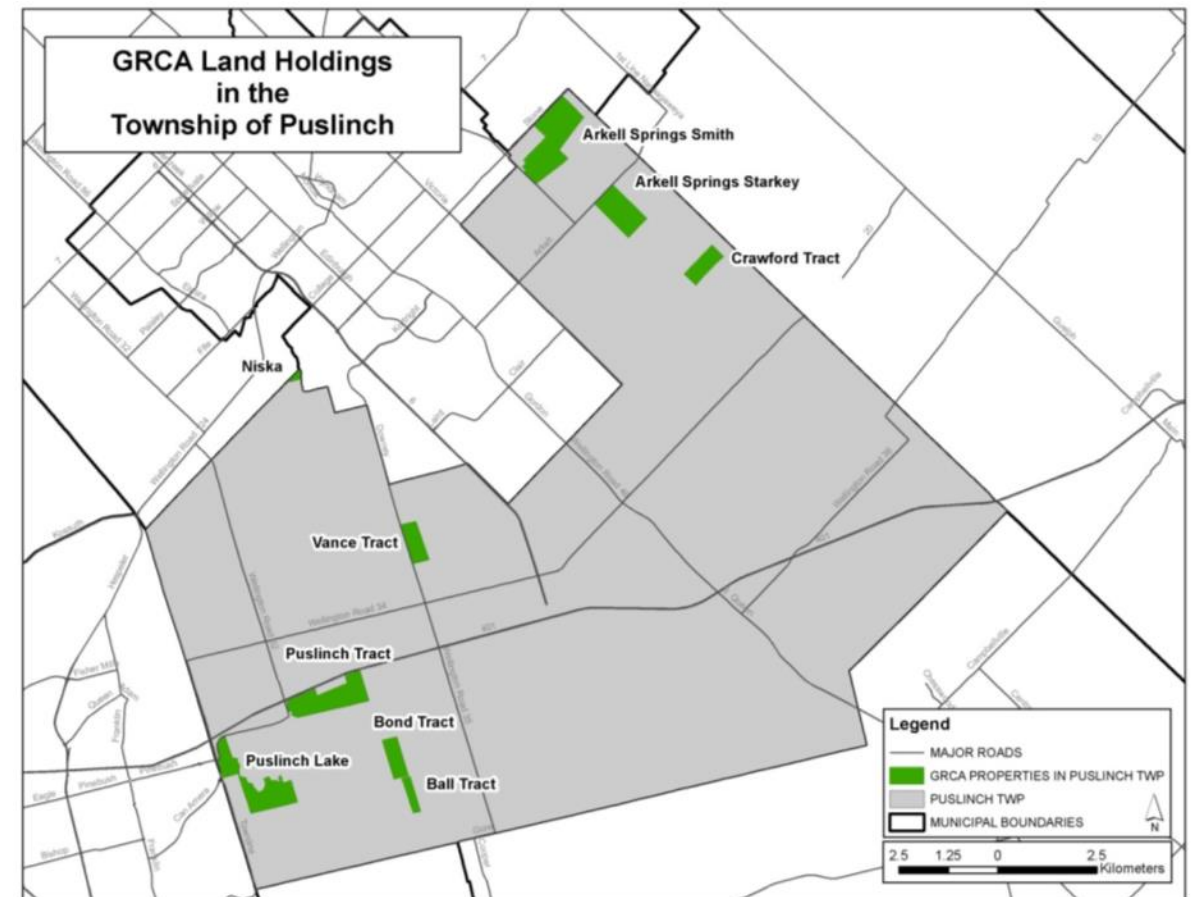
- Increasing management and cost pressures due to population growth and changing demographics

Strategic Priorities 2019 - 2021

GRCA Landholdings

- More than 48,000 acres of recreational and natural land
- Current initiatives include wind-down of residential tenancy program, evaluation of other program areas and hazard tree management

Responsible & sustainable land management

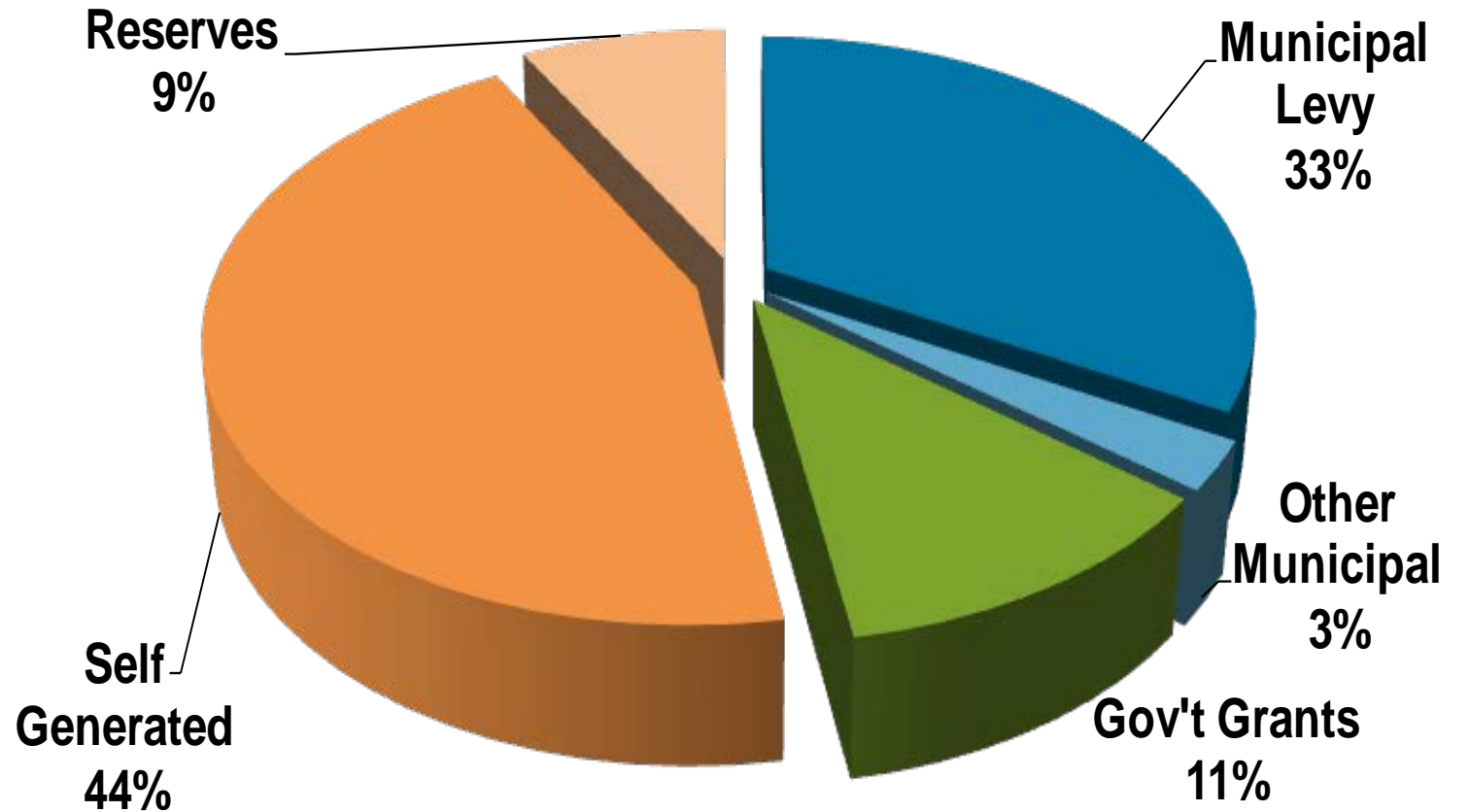


2019 Budget

Revenue by Category

2019 Budget: \$35.3 million

(2018: \$34.4 million)



2019 Budget

Expenditures

Operating Budget (\$27.1 Million)

- Watershed Management (dams, flood forecasting, planning, lands)
- Conservation Areas
- Corporate Services and Communication



2019 Budget

Expenditures

Capital Budget (\$4.6 Million)

- Water Control Structures
- Conservation Areas



2019 Budget

2019 Proposed Capital Projects:

Water Management Capital (\$1.5 million)

- Maintenance and repairs to dikes and dams

Conservation Areas (\$2.6 million)

- Elora Gorge Campground Expansion (50 fully serviced sites)
- Elora Gorge Bridge Repairs



2019 Budget

Expenditures

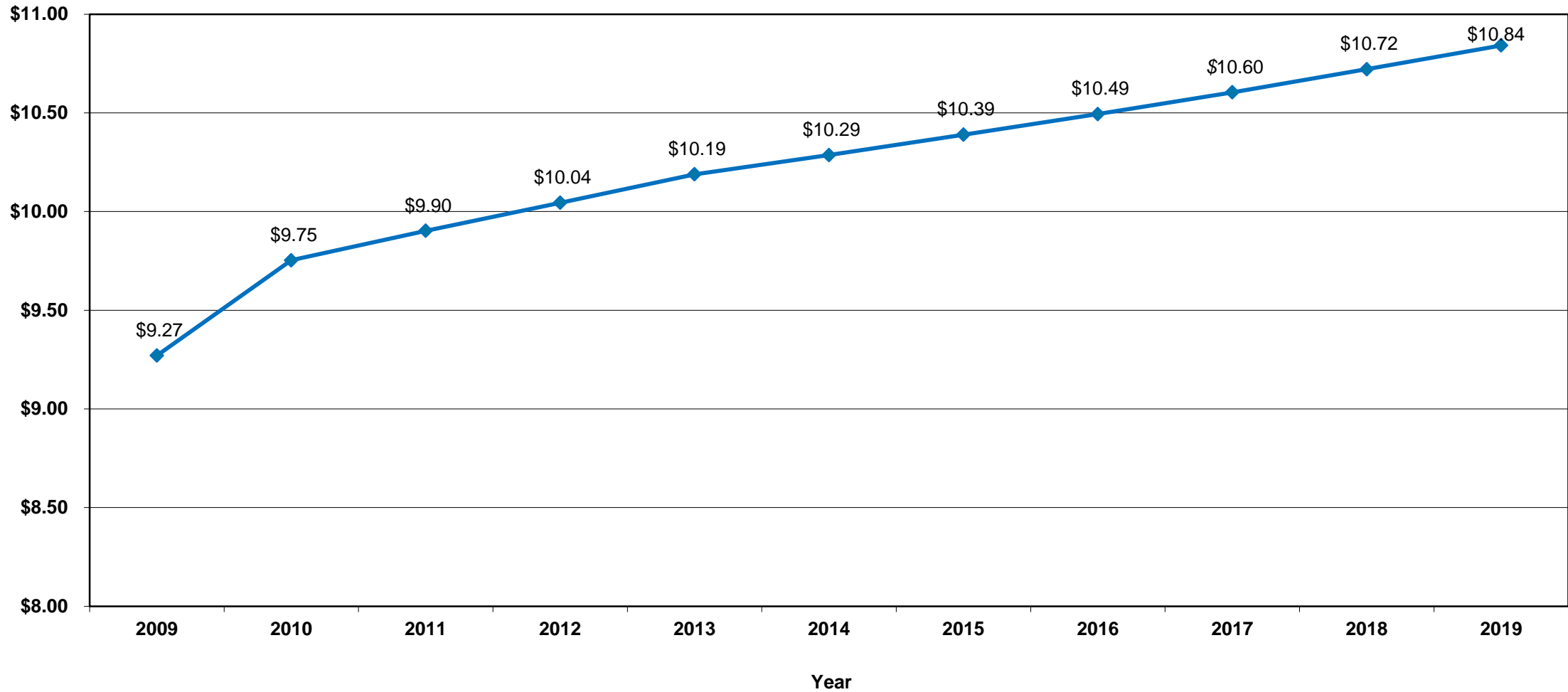
Special Projects (\$3.6 Million)

- Source Protection Program
- Rural Water Quality Program
- Mill Creek Rangers
- Floodplain Mapping
- Emerald Ash Borer
- Water Management Plan
- Children's Water Festivals



2019 Budget

GRCA Per Capita Levy 2009 to 2019



Levy Apportionment in 2018

Mining and Lands Commissioner Decision, Dec. 21, 2017:

Background

- 26.75% of the geographic area of Hamilton is in the Grand River Watershed
 - Hamilton would pay approximately 12.2% of GRCA's levy
- 5% of the assessment of Hamilton is in the Grand River Watershed
 - Hamilton would pay approximately 2.4% of GRCA's levy

2001/2004 Agreement

- City, GRCA, NPCA, Conservation Hamilton and Conservation Halton agreed to use estimated assessment instead of geographic area
- Formalized by Resolution of the City and its four Conservation Authorities
- Agreement was abandoned by NPCA in 2015. City of Hamilton appealed.

December 21, 2017 Ruling

- The agreement is invalid because:
 - There was no written agreement, and,
 - Resolutions of support were not passed by all other participating municipalities
- Conservation Authorities must use the CVA formula outlined in Regulation 670/00
- GRCA has requested MNRF clarify and update regulations asap

Levy Apportionment in 2019

March 8, 2018:

- City of Hamilton files a “Notice of Appeal of GRCA 2018 Levy Apportionment”

February 2019:

- Hearing date to consider Hamilton’s application for a judicial review of the Mining and Lands Commissioner December 2017 ruling.
- If successful, the next step will be for the judicial review to proceed.

2019 Levy Apportionment

(based on Mining and Lands December 21, 2017 Ruling)

\$115,793

Difference

(potential adjustment if Judicial review rules in favour of City of Hamilton and appeal successful)

\$ 13,000 levy increase (approximate)

Questions?

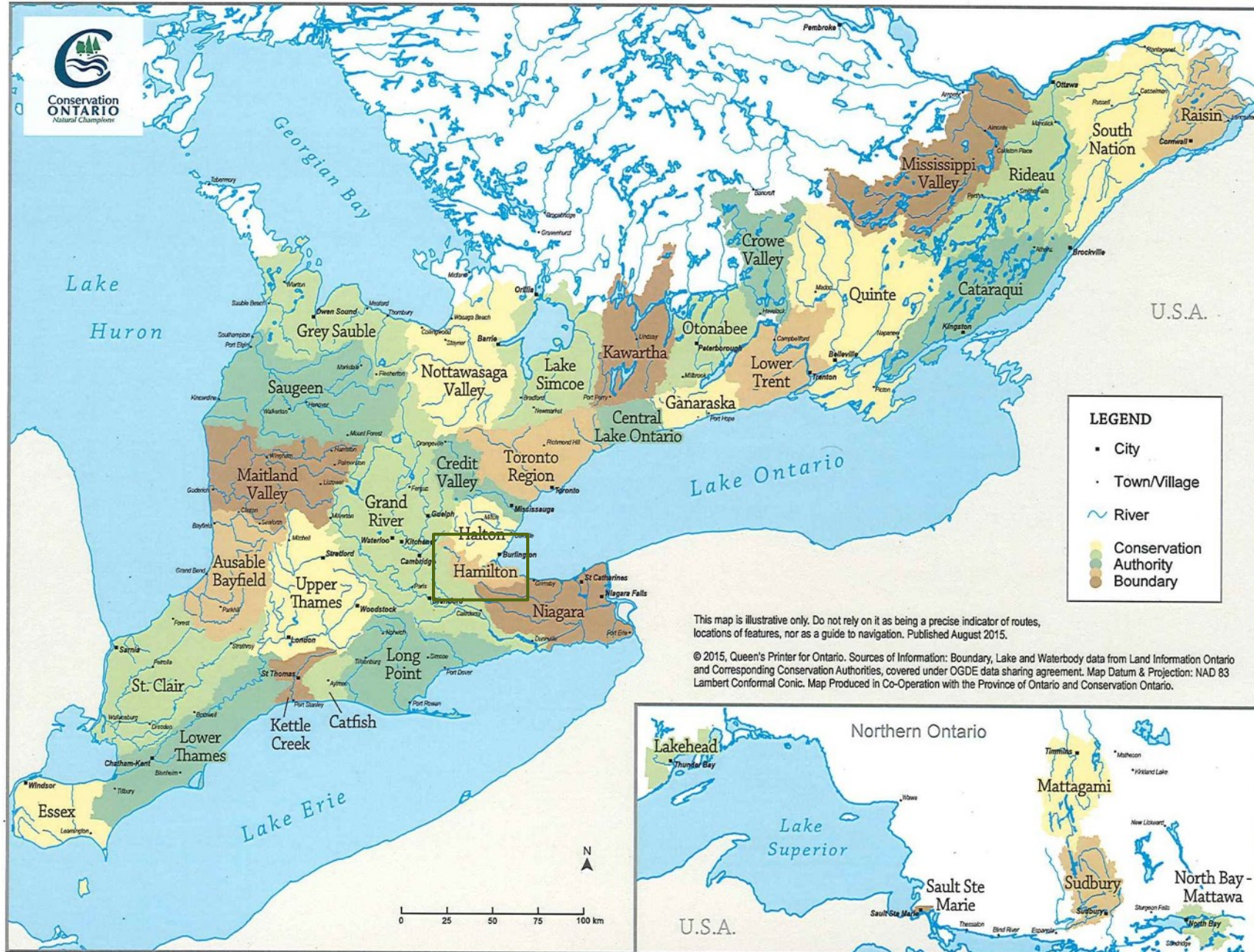


HAMILTON CONSERVATION AUTHORITY BUDGET PRESENTATION TOWNSHIP OF PUSLINCH



May 1, 2019

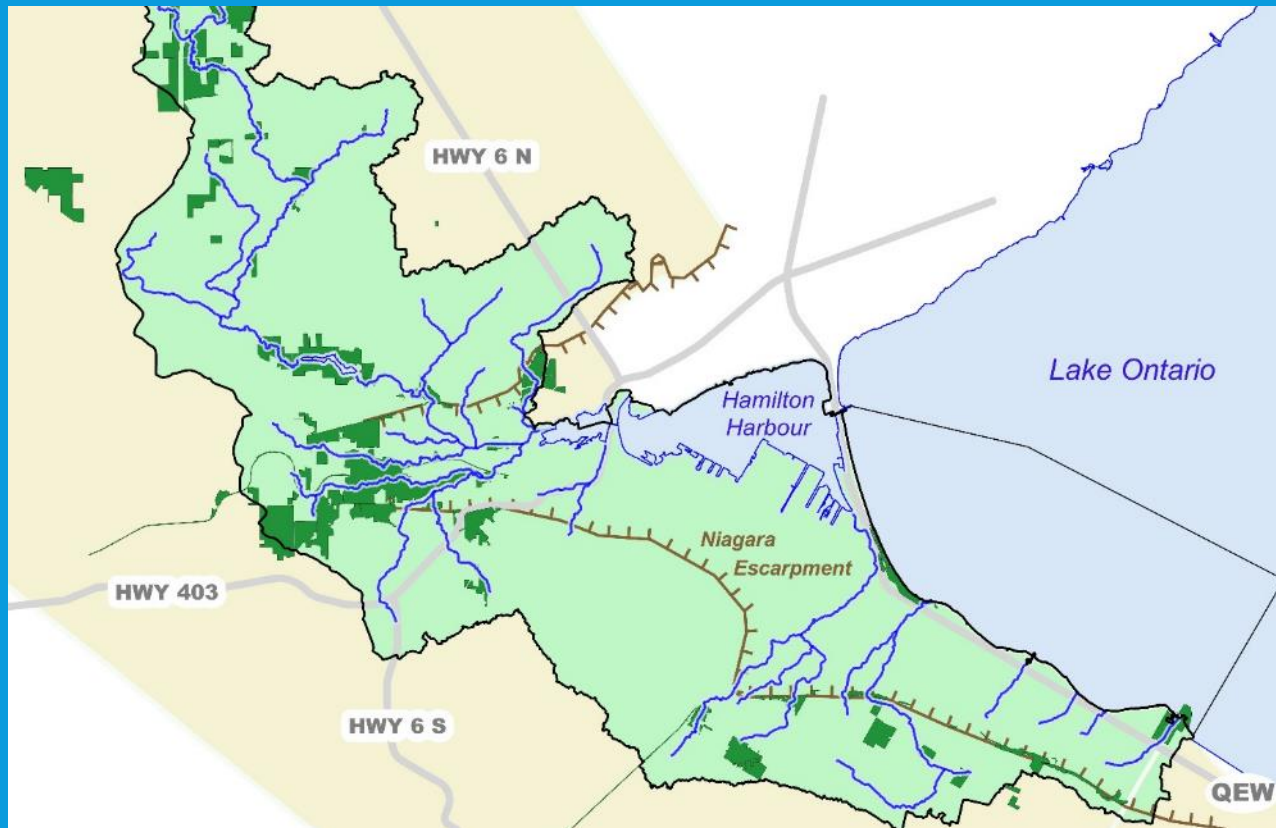




This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. Published August 2015.

© 2015, Queen's Printer for Ontario. Sources of Information: Boundary, Lake and Waterbody data from Land Information Ontario and Corresponding Conservation Authorities, covered under OGDE data sharing agreement. Map Datum & Projection: NAD 83 Lambert Conformal Conic. Map Produced in Co-Operation with the Province of Ontario and Conservation Ontario.

HCA WATERSHED



- 2 member municipalities: City of Hamilton and Township of Puslinch
- Our creeks flow into Hamilton Harbour and Lake Ontario
- Spencer, Borer's, Chedoke and Red Hill to the Harbour
- Battlefield, Stoney and numbered watercourses to Lake Ontario

HCA LANDHOLDINGS

- Major land owner within our watershed area owning/managing 4,484 hectares (11,079 acres) of land which represents 10% of our watershed



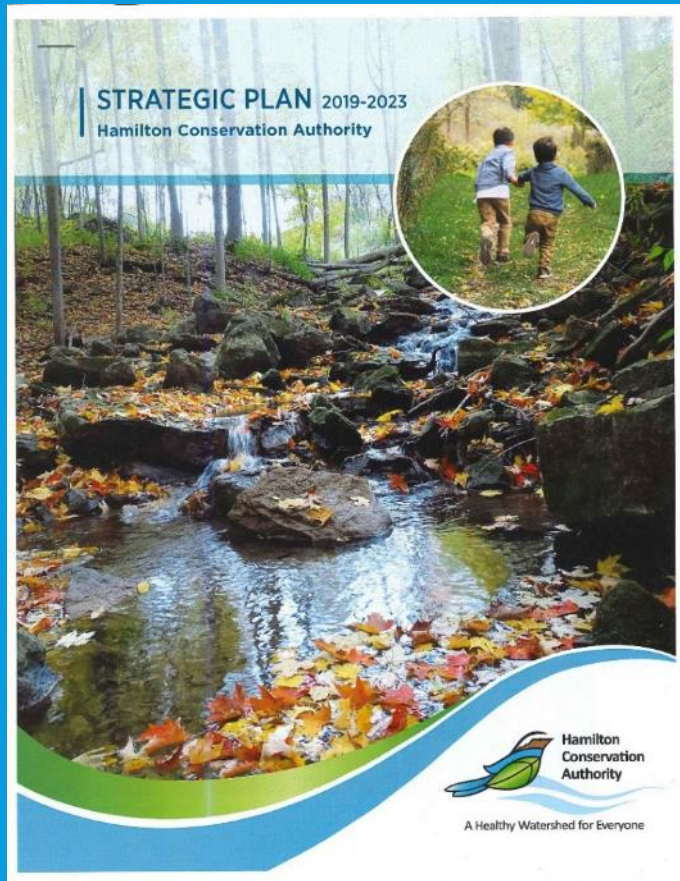
- These lands are locally, provincially and in some cases, internationally significant and include features such as forests, prairie, wetlands, watercourses, karst, Lake Ontario shoreline and the Niagara Escarpment

RECREATION OPPORTUNITIES

- Wide range of recreation for residents of Hamilton and beyond
 - 6 major conservation areas
 - extensive recreational trails with “crown jewel” of Dundas Valley
 - 300 camp sites
 - waterfalls
 - 2 recreational lakes for swimming areas
 - boat rental & fishing
 - 340 slip marina
 - historical village
- Recreation is a key contributor to our self generated revenues



NEW HCA STRATEGIC PLAN



Vision

- A Healthy Watershed for Everyone

Mission

- To lead in the conservation of our watershed and connect people to nature

HCA STRATEGIC PLAN PRIORITY AREAS



Education & Environmental Awareness



Organizational Excellence



Natural Heritage Conservation



Conservation Area Experience

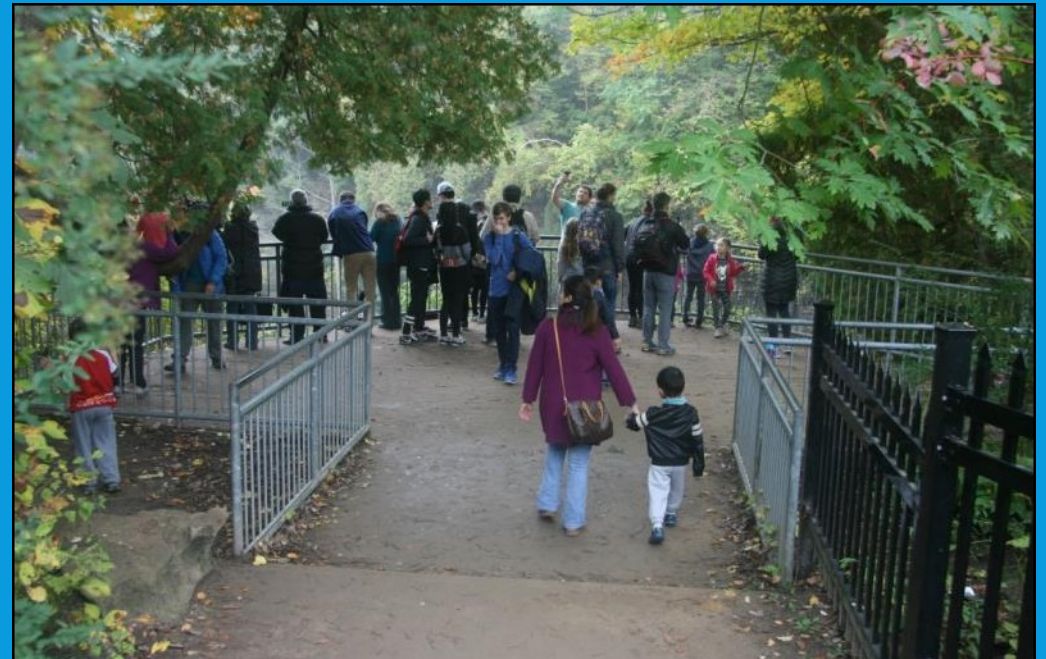


Water Management

HAMILTON WATERFALLS



- Popularity and promotion through social media in the GTHA continues
- Keeping visitors safe is a priority

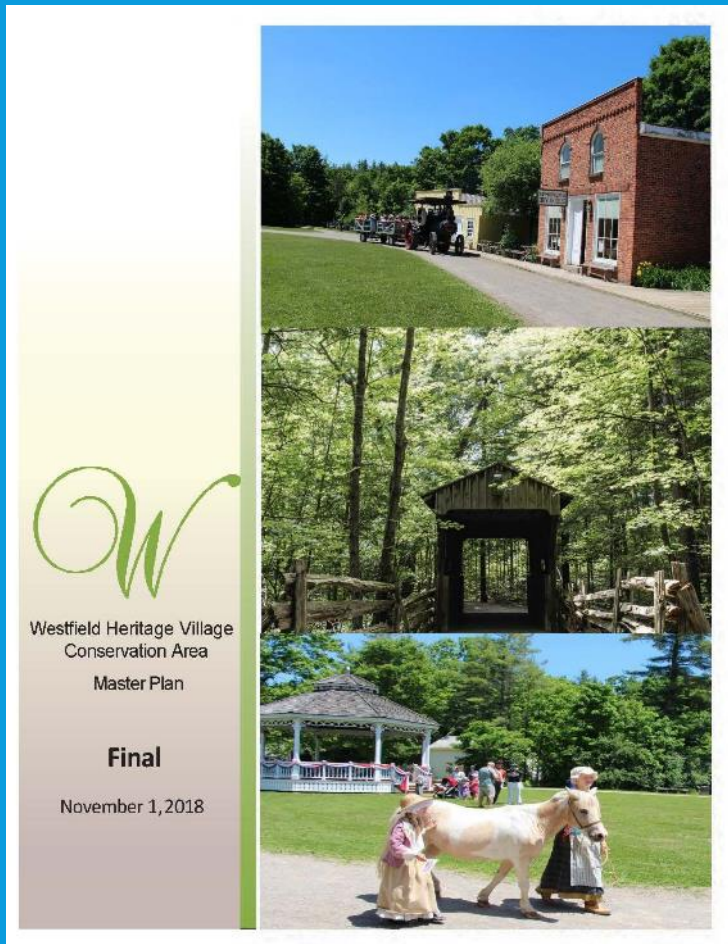


SHUTTLE BUS SERVICE FOR SPENCER GORGE



- Shuttle hub moved to Christie Lake Conservation Area
- Operated weekends and public holidays from May until end of October
- Over 16,000 cars parked offsite, roughly 48,000 visitors utilized the shuttle
- Partnership and collaboration with municipal bylaw, enforcement and Hamilton police is key

MASTER & MANAGEMENT PLANNING

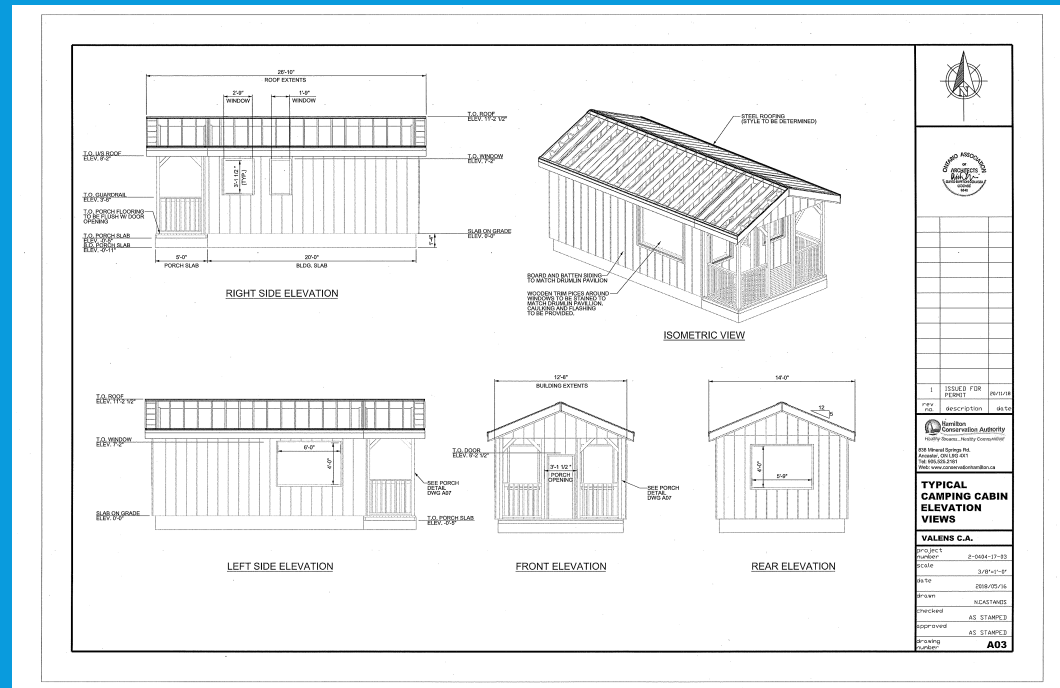


- Master planning over the next decade will provide updated guiding documents for all areas
- Westfield was completed in 2018
- With the acquisition of an additional 144 acres of natural areas acquired since 2015, Westfield Heritage Village will evolve to become a Conservation Area
- Valens Lake is underway for 2019 and includes Fletcher's Creek ecological preserve

ROOFED CAMPING (GLAMPING)

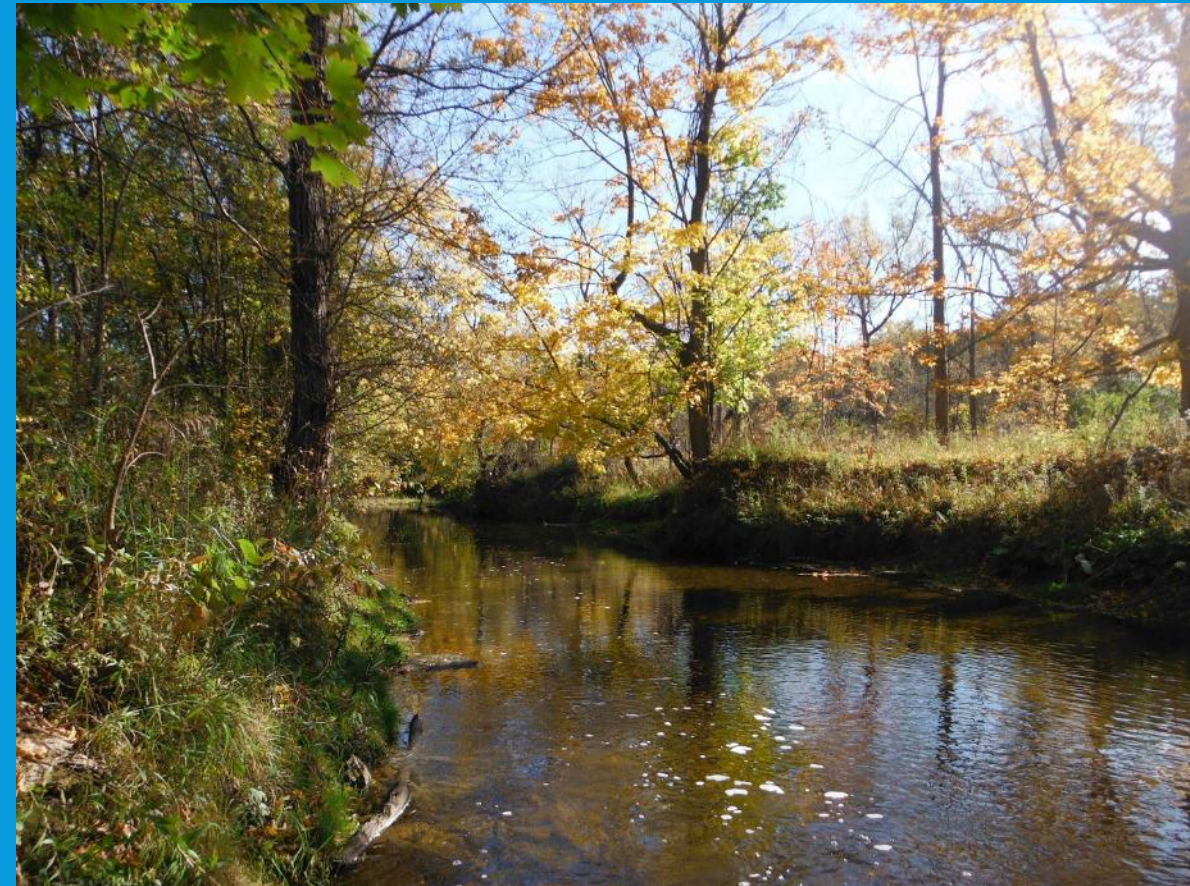
Cabins

Coming to Valens Lake



- Imagine enjoying all the beauty and nature of a conservation area without having to bring much gear or sleep in a tent
- Maybe you are new to camping and want the experience without having to invest in equipment or perhaps you used to be a camper and no longer want to sleep on the ground

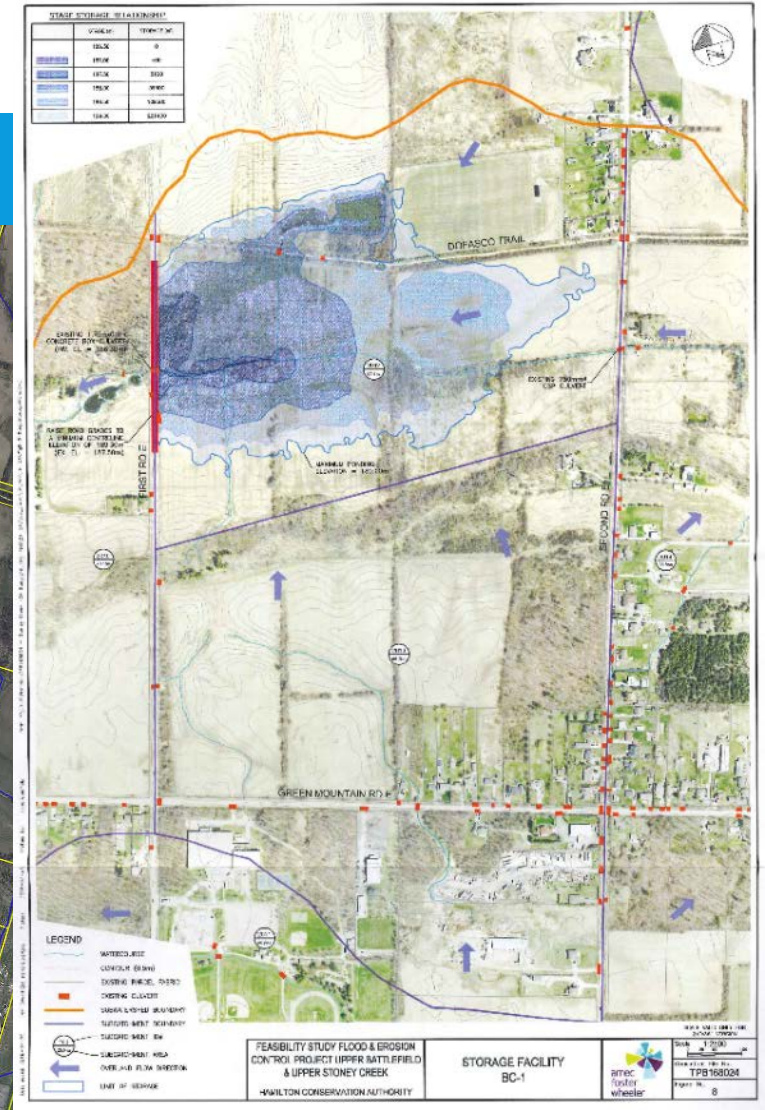
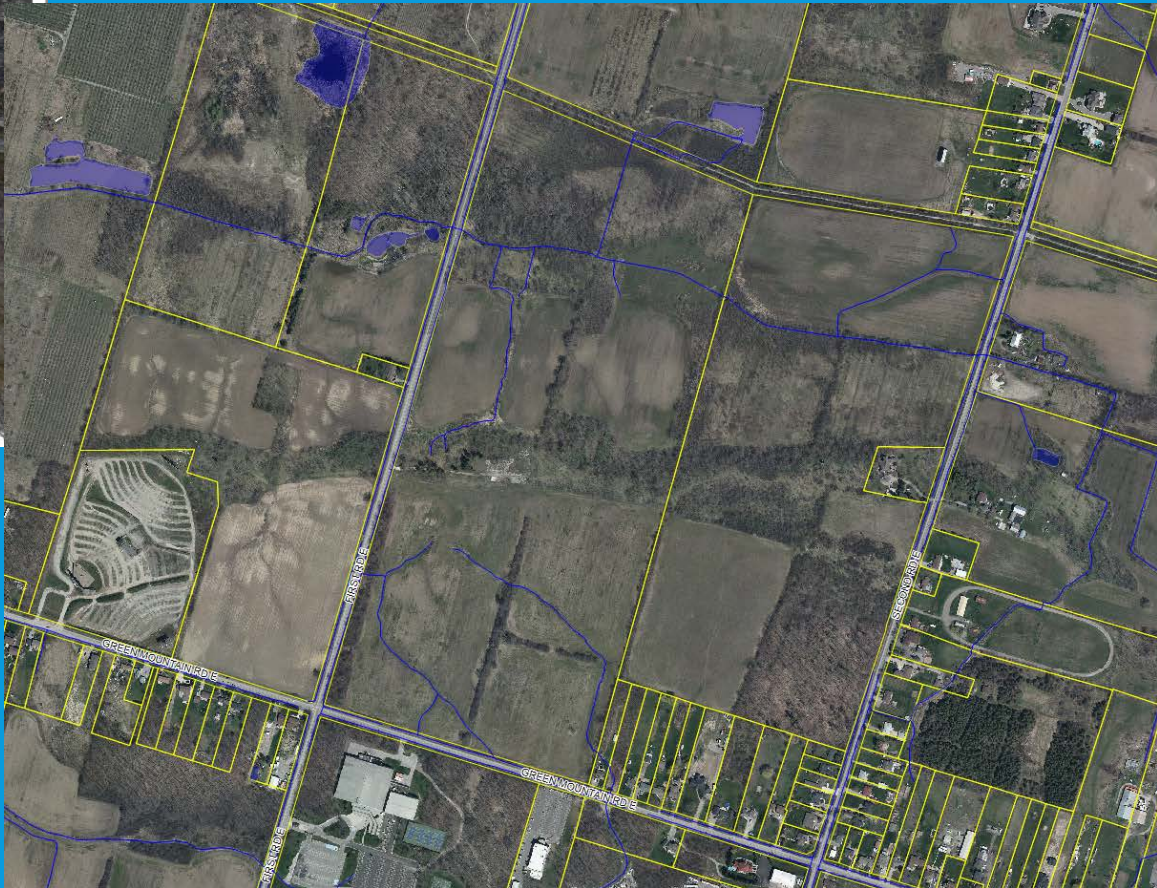
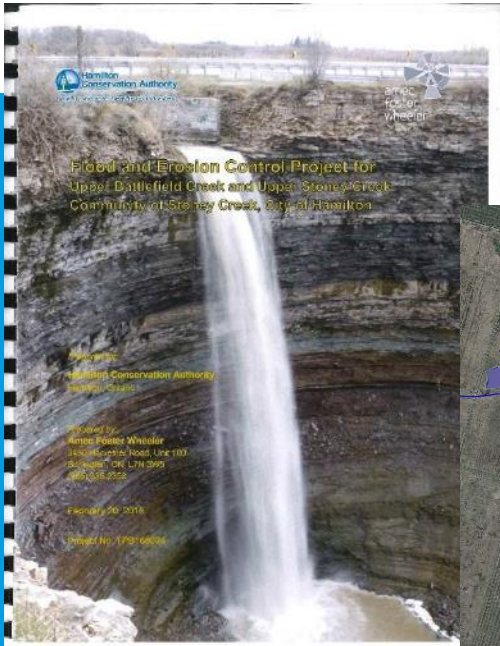
LOWER SPENCER FISH HABITAT IMPROVEMENT PROJECT



BUILD IT.....AND THEY WILL COME



SALTFLEET CONSERVATION AREA WETLAND RESTORATION ENVIRONMENTAL ASSESSMENT



PLANTING PROJECTS



STORMWATER STEWARDSHIP GRANTS FOR PRIVATE PROPERTY OWNERS



- Eligible projects include bioswales, downspout disconnections, infiltration trenches, permeable pavement/concrete/pavers, rain gardens, and water retention/storage

- Help filter and reduce stormwater runoff flowing into the municipal sewer system, local creeks, Cootes Paradise, Hamilton Harbour and Lake Ontario



HCA 2019 Budget Details

As approved by HCA Board of Directors
November 1, 2018

GOALS

- 1) Support Conservation Authorities Act mandate
- 2) Operate on a cash neutral/positive basis
- 3) Budget for no greater levy increase than recommended by City Council/staff

OPERATE ON A CASH NEUTRAL / POSITIVE BASIS

Revenues are a combination of:

- Self generated commercial sales
- Corporate and individual donations and grants
- Federal and provincial grants
- Municipal special project grants
- Municipal levy
- 2019 \$13.2 million

Expenses are a combination of:

- Salaries, wages and staff expenses
- Fleet operation, repair and maintenance
- Facility operating costs including utilities
- Third party contracting and consulting services
- Marketing and promotion
- 2019 \$13.0 million

Repayment of loan principal

- Repayment of loans for Canal Park and wind up of Defined Benefit pension plan
- 2019 \$0.2 million

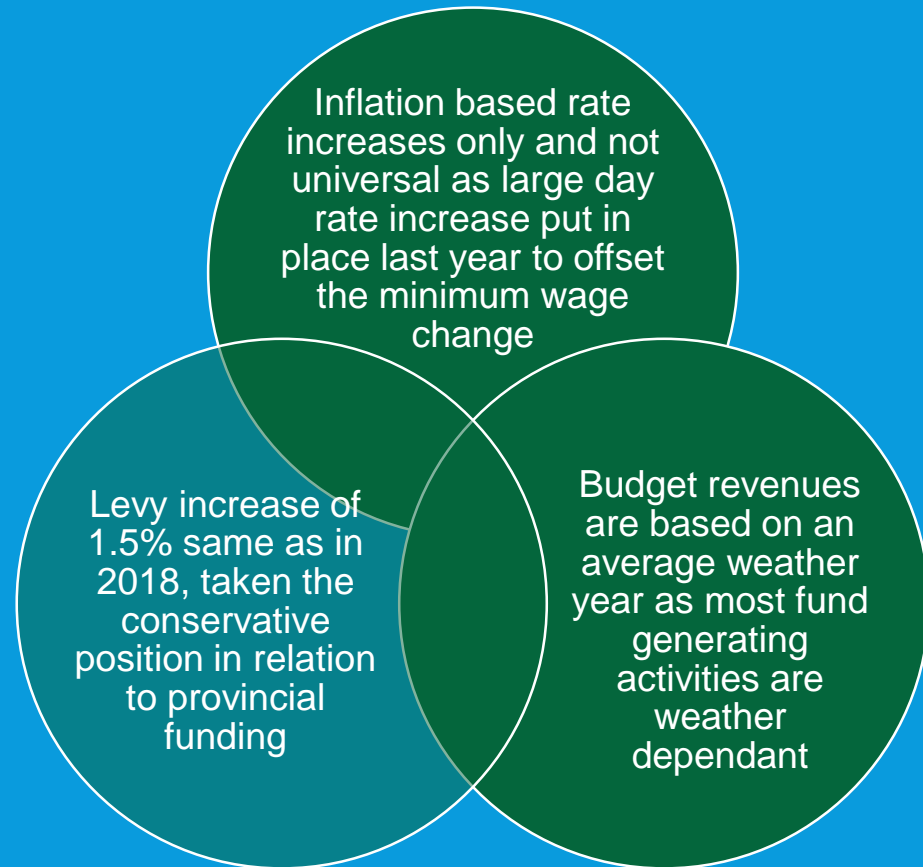
LEVY INCREASE

- This year's levy request is the same as last year
 - Recommended increase of 1.5%, last year was also 1.5%
 - Translates to \$65,700 increase
- Total levy required this year is
 - City of Hamilton share is 99.4%, \$ 4,429,100
 - Township of Puslinch share is 0.6%, \$ 28,600

LEVY USE

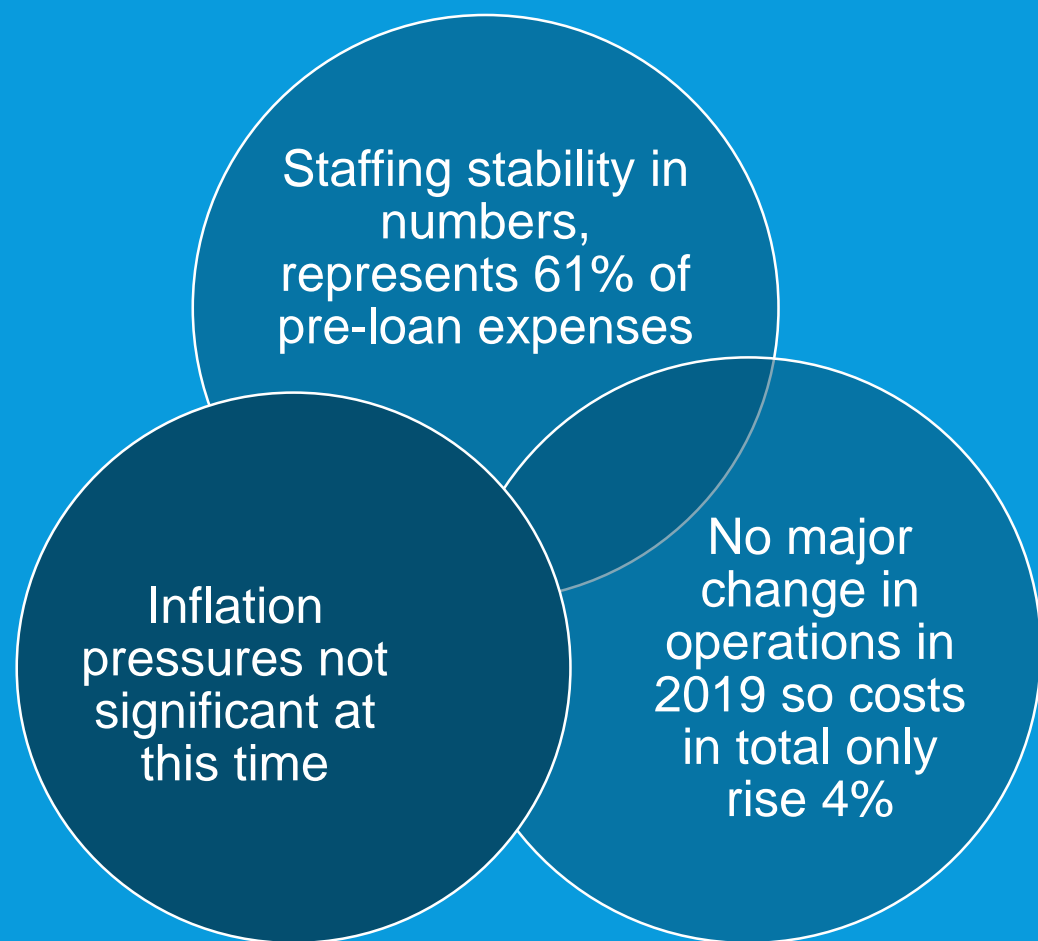
Division	2019	2018	\$ Change
Conservation Areas	\$0	\$0	\$0
Westfield Village	590,500	581,800	8,700
WP&E	1,288,400	1,187,600	100,800
Corporate Support	2,578,800	2,622,600	-43,800
Total	\$4,457,700	\$4,392,000	\$65,700

REVENUE HIGHLIGHTS



	<u>2019</u>	<u>2018</u>
City Levy	\$ 4,458	\$ 4,392
Admissions	2,282	2,037
Marina	1,368	1,352
Equipment	1,214	1,180
Camping	1,037	983
Fees	726	710
Other	2,133	2,047
	<u>\$ 13,218</u>	<u>\$12,701</u>

EXPENSE HIGHLIGHTS



	<u>2019</u>	<u>2018</u>
Staff	\$ 7,906	\$ 7,731
Equipment	1,269	1,257
Materials	499	494
Utilities	469	487
Other	<u>2,866</u>	<u>2,529</u>
	\$ 13,009	\$12,498
Loan	<u>209</u>	<u>203</u>
	\$ 13,218	\$12,701

LOAN PAYMENTS

Remaining loans :

- **1) 2018 Veldhuis (Canal Park) loan**
- 44K principal payment, \$0 interest
- 2010 - Original terms - Loan of \$440 thousand @ 0.0% interest, 10 year term
- final payment March 31st, 2020

- **2) 2018 DB Pension Deficit loan:**
- \$159K principal payment, \$28K interest
- 2011 - Original terms - Loan of \$1.5 million @ 4.25% interest, 10 year term
- final payment June 30th, 2021

2019 BUDGET SUMMARY

2019 budget provides :

- Sufficient self generated revenues to meet expenses
- Fish habitat improvements
- Development steps for Saltfleet wetlands
- Education and stewardship programs
- Updated master plans





THANK YOU FOR YOUR CONTINUED SUPPORT





PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

COUNCIL DATE: May 1, 2019
TO: Karen Landry, CAO/Clerk
Township of Puslinch
FROM: Curtis Marshall, Manager of Development Planning
County of Wellington
SUBJECT: **Final Report - Site Plan Control By-law Update**

Recommendation

THAT Council receive this Planning Report by the County of Wellington Planning and Development Department; and,

AND THAT Council consider the attached (Schedule 1) updated Site Plan Control By-law for approval.

Purpose

The purpose of this report is to provide a final updated Site Plan Control By-law for Council's consideration and approval. The final approval of an updated Site Plan Control By-law by Council will complete the review of the Township's Site Plan Control By-law which was commenced in 2017.

Background

In 2017, a review of the Township's Site Plan Control By-law was commenced by Township Staff. This review was undertaken in conjunction with reviews of the Township's User Fee By-law, and Building By-law. The current Site Plan Control By-law was approved in 2008, and the intention of the review was to update the By-law to facilitate economic development by providing Township Staff discretion and flexibility when applying Site Plan Control to development projects.

Site Plan Control is a tool that is provided to municipalities by the *Planning Act* to ensure that site development is orderly, attractive, functional and compatible. Under the *Planning Act* a municipality is specifically given authority to review and approve the layout and design of a proposed development. The process also provides the opportunity to ensure that municipal standards and requirements are met. Township Staff prepared a report (PD-2017-007) in August 2017 which provided background on the Township's Site Plan Control By-law and introduced an updated draft Site Plan Control By-law.

The draft By-law was circulated to Town Departments/Committees for comment. Comments were received from the Building Department, PDAC, and the County Planning Department. These comments have been incorporated into the final updated By-law attached to this report.

Public Meeting

A public meeting was held on September 21, 2017 to provide an opportunity for the Public to obtain further information about the Site Plan Control By-law review and provide comments to Council. A presentation was provided by Township Staff. No questions or comments were provided from the public. A copy of the public meeting minutes are attached as Schedule 2 to this report.

Final Updated By-law

A copy of the final updated Site Plan Control By-law has been attached as Schedule 1 to this report. A description and explanation of contents of the By-law is provided below.

Site Plan Control Area:

Section 1 establishes that all areas of the Township are under site plan control.

Plans & Drawings:

Section 2 establishes that no person shall undertake development without the approval of required plans and drawings (site plan approval) in accordance with the *Planning Act*.

Exemptions:

Section 3 of the By-law outlines specific development types which are exempt from site plan control. Exemptions are provided for:

- a) Single detached, semi-detached, duplex and triplex dwellings.
Comment: Single detached, semi-detached and duplex dwellings are currently exempt from site plan control under (By-law 16/08).
- b) Accessory buildings/structures to single detached, semi-detached, duplex and triplex dwellings.
Comment: Examples would include decks, pools and sheds.
- c) Agricultural buildings and structures except those associated with a commercial, industrial or farm related tourism use that serves the public. Farm help housing, trailers and garden suites are also exempted from site plan control.
Comment: Agricultural buildings/structures are currently exempt from site plan control under (By-law 16/08). Exemptions for farm help housing, trailers and garden suites is new.
- d) Aesthetic changes or alteration of use of an existing building unless the alteration substantially increases the size/and or impacts (such as introducing a commercial use in a residential building) as determined by the Chief Building Official and/or Development & Legislative Coordinator.
- e) Commercial and Institutional structures and/or additions not exceeding 93 m² (1001 ft²) or other minor applications provided it can be demonstrated to the Chief Building Official and/or Development & Legislative Coordinator, that the addition will not have a negative impact on the Township's Urban Design Guidelines, site servicing and grading, stormwater management, parking and loading or site access.
Comment: The current By-law allows the Chief Building Official to exempt alterations which do not change the occupancy of the building and are less than \$10,000.00 in value. Other "minor" applications may also be exempted as determined by the Chief Building Official under the current by-law.
- f) Industrial structures and/or additions not exceeding 186 m² (2002 ft²) or other minor applications provided it can be demonstrated to the Chief Building Official and/or Development & Legislative Coordinator, that the addition will not have a negative impact on the Township's Urban Design Guidelines, site servicing and grading, stormwater management, parking and loading or site access.
Comment: The current By-law allows the Chief Building Official to exempt alterations which do not change the occupancy of the building and are less than \$10,000.00 in value. Other "minor" applications may also be exempted as determined by the Chief Building Official under the current by-law.

- g) Buildings and structures for flood control or conservation purposes.
Comment: this exemption is carried forward from the existing by-law.
- h) Pits and quarries licensed or permitted under the Aggregate Resources Act, R.S.O. 1990, c.A.8, as amended.
Comment: Pits and quarries are subject to a site plan process under the ARA.
- i) Expansions or modifications to existing sewage and water treatment facilities that are operated under the approval of the Ministry of Environment, Conservation and Parks.
Comment: This exemption was added for clarification at the recommendation of PDAC.

Delegation of Approval Authority to Staff:

Section 4 of the By-law delegates the approval of site plan applications to the Chief Administrative Officer/Clerk. Presently site plans are approved by Council. A comparison of neighbouring municipalities was conducted by Township Staff and it was found that Guelph/Eramosa, Minto, Milton, Cambridge and Halton Hills have delegated approval authority for site plans to staff.

Section 5 of the By-law authorizes the Mayor and Clerk the ability to execute site plan agreements. Normally Council direction would be required each time to do so.

As outlined in Township Staff's earlier report, the intent of the delegation of approval to Township Staff is to enhance economic development by simplifying the approval process and reducing the time necessary for a developer to obtain site plan approval. For example, it was estimated that an additional month is necessary when site plan approval/agreement execution is required from Council.

Section 6 of the By-law establishes that the CAO/Clerk may refer/direct certain applications to Council prior to final approval. These may include major development proposals or contentious applications.

Section 7 allows Township Staff to approve minor amendments to a site plan without requiring an amendment to the Site Plan Agreement.

Contravention:

Sections 8, 9, 10 & 11 deal with offences, property entry and cost recovery in the event of a contravention.

Conclusion

A copy of the updated Site Plan Control By-law is attached to this report as Schedule 1 for Council's consideration and approval.

Respectfully Submitted,
County of Wellington Planning and Development Department



Curtis Marshall, MCIP, RPP
Manager of Development Planning

Schedule 1 – Updated Site Plan Control By-law

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 2019 – _____

Being a By-law to establish a Site Plan Control Area, to define classes of development and to delegate Council Authority pursuant to Section 41 of the *Planning Act*, R.S.O. 1990 c.P13, as amended, and to repeal By-law 16/08.

WHEREAS Subsection 41(2) of the Planning Act provides that the Council of a local municipality may, by By-law, designate a Site Plan Control Area;

AND WHEREAS the Official Plan identifies the whole of the County of Wellington as a proposed Site Plan Control Area;

AND WHEREAS Section 41(13)(a) of the Planning Act provides that the Council of a municipality may, by By-law, define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required under Subsection 41(4) or 41(5);

AND WHEREAS Subsection 41(11) of the Planning Act provides that Section 446 of the Municipal Act, 2001 applies to any requirements made under clauses (7)(a) and (b) and to any requirements made under an agreement entered into under clause (7)(c) or (c.1);

AND WHEREAS the Council of the Corporation of the Township of Puslinch is desirous of repealing By-law 16/08;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

1. All Lands within the corporate limits of the Township of Puslinch (hereinafter the “Township”) are hereby designated as a Site Plan Control Area.
2. No person shall undertake development in the Site Plan Control Area without the approval of the required plans and drawings in accordance with the requirements of Section 41 of the Planning Act.
3. Notwithstanding Section 2 and pursuant to Section 41(13)(a) the following types of development are exempt from Site Plan Control without the approval of plans and drawings:
 - (a) Single detached dwellings, semi-detached dwellings, duplex dwellings and triplex dwellings;

- (b) Any building or structure deemed accessory to a single detached dwelling, semi-detached dwelling, duplex dwelling, triplex dwelling or townhouse dwelling;
 - (c) Agricultural and farm related buildings or structures, except for those associated with a commercial, industrial or farm related tourism use that serves the public;
 - (d) Aesthetic or use alteration of an existing building or structure, unless such alteration of the building or structure has the effect of substantially increasing its size and/or impact, such as the alteration of a residential building to introduce a commercial use, as determined by the Chief Building Official and/or Development & Legislative Coordinator;
 - (e) Commercial and Institutional structures and/or additions not exceeding 93 square metres, or other minor applications, provided it can be demonstrated to the Chief Building Official and/or Development & Legislative Coordinator, the addition will not have a negative impact on the Township's Urban Design Guidelines, site servicing and grading, stormwater management, parking and loading or site access.
 - (f) Industrial structures and/or additions not exceeding 186 square metres, or other minor applications, provided it can be demonstrated to the Chief Building Official and/or Development & Legislative Coordinator the addition will not have a negative impact on the Township's Urban Design Guidelines, site servicing and grading, stormwater management, parking and loading or site access.
 - (g) Building and structures for flood control or conservation purposes;
 - (h) Pits and quarries licensed or permitted under the Aggregate Resources Act, R.S.O. 1990, c.A.8, as amended; and,
 - (i) Expansions or modifications to existing sewage and water treatment facilities that are operated under the approval of the Ministry of Environment, Conservation and Parks.
4. Council's powers and authority under section 41 of the Planning Act, except the authority under Section 41(13)(a) to define classes of development that may be undertaken without the approval of plans and drawings, are hereby delegated to the Chief Administrative Officer/Clerk.

5. The Mayor and the Clerk of the Corporation of the Township are hereby authorized to execute all agreements (generally referred to as Site Plan Agreements) required by the municipality under subsection 41(7)(c) of the Planning Act and to affix the seal of the corporation thereto.
6. Notwithstanding Sections 4 and 5, the CAO/Clerk of the Township may request that certain proposals be presented to Council prior to final approval.
7. The Chief Building Official and/or Development & Legislative Coordinator are hereby authorized to approve minor changes to any approved site plan, in writing, without an amendment to the Site Plan Agreement.
8. Every person who contravenes the site plan provisions of Section 41 of the Planning Act is guilty of an offence and is liable to a fine as set out in Section 67 of the Planning Act.
9. In accordance with Section 446 of the Municipal Act the Township may direct or require a person to do a matter or thing as required as part of Site Plan Approval or the Site Plan Agreement, and in default of it being done by the person directed or required to do it, the matter of the thing shall be done at the person's expense.
10. For the purposes of Section 8, the Township may enter upon the land at any reasonable time.
11. The Township may recover the costs of doing a matter or thing from the person directed or required to do it by adding the costs to the tax roll and collecting them in the same matter as property taxes.
12. By-law 16/08 is hereby repealed.

**READ THREE TIMES AND FINALLY PASSED IN OPEN COUNCIL THIS _____ DAY
OF _____, 2019.**

James Seeley, Mayor

Karen Landry, Clerk

Schedule 2 – Public Meeting Minutes



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING MINUTES

DATE: Thursday, September 21, 2017
TIME: 7:00 p.m.
PLACE: Puslinch Municipal Complex
FILE NUMBER: Proposed Site Plan Control By-law
MEMBERS: Mayor Dennis Lever – Chair
Councillor Matthew Bulmer
Councillor Susan Fielding
Councillor John Sepulis
Councillor Ken Roth

The Mayor called the meeting to order at 7:30 p.m.

Presentations:

Kelly Patzer, Development & Legislative Coordinator indicated that Site Plan Control is a tool provided under Ontario's Planning Act for land development to ensure functional, safe and appropriately designed sites which minimizes impacts to neighbouring properties and is developed and designed in accordance to Township standards. The entire Township is subject to the Site Plan Control By-law

Kelly Patzer, Development & Legislative Coordinator provided an overview of the proposed Site Plan Control By-law as follows:

Why Update By-law 16/08?

- To coincide with removal of the \$2000 Grading Fee in the 2018 User Fee by-law applicable to single detached dwellings that was derived from the existing Site Plan Control By-law.
- Addition of clauses which give staff criteria to evaluate any exemptions to Site Plan Control for minor development proposals
- To facilitate & simplify the approvals process that will contribute to enhanced Economic Development in the Township that will benefit residents and businesses alike

What changes proposed to the existing by-law?

- Remove any requirement for single detached, duplex or triplex dwellings to require Site Plan Approval to establish lot grading and drainage approval on lots where such requirement does not otherwise apply through the provisions of a subdivision development agreement or to protect a feature of the Greenland System, as the Conservation Authorities require a development permit where there are features on a property that require protection prior to the issuance of a building permit;
- Exempt farm help houses, trailers and garden suites from site plan control;
- Delete existing exemption of "All individual trailer site improvements";
- Remove existing exception criteria that states "That the Township of Puslinch delegates to the Chief Building Official of the Township of Puslinch the power and authority to exempt from Site Plan Control and property proposing construction alterations within the site plan control area which do not change the occupancy use of the building or premises and have a construction value less than \$10,000 or other minor applications as determined by the Chief Building Official".

What new exemption criteria is listed in the proposed by-law?

- Any building or structure deemed accessory to a single detached dwelling, semi-detached dwelling, duplex dwellings, triplex dwelling or townhouse dwelling;



April 24, 2019
Our File: 117006-03

Township of Puslinch
RR 3, 7404 Wellington Road 34
Puslinch, ON N0B 2J0

Attention: Ms. Karen Landry

Re: Municipal Development
Standards

Dear Ms. Landry:

The previous version of the Township's Municipal Servicing Standards was developed in 1999. The standards were primarily geared towards servicing for subdivision developments. The previous version generally consisted of a description of the subdivision development procedure, engineering submission requirements for subdivision developments and design criteria for subdivision servicing.

The existing standards were out of date and did not reflect policy and procedure changes which had occurred over the years as well as current industry best practices and material/design innovations.

The updated standards have been expanded to reflect procedures and requirements for all land development applications within the Township. The County of Wellington Planning Department, GWS Ecological Services and Harden Environmental contributed to the development of these standards.

A summary of significant changes and additions to the standards are summarized below.

Section	Description	Updated or New	Summary of Changes
2.1 2.2	Planning Process General Submission Requirements	Updated	-updated to summarize the land development application process and general submission requirements
2.3 2.4	Zoning By-Law Amendment Application Site Plan Approval Application	New	-added to summarize requirements for Zoning and Site Plan applications
2.5	Plan of Subdivision Application	Updated	-updated to summarize requirements for Subdivision applications
2.6	Development Charges	New	-added to advise applicant of development charge requirements
2.7	Site Alteration Permit	New	-added to advise applicant of site alteration by-law and requirements
2.8	Source Water Protection	New	-added to advise the applicant of requirements under the source water protection plan

2.9	Erosion and Sediment Control	Updated	-updated to reflect current erosion and sediment control standards and requirements
2.10	Puslinch Design Guidelines	New	-added to advise the applicant of design guidelines in effect
2.11	Approvals	New	-added to identify the applicants' requirements regarding approvals by other agencies
2.12	Asset Maintenance Trust Funds	New	-added to advise the applicants' financial requirements regarding asset maintenance
2.13	Asset Management Data	New	-added section requiring submission of electronic data for assets to be assumed by the Township
3.0	Roads	Updated	-minor amendments to reflect current roadway design standards -received input from the Township.
4.0	Stormwater Management	Updated	-significant updates to bring to current industry standards -added quality control requirements -added section encouraging use of LIDs
5.0	Lot Grading	Updated	-minor updates to bring to current industry standards
6.0	Fire Protection	Updated	-updated to reflect the Township's current fire protection standards -input obtained from the Township Fire Prevention Officer
7.0	Water and Sewage Servicing	New	-added to describe requirements for private onsite servicing -requirement to provide hydrogeological report and nitrate impact assessment added
8.0	Utilities and Streetlighting	Updated	-updated to current standards, including requirement for directional lighting for site plans and LED with spill control and color/correlated color temperature of 3000K for streetlighting
9.0	Parkland and Landscaping	Updated	-updates to plant species list -added requirements for landscape buffers -updates to address shift in provincial policy which impacts significant woodlands



If you have any questions or require additional information, please do not hesitate to contact us.

Yours truly,

GM BLUEPLAN ENGINEERING

Per:

A handwritten signature in black ink, appearing to read 'Amanda Pepping'.

Amanda Pepping, P. Eng.



MUNICIPAL DEVELOPMENT STANDARDS

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APPENDICES

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Record of Revisions

Revision	Date	Remarks

DRAFT

1.0 INTRODUCTION

These development standards have been prepared as a reference guide to assist with land development applications within the Township of Puslinch (Township).

This document provides an overview of development application processes within the Township, summarizes submission requirements and describes standards for design and construction of Municipal infrastructure.

It is intended that these standards will provide consistency in the documentation received in support of development applications and in developments constructed in the Township, in order to facilitate and add efficiency to the approval process.

For items not specifically covered herein, the Ontario Provincial Standards Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall be used. Additional design guidelines and manuals by the Ministry of Environment, Conservation and Parks (MECP), Ministry of Transportation (MTO) or other recognized authority should also be referenced.

The guidelines and standards that follow should be adhered to wherever possible. Any deviations to these standards shall only be made through consultation with the Township.

These standards are subject to revision and it is the responsibility of the proponent to ensure that the most current version of the standard is being referenced.

2.0 GENERAL

2.1 Planning Process

In the Township, development applications for Subdivisions, Condominiums, County Official Plan Amendments and Land Severances (consents) are overseen by the County of Wellington (County). Application guidelines are available through the County website (www.wellington.ca) or by contacting the County Planning and Development Department.

The Township directly oversees development applications for Site Plan Approval, Zoning Bylaw Amendments and Minor Variances. Additional information is available through the Township website (www.puslinch.ca).

A general overview of the application process for each type of development application is provided below.

2.2 General Submission Requirements

2.2.1 Pre-Consultation Meeting

Applicants are encouraged to attend a pre-consultation meeting prior to the submission of a development application. The pre-consultation meeting is a no-cost service provided by the Township and reviewing agencies. It assists applicants in determining the requirements for the

submission of a complete application and gives staff the opportunity to identify key planning issues that will require further attention.

The applicant shall submit any available drawings and a summary of the proposed development one week prior to the pre-consultation meeting. Meetings are held at the Township Office the first Thursday of every month. Please contact the Township to schedule the pre-consultation.

2.2.2 Application Requirements

A complete application shall be submitted to the Township. The application must be accompanied by the reports, studies, plans and supporting information requested through pre-consultation and/or as listed in the relevant checklists provided in *Appendix A*. Incomplete applications may be returned to the applicant. Further details regarding supporting information requirements are provided in Section 2.2.3 below.

Each application must be accompanied by the required administration fee. Please contact the Township to determine the fee as well as any applicable disbursements or third-party fees.

Submissions shall consist of a maximum of seven hard copies and one complete digital copy.

2.2.3 Supporting Information

The applicant will be required to submit a number of background reports or studies to identify and address any issues and impacts that may occur as a result of the proposed development and to demonstrate to the satisfaction of the Township and any other review agencies that the proposed use can be adequately supported by the site.

Requirements for supporting information will be confirmed through the pre-consultation process. Requirements will vary depending on the nature of the site and proposed development, however a comprehensive list of studies which may be requested is provided in Section 13.15 of the Wellington County Official Plan, available through the County website (www.wellington.ca).

A Functional Servicing Report or Detailed Servicing Report will be required for most applications. The servicing report will describe:

- The existing conditions of the site and the nature of the proposed development;
- How the site will be provided with water and wastewater servicing;
- How stormwater management for the development will be provided;
- Grading and drainage considerations for the site;
- Geotechnical/hydrogeological considerations to support the proposed design;
- Transportation considerations including site access and impacts or changes to off-site infrastructure; and
- Other site-specific constraints that the Township or review agencies may identify during its review of the planning application.

Engineering Plans required to support the application will generally include:

- A cover page showing the name of the development, a key map, and a list of drawings which make up a complete set;
- A Site Plan generally showing the existing and proposed above ground infrastructure and services including but not limited to buildings, curbs and parking areas, fire routes and fire protection infrastructure, sidewalks, catchbasins, potable water well;
- A Grading and Servicing Plan generally showing the existing and proposed underground infrastructure and services including but not limited to storm sewers, water and sanitary lines, stormwater facilities and site grading;
- An Erosion and Sediment Control Plan showing sediment and erosion control measures proposed to mitigate the effect of the construction on surrounding areas and infrastructure;
- A Landscaping Plan showing all existing and proposed plantings;
- A Photometric Plan showing proposed lighting design details and photometric data; and
- Additional plans (if requested by the Township) such as plan and profile drawings, stormwater management facility plans and utility plans.

Additional information regarding preparation of Stormwater Management Reports, Hydrogeological Reports, Nitrate Impact Assessments, and Tree Enhancement/Preservation Plans are provided in other sections of this document. The County Official Plan, available through the County website (www.wellington.ca), details considerations for preparation of various impact studies including a Planning Impact Assessment, Environmental Impact Assessment, Traffic Impact Assessment, Heritage Impact Assessment and Agricultural Impact Assessment. Grand River Conservation Authority and Conservation Halton have guidelines for preparation of Environmental Impact Assessments within their jurisdiction.

2.2.4 Township Review and Comments

The Township will review the application and supporting documentation to determine if the development is in accordance with current planning policies and design standards.

If required, the Township will circulate the application package to any outside review agencies (eg. Ministry of Transportation, County of Wellington, Conservation Authority, etc.) for comment.

The Township will provide the applicant with any comments arising through the review. All comments are to be addressed by the applicant and additional or revised documentation submitted. A letter summarizing the applicant's response to each of the review comments is required to accompany each re-submission. The documents will be re-submitted until the Township and review agencies are satisfied.

2.2.5 Council Approval

Development applications generally require approval by Council. Approval of Site plan applications may be delegated to staff.

Once the Township and reviewing agencies are satisfied with the application, staff will prepare a report to Council. The applicant will be provided notice of any decision made by Council concerning the application.

2.3 Zoning By-Law Amendment Application

Land use within the Township is governed by the Township zoning by-law. The zoning by-law specifies:

- How land may be used;
- Where buildings and other structures can be located;
- The types of buildings that are permitted and how they may be used;
- The lot size and dimensions, lot coverage, building height, and setbacks; and
- Requirements for landscaped areas, planting strips, buffers and parking.

If a proposed use is not permitted within the zoning of a property, or if the standards of that zone can't be met by a proposed development, an application for a zoning by-law amendment is required.

In general, the following are the steps required to obtain approval for a zoning by-law amendment application.

- Applicant submits application, including fee
- Township and review agencies review application for completeness
- Application deemed complete or additional information is requested
- Applicant erects sign on proposed lands
- Township issues Notice of Complete Application and holds Public Meeting
- Comprehensive review of proposal and submission revisions
- Staff report to Council and decision

2.4 Site Plan Approval Application

A site plan approval application is required where the following activities are proposed:

- A new building or structure
- Building additions
- Major building renovations

- Construct or enlarge a parking lot

Site plan approval is not required for the construction of:

- Detached, semi-detached or duplex dwellings
- Farm-related buildings or structures

The site plan approval process does not apply to properties that will be subdivided for single family residential purposes and where a new municipal right-of-way is proposed. These developments are addressed as part of the Plan of Subdivision Application process.

Site plan approval must be obtained prior to applying for a building permit.

In general, the following are the steps required to obtain approval for a site plan application.

- Applicant submits application, including fee
- Comprehensive review of proposal and submission revisions
- Preparation of site plan agreement
- Final approval by Township staff (may be referred to Council in specific circumstances)

2.4.1 Site Plan Agreement

In most instances a site plan agreement must be executed and registered prior to final site plan approval being issued. The site plan agreement contains information regarding conditions of development and the developer's responsibilities, including but not limited to, financial matters, easements and land conveyances, timing, and requirements for maintenance of the proposed works.

Once the Township is satisfied with the detailed design for the development, the site plan agreement will be completed. The agreement will be prepared by the Township and the cost to prepare and register the agreement will be paid by the developer. A draft copy will be circulated to developer for review and comment. When the site plan agreement is finalized to the satisfaction of all parties, it will be prepared for signature.

Prior to signing of the agreement, the developer will be required to post securities to guarantee the satisfactory completion of the work and to guarantee payment to the Township of all inspection or other costs that the Township may incur in connection with the site plan application.

At a minimum, the security will be in the form of an unconditional irrevocable Letter of Credit for 50% of the site servicing and landscaping costs with additional allowance for Township review and site grading and drainage deposit. The estimated value of the construction costs shall be determined by the Developer's engineers and approved by the Township's consulting engineers.

The signed site plan agreement will be registered on the title of the lands at the cost of the applicant.

2.5 Plan of Subdivision Application

An application for a plan of subdivision/condominium is required for all residential developments where a property is proposed to be subdivided and where a new municipal right-of-way is proposed. Plan of subdivision/condominium applications are overseen by the County. Further information related to the process is available through the County website (www.wellington.ca).

2.5.1 Draft Plan Approval

Following the submission of a complete application for plan of subdivision/condominium, the County will circulate the application to review agencies including the Township for comments. A public meeting will be held by the Township to allow the community an opportunity to provide input related to the proposed plan of subdivision/condominium.

The County will receive any written submissions, confer with any persons and agencies as necessary and consider the application. Based on input received, the County will then prepare conditions of draft plan approval that must be satisfied before the proposed plan of subdivision/condominium. The draft approval conditions may be circulated to the Township for endorsement prior to final draft approval being issued by the County.

2.5.2 Detailed Design Review and Comments

As a condition of draft plan approval, the developer shall provide the Township with a detailed design submission which includes the material in the Subdivision Detailed Design Submission Checklist in *Appendix A*, and any additional requirements identified in the draft plan conditions and Township comments.

The Township will review and provide comments to be addressed by the developer in subsequent detailed design submissions.

2.5.3 Development Agreement

Among the conditions of draft plan approval will be a requirement to enter into a development agreement with the Township. The development agreement contains information regarding conditions of development and the developer's responsibilities, including but not limited to, financial matters, easements and land conveyances, timing and staging, and requirements for design and construction of roads and servicing.

Once the Township is satisfied with the detailed design for the development, the development agreement will be completed. The agreement will be prepared by the Township and the cost to prepare and register the agreement will be paid by the developer. A draft copy will be circulated to developer for review and comment. When the development agreement is finalized to the satisfaction of all parties, it will be prepared for signature.

Prior to signing of the agreement, the developer will be required to post securities to guarantee the satisfactory completion of the work and to guarantee payment to the Township of all inspection or other costs that the Township may incur in connection with the development.

At a minimum, the security will be in the form of an unconditional irrevocable Letter of Credit for 100% of the site servicing and landscaping costs with additional allowance for Township review. The estimated value of the construction costs shall be determined by the Developer's engineers and approved by the Township's consulting engineers.

The signed development agreement will be registered on the title of the subdivision lands at the cost of the applicant.

2.6 Development Charges

The Township has in effect a Development Charges By-Law which enables the Township to collect development charges for new development and re-development. Development charges are fees collected from the developer at the time of building permit to help pay for the cost of infrastructure required to provide municipal services to new development. These include capital costs related to transportation, fire protection, parks and recreation and administrative studies.

The development charges payable are in accordance with the most current version of the Township's Development Charge Background Study and Development Charges By-Law.

2.7 Site Alteration Permit

A by-law prohibiting and regulating the placing or dumping of fill, the removal of soil and the alteration of the grade of land in the Township is in effect. Under this By-law, site alteration activities may require a Site Alteration Permit and the entering into of a Site Alteration Agreement. Additional information is available through the Township website (www.puslinch.ca).

2.8 Source Water Protection

Source water protection plans are in effect in Wellington County. Planning applications submitted to the County or Township will be screened to assess any risks from the proposed activity.

If a property is not within a vulnerable area or if the activity does not trigger a Prohibition or Risk Management Plan policy, the application will proceed as normal. Vulnerable area mapping and additional information is available through the Wellington Source Water Protection website (www.wellingtonwater.ca).

If a property is located within a vulnerable area, applicants will be asked to fill out a short *Source Water Protection Screening Application Form*. The application will then be screened to assess if the proposed activities pose a risk to drinking water quality or quantity. The Risk Management Official will determine whether a notice or Risk Management Plan is required.

2.9 Erosion and Sediment Control Guidelines

Sediment and erosion control measures must be implemented on all construction sites to limit the effect of the proposed construction on the surrounding areas and infrastructure. A site-specific Erosion and Sediment Control Plan must be prepared to support any site plan or subdivision/condominium application and submitted for review.

Erosion and sediment control design shall be in accordance with the most current version of the *Erosion and Sediment Control Guideline for Urban Construction*, prepared by the Greater Golden Horseshoe Area Conservation Authorities and available for download from the Grand River Conservation Authority website (www.grandriver.ca).

2.10 Puslinch Design Guidelines

The Township has developed design guidelines intended to develop and enhance streetscapes and improve the quality of site and building design within key corridors in the Township.

The design guidelines are intended to be applied to commercial, industrial and institutional development and re-development within the Township. The guidelines primarily apply to two geographic areas including the Highway 6 North Industrial Corridor and the Brock Road / Highway 6 South Corridor, from Guelph to Morriston.

All development proposals within the priority areas, as highlighted in the adjacent figure, are required to comply with the design guidelines. Additional information is available through the Township website (www.puslinch.ca).

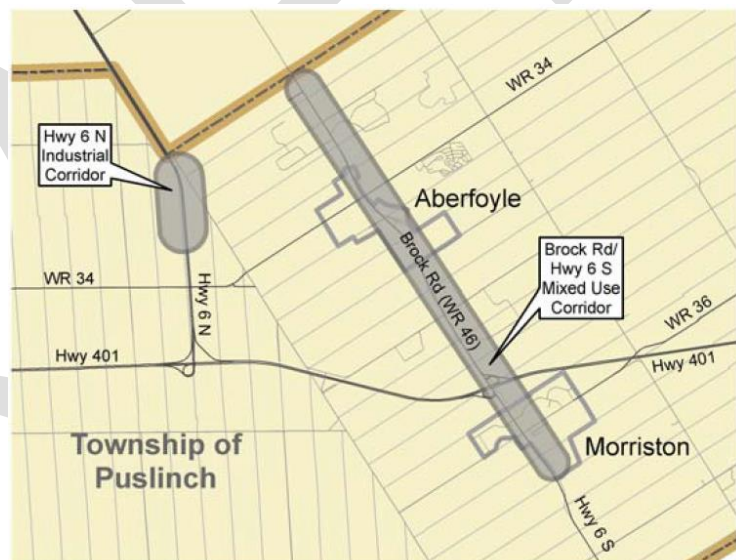


Figure 1. Design Guideline Priority Areas

2.11 Approvals

Depending on the nature of the development, additional external agency permits or approvals may be required. These may include, but are not limited to:

- Conservation Authority
- Ministry of Environment, Conservation and Parks (MECP)
- Ministry of Transportation (MTO)
- County of Wellington
- Ministry of Natural Resources (MNR)

- Department of Fisheries and Oceans (DFO)
- Railway

It is the developer's responsibility to identify and obtain all required approvals and permits. The developer shall submit to the Township a copy of all permits or approvals required from other agencies.

2.12 Asset Maintenance Trust Funds

The Township has adopted an asset maintenance trust program to ensure sufficient funds are available to the Municipality to undertake inspection and maintenance of Gateway, Stormwater Management and Fire Protection assets which are constructed through new development and assumed by the Township. Asset maintenance trust funds are initiated through a lump sum contribution made by the developer at the time of the development agreement.

The lump sum contribution amount is based on the present value of all inspection and maintenance costs associated with the asset(s) over a 20-year service life at an interest rate of 5%. The calculation shall be completed by the Engineer for the developer and the amounts shall be reviewed and accepted by the Township.

2.13 Asset Management Data

The developer is required to submit electronically, in a form that is consistent with the Township's asset registry, data that reflects the characteristics of all assets that would become the ownership responsibilities of the Township including replacement costs of such asset.

3.0 ROADS

3.1 General

In general, road design and construction shall be in accordance with the most current version of the Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD).

Roadway and driveway entrance design may be subject to approval by the Township, County or Ministry of Transportation.

3.2 Road Sections

Standard road sections are shown on drawings STD-101 and STD-102 in *Appendix B*. Standard drawing STD-101 will generally apply to rural roads located outside of urban centres and standard drawing STD-102 will generally apply in urban centres and hamlets.

3.3 Geometric Standards

Road geometrics, such as horizontal and vertical sight distances and curve values, shall be designed in accordance with the latest revision of the Transportation Association of Canada's (TAC) Geometric Design Guide for Canadian Roads Part 1 and Part 2.

3.4 Concrete Curb and Sidewalk

Concrete sidewalks will be provided on one side of local residential streets and two sides of collector residential streets. Requirements for sidewalk on all other streets will be reviewed on a development specific basis. Sidewalk shall be in accordance with the latest revision of OPSD 310.010.

Concrete curb and gutter (for urban cross sections) shall be barrier curb in accordance with OPSD 600.040. Mountable curb in accordance with the latest revision of OPSD 600.100 will also be accepted for local residential streets.

Concrete curb and sidewalks must be designed to comply with the latest revision of the County of Wellington Facility Accessibility Design Manual (FADM).

3.5 Driveway Entrances

Curb depressions for driveways shall be formed in accordance with latest revision of OPSD 351.010. If the final driveway location is not known at the time of curb construction, the driveway may be mechanically cut to the satisfaction of the Township.

Driveway ramps between curb and property line (and sidewalk as applicable) shall be constructed with minimum 300mm granular B, 150mm granular A and 50mm HL3 asphalt.

An entrance is prohibited in any location where the clear vision is less than 150 metres in each direction from which traffic may approach on a Township road or at the discretion of the Township. Driveways which open upon or cross a day lighting area will not be permitted.

An Entrance Permit must be obtained from the Township or County (as applicable) before work commences within the limits of the road allowance.

3.6 Daylight Triangles

A daylight triangle may be required by the Township at intersection corners. Daylight triangles, if required, are to be part of the Municipal right-of-way. The requirement for daylight triangles will be confirmed during the road design.

3.7 Boulevard Restoration

All boulevards shall be graded, top soiled with a minimum depth of 150mm and sodded.

3.8 Community Mailboxes

The developer is responsible for constructing community mailboxes within residential developments. Community mailboxes will be placed in a central location accepted by the

Township and Canada Post Corporation. All details associated with the community mailbox shall be identified on the Engineering Drawings.

3.9 Testing and Inspection

A qualified geotechnical firm shall be engaged by the developer to undertake insitu verification testing of all granular materials used within the Municipal right of way during construction. Copies of all test results shall be submitted to the Township.

3.10 Traffic and Street Signs

The developer is responsible for erecting all traffic, street name, and lot identification (911 address) signs within a development.

3.11 Summary of Roadway Design Criteria

Minimum Grade	0.5%
Maximum Grade	6%
Boulevard Minimum Grade	2%
Boulevard Maximum Grade	5%
Crown a) Subgrade	3%
b) Finished Surface	2%
Pavement Width	Varies - see std. drawings
Width of Shoulder	Varies - see std. drawings
Width of Shoulder Rounding	0.6 m
Shoulder Grade	4%
Granular Base*	Varies - see std. drawings
Compaction requirements	100% SPMDD
Pavement Structure	Varies - see std. drawings
Sidewalk width	1.5 m
Sidewalk slope	2% minimum 4% maximum
Minimum Depth of Ditch from Road Centreline	1.0 m
Side Slope	3:1
Back Slope	3:1
Cul-de-sac Pavement Radius	15 m
Cul-de-sac - Bulb Right-of-way Radius	20 m
Minimum Pavement Radius at Intersection	9 m
Subdrain	As recommended by Geotechnical Engineer
Minimum dia. Culvert (with end sections)	
For Centreline Culverts	500 mm
For Driveways	400 mm

- * Granular road base may have to be increased based on results of geotechnical report or conditions encountered in the field.

4.0 STORMWATER MANAGEMENT

4.1 Stormwater Management Objectives

Any development or redevelopment within the Township is required to include stormwater management controls which are designed, constructed and maintained in such a way as to meet the following stormwater management objectives:

- The potential for flood damage, health hazards or loss of life will not be increased.
- Prevent undesirable geomorphic change to watercourses.
- Minimize the impacts of development or redevelopment on the existing groundwater and base flow characteristics of the subject property and surrounding lands.
- Minimize the impacts of development or redevelopment on water quality.
- Minimize the inconvenience caused by surface ponding and flooding.

Additional stormwater management objectives may be identified based on site-specific requirements.

Where the subject property is located within an area regulated by a Conservation Authority or the Ministry of Transportation, the stormwater management policies and guidelines of that organization will govern. The County will review and provide input into stormwater management controls for developments which front to a County Road.

4.2 Subwatershed Studies

The Township is located within several different subwatershed catchments. Subwatershed studies have been prepared for several of these including, but not limited to, the Mill Creek, Hanlon Creek, Torrance Creek, Eramosa River & Blue Springs Creek subwatersheds.

Actions and policies of the subwatershed studies, such as impervious cover limits and stormwater management objectives, shall be considered in the site and stormwater management design for any development proposal falling within the jurisdiction of a particular study. Copies of the subwatershed study may be obtained digitally through the Conservation Authority.

4.3 References

In general, stormwater management facilities are to be designed in accordance with the Ministry of Environment (MOE) Stormwater Management Planning and Design (SWMPD) Manual (2003), or the most current version thereof.

4.4 Runoff Quality Control

Stormwater quality control measures will be provided to achieve, as a minimum, the Enhanced level of protection (i.e. 80% TSS removal) as described in the MOE SWMPD manual.

The use of multiple quality control measures in series to achieve treatment requirements is encouraged.

Runoff quality control measures will be designed to achieve the enhanced level of protection.

The Township supports the use of oil/grit separator (OGS) units for stormwater quality treatment as part of a treatment train approach.

4.5 Runoff Quantity Control

Post-development peak runoff rates will be controlled to pre-development peak runoff rates, for the 2, 5, 10, 25, 50, 100-year return period.

4.6 Design Storm Events

Design storm events (2, 5, 10, 25, 50, 100-year) are to use a 3-hour duration Chicago Storm distribution based on the City of Guelph Intensity Duration Frequency (IDF) curves.

The Regional Storm for the Township is Hurricane Hazel (1954). Rainfall data is available in the MTO Drainage Management Manual (1997), or the most current version thereof.

- Storm sewers shall be designed to convey the 5-year design storm event without surcharging.
- Driveway culverts, ditches, and trunk storm sewers shall be designed to convey the 10-year design storm event.
- Road crossing culverts shall be designed to convey the 25-year design storm event.
- Major drainage systems, including stormwater management facilities, shall be designed for the greater of the 100-year or regional design storm events.

4.7 Stormwater Outlet

Stormwater drainage systems shall discharge to Municipal storm sewer system where feasible. In cases where this is not possible, stormwater drainage systems may discharge to natural watercourses, subject to approval by the Township, Conservation Authority and other regulatory agencies as necessary.

4.8 Water Budget

An annual water budget shall be prepared for the development site as described in the MOE SWMPD Manual.

Infiltration facilities shall be designed to ensure that under post-development conditions, infiltration volumes match the pre-development condition.

4.9 Low Impact Development (LID)

The Township encourages the use of low impact development best management practices.

Low impact development best management practices shall be designed in accordance with the MOE SWMPD Manual, and the TRCA/CVC Low Impact Development Stormwater Management Planning and Design Guide (2010).

4.10 Hydrologic Modeling

Hydrologic Modeling, using hydrologic modeling software is required for all proposed developments.

4.11 Monitoring and Maintenance

The storm water management report shall include an operational, monitoring and maintenance plan to verify that the proposed storm water management facility is operating as designed. Inspection of storm water management systems should occur on average four times per year during the first two years of operation, or in accordance with the latest version of the Storm Water Management Planning and Design Manual – Ontario.

4.12 Storm Sewer Design

4.12.1 General

Storm sewers shall be designed using the Rational Method.

For storm sewers which will be owned by the Township, a storm sewer design sheet shall be submitted in Microsoft Excel format.

4.12.2 Rainfall Intensity

Rainfall intensity used shall be as per the City of Guelph IDF curves.

4.12.3 Inlet Time (Time of Concentration)

The inlet time used in the design of storm sewers shall be calculated using the Bransby-Williams Formula for catchment with a runoff coefficient greater than 0.4, and the Airport Formula for catchments with a runoff coefficient of 0.4 or less.

The minimum inlet time shall be 10 minutes.

4.12.4 Runoff Coefficients

Runoff coefficients for the design of storm sewers shall be those used in the MTO Drainage Management Manual (1997), or the most current version thereof.

4.12.5 Storm Sewer Design Criteria

Storm Sewer Mains	
Minimum pipe diameter	300 mm
Minimum slope	0.5%, or 1.0% for first reach
Minimum depth of cover on uninsulated storm sewer	1.2 m
Minimum flow velocity	0.75 m/s
Maximum flow velocity	4.5 m/s
Minimum catch basins lead diameter	250 mm (single) 300 mm (double)
Minimum driveway culvert diameter	400 mm
Minimum road culvert diameter	500 mm
Minimum foundation drain pipe diameter	150 mm
Minimum foundation drain grade	1.0%
Side yard/rear yard swales minimum slopes	2.0%
Road ditches, minimum slope	0.7%, or 0.5% for distances less than 100m

4.12.6 Pipe Capacity and Roughness

Storm sewer capacity shall be determined using the Manning's formula on the basis of a pipe flowing full.

The design value of Manning's "n" coefficient shall be:

Concrete, PVC, HDPE Pipe = 0.013

Corrugated Steel Pipe (CSP) = 0.024

4.12.7 Pipe Materials

375mm diameter or less:

- DR 35 PVC pipe
- Concrete – CSA A257.2 (reinforced)

450mm or greater:

- Concrete – CSA A257.2 (reinforced)

Culverts:

- Galvanized CSP, minimum 1.6mm thick
- High Density Polyethylene (HDPE)

4.12.8 Bedding and Backfill

As per latest revision of OPSD 802.03 and 803.04.

4.12.9 Inspection, Testing and Flushing of Sewers

All sewers and maintenance holes must be flushed and cleaned prior to testing. A mandrel test shall be performed on all flexible pipe in accordance with the latest OPSS.MUNI 410 standard.

Sewer video inspection (CCTV) is required to show that the new, as well as existing downstream sewers (as applicable) are clean, undamaged and operating properly. Sewer video will be required for all newly constructed sewers and existing downstream sewers, to the next downstream maintenance hole.

4.13 Maintenance Holes

Design criteria for maintenance holes:

- The minimum maintenance hole size is 1200mm diameter.
- Maintenance holes shall be precast concrete as per the latest revision of OPSD 701.010 to OPSD 701.15.
- The maximum spacing between maintenance holes shall be 100 m.
- Flow direction changes through a maintenance hole greater than 90° will not be permitted.
- Maintenance holes are to be benched to the spring line of the outlet pipe as per the latest revision of OPSD 701.021.
- The minimum invert drops between the inlet and outlet pipes in a maintenance hole are:

Direction	Minimum Drop
Straight Through	Pipe slope
Up to 45°	0.03 m
46° to 90°	0.06 m

- An external drop structure as per the latest revision of OPSD 1003.01 shall be provided where inlet and outlet differ by more than 0.61 m.
- Frame and cover: as per the latest revision of OPSD 401.010.
- Safety grates are required for maintenance holes with depths greater than 5.0 m, per the latest revision of OPSD 404.02. Safety grates are to be installed at the midpoint of the maintenance hole.

- Precast concrete adjustment units as per the latest revision of OPSD 704.010. Maximum 300 mm adjustment unit allowance.

4.14 Catch basins

Design criteria for catch basins:

- Catch basins shall be precast concrete as per the latest revision of OPSD 705.010 to OPSD 705.040.
- Maximum spacing between catch basins: 75 m.
- The sump depth of each catch basin shall be 600 mm, regardless of structure or outlet size.
- Frame and cover: as per the latest revision of OPSD 400.020.
- Precast concrete adjustment units as per the latest revision of OPSD 704.010. Maximum 300 mm adjustment unit allowance.

5.0 LOT GRADING

General requirements for lot grading and drainage are as follows:

- Lot specific grading plans shall be submitted with the application for building permit for the house or structure that is to be built on a lot. If applicable, the grading plan(s) shall conform to the approved grading plan for the subdivision.
- Plans shall be drawn at a minimum scale of 1:500 and shall include a north arrow, benchmark information, title block, list of revisions and lot number or Municipal address.
- Plan shall be prepared and stamped by a Professional Engineer or Ontario Land Surveyor.
- The envelope for all proposed buildings and structures must be clearly shown, including outbuildings and pools. Setback distances shall be in accordance with the Township Zoning Bylaw.
- The location of the water well, septic system and tile field shall be clearly shown. Minimum separation distances shall be as required by Part 8 of the Ontario Building Code.
- Regional flood and fill lines shall be depicted on lot grading plans to the satisfaction of the Conservation Authority.
- Overland flow routes shall be indicated on the plan using arrows. Surface water shall be directed away from the septic tile field.
- Finish grade elevations and details shall be provided for all lot corners, high points, changes in grades, building corners, retaining walls, ditch and swale bottoms.

- The underside of footing, basement floor elevation, top of foundation and garage floor elevations shall be shown on the plan.
- The top of foundation elevation shall be a minimum of 150mm higher than the proposed grade adjacent to the building.
- The seasonal high groundwater elevation shall be shown on the plan. A minimum separation of 0.5m between the underside of footing and the seasonal high groundwater elevation is required. Any deviation from this minimum due to site specific conditions is to be supported by additional documentation and recommendations prepared by a geotechnical engineer or hydrogeologist.
- Maximum embankment slopes shall be 3:1. Where grades steeper than 3:1 are proposed a retaining wall is required.
- Yard surfaces and swales shall have a minimum grade of 2%. Side-yard swales shall have a minimum depth of 150mm.
- Topsoil from all cut areas will be stockpiled for redistribution. Minimum depth of topsoil to be placed on seeded areas shall be 150mm.
- Grading on adjacent lands will require written consent from the property owner. A copy of this letter shall be submitted to the Township.

6.0 FIRE PROTECTION

6.1 Fire Routes

Access routes for emergency vehicles must be provided where required by the Ontario Building Code (OBC), latest edition.

6.2 Fire Water Storage

All buildings requiring on-site water supply for firefighting, as per Appendix A of the OBC, will be provided with fire water storage. The fire water storage volume will be determined using the formula and minimum flow rate/duration criteria provided within the OBC, however the Chief Building Official or Township Fire Prevention Officer may require more or less storage at their discretion. The required fire water storage volume for the site will be confirmed at the time of building permit application.

Fire water storage shall be provided through installation of pre-cast concrete tanks, or approved alternative. Where necessary and as approved by the Township, multiple tanks may be provided and connected in series as per Figure 8.1. Fire tanks within subdivisions and large site developments are to be spaced at a maximum spacing of 150 m from each other, and the distance from the dry hydrant to any portion of a building perimeter that is required by the OBC to face a street shall not exceed 90 m. The location of the proposed fire tank(s) shall be clearly shown on the site plan submitted for the development.

General requirements for fire water storage tanks are as follows:

1. Fire water storage tanks shall satisfy the requirements of National Fire Protection Agency (NFPA) 22 and NFPA 1141.
2. Any tank located within a right of way or paved parking area shall be rated for truck loading per the bridge design code (CL-625-ONT).
3. The tank shall be installed on 300 mm of granular bedding compacted to 100% SPMDD.
4. The top of the tank shall be installed below the frost line, minimum of 1.3 meters OR the tank shall be insulated with minimum 50 mm rigid insulation.
5. The bottom of the tank must not be more than 4.6 m below ground level.
6. The dry hydrant shall be installed a minimum of 30 m from any building and within 1.8 m of the edge of driveway. The dry hydrant fitting shall be installed 900 mm above finish ground using 152 mm diameter stainless steel pipe with National Hose (NH) thread pattern, female connection and cap facing towards the fire truck location.
 - e.g. Kocheck 6NH
7. The access riser shall be sealed with lockable aluminum access hatch.
8. The tank shall be equipped with aluminum ladder or maintenance hole rungs for access.
9. The tank shall be provided with a 150 mm diameter stainless steel vent pipe, complete with rodent and insect screen.
10. Concrete: 35 Mpa at 28 days.
11. Reinforcement: As per manufacturer's specifications. Minimum reinforcement cover for the tank shall be 50mm.
12. Upon completion of the tank and fittings, it shall be filled with potable water by the developer before the building is occupied.
13. The tank shall be connected to the property water supply system with a backflow preventer and automatic float valve system to ensure the remains tank full.
14. Representatives from the fire department or Township building department shall be called for inspection at the following milestones:
 - Completion of granular base installation.
 - Prior to backfilling.
 - Completion of installation (perform pump test with fire pumper).

15. The Township is to be notified a minimum of 24 hours prior to each required inspection.
16. Inspections and Maintenance of water storage tanks will comply with NFPA 1142 section 8.7 including records of annual tests, quarterly inspections and maintenance submitted to the Puslinch Fire Department by the end of each calendar year.
17. A dry hydrant identification sign will be installed with each civic address sign. The sign is provided and installed free of charge by the Puslinch fire department.

7.0 WATER AND SEWAGE SERVICING

7.1 General

All development in the Township is currently serviced through private individual on site water wells and sewage disposal systems.

7.2 Sewage Disposal Systems

Small sewage systems, having a design flow rate of 10,000 L/d or less will be reviewed and approved by the Township under the Ontario Building Code.

Large sewage systems, having a design flow rate of more than 10,000 L/d are within the jurisdiction of the MECP and will not be reviewed by the Township.

7.3 Potable Water Supply

Potable water supply wells must be constructed by a licensed well contractor in strict accordance with the requirements of Ontario Regulation (O.Reg.) 903, as amended.

Wells will be sited to minimize the impact from any leaching beds or other potential sources of contamination and in accordance with the minimum separation distances identified within the regulation.

Existing wells on the property may be maintained provided they comply with the current standards set in O.Reg. 903. Existing wells which will not be used must be abandoned in accordance with O.Reg. 903.

7.4 Hydrogeological Study Report

A hydrogeological study will be required for most new development applications to demonstrate the suitability of the site for development of private services.

The hydrogeological study report will be prepared by a qualified professional (i.e. professional hydrogeologist or engineer) and will generally include details regarding the site setting, desktop geologic and hydrogeologic information, and results from a field investigation program established by the qualified professional to support the development including results from test pits, boreholes, sampling, pumping tests, monitoring wells and well surveys, as required.

The hydrogeological study report will review the availability and sustainability of adequate groundwater supplies with respect to both quantity and quality, including any potential interference to existing water users or sensitive receptors (eg. wetlands, watercourses).

In addition, the hydrogeological study report will support the septic system design and stormwater management design and must provide sufficient details with respect to soil profiles and percolation rates.

7.5 Nitrate Impact Assessment

For some development applications, nitrate impact assessment will be required to demonstrate, to the satisfaction of the Township, that the proposed development will not adversely impact groundwater quality with respect to neighbouring property use and/or the natural environment.

Nitrate impact assessment will generally be required for the following types of applications:

- Zoning by-law amendments
- Plan of subdivision/condominiums
- Severance applications, with the exception of severance for the purpose of establishing four or fewer single detached dwellings
- Expansions of existing uses that will increase the need for water and/or sewage disposal

Nitrate impact assessment will follow MOECC Procedure D-5-4 (Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment). The nitrate impact assessment may be stand alone or may be incorporated into the hydrogeological study report.

8.0 UTILITIES AND STREETLIGHTING

8.1 Utilities

The Developer is responsible for the design and installation of all utilities including hydro, gas, telephone, cable and other communications (as available).

Utilities shall be installed underground within the road allowance, in accordance with the typical cross sections attached as *Appendix B*. All materials and installation shall be in accordance with current OPSS standards and the requirements of the respective utility company.

A Composite Utility Plan (CUP) shall be provided to the Township for review and approval. The CUP shall indicate the location of all underground and aboveground services, utilities, driveways, street lighting, signs and landscaping to be installed within the Municipal right-of-way. Sign-off of the CUP by each utility company represented by the plan is to be provided with the submission.

The Developer will be required to provide evidence to the Township that it has entered into an agreement for provision of utilities in accordance with terms of the development agreement.

8.2 Lighting

Site Plans

As part of the site plan process, applicants will be required to submit a lighting design prepared by a qualified lighting design professional. The lighting design will limit the impacts of excess and unnecessary external lighting and consisting of a lighting plan showing photometric data (in foot candles) and detailed specifications including lamp type, fixture type, lumens rating, wattage and colour. Site lighting design shall be in accordance with minimum levels IES RP-20-14 Lighting for Parking Facilities and IES-RP-33-14 Lighting for Exterior Environments.

Average light level shall not exceed 0.1 foot candles on adjacent properties (including road way). Light fixtures should be positioned across a site so as to give a uniform distribution of light over the relevant area. Fixtures shall be 'full-cut off' type such that light is focused down preventing light trespass. Light fixture designs which cannot meet these standards, such as those with sag lenses or wall mount lights that shine horizontally, are prohibited.

Street Lighting

All developments shall be provided with adequate street and sidewalk lighting in accordance with the latest version of the Illuminating Engineering Society of North America (IESNA) standard practice for Roadway Lighting (ANSI/IESNA RP-8) and the requirements of the Electrical Safety Authority (ESA).

The lighting design is to be prepared by a Professional Engineer experienced in roadway lighting and submitted to the Township for review and approval. The street lighting design submission is to include street lighting layout and electrical drawings showing the location of poles, loadcentre(s) and luminaires, standard drawings and specifications for materials and installation, and a photometric distribution diagram indicating the average maintained illumination levels and uniformity rating in comparison to IESNA minimum requirements. Fixtures will be LED with spill control and Correlated Color Temperature (CCT) of 3000K or less. A minimum clearance of 1.5 m shall be required from the centre of the streetlight to the edge of a driveway and a minimum clearance of 3.0 m shall be required from the center of the streetlight to the center of street trees.

Lighting poles shall be installed as shown on the typical cross sections attached as *Appendix B*, with consideration to suitable clearances from driveways, structures and trees. Lighting materials and suppliers will be reviewed with the Township prior to installation. The Township may require a stocking of spare poles, lights and accessories be provided. Fixtures shall be 'full-cut off' type such that light is focused down preventing light trespass. Light fixture designs which cannot meet these standards, such as those with sag lenses or wall mount lights that shine horizontally, are prohibited.

9.0 PARKLAND AND LANDSCAPING

9.1 Parks and Recreational Areas

The Township will require the conveyance of lands for park or other recreational purposes, at the rates identified within cash-in-lieu of parkland by-law, for all developments, redevelopment, or plans of subdivision.

Suitable municipal parkland shall be:

- of appropriate size and configuration to effectively utilize municipal resources and facilitate meaningful recreation activities adjacent to established parks, schools, or storm water management ponds;
- within easy walking distance of the residential area served;
- located near the highest density residential areas; redevelopment or plans of subdivision.
- of adequate street frontage to provide for visibility and safety;
- level, regularly shaped and not susceptible to major flooding, poor drainage, or other environmental or physical conditions, which would interfere with their development or use for public recreation.

Alternately, the Township may require cash-in-lieu of parkland, to be used towards future acquisition or development of parkland within the Township.

Undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) will not be accepted as parkland dedication. However, the Township may choose to assume these lands through voluntary dedication or easement.

All Park or Recreational Areas dedicated to the Township shall be graded and seeded so that they are suitable for recreational use. The requirements for fencing or other features will be reviewed on a case by case basis.

The Township may further, in accordance with The Planning Act, require dedication of land for pedestrian pathways, bicycle pathways and public transit rights of way as a condition of plan of subdivision approval.

9.2 Site Landscaping

Objectives

1. To encourage landscape design that is compatible with the character of the surrounding rural or urban landscape.
2. To improve the aesthetic quality of a development and screen less attractive elements from view.
3. To protect and enhance the quality of natural heritage features found on and adjacent to proposed development sites.

Plant Materials

- Native trees and shrubs should mostly be used in landscape plantings, particularly where development is proposed in close proximity to woodlands and wetlands. However, in urban areas and on other sites where planting conditions are difficult some non-native species that are not considered invasive may be utilized.
- Along all-weather roads an average of one tree is to be planted for every 10 meters of road frontage. Street trees are not to be planted within the road allowance but are to be provided on private property close to the road allowance.
- Trees are also to be planted in and/or around parking areas and along the perimeter of development properties in locations that enhance the appearance and functions of buildings and structures.

List of Recommended Trees

DECIDUOUS TREES

Red Maple (<i>Acer rubrum</i>)	American Hophornbeam (<i>Ostrya virginiana</i>)
Silver Maple (<i>Acer saccharium</i>)	London Planetree (<i>Plantanus x acerifolia</i>)*
Sugar Maple (<i>Acer saccharum</i>)	Sycamore (<i>Plantanus occidentalis</i>)
Downy Serviceberry (<i>Amelanchier arborea</i>)	Largetooth Aspen (<i>Populus grandidentata</i>)
Allegheny Serviceberry (<i>Amelanchier laevis</i>)	Pin Cherry (<i>Prunus pensylvanica</i>)
White Birch (<i>Betula papyrifera</i>)	Black Cherry (<i>Prunus serotina</i>)
Blue Beech (<i>Carpinus caroliniana</i>)	Bur Oak (<i>Quercus macrocarpa</i>)
Bitternut Hickory (<i>Carya cordiformis</i>)	Red Oak (<i>Quercus rubra</i>)
Shagbark Hickory (<i>Carya ovata</i>)	American Mountain Ash (<i>Sorbus Americana</i>)
Hackberry (<i>Celtis occidentalis</i>)	Showy Mountain Ash (<i>Sorbus decora</i>)
Black Walnut (<i>Juglans nigra</i>)	Basswood (<i>Tilia Americana</i>)

*Non-invasive introduced species

- Minimum acceptable size for deciduous trees is 60mm, 3 to 3.5m in height and for coniferous trees 1.5m in height.

CONIFEROUS TREES

Balsam Fir (*Abies balsamea*)
 Red Cedar (*Juniperous virginiana*)
 European Larch (*Larix decidua*)*
 Tamarack (*Larix laricina*)
 Norway Spruce (*Picea abies*)*
 White Spruce (*Picea glauca*)

Colorado Blue Spruce (*Picea pungens ‘Glauca’*)*
 Red Pine (*Pinus resinosa*)
 White Pine (*Pinus strobus*)
 White Cedar (*Thuja occidentalis*)
 Eastern Hemlock (*Tsuga canadensis*)
 Austrian Pine (*Pinus nigra*)*

*Non-invasive introduced species

- For ecological restoration and/or enhancement projects bare root tree seedlings that are 15 to 60cm in height may be utilized.

Shrubs and Ground Covers

- Use shrubs and ground covers in large masses for lower maintenance and seasonal planting. Place special emphasis on early spring and fall colours.
- Use shrubs to define and control pedestrian circulation and to screen undesirable views.
- Minimum acceptable sizes for shrubs are 60 to 100cm in height.
- For ecological restoration and/or enhancement projects bare root shrub seedlings 20 to 60cm in height may be utilized.

List of Recommended Shrubs and Groundcovers**DECIDUOUS SHRUBS**

Alternate-leaved Dogwood (*Cornus alternifolia*)
 Grey Dogwood (*Cornus racemosa*)
 Red-osier Dogwood (*Cornus sericea*)
 Winterberry (*Ilex verticillata*)
 Ninebark (*Physocarpus opulifolius*)
 Chokecherry (*Prunus virginiana*)
 Fragrant Sumac (*Rhus aromatica*)
 Staghorn Sumac (*Rhus typhina*)
 Smooth Wild Rose (*Rosa blanda*)
 Pussy Willow (*Salix discolor*)
 American Elderberry (*Sambucus canadensis*)
 Red Elderberry (*Sambucus pubens*)
 Meadowsweet (*Spiraea alba*)
 Narrow-leaved meadowsweet (*Spiraea alba*)
 Nannyberry (*Viburnum lentago*)
 American Highbush Cranberry (*Viburnum trilobum*)

*Non-invasive introduced species

EVERGREEN SHRUBS

Junipers (*Juniperus sp.*)
 Mugo Pine (*Pinus mugo*)*
 Ground Hemlock (*Taxus canadensis*)

PERENNIALS

New England Aster (*Aster novae-angliae*)
 Purple Cone Flower (*Echinacea purpurea*)
 Canada Wild Rye (*Elymus Canadensis*)
 Creeping Red Fescue (*Festuca rubra*)
 Daylily (*Hemerocallis sp.*)*
 Perennial Ryegrass (*Lolium perenne*)*
 Wild Bergamot (*Monarda fistulosa*)
 Kentucky Bluegrass (*Poa pratensis*)*
 Black-Eyed Susan (*Rudbeckia hirta*)
 Autumn Joy Sedum (*Sedum sp.*)*
 Little Bluestem (*Schizachyrium scoparium*)
 Indian Grass (*Sorghastrum nutans*)

Landscape Buffers

- Buffers may be needed to screen undesirable views along roads or property boundaries. Buffers may consist of architectural screening, landscaping, berming or a combination of these materials.
- Where landscaping is used to create the buffer, planting is to consist of trees and/or shrubs, with a minimum of 50% coniferous (evergreen) plant material. Site-specific circumstances may warrant dense, continuous coniferous planting.
- Where berming is used to create the buffer, the berm must be a minimum of one meter high and have maximum side slopes of 3:1. It must be seeded with an appropriate native groundcover and planted with a mixture of shrubs and coniferous trees.
- Refer to the Township zoning by-law for minimum buffer requirements.

Tree Maintenance

- Subsequent to planting the agency or company planting trees shall be responsible for all maintenance, including pruning and replacement, if necessary. The maintenance period will be in accordance with the Subdivision Agreement.

9.3 Tree Management

Objectives

1. To accurately inventory and describe woodland communities over 0.4 ha (1 acre) in size, smaller tree clusters and isolated trees that are established on a proposed development property or immediately adjacent to it.
2. To retain and protect significant woodlands identified by the County as Greenlands and Core Greenlands from potential development impacts. The 2017 Growth Plan for the Greater Golden Horseshoe applies to all of Wellington County and it incorporates policies of the Greenbelt Plan for Key Natural Heritage features, including significant woodlands. As a consequence, these policies supercede the County's policies for the Greenlands System and they stipulate that development and site alteration is not permitted in significant woodlands or the required minimum 30m wide vegetation protection zone that is measured from the woodland dripline.
3. To retain and protect good quality native trees that are greater than 10 cm in diameter at breast height (dbh) wherever possible.

9.3.1 Standards for Draft Plan of Subdivision, Rezoning and Consent Applications

A General Vegetation Overview (GVO) will be required where woodlands, small tree clusters and/or isolated trees occur on or immediately adjacent to a development property that is proposed to be subdivided or rezoned. The GVO may be incorporated into a more comprehensive Environmental Impact Assessment (EIA) where other natural heritage concerns need to be

addressed. Vegetation communities should be identified using Ecological Land Classification (ELC) procedures and delineated on an air photomap. For each woodland community found in the study area the following data should be recorded.

- Vegetation type as per ELC
- Stand composition (%)
- Overstory canopy coverage (%) and/or basal area (m²/ha)
- Average height (m) of dominant and codominant trees
- Average DBH (cm) of dominant and codominant trees
- Stand health (identify any significant insect and disease pests and environmental damage)
- Community age (in years or record as regeneration, young, immature, mature or over mature)
- Major species in understory (up to 5 species of trees and/or shrubs)
- Major groundflora species (up to 5 species)
- Topography (flat, undulating/gently sloping, rolling/moderately sloping, strongly rolling, hilly/steep)
- Soil depth (deep, moderately deep, shallow)
- Soil drainage (rapid, well, imperfect, poor)
- Soil texture (sand, silt, clay, loam, organic)

For isolated trees over 10 cm DBH and small tree clusters record the species, DBH and condition rating as excellent, good, fair, poor, very poor and dead.

For each vegetation community, isolated tree and tree cluster that is inventoried an assessment and recommendation is required as to whether it is worthy of preservation and should be retained, or is of low ecological value and should be removed. Alternatively, it may be necessary to identify some vegetation communities and/or individual trees for further study at the detailed grading and design stage. In addition, forest and tree maintenance needs should be identified along with appropriate protection measures (eg. buffers, drainage swales, hazard tree removal, tree protection fencing etc.)

9.3.2 Standards for Site Plan Applications and Draft Plans of Subdivision Subject to Further Tree Study

Where tree cover is found on proposed development properties subject to Site Plan Approval, as well as on Draft Plans of Subdivision subject to further study, a Tree Preservation/Enhancement Plan will be required. This plan should be derived concurrently with the Lot Grading Control Plan, which must also show all other required services (water, sewage, hydro etc), and be illustrated at a scale of approximately 1:500. Submission requirements include the following information.

- The true dimensions and bearings of the subject property and/or subdivided lots.
- The accurate location of all trees 10 cm DBH and greater, including their driplines, that occur as isolated individuals, tree clusters or along woodland edges.
- The proposed building envelope and type of building must be accurately shown on each lot, including the entrance driveway and all required services.
- The Lot Grading Plan must identify the original surveyed grades and proposed future grades, cut and fill areas, future surface drainage and any potential disruption to groundwater.
- For trees that may potentially be impacted by proposed development, data must be recorded on the species, size and condition of each tree along with an appropriate tree management recommendation (eg. save, remove, prune, fertilize, transplant etc.) A Tree Management Plan must be submitted with the Lot Grading Plan and where feasible it may be superimposed on the Grading Plan. Depending upon the type of proposed development, the number of trees to be inventoried, the ecological sensitivity of affected treed areas and the presence of potential hazard trees, it may be necessary to attach numbered tree tags to trees located in potential impact areas.
- The species size and quantity of any compensatory plantings required along new woodland edges, as well as requirements for any further ecological enhancement work.
- The location and type of proposed tree protection measures must be identified on the Tree Management Plan including the need for any required setbacks from tree driplines, the installation of protective fencing (eg. orange construction fence or paige wire farm fence with or without attached filter cloth), wooden hoarding or other erosion control measures (eg. the use of straw bales, mulch mats etc.)
- After all approved tree removal and pruning work has been completed all recommended tree protection measures are to be installed prior to the initiation of site grading. The consulting forester, arborist or landscape architect who is responsible for the supervision of the tree management work will be required to submit a Tree Maintenance Report to the Township that documents compliance with

the approved Tree Preservation/Enhancement Plan and also identifies any deviations that occurred and the reasons for those changes.

9.3.3 County of Wellington Tree By-Law

The County regulates the destruction or injuring of trees through the "Conservation and Sustainable Use of Woodlands By-law". An approval/permit may be required in certain situations where tree removal is proposed as part of a development application. The applicant should consult with the County prior to any tree removals.

DRAFT

DRAFT

**APPENDIX A:
SUBMISSION CHECKLISTS**



Zoning By-law Amendment Application Checklist

General Information:

Site Address or Legal Description:

Name of Applicant or Representative:

Contact email address:

Description of Proposed Development:

Date of Pre-Consultation:

Submission Requirements:

This checklist outlines the information required to be provided with the application. To ensure your application is complete, please include the following:

- Source Water Protection Screening Form (*if required*)
- Completed application form and required application fee
- Planning Impact Assessment
- Functional Servicing Report
 - Water and Wastewater Servicing
 - Stormwater Management
 - Geotechnical and Hydrogeological
 - Site Grading
- Other Reports/Studies as requested through pre-consultation:
 - Environmental Impact Assessment
 - General Vegetation Overview (may be combined with Environmental Impact Assessment)
 - Traffic Impact Assessment
 - Heritage Impact Assessment
 - Agricultural Impact Assessment
 - Archaeological Assessment
 - Noise Impact Assessment
 - Nitrate Impact Assessment (may be combined with servicing/hydrogeological report)
 - Other:



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Puslinch, ON N0B 2J0
T: (519) 763-1226
www.puslinch.ca

Plans

- Site Plan
- Grading and Servicing Plan

Township of Puslinch

Applicant or Representative

Name

Name

Signature

Signature

A copy of the completed checklist will be provided to the applicant following the meeting.



Site Plan Approval Application Checklist

General Information:

Site Address or Legal Description:

Name of Applicant or Representative:

Contact email address:

Description of Proposed Development:

Date of Pre-Consultation:

Submission Requirements:

This checklist outlines the information required to be provided with the application. To ensure your application is complete, please include the following:

- Source Water Protection Screening Form (*if required*)
- Completed application form and required application fee
- Detailed Servicing Report
 - Water and Wastewater Servicing
 - Stormwater Management
 - Geotechnical and Hydrogeological
 - Site Grading
- Other Reports/Studies as requested through pre-consultation:
 - Environmental Impact Assessment
 - Tree Management Plan (may be combined with Environmental Impact Assessment)
 - Traffic Impact Assessment
 - Heritage Impact Assessment
 - Agricultural Impact Assessment
 - Archaeological Assessment
 - Noise Impact Assessment
 - Nitrate Impact Assessment (may be combined with servicing/hydrogeological report)
 - Other:



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- Cost Estimate
 - Itemized cost estimate for the construction
 - Allowance of 15% for engineering and contingencies
- Legal survey of the property
- Spills Management Plan

Plans

- Site Plan
- Grading and Servicing Plan
- Erosion and Sediment Control Plan
- Landscaping Plan
- Photometric Plan

Township of Puslinch

Applicant or Representative

Name

Name

Signature

Signature

A copy of the completed checklist will be provided to the applicant following the meeting.



Subdivision Detailed Design Submission Checklist

General Information:

Site Address or Legal Description: _____

Name of Applicant or Representative: _____

Contact email address: _____

Description of Proposed Development: _____

Date of Pre-Consultation: _____

Submission Requirements:

This checklist outlines the information required to be provided with the application. To ensure your application is complete, please include the following:

- Source Water Protection Screening Form (*if required*)
- Detailed Servicing Report
- Stormwater Management Report
- Geotechnical and Hydrogeological Study
- Other Reports as requested through pre-consultation:
 - Environmental Impact Assessment
 - General Vegetation Overview (may be combined with Environmental Impact Assessment)
 - Traffic Impact Assessment
 - Heritage Impact Assessment
 - Agricultural Impact Assessment
 - Archaeological Assessment
 - Noise Impact Assessment
 - Nitrate Impact Assessment (may be combined with hydrogeological report)
 - Other:



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- Storm Sewer Design Sheet (Microsoft Excel format)
- Cost Estimate
 - Itemized cost estimate for the construction
 - Allowance of 15% for engineering and contingencies
- Legal survey of the property

Plans

- General Arrangement Plan
- Grading Plan
- Plan and Profile Drawings for all Roads and Services
- Stormwater Management Facility Plans
- Erosion and Sediment Control Plan
- Landscaping Plan
- Photometric Plan
- Composite Utility Plan

Township of Puslinch

Applicant or Representative

Name

Name

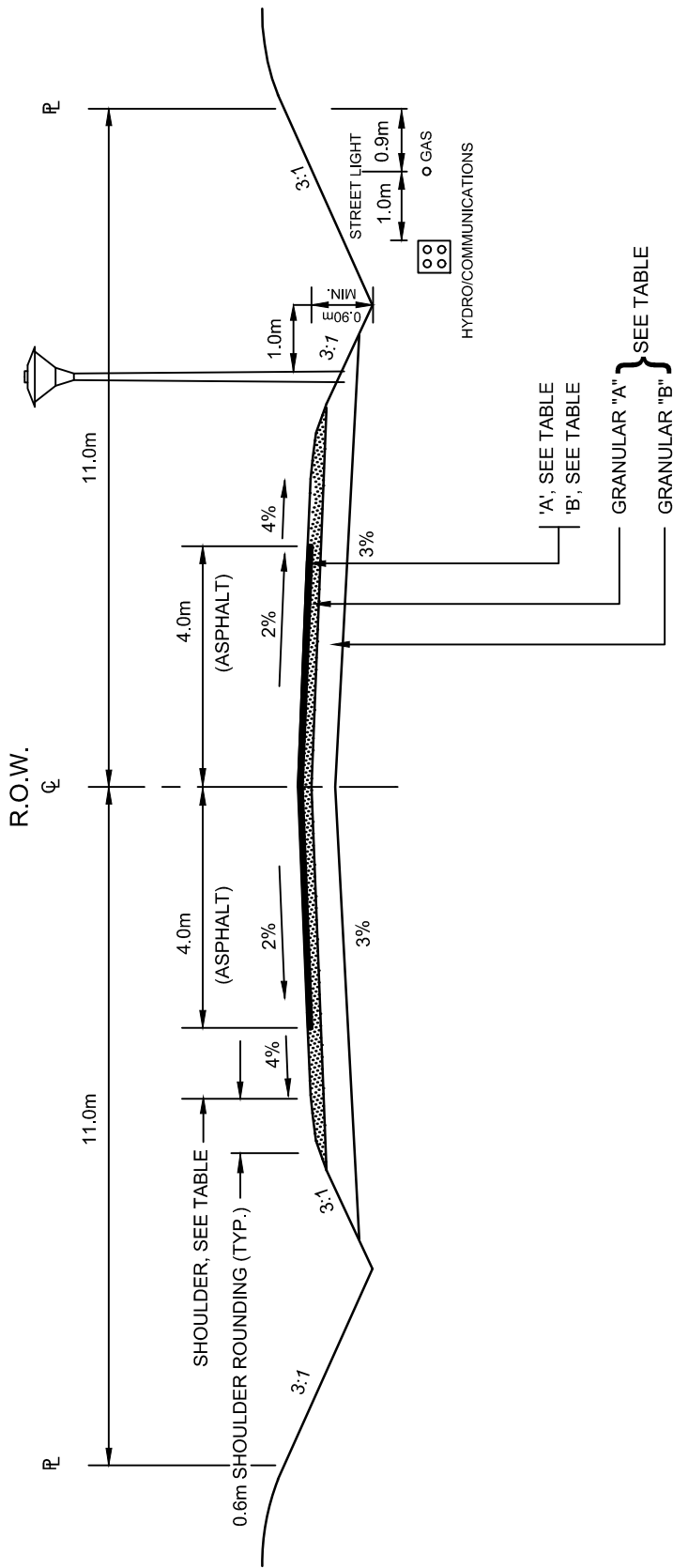
Signature

Signature

A copy of the completed checklist will be provided to the applicant following the meeting.

DRAFT

**APPENDIX B:
STANDARD DRAWINGS**



ROAD CLASS	'A'	'B'	'A'	'B'	GRAN 'A'	GRAN 'B'	SHOULDER
LOCAL RESIDENTIAL	35mm HL3	60mm HL4	150mm	300mm	1.0m		
COLLECTOR RESIDENTIAL	35mm HL3	60mm HL4	150mm	400mm	1.5m		
LOCAL INDUSTRIAL	50mm HL4	60mm HL8	150mm	450mm	1.5m		
COLLECTOR INDUSTRIAL	50mm HL4	60mm HL8	200mm	450mm	2.0m		

GRANULAR BASE TO BE CONFIRMED BY SOILS REPORT



TOWNSHIP OF PUSLINCH STANDARD DRAWING

TYPICAL RURAL CROSS-SECTION

DATE: JUNE 2017

STD-101

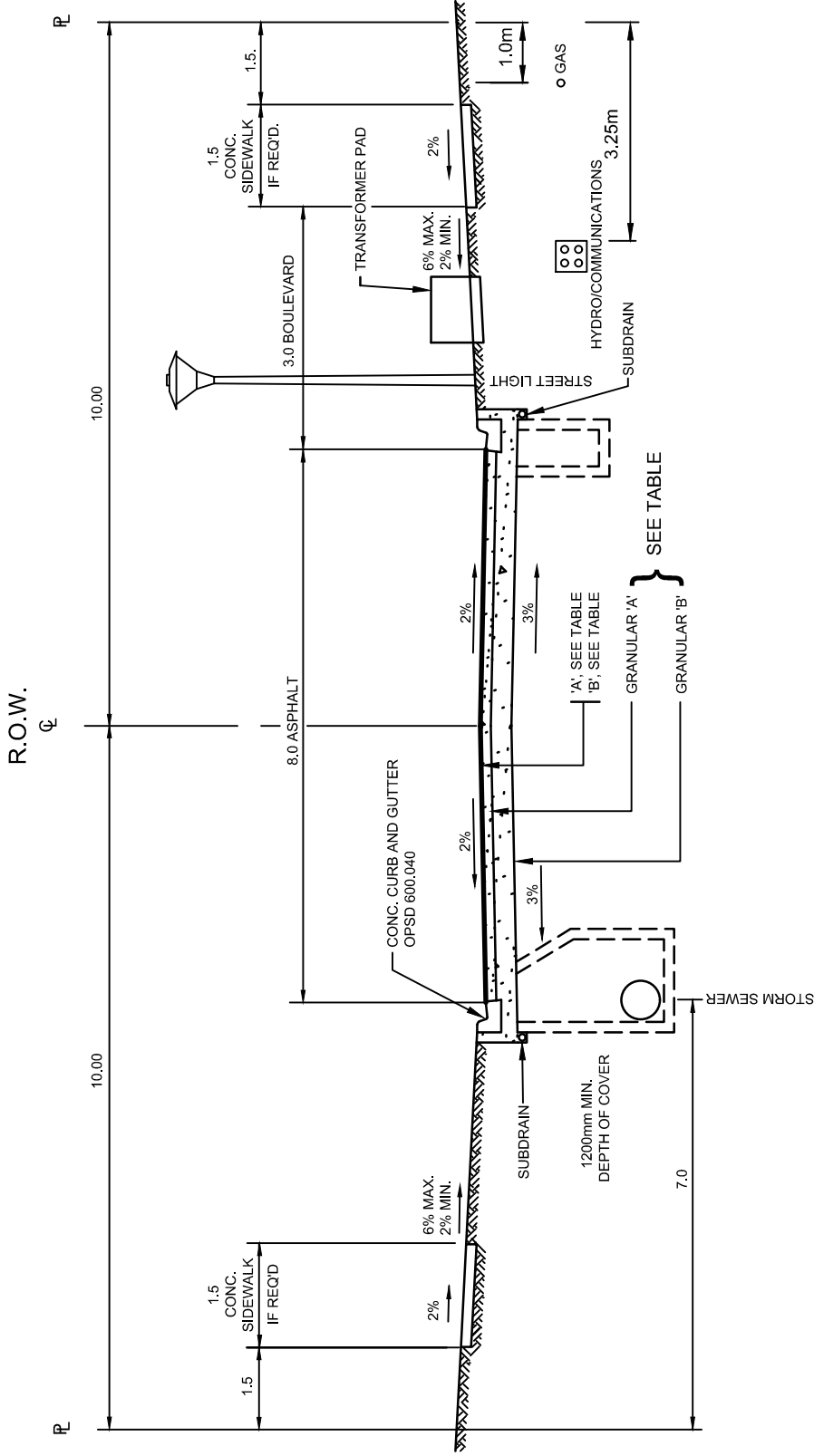


TOWNSHIP OF PUSLINCH STANDARD DRAWING

TYPICAL URBAN CROSS-SECTION

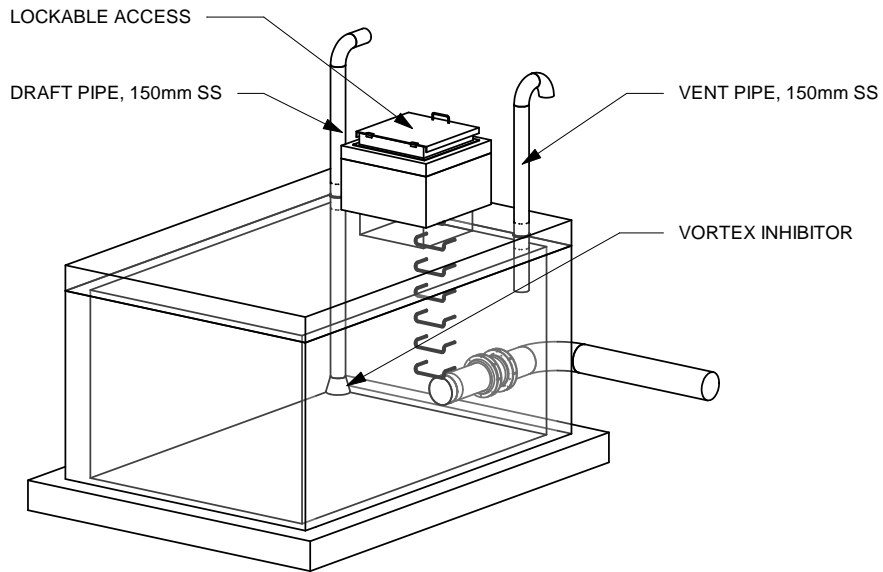
DATE: JUNE 2017

STD-102



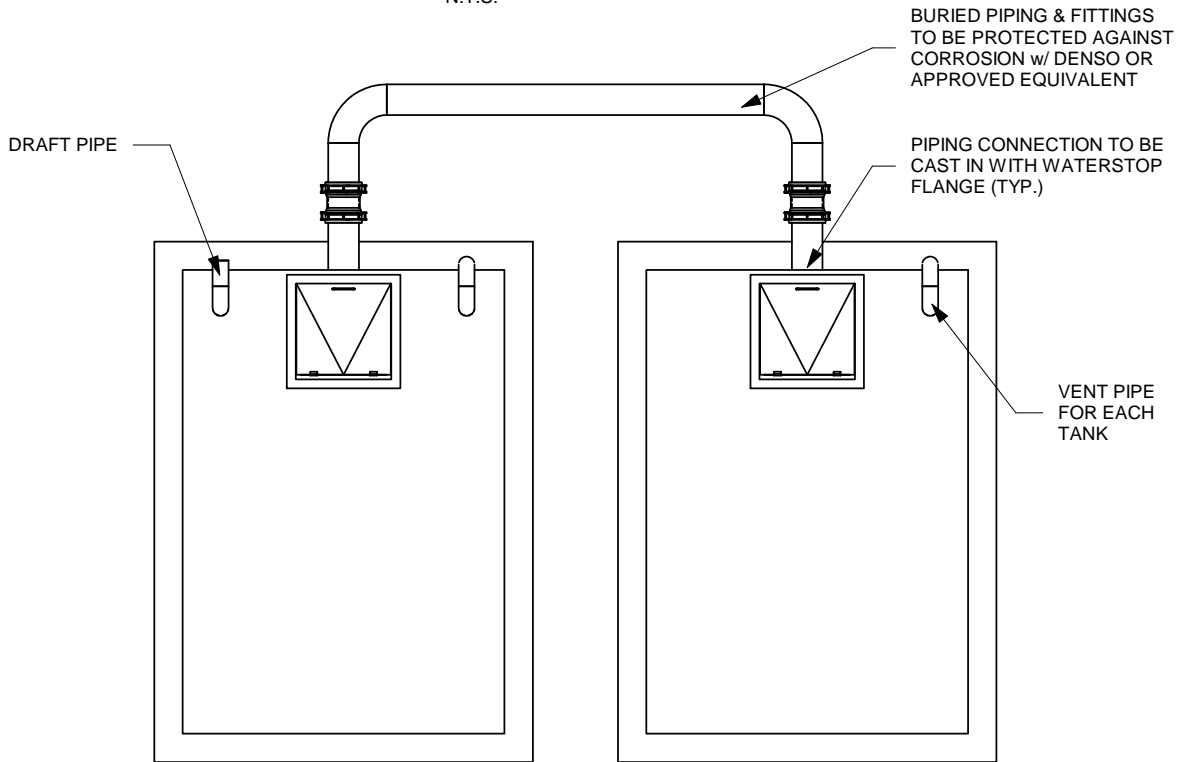
ROAD CLASS	'A'	'B'	GRAN 'A'	GRAN 'B'
RESIDENTIAL - LOCAL	35mm HL3	60mm HL4	150mm	300mm
RESIDENTIAL - COLLECTOR	35mm HL3	60mm HL4	150mm	400mm
INDUSTRIAL - LOCAL	50mm HL4	60mm HL8	150mm	450mm
INDUSTRIAL - COLLECTOR	50mm HL4	60mm HL8	200mm	450mm

GRANULAR BASE TO BE CONFIRMED BY SOILS REPORT



ISOMETRIC VIEW

N.T.S.



TYPICAL SERIES CONNECTION

N.T.S.

TOWNSHIP OF PUSLINCH STANDARD DRAWING

WATER STORAGE FOR FIRE PROTECTION

DATE: OCTOBER 2017

STD-103



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH PUBLIC MEETING

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- Agricultural and farm related buildings or structures, except for those associated with a commercial, industrial or farm related tourism use that serves the public;
- Aesthetic or use alteration of an existing building or structure, unless such alteration of the building or structure has the effect of substantially increasing its size and/or impact, such as the alteration of a residential building to introduce a commercial use, as determined by the Chief Building Official and/or Development & Legislative Coordinator;
- Commercial and Institutional structures and/or additions not exceeding 93 square metres, or other minor applications, provided it can be demonstrated to the Chief Building Official and/or Development & Legislative Coordinator the addition will not have a negative impact on the Township's Urban Design Guidelines, site servicing and grading, stormwater management, parking and loading or site access;
- Industrial structures and/or additions not exceeding 186 square metres, or other minor applications, provided it can be demonstrated to the Chief Building Official and/or Development & Legislative Coordinator the addition will not have a negative impact on the Township's Urban Design Guidelines, site servicing and grading, stormwater management, parking and loading or site access;
- Pits and quarries licensed or permitted under the Aggregate Resources Act, R.S.O. 1990, c.A.8, as amended.

What is newly proposed in the by-law?

- Delegated Authority for the Clerk/CAO and Mayor to execute Site Plan Agreements; Site Plan Agreements at the discretion of the CAO/Clerk of the Township may be presented to Council prior to final approval;
- Authorization for staff to approve any minor amendments to the Site Plan after the agreement has been registered; i.e. changes to placement of trees;
- Provisions for the Township to enforce any contraventions or complete any works to a Site Plan Approval.

Comments Received

- Building Department – "All individual trailer site improvements" could be captured under other exemption criteria based on the work proposed
- PDAC:
 - Consider exemption criteria for existing sewage treatment facilities or water treatment facilities under MOECC license that require modifications – they can be considered structures under the Building Code
 - How is the quality of fill brought in with any development construction reviewed?
 - Grading Fee is in existing subdivision agreements for dwellings – amend?
- County of Wellington Planning - Minor edits such as "section" to "Section"
- Kelly Patzer noted that Engineering reviews fill proposed with each site plan application and appropriate requirements can be added to an agreement when needed.

Next Steps

- Amend by-law as per comments received
- Delete exemption criteria "All individual trailer site improvements"
- Include new exemption criteria for existing sewage treatment facilities and/or water treatment facilities under MOECC license
- By-law to Council for approval.

Questions/Comments:

There were no questions by any individuals in attendance.

Adjournment:

The meeting adjourned at 7:45 p.m.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 027-2019

BEING A BY-LAW TO AUTHORIZE THE ENTERING INTO OF AN
AMENDING SITE PLAN AGREEMENT WITH
2120826 Ontario Ltd. – 20 Brock Road North

WHEREAS the *Planning Act*, R.S.O. 1990, P.13, as amended, authorizes the entering into of agreements to ensure that development proceeds in accordance with approved plans and drawings;

AND WHEREAS the *Planning Act*, R.S.O. 1990, c.P.13, authorizes the entering into of agreements to ensure the provision of any and all facilities, works or matters and maintenance;

AND WHEREAS Council for the Corporation of the Township of Puslinch deems it expedient to enter into an Amending Site Plan Agreement with 2120826 Ontario Ltd.;

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

1. **THAT** the Corporation of the Township of Puslinch enter into an Amending Site Plan Agreement with 2120826 Ontario Ltd. for lands municipally known as 20 Brock Road North, Township of Puslinch.
2. **THAT** the Mayor and Clerk are hereby authorized to execute the said Amending Site Plan Agreement and the Mayor and Clerk are hereby authorized to execute all ancillary documents related thereto.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 1ST DAY OF MAY, 2019.

James Seeley, Mayor

Karen Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 028-2019

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Regular meeting held on May 1 2019.

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 Regular meeting held on May 1, 2019 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 1st DAY OF MAY 2019.

James Seeley, Mayor

Karen Landry, C.A.O./Clerk