



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
November 6, 2019 COUNCIL MEETING

A G E N D A

DATE: Wednesday November 6, 2019

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) None
4. Adoption and Receipt of Minutes of the Previous Meeting.≠
 - (a) Wednesday October 16, 2019 Public Information Meeting File No. D14/FAR
 - (b) Wednesday October 16, 2019 Regular Council Meeting
5. Business Arising Out of the Minutes.
6. **PUBLIC MEETINGS**
 1. None
7. **COMMUNICATIONS**
 1. TAPMO's response to Proposed Amendments to the Aggregate Resources Act dated October 30, 2019.
 2. **Intergovernmental Affairs**≠
 - (a) None
8. **DELEGATIONS / PRESENTATIONS** ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH November 6, 2019 MEETING

1:05 p.m. – Kevin Mitchell with respect to Dufferin Aggregates Aberfoyle Pit #2 operating season ≠

1:15 p.m. – Cameron Tuck with respect to funding for Morriston Ball Diamond lights. ≠

1:25 p.m. – 2020 Proposed Budget Presentations ≠

1. Luis Gomes, Fire Chief – Fire and Rescue Services Department
2. Mike Fowler, Supervisor of Public Works, Parks, and Facilities
3. Mary Hasan, Director of Finance/Treasurer – All other

9. **REPORTS**

1. **Puslinch Fire and Rescue Services**

- (a) FIR-2019-009 - Firehouse Subs Public Safety Foundation of Canada - Execution of Funding Agreement ≠

2. **Finance Department**

- (a) Report FIN-2019-032 – 2020 Proposed Budget ≠

3. **Administration Department**

- (a) Report ADM-2019-025 Declaration of Vacancy- Councillor ≠

4. **Planning and Building**

- (a) Planning Recommendation Report - Farhi D14/FAR and OP-2016-10 ≠

5. **Roads & Parks Department**

None

6. **Recreation Department**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
November 6, 2019 MEETING

- (a) Report REC-2019-003 – Parks Master Plan – Investing in Canada Infrastructure Program

7. **Mayor's Updates**

None

10. **NOTICES OF MOTION**

None

11. **COMMITTEE MINUTES**

None

12. **MUNICIPAL ANNOUNCEMENTS**

13. **UNFINISHED BUSINESS**

14. **BY-LAWS ≠**

- (a) BL2019-060 Authorize Entering into an Agreement Firehouse Subs Public Safety Foundation of Canada

15. **CONFIRMING BY-LAW ≠**

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

16. **ADJOURNMENT ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
October 16, 2019 PUBLIC MEETING MINUTES

DATE: Wednesday October 16, 2019

TIME: 6:00 p.m.

PLACE: Municipal Complex, 7404 Wellington Rd 34

FILE: D14/FAR

MEMBERS: Mayor James Seeley - Chair
Councillor Matthew Bulmer
Councillor Ken Roth
Councillor Jessica Goyda
Councillor John Sepulis

The Chair called the meeting to order at 6:02 p.m.

Presentations:

Presentation by Melanie Horton, Planner from Harrington McAvan Ltd.

Questions/Comments:

The Chair asked the agent to make their presentation.

The Chair, requested if there was anyone in attendance that wished to express their views on the proposed zoning amendment and development proposals.

Councillor Bulmer: Ask the agent, Melanie Horton, to speak to concerns addressed in letter from Solvinski Park.

Melanie Horton: The general concerns from the letter are potential noise producing industries. The applicant would like to see buffering put in place, likely dealt with through Ministry approvals and through site plan control. The owner would also like to see the wooded areas on the property maintained.

Councillor Bulmer: If there are incompatible lands uses within the permitted use list, would the owner consider taking uses off the list should neighbours have concerns?

Melanie Horton: The applicant may consider if it is made clear what neighbours are opposed to.

Councillor Goyda: Can you talk about the traffic impact and the concerns with the entrance off Concession Road 7 being maintained?

Melanie Horton: Those details can and will be addressed through site plan control process

Councillor Sepulis: Is there a Hydro One easement on the property?

Melanie Horton: Yes, those documents are being provided to staff.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
October 16, 2019 PUBLIC MEETING MINUTES

Councillor Sepulis: Would the applicant consider providing access to Solvinski Park and could an easement be established across the property providing a connection from Concession 7 Road to bypass the bridge on Sideroad 25 South?

Melanie Horton: Will bring this request to the owner.

Councillor Roth: Would also like an easement/access to be considered by the owner.

Mayor Seeley: Would also like an easement/access to be considered by the owner. And, has soil sampling done on property?

Melanie Horton: Geotechnical and hydrogeological studies have been done as part of the feasibility study including boreholes. When development comes forward, the servicing arrangement will have to address how the septic and storm water can be accommodated.

Mayor Seeley: Will the sodium use, and run off be addressed; and has there been proposals for a fill reclamation on this property?

Melanie Horton: No, not for this site.

Adjournment:

The meeting adjourned at 6:20 p.m.

MINUTES

DATE: October 16, 2019

REGULAR MEETING: 7:00 P.M.

The October 16, 2019 Regular Council Meeting was held on the above date and called to order at 7:01 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. Patrick Moyle, Acting CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Mike Fowler, Supervisor of Public Works and Parks
4. Courtenay Hoytfox, Development and Legislative Coordinator

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

Councillor Goyda declared a potential pecuniary interest with respect to Item 9(3a) Report ADM-2019-024 - Proposed Changes to the Aggregate Resources Act and item 9(7) Mayor's Update, as a family member operates an aggregate operation in the Township.

3. ADOPTION OF THE MINUTES:

- (a) September 18, 2019 Closed Council Meeting
- (b) September 25, 2019 Capital Budget Council Meeting
- (c) October 2, 2019 Regular Council Meeting

Resolution No. 2019-350:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

- (a) **September 18, 2019 Closed Council Meeting**
- (b) **September 25, 2019 Capital Budget Council Meeting**
- (c) **October 2, 2019 Regular Council Meeting**

CARRIED

4. BUSINESS ARISING OUT OF THE MINUTES:

1. At the September 25, 2019 Capital Budget Meeting, Council directed staff to report back to determine whether there is an opportunity to lease an axle truck for this winter period instead of using the 2011 Single Axle and provide the cost of leasing. Staff determined that leasing opportunities do not exist for this type of equipment, therefore purchasing a unit is recommended by staff. This equipment could therefore be utilized for the 2019/2020 winter maintenance season.

Resolution No. 2019-351:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council authorize the single source retainer for the replacement of the Single Axle Dump Truck – 304 Asset No. 8013 to a Tandem Axle Dump Truck as outlined in the 2020 Capital Budget to be funded from the Asset Management Discretionary Reserve in 2019 should a truck become available for the 2019/2020 winter maintenance season.

CARRIED

5. PUBLIC MEETINGS:

1. Notice of Complete Application and Public Meeting for the lands legally described as Part Lot 26, Concession 2, proposed amendments to the County of Wellington Official Plan (File No. OP 2016-10) and the Township of Puslinch Zoning By-law (File No. D14/FAR).

*note this Public Information Session was held on October 16, 2019 at 6:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34

6. COMMUNICATIONS:

- (1) St. Mary's Cement Inc. (Canada)/CBM Aggregates Ltd 2018 Monitoring Report for Mast-Snyder Pit Hydrogeological and Natural Environment Site Plan Technical Requirements prepared by AECOM Canada Ltd. Dated May 2019.
 - a. Harden Environment Services Hydrogeological Review of CBM Aggregates Ltd 2018 Monitoring Report for Mast-Snyder Pit: Hydrogeological and Natural Environment Site Plan Technical Requirements dated October 4, 2019.
 - b. GWS Ecological & Forestry Services Inc. review of Mast-Snyder Pit 2018 Monitoring Report Natural Environment review dates October 10, 2019.

Resolution No. 2019-352:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council direct staff to send correspondence to St. Mary's Cement Inc. with respect to establishing the trigger mechanisms and the contingency plan; and

That all monitoring reports that are circulated to the Township also be circulated to the Source Water Protection Team at the County of Wellington for their review and comment; and

That staff send correspondence to the aggregate operations within the Township requesting the costs of the Township's third party review for monitoring reports be reimbursed by the aggregate operation.

CARRIED

- (2) Capital Paving Inc. Wellington Pit 2018 Groundwater Monitoring Report License No. 20085 dated March 26, 2019.

- a. Harden Environmental Inc. review of Capital Paving Inc. Wellington Pit 2018 Groundwater Monitoring Report License No. 20085 dated April 9, 2019.

- (3) Cox Construction Ltd. Puslinch Pit Northeast Extension - License No. 625710 prepared by Groundwater Science Corp. dated September 3, 2019.

- a. Harden Environmental Services Review of Cox Construction Ltd. Puslinch Pit Northeast Extension - License No. 625710 prepared by Groundwater Science Corp. dated October 4, 2019.

7. Intergovernmental Affairs

Resolution No. 2019-353:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That the Intergovernmental Affairs correspondence items listed on the Council Agenda for OCTOBER 16, 2019 Council meeting be received.

CARRIED

8. DELEGATIONS/PRESENTATIONS

None

9. REPORTS:

1. Puslinch Fire and Rescue Services

(a) None

2. Finance Department

(a) FIN-2019-031 - 2020 User Fees and Charges By-law

Resolution No. 2019-354:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report FIN-2019-031 regarding the 2020 User Fees and Charges By-law be received; and

That Council enact a by-law to adopt the User Fees and Charges By-law in accordance with the By-law attached as Schedule A to Report FIN-2019-031 subject to the County of Wellington's review of the flat fee structure for Minor Variance Applications

CARRIED

Resolution No. 2019-355:

Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Council adopt the user fee by-law as proposed by staff with respect to the non-resident surcharge for hall rentals for a period of 12 months and report back as to the impacts of the new fee.

CARRIED

Resolution No. 2019-356:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the Puslinch High Speed Internet Committee be eligible to receive a 75% reduced rate for renting the Meeting room at the Puslinch Community Centre for their meetings; and

That staff develop a damage deposit policy.

CARRIED

Councillor Goyda declared a potential pecuniary interest with respect to Item 9(3a) Report ADM-2019-024 - Proposed Changes to the Aggregate Resources Act and item 9(7) Mayor's Update, as a family member operates an aggregate operation in the Township and refrained from discussions and voting on that item.

3. Administration Department

(a) Report ADM-2019-024 - Proposed Changes to the Aggregate Resources Act

Resolution No. 2019-357: Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Report ADM-2019-024 regarding The Proposed Amendments to the Aggregate Resources Act (ARA) be received; and

That Council authorize a copy of the report, inclusive of all Attachments, to be forwarded to the Ministry of Natural Resources and Forestry, Hon. Ted Arnott MPP, The Top Aggregate Producing Municipalities of Ontario (TAPMO), the Association of Municipalities Ontario (AMO), and to the County of Wellington Planning Department.

CARRIED

4. Planning and Building Department

a. County of Wellington Report – 2019 Provincial Policy Statement Review

Resolution No. 2019-358: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the County of Wellington report regarding the 2019 Provincial Policy Statement be received; and

That Council supports the County of Wellington's position with respect to the 2019 Provincial Policy Statement; and

That Council directs staff to submit the County of Wellington comments to the EBR and to endorse the County of Wellington's comments by way of forwarding the comments to all municipalities.

CARRIED

b. County of Wellington Report – County Official Plan review – Process and Key Phases

Resolution No. 2019-359: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the County of Wellington Report regarding the County Official Plan review – Processes and Key Phases - be received; and

That Council supports the County of Wellington's position regarding the County Official Plan review.

CARRIED

c. PD-2019-014 - GRCA Wells Decommissioning

Resolution No. 2019-360:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report PD-2019-014 regarding GRCA Wells Decommissioning be received; and

That staff recommend that the wells be decommissioned at the cost of \$8000.00 to be drawn on the professional fees – engineering and environmental account from the 2018 budget; and

That Staff forward a report to the Source Water Protection department for determination as to whether any of the wells would be useful for the monitoring of the increased Cambridge well production.

CARRIED

d. BLDG-2019-010 Building Monthly Update September 2019

Resolution No. 2019-361:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report BLDG-2019-010 Building Monthly Update September 2019 be received for information; and

CARRIED

5. Roads & Parks Department

None

6. Recreation Department

(a) REC-2019-002 - Puslinch Community Centre - Audio System Update

Resolution No. 2019-362:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report REC-2019-002 Puslinch Community Centre – Audio System Update be received for information.

That the report be circulated to the Recreation committee for review and comment.

CARRIED

Councillor Goyda declared a potential pecuniary interest with respect to Item 9(3a) Report ADM-2019-024 - Proposed Changes to the Aggregate Resources Act and item 9(7) Mayor's Update, as a family member operates an aggregate operation in the Township and refrained from discussions and voting on that item.

7. Mayor's Updates

Meeting update with the Ministry of Natural Resources and Forestry with respect to proposed amendments to the Aggregates Resource Act.

10. NOTICE OF MOTION:

None

11. COMMITTEE MINUTES

- (a) September 10 2019 Committee of Adjustment Meeting Minutes
- (b) September 10 2019 Planning and Development Advisory Committee Meeting Minutes

Resolution No. 2019-363:

Moved by Councillor Roth and
Seconded by Councillor Bulmer

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

- (a) September 10 2019 Committee of Adjustment Meeting Minutes**
- (b) September 10 2019 Planning and Development Advisory Committee Meeting Minutes**

CARRIED

12. MUNICIPAL ANNOUNCEMENTS

- (a) Councillor Sepulis updated Council on the presentation to the County Roads Committee on the reconstruction of Wellington Road 46.
- (b) Council Sepulis asked for an update from the Supervisor of Public Works, Mike Fowler, with respect to Concession 7 bridge reconstruction. Supervisor of Public Works, Mike Fowler confirmed that the bridge will remain closed and a third party is preparing drawings for the reconstruction.

13. UNFINISHED BUSINESS

14. BY-LAWS:

- (a) None

15. CONFIRMING BY-LAW

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

Resolution No. 2019-364:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

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

By-Law 059-2019 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 16 day of October 2019

CARRIED

16. ADJOURNMENT:

Resolution No. 2019-365:

Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council hereby adjourns at 9:28 p.m.

CARRIED

James Seeley, Mayor

Patrick Moyle, CAO/Clerk

TOP AGGREGATE PRODUCING MUNICIPALITIES IN ONTARIO

c/o Township of North Dumfries
2958 Greenfield Road
P.O. Box 1060
Ayr, Ontario NOB 1EO

Chair: Sue Foxton
Vice-Chair: Scott Macpherson

October 30th, 2019

Hon. John Yakabuski,
Minister of Natural Resources & Forestry
Whitney Block, 6th Floor, Room 6630
99 Wellesley Street North
Toronto, Ontario M7A 1W3

Dear Minister Yakabuski

**Re: Response to Proposed Amendments to the Aggregate Resources Act
ERO Number 019-0556**

On behalf of the Top Aggregate Producing Municipalities in Ontario (TAPMO), I am submitting our response to the proposed amendments to the *Aggregate Resources Act* as sponsored by your Ministry.

TAPMO represents over forty (40) local Municipalities across Ontario that have significant reserves and annual production of aggregate, stone and sand materials. TAPMO's membership is diverse in its composition, however, we share the common perspective that local Municipalities have a vital role to play in ensuring a sustainable aggregate industry for Ontario and as an Association representing aggregate rich communities. TAPMO members seek to develop long-term best practices and constructive, sustainable solutions that will ultimately benefit all stakeholders. In this capacity TAPMO plays a vital role in interpreting legislation and Municipal priorities. TAPMO is also uniquely positioned to lead and facilitate discussions.

In this context TAPMO provides the following comments on the proposed amendments to the *Aggregate Resources Act*.

A. General Observation and Statement

TAPMO recognizes that the Province is expected to periodically update legislation to ensure its policies accurately reflect the sitting government's priorities.

As a general statement, however, we would ask that the Province provide more detail and context to the information presented through ERO Number 019-0556. The

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

contents of the on-line posting are broadly worded statements that lack detail and specifics. TAPMO wants to ensure that the changes proposed by the Government achieve the intended goals when implemented while simultaneously aligned with the balance and forward looking perspective of ensuring access to aggregate related material in a comprehensive, sustainable and thoughtful manner. We ask and encourage the Province to consider providing more guidance and details in this respect before finalizing the amendment to the Act.

B. Below the Water Table Extraction

The rural countryside is vitally dependent upon a sustainable and secure groundwater regime. Groundwater supplies individual wells for area farms, businesses and residents, and, as a baseflow contribution to area watercourses, wetlands and associated natural features and systems. In some areas of the Province, the rural countryside represents the recharge area and the groundwater system supports large production wells for adjacent urban centres.

Municipal Councils, because of the decisions associated with land use activity implemented through By-laws approved under the authority of Section 34 of the *Planning Act*, could be drawn into a liability claim if there are off-site impacts associated with the operation of a pit / quarry where extraction of materials occurs below the water table. If the Province moves forward with the proposed amendments, the Act should indemnify Municipalities and their respective Councils from legal exposure and claims.

An inherent weakness exists within the current regime and would be further exasperated under the proposed Amendments to the *Aggregate Resources Act*. Local Municipalities are responsible for establishing permitted land use activities through General Zoning By-laws and amendments thereto. A License cannot be issued by the Ministry under the *Aggregate Resources Act* for a landholding that does not have the appropriate zone classification and associated permissions. The Province, under the proposed amendments to the Act have stated that the decision to permit extraction below the water table is within the domain of the Ministry through its administration and approval process.

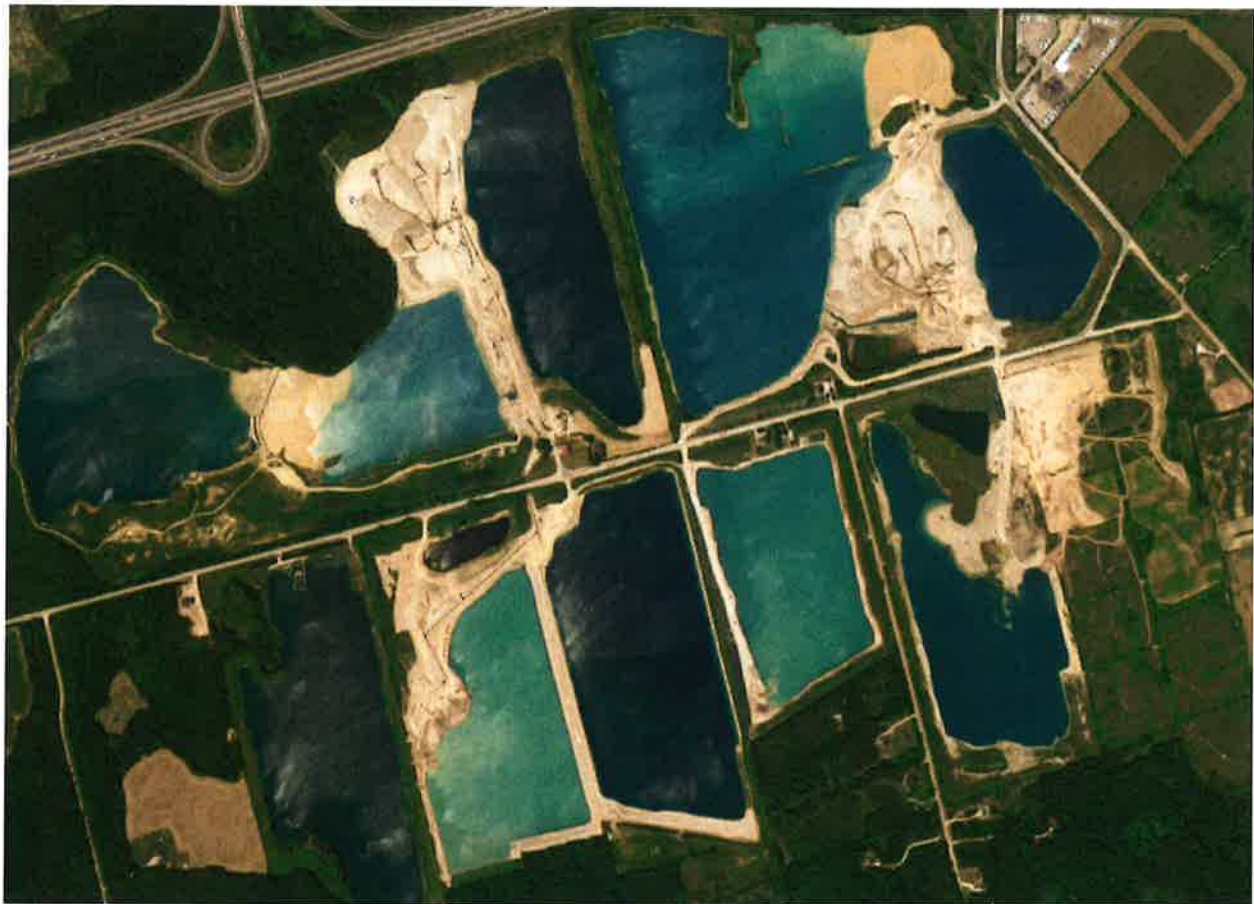
TAPMO firmly believes that local Municipalities should be part of this review and decision making process.

TAPMO is concerned about how extraction below the water table fits with the foundational principles of drinking water source protection. As a general principle, since protecting drinking water is essential to human health, the fundamentals of the economy and the natural environment, why would any extraction below the water table be permitted?

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

If extraction below the water table is to be permitted by the Province, the cumulative effects of extraction needs to be clearly articulated, studied and assessed. As can be witnessed from the attached Aerial Photo No. 1 (extract from Township of Puslinch) there are several quarries and pits in close proximity to each other. The *Aggregate Resources Act* only requires on the Application Submission to identify and assess any potential impacts of extraction on natural features and systems on or within 120 metres of the site. Similarly the hydrogeological functions only require the assessment and potential impact on the site or the zone of influence.

Township of Puslinch
Aerial Photo No. 1



Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

Part of the problem is that each site is assessed on its own merits and assessment. The cumulative effects of aggregate extraction below the groundwater table is not explicitly outlined as a requirement for review and consideration. TAPMO strongly believes that any consideration for extraction below the water table should be assessed in a comprehensive fashion, including cumulative impact and assessment.

C. Prohibition on Vertical Zoning by Municipalities

The Province is proposing to amend the *Aggregate Resources Act* to prohibit Municipalities from regulating the depth of aggregate extraction in General Zoning By-laws or amendments thereto. TAPMO does not support this proposed change for the following reasons:

- i. A municipality's authority to restrict the use of land under the *Planning Act* includes the right to set both the horizontal and vertical boundaries of the permitted use as set out in Section 34. Therefore, municipalities have the authority to set the vertical limits of a mineral aggregate operation through zoning;
- ii. Extraction of aggregates close to, or below the water table has the potential to impact the quantity and quality of water, including vulnerable and sensitive groundwater resources. Many municipalities and/or private individuals and businesses across Ontario rely on groundwater for their potable water supply. It is therefore inappropriate to prevent Municipalities from using Zoning By-laws to protect their valuable groundwater resources;
- iii. Currently, any operator licensed for an above-water-table pit can apply to extend extraction down into the water table. All that is required is a site plan amendment approved by the Ministry. Such an amendment may or may not be circulated to Municipalities, and if circulated, they have a limited role in the review and no right of appeal. To address this issue, some Municipalities have passed Zoning By-laws that would trigger a Zone change application whenever an operator applies to increase the depth of extraction. This process enables the Municipality to require the submission of studies, and identify any potential groundwater issues, prior to the approval of an amendment to the By-law; and,
- iv. On a more regular basis aggregate, concrete and asphalt recycling is occurring as permissive activities. It may be appropriate in certain instances to provide a greater separation between the storage / processing area to protect the groundwater regime. As site conditions

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

are variable, vertical zoning can be an effective tool to identify these localized conditions and provide the appropriate measure of security.

D. Public Engagement for Site Plan Amendments relating to Water Resources

The Province is proposing to introduce a more robust application process for existing aggregate operators that want to extract within the water table, however, there are limited details on this proposal in the draft amendment.

The process at a high level as proposed by the Province may potentially allow for increased public engagement on site plan amendments that may impact water resources. It may also allow Municipalities and others to formally object to such amendments to the Ministry and give parties the right to appeal to the Local Planning Appeal Tribunal (LPAT) if their concerns are not addressed.

TAPMO supports the overarching principle of the proposed change and believe it would help increase the level of Municipal involvement whenever existing operators propose to increase the depth of extraction below the water table. Currently, the Ministry has the sole discretion to decide whether and to whom to circulate any such requests, and there are no rights of appeal. If adopted, this change could provide for public consultation and notification to Municipalities, who would have input into the technical studies necessary for the proposed site plan amendments. This would effectively give Municipalities and others the right to appeal which could achieve the same objectives sought through vertical zoning noted above in Section C of this correspondence.

TAPMO encourages the Province to implement a more robust application process for site plan amendments that may impact water resources. TAPMO also believes, however, that further modifications are required so that the new process would also apply to situations where:

- i. An existing above-water-table operation applies for permission to extend extraction below 1.5 metres of the water table;
- ii. An existing below-water-table operation applies for permission to extract deeper underground and penetrate the aquitard overlying a municipal aquifer.

Finally, TAPMO requests that the Province furnish additional details on this proposed process so that further comments can be provided. Groundwater resources are to fragile and vulnerable --- we need to get this right.

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

E. Aggregate Haul Routes

The Province is proposing to significantly alter how aggregate haul routes are considered under the *Aggregate Resources Act* such that the Minister and the LPAT, when making a decision about issuing or refusing an aggregate license, cannot impose conditions requiring agreements between municipalities and aggregate operators regarding aggregate haulage.

This change would apply to all applications in progress where a decision by the Minister or the LPAT has not yet been made. Municipalities and aggregate producers could enter into agreements only on a voluntary basis.

TAPMO does not support these proposed changes. In considering applications for a new or expanding aggregate operation, Municipalities typically require applicants to carry-out reasonable road improvements (e.g., installing turn lanes, facilitating safe access to and from the site), or to direct truck traffic to certain haul routes. These requirements are often secured through agreements between the Municipality and the aggregate operator. As such, it is essential that Municipalities maintain the ability to require applicants to enter into agreements related to reasonable roads improvements and aggregate haul routes.

TAPMO requests that the Province not amend the Act such that the Minister and the LPAT cannot impose conditions requiring agreements between municipalities and aggregate producers relating to reasonable road improvements and aggregate haulage.

F. Minor Expansions into Road Allowances

The Province is proposing appropriate mechanisms to facilitate the amendment to an existing abutting license on private property to accommodate minor expansions onto / through a road allowance where the Municipality is an agreeable partner. TAPMO supports this objective.

G. Public Notification and Consultation Requirements

The Province through the proposed amendment has identified that it is reviewing its current application requirements for new aggregate sites, including public notification and consultation requirements. While the Province has not released any details, TAPMO would be supportive of any measures that would enhance the current public participation process.

The current zoning and licensing process for new aggregate operations follows a dual process under the *Planning Act* and the *Aggregate Resource Act*. The process can be fairly complex and difficult to navigate for community members who are less familiar with aggregate terminology and planning procedures. A common complaint is that more

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

time and clearer information is needed for the public to participate effectively in the process. Where public concerns cannot be satisfactorily resolved, this can result in costly and protracted LPAT hearings that effectively take the final decision out of the hands of Council and the public.

H. Streamlining Compliance Reporting

At present the Act requires aggregate operators to conduct an annual self-assessment of their aggregate operation and to submit a Compliance Assessment Report to the Ministry and the host Municipality.

In practice, these standardized reports are simply collected by the Ministry and are not systematically reviewed for errors or omissions. The Province is now proposing to streamline these compliance reporting requirements through the amendment to the Act.

While TAPMO can appreciate the need for streamlining, the Province has not released any details on how the current compliance reporting process would be changed. It is important to maintain a high level of compliance reporting, particularly for larger aggregate sites, to ensure compliance with the Act and to monitor rehabilitation and public safety matters. TAPMO is concerned that the proposed change could potentially downgrade the current self-compliance assessment process which would be detrimental in the context of more complex operations where there is a greater possibility of impact on the groundwater regime and/or area environmental features.

I. Rehabilitation

The issue of rehabilitation was not extensively discussed in the proposed Amendment to the Act.

The Province is considering new regulations that would require more enhanced reporting from aggregate operators on the progress of their rehabilitation efforts. This reporting process would require operators to provide more context and detail on where, when and how rehabilitation is or has been undertaken. The content, scope and frequency of the new reporting process would be prescribed through regulations under the Act, which have yet to be released by the Province.

TAPMO supports this proposed change to better monitor and help improve rehabilitation rates in Ontario. However, we note that enhanced reporting on rehabilitation will not in itself result in higher rehabilitation rates. Other potential measures that the Province could include to improve the timely rehabilitation of lands would be to require security deposits, establishing tighter rehabilitation timelines, and increasing enforcement and fines for unnecessary delays in rehabilitation.

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

TAPMO continues to express concerns about the lack of comprehensive rehabilitation of aggregate sites where there are abutting properties. Recognizing that most aggregate sites were initially agricultural operations, it is important that the appropriate level of rehabilitation occur to avoid sterilization of the land and return the lands to productive use.

As can be seen on Aerial Photo Number 2 (Township of North Dumfries) there is a dominance of existing and pending aggregate operations occurring within this concession block. Each property has its own rehabilitation plan with the typical 3:1 side slopes at the site perimeter. These lands represented a block of significant investment in agriculture and supported a range of grain crops.

**Township of North Dumfries
Aerial Photo No. 2**



Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

In the absence of comprehensive rehabilitation and the coordination / integration between licensed areas, the land base for agricultural purposes will be marginalized when it is returned back to its end use.

TAPMO seeks a more definitive statement and direction from the Province with the amendments to the Act addressing the issue of comprehensive rehabilitation.

J. Recycling – Concrete, Aggregate and Asphalt Products

The proposed amendment to the Act is silent on the issue of recycling and blending of spent aggregate materials (ie: concrete and asphalt) with virgin material for reuse in the marketplace. Operators are being more progressive and are seeking recycling opportunities as permissive uses within the notes on their site plans and licenses.

In principle, TAPMO supports the premise of recycling as it has to be recognized that stone, sand and gravel are finite resources. Also, the efficient and proper utilization of recycled materials will slow down the need for virgin materials which may delay the opening of new pits or quarries.

The concern of TAPMO, however, is the lack of studies and analysis on recycled materials and their contents (ie: co-mingled products like drywall, etc). Best practices and regulations should be drafted to provide more direction on appropriate handling, sorting and storage of the recycled product especially in the context of the protection of the groundwater regime. Follow up information should be provided by the Province in this regard.

K. Fees

The proposed amendment to the Act does not speak to or address the issue of fees paid to lower tier or upper tier municipalities. TAPMO seeks discussions with the Province and the Ontario Stone Sand & Gravel Association to pursue amendments and enhancements to the present fee structure.

Pre-2017, the aggregate industry and Municipalities had initial discussions about an amount equivalent to \$0.54 per tonne. Recognizing that road building costs are a significant investment by Municipalities and that the aggregate industry does not pay Development Charges for their operations, it is time to reopen and move forward with an adjustment in the fee structure.

Further, TAPMO recommends that the annual indexation for the fee should be tied to the Construction Price Index.

Hon. John Yakabuski
ERO Number 019-0556
October 30th, 2019

TAPMO and members of the Executive would welcome the opportunity to meet with you and senior members of your Staff to discuss the proposed amendments to the *Aggregate Resources Act* and to elaborate on the contents of this submission. We believe that constructive two-way dialogue on the proposed Amendments would be appropriate and mutually beneficial.

On behalf of TAPMO and its member municipalities, I look forward to on-going discussions on this matter and the request for a meeting with your Office.

Yours truly,



Sue Foxton, Chair
[Mayor, Township of North Dumfries]

Copy to:

Mike Harris Jr., Parliamentary Assistant, Ministry of Natural Resources & Forestry
Brock Vandrick, Chief of State, Minister of Natural Resources & Forestry
Adam Bloskie, Director of Policy & Stakeholder Relations, MNRF
Monika Turner, Director of Policy, Association of Municipalities Ontario
TAPMO Member Municipalities



Dufferin Aggregates
2300 Steeles Ave W, 4th floor
Concord, Ontario
L4K 5X6 Canada

T. 905-761-7100
F. 905-761-7200

www.crhcanada.com

October 23, 2019

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

Attention: Mr. Patrick Moyle, CAO

Dear Mr. Moyle:

Re: Dufferin Aggregates Aberfoyle Pit #2, 4445 Victoria Road South

Dufferin Aggregates (Dufferin) operates a licensed pit located at 4445 Victoria Road South in the Township of Puslinch. This site is referred to as Aberfoyle Pit #2. Operations at this site are limited to extracting aggregate and shipping to the Dufferin Aberfoyle Pit #1 for processing and stockpiling. The Dufferin Aberfoyle Pit #1 is located at 125 Brock Road.

In March 1980, the Township of Puslinch and the previous owners of the Dufferin Aggregates Aberfoyle Pit #2 entered into an agreement which included some restrictions on the time the pit was to operate. A copy of this agreement as well as the amending agreement are attached for your reference. Clause 4 of the agreement states:

"Operations of the pit site shall be limited from May 1st through to and including November 15th, during any operating year of the pit."

From time to time in the past, Dufferin has requested the time be extended. We are requesting permission to extend the operating season from November 15th to December 15th. The reason for our request is that we require another month to build inventory of washed aggregate products before winter conditions restrict washing.



Dufferin Aggregates
2300 Steeles Ave W, 4th floor
Concord, Ontario
L4K 5X6 Canada

T. 905-761-7100
F. 905-761-7200

www.crhcanada.com

Do not hesitate to contact the undersigned should you have any questions.

Yours truly,

A handwritten signature in blue ink, appearing to read "Kevin Mitchell".

Kevin Mitchell
Director Property, Planning & Approvals

DL: +1 416-788-0015

E: kevin.mitchell@ca.crh.com

Encl.

THIS AGREEMENT made in duplicate this 5th day of
March, 1980.

B E T W E E N :

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH,

and Hereinafter called the "Municipality" OF THE FIRST PART

CUSTOM CONCRETE LIMITED, a private Ontario Corporation
with its head office at the Town of Markham, in the
Regional Municipality of York,

and Hereinafter called "Custom" OF THE SECOND PART

JOHN LOUIS MANNING HOHENADEL and ANNA MARIE HOHENADEL,
his wife, both of the Township of Puslinch, in the
County of Wellington,

Hereinafter called "Hohenadel" OF THE THIRD PART

WHEREAS Custom is the owner of certain lands, situate,
lying and being in Lots 22 and 23, Concession IX, for the Town-
ship of Puslinch, a legal description of which is more parti-
cularly set out in Schedule "A" attached hereto;

AND WHEREAS Hohenadel is the first mortgagee of the
lands set out in Schedule "A";

AND WHEREAS Custom is desirous of having the said Lots
22 and 23, Concession IX rezoned for gravel extraction purposes.

AND WHEREAS the Municipality and Custom are desirous
of entering into a Development Agreement pursuant to the provi-
sions of Section 7.6 of the Official Plan of the Guelph & Subur-
ban Planning Area.

NOW THEREFORE WITNESSETH that in consideration of the
mutual covenants hereinafter contained, each of the parties hereto
agree as follows:

1) The parties acknowledge the validity of the recitals
hereinbefore contained;

2) Custom shall pay for the reconstruction and shall
maintain to a standard acceptable to the Municipality, the Ninth
Concession Road from the pit entrance to County Road Number 34,
during the lifetime of the pit;

3) The hours of operation of the pit and hauling to
and from the pit operation, shall be limited to the hours of 8:00
a.m. to 6:00 p.m., Monday through to and including Friday, of any
week;

4) Operations of the pit site shall be limited from May 1st through to and including November 15th, during any operating year of the pit;

5) Removal of the aggregate from below watertable, except as indicated on the Site Plan dated June 18th, 1979, and filed with the Ministry of Natural Resources, shall be prohibited; and under no circumstances shall dewatering of the site be permitted;

6) The operation of the pit shall be limited to extraction only and no processing of aggregate, maintenance of vehicles, stockpiling of any nature or kind whatsoever shall be permitted on the subject site;

7) Custom shall rehabilitate the site in accordance with the three Site Plan drawings No. 75194 re: project 75-194 dated in July of 1975, as updated on June 18th, 1979, and June 21st, 1979, prepared by Skelton, Brumwell & Associates Limited as presently filed with the Ministry of Natural Resources with respect to an application for a gravel pit license for the lands described in Schedule "A" attached hereto, for agricultural purposes;

To the extent possible, and practical based on the advice and analysis of Ecological Services for Planning Limited, the crops to be grown upon rehabilitation lands will be supportive of aquaculture on site 1 such as corn and soya beans and where not possible or practical the crops to be grown on rehabilitation lands shall be forage crops or crops suitable for pasture;

Custom further covenants and agrees to keep itself informed of developments in the technology of rehabilitation from time to time as such developments become available and to adopt and implement the same with a view to providing the best possible rehabilitation of the lands described herein.

8) Custom shall, during the lifetime of the pit, maintain the landscaping on all berms created in accordance with the Site Plan dated July 18th, 1979, and filed with the Ministry of Natural Resources. If any required seeding or planting shall fail to become established, Custom shall reseed or replace as shall be required and in the event of failure on the part of Custom so to do, the Municipality may, upon reasonable notice, perform such reseedling or planting at the expense of Custom;

9) No vehicles other than a loader and loading equipment shall remain on the site overnight;

10) Custom shall use for haulage, trucks of not greater than a 45 ton payload lift and such trucks shall be similar to R.D. 686 Mack trucks (as long as government regulations permit) and shall maintain the same so as to not exceed the sound levels of such well maintained vehicles;

11) Custom further covenants and agrees that the operation of the subject extractive industry will conform to and be conducted in accordance with the latest and highest standards of the said gravel industry;

12) Custom will ensure that its trucks, when used in the operation of Pit Number 2, referred to herein, when travelling to and from the said Pit, will use only that part of the Ninth Concession Road running northerly from the pit entrance, as shown on the Site Plan dated June 18th, 1979, and filed with the Ministry of Natural Resources, to County Road Number 34, thence westerly along said County Road Number 34 to the intersection of County Road Number 46, thence southerly along said County Road Number 46 to the entrance of Custom Site Number 1;

13) Custom agrees not to conduct any blasting operations at any time on the subject property;

14) Custom covenants and agrees to maintain the one hundred foot (100') setback as contained in the Site Plan dated June 18th, 1979, and filed with the Ministry of Natural Resources, so long as the Municipal By-Laws require the same;

15) The main internal roads are to have a prime and seal treatment so as to maintain dust control within the site and Custom shall, where necessary, use such other treatment in the operating area so as to maintain, control and prohibit the emission of dust at all times;

16) Existing trees within the one hundred foot (100') setback shall be retained whenever reasonably possible;

17) The road entrance from the pit to the Ninth Concession Road shall be designed and constructed in accordance with standards acceptable to the Ministry of Transportation and Communications;

18) Custom covenants that it will, at its own expense, rehabilitate or restore any well in the area which in the opinion of the Ministry of Natural Resources, is affected by the operation of Custom Concrete Limited at this time;

19) Custom will provide a bond or letter of credit as security for road construction and maintenance, maintenance of landscaping, rehabilitation of wells or any other obligation of this agreement in the amount of \$100,000.00;

20) The parties covenant and agree that this agreement may be registered against the title to the said lands;

21) The parties of the third part, Hohenadel, by affixing their signatures hereto, as first mortgagees, hereby consent to the terms heretofore set out.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED
In the presence of

Mango Hoekstra

John L. Manning
JOHN LOUIS MANNING HOHENADEL
Anna Marie Hohenadel
ANNA MARIE HOHENADEL

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals, duly attested to by the hands of the proper signing officers in that behalf.

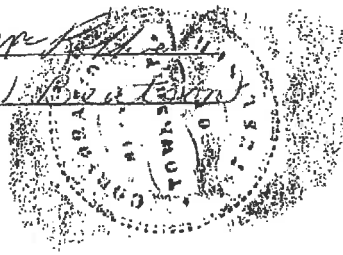
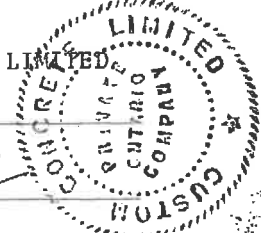
CUSTOM CONCRETE LIMITED
Per:

President

Secretary

THE CORPORATION OF THE TOWNSHIP
OF PUSLINCH
PER:

Robert M. [Signature]
Robert M. [Signature]



*Where affidavit made by attorney substitute: "When I executed the attached instrument as attorney for (name), he/she was (spouse, status and, if applicable, name of spouse) within the meaning of Section 1(f) of The Family Law Reform Act, 1978, and when he/she executed it."

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Puslinch, in the County of Wellington, and being composed of Parts of the South-west Halves of Lots 22 and 23 in the Ninth Concession of the said Township of Puslinch and being designated as Parts Numbers 1 and 2 on a Reference Plan deposited in the Registry Office for the Registry Division of Wellington South (No. 61) as Plan Number 61R-1113.

230314

DATED: MARCH 1989.

230314

PROPERTY OF THE
REGISTRY OFFICE

No. *230314*
Registry Division of Wellington South (No. 61)

I CERTIFY that this instrument is registered as of

17 FEB 1:55

In the

THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH

Land
Registry Office
at Guelph
Ontario.

W.D. DUB
LAND REGISTRAR

9/13/1A etc

5m

- and -

CUSTOM CONCRETE LIMITED

A G R E E M E N T

CATTANACH, HINDSON, SUTTON & HALL
Barristers & Solicitors
52 Main Street North
Markham, Ontario
L3P 1X5

1989
M. E. L. Campbell

THIS AMENDING AGREEMENT made in duplicate this 6th day of May,
1992

B E T W E E N :

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
(hereinafter called the "Municipality")

OF THE FIRST PART

- and -

ST. LAWRENCE CEMENT INC., a corporation duly
incorporated under the laws of the Province of
Quebec

(hereinafter called "St. Lawrence")

OF THE SECOND PART

WHEREAS the Municipality, as the Party of the First Part,
Custom Concrete Limited, as the Party of the Second Part, and John
Louis Manning Hohenadel and Anna Marie Hohenadel of the Third Part
entered into a certain agreement dated the 5th day of March, 1980
(the "Agreement") with respect to the development of the west half
of Lots 22 and 23, Concession 9, Township of Puslinch, more
particularly set out in Schedule "A" attached to the Agreement and
as Schedule "A" (the "Lands") to this agreement for gravel
extraction;

AND WHEREAS St. Lawrence has acquired the Lands from Custom
Concrete Limited, and has had the extractive licence issued by the
Ministry of Natural Resources covering the Lands assigned from
Custom Concrete Limited to St. Lawrence Cement Inc.;

AND WHEREAS John Louis Manning Hohenadel and Anna Marie
Hohenadel had joined in the Agreement as mortgagees of the Lands
and their mortgage has subsequently been discharged and they no
longer have any interest in the Lands;

AND WHEREAS St. Lawrence warrants and represents that it is
the beneficial and registered owner, in fee simple, of the Lands;

AND WHEREAS St. Lawrence and/or its predecessor Custom

Concrete Limited has applied to the Ministry of Natural Resources for an amendment to its licence to mine beneath the watertable of the Lands;

AND WHEREAS the Ministry of Natural Resources has circulated the application to the Municipality for their comments;

AND WHEREAS St. Lawrence has requested the Municipality to amend paragraph 5 of the Agreement which limits mining to above the watertable, and prohibits the dewatering of the site under any circumstances;

AND WHEREAS the Municipality did on January 4th, 1989 agree in principle to the proposal by St. Lawrence to mine beneath the watertable, subject to St. Lawrence satisfying all of the water and environmental concerns of the aggregate policies and criteria of the Township's Official Plan resulting from an Ontario Municipal Board hearing then underway;

AND WHEREAS the Ontario Municipal Board reached its decision on the 27th day of June, 1990 wherein it approved certain policies and criteria for mining beneath the watertable in the Municipality, more particularly set out in Section 14.3(9) subsections (a) to (e) inclusive;

AND WHEREAS the parties hereto acknowledge that the Lands being both designated and zoned for extractive purposes are not subject to the provisions of Section 14.3(9)(b) and (e);

AND WHEREAS St. Lawrence has provided the Municipality and its consultants with various reports dealing with the water and environmental concerns set out in Section 14.3(9) (a), (c) and (d) of the Municipality's now approved Official Plan, the latest being "Final Monitoring Report, Dufferin Aggregates, Aberfoyle Pit No. 2, Township of Puslinch, County of Wellington" dated August 1991

prepared by Conestoga-Rovers & Associates;

AND WHEREAS the Municipality's consultants have advised the Municipality that the various provisions with respect to water and environmental concerns have been satisfied by St. Lawrence provided always that mining beneath the watertable is conducted by a dragline operation and underwater excavator and that under no circumstances dewatering of the site is to occur;

AND WHEREAS the Municipality is now willing to support the amendment to the site plan to permit mining beneath the watertable by way of a dragline operation and underwater excavator subject to there being no dewatering of the site under any circumstances;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants hereinafter contained, the parties covenant and agree as follows:

1. The parties acknowledge the accuracy of the recitals heretofore set forth.

2. Both parties agree that the Agreement should be amended in that paragraph 5, 6, 9, 15, 17 and 18 in their present form shall be deleted and replaced with the following:

"5. "The Municipality recommends to the Minister of Natural Resources that mining beneath the watertable on these lands situate in the west half of Lots 22 and 23 of the 9th Concession of the Township of Puslinch presently zoned and designated extractive be permitted, provided always that such mining is limited to a dragline or underwater excavator operation; that under no circumstances shall dewatering of the site be permitted; the proposed monitoring program provided in Conestoga-Rovers & Associates' 1991 report be implemented prior to mining below the watertable; and that the contingency plan presented in Conestoga-Rovers Associates' 1991 report be carried out if warranted."

"6. The operation of the pit shall be limited to extraction only and no processing of aggregate and/or maintenance of vehicles shall be permitted on the subject site. Only temporary stockpiles not exceeding fifty (50) ft. in height will be permitted in the immediate area adjacent

to the below watertable mining operations during operational periods only."

- "9. No vehicles other than a loader, dragline, underwater excavator and loading equipment shall remain on the site overnight."
- "15. The main internal roads are to have water and/or dust suppressants applied in accordance with Ministry of the Environment requirements so as to maintain dust control within the site and St. Lawrence shall, where necessary, use such other treatment in the operating area so as to maintain, control and prohibit the emission of dust at all times."
- "17. The road entrance from the pit to the 9th Concession Road shall be designed and constructed in accordance with the standards acceptable to the Ministry of Transportation and Communications. In addition St. Lawrence shall be responsible for the installation of a stop sign at the appropriate location to cause all vehicles exiting the pit to come to a full stop before proceeding onto the 9th Concession Road. To reduce visual impact and to assist in further reduction of speed within the pit area, St. Lawrence will reconfigure the internal haul route to provide for an "S" turn rather than a direct approach by trucks exiting to the 9th Concession Road".
- "18. St. Lawrence covenants that it will, at its own expense, rehabilitate or restore any wall and/or pond in the area which, in the opinion of the Ministry of the Environment, is affected by the operation of St. Lawrence."

3. The Municipality agrees that this agreement maybe forwarded to the Ministry of Natural Resources in support of a site plan amendment to permit mining beneath the watertable on the site providing no dewatering of the site occurs. The Municipality agrees that this Agreement shall be forwarded to the Ministry of Natural Resources in support of a site plan amendment to permit mining beneath the watertable on the site, provided always that such mining is limited to a dragline operation or underwater excavator; that under no circumstances shall dewatering of the site be permitted; that the proposed monitoring program provided in Conestoga-Rovers & Associates' 1991 report be implemented prior to mining below the watertable; and that the contingency plan presented in Conestoga-Rovers & Associates' 1991 report be carried out if warranted.

4. Reference to site plans in the Agreement made the 5th day of March, 1980 and in this Amending Agreement shall mean the five (5)

site plan drawings dated October 19, 1991, prepared by Skelton Brumwell & Associates in accordance with the Aggregate Resources Act and filed with the Ministry of Natural Resources. Such drawings are numbered 75194-1 to 75194-5 inclusive.

5. In all other respects the Agreement shall remain in full force and effect as it affects the rights and obligations of the parties hereto, their successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly attested by their proper officers in that behalf.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

A. McPhee REEVE

C/S

Ruchann Krowkie ACTING CLERK

ST. LAWRENCE CEMENT INC.

C/S

PER [Signature]
(Authorized signing officer)

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Puslinch, in the County of Wellington, and being composed of Parts of the South-west Halves of Lots 22 and 23 in the Ninth Concession of the said Township of Puslinch and being designated as Parts Numbers 1 and 2 on a Reference Plan deposited in the Registry Office for the Registry Division of Wellington South (No. 61) as Plan Number 61R-1113.



Dufferin Aggregates Aberfoyle Pit 2 Township of Puslinch

November 4, 2019

Dufferin Aggregates Aberfoyle Pits 1 & 2



Aberfoyle Pit 1

- 38.6 ha (95 ac)
- 0.5 Mt annual limit
- Used as processing & stocking facility

Aberfoyle Pit 2

- 78.5 ha (194 ac)
- 1 Mt annual limit
- Source of aggregate

- DFA Pit
- Haul Route

Aberfoyle Pit 2 to Pit 1 Hauling

- 1980 Development Agreement between Township and pit operator has specified hours for operating Aberfoyle Pit 2:
 - Hours of operation limited to 8 am to 6 pm Monday to Friday.
 - Operations at the pit limited from May 1 to November 15.
- DFA is requesting permission to extend operating season from November 15 to December 15.

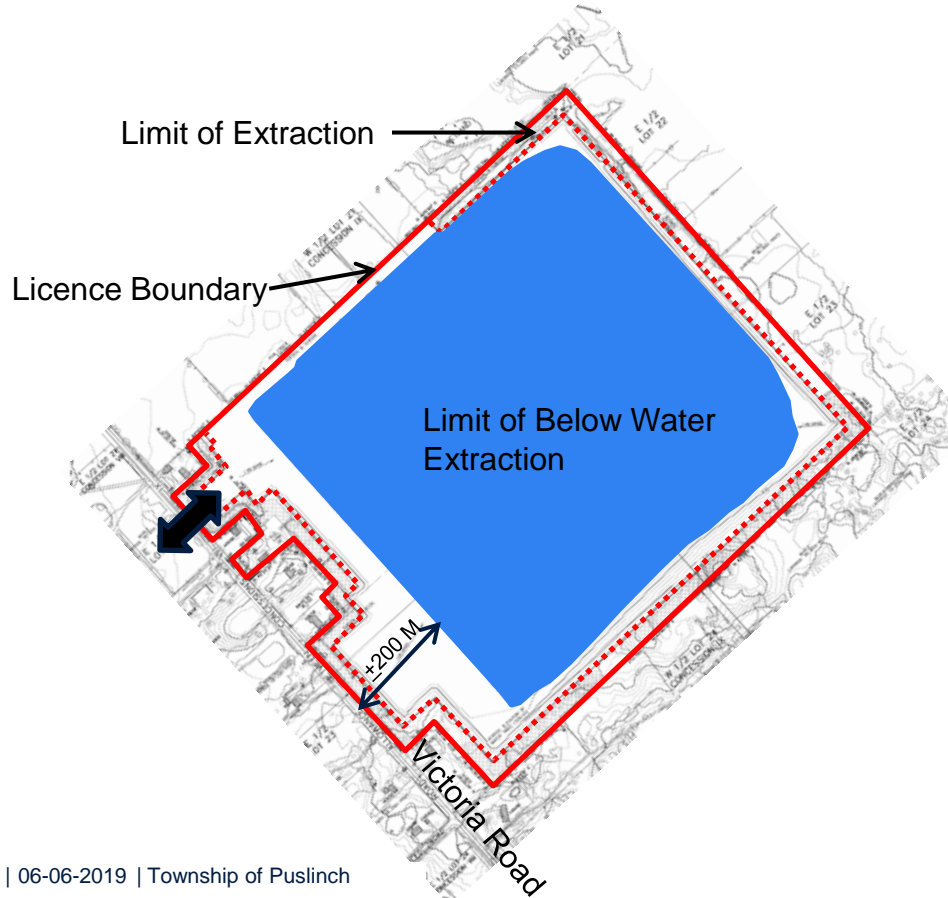
Dufferin Aggregates Aberfoyle Pit 2



Aberfoyle Pit 2

- Small area not included in the licenced area (shown in yellow).
- Dufferin is reviewing mining plans, soil movement and end of life for the site.

Dufferin Aggregates Aberfoyle Pit 2



- Rehabilitation plans approved for the site include a lake surrounded by grasslands.
- Looking at land use potential when extraction completed.



Dufferin Aggregates Aberfoyle Pit 2



Snake Hibernaculum



Wetlands



Nesting Areas



Barn Swallow & Bats



Create Estate Residential Lots



TOWNSHIP OF

PUSLINCH

EST. 1850

Township of Puslinch

Delegate Request

Meeting Date: *

Wednesday October 23

Applicant Information

Last name *

Tuck

First name *

Cameron

Mailing address *

[REDACTED]

Telephone number *

[REDACTED]

Email address *

[REDACTED]

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

The delegation is to request consideration of funding towards new lights to the Morriston Ball Diamond.

I am submitting a formal presentation to accompany my delegation: *

☐ Yes

☒ No

I will require the use of audio-visual equipment (power point presentation): *

☐ Yes

☒ No

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.

Freedom of Information Disclaimer

Personal information collected on this form is collected under the authority of the Municipal Act and will be used only for the purpose 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.



REPORT FIR-2019-009

TO: Mayor and Members of Council

FROM: Brad Churchill, Deputy Fire Chief

MEETING DATE: November 6, 2019

SUBJECT: Firehouse Subs Public Safety Foundation of Canada – Execution of
Funding Agreement
File No. L04Firehouse Subs

RECOMMENDATIONS

That Report FIR-2019-009 regarding the Firehouse Subs Public Safety Foundation of Canada – Execution of Funding Agreement be received; and

That Council enact a By-law authorizing the entering into a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada for the purchase of Paratech VSK Highway Stabilization Kit and Water Rescue Equipment; and

That Council authorize the purchase of the Paratech VSK Highway Stabilization Kit and Water Rescue Equipment in 2019 to be fully funded from the Firehouse Subs Public Safety Foundation of Canada Grant.

DISCUSSION

Purpose

The purpose of this report is to recommend that Council enact a By-law authorizing the entering into a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada for the purchase of Paratech VSK Highway Stabilization Kit and water rescue equipment.

Background

Firehouse Subs Public Safety Foundation is dedicated to improving the life-saving capabilities of first responders and public safety organizations. Firehouse Subs provides funding, resources and support in local communities.

To date, Firehouse Subs Public Safety Foundation of Canada has granted more than \$641,000 to hometown heroes in Canada. Firehouse Subs Public Safety Foundation of Canada is a registered charity.

In September of 2019, Deputy Chief Churchill submitted the grant application for the purchase of Paratech VSK Highway Stabilization Kit and water rescue equipment.

We were very excited when we received the good news on October 18, 2019 that we were awarded \$19,435.22 CAD. The Foundation board of directors approved the use of these funds for the requested equipment.

Funding Allocation

There are two main areas where the funding from the Firehouse Subs Public Safety Foundation of Canada will be allocated. These areas are vehicle extrication and water rescue as outlined in the proposed 2020 Capital Budget presented on September 25, 2019.

The specific equipment includes a Paratech VSK, Highway Vehicle Stabilization Kit. This heavy vehicle stabilization kit will assist responders and citizens involved in Motor vehicle collisions by stabilizing the scene and vehicles. This allows for more efficient and safe extrication.

The second area is water Rescue Equipment, including an Oceanid RDC (Rapid Deployment Craft), a 600' floating tether rope and 8 x 75' victim throw bags. This equipment will enhance our water and ice rescue capabilities.

The funding is for \$19,435.22 CAD taxes are included in this figure.

The Township of Puslinch must use the funds for the purchase of the Paratech VSK Highway Stabilization Kit and water rescue equipment as set out in the application and detailed in the submitted quote.

FINANCIAL IMPLICATIONS

It is recommended that the purchase of this equipment occur in 2019 in order to take advantage of the grant funding. Should Council authorize the purchase of this equipment in 2019, the 2020 Capital Budget will be adjusted by removing the purchase of the Rapid Deployment Water Craft and Heavy Vehicle Stabilization Kit from 2020.

The asset registry prepared in the 2019 Asset Management Plan included the Rapid Deployment Water Craft for replacement in 2020. It is recommended that the new Heavy Vehicle Stabilization Kit be added to the Asset Registry with a life expectancy of 20 years.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

None



REPORT FIN-2019-032

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 6, 2019

SUBJECT: 2020 Proposed Budget
File No. F26 OPE, F26 CAP and F05 BUD

RECOMMENDATIONS

THAT Report FIN-2019-032 regarding the 2020 Proposed Budget be received; and

That Township staff bring forward a Debt Management Policy should Council wish to issue a debenture in 2020 contingent on the results of the Gravel Roads Study; and

That should Council wish to issue a debenture in 2020, that the estimated annual principal and interest repayments for a ten-year term debenture of \$114,300 be incorporated in the 2020 Operating Budget and funded by Taxation Levy; and

That should Council wish to phase in further costs associated with the Cambridge Fire Services Contract, that \$13,780 be incorporated in the 2020 Operating Budget and funded by Taxation Levy; and

That should Council wish to construct a new sidewalk on the northeast side of Old Brock Road, that \$100,000 be incorporated in the 2020 Capital Budget to be funded as follows:

- **Taxation Levy - \$60,000**
- **Upper Grand District School Board Contribution - \$40,000; and**

That should Council wish to upgrade the washrooms at Old Morriston Park and Morriston Meadows Park, that \$6,000 be incorporated in the 2020 Capital Budget to be funded as follows:

- **Asset Management Discretionary Reserve - \$4,000**
- **Third party contributions from user groups - \$2,000; and**

That Council authorizes the replacement of 4 computers and windows 10 upgrades as outlined in the 2020 Capital Budget at a cost of \$10,532 to be funded by the Asset Management Discretionary Reserve and to be replaced in 2019 due to the support for Windows 7 expiring effective January 2020; and

That Council authorizes Township staff to work with the County of Wellington in August 2020 to participate in a bulk purchase of two Tandem Dump Trucks, Asset No. 8014 and Asset No. 8016 as outlined in the 2021 Capital Forecast in order to ensure delivery of the trucks in 2021 to be funded by the Asset Management Discretionary Reserve; and

That Council authorizes Township staff to work with the County of Wellington in 2019 to participate in a bulk purchase of one Backhoe, Asset No. 8001 as outlined in the 2020 Capital Budget to ensure delivery of the backhoe in 2020 to be funded by the Asset Management Discretionary Reserve; and

That the Staff Expense Policy be amended in accordance with the recommendations as outlined in Report FIN-2019-032; and

That Council authorizes a one-time base budget increase of \$2,000 to be funded by Taxation Levy in order to equip Public Works full-time permanent staff with seasonal attire incorporating appropriate Township identification; and

That Council approves a cost of living adjustment of 1.90% to be implemented effective January 1, 2020.

DISCUSSION

Purpose

The purpose of this report is to:

- 1.) Provide Council an update on the items that were discussed at the September 25, 2019 budget meeting; and
- 2.) Provide Council with information regarding the 2020 Proposed Operating Budget. The 2020 Proposed Operating Budget is included as Schedule A to this report. The 2020 Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.

Background

Council received Report FIN-2019-030 – 2020 Proposed Capital Budget at the September 25, 2019 Capital Budget Meeting.

Department heads were provided with the budget model to complete their operating budgets in September 2019. Department heads met to discuss the proposed operating budget corporately prior to reporting to Council.

Current Tax Levy Impact

Based on the 2019 returned assessment roll, approximately each additional \$40,000 of taxes levied results in a 1% tax rate increase for the Township portion of taxes.

Outlined below is the proposed 2020 tax levy for capital and operating purposes.

	2019 Approved Budget	2020 Proposed Budget	Difference	Estimated Tax Rate Impact
Total Capital Taxation Levy	\$1,123,416	\$1,221,316	\$97,900	2.45%
Total Operating Taxation Levy	\$2,851,360	\$2,813,822	(\$37,539)	-(0.94)%
Total Municipal Taxation Levy	\$3,974,777	\$4,035,138	\$60,361	1.51%

Township staff will present the tax impact of the proposed levy on the typical single family detached dwelling once the Township obtains the 2020 roll return in December.

The estimated 1.51% tax rate impact in the 2020 proposed budget includes the following:

Department	Description	Tax Levy Increase or (Decrease)	Notes
Administration	Contract Services	-\$10,000	2019 Energy Conservation Demand Management Plan
Administration	Legal	-\$25,000	
Corporate	Ontario Municipal Partnership Fund	-\$37,200	It was announced that the Ontario Municipal Partnership Fund will remain unchanged from 2019 to 2020. The Township obtained its allocation notice for 2020 which indicated that the amount to be received is \$417,400. The amount received in 2019 amounted to \$415,700.
Corporate	Investment Income	-\$20,092	Increase in investment income earned year over year as outlined in Report FIN-2019-019.
Public Works	Winter Maintenance	\$26,250	See "Public Works Winter Maintenance" section below
Public Works	Salaries and Benefits	\$23,732	Hiring of an additional seasonal equipment operator during the winter season due to the transfer of the seasonal equipment operator/senior groundskeeper to the Puslinch Community Centre as outlined in Report ADM-2019-021

Department	Description	Tax Levy Increase or (Decrease)	Notes
Administration	Salaries and Benefits	\$18,544	Changing the Administrative Support Part-Time Position to a Legislative Assistant Full-Time Contract Position for a pilot period as outlined in Report ADM-2019-021.
All Departments	Manulife Benefits	\$8,894	7.7% increase in Manulife benefit premiums based on the 2020 renewal projection.
All Departments	Canada Pension Plan	\$5,722	Increase in contribution rates - 5.25% in 2020 and 5.10% in 2019.
All Departments	Salaries and Benefits	\$38,417	Proposed cost of living adjustment (COLA) of 1.90%

The estimated 1.51% tax rate impact in the 2020 proposed budget excludes the following:

- Any tax levy increases associated with Community Grants. A report will be provided at a future budget meeting regarding grant requests under the 2020 Grant Application Program.
- Any tax levy increases associated with the Township's Municipal Insurance Program (including cyber insurance coverage). Frank Cowan and Jeffery and Spence will be presenting the proposed 2020 Municipal Insurance Program at an upcoming Council Meeting.
- Any tax levy increases associated with compensation review adjustments. An amount of \$49,726 has been estimated and will be finalized and incorporated in the proposed budget at a future budget meeting after the results have been presented and approved by Council.
- Any tax levy increases associated with principal and interest repayments for a \$1,000,000, 10-year term debenture issued in 2020 and contingent on the results of the Gravel Roads Study. An annual repayment amount of \$114,300 has been estimated as outlined in this Report.
- Any tax levy increases associated with the construction of a new 140 metre sidewalk on the northeast side of Old Brock Road.
 - At its meeting held on October 2, 2019, Council directed staff to refer the matter to the 2020 Capital Budget Process.
 - Staff have obtained an estimate of \$100,000 for the construction of a new 140 metre sidewalk.
 - Should Council wish to construct this new sidewalk, it is recommended that \$40,000 of the costs be funded by the Upper Grand District School Board due to the additional costs associated with the proposed sidewalk fronting on the School Board property (ie. grading issues and retaining wall issues).
- Any tax levy increases associated with further phasing of the Cambridge Fire Services contract.

- At its meeting held on January 16, 2019 Council authorized for staff to proceed with the phased in costs associated with the Cambridge Fire Services Contract with one quarter of the cost to be phased into 2019 as part of the Fire & Rescue Services Contract Services Account.
- The 2020 proposed budget has incorporated a total amount of \$34,450 in Account No. 01-0040-4320 associated with the Cambridge Fire Services contract which is equal to 2019. Should Council wish to phase in further costs associated with the Cambridge Fire Services Contract, it is recommended that the phase in for 2020 be limited to 10% of the total contract cost due to the other financial pressures outlined in this Report resulting in a tax levy increase of \$13,780.

Staff Updates based on Council Direction at September 25, 2019 Council Meeting

- 1.) Council at its meeting held on September 25, 2019 directed staff to provide the following information as it relates to the proposed replacement of the Fire & Rescue Services Rescue Truck:
 - a. Prepare comparator information between a custom cab chassis and a commercial cab chassis.
 - b. Provide more details regarding the additional safety features of a Rescue Truck with a Custom Cab vs. a Commercial Chassis.
 - c. Provide costing for replacing the Rescue 35 with a Rescue 35 and Pumper 31 combination truck.

Staff Update:

Prepare comparator information between a custom cab chassis and a commercial cab chassis.

An entry-level custom chassis will cost approximately \$30,000 to \$125,000 more than a commercial chassis based on the options/upgrades selected. However, a commercial cab and chassis has to be customized for fire service apparatus requirements resulting in additional costs.

Provide more details regarding the additional safety features of a Rescue Truck with a Custom Cab vs. a Commercial Chassis.

- Custom cab has higher crash test ratings
- Roof strength up to 5 times stronger and frontal impact can absorb 2 times the force of a commercial chassis
- Tighter turning radius and shorter wheel base
- Increased visibility from a larger windshield

- Front and side airbags
- Better step design and cab egress
- More interior cab room and designed for the fire service
- Adds 2-3 feet in length of functional space/equipment storage

Provide costing for replacing the Rescue 35 with a Rescue 35 and Pumper 31 combination truck.

- Reducing the fire department fleet or having a combination Rescue/Pumper is not a recommendation by fire department management. Even though some urban fire departments use this model, they are still supported by a heavy rescue truck. Centre Wellington recently purchased 2 medium/heavy Rescue trucks (one for each station).
- Due to the variety of services provided by Puslinch Fire and Rescue, a dedicated medium/heavy Rescue truck is required for all of the equipment and staff required to meet its service levels.
- To meet the Fire Underwriters Survey – Superior Water Shuttle Accreditation, the current pumper truck stores 3,800 litres of water, leaving very little storage room available to add rescue equipment. At structure fires, one pumper truck becomes the fire attack pumper, the second pumper (mini) is used as water supply (drafting and relaying water), the Rescue truck is used for command, accountability, lighting, rehab, hazmat, decontamination, shelter, additional equipment, fire investigation, etc.
- Servicing the 401, the Hanlon Parkway and Highway 6 south for the Province of Ontario, has unique challenges that are met utilizing a medium/heavy Rescue truck, a pumper and a tanker. The specific services provided by these vehicles allow for cost recovery from the Ministry of Transportation.
- Puslinch Fire and Rescue service has 43 staff (42 minus the part-time administrative support), the Master Fire Plan recommends increasing staff by six more fire fighters. Reducing the fleet is not a Master Fire Plan recommendation and to strive to meet all NFPA standards associated with the Puslinch Fire Service and safely adhere to service levels, Puslinch Fire and Rescue Service requires a dedicated Rescue truck.
- The Establishing and Regulating bylaw for the fire department lists the following core services:

1.1 Fire suppression services shall be delivered in both an offensive and defensive mode and shall include search and rescue operations, forcible entry, ventilation, protecting exposures, salvage and overhaul as appropriate.

1.2 Emergency pre-hospital care responses and medical acts such as Defibrillation, CPR, and the Emergency Medical Responders Program or as approved by a base hospital or a medical director, shall be maintained.

1.3 Specialized technical rescue services at a NFPA Technical level shall include Vehicle Rescue and Water/Ice rescue services in accordance with available resources, NFPA Operations level services shall be provided for Confined Space, Rope Rescue and Hazardous Materials Response. All other specialized technical rescues will be at NFPA awareness level.

- To provide these services, a medium/heavy Rescue truck is required and all the specialized technical rescue equipment is stored in this vehicle.

Budget Impact:

No tax levy impact for 2020. The proposed 2020 Capital Budget includes the replacement of the Rescue 35 Truck, Asset No. 5035 at an amount of \$520,000 funded as follows:

- Asset Management Discretionary Reserve - \$510,000
- Re-sale Value - \$10,000

2.) Council at its meeting held on September 25, 2019 directed staff to provide the following information as it relates to the replacement of the tandem axle trucks in Public Works:

- a. Provide the estimated cost savings of buying all three tandem axle trucks in 2020 rather than one unit in 2020 and two units in 2021.
- b. Determine whether there is an opportunity to lease a tandem axle truck for this winter period instead of using the 2011 Single Axle and provide the cost of leasing.
- c. Provide a realistic indication of when the Tandem Axle Truck could be delivered to the Township.

Staff Update:

Provide the estimated cost savings of buying all three tandem axle trucks in 2020 rather than one unit in 2020 and two units in 2021.

Township staff have noted minimal savings with purchasing all three tandem axle trucks in 2020. Based on discussions with the sales representative from Viking Cives, it was noted that each unit would cost approximately \$335,000.

It is however recommended that the Township work with the County of Wellington in a bulk purchase for the backhoe as approximately 13% savings will occur reducing the total cost of the backhoe from \$155,000 (as previously presented on September 25, 2019) to \$137,000. Therefore, Township staff recommend that the Township works with the County of Wellington in 2019 to participate in a bulk purchase of one backhoe, Asset No. 8001 as outlined in the 2020 Capital Budget to ensure delivery of the backhoe in 2020 to be funded by the Asset Management Discretionary Reserve.

Determine whether there is an opportunity to lease a tandem axle truck for this winter period instead of using the 2011 Single Axle and provide the cost of leasing

Staff determined that leasing opportunities do not exist for this type of equipment.

Council at its meeting held on October 16, 2019 authorized the single source retainer for the replacement of the Single Axle Dump Truck – 304 Asset No. 8013 to a Tandem Axle Dump Truck (as outlined in the 2020 Capital Budget presented on September 25, 2019) to be purchased in 2019 should a truck become available for the 2019/2020 winter maintenance season.

Township staff were able to locate a 2019 Tandem Axle Dump Truck demonstration unit from Viking Cives at a cost of approximately \$310,000 to be delivered to the Township by late 2019 funded as follows:

- Asset Management Discretionary Reserve - \$280,000
- Re-sale Value - \$30,000

The truck's specifications are in accordance with the Township's requirements. The truck does not have a roll-off unit, therefore, the previous operational savings noted in the Capital Budget Sheet of \$3,000 from Account No. 01-0030-4219 are no longer applicable. It is recommended that the Township explore the purchase of a roll-off unit with its future Tandem Axle Dump Truck replacement as noted in the 2021 Capital Forecast.

Provide a realistic indication of when the Tandem Axle Truck could be delivered to the Township.

Based on discussions with the sales representative from Viking Cives, the current wait time for the purchase of a new tandem axle truck is approximately 13 months.

Budget Impact:

No tax levy impact for 2020.

The proposed 2020 Capital Budget includes the replacement of the backhoe, Asset No. 8001 at an amount of \$137,000 funded as follows:

- Asset Management Discretionary Reserve - \$107,000
- Re-sale Value - \$30,000

The previous proposed capital budget (as previously presented on September 25, 2019) had incorporated a value of \$155,000 for the replacement of the backhoe.

The previous proposed capital budget (as previously presented on September 25, 2019) had incorporated a value of \$330,000 for the replacement of the Single Axle Dump Truck, Asset No. 8013 to a Tandem Axle Dump Truck. This item has been removed from the 2020 proposed capital budget based on Township staff securing a demonstration unit to be delivered in late 2019 as outlined above.

- 3.) Council at its meeting held on September 25, 2019 directed staff to provide a suggested gravel road for repaving including a cost estimate.

Staff Update:

The final Gravel Roads Study completed by GM BluePlan will prioritize the gravel roads to be paved.

Outlined below are the estimated repayment costs associated with issuing a \$1,000,000 debenture with a 10-year term and a 20-year term based on a recent quote received from the County of Wellington (September 30th quote):

	10-year term	20-year term
Total interest expense in 2020	\$14.6K	\$17.5K
Total principal and interest repayment costs per year	\$114.3K (2021 to 2030)	\$67.2K (2021 to 2040)
Term	10 years	20 years
Total over Term	\$1,157,600	\$1,361,500

Should Council wish to issue a debenture in 2020 based on the results of the Gravel Roads Study, it is recommended that Township staff bring forward a Debt Management Policy prior to the issuance of the debenture.

Budget Impact:

Should Council wish to issue a debenture in 2020, it is recommended that the estimated annual principal and interest repayments of \$114,300 be incorporated in the 2020 Public Works Operating Budget with the original paving project shown in the 2020 Public Works Capital Budget as debenture funded. It is recommended that the term of the debenture be for a 10 year term due to the lower cost of borrowing as outlined in the table above. The useful life of a hard surfaced road is approximately 20 years as outlined in the Township's 2019 Asset Management Plan.

- 4.) Council at its meeting held on September 25, 2019 directed staff to provide a cost estimate and further details regarding potential washrooms at Old Morriston Park.

Staff Update:

The estimate for upgrading the washrooms at Morriston Meadows Park and Old Morriston Park is \$6,000 which includes new fixtures, metal doors with new locks, paint, cleaning and well inspection. New water filters will need to be reinstalled and monitored. A test of the septic system will be completed by Township staff in November.

Budget Impact:

Should Council wish to upgrade the washrooms at Old Morriston Park and Morriston Meadows Park, it is recommended that \$6,000 be incorporated in the 2020 Capital Budget to be funded as follows:

- Asset Management Discretionary Reserve - \$4,000
- Third party contributions from user groups - \$2,000

- 5.) Council at its meeting held on September 25, 2019 directed staff to provide alternative options for ensuring the Horse Paddock Bleachers at the Puslinch Community Centre Grounds are in accordance with the Building Code rather than replacing them at the cost of \$30,000.

Staff Update:

The Chief Building Official has indicated that the bleachers are currently structurally sound. To be compliant with the Building Code, the bleachers will require new steps and risers. It is recommended that the full replacement of the horse paddock bleachers be deferred to 2022 to be coordinated with Phase 2 of the Puslinch Community Centre Parks Master Plan.

Budget Impact:

The previous proposed capital budget (as previously presented on September 25, 2019) had incorporated a value of \$30,000 for the replacement of the Horse Paddock Bleachers to be funded from the Asset Management Discretionary Reserve in 2020. This item has been deferred from the proposed 2020 capital budget to the proposed 2022 capital forecast to be coordinated with Phase 2 of the Parks Master Plan.

Discretionary Reserve Contributions - Budget

The table below provides a comparison of the discretionary reserve contributions in the 2020 proposed budget compared to the 2018 and 2019 approved budget:

Discretionary Reserve	2018 Approved Budget	2019 Approved Budget	2020 Proposed Budget
Insurance Contingency	\$0	\$25,000	\$25,000
Legal Contingency	\$361,100	\$50,000	\$50,000
Elections	\$0	\$13,750	\$13,750
Asset Management	\$0	\$263,500	\$1,166,966 Note A
Information Technology	\$0	\$7,500	\$10,000
Total	\$361,100	\$359,750	\$1,265,716

Note A - The increase in the proposed 2020 contribution to the Asset Management Discretionary Reserve relates to the recommendations as outlined in the 2019 Asset Management Plan. All asset replacement projects noted in the Capital Budget and Forecast are funded from the Asset Management Discretionary Reserve as opposed to the Tax Levy resulting in a greater need to contribute more funds to the Asset Management Discretionary Reserve in order to address the Township's infrastructure deficit as noted in the 2019 Asset Management Plan.

The 2019 Asset Management Plan recommended that the Township maintain a minimum target balance of \$2.0 million and a maximum target balance of \$4.0 million in its Asset Management Discretionary Reserve. The projected balance of the Asset Management Discretionary Reserve as of December 31, 2020 based on the 2019 Approved Budget and 2020 Proposed Budget is \$2.4M as outlined in Report FIN-2019-030.

The 2019 completed capital projects and the balances in discretionary and restricted reserves over the forecast period will be presented at a future Council Meeting.

Cost of Living Adjustment

Summarized below are the COLA's being considered or approved by the comparator municipalities used in the Township's current compensation review. The County of Wellington is not included as a comparator in the current compensation review or the compensation review completed in 2014.

The average approved COLA in these municipalities in comparison to the Township's approved COLA from 2014 to 2019 is summarized below:

	Wellington County	Average COLA – Compensation Review Comparators	Township Approved COLA
2014	2.00%	1.38%	1.00%
2015	2.00%	1.92%	2.00%
2016	2.00%	1.55%	1.20%
2017	2.00%	1.54%	1.50%
2018	2.00%	1.70%	1.69%
2019	2.00%	2.14%	2.33%

Staff's recommendation in Report FIN-2015-035 is that COLA be tied to the Consumer Price Index (CPI) for Ontario from August to August. CPI increased 1.90% from August 2018 to August 2019.

The following table shows that many municipalities have not approved the COLA for 2020 but also shows that many use CPI as a benchmark.

Municipality	2014	2015	2016	2017	2018	2019	2020	Comments
Blandford Blenheim	1.00%	2.00%	1.20%	1.50%	1.50%	3.10%	1.90%	Proposed - Ontario CPI increase - August to August.
Centre Wellington – new comparator	1.60%	1.75%	1.90%	1.55%	1.64%	1.77%	1.89%	Approved – 4 year agreement effective January 1, 2017.
Clearview – new comparator	N/A	N/A	N/A	N/A	N/A	1.80%	Not Available	Collective agreement and contract negotiations effective April 1 st each year.
Erin	2.00%	1.50%	1.90%	0.75%	1.70%	1.90%	1.90% estimate	Proposed – CPI and comparators.
Grey Highlands – new comparator	N/A	N/A	N/A	N/A	N/A	1.70%	1.50% to 2.00% estimate	Proposed – generally based on CPI and the County

Municipality	2014	2015	2016	2017	2018	2019	2020	Comments
Guelph Eramosa	1.00%	2.00%	1.70%	1.50%	1.70%	2.20%	1.70% to 1.90% estimate	Proposed – Based CPI September 2018 – 2019 Not Seasonally Adjusted
Mapleton	2.50%	2.50%	N/A	2.00%	1.30%	2.90%	1.90%	Proposed – based on August CPI
Minto	0.00%	2.00%	1.00%	1.50%	2.00%	2.00%	Not Available	Based on CPI for the month of October.
Mono	1.30%	2.00%	1.70%	1.70%	1.70%	2.20%	2.00% estimate	Proposed – Ontario CPI average for each month from November 2018 to October 2019.
Wellesley	1.50%	2.00%	1.50%	1.75%	1.70%	2.50%	Not Available	Non-union - October CPI for Canada to be released in November.
Wellington North	1.50%	1.50%	1.50%	1.60%	2.10%	1.90%	2.00% estimate	Proposed - Non-union – actual adjustment is based on actual prevailing CPI rates for the 12 months ended April 30 th with July 1 st implementation.
Woolwich – new comparator	N/A	N/A	N/A	N/A	N/A	1.75%	1.85%	Approved - Based on the approved collective agreement effective 2019 to 2021.
Average	1.38%	1.92%	1.55%	1.54%	1.70%	2.14%	1.89%	
Puslinch	1.00%	2.00%	1.20%	1.50%	1.69%	2.33%	1.90%	Proposed - Ontario CPI increase from August to August.

The tax levy impact of including a COLA of 1.90% is \$38K increase or a 0.95% tax rate impact. This impact has been included in the base budget.

Moyer's Bridge Replacement

The Capital Budget and Forecast presented at the September 25, 2019 Council Meeting included the following as it relates to Moyer's Bridge and the road resurfacing works at McLean Road/Concession 7 - Intersection of McLean Road/Concession 7 to County Road 34:

- 2020 – Moyer's Bridge – Design Works - \$132,500
- 2022 – Moyer's Bridge – Replacement - \$500,000
- 2022 – McLean Road/Concession 7 - Intersection of McLean Road/Concession 7 to County Road 34 - Road Repaving - \$406,250
- Total - \$1,038,750

The Township has obtained provincial nomination for this project (ie. bridge replacement and pulverize/repave of road portion) under the Investing in Canada Infrastructure Program: Rural & Northern Stream. Please note, the costs noted above are 83.33% funded from this grant funding program at an amount of \$865,590. It is recommended that this project be expedited to be completed in 2020 due to the recent closure of Moyer's Bridge with the remaining \$173,160 funded by the Township's Asset Management Discretionary Reserve in 2020.

Public Works Winter Maintenance

The Township recently received notification from the County of Wellington's Roads department regarding changes to the salt type to be purchased resulting in an increase in salt prices effective January 1, 2020. The County purchases, stores, and loads the Township's salt for winter maintenance. The County will be moving towards the purchasing of blue salt (currently purchase white salt). The cost of white salt per tonne is \$77. The cost of blue salt per tonne is \$112. The Township utilizes approximately 1,500 tonnes of salt per season. This results in an increase in costs in the Public Works Winter Maintenance Account of approximately \$52,500 for 2020.

The 2020 base budget has incorporated 50% of this increase at \$26,250. It is recommended that Township staff monitor actual salt usage in 2020 and determine whether an additional amount should be budgeted in 2021.

Should the winter maintenance expenditures exceed the amount budgeted in 2020, the deficit will be drawn from the Winter Maintenance Discretionary Reserve which currently has a balance of \$71,913.

Conference, Seminar and Training Budget

Schedule C to this Report includes the conference, seminar or training attendance itemized for each department and position. This itemized budget is in accordance with the Staff Expense Policy.

In 2019, Council authorized a one-time base budget increase (BBI) in the Fire & Rescue Services Department for Blue Card Command Instructors' Course at an amount of \$6,000. This one-time 2019 BBI was not expended and is requested to be carried forward to 2020.

Memberships and Associations Budget

Attached as Schedule D to this Report is the Memberships and Associations Budget which includes a listing of the positions and departments including the membership and/or association fees paid for by the Township. This itemized budget is in accordance with the Staff Expense Policy.

Please note, the following Memberships and Associations were added as part of the 2020 budget:

- Fire & Rescue – 2 additional Individual Memberships – Fire Service Women Ontario - \$80
- Fire & Rescue – Corporate Membership – Emergency Vehicle Technicians Association of Ontario - \$100

Uniform and Special Clothing Budget

Attached as Schedule E to this Report is the Uniform and Special Clothing Budget which includes a listing of the positions and departments including the uniform and special clothing budget amounts. This itemized budget is in accordance with the Staff Expense Policy.

Section 6.3 of the Staff Expense Policy currently indicates:

6.3. The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

- Public Works – Safety work shoes and clothing allowance of up to \$400 annually towards the cost of purchasing CSA certified footwear and other safety clothing for the full-time permanent staff in the Public Works department. These are reimbursable expenses (must be supported by original receipts). Any funds spent for the clothing allowance are treated as a taxable benefit. Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.
- Optimist Recreation Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.

It is recommended that the Staff Expense Policy be amended with the following wording based on the recommendation to develop a consistent uniform policy amongst departments as outlined in Report ADM-2019-021:

- Public Works – Safety work shoe allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear and Township supplied clothing of up to \$225 annually for the full-time permanent staff in the Public Works department. The safety work shoe allowance is a reimbursable expense (must be supported by original

receipts). Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.

- Optimist Recreation Centre and Puslinch Community Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre and Puslinch Community Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.

It is recommended that for 2020 only (a one-time base budget increase) of \$2,000 be approved in order to equip Public Works full-time permanent staff with seasonal attire incorporating appropriate Township identification. Based on discussions with VTR uniforms, the Township is able to piggyback the City of Guelph's pricing. The pricing of \$2,000 includes 3 pairs of pants, 5 t-shirts, one sweater, a spring/fall jacket, a toque and a baseball cap for each full-time permanent staff, all embroidered with the Township's identification.

FINANCIAL IMPLICATIONS

Discussed throughout this report.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – 2020 Proposed Operating Budget

Schedule B – 2020 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – Conference, Seminar and Training Budget

Schedule D – Memberships and Associations Budget

Schedule E – Uniform and Special Clothing Budget

2020 Proposed Operating Budget

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Administration					
Expenditures					
FT Wages	\$231,212	\$238,816	\$158,422	\$256,859	\$291,485
PT Wages	\$32,533	\$37,922	\$16,248	\$20,630	\$0
OT Wages	\$1,371	\$1,525	\$0	\$500	\$500
FT Wage Related Expenses	\$39,982	\$41,491	\$30,040	\$44,625	\$51,096
PT Wage Related Expenses	\$2,791	\$3,381	\$2,106	\$1,922	\$0
Manulife Benefits	\$31,664	\$36,392	\$18,318	\$29,129	\$30,287
WSIB	\$6,382	\$7,175	\$6,126	\$7,217	\$7,294
Office Supplies & Equipment	\$1,558	\$930	\$1,638	\$1,200	\$1,200
Communication (phone, fax, internet)	\$1,630	\$1,861	\$1,395	\$1,836	\$1,836
Professional Fees - Legal	\$31,610	\$62,644	\$24,235	\$48,500	\$23,500
Professional Fees - Engineering	\$24,029	\$16,088	\$12,651	\$55,640	\$55,640
Events and Other	\$11,494	\$9,682	\$1,473	\$10,775	\$10,775
Mileage	\$1,984	\$2,008	\$948	\$2,000	\$2,000
Professional Development	\$20,680	\$17,683	\$4,541	\$40,843	\$30,408
Membership and Subscription Fees	\$8,925	\$9,132	\$9,584	\$10,871	\$10,871
Employee Travel - Meals	\$78	\$154	\$25	\$200	\$200
Employee Travel - Accom/Parking	\$2,272	\$760	\$1,255	\$1,200	\$1,200
Employee Travel - Air Fare	\$303	\$0	\$0	\$500	\$500
Insurance	\$61,113	\$59,617	\$58,210	\$64,960	\$64,960
Advertising	\$1,886	\$2,637	\$5,193	\$2,900	\$2,250
Ground Water Monitoring	\$4,416	\$3,385	\$665	\$3,500	\$3,500
Contract Services	\$0	\$1,978	\$29,887	\$17,000	\$7,000
Expenditures Total	\$517,915	\$555,262	\$382,959	\$622,807	\$596,501
ReserveTransfers					
Transfer from Operating Carryforward	-\$23,632	-\$19,840	\$0	\$0	\$0
Transfer from Legal Contingency	\$0	-\$115,212	-\$63,181	\$0	\$0
Contribution to Legal Contingency	\$5,000	\$361,100	\$50,000	\$50,000	\$50,000
Transfer from Insurance Contingency	-\$25,000	-\$7,658	-\$5,016	-\$10,000	-\$10,000
Contribution to Insurance Contingency	\$5,000	\$0	\$25,000	\$25,000	\$25,000
ReserveTransfers Total	-\$38,632	\$218,389	\$6,803	\$65,000	\$65,000
Revenues					

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Agreement, Commissioner and FOI, Photocopies	-\$965	-\$1,107	-\$1,349	-\$1,200	-\$1,300
Eng., Env., and Legal Recoveries	-\$3,660	-\$3,000	-\$3,050	-\$2,500	-\$2,500
Recoveries from Staff Events	-\$1,649	-\$1,403	\$0	-\$1,200	-\$1,300
Other recoveries	-\$516	\$0	\$0	-\$500	-\$500
Nestle Agreement	\$0	-\$500	\$0	-\$500	-\$500
Ontario Cannabis Legalization Implementation Fund	\$0	\$0	-\$15,000	-\$10,000	\$0
Revenues Total	-\$6,790	-\$6,011	-\$19,399	-\$15,900	-\$6,100

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Building					
Expenditures					
FT Wages	\$117,055	\$140,975	\$147,223	\$223,041	\$225,700
PT Wages	\$0	\$8,060	\$6,104	\$6,975	\$0
OT Wages	\$1,424	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$21,262	\$21,405	\$26,202	\$38,835	\$40,946
PT Wage Related Expenses	\$0	\$651	\$281	\$650	\$0
Manulife Benefits	\$13,213	\$12,710	\$15,839	\$28,903	\$30,156
WSIB	\$3,597	\$4,809	\$4,900	\$7,061	\$6,596
Computer Software & Hardware	\$340	\$380	\$1,524	\$250	\$250
Office Supplies	\$9,571	\$4,020	\$2,851	\$5,000	\$5,000
Hydro	\$2,395	\$0	\$0	\$0	\$0
Heat	\$1,580	\$0	\$0	\$0	\$0
Fuel	\$1,632	\$1,461	\$0	\$1,500	\$1,500
Water Protection	\$53	\$0	\$0	\$0	\$0
Signage	\$0	\$0	\$0	\$0	\$0
Cleaning, Maint & supplies for Bldg	\$7,001	\$0	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$597	\$0	\$0	\$0	\$0
Vehicle Maintenance	\$94	\$470	\$233	\$600	\$600
Outdoor Maintenance of Building	\$226	\$0	\$0	\$0	\$0
Postage	\$3,893	\$3,186	\$1,395	\$3,000	\$3,000
Communication (phone, fax, internet)	\$2,901	\$2,389	\$2,444	\$3,350	\$2,195
Professional Fees - Legal	\$8,559	\$6,791	\$11,135	\$20,000	\$20,000
Professional Fees - Audit	\$6,411	\$5,007	\$5,190	\$6,000	\$6,000
Professional Fees - Engineering	\$117,581	\$244,425	\$142,950	\$244,920	\$244,920
Mileage	\$440	\$514	\$189	\$1,000	\$1,000
Professional Development	\$5,496	\$8,138	\$2,205	\$13,350	\$13,350
Membership and Subscription Fees	\$1,540	\$1,904	\$2,265	\$3,089	\$3,089
Employee Travel - Meals	\$506	\$125	\$0	\$500	\$500
Employee Travel - Accomodations	\$1,678	\$0	\$255	\$1,500	\$1,500
Insurance	\$17,009	\$18,720	\$18,066	\$19,784	\$19,784
Advertising	\$1,613	\$3,212	\$1,110	\$1,560	\$1,560
Vehicle Plates	\$120	\$120	\$0	\$120	\$120
Contract Services	\$20,083	\$17,757	\$21,851	\$19,175	\$21,867
Clothing, Safety Allowance	\$158	\$373	\$195	\$720	\$720
Emergency Management	\$1,121	\$1,157	\$963	\$1,269	\$550
Bank Service Charges	\$639	\$2,058	\$2,478	\$5,216	\$5,000

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Municipal Office Costs Recovered from Building Department	\$0	\$20,038	\$0	\$20,697	\$20,811
Expenditures Total	\$369,788	\$530,858	\$417,850	\$678,566	\$677,215
ReserveTransfers					
Contribution to Building Surplus RF	\$220,113	\$0	\$0	\$0	\$0
Transfer from Building Surplus RF	\$0	-\$48,583	\$0	-\$239,697	-\$232,237
ReserveTransfers Total	\$220,113	-\$48,583	\$0	-\$239,697	-\$232,237
Revenues					
Reproduction of Drawings Fees	-\$200	-\$200	-\$50	-\$150	-\$153
Other recoveries	\$0	\$0	\$0	-\$500	-\$500
Designated Structures Permit	-\$2,496	-\$2,912	-\$832	-\$2,496	-\$2,496
Tent or Marquee Application Fee	-\$780	-\$1,092	-\$2,600	-\$936	-\$1,065
Transfer of Permit	-\$156	-\$156	\$0	-\$156	-\$159
Revision to Approved Plans	-\$4,244	-\$6,240	-\$6,662	-\$4,992	-\$5,406
Alternative Solution Application	-\$364	\$0	\$0	-\$500	-\$510
Residential Building Permits	-\$472,996	-\$345,147	-\$322,928	-\$330,000	-\$336,600
Institutional, Commercial & Industrial Building Permits	-\$52,532	-\$35,626	-\$36,103	-\$38,000	-\$40,000
Farm Building Permits	-\$5,707	-\$46,039	-\$18,141	-\$7,000	-\$10,000
Demolition Permits	-\$936	-\$2,496	-\$2,184	-\$1,716	-\$1,749
Occupancy Permits	-\$8,736	-\$6,965	-\$5,616	-\$7,800	-\$7,155
Sign Permits	-\$1,300	-\$1,040	\$0	-\$780	-\$795
Septic System Permit - New	-\$34,308	-\$33,883	-\$24,960	-\$35,568	-\$31,164
Inspection of works not ready	-\$468	\$0	-\$312	-\$936	-\$318
Septic System Permit - Alter	-\$4,680	-\$468	-\$1,404	-\$2,340	-\$1,908
Online Service Fee	\$0	-\$10	-\$944	-\$5,000	-\$5,000
Revenues Total	-\$589,901	-\$482,275	-\$422,736	-\$438,870	-\$444,978

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
By-law					
Expenditures					
PT Wages	\$10,071	\$5,174	\$5,063	\$12,674	\$12,546
PT Wage Related Expenses	\$601	\$278	\$396	\$2,193	\$1,115
WSIB	\$254	\$125	\$159	\$377	\$355
Office Supplies	\$72	\$0	\$57	\$150	\$150
Signage - 911 Signs	\$1,995	\$794	\$1,343	\$1,300	\$1,400
Professional Fees - Legal	\$43,214	\$64,066	\$21,549	\$20,000	\$20,000
Professional Fees - Engineering	\$6,561	\$3,981	\$6,615	\$17,280	\$17,280
Mileage	\$634	\$359	\$0	\$150	\$150
Professional Development	\$0	\$0	\$0	\$1,200	\$1,200
Employee Travel - Meals	\$0	\$0	\$0	\$50	\$50
Employee Travel - Accomodations	\$0	\$0	\$0	\$250	\$250
Advertising	\$941	\$768	\$515	\$1,500	\$1,500
Contract Services	\$9,361	\$9,494	\$7,561	\$20,360	\$18,800
Livestock Loss	\$3,741	\$1,766	\$286	\$1,500	\$1,500
Expenditures Total	\$77,668	\$87,021	\$43,777	\$79,234	\$76,547
Revenues					
Lottery Licences	-\$430	-\$523	-\$247	-\$500	-\$500
Sign Permits	\$0	-\$100	\$0	-\$100	-\$102
Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
Engineering, Environmental and Legal Fees Recovered	-\$13,636	-\$9,829	-\$27,809	-\$5,000	-\$5,000
Site Alteration Agreement	\$0	-\$1,905	\$0	-\$500	-\$500
Other recoveries	-\$571	\$0	\$0	-\$500	-\$500
Ontario Wildlife Damage Compensation	-\$3,861	-\$1,856	-\$316	-\$1,500	-\$1,500
Dog Tags and Kennel Licences	-\$10,200	-\$9,950	-\$10,357	-\$11,000	-\$11,000
Municipal addressing signs and posts	-\$1,900	-\$1,780	-\$1,620	-\$1,800	-\$1,775
Septic Compliance Letter	-\$675	-\$900	-\$600	-\$750	-\$689
Special Occasion Permit Letters	\$0	\$0	\$0	-\$150	-\$77
Swimming Pool Enclosure Permit	-\$2,520	-\$4,410	-\$3,225	-\$3,655	-\$3,285
Liquor License Letter	\$0	\$0	\$0	-\$156	-\$159
Guelph Humane Society Fees	-\$1,256	-\$1,093	-\$455	-\$1,000	\$0
Filming Permit Fee	\$0	\$0	-\$500	-\$500	-\$510
Property Standards Appeal Fee	\$0	\$0	\$0	\$0	-\$260
Revenues Total	-\$35,049	-\$32,346	-\$45,129	-\$27,111	-\$25,856

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Corporate					
Expenditures					
Taxes written off (Twp share only)	\$21,671	\$24,852	\$9,581	\$25,000	\$25,000
Conservation Authorities Levy Payment	\$163,966	\$161,939	\$167,217	\$167,217	\$169,442
Expenditures Total	\$185,637	\$186,791	\$176,798	\$192,217	\$194,442
Revenues					
Supplemental Billings	-\$101,334	-\$56,668	-\$72,603	-\$60,000	-\$65,000
Provincial Aggregate Levy	-\$275,293	-\$281,367	-\$228,000	-\$228,000	-\$228,000
Mun Tax Assistance	-\$17,531	-\$19,636	-\$17,525	-\$23,654	-\$23,732
Host Kilmer (Service Ontario)	-\$26,205	-\$27,345	-\$28,891	-\$28,388	-\$28,891
Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
Metrolinx	-\$15,337	-\$10,422	-\$10,740	-\$10,705	-\$10,740
Hydro One	-\$8,100	-\$8,409	\$0	-\$8,409	-\$8,672
Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$5,330	-\$5,330	-\$5,330
Puslinch Landfill/Wellington County	-\$4,508	-\$5,575	-\$7,353	-\$7,581	-\$7,353
City of Guelph	-\$29,691	-\$32,396	-\$34,582	-\$35,656	-\$34,582
University of Guelph	-\$289	-\$428	-\$569	-\$567	-\$569
CN Railway	-\$1,219	-\$1,316	-\$1,316	-\$1,316	-\$1,316
CP Railway	-\$7,854	-\$7,854	-\$7,854	-\$7,854	-\$7,854
OMPF	-\$370,200	-\$413,600	-\$311,600	-\$380,200	-\$417,400
Penalties - Property Taxes	-\$91,994	-\$94,531	-\$77,606	-\$87,475	-\$88,098
Interest - Tax Arrears	-\$83,278	-\$92,329	-\$91,253	-\$87,099	-\$88,953
Interest on General	-\$67,707	-\$131,548	-\$78,345	-\$70,000	-\$90,092
Sale of Flags	-\$25	-\$88	-\$172	-\$22	\$0
Other Revenues	-\$322	-\$437	-\$375	-\$500	-\$500
Revenues Total	-\$1,118,364	-\$1,201,427	-\$986,260	-\$1,054,903	-\$1,119,229

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Council					
Expenditures					
PT Wages	\$84,085	\$85,313	\$72,217	\$99,297	\$101,183
PT Wage Related Expenses	\$2,055	\$2,320	\$3,964	\$7,000	\$7,285
Manulife Benefits	\$22,294	\$21,955	\$17,734	\$23,294	\$24,809
Office Supplies & Equipment	\$131	\$164	\$0	\$250	\$250
Mileage	\$773	\$798	\$344	\$1,000	\$1,000
Professional Development	\$1,939	\$3,495	\$0	\$3,200	\$3,200
Membership and Subscription Fees	\$0	\$0	\$157	\$150	\$150
Employee Travel - Meals	\$94	\$162	\$95	\$300	\$300
Employee Travel - Accom/Parking	\$2,166	\$2,188	\$1,070	\$4,000	\$4,000
Employee Travel - Air Fare	\$408	\$0	\$0	\$500	\$500
Expenditures Total	\$113,945	\$116,397	\$95,582	\$138,992	\$142,677

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Elections					
Expenditures					
Per Diems	\$0	\$4,955	\$94	\$0	\$0
Office Supplies & Equipment	\$0	\$1,549	\$0	\$0	\$0
Postage	\$0	\$2,318	\$0	\$0	\$0
Professional Fees - Audit	\$0	\$0	\$0	\$1,550	\$0
Professional Development	\$0	\$260	\$0	\$0	\$0
Advertising	\$80	\$7,929	\$0	\$0	\$0
Contract Services	\$1,208	\$37,314	\$1,476	\$0	\$1,476
Expenditures Total	\$1,289	\$54,325	\$1,569	\$1,550	\$1,476
ReserveTransfers					
Contribution to Elections	\$12,787	\$12,787	\$13,750	\$13,750	\$13,750
Transfer From Elections	\$0	-\$48,574	\$0	\$0	\$0
ReserveTransfers Total	\$12,787	-\$35,787	\$13,750	\$13,750	\$13,750
Revenues					
Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
Nomination Fees	\$0	\$0	\$0	\$0	\$0
Revenues Total	\$0	\$0	\$0	\$0	\$0

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Finance					
Expenditures					
Principal Repayment	\$116,000	\$119,000	\$0	\$0	\$0
FT Wages	\$281,721	\$293,721	\$207,851	\$287,897	\$295,018
PT Wages	\$0	\$0	\$0	\$0	\$0
OT Wages	\$1,551	\$428	\$0	\$500	\$500
FT Wage Related Expenses	\$48,908	\$51,077	\$37,872	\$50,676	\$52,107
PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
Manulife Benefits	\$33,506	\$33,236	\$25,983	\$33,708	\$36,360
WSIB	\$7,990	\$8,878	\$6,992	\$8,533	\$8,360
Computer Software & Hardware	\$1,244	\$888	\$3,556	\$500	\$500
Office Supplies	\$6,470	\$5,956	\$4,788	\$6,000	\$6,000
Hydro	\$5,629	\$0	\$0	\$0	\$0
Heat	\$1,824	\$0	\$0	\$0	\$0
Cleaning, Maintenance, Building Supplies	\$16,286	\$0	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$1,392	\$0	\$0	\$0	\$0
Outdoor Maintenance of Building	\$528	\$0	\$0	\$0	\$0
Postage	\$8,990	\$9,643	\$8,532	\$8,200	\$8,200
Communication (phone, fax, internet)	\$6,479	\$5,901	\$4,280	\$5,360	\$3,491
Professional Fees - Audit	\$14,959	\$12,242	\$12,109	\$14,000	\$14,000
Mileage	\$580	\$1,611	\$293	\$1,000	\$1,000
Professional Development	\$3,341	\$7,791	\$3,707	\$6,754	\$6,754
Membership and Subscription Fees	\$2,047	\$1,979	\$986	\$2,425	\$2,425
Employee Travel - Meals	\$20	\$25	\$25	\$150	\$150
Employee Travel - Accomodations	\$25	\$207	\$0	\$400	\$400
Advertising	\$2,360	\$10,189	\$4,905	\$7,670	\$7,670
Contract Services	\$43,591	\$35,093	\$35,903	\$35,641	\$40,944
Emergency Management	\$2,617	\$2,700	\$2,246	\$2,650	\$1,282
Environmental Service - Garbage Bags	\$15,130	\$16,230	\$16,925	\$17,500	\$17,500
Bank Service Charges	\$2,684	\$5,093	\$5,795	\$5,504	\$6,000
Other written off (non collectible inv's)	\$5,669	\$584	\$0	\$0	\$0
Debt Interest Repayment	\$8,792	\$2,975	\$0	\$0	\$0
Community Grants	\$32,475	\$31,750	\$37,553	\$37,553	\$37,553
Expenditures Total	\$672,807	\$657,198	\$420,302	\$532,621	\$546,214
Revenues					
Advertising, Legal, and Realtax Fees Recovered	\$0	-\$7,153	-\$1,331	-\$7,000	-\$5,000

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
NSF Fees	-\$880	-\$720	-\$360	-\$640	-\$640
Online Service Fee	\$0	-\$168	-\$419	-\$5,000	-\$5,000
Tax Certificates	-\$9,540	-\$8,040	-\$7,500	-\$8,520	-\$8,220
Other Recoveries	-\$5,257	-\$7,859	-\$7,164	-\$2,500	-\$6,500
Garbage bags	-\$17,930	-\$22,020	-\$15,725	-\$17,500	-\$17,500
Revenues Total	-\$33,607	-\$45,960	-\$32,500	-\$41,160	-\$42,860

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Fire and Rescue					
Expenditures					
PT Wages	\$418,073	\$407,876	\$317,085	\$402,559	\$413,238
PT Wage Related Expenses	\$30,573	\$55,406	\$82,635	\$31,970	\$33,306
Group Benefits	\$18,429	\$17,796	\$15,169	\$17,231	\$17,231
WSIB	\$11,607	\$12,425	\$9,188	\$12,681	\$12,397
Office Supplies	\$2,880	\$2,903	\$826	\$3,000	\$3,000
Hydro	\$6,243	\$0	\$0	\$0	\$0
Heat	\$1,397	\$0	\$0	\$0	\$0
Fuel	\$14,992	\$13,960	\$0	\$14,400	\$14,400
Water Protection	\$175	\$0	\$0	\$0	\$0
Equipment Maintenance & Supplies	\$24,525	\$26,814	\$12,747	\$25,000	\$25,000
Oxygen & Medical Supplies	\$3,026	\$1,307	\$1,581	\$3,100	\$3,100
Public Education	\$3,465	\$2,580	\$3,885	\$3,800	\$3,800
Cleaning, Maint & supplies for Bldg	\$8,498	\$0	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$555	\$0	\$0	\$0	\$0
Waste Removal	\$675	\$0	\$0	\$0	\$0
Vehicle Maintenance	\$33,577	\$57,416	\$15,362	\$26,000	\$26,000
Communication (phone, fax, internet)	\$11,825	\$8,863	\$4,174	\$8,300	\$6,304
Mileage	\$3,559	\$3,471	\$3,258	\$4,000	\$4,000
Professional Development	\$20,304	\$20,174	\$11,997	\$24,105	\$24,105
Membership and Subscription Fees	\$3,319	\$4,162	\$4,607	\$4,712	\$4,892
Employee Travel - Meals	\$1,135	\$4,922	\$618	\$1,000	\$1,000
Employee Travel - Accomodations	\$1,718	\$959	\$1,149	\$2,600	\$2,600
Insurance	\$23,443	\$21,386	\$23,097	\$22,722	\$22,722
Advertising	\$2,021	\$166	\$0	\$1,000	\$1,000
Permits	\$471	\$471	\$471	\$485	\$485
Contract Services	\$30,713	\$37,857	\$31,412	\$75,495	\$80,021
Clothing, Safety Allowance	\$25,821	\$18,032	\$16,487	\$16,550	\$16,550
Vehicle Plates	\$189	\$265	\$0	\$265	\$265
Expenditures Total	\$703,208	\$719,210	\$555,749	\$700,974	\$715,416
Revenues					
Tent or Marquee Application Fee	-\$520	-\$728	\$0	-\$624	\$0
Open Burning Permit and Inspection	-\$15,150	-\$15,260	-\$15,080	-\$15,000	-\$15,300
Burning Permit Violations	-\$1,350	-\$1,350	-\$465	-\$1,396	-\$1,431
Fire Extinguisher Training	-\$225	-\$720	\$0	-\$500	-\$505

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Water Tank Locks	-\$53	-\$18	\$0	-\$53	-\$54
Fireworks Permits	-\$300	-\$200	-\$200	-\$200	-\$204
Information/Fire Reports	-\$750	-\$375	-\$225	-\$450	-\$459
Other recoveries	-\$4,452	-\$851	-\$320	-\$3,000	-\$1,000
Occupancy Load	\$0	\$0	\$0	\$0	\$0
Fire Safety Plan Review	\$0	\$0	\$0	-\$240	-\$244
Post Fire Watch	\$0	\$0	\$0	\$0	\$0
Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
Key Boxes	\$0	-\$100	\$0	-\$100	-\$102
Inspections	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Emergency Responses	-\$114,465	-\$112,424	-\$60,580	-\$90,000	-\$91,800
Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	\$0
Carbon Monoxide Alarms and Smoke Alarms	\$0	\$0	\$0	\$0	-\$245
Revenues Total	-\$137,266	-\$132,027	-\$76,870	-\$111,564	-\$111,344

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Heritage Committee					
Expenditures					
Per Diems	\$1,750	\$1,416	\$0	\$1,865	\$1,914
Heritage Plaques	\$0	\$0	\$0	\$100	\$100
Mileage	\$668	\$0	\$201	\$600	\$600
Training	\$824	\$0	\$305	\$1,250	\$1,000
Employee Travel - Meals	\$58	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$1,705	\$0	\$390	\$1,000	\$1,000
Expenditures Total	\$5,006	\$1,416	\$896	\$4,915	\$4,714

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Library					
Expenditures					
Library Rent for Historical society	\$4,902	\$4,828	\$4,715	\$4,850	\$4,850
Library Water Monitoring	\$1,764	\$1,857	\$1,181	\$1,750	\$1,750
Expenditures Total	\$6,666	\$6,685	\$5,896	\$6,600	\$6,600
Revenues					
Library Costs Recovered from County	-\$3,060	-\$2,920	\$0	-\$3,000	-\$3,000
Revenues Total	-\$3,060	-\$2,920	\$0	-\$3,000	-\$3,000

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Municipal Office					
Expenditures					
Hydro	\$0	\$17,799	\$11,713	\$20,000	\$20,000
Heat	\$0	\$11,756	\$8,517	\$12,000	\$12,000
Water Protection	\$0	\$525	\$596	\$420	\$420
Cleaning, Maint & supplies for Bldg	\$0	\$29,413	\$17,923	\$26,451	\$26,451
Kitchen Supplies and Equipment	\$0	\$3,878	\$3,357	\$3,400	\$3,400
Waste Removal	\$0	\$1,767	\$1,421	\$1,600	\$1,980
Outdoor Maintenance of Building	\$0	\$1,655	\$420	\$1,300	\$1,300
Contract Services	\$0	\$0	\$1,727	\$3,820	\$3,820
Expenditures Total	\$0	\$66,793	\$45,674	\$68,991	\$69,371
Revenues					
Municipal Office Costs Recovered from Building Department	\$0	-\$20,038	\$0	-\$20,697	-\$20,811
Revenues Total	\$0	-\$20,038	\$0	-\$20,697	-\$20,811

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
ORC					
Expenditures					
FT Wages	\$57,980	\$58,739	\$43,928	\$60,108	\$61,250
PT Wages	\$21,318	\$24,419	\$18,629	\$29,560	\$30,122
OT Wages	\$1,464	\$1,518	\$954	\$2,000	\$2,000
FT Wage Related Expenses	\$10,196	\$12,582	\$9,315	\$10,873	\$11,130
PT Wage Related Expenses	\$1,158	\$1,180	\$984	\$2,754	\$2,835
Manulife Benefits	\$7,779	\$8,751	\$6,207	\$8,280	\$7,395
WSIB	\$2,466	\$2,716	\$2,138	\$2,888	\$2,801
Office Supplies	\$390	\$184	\$210	\$300	\$300
Hydro	\$25,728	\$26,874	\$22,409	\$30,000	\$30,000
Heat	\$5,570	\$5,941	\$3,703	\$5,500	\$5,500
Fuel	\$446	\$0	\$0	\$0	\$0
Water Protection	\$829	\$753	\$430	\$700	\$700
Equipment Maintenance & Supplies	\$7,985	\$8,261	\$1,984	\$6,870	\$6,870
Signage	\$28	\$0	\$0	\$100	\$100
Bldg-Cleaning, Maint,Supplies Interior	\$2,846	\$5,216	\$2,013	\$6,000	\$6,000
Waste Removal	\$716	\$943	\$731	\$800	\$1,560
Bldg-Cleaning, Maint,Supplies Exterior	\$5,069	\$6,415	\$1,150	\$8,000	\$8,000
Communication (phone, fax, internet)	\$2,368	\$2,523	\$2,384	\$2,860	\$3,120
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$555	\$0	\$0	\$1,000	\$1,000
Membership and Subscription Fees	\$218	\$153	\$158	\$220	\$220
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$8,733	\$8,134	\$8,611	\$8,642	\$8,642
Advertising	\$371	\$525	\$0	\$500	\$500
Contract Services	\$66	\$66	\$563	\$1,480	\$1,480
Clothing, Safety Allowance	\$0	\$107	\$0	\$515	\$515
Expenditures Total	\$164,278	\$176,000	\$126,501	\$190,150	\$192,240
Revenues					
Ice Rental - Prime	-\$13,200	-\$18,012	-\$20,772	-\$18,000	-\$18,360
Ice Rental - Non-Prime	-\$385	\$0	\$0	\$0	\$0
Arena Summer Rentals	-\$14,841	-\$13,423	-\$11,180	-\$15,000	-\$13,750
Gymnasium Rental	-\$20,206	-\$20,418	-\$20,427	-\$17,000	-\$20,000
Rink Board and Ball Diamond Advertising	\$0	\$0	\$0	-\$350	-\$357
Other Recoveries	\$0	-\$421	-\$386	-\$500	-\$500

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Revenues Total	-\$48,633	-\$52,274	-\$52,765	-\$50,850	-\$52,967
Parks					
Expenditures					
FT Wages	\$0	\$43,849	\$32,174	\$43,804	\$0
PT Wages	\$13,228	\$9,828	\$10,134	\$9,536	\$9,717
OT Wages	\$0	\$3,265	\$4,956	\$2,000	\$0
FT Wage Related Expenses	\$0	\$7,916	\$6,262	\$8,210	\$0
PT Wage Related Expenses	\$1,138	\$840	\$882	\$889	\$915
WSIB	\$419	\$1,762	\$1,573	\$1,743	\$292
Hydro	\$2,552	\$2,558	\$1,854	\$3,400	\$3,400
Fuel	\$1,910	\$2,663	\$0	\$2,200	\$2,200
Water Protection	\$657	\$646	\$35	\$1,000	\$1,000
Equipment Maintenance and Supplies	\$1,118	\$644	\$1,111	\$1,480	\$1,480
Vehicle Maintenance	\$542	\$244	\$31	\$500	\$500
Maintenance Grounds	\$10,393	\$7,963	\$3,652	\$10,000	\$10,000
Insurance	\$6,346	\$6,575	\$7,190	\$6,986	\$6,986
Advertising	\$623	\$0	\$1,134	\$500	\$500
Contract Services	\$28,474	\$18,551	\$5,471	\$15,660	\$5,160
Manulife Benefits	\$0	\$7,163	\$5,695	\$7,614	\$0
Expenditures Total	\$67,402	\$114,468	\$82,154	\$115,522	\$42,149
Revenues					
Horse Paddock Rental	-\$200	-\$200	-\$250	-\$200	-\$204
Picnic Shelter	-\$220	-\$220	-\$400	-\$300	-\$306
Ball Diamond Rentals	-\$2,606	-\$3,023	-\$5,627	-\$4,000	-\$5,500
Sports Facility User Fees	-\$15,313	-\$920	-\$730	-\$800	-\$800
Soccer Field Rentals	\$0	-\$2,321	-\$2,331	-\$3,000	-\$3,000
Revenues Total	-\$18,339	-\$6,684	-\$9,338	-\$8,300	-\$9,810

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
PCC					
Expenditures					
FT Wages	\$6,946	\$0	\$0	\$0	\$56,088
PT Wages	\$47,348	\$40,085	\$31,926	\$41,198	\$40,505
OT Wages	\$853	\$398	\$279	\$500	\$2,000
FT Wage Related Expenses	\$12	\$3	\$7	\$0	\$10,285
PT Wage Related Expenses	\$2,163	\$1,821	\$1,466	\$6,960	\$4,001
Manulife Benefits	\$0	\$0	\$0	\$0	\$8,178
WSIB	\$1,520	\$1,262	\$1,038	\$1,313	\$2,958
Office Supplies	\$265	\$132	\$520	\$150	\$150
Hydro	\$16,043	\$12,632	\$7,464	\$16,500	\$16,500
Heat	\$4,300	\$4,482	\$2,875	\$4,300	\$4,300
Fuel	\$0	\$0	\$0	\$500	\$500
Water Protection	\$4,875	\$4,386	\$2,848	\$5,100	\$5,100
Bldg-Cleaning, Maint,Supplies Interior	\$8,385	\$13,503	\$6,853	\$13,870	\$13,870
Kitchen Supplies and Equipment	\$5,944	\$2,102	\$511	\$1,500	\$1,500
Waste Removal	\$2,864	\$2,881	\$2,924	\$2,500	\$6,240
Outdoor Maintenance of Building	\$2,618	\$1,546	\$627	\$1,200	\$1,200
Communication (phone, fax, internet)	\$2,278	\$2,251	\$2,573	\$2,800	\$3,000
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$36	\$0	\$0	\$0	\$0
Membership and Subscription Fees	\$0	\$500	\$500	\$500	\$500
Employee Travel - Meals	\$0	\$0	\$0	\$150	\$150
Employee Travel - Accomodations	\$0	\$0	\$0	\$450	\$450
Insurance	\$7,110	\$7,537	\$7,996	\$8,008	\$8,008
Advertising	\$0	\$0	\$914	\$2,000	\$2,000
Contract Services	\$1,611	\$1,903	\$1,517	\$3,660	\$3,660
Clothing, Safety Allowance	\$0	\$0	\$0	\$0	\$260
Expenditures Total	\$115,171	\$97,425	\$72,839	\$113,260	\$191,502
Revenues					
Hall - Prime	-\$25,713	-\$22,692	-\$21,658	-\$22,800	-\$27,246
Hall - Non-Prime	-\$16,971	-\$21,209	-\$14,005	-\$16,000	-\$19,120
Meeting Room	-\$9,324	-\$9,937	-\$11,251	-\$8,000	-\$11,950
Licensed Events Using Patio	-\$334	-\$336	-\$285	-\$229	-\$234
Hall - Commercial Rentals	-\$765	-\$3,060	-\$782	-\$782	-\$636
Bartenders	-\$10,434	-\$8,720	-\$5,675	-\$8,500	-\$8,354

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Kitchen Facilities - Non-Prime	-\$3,251	-\$2,969	-\$2,486	-\$3,180	-\$3,800
Advertising Sign	-\$225	-\$33	-\$33	-\$324	-\$102
Other Recoveries	-\$360	-\$1,851	-\$1,224	-\$400	-\$1,000
Recreation Conditional Grants	-\$6,253	-\$5,325	\$0	-\$5,167	-\$5,167
Donations	-\$400	-\$7,031	\$0	\$0	\$0
Projector and Microphone Rental Fee	-\$25	-\$128	-\$50	-\$100	-\$102
Revenues Total	-\$74,055	-\$83,292	-\$57,450	-\$65,481	-\$77,710

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
PDAC					
Expenditures					
Per Diems	\$3,934	\$3,910	\$186	\$4,360	\$4,466
Office Supplies & Equipment	\$42	\$0	\$0	\$50	\$50
Mileage	\$0	\$0	\$0	\$150	\$150
Training	\$0	\$0	\$0	\$1,500	\$1,500
Expenditures Total	\$3,977	\$3,910	\$186	\$6,060	\$6,166

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Planning					
Expenditures					
FT Wages	\$66,557	\$57,905	\$41,630	\$57,040	\$59,883
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$11,617	\$10,523	\$8,328	\$10,152	\$10,682
Manulife Benefits	\$8,117	\$5,887	\$3,323	\$4,393	\$4,771
WSIB	\$2,004	\$1,876	\$1,400	\$1,813	\$1,811
Office Supplies	\$18	\$656	\$566	\$100	\$400
Communication (phone, fax, internet)	\$136	\$0	\$0	\$200	\$200
Professional Fees - Legal	\$5,699	\$32,733	\$22,516	\$27,000	\$17,000
Professional Fees - Engineering	\$61,512	\$67,792	\$42,074	\$57,849	\$57,849
Mileage	\$0	\$0	\$74	\$250	\$250
Professional Development	\$356	\$0	\$712	\$1,401	\$1,401
Membership and Subscription Fees	\$120	\$280	\$150	\$150	\$150
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$0	\$0	\$0	\$350	\$350
Advertising	\$8,158	\$5,840	\$2,735	\$4,000	\$3,500
Professional Fees - Water Monitoring	\$2,150	\$529	\$3,818	\$2,000	\$2,000
Contract Services	\$4,868	\$9,719	\$6,670	\$13,000	\$18,940
CIP Grants	\$1,487	\$427	\$0	\$7,500	\$7,500
Expenditures Total	\$172,798	\$194,167	\$133,995	\$187,797	\$187,287
ReserveTransfers					
Transfer from Operating Carryforward	\$0	\$0	\$0	-\$7,500	-\$7,500
Transfer to Operating Carryforward	\$0	\$7,500	\$0	\$0	\$0
ReserveTransfers Total	\$0	\$7,500	\$0	-\$7,500	-\$7,500
Revenues					
Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$58,257	-\$47,321	-\$21,562	-\$20,000	-\$20,000
Minor Variance	-\$11,492	-\$13,110	-\$16,742	-\$9,884	-\$13,699
Agreements	-\$510	-\$765	-\$1,015	-\$765	-\$780
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
Site Plan Control	-\$8,081	-\$42,300	-\$20,600	-\$21,700	-\$23,292
Consent Review and Clearance	-\$3,840	-\$5,633	-\$2,678	-\$2,010	-\$4,110
Zoning By-law Amendment	-\$7,200	-\$16,500	-\$32,400	-\$16,200	-\$29,684
Telecommunication Tower Proposals	-\$1,520	-\$521	-\$532	-\$532	-\$2,293
Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	\$0	\$0

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Zoning Compliance Letter	-\$2,700	-\$2,325	-\$1,800	-\$2,250	-\$2,295
Zoning By-law #19/85	\$0	\$0	\$0	\$0	\$0
Business Retention and Expansion Municipal Implementation Fund	\$0	-\$25,000	\$0	\$0	\$0
Lifting of Holding Designation Fee (Zoning)	\$0	-\$1,146	\$0	-\$586	-\$598
Ownership List Confirmation	\$0	\$0	\$0	\$0	-\$2,100
Pre-Consultation	\$0	\$0	\$0	\$0	-\$615
Revenues Total	-\$93,600	-\$154,621	-\$97,329	-\$73,927	-\$99,466

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Public Works					
Expenditures					
FT Wages	\$337,479	\$372,764	\$247,537	\$379,496	\$372,661
PT Wages	\$45,548	\$35,837	\$14,252	\$19,293	\$39,320
OT Wages	\$34,427	\$38,290	\$39,319	\$30,700	\$32,700
FT Wage Related Expenses	\$60,342	\$65,136	\$53,545	\$69,423	\$68,777
PT Wage Related Expenses	\$4,556	\$41,630	\$3,037	\$3,534	\$7,240
Manulife Benefits	\$39,336	\$40,262	\$30,871	\$44,381	\$46,641
WSIB	\$12,089	\$13,835	\$10,218	\$12,948	\$13,187
Office Supplies	\$1,068	\$167	\$20	\$500	\$500
Hydro	\$9,143	\$667	\$517	\$1,000	\$1,000
Heat	\$5,117	\$0	\$0	\$0	\$0
Fuel	\$67,350	\$68,538	\$70,128	\$70,000	\$70,000
Equipment Maintenance & Supplies	\$1,955	\$2,423	\$733	\$2,050	\$2,050
Signage	\$9,559	\$9,402	\$8,171	\$10,000	\$10,000
Pavement Markings	\$30,940	\$35,986	\$14,485	\$35,500	\$35,500
Railway Maintenance	\$0	\$5,993	\$488	\$5,000	\$5,000
Maintenance Gravel	\$67,621	\$48,384	\$73,246	\$80,000	\$80,000
Calcium	\$49,044	\$55,840	\$61,026	\$58,800	\$60,564
Winter Maintenance	\$191,710	\$200,567	\$152,947	\$203,000	\$229,250
Waste Removal	\$1,460	\$0	\$0	\$1,500	\$1,500
Shop Overhead	\$8,346	\$8,349	\$4,234	\$7,400	\$7,400
Road Maintenance supplies	\$35,796	\$34,631	\$28,595	\$35,400	\$35,400
Vehicle Maintenance	\$41,184	\$48,504	\$55,043	\$46,000	\$46,000
Speed Monitor	\$0	\$0	\$0	\$500	\$500
Sidewalk Repairs	\$0	\$0	\$778	\$5,000	\$5,000
Communication (phone, fax, internet)	\$2,925	\$3,051	\$2,458	\$4,182	\$3,144
Professional Fees - Engineering	\$0	\$0	\$466	\$2,000	\$2,000
Mileage	\$0	\$36	\$0	\$100	\$100
Professional Development	\$415	\$1,232	\$1,211	\$1,420	\$1,420
Membership and Subscription Fees	\$787	\$598	\$698	\$900	\$900
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$73,154	\$71,607	\$77,372	\$76,082	\$76,082
Advertising	\$1,371	\$342	\$0	\$1,000	\$1,000
Vehicle Plates	\$7,240	\$7,255	\$0	\$7,255	\$7,255
Permits	\$505	\$105	\$50	\$100	\$100
Contract Services	\$29,098	\$30,516	\$12,908	\$44,120	\$42,340

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Clothing, Safety Allowance	\$584	\$847	\$377	\$1,050	\$2,000
Street Lights: Repairs and Hydro Bills	\$53,350	\$44,766	\$19,060	\$14,850	\$14,850
Cleaning, Maint & supplies for Bldg	\$1,091	\$0	\$0	\$0	\$0
Tree Maintenance Program	\$0	\$0	\$18,889	\$20,000	\$20,000
Expenditures Total	\$1,224,591	\$1,287,558	\$1,002,678	\$1,294,585	\$1,341,481
ReserveTransfers					
Contribution to Winter Maintenance	\$0	\$0	\$0	\$0	\$0
Contribution from Winter Maintenance	-\$8,710	-\$17,567	\$0	\$0	\$0
Transfer from Asset Management Discretionary Reserve	\$0	-\$5,993	\$0	-\$10,000	-\$10,000
ReserveTransfers Total	-\$8,710	-\$23,560	\$0	-\$10,000	-\$10,000
Revenues					
Oversize-Overweight Load Permits	\$0	-\$300	\$0	\$0	-\$102
Entrance Permit	-\$4,139	-\$6,210	-\$1,875	-\$4,465	-\$3,520
Roads Other Recoveries	-\$560	-\$500	\$0	-\$1,000	-\$1,000
Third Party Cost Recovery	\$0	\$0	\$0	\$0	\$0
Third Party Cost Recovery Administration Fee	\$0	\$0	\$0	\$0	\$0
Revenues Total	-\$4,699	-\$7,010	-\$1,875	-\$5,465	-\$4,622

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Recreation Committee					
Expenditures					
Per Diems	\$2,605	\$1,532	\$0	\$2,546	\$2,605
Expenditures Total	\$2,605	\$1,532	\$0	\$2,546	\$2,605

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Source Water Protection					
Expenditures					
FT Wages/Benefits	\$10,907	\$9,253	\$4,296	\$9,650	\$8,960
Public Education Costs	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$5,474	\$0	\$0	\$0	\$0
Expenditures Total	\$16,380	\$9,253	\$4,296	\$9,650	\$8,960
ReserveTransfers					
Transfer from Operating Carryforward	-\$2,836	\$0	\$0	\$0	\$0
ReserveTransfers Total	-\$2,836	\$0	\$0	\$0	\$0
Revenues					
Source Protection Municipal Implementation Fund	\$0	-\$17,260	\$0	\$0	\$0
Revenues Total	\$0	-\$17,260	\$0	\$0	\$0
Grand Total	\$2,440,489	\$2,740,082	\$1,788,601	\$2,851,360	\$2,813,822

2020 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Expenditures					
Administration	\$517,915	\$555,262	\$382,959	\$622,807	\$596,501
Building	\$369,788	\$530,858	\$417,850	\$678,566	\$677,215
By-law	\$77,668	\$87,021	\$43,777	\$79,234	\$76,547
Corporate	\$185,637	\$186,791	\$176,798	\$192,217	\$194,442
Council	\$113,945	\$116,397	\$95,582	\$138,992	\$142,677
Elections	\$1,289	\$54,325	\$1,569	\$1,550	\$1,476
Finance	\$672,807	\$657,198	\$420,302	\$532,621	\$546,214
Fire and Rescue	\$703,208	\$719,210	\$555,749	\$700,974	\$715,416
Heritage Committee	\$5,006	\$1,416	\$896	\$4,915	\$4,714
Library	\$6,666	\$6,685	\$5,896	\$6,600	\$6,600
Municipal Office	\$0	\$66,793	\$45,674	\$68,991	\$69,371
ORC	\$164,278	\$176,000	\$126,501	\$190,150	\$192,240
Parks	\$67,402	\$114,468	\$82,154	\$115,522	\$42,149
PCC	\$115,171	\$97,425	\$72,839	\$113,260	\$191,502
PDAC	\$3,977	\$3,910	\$186	\$6,060	\$6,166
Planning	\$172,798	\$194,167	\$133,995	\$187,797	\$187,287
Public Works	\$1,224,591	\$1,287,558	\$1,002,678	\$1,294,585	\$1,341,481
Recreation Committee	\$2,605	\$1,532	\$0	\$2,546	\$2,605
Source Water Protection	\$16,380	\$9,253	\$4,296	\$9,650	\$8,960
Expenditures Total	\$4,421,132	\$4,866,267	\$3,569,700	\$4,947,035	\$5,003,562
ReserveTransfers					
Administration	-\$38,632	\$218,389	\$6,803	\$65,000	\$65,000
Building	\$220,113	-\$48,583	\$0	-\$239,697	-\$232,237
Elections	\$12,787	-\$35,787	\$13,750	\$13,750	\$13,750
Planning	\$0	\$7,500	\$0	-\$7,500	-\$7,500
Public Works	-\$8,710	-\$23,560	\$0	-\$10,000	-\$10,000
Source Water Protection	-\$2,836	\$0	\$0	\$0	\$0
ReserveTransfers Total	\$182,722	\$117,959	\$20,553	-\$178,447	-\$170,987

2020 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Revenues					
Administration	-\$6,790	-\$6,011	-\$19,399	-\$15,900	-\$6,100
Building	-\$589,901	-\$482,275	-\$422,736	-\$438,870	-\$444,978
By-law	-\$35,049	-\$32,346	-\$45,129	-\$27,111	-\$25,856
Corporate	-\$1,118,364	-\$1,201,427	-\$986,260	-\$1,054,903	-\$1,119,229
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$33,607	-\$45,960	-\$32,500	-\$41,160	-\$42,860
Fire and Rescue	-\$137,266	-\$132,027	-\$76,870	-\$111,564	-\$111,344
Library	-\$3,060	-\$2,920	\$0	-\$3,000	-\$3,000
Municipal Office	\$0	-\$20,038	\$0	-\$20,697	-\$20,811
ORC	-\$48,633	-\$52,274	-\$52,765	-\$50,850	-\$52,967
Parks	-\$18,339	-\$6,684	-\$9,338	-\$8,300	-\$9,810
PCC	-\$74,055	-\$83,292	-\$57,450	-\$65,481	-\$77,710
Planning	-\$93,600	-\$154,621	-\$97,329	-\$73,927	-\$99,466
Public Works	-\$4,699	-\$7,010	-\$1,875	-\$5,465	-\$4,622
Source Water Protection	\$0	-\$17,260	\$0	\$0	\$0
Revenues Total	-\$2,163,365	-\$2,244,145	-\$1,801,651	-\$1,917,228	-\$2,018,754
Operating Tax Levy	\$2,440,489	\$2,740,082	\$1,788,601	\$2,851,360	\$2,813,822

[Back to Index](#)

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Administration	CAO/Clerk	3	CAO Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	CAO/Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	CAO/Clerk	4	AMO Conference	Ottawa	\$ 700.00
Administration	Deputy Clerk	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	Deputy Clerk	2	AMCTO Courses	Ontario	\$ 700.00
Administration	Deputy Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	Legislative Assistant (Contract)	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Administration	Legislative Assistant (Contract)	Online	AMCTO Courses - Municipal Administration Program	Online	\$ 732.67
Administration	New Fire & Rescue Services System Training	3	New Fire & Rescue Services System Training - Automation Opportunities	Township Office	\$ 7,000.00
Administration	All Employees - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 5,000.00
Administration	All Employees - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	0	Website Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Records Management Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Microsoft Office Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Keystone Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Management Training	Township Office	\$ -
Building	Building Inspector	10	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	10	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	5	OBOA Annual Meeting & Training Session (AMTS)	Ontario	\$ 900.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Customer Service Coordinator	5	OBOA General Legal	Ontario	\$ 700.00
Building	Customer Service Coordinator	5	OBOA General Legal	Ontario	\$ 700.00
Building	Taxation and Customer Service Supervisor	5	OBOA General Legal	Ontario	\$ 700.00
Building	Customer Service Coordinator	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Allocation - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 900.00
Building	Allocation - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 1,500.00
Building	Allocation - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 900.00
By-law	By-law Enforcement Officer	5	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Niagara Falls	\$ 1,200.00
Finance	Director of Finance/Treasurer	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Finance	Director of Finance/Treasurer	3	MFOA Conference	Niagara Falls	\$ 500.00
Finance	Taxation and Customer Service Supervisor	Online	AMCTO Courses	Online	\$ 732.67
Finance	Deputy Treasurer	1	Any required training	Ontario	\$ 500.00
Finance	Customer Service Coordinator	Online	Municipal Tax Administration Correspondence through Seneca	Online	\$ 881.65
Fire and Rescue	Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 750.00
Fire and Rescue	Fire Chief	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Fire and Rescue	Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Deputy Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	750
Fire and Rescue	Deputy Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Health and Safety Training Officer	See 2019 Base Budget Increase	Blue Card Command Instructors' Course	Ontario	\$ 6,000.00
Fire and Rescue	Chief Training Officer	5	Ontario Fire College Fire Instructor's Seminar	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members		PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighter	2	Fire Service Women Conference	Sarnia	\$ 350.00
Fire and Rescue	3 New Qualified Acting Captains	5	Blue Card Command - On-line Course - 40 Hours	Online Course	\$ 1,800.00
Fire and Rescue	Other Firefighters not described above	15	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	Resource Materials	N/A	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	N/A	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Public Fire and Life Safety Educator	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 350.00

One-Time Base Budget Increase approved in 2019 and requesting the BBI to be carried forward to 2020.

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Fire and Rescue	Chief Fire Prevention Officer	3	OMFPOA Training and Educational Symposium	Windsor	\$ 575.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Guelph	\$ 600.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Cambridge	\$ 600.00
Fire and Rescue	Driver Training Program - Frank Cowan	Complimentary	Complimentary - see email dated July 25, 2018 from Jeffery and Spe	Municipal Office	\$ -
Planning	Development and Legislative Coordinator	3	Ontario Association of Committee of Adjustment Conference	Niagara Falls	\$ 530.40
Planning	Development and Legislative Coordinator	Online	AMCTO Courses	Online	\$ 435.05
Planning	Development and Legislative Coordinator	Online	AMCTO Courses - Municipal Administration Program	Online	\$ 435.05
Public Works	Supervisor of Public Works, Parks and Facilities	2	Association of Ontario Road Supervisors	TBD	\$ 1,200.00
Public Works	TBD	1	Safety/Equipment Training	TBD	\$ 220.00
ORC	Facility Operator	3	Ontario Recreation Facilities Association Training	Guelph	\$ 555.00
ORC	Facility Operator	1	Olympia Training	ORC	\$ 445.00

Directly from Expense Policy:

Clause 4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO/Clerk.

Clause 4.3. Conference, seminar, or training attendance is limited to the following:

- Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of each department
- Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.
- Additional mandatory training requires approval by the CAO/Clerk.

Memberships and Associations Budget

Schedule D to Report FIN-2019-032

[Back to Index](#)

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Administration	CAO/Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	CAO/Clerk	Ontario Municipal Administrators' Association	N/A	\$ 400.00	\$ 400.00	
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	Legislative Assistant (Contract)	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -	
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00	
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 2,800.00	N/A	\$ 2,800.00	
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 850.00	N/A	\$ 850.00	
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00	
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 2,330.00	N/A	\$ 2,330.00	
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60	
Administration	Corporate Memberships	Human Resources Download Program	\$ 3,700.00	N/A	\$ 2,590.00	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00	
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00	
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00	

Memberships and Associations Budget

Schedule D to Report FIN-2019-032

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00	
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Building	Corporate Memberships	Ontario Association of Property Standards Officers	\$ 75.00	\$ 75.00	\$ 75.00	
Building	Corporate Memberships	Municipal Law Enforcement Officers' Association	\$ 168.00	\$ 110.00	\$ 168.00	
Building	Corporate Memberships	Ontario Onsite Waste Water Association	\$ 375.00	\$ 250.00	\$ 375.00	
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00	
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 90.00	
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 3,700.00	N/A	\$ 1,110.00	
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00	
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40	
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ 150.00	
ORC	Facility Operator	TSSA Class B Refrigeration	N/A	\$ 70.00	\$ 70.00	
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00	
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -	
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -	
Finance	Taxation and Customer Service Supervisor	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 325.00	N/A	\$ 325.00	

Memberships and Associations Budget

Schedule D to Report FIN-2019-032

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00	
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 210.00	
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00	
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00	
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ 1,897.00	
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00	
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 1,000.00	N/A	\$ 1,000.00	
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150.00		\$ 150.00	
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40.00	\$ 120.00	2020 increase for 2 more memberships
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45.00	\$ 45.00	

Memberships and Associations Budget

Schedule D to Report FIN-2019-032

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Fire and Rescue	Corporate Memberships	Emergency Vehicle Technicians Association of Ontario	\$ 100.00	N/A	\$ 100.00	new for 2020
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00	
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -	
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00	
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00	
Public Works	Director of Public Works, Parks and Facilities	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Public Works	Director of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Director of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	
Public Works	Supervisor of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Supervisor of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	

Directly from Expense Policy:

Clause 1.1. The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

Clause 1.2. The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee's job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.

Clause 1.3. If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.

Back to Index

Department	Account	Position	Uniform Item	# of items	Cost per Item	Cost
Building		Inspectors (2)	Safety Boots	2	\$ 175.00	\$ 350
Building		Inspectors (2)	Inspection Shirts	Unknown	Unknown	\$ 170
Building		Chief Building Official and Inspectors (2)	Gloves, Hardhat(s)	Unknown	Unknown	\$ 200
Fire and Rescue		All Staff	Sweaters	43	\$ 90.00	\$ 3,870
Fire and Rescue			Firefighting Boots	6	\$ 470.00	\$ 2,820
Fire and Rescue			Dress Uniforms	6	\$ 418.00	\$ 2,508
Fire and Rescue		All Staff	Gear cleaning and inspection	43	\$ 50.00	\$ 2,150
Fire and Rescue			Additional Uniform and Gear items as required			\$ 5,202
Public Works		Director of Public Works, Parks and Facilities	Safety Boots	Clothing/Safety Allowance		\$ 175
Public Works		Director of Public Works, Parks and Facilities	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Supervisor of Public Works, Parks and Facilities	Safety Boots	Clothing/Safety Allowance		\$ 175
Public Works		Supervisor of Public Works, Parks and Facilities	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Public Works		Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Public Works		Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Public Works		Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
PCC		Facility Operator (FT)		Safety Shoe Allowance and Shirts		\$ 260
ORC		Facility Operator (FT)		Safety Shoe Allowance and Shirts		\$ 260
ORC		Facility Operators (PT) * 3		\$85 per shirt * 3 Employees		\$ 255

Safety requirements

Directly from Expense Policy:

Clause 6.1. The Township will supply employees with distinctive clothing should that be required as part of carrying out their employment duties. The clothing shall incorporate the corporate approved logo. An employee that is supplied with Township clothing must wear this clothing at all times while on duty.

Clause 6.2. The Township will pay for the replacement of clothing on an as needed basis when approved by the Department Head as a result of the clothing being soiled or damaged beyond repair. A budget amount should be separately itemized and included in the annual budget of each department for the replacement of this type of clothing.

Clause 6.3 The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

Public Works – Safety work shoe allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear and Township supplied clothing of up to \$225 annually for the full-time permanent staff in the Public Works department. The safety work shoe allowance is a reimbursable expense (must be supported by original receipts). Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.

Building - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff who perform inspections in the Building department. These are reimbursable expenses (must be supported by original receipts). Staff who perform inspections are also provided with Township supplied shirts of up to \$85 per employee.

Optimist Recreation Centre and Puslinch Community Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre and Puslinch Community Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.

Fire and Rescue Services (excluding dress uniforms) – Township supplied shirts, pants/shorts, t-shirts, sweaters, baseball cap of up to \$90 annually per employee.

Fire and Rescue Services (dress uniforms) – Township supplied dress uniforms of up to \$418 per employee. One dress uniform is issued after three years of service to each employee in Fire and Rescue Services excluding Auxiliary Firefighters and the Administrative Assistant.



REPORT ADM-2019-025

TO: Mayor and Members of Council

FROM: Pat Moyle, CAO/Clerk

MEETING DATE: November 6, 2019

SUBJECT: Declaration of Vacancy- Councillor Roth
File: A09

RECOMMENDATIONS

THAT Staff Report ADM-2019-025 regarding the Declaration of Vacancy- Councillor Roth be received;

And that the office of Township Councillor formerly held by Ken Roth be declared vacant in accordance with Section 260 of the *Municipal Act, 2001*; and

And that staff be directed to proceed with an appointment process to fill the vacancy as per Council Vacancy Corporate Policy 2016-01.

Background

The provisions regarding a vacancy on Council are outlined in Sections 259-263 of the Municipal Act, 2001 (the Act). The Act stipulates that when a member of Council resigns from office by notice in writing to the Clerk, Council shall at its next meeting declare the office to be vacant. Councillor Ken Roth has submitted his resignation from office to the Clerk on October 24th. As per the Act, the office of the Township Councillor must be declared vacant at the November 6, 2019 Council Meeting.

Purpose

The purpose of this Report is to have Council declare the seat on Council vacant and to obtain direction from Council on the process to be followed to fill the vacancy.

Once Council has declared the seat to be vacant, the Act states that Council has 60 days to select one of two options for filling the vacancy. These options are:

- a) Fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- b) Require a by-election to be held to fill the vacancy in accordance with the Act.

The following is an overview of both the appointment and by-election process, along with the associated timelines.

Overview of Appointment Process

The following is an overview of the Appointment process as outlined in the Act and the Council approved Policy, along with the associated timelines. As previously noted, the process for making an appointment needs to be completed within sixty (60) days of declaring the seat vacant, and the below timelines have been set accordingly.

November 6, 2019 Council Meeting	Council shall make the appointment to fill the vacancy within sixty (60) days of the Council declaring the vacancy.
After November 6, 2019 Council Meeting	<p>A Public Notice- Council Vacancy will be posted on the website and in the local newspaper. The notice shall indicate Council's intention to appoint a person to the vacancy and outline the process for filing a nomination.</p> <ul style="list-style-type: none"> • Nominees must submit their Nominee form and a Declaration of Qualifications. • Nominations will be posted on the Township Website upon being certified by the Clerk.
November 25	<p>An information session will be hosted by staff for potential nominees in the Council Chambers at 7pm, Monday November 25th.</p> <ul style="list-style-type: none"> • The Nominee Form and Declaration Form will be available at the Information Session.
December 12, 2019 at 2:00 p.m.	Deadline to submit applications by 2 p.m.
December 12, 2019 after 2:00 p.m.	The Clerk is to certify the nominations and the certified applications are to be posted on the website.
December 18, 2019 Council Meeting	The appointment process will take place at this meeting.

As noted in the Policy, the following is a brief overview of the appointment process at the December 18, 2019 Council Meeting. The process is outlined, in further detail, in the Policy, attached as Appendix A.

- a) The Chair shall provide an overview of the purpose of the meeting and the proceedings.
- b) The Clerk will provide the Chair a list of the Nominees.

- d) Each nominee shall be afforded the opportunity to address Council for a period of not more than (10) minutes. The order of speaking will be determined by lot.
- e) All nominees shall be asked the same four (4) questions which will be pre-determined based on input by Council.
- f) Nominees will be sequestered in an adjacent room until it is their time to answer the questions posed by Council. Once a nominee has answered the questions, they may remain in the Council Chambers.
- g) Upon hearing all the submissions of the nominees, Council will proceed to vote as outlined in the policy.

Overview of the By-election process

The process to fill a vacancy by a by-election is prescribed in the *Municipal Elections Act*.

By declaring the office vacant on November 6, 2019, the decision to pass a by-law to authorize a by-election can be made by Council as early as November 6, 2019 but no later than January 6, 2020.

The Clerk is responsible to establish nomination day to be on a day not more than 60 days after Council passes the by-law requiring the by-election. The nomination period for candidates to file nominations begins the day after Council passes the by-law and ends at 2:00 p.m. on nomination day. There is no prescribed minimum time frame for a nomination period for a by-election and voting day is 45 days after Nomination Day.

With the above statutory obligations in mind, the following would be sample dates for holding a by-election:

November 6, 2019	Declaration of Vacancy
January 2, 2020	Council Meeting to pass a by-law to conduct a by-election (day 58 from declaring the seat vacant). This would meet the required 60 day timeline and would allow for staff time to prepare the necessary steps.
January 3, 2020	Nomination period begins
February 28, 2020	Nomination Day (no more than 60 days from passing By-law- 55 days)
Saturday, April 4, 2020	Advance Voting Day
Monday, April 13, 2020	Voting Day (45 Days after Nomination Day)

FINANCIAL IMPLICATIONS

The cost of conducting a By-Election in the Township is similar to the costs for running an election as all positions on Council are elected at large.

The cost of conducting the 2018 Municipal election was \$54,325. In 2015, the Township entered into an agreement with Dominion Voting for the provision of the use of vote tabulators for the 2018 election. That agreement has expired and would need to be reactivated should an election be contemplated.

It is estimated that the cost of a by-election will be \$50,000.00 as there will be some additional reduction in costs for office supplies, training, ballots (French – no school board ballots), forms (French) and advertising. All other requirements and costs to manage a conventional election would apply for a by-election. As this was not a planned expenditure in the 2019, there are no readily accessible sources of funding for a by-election.

The administrative costs to fill the vacancy by appointment are minimal and can be absorbed in the CAO/Clerks budget.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

Municipal Elections Act, 2006

Recommendation:

It is recommending that the Township follow the appointment process, as outlined in the Council approved Council Vacancy Corporate Policy, as it is an accountable and transparent process in filling the vacancy. The Township successfully followed the same process in June of 2016 when a Council seat was declared vacant. The appointment process will result in the filling of the vacant seat four months earlier than the by-election process and will be carried out in the most cost effective manner.

Attachments

Council Vacancy Corporate Policy 2016-01
as amended



Policy No. 2016-01 as amended Council Vacancy Policy Corporate Policy

Purpose

To establish an accountable and transparent process for filling a vacancy on Township Council.

Scope

This policy applies to any Office declared vacant on Township Council.

Definition

For the purpose of this policy:

Lot - means a method of determination by placing the names of the nominees on equal size pieces of paper in a container with one name being drawn by the Clerk, or his/her designate.

GENERAL

In accordance with the *Municipal Act*, if a vacancy occurs within ninety (90) days before voting day of a regular election, the municipality is not required to fill a vacancy on Council.

When a vacancy is declared and Council elects to proceed with the filling of the vacancy by appointment the following shall occur:

1. In accordance with the *Municipal Act*, Council shall declare the seat to be vacant.
2. In accordance with the *Municipal Act*, Council shall make the appointment to fill the vacancy within sixty (60) days of the Council declaring the vacancy.
3. The Township Clerk or his/her designate shall post a "Public Notice – Council Vacancy" on the Township's website and in the local newspaper. The "Public Notice – Council Vacancy" shall indicate Council's intention to appoint a person to the vacancy and outline the process for filing a nomination.
4. No sooner than fourteen (14) days after a "Public Notice – Council Vacancy" has been given, an information session shall be conducted by staff for potential nominees.



Policy No. 2016-01 as amended Council Vacancy Policy Corporate Policy

5. A nominee must complete and sign a Council Vacancy - Consent of Nominee form and a Declaration of Qualification, which will be available at the Information Session.
6. The last day for submitting a nomination will be 2:00 p.m. on the Thursday prior to the Council meeting at which the appointment is scheduled to be made.
7. Nominations will be posted to the Township website upon being certified by the Clerk.
8. The vote to appoint a nominee shall occur at a Council meeting.
9. At the Council meeting, the following shall take place:
 - a) The Chair shall make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
 - b) The Clerk will provide the Chair a list of the names of those certified nominees who have completed the Council Vacancy - Consent of Nominee and Declaration of Qualification Forms.
 - c) The Chair will call for a motion from Council in the following form:
"That the following persons, who have indicated in writing that they are legally qualified to hold the office of councillor and consented to accept the office if they are appointed to fill the vacancy of councillor, be considered for appointment to fill such vacancy."
 - d) Each nominee shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot. The Clerk shall place the names of all nominees in a container and randomly draw the names.
 - e) All nominees shall be asked the same four (4) questions which will be pre-determined based on input by Council.
 - f) Nominees will be sequestered in an adjacent room until it is their time to answer the questions posed by Council. Once a nominee has answered the questions, they may remain in the Council Chambers.
 - g) Upon hearing all the submissions of the nominees, Council will proceed to vote as follows:



Policy No. 2016-01 as amended Council Vacancy Policy Corporate Policy

- i) Members of Council will vote by way of public vote.
- ii) The first round of voting will be to short list the nominees. In the case of four (4) or more nominees, members of Council will select no more than their top three (3) nominees of their preference. In the case of three (3) nominees, members of Council will select no more than their top two (2) candidates of their preference. In the case of two (2) nominees, second round voting procedures will apply.
- iii) The top three (3) nominees, or top (2) nominees, as the case may be, who receive the most votes will continue to the next round of voting. All other nominees will be removed from further consideration.
- iv) The second round of voting, members of Council will select no more than one nominee of their preference. Where the nominee receiving the greatest number of votes cast does not receive more than one half the votes of all members of Council, the nominee or nominees who received the fewest number of votes shall be excluded from the voting and the vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the nominee or nominees who receive the fewest number of votes in the preceding vote, until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the members of Council present and voting.
- v) Where the votes cast are equal for all the nominees and if:
 - There are three (3) nominees remaining, the vote will be retaken. If there are still votes cast equal for all nominees the Clerk shall by lot select one such nominee to be excluded from the subsequent voting
 - Only two (2) nominees remain, the vote will be retaken. If there are still votes cast equal for all nominees the tie shall be broken and the vacancy shall be filled by the nominee selected by lot, as conducted by the Clerk
- vi) Where there are three (3) nominees remaining, and the votes cast are equal for two (2) nominees who received the fewest number of votes, the vote will be retaken. If there are still votes cast equal for all nominees the



Policy No. 2016-01 as amended
Council Vacancy Policy
Corporate Policy

Clerk shall by lot select one such nominee to be excluded from the subsequent voting.

- vii) A nominee who does not receive a vote shall be removed from further consideration.
- h) Upon conclusion of the voting, the Clerk will declare to be elected the nominee receiving the votes of more than one-half of the number of the members of Council present and voting or by lot as outlined in 9 (g).
- i) A by-law confirming the appointment shall be enacted by Council appointing the successful nominee to the office for the remainder of the term of Council.



PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department

DATE: October 31st, 2019
TO: Patrick Moyle, CAO/Clerk (Acting)
Township of Puslinch
FROM: Meagan Ferris, Senior Planner
County of Wellington
SUBJECT: **PLANNING RECOMMENDATION – Farhi Holding Corporation
County Official Plan Amendment File OP-2016-10 and
Township Zoning By-law Amendment File #D14/FAR
Concession 2, Part of Lot 26 (No Municipal Address)
Township of Puslinch**

RECOMMENDATIONS

- 1) That Council receive this Planning Report by the County of Wellington Planning and Development Department;
- 2) The Council support the Official Plan Amendment and advise Wellington County Council of its position on the matter; and
- 3) That staff bring forward final, amending Zoning By-laws for By-law 19/85 and 023/18 for Council's approval upon the adoption of the Official Plan Amendment by Wellington County Council.

SUMMARY

The purpose of the subject Official Plan and Zoning By-law amendment applications is to include the subject lands within the Puslinch Economic Development Area (PA7-1) to permit industrial and commercial uses on a former aggregate site and to rezone the subject lands to a site specific Industrial (IND-12) Zone, subject to a holding provision 'h-10', and Natural Environment (NE) Zone. The 'NE' Zone will restrict development within the existing natural features on the subject lands.

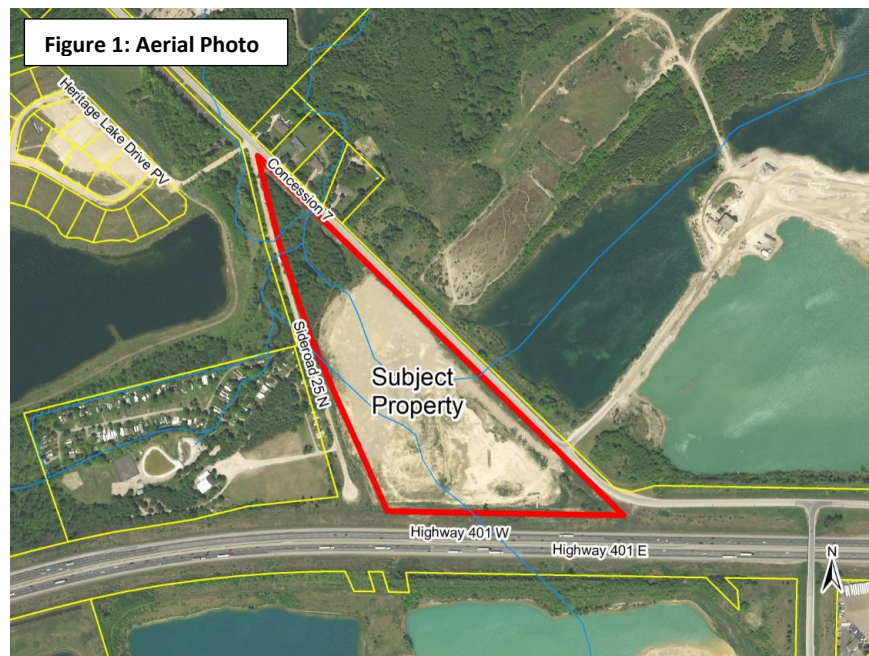
Planning staff have no concerns with the Official Plan and Zoning Amendments, as presented. The scoped proposal is compatible with neighbouring uses, will allow for appropriate after-uses and will facilitate economic development within the Township of Puslinch.

If Council is in support of the amendment, a resolution of support should be passed by Council and forwarded to the Wellington County Council. A final draft zoning by-law will be submitted to Council for final approval once the County has rendered a decision on the Official Plan amendment.

INTRODUCTION

The subject lands are located between Concession 7 and Sideroad 25 N and are immediately west of the Puslinch Economic Development Area. The subject lands are approximately 9.53 hectares (23.5 acres) in size with direct frontage and access onto both Concession 7 and Sideroad 25 N. The site location can be seen in **Figure 1**.

The subject property is currently vacant of any structures and contains natural features at the north end of the property (including a portion of Mill Creek). Surrounding land uses consist of Reid's Heritage Lake community, and other residential uses to the north, the Highway 401 West corridor to the immediate south, extractive sites (in the Puslinch Economic Development Area) to the east and the Slovenski Park to the immediate west. The Slovenski Park is a seasonal trailer park/community.



The subject lands were formerly part of an aggregate pit known as the Coburn Pit and there is no longer an aggregate license on the property.

PROPOSAL

The purpose of the subject applications is to amend both the County Official Plan and the Puslinch Zoning By-law in order to facilitate the future development of the site for industrial and commercial uses (such as offices and warehousing). At this time, the exact use(s), user(s) and site design is unknown; however, the proposal is seeking to put planning permissions in place to provide flexibility and future development potential. As such, the current proposal is to:

- (i) Amend the County Official Plan by including the subject lands into the special policy area of the Puslinch Economic Development Area (PA7-1);
- (ii) Amend the Township of Puslinch Zoning By-laws by rezoning the subject lands from Extractive Zone (EXI) zone to a site specific Industrial (IND-12 and SP92) Zone and Natural Environment (NE); and
- (iii) Amend the Township of Puslinch Zoning By-laws by placing the subject lands within a holding zone (h-10).

The north end of the property (which contains wetlands, woodlands, Mill Creek, and other features) is proposed to be placed into the 'Natural Environment (NE)' Zone to protect these features from future development.

As the use is unknown at this time, a holding provision is proposed to be placed on the property to ensure that any future development addresses various, outstanding items identified through the review process and specific to a known use. The holding zone will ensure that the studies submitted will be updated based on a specific development and that permits are obtained from the Conservation Authority and the Ministry of Transportation, amongst other items.

POLICY ANALYSIS:

PROVINCIAL POLICY - PROVINCIAL POLICY STATEMENT (2014)

The Provincial Policy Statement (PPS) provides policy direction for all development within the Province of Ontario in part by building strong and healthy communities and managing and directing land uses and land uses patterns.

The rural areas and rural lands policies of the PPS identify that “Healthy, integrated and viable rural areas” should be supported by “building upon rural character, and leveraging rural amenities and assets” and “promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management of resources”. The PPS also identifies that other economic opportunities should be promoted on rural lands and development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

In regards to natural heritage, the PPS specifies that “natural features and areas shall be protected for the long term” and that development and site alteration within or adjacent to significant wetlands and woodlands is not permitted unless there are no negative impacts. No development is proposed within the existing features on the subject lands and the features identified on the northern portion of the site (i.e. wetlands, significant woodlands, Mill Creek) are proposed to be rezoned to the ‘Natural Environment (NE) Zone. In addition, a minimum 30 m (98.4 feet) setback from these features is included in the attached, draft zoning by-laws, and an updated Environmental Impact Study (EIS) will be required to be submitted and accepted by the Township and conservation authority, at the time of site plan and prior to any development taking place on the site.

PROVINCIAL POLICY - PROVINCIAL GROWTH PLAN (2019)

Similar to the PPS, the Growth Plan directs growth to settlement areas, unless where otherwise permitted. On the subject lands, permitted uses include other rural land uses that are not appropriate in settlement areas provided they are “compatible with the rural landscape and surrounding land uses; will be sustained by rural service levels; and will not adversely affect the protection of agricultural uses and other resource-based uses...”. The subject proposal will introduce a series of industrial, commercial, and uses that are agriculture related and that are compatible with the surrounding land uses; will be limited to on-site private services and uses requiring a permit to take water and/or environmental compliance approval for a sewage system will not be permitted; and the proposal will not adversely impact the agricultural uses or mineral aggregate operations.

As mentioned in the PPS section, development and site alteration will need to maintain a 30 m (98.4 feet) setback from the key hydrological and natural features on the subject lands. This setback has been accepted by the Grand River Conservation Authority and Township’s Ecologist.

To ensure consistency with the Growth Plan a zone provision has also been included to limit the size of a freestanding office building.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are currently designated as ‘Core Greenland System’, ‘Greenland System’, and ‘Secondary Agriculture’. The subject lands are also identified as being within the Mineral Aggregate Resource Overlay as it is within an area where there is significant sand and gravel resources. The identified natural features include Provincially Significant Wetlands, wetlands and floodplain area.

As part of the subject Official Plan Amendment, a refining of the ‘Greenland System’ has been requested to establish a development area outside of the Greenlands System. As part of the Grand River

Conservation Authority's review, it's been identified that they do not object to the proposed mapping refinement.

Within the 'Secondary Agriculture' designation small-scale commercial, industrial and institutional uses are permitted. The applicant proposes to amend the County Official Plan to allow flexibility in uses on the subject lands by incorporating the site within the Puslinch Economic Development Area (PA7-1). This would allow the site to be "considered for industrial, commercial, institutional and/or recreational activities...as after-uses when the extractive or aggregate-related activities have either ceased or are incorporated into an after-use". Overall, the existing PA7-1 policy area generally provides policy permissions for 'after-uses' in relation to former aggregate operations.

UPDATE ON AGENCY COMMENTS & ISSUES

As a following up to the public meeting that took place on October 16th, 2019, planning staff have included a table that outlines the comments from various commenting agencies and consultants, and details how these items have since been addressed.

Table 1:

Commenting Agency	Comment Summary	Update
Planning	<ul style="list-style-type: none"> • Demonstration consistency with the Provincial Growth Plan (2019); • Address concerns of land use compatibility (from the public) 	<ul style="list-style-type: none"> • Addressed. • The site plan process will demonstrate site and building design and buffering mitigation measures.
Ministry of Tourism, Culture and Sport	<ul style="list-style-type: none"> • No additional archaeological assessment needed for lands intended to be developed; • Stage 2 Assessment required if the woodlot on the lands is being rezoned. 	<ul style="list-style-type: none"> • Stage 2 assessment is a requirement of holding zone.
Ministry of Environment, Climate Change and Parks	<ul style="list-style-type: none"> • The full development potential of the lands may be limited until such time as further technical assessment has been completed (i.e. Hydrogeological Study to support permit to take water & Hydrogeological Assessment for Large Subsurface Sewage Disposal System); • Suitability of site (from a sanitary servicing perspective) has not been confirmed; • Ministry unable to confirm that the site would meet the Guideline B-7 requirements unless a formal groundwater impact assessment conforming to the Guideline B-7 and Chapter 22 of the Sewage Manual requirements has been completed. 	<ul style="list-style-type: none"> • The definition of dry use within the attached by-laws does not allow uses that require permits to take water or environmental compliance approval for on-site sewage systems. • Further review at site plan and building permit stage.
Ministry of Transportation (MTO)	<ul style="list-style-type: none"> • Requires all supporting documents to be updated to reference the expropriation of southern portion of the lands next to the Highway 401; • Setback requirements from highway (i.e. 14 m for buildings, septic, parking and storm water management facilities; 30 m for wells); • Permit requirements prior to grading or construction. 	<ul style="list-style-type: none"> • Setback identified by MTO included in draft by-law (Appendix 2 & 3). • Permits are requirement of holding zone.
Grand River Conservation Authority (GRCA)	<ul style="list-style-type: none"> • No objection to include the subject lands in the special policy area of PA7-1 & to refine the Greenland System mapping; • Prior to consideration of the Zoning By-law Amendment, the applicant must provide rationale for a 15 metres setback from 	<ul style="list-style-type: none"> • Addressed. • Setback requirement of 30 metres included in draft by-law (attached).

	<ul style="list-style-type: none"> the natural features; Advisory comments for site plan stage also provided. 	<ul style="list-style-type: none"> An updated EIS is a requirement of the holding zone.
Township's Engineer (GM Blue Plan)	<ul style="list-style-type: none"> Final design for water system and well location can be addressed at site plan stage; Proposed sanitary treatment system requires approval from the Ministry of Environment; Final occupancy to be restricted to not exceed max. sanitary flow of 27 400 L/day; Traffic Impact Study (TIS) should be updated; however, can be updated at site plan stage when use is known; Storm Water Management report should be updated at zoning stage; Additional comments regarding detailed design, site grading, fire protection, landscaping, lighting, and sediment control can be addressed at site plan stage 	<ul style="list-style-type: none"> Storm water management and Traffic Impact Study are included in draft by-law (Appendix 2 & 3). Requirement of the holding zone.
Township's Hydrogeologist (Harden Environmental Services Ltd.)	<ul style="list-style-type: none"> Characteristics of soil on site will impact infiltration required for septic systems and storm water management; There is adequate water available and water taking will unlikely have an impact on neighbouring wells or the natural environment; If water use exceeds 50 000 L/day a full environmental impact and interference assessment will be required; The maximum sewage volume of 27 500 L/day is high as the whole site should not be considered for dilution of effluent; The bioswales may not be effective due to high water table and low infiltration. 	<ul style="list-style-type: none"> Introduced a definition of 'dry use. Servicing and stormwater management for a specific user will need to be demonstrated to be appropriate, to the Township's satisfaction, at the time of site plan.
Township Ecologist (GSW Ecological & Forestry Services Inc.)	<ul style="list-style-type: none"> Various survey counts inadequate; setbacks to significant woodland required; tree driplines need to be identified on site plan; 30 metre minimum setback required from wetland; uncertainty of uses makes challenging to determine impacts; Uses should be scoped to determine range of sewage and storm water outputs; 15 metre setback proposed for development footprint to Provincially Significant Wetland is not accepted. 	<ul style="list-style-type: none"> Please see response to GRCA comments above. An updated EIS is a requirement of the holding zone.
Puslinch Fire & Rescue Services	<ul style="list-style-type: none"> No comments or concerns 	N/A
Triton Engineering Services Limited (Peer Review of Traffic Impact Study as requested by the County)	<ul style="list-style-type: none"> Review of 2016 Traffic Impact Study (TIS); Concur with TIS conclusions that improvements required at Concession 7 and Wellington County Road 34; Changes to Highway 6/Hanlon Parkway proposed and would affect distribution of traffic at the Con. 7 and WCR 34 intersection; Improvements to be coordinated with MTO and roundabout should be investigated instead of traffic signals. 	<ul style="list-style-type: none"> Updated TIS is a requirement within the holding zone within the draft by-laws.
Comments from the Public (Slovenski Park)	<ul style="list-style-type: none"> Concerns in relation to: traffic, visual impacts, noise, storm water management (outletting, quality, overland flow), impacts on the natural environment, and general concern of potential negative impact to the existing recreation park. 	<ul style="list-style-type: none"> The 'NE' Zone will protect the features on site; The proposed zoning by-laws establish a scoped, appropriate range of uses;

		<ul style="list-style-type: none"> • The holding provision and site plan process will ensure traffic, storm water management etc. are reviewed and acceptable; • The Site Plan process will ensure the future development of site is buffered from adjacent uses.
Planning Development Advisory Committee Comments from October 8th, 2019	<ul style="list-style-type: none"> • The Committee supports the application and it is a good use of the property. 	<ul style="list-style-type: none"> • N/A
Council Comments from October 16th, 2019 Public Meeting	<ul style="list-style-type: none"> • Scoping of uses; • Alternative access for Slovenski Park 	<ul style="list-style-type: none"> • Staff are proposing a scoping of uses; • The holding zone has a requirement for the access to be considered in the future.

PROPOSED OFFICIAL PLAN AMENDMENT

The proposed Official Plan Amendment is to include the subject lands within the special policy area (PA7-1) of the Puslinch Economic Development Policy Area. The policy area is “intended to service the Township by providing locations for economic activity and employment opportunities... and is the predominant location for business and industry in the Township.” This special policy area identifies that “areas of existing or future extractive uses...should be considered for industrial, commercial, institutional and/or recreational activities or natural areas as after-uses...”. By including the subject lands within the special policy area (PA7-1) it will allow for additional, after-uses to be established through the associated, proposed zoning by-law amendment. This will facilitate the future development of the subject lands with uses that are appropriate for the subject lands and area, are compatible with the existing land uses, provides economic opportunity, and maintains the intent and purpose of the County Official Plan.

A copy of the draft Official Plan amendment by-law can be seen in Appendix 1.

PROPOSED ZONING BY-LAW AMENDMENT

The intent of the rezoning of the subject lands is to remove the Extractive Industrial (EXI) Zone from the subject lands and replace it within a site specific ‘Industrial (IND-12)’ Zone (site specific SP92 in the new by-law), subject to a holding zone (h-10), along with placing a portion of the site within the ‘Natural Environment (NE)’ Zone on the property to recognize and protect the natural features identified on the subject lands (i.e. the far north end).

As part of the subject zoning amendment application, the applicant has requested that all uses within the Industrial (IND) Zone be permitted on the subject lands and the following additional uses: a farmer’s market; garden centre; outdoor display and sales centre; a public indoor storage facility; and retail uses or a showroom ancillary to the above listed permitted uses.

Planning staff have reviewed the proponent's requested uses and the permitted uses within the current zoning by-law (Bylaw #19/85), and the Council approved, new zoning by-law (By-law #023/18). Planning staff are recommending that the permitted uses be scoped in light of the surrounding land uses, which include a camp ground to the west and several dwellings to the immediate north; the prestige location and visibility from the Highway 401; and the comments received from the adjacent camp ground (Slovenski Park).

In addition to scoping the uses on the subject lands, planning staff are also proposing to establish zone provisions within IND-12 (and SP92) that:

- Prohibit outdoor and/or open storage, including trucking terminals and obnoxious uses;
- Applies the Industrial Design Overlay from the new by-law;
- Establish additional setback requirements to address the Ministry of Transportation, Grand River Conservation Authority, and Township's Ecologists comments;
- Defines 'dry uses' to limit the scale of development and type of uses (i.e. no use that needs a permit to take water or environmental compliance approval for sewage);
- Limit the size of an office building to ensure Provincial Policy consistency; and
- Place the subject lands within a holding zone to ensure outstanding items, technical studies, and site plan control and are satisfactorily addressed prior to any development taking place.

The applicant has demonstrated that development is generally feasible and appropriate for this site; however, staff have introduced a holding zone on the property due to the uncertainty of the specific use and scale of development on the property. By applying the holding zone, this will ensure specific design details and development scale are appropriate. The application of a holding provision outlines what matters are to be addressed at the time a specific development application is submitted. The holding zone will remain in place until such time that the following items are completed:

- Updated technical studies (i.e. Traffic Impact Study, Environmental Impact Study, Stormwater Management Report);
- Approval and permits are obtained from the Grand River Conservation Authority (GRCA) and the Ministry of Transportation (MTO);
- A Stage 2 Archaeological Assessment is completed and accepted by the Province for the portioned proposed to be zoned 'NE';
- Opportunities for an alternative access/easement for Slovenski Park via the subject lands have been investigated; and
- Site plan approval and registration of a site plan agreement.

The scoping of uses, in addition to the provisions above, will ensure appropriateness of use, land use compatibility in light of the surrounding land uses, including concerns identified by neighbors, and reflect the proximity to the Highway 401. A copy of the draft zoning by-laws can be seen in Appendix 2 & 3.

PLANNING OPINION

Planning staff are of the opinion that the subject proposal is consistent with the Provincial Policy Statement (2014) and the Provincial Growth Plan (2019), maintains the intent and purpose of the County Official Plan, and maintains the intent of the Township Zoning By-law. In staff's opinion, the application of the Puslinch Economic Development Area (PA7-1) to the property is appropriate as it facilitate an after-use for a former pit, provides for economic development within the Township, and enables the establishment of compatible uses.

The proposed zoning amendment will permit an appropriate range of uses on the subject lands that are compatible with adjacent land uses and supports the vision established within the Puslinch Design

Guidelines (dated February, 2010). This is partially achieved by providing assurances that the prominent location of this site along the Highway 401 will be reflected in the type of uses permitted and the prohibition of outdoor storage.

The introduction of the proposed holding zone and the requirement and application of site plan control will further ensure that the development is compatible with surrounding uses, is desirable, and appropriate.

Respectfully submitted,

COUNTY OF WELLINGTON PLANNING AND DEVELOPMENT DEPARTMENT



Meagan Ferris, RPP MCIP
Senior Planner

Appendix 1: Draft Official Plan Amendment by-law

Appendix 2: Draft Zoning Amendment by-law (By-law #19/85)

Appendix 3: Draft Zoning Amendment by-law (By-law #023/18)

AMENDMENT NUMBER _____
TO THE OFFICIAL PLAN FOR THE
COUNTY OF WELLINGTON

**Farhi Holdings Corporation
Part of Lot 26, Concession 2
Township of Puslinch**

County File No. OP-2016-10

DRAFT

October 31st, 2019

<p>Please be advised that this amendment may be revised at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County.</p>

THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NO. _____

A By-law to adopt Amendment No. ____ to the
Official Plan for the County of Wellington.

The Council of the Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, does hereby enacts as follows:

1. THAT Amendment Number ____ to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
2. THAT this By-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2019

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 2019

WARDEN

CLERK

AMENDMENT NUMBER ____

TO THE

COUNTY OF WELLINGTON OFFICIAL PLAN

AMENDMENT NUMBER ____
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN

INDEX

PART A - THE PREAMBLE

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

PART B - THE AMENDMENT

The Amendment describes the changes and/or modifications to the Wellington County Official Plan which constitute Official Plan Amendment Number ____.

PART C - THE APPENDICES

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

PART A - THE PREAMBLE

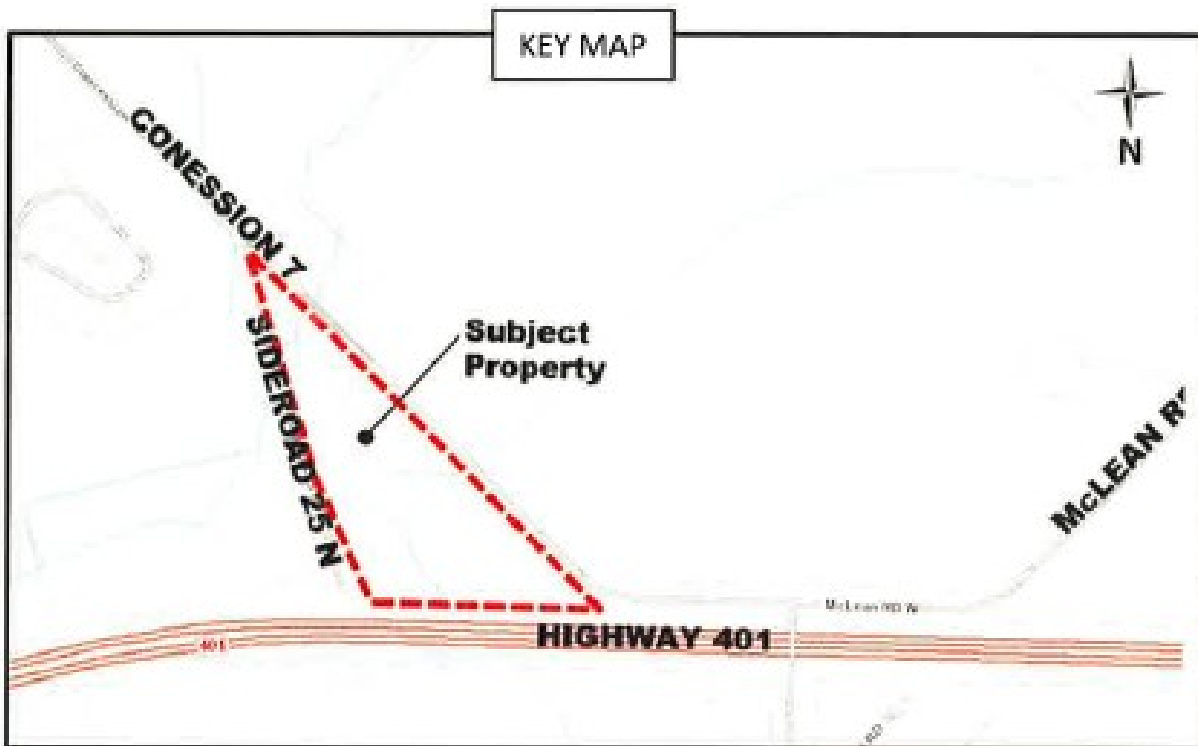
PURPOSE

The purpose of this amendment is to permit the redevelopment of a former sand and gravel pit operation located in Part Lot 26, Concession 2, in the Township of Puslinch. The proposed after uses include industrial and some limited commercial uses.

LOCATION

The subject lands are located in the Township of Puslinch on the west side of Concession Rd 7, on the north side of Highway #401. The property is approximately 9.53 hectares (23.5 acres) and is located on Part Lot 26, Concession 2, Township of Puslinch, County of Wellington. At the north end of the subject property there is a watercourse (Mill Creek) that crosses the site. There is also a wetland and woodlot. A hydro right-of-way is located along the eastern boundary of the subject property, adjacent to Concession Road 7.

Figure 1 **Location**



BACKGROUND

The property was formerly part of a licensed sand and gravel operation. The extraction has been completed and the site has been rehabilitated. The Official Plan amendment would permit the redevelopment of this property for industrial and commercial uses.

BASIS

The subject lands are designated as Core Greenland and Secondary Agriculture. The proposed amendment would allow for a minor adjustment to include the subject lands into special policy area 'PA7-1' (Puslinch Economic Development Area. This area includes ongoing and former

aggregate extraction sites on the north side of Highway #401. The Special Policy area is intended to be a predominant location for economic activity and employment opportunities in the Township of Puslinch. The 'PA7-1' Special Policy Area specifically notes that extractive uses with the policy area "should be considered for industrial, commercial, institutional and/or recreational activities or natural area as after-uses when the extractive or aggregate-related activities have either ceased or are incorporated into an after-use". This policy accurately describes the subject lands which have served as a mineral aggregate resource operation and have been fully extracted and are now a strong candidate for a new compatible land use and serves to compliment the County's vision for economic development.

The Core Greenland designation includes hazard lands, provincially significant wetlands, other wetlands, habitat of rare threatened and endangered species, and fish habitat. Mill Creek, which sustains an important cold-water fishery, crosses the northern end of the property. There is a provincially significant wetland and a woodland area adjacent to the Creek. An Environmental Impact Study (EIS) was prepared by Golder Associates Ltd. (October 2018) to evaluate significant environmental features on the property and assess the potential impacts of development on the subject lands. The report concluded that there will be no negative impacts to the significant features and functions on the site as a result of redevelopment; however, an updated EIS will be required at the time of development applications when a use is known.

The Core Greenlands designation includes areas subject to flooding and erosion due to naturally occurring hazards like organic soils or unstable bedrock conditions. The Grand River Conservation Authority (GRCA) is responsible for mapping hazard lands. This mapping, which previously included a majority of the subject lands and is reflected in the Core Greenland designation, was updated in 2014 to reflect the current surveyed limit of flood prone lands. As part of this application, and based on the GRCA mapping, the applicant is requesting a revision to the Core Greenlands mapping to reflect the current information.

The Amendment will allow the former aggregate operation to be redeveloped for industrial and commercial uses that are compatible with the surrounding area. Any specific development plans for this site will be subject to Site Plan Control and a Holding Zone.

OTHER APPROVALS

A Township of Puslinch Zoning By-law Amendment (D14/FAR) is also required.

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the relevant policies of the County of Wellington Official Plan.

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text and map constitutes Amendment No._____ to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT*

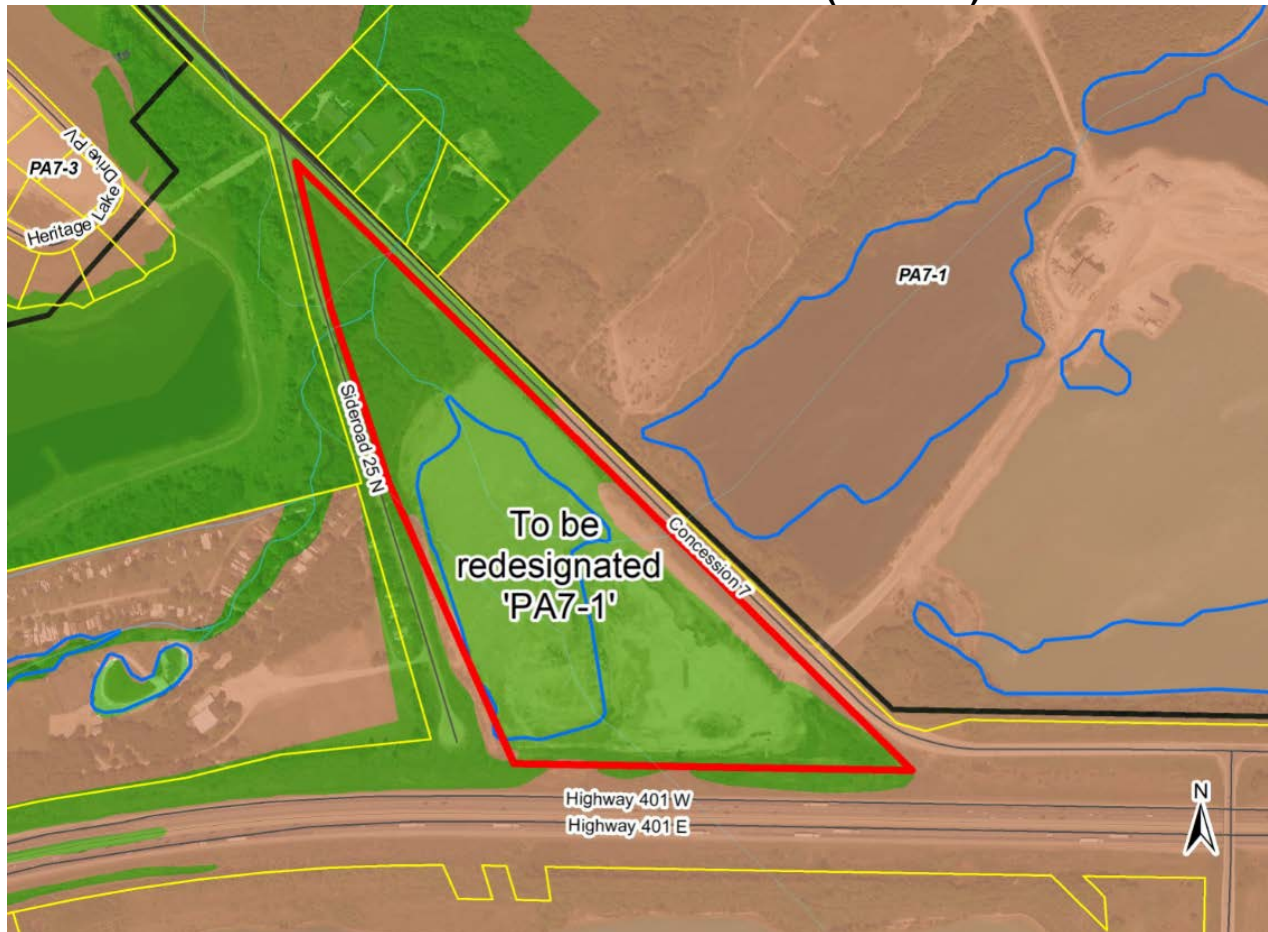
The Official Plan of the County of Wellington is hereby amended as follows:

1. That Schedule A7 PUSLINCH is amended by changing the designation of Part of Lot 26, Concession 2, in the Township of Puslinch to also include the Policy Area PA7-1 as illustrated on the attached Schedule "A" of this Amendment.

**AMENDMENT NUMBER ____
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN**

Schedule “A”

Amendment to Schedule A7 (Puslinch)



Subject lands outlined in red to be included at the Special Policy Area “PA7-1”.

ZONING BY-LAW AMENDMENT to By-law 19/85

for

Farhi Holdings Corporation
CON 2 PT LOT 26, PUSLINCH

Township Rezoning Application D14/FAR

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

**A BY-LAW TO AMEND BY-LAW NUMBER 19/85, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 19/85 pursuant to Sections 34 and 36, of the *Planning Act*, R.S.O. 1990 as amended;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

1. That Schedule "A" of By-law 19/85 is hereby amended by rezoning CON 2 PT LOT 26, within the Township of Puslinch, and without a municipal address, from an EXTRACTIVE (EXI) Zone to a site specific **INDUSTRIAL (IND-12) ZONE** subject to **HOLDING ZONE PROVISIONS (h-10)** and **NATURAL ENVIRONMENT (NE) ZONE** and, as shown on schedule "A" of this By-law.
2. That subsection 15(4) SPECIAL PROVISIONS of the Industrial Zone is amended by adding the following site specific provision:

**"(l) IND-12 (Farhi Holdings Corporation)
Con 2 PT LT 26**

Notwithstanding Section 15(2) of this by-law, within the lands zoned IND-12 on Schedule "A" hereto, the following provisions shall apply:

(i) Permitted Use

- (a) Business or professional office
- (b) Catering establishment
- (c) Equipment rental establishment
- (d) Factory outlet
- (e) Feed mill
- (f) Grain storing, weighing and drying operation
- (g) Industrial equipment rental establishment
- (h) Industrial use
- (i) Public use
- (j) Retail lumber and building supply
- (k) Restaurant
- (l) Service trade
- (m) Service or repair establishment
- (n) Warehouse
- (o) Public indoor storage facility
- (p) Garden centre
- (q) Farmers market
- (r) Agricultural service and supply establishment
- (s) Ancillary retail, showroom, administrative office, and other uses, buildings and structures to an above listed permitted use

(ii) Prohibited Uses

- (a) Outdoor and/or open storage;
- (b) Uses obnoxious by way of noise, odour, dust, debris, effluent.

(iii) Zone Requirements

Notwithstanding the Zone Requirements of Section 15(3), the following shall also be applicable:

(a) Setbacks:

- i) All buildings, structures, septic systems, stormwater management facilities, parking and driveway aisle shall be setback a minimum of 14 metres from the south property line.
- ii) All wells shall be setback a minimum of 30 metres from the south property line.

- iii) Development and site alteration shall maintain a minimum 30 metre setback from the wetland and significant woodlands located at the north end of the property.

(iv) **Additional Zone Requirements**

- (a) All permitted uses are required to be 'dry' uses. For the purpose of this by-law, 'dry' is defined as:

No water or sewage disposal requirements, that would trigger the need for a permit to take water and/or Environmental Compliance Approval, are necessary for a permitted use, including but not limited to associated manufacturing, processing, fabrication, repair, and packaging.

- (b) A freestanding office building shall be less than 4000 m² in floor area.

(v) **Site Plan Control**

- (a) Development of the subject lands shall be subject to site plan control as per Section 41 of the *Planning Act*.

- 3. That unless otherwise provided, the subject land as shown on Schedule "A" to this By-Law shall be subject to all applicable regulations of Zoning By-Law 19/85, as amended.
- 4. That Section 4(6) HOLDING ZONES - 'h' of the by-law be amended to apply holding provision 'h-10' on the subject lands and by adding the following:

(j) **HOLDING ZONE PROVISIONS (Farhi Holdings Corporation)
Con 2 PT LT 26**

(i) **Purpose of 'h-10'**

The purpose of this holding provision is to ensure that the following items have been addressed, once a use is known:

- i. An updated Traffic Impact Study is submitted to the satisfaction of the Township and County;
- ii. An updated Environmental Impact Study is submitted to the satisfaction of the Township;
- iii. An updated Stormwater Management Report is submitted to the satisfaction of the Township;
- iv. As part of the site plan review process the Township and property owner will consider an alternative access/easement on the subject lands in favour of the Slovenski Park;
- v. That Grand River Conservation Authority approval has been obtained and permits have been issued;
- vi. That Ministry of Transportation approval has been obtained and permits have been issued;
- vii. That a Stage 2 Archaeological Assessment in relation to the natural features on site has been completed and accepted by the Ministry of Tourism, Culture and Sport; and
- viii. Site plan approval has been completed and the site plan agreement has been registered on title;

- (ii) At such time in the future that the Council of the Township of Puslinch is satisfied that the requirements in (j)(i) and any other requirements deemed necessary have been addressed, Council may remove the holding symbol 'h-10' by amendment subject to the requirements of Section 36 of the Planning Act, R.S.O. 1990, as amended.

- (iii) Until the holding symbol 'h-10' is removed, no use, buildings or structures shall be permitted."

- 5. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ OF _____, 2019.

MAYOR

CLERK

READ A THIRD TIME AND PASSED THIS _____ OF _____, 2019.

MAYOR

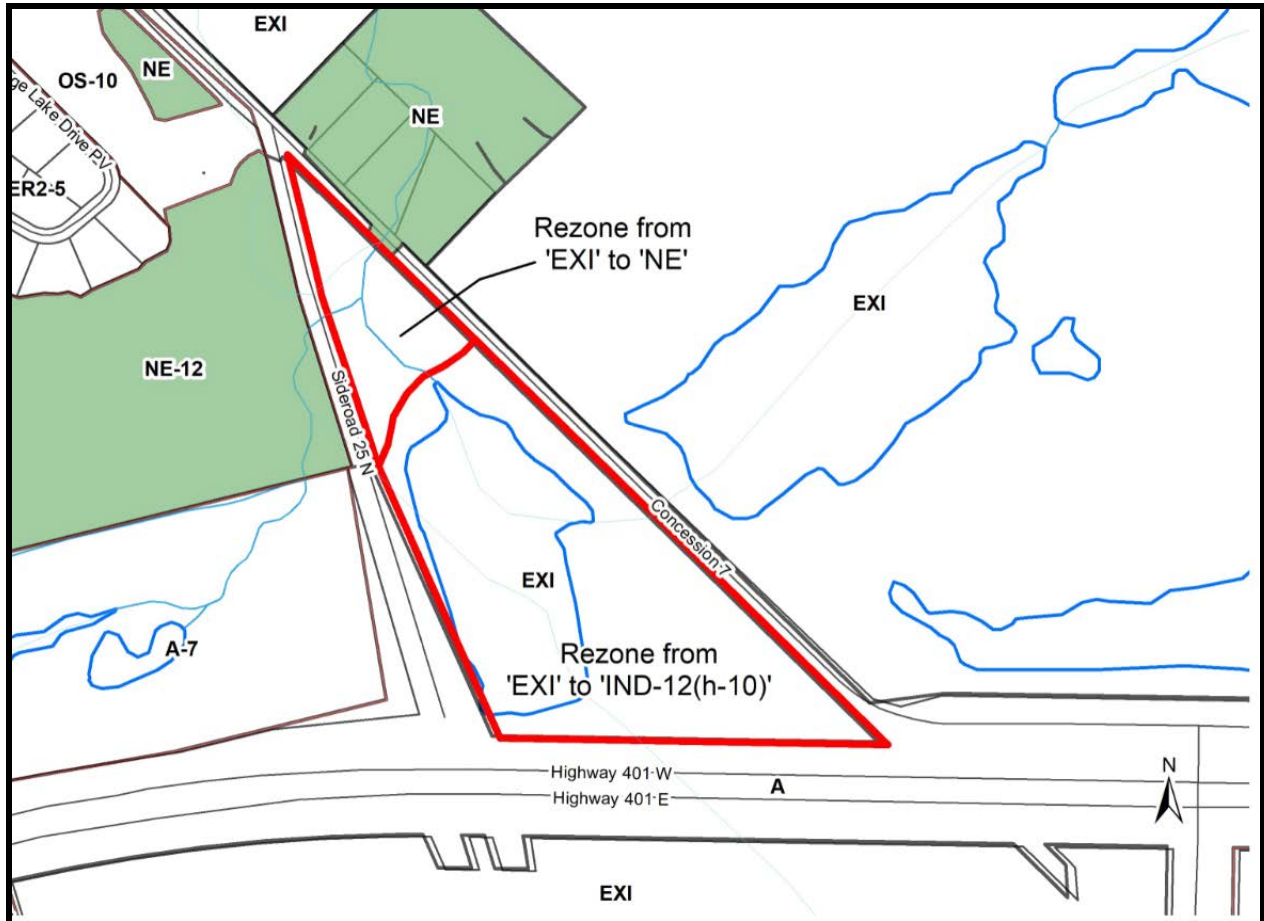
CLERK

DRAFT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

Schedule "A"



Highlighted area to be rezoned from “EXI” Zone to a site specific “**IND-12” Zone**, subject to a holding provision “**h-10**”, and “**NE” Zone**.

This is Schedule "A" to By-law No. _____
Passed this ____ day of _____, 2019.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION OF BY-LAW NO. _____

By-law Number _____ amends the Township of Puslinch Zoning By-law 19/85 by rezoning CON 2 PT LOT 26, within the Township of Puslinch, and without a municipal address, from an EXTRACTIVE (EXI) Zone to a site specific **INDUSTRIAL (IND-12) ZONE** subject to **HOLDING ZONE PROVISIONS ('h-10')** and **NATURAL ENVIRONMENT (NE) ZONE**.

The subject property is approximately 9.53 hectares (23.5 acres) in size and vacant of any structures. Access is available via Concession 7 and Sideroad 25 N, with an existing access onto Concession 7.

The purpose of the subject zoning by-law amendment is to rezone the subject lands to a scoped, site specific Industrial Zone that also allows some commercial uses on the subject lands. The subject amendment also establishes a prohibition of certain uses and additional zone requirements; places the subject lands within a holding provision ('h-10') to ensure technical items are addressed when a use/user is known; and limits development within the existing, natural features on the subject lands by placing a portion of the site within the Natural Environment (NE) Zone.

The subject application is also related to an amendment to the County Official Plan which is to incorporate the subject lands into the Puslinch Economic Development Area by including the lands within PA7-1. Special Policy Area PA7-1 establishes permissions for additional after-uses for former aggregate pits.

The proposed development is subject to a holding provision and site plan control. The holding provision requires that a series of technical studies and permit issuance be addressed once a development and intended use is known. The site plan process will evaluate on-site functionality, setbacks, technical matters related to the natural features on site, grading, servicing and stormwater management, design, etc. No development will take place until such time that site plan approval has been achieved and the holding provision has been removed.

ZONING BY-LAW AMENDMENT to By-law 023/18

for

Farhi Holdings Corporation
CON 2 PT LOT 26, PUSLINCH

Township Rezoning Application D14/FAR

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

**A BY-LAW TO AMEND BY-LAW NUMBER 023/18, AS AMENDED,
BEING THE ZONING BY-LAW OF THE TOWNSHIP OF PUSLINCH**

WHEREAS, the Council of the Corporation of the Township of Puslinch deem it appropriate and in the public interest to amend By-Law Number 023/18 pursuant to Sections 34 and 36 of the Planning Act, R.S.O. 1990 as amended;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:**

- 1. That Schedule “A” of By-law 023/18 is hereby amended by rezoning CON 2 PT LOT 26, within the Township of Puslinch, and without a municipal address, from an EXTRACTIVE (EXI) Zone to a site specific **INDUSTRIAL (IND SP92) ZONE**, subject to **HOLDING PROVISIONS (h-10)**, and **NATURAL ENVIRONMENT (NE) ZONE**, as shown on Schedule “A” of this By-law.
- 2. That Schedule “B”, “Map B-4” of By-law 023/18 is hereby amended by including the subject lands, as shown on Schedule “A” to this by-law, within the Industrial Design Overlay.
- 3. That Section 14 Site-Specific Special Provisions is amended by adding the following site specific provision:

No.	Parent Zone	Additional Permitted Uses	Prohibited Uses	Site Specific Special Provision
92	IND	Only the following uses shall be permitted: Business or professional office; Catering establishment; Equipment rental establishment; Factory outlet; Feed mill; Grain storing, weighing and drying operation; Industrial equipment rental establishment; Industrial use; Public use; Retail lumber and building supply; Restaurant; Service trade; Service or repair establishment; Warehouse; Public indoor storage facility; Garden centre;	Outdoor and/or open storage; Uses obnoxious by way of noise, odour, dust, debris, effluent.	All permitted uses, including ancillary uses, are required to be ‘dry’ uses. For the purpose of this by-law, ‘dry’ is defined as: No water or sewage disposal requirements, that would trigger the need for a permit to take water and/or Environmental Compliance Approval, are necessary for a permitted use, including but not limited to associated manufacturing, processing, fabrication, repair, and packaging. A freestanding office building shall be less than 4000 m² in floor area.

		Farmers market; Agricultural service and supply establishment; Ancillary retail, showroom, administrative office, and other uses, buildings and structures to an above listed permitted use.		
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4. That unless otherwise provided, the subject land as shown on Schedule “A” to this By-Law shall be subject to all applicable regulations of Zoning By-Law 023/18, as amended.
5. That Section 15(1) HOLDING PROVISIONS of the by-law be amended to apply holding provision ‘h-10’ on the subject lands and by adding the following:

No.	Zone Designation	Permitted Uses	Conditions for Removal	Date Enacted
10	IND (SP92)	Until the holding symbol ‘h-10’ is removed, no use, buildings or structures shall be permitted.	<div><div>i. An updated Traffic Impact Study is submitted to the satisfaction of the Township and County;</div><div>ii. An updated Environmental Impact Study is submitted to the satisfaction of the Township;</div><div>iii. An updated Stormwater Management Report is submitted to the satisfaction of the Township;</div><div>iv. As part of the site plan review process the Township and property owner will consider an alternative access/easement on the subject lands in favour of the Slovenski Park;</div><div>v. That Grand River Conservation Authority approval has been obtained and permits have been issued;</div><div>vi. That Ministry of Transportation approval has been obtained and permits have been issued;</div><div>vii. That a Stage 2 Archaeological Assessment in relation to the natural features on site has been completed and accepted by the Ministry of Tourism, Culture and Sport; and</div><div>viii. Site plan approval has been completed and the site plan agreement has been registered on title.</div></div>	

6. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS _____ OF _____, 2019.

MAYOR

CLERK

READ A THIRD TIME AND PASSED THIS _____ OF _____, 2019.

MAYOR

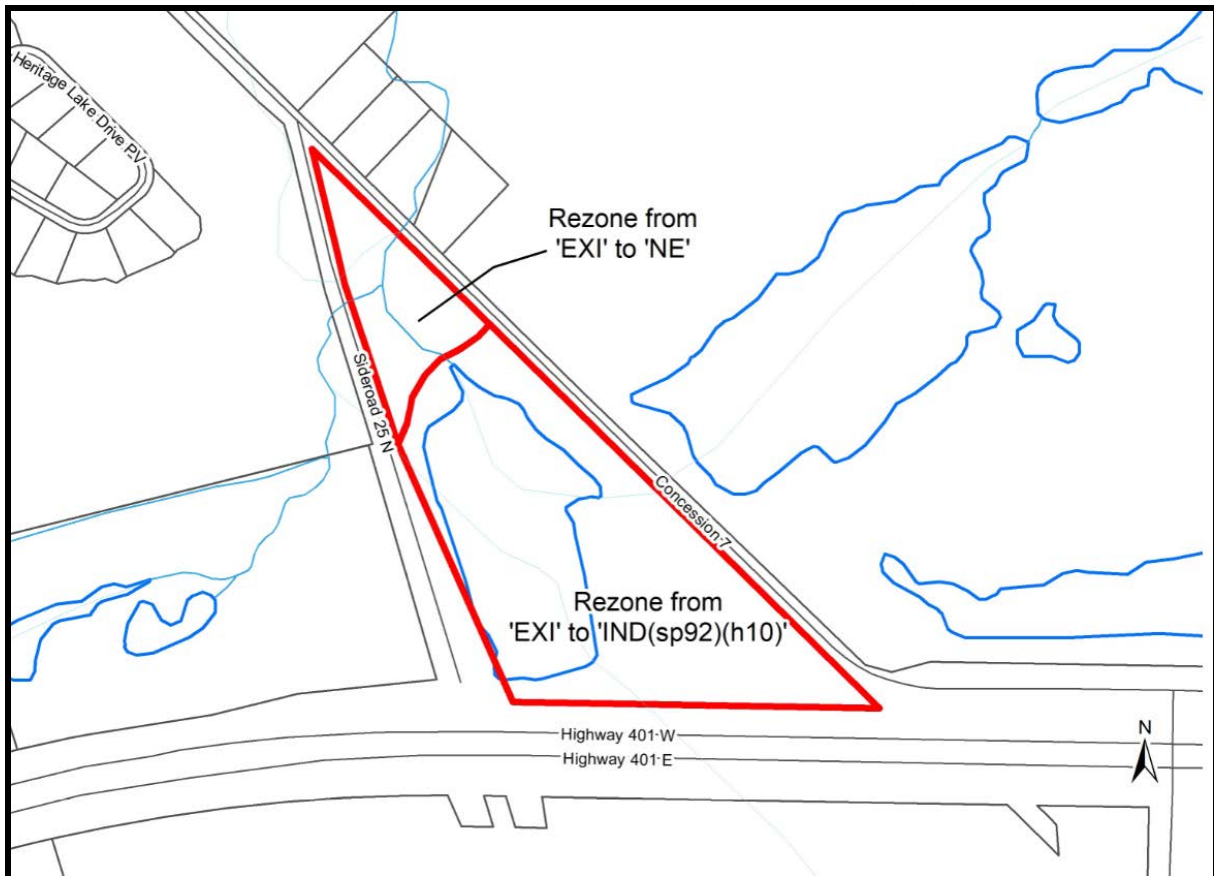
CLERK

DRAFT

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER _____

Schedule "A"



Highlighted area to be rezoned from **“EXI” Zone** to a site specific **“IND (SP92)” Zone**, subject to a holding provision **(h10)**, and **“NE” Zone**.

This is Schedule "A" to By-law No. _____
Passed this ____ day of _____, 2019.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION OF BY-LAW NO. _____

By-law Number _____ amends the Township of Puslinch Zoning By-law 19/85 by rezoning CON 2 PT LOT 26, within the Township of Puslinch, and without a municipal address, from an EXTRACTIVE (EXI) Zone to a site specific **INDUSTRIAL (IND SP92) ZONE** subject to **HOLDING ZONE PROVISIONS (h-10)** and **NATURAL ENVIRONMENT (NE) ZONE**.

The subject property is approximately 9.53 hectares (23.5 acres) in size and vacant of any structures. Access is available via Concession 7 and Sideroad 25 N, with an existing access onto Concession 7.

The purpose of the subject zoning by-law amendment is to rezone the subject lands to a scoped, site specific Industrial Zone that also allows some commercial uses on the subject lands. The subject amendment also establishes a prohibition of certain uses and additional zone requirements; places the subject lands within a holding provision ('h-10') to ensure technical items are addressed when a use/user is known; and limits development within the existing, natural features on the subject lands by placing a portion of the site within the Natural Environment (NE) Zone.

The subject application is also related to an amendment to the County Official Plan which is to incorporate the subject lands into the Puslinch Economic Development Area by including the lands within PA7-1. Special Policy Area PA7-1 establishes permissions for additional after-uses for former aggregate pits.

The proposed development is subject to a holding provision and site plan control. The holding provision requires that a series of technical studies and permit issuance be addressed once a development and intended use is known. The site plan process will evaluate on-site functionality, setbacks, technical matters related to the natural features on site, grading, servicing and stormwater management, design, etc. No development will take place until such time that site plan approval has been achieved and the holding provision has been removed.



REPORT REC-2019-003

TO: Mayor and Members of Council

FROM: Mike Fowler, Supervisor, Public Works, Parks and Facilities
Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 6, 2019

SUBJECT: Parks Master Plan – Investing in Canada Infrastructure Program
File No. R04PUS, F11INV, F18PUS

RECOMMENDATIONS

THAT Report REC-2019-003 regarding the Parks Master Plan – Investing in Canada Infrastructure Program be received; and

THAT Council directs staff to proceed with the issuance of a new Request for Tender to construct a senior soccer field without lights in May 2020 to be funded as follows:

- Ontario Trillium Fund - \$150,000
- Cash in Lieu of Parkland - \$58,295
- Puslinch Minor Soccer Club “New Field Fund” - \$20,000; and

THAT Council directs staff to apply to the Investing in Canada Infrastructure Program for Community, Culture and Recreation for the works identified in the Parks Master Plan at the Puslinch Community Centre Park as outlined in Schedule B to Report REC-2019-003; and

THAT should Council wish to replace the lights and upgrade the washrooms at Old Morriston Park, that Council directs staff to apply to the Investing in Canada Infrastructure Program for Community, Culture and Recreation for replacing the lights and upgrading the washrooms of Old Morriston Park to be funded through federal/provincial grant funding and third party fundraising efforts.

Purpose

The purpose of this report is to:

- 1.) Report on the results of the Public Meeting held on May 22, 2019 as it relates to the Puslinch Community Centre Park Master Plan – Phase 1 and Phase 2 (“PCC Park Master Plan”).
- 2.) Report on the results of Puslinch Community Centre Soccer Field & Parking Lot – Tender No. PK19-001 and next steps.
- 3.) Obtain Council direction for the seeking of federal and provincial funding to the Investing in Canada Infrastructure Program for the Community, Culture and Recreation funding stream.

Background

2014 and 2015

The Township undertook, with the assistance of its consultant Monteith Brown Planning Consultants a project to research, develop and produce a fiscally responsible Recreation and Parks Master Plan document for recreation, parks, open space and trails including their respective services and facilities.

The Recreation and Parks Master Plan engaged the community, municipal representatives, and other stakeholders throughout the process to gain an understanding of the broad range of leisure interest and to raise awareness for the recreation and park opportunities that are available within the Township.

The Recreation and Parks Master Plan contained 49 recommendations which have been divided into three (3) categories including:

- Service Delivery;
- Facility Needs; and
- Parks, Open Space.

The Recreation and Parks Master Plan also included an Implementation Strategy which indicated priority, timing and any considerations including potential operating and capital costs.

On May 20, 2015, Council passed Resolution No. 2015-213, stating that Council:

....adopt in principle the 2015 Township of Puslinch Recreation and Parks Master Plan prepared by Monteith Brown dated May 20, 2015 attached as Schedule "A" to report REC-2015-004; and

That Council consider any recommendations made in the 2015 Township of Puslinch Recreation and Parks Master Plan which contain budget implications during the 2016 Budget process.

On October 2015, Phase 1 of the PCC Parks Master Plan was launched (recommendation No. 32 in the Recreation and Parks Master Plan). The purpose of Phase 1 of the PCC Parks Master Plan was to more closely examine options for the park informed by public input. The Township purchased 4.1 hectares of farmland, South of the PCC for expansion. The design of the park has changed as new features have been added over time and the expansion provides an ideal opportunity to examine the functionality of the entire park, such as the potential relocation of the playground and/or the re-purposing of other uses.

The draft concept plans were presented by Township staff to the Township's Recreation Committee on November 17, 2015 for initial review and based on comments received from the Committee, were revised prior to presentation to the public. On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans 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.

2016

The PCC Parks Master Plan (Phase 1) was presented to Council by the Township's Consultant, Monteith Brown Planning Consultants on March 16, 2016. By Council Resolution No. 2016-115:

Council received the presentation from Mr. Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding the Puslinch Community Centre Park Master Plan (Phase 1).

On July 21, 2016, Council directed staff to have the consultants prepare, for their consideration, a Concept Plan and costing that:

- Includes a Lit Ball Diamond
- The addition of a 9x9 soccer field
- The addition of a 11x11 soccer field
- Accessible playground area
- Removal of the Horseshoe Pits
- Removal of the cement block building (booth)
- No splash pad
- Tennis courts remaining where they are currently located
- Horse paddock and pull track remaining where they are currently located
- Consideration for the Fall Fair requirements

2017

The new concept plan and costing was presented to Council by the Director of Public Works and Parks on February 24, 2017. By Council Resolution No. 2017-057:

Council received the presentation from the Director of Public Works and Parks and directed staff to have the consultants prepare, for their consideration, a Phasing and Implementation Plan including all associated costs.

The phasing and implementation plan including all associated costs was presented to Council at its meeting held on June 28, 2017. By Council Resolution No. 2017-234:

Council received Report REC-2017-009 regarding Service Levels and Recreation and Parks Master Phasing and Implementation Plan and Costing and directed staff to report back on the funding options during the 2018 Capital Budget.

The funding options for Phase 1 and Phase 2 of the PCC Parks Master Plan was presented to Council at its 2018 Capital Budget meeting held on September 27, 2017 through Report FIN-2017-029. The funding strategy included 65% of the funds required for the completion of Phase 1 and Phase 2 of the PCC Parks Master Plan to be funded from provincial and/or federal grants and community fundraising efforts.

At the September 27, 2017 Council Meeting, Council directed staff to:

- *Facilitate a Public Meeting regarding the PCC Parks Master Plan in 2019*
- *Report back during the 2019 budget deliberations on the costs to upgrade the back fields to a soccer pitch.*

2018

Council at its Council Workshop held on June 26, 2018 received Report REC-2018-002 regarding the Puslinch Community Centre - Back Soccer Fields and authorized through Council Resolution No. 2018-218 the single source retainer of Landscape Planning Limited to coordinate the OLS Survey, Geotechnical Investigation, and other design works related to the soccer field including:

- *A Category 5 - School Yard Soccer Field - With Lights (lights were authorized by Council Resolution No. 2018-238 on July 18, 2018 after confirmation was received by the Grand River Conservation Authority (GRCA))*
- *Granular Parking Lot Upgrades Without Lights*
- *Drainage Culvert Works at Maple Leaf Lane*
- *Completion of all Underground Services*
- *Completion of Landscaping and Grading Works for the Soccer Field*
- *Separate Costing for the Supply and Installation of Player's Benches and Bleachers*
- *Asphalt Walkway Connections - (contingent on receiving Wellington County Trail Funding as identified in Council Resolution No. 2018-238 on July 18, 2018)*

Council at its Council Meeting held on July 18, 2018 received Report REC-2018-005 regarding the Puslinch Community Centre Park - Back Soccer Fields - Update and authorized through Council Resolution No. 2018-238 to apply to the Canada Infrastructure Program and the Ontario Trillium Fund (OTF) - Capital Grants Program.

2019

OTF

The Township executed a grant contract in the amount of \$150,000 with OTF for the building of a lit soccer field at the PCC Park. Council at its meeting held on January 30, 2019 directed staff to communicate a construction start date of May 1, 2020 to OTF in order to provide sufficient time to seek funding opportunities from third party sources.

Analytical Testing of Soils

The June 5, 2019 Council Agenda package included correspondence from Landscape Planning dated May 21, 2019 and correspondence from McClymont and Rak Engineers Inc. dated May 21, 2019 regarding the results of the analytical soil sample testing of the southern portion of the PCC Park (4.1 hectares) which was acquired in 2012.

The purpose of the analytical soil sample testing was to determine how and where any excess excavated soils will be disposed of and to determine the suitability of the topsoil to support vegetative growth (ie. sod/seed) and any necessary amendments to make up for soil deficiencies.

The Puslinch Community Centre Soccer Field and Parking Lot Request for Tender (RFT) No. PK19-001 included provisional unit rate pricing for Excavate, Load, Haul, Dispose of Impacted Soil (Topsoil & Fill) at a Registered Landfill Site. The tender results attached as Schedule C to this Report do not include the total cost of completing this work as further testing would be required to determine whether there are additional impacts that require further exploration until MECP guidelines are met.

It is staff's recommendation which Landscape Planning supports that the Township seek approval from the GRCA to leave the excess cut material on site through a berm design.

Puslinch Minor Soccer Club

The Puslinch Minor Soccer Club (PMSC) has established a "New Field Fund" and have raised approximately \$20,000 to this fund. It is assumed that this contribution will go towards the capital cost associated with the construction of the proposed soccer field.

The PMSC has requested an estimated cost to add electrical conduits (no lights) for the full field. Based on the recent RFT No. PK19-001, the estimated cost to add electrical conduits (no lights) is \$31,500. The cost estimate of \$228,295 for the basic soccer field and berm design as outlined in Schedule D to this Report does not include underground conduits.

Community Centre Soccer Field and Parking Lot RFT No. PK19-001

The Township issued a tender for the Puslinch Community Centre Soccer Field and Parking Lot RFT No. PK19-001 on April 15, 2019 for the following works:

- Demolition and removals;

- Rough grading and earthworks;
- Supply and install granular parking lot with concrete curbs and precast bumper blocks;
- Supply and install concrete flatwork;
- Supply and install asphalt and granular walkways;
- Sodding and seeding including topsoil fine grading;
- Supply and install soccer field markings;
- Supply and install new electrical service, sports field lighting and poles including all electrical wiring, conduit and controls;
- Supply and install new soccer goals, bleachers and accessories.
- Remove components at Township's discretion e.g. Bleachers, bench pads, concrete bumper blocks

A public tender for the works described above was advertised on the Township of Puslinch website and Biddingo.com from April 15, 2019 to July 5, 2019. A mandatory site meeting was held on May 1, 2019 and the tender closed on July 5, 2019. The tender stipulated a 180 day irrevocable period which is due to expire on December 31, 2019. The tender documentation included a clause that the award of the contract is contingent upon the Township securing funding from third party sources and the tender may be accepted in parts.

As a result of a call for tenders, four (4) bids were received as follows (attached as Schedule C):

- 39 Seven Inc.
- Capital Paving Inc.
- Gateman Milloy Inc.
- Titan Group Construction Inc.

It is staff's recommendation which Landscape Planning supports that:

- RFT No. PK19-001 be cancelled and that a new construction tender package be developed that would see only a senior soccer field implemented (without lighting); and
- the Township construct a simple soccer field without lights and a berm design in order to meet the May 1, 2020 construction start date communicated to the Ontario Trillium Foundation

Township staff have obtained a cost estimate of \$228,295 from Landscape Planning attached as Schedule D to this Report for constructing a simple soccer field without lights and a berm design.

The Township has secured \$150,000 of grant funding from the Ontario Trillium Fund as discussed above. The 2019 Capital Budget also incorporated \$43,404 of Cash in Lieu of Parkland

funds to fund the back soccer fields. There is currently a shortfall of \$34,891 for the construction of a simple soccer field which is recommended to be funded as follows:

- Puslinch Minor Soccer Club “New Field Fund” - \$20,000
- Additional Cash in Lieu of Parkland Funds - \$14,891

Public Meeting for PCC Park Master Plan – Phase 1 and Phase 2

A Public Meeting for the PCC Park Master Plan – Phase 1 and Phase 2 was held on May 22, 2019. Paul Gardner from Landscape Planning provided an overview of the process that was undertaken, the preferred concept plan, phasing, and cost estimates at the Public Meeting. The presentation at the Public Meeting is attached as Schedule A to this Report.

The Public was provided until June 7, 2019 to provide comments and layout concerns to the Township including impacts to the Fall Fair set up. Landscape Planning reviewed the public input and provided the following response:

Feedback from members of the community, both those in attendance and comments received after the public meeting overwhelmingly supported leaving the baseball diamond in its current location. Rationale in support of not relocating the baseball diamond include:

- *the significant capital costs to relocate the facility;*
- *the recent capital improvements (bleachers and lighting);*
- *in the proposed location, the ball diamond fencing restricts vehicular parking for the Fall Fair;*
- *the orientation of the baseball diamond is not seen as ideal;*
- *preference is to spend money that would be allocated to the relocation to improved maintenance and upkeep of the existing facilities;*
- *potential impact to the existing septic system.*

Lack of parking during the Fall Fair and Aberfoyle Farmers Market was raised as a concern by several individuals. As discussed at the meeting, it is important to achieve a balance between converting greenspace for parking to accommodate a single event.

Several respondents support pickleball. The conversion of a tennis court or the incorporation of lining of pickleball courts into the existing tennis courts are both feasible and relatively cost effective solutions.

Given the comments, Landscape Planning developed a revised Master Plan option that addresses the issues and concerns raised at the public meeting. The revised concept plan incorporates the following:

- *the existing baseball diamond remains in its current location;*
- *the existing parking lot (gravel) will be formalized and have added capacity;*
- *a playground precinct (including play accessible equipment, a shade structure and seating) has been incorporated immediately to the north of the entrance off Maple Lane;*
- *flexibility to be able to accommodate larger events such as the Fall Fair and Aberfoyle Farmers' Market, however, modified event staging and layout and potentially alternative options for parking should be considered*
- *Less capital cost and less disruptive to the park lands and associated facilities during construction.*

The overall capital cost for the implementation of the revised Master Plan is significantly less than previous versions. This is a direct result of not relocating the baseball diamond.

The Phasing Concept Plan associated with the PCC Parks Master Plan is attached as Schedule B to this Report.

Investing in Canada Infrastructure Program for Community, Culture and Recreation

The program details and application for the Investing in Canada Infrastructure Program for Community, Culture and Recreation has been announced and includes a deadline of November 12, 2019 for applying. The program provides federal and provincial funding of 73.33%. Municipal governments are responsible for 26.67 percent of project costs. The grant program guidelines indicate the following:

- Eligible applicants can apply for multiple projects.
- The maximum total eligible cost per project for a single applicant is \$5 million.
- Projects must be completed by March 31, 2027.
- Contracts must be awarded after federal approval of funding and that notification of the federal funding decision would be made in spring/summer of 2020 (estimated).

Township staff recommend that a grant application be submitted as it relates to the PCC Parks Master Plan as outlined in Schedule B to this Report. The grant application will exclude the works to be completed in 2020 to construct a simple soccer field in order to take advantage of the secured OTF funding of \$150,000.

Should Council wish to replace the lights and upgrade the washrooms at Old Morriston Park, it is recommended that Council directs staff to apply to the grant program for these works to be funded through federal/provincial grant funding and third party fundraising efforts at an estimated cost of \$205,000.

Financial Implications

The estimated costs and timelines for each phase of the PCC Parks Master Plan are outlined in Schedule D to this Report. The costs for each phase as outlined in Schedule D to this Report are contingent upon obtaining federal/provincial funding or third party fundraising. The total estimated costs (construction, contract design, and contract administration) for each phase are as follows:

Proposed Timeline	May 1, 2020	2021	2022
Description	Basic Soccer Field and Berm Design	Phase 1	Phase 2
Total Estimated Costs	\$228,295	\$1,345,911	\$341,106

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – May 22, 2019 Public Meeting Presentation

Schedule B – Phasing Concept Plan

Schedule C – Public Tender Opening Results for the Community Centre Soccer Field and Parking Lot RFT No. PK19-001

Schedule D – Cost Estimates for Phasing Plan

Puslinch Community Centre Park Master Plan

Public Open House May 22, 2019

THE PROCESS

2012	Township of Puslinch purchased 4.1 hectares of farmland, South of the community centre for expansion.
May 20, 2015	Township of Puslinch Recreation & Parks Master Plan was adopted by Council.
November 26, 2015	Public open house held at the Optimist Recreation Centre to review 2 concepts for the community centre lands.
Late November, 2015 to January 31, 2016	Concept plans posted on the Township's website. Comments were received during this period.

- Maintains Existing Ball Diamond
- 2 New Full Size Soccer Fields

LEGEND

- 1 HORSE RIDING ARENA
- 2 WORKS BUILDING
- 3 SOCCER FIELD
- 4 TENNIS COURTS
- 5 WAR MEMORIAL STATUE
- 6 GARBAGE REMOVAL
- 7 HORSE SHOE PITS
- 8 TRACTOR PULL & BLEACHERS
- 9 COMMUNITY CENTRE
- 10 RECREATION CENTRE
- 11 COVERED ICE-PAD AREA
- 12 PARKING LOT
- 13 MILLENNIUM GARDEN
- 14 PICNIC SHELTER
- 15 PRACTICE BATTING CAGE
- 16 GAZEBO
- 17 PROPOSED TRAIL
- 18 PUBLIC LIBRARY
- 19 SENIOR PLAYGROUND
- 20 JUNIOR PLAYGROUND
- 21 BASEBALL FIELD



Removes ball diamond and replaces it with a large central activity hub.

- *Playground*
- *Splash Pad*
- *Picnic Area*
- *2 New Soccer Fields (1 full, 1 junior)*

LEGEND

- 1 HORSE RIDING ARENA
- 2 WORKS BUILDING
- 3 SOCCER FIELD
- 4 TENNIS COURTS(EXISTING)
- 5 WAR MEMORIAL STATUE
- 6 GARBAGE REMOVAL
- 7 HORSE SHOE PITS
- 8 TRACTOR PULL & BLEACHERS
- 9 COMMUNITY CENTRE
- 10 RECREATION CENTRE
- 11 COVERED ICE-PAD AREA
- 12 PARKING LOT
- 13 MILLENNIUM GARDEN
- 14 PICNIC SHELTER
- 15 PICNIC AREA
- 16 GAZEBO
- 17 PROPOSED TRAIL
- 18 PUBLIC LIBRARY
- 19 PLAYGROUND
- 20 SPLASH PAD
- 21 SHRUBS GARDEN



THE PROCESS (Continued)

- March 16, 2016 Master Plan for Puslinch Community Centre Park Phase 1 was presented to Council.
- July 21, 2016 Council directed staff to have Consultants create a preferred concept plan and cost estimate that included:
- A Lit Ball Diamond
 - Addition of a 9x9 Soccer Field & a Senior Soccer Field
 - Accessible Playground
 - Removal of Horseshoe Pits
 - Removal of Cement Block Building (Booth)
 - No Splash Pad
 - Maintain Tennis Courts
 - Maintain Horse Paddock & Pull Track
 - Consideration of Fall Fair Requirements
- June 28, 2017 Phasing & Implementation Plan of the Puslinch Community Centre Park Master Plan presented to Council.



Notes here



NEXT STEPS . . .

Puslinch Community Centre Soccer Field & Parking Lot

The Township of Puslinch

Contract No.: PK19-001

Pg No.	Sheet No.	Title
1.	C-1	COVER PAGE
2.	EX-1	EXISTING SITE SURVEY
3.	EX-2	EXISTING CONDITIONS / SITE PREPARATION PLAN
4.	L-1	LANDSCAPE / SURFACE MATERIALS PLAN
5.	L-2	LAYOUT PLAN
6.	L-3	GRADING & SERVING PLAN
SITE ELECTRICAL		
7.	E-1	ELECTRICALLIGHTING PLAN
8.	E-2	ELECTRICAL NOTES & DETAILS
DETAILS		
9.	D-1	DETAILS

CLIENT:

THE TOWNSHIP OF
Puslinch

The Township of Puslinch
Parks and Open Space Development

1334 Wellington Rd 34,
Puslinch, Ontario
N0B 1J0
Tel: 519.763.1025 ext. 222
Attn: Mr. Mary Hesse, Director of Finance / Treasurer

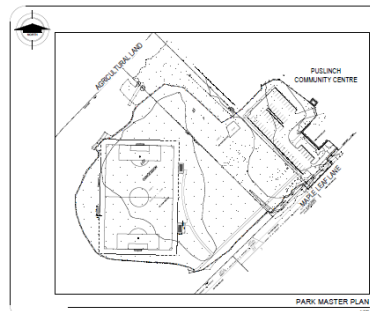
SUB-CONSULTANTS:

ELECTRICAL
M&S Consultants Inc.
420 Main Street East, Suite 473
WILTON ONTARIO
L9T 9P9
TEL: 416.402.1025

PRIME CONSULTANT:

landscape planning
L A N D S C A P E P L A N N I N G

Paul Gunkler, OALA, CSLA, Partner
95 Mural Street, Suite 207, Richmond Hill, ON L4B 3G2
Tel: 905.669.6838, www.landscapeplan.ca



ISSUED FOR:
Tender ☒ Consultant ☐
Revised ☐

LPL No. 2018-109

TENDER DRAWINGS

Back Soccer Field Phase including senior lit soccer field, parking lot upgrades, walkways & site servicing currently out for tender.

Closing: July 5, 2019.

Completion Date: Summer 2020.

Estimated construction cost of \$672,753.00
(contingent on receiving third party funding.)



NEXT STEPS . . .



Phase 1 of the Master Plan is currently scheduled in 2021.

Estimated Cost is \$701,907.00
(contingent on receiving third party funding.)

Phase 2 of the master plan is currently scheduled in 2022.

Estimated Cost: \$874,580.00
(contingent on receiving third party funding.)



Thank You!





Public Tendering Opening Results

Project Name: Tender for the Community Centre Soccer Field and Parking Lot
Contract No. PK19-001, May 2019

Closing Date: July 5, 2019, 12:00 P.M. Council Chambers

No.	Bidder	Date Tender Received	Amount of Tender including all taxes
1	39 Seven Inc.	July 5, 2019	\$735,536.16
2	Capital Paving Inc.	July 5, 2019	\$1,281,000
3	Gateman Milloy	July 5, 2019	\$1,115,875
4	Titan Group Construction Inc.	July 5, 2019	\$948,714.94
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Cost Estimates by Phase

Proposed Timeline	1-May-20
Description	Basic Soccer Field and Berm Design
Site Preparation and Removals, Grading, Sports Amenities (Sod and Portable Soccer Goals), Soft Landscape (Seed)	\$ 200,296
Contingency - 5%	\$ 10,015
Permit and Testing Allowance	\$ 7,500
Contract Administration Fee - 3%	\$ 6,534
Contract Design Costs - 7%	Capital Carryforward
Total (net of HST)	\$ 224,345
Add Non-refundable portion of HST	\$ 3,949
Total Estimated Costs	\$ 228,295

Proposed Timeline	2021
Description	Phase 1
Site Preparation and Removals, Grading, Drainage and Site Servicing, Electrical, Paving/Curbs/Fence, Soccer Benches, Soccer Bleachers, Soft Landscape (Trees, Sod and Seed), Site Furnishings, Built Forms.	\$ 1,130,847
Contingency - 5%	\$ 56,542
Permit and Testing Allowance	\$ 15,000
Contract Administration Fee - 3%	\$ 36,072
Contract Design Costs - 7%	\$ 84,167.22
Total (net of HST)	\$ 1,322,628
Add Non-refundable portion of HST	\$ 23,284
Total Estimated Costs	\$ 1,345,911

Proposed Timeline	2022
Description	Phase 2
Site Preparation and Removals, Electrical, Storm Drainage Systems, Grading, Paving/Hard Surfacing, Sports Facilities Items/Fencing, Soft Landscape (Trees and Sod), Site Furnishings.	\$ 287,840
Contingency - 5%	\$ 14,392
Permit and Testing Allowance	\$ 2,500
Contract Administration Fee - 3%	\$ 9,142
Contract Design Costs - 7%	\$ 21,331
Total (net of HST)	\$ 335,205
Add Non-refundable portion of HST	\$ 5,901
Total Estimated Costs	\$ 341,106

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 060-2019

Being a by-law to authorize the entering into a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada for the purchase of Paratech VSK Highway Stabilization Kit and water rescue equipment.

WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to enter into Agreements;

AND WHEREAS the *Municipal Act*, S.O. 2001, c.25 authorizes a municipality to delegate authority in accordance with the provisions in the *Municipal Act*;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada for the purchase of Paratech VSK Highway Stabilization Kit and water rescue equipment.;

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it expedient to delegate authority to the Director of Finance/Treasurer or delegate to execute on behalf of the Township, the Funding Agreement and any amendments to the Funding Agreement that have no budgetary impact;

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

1. That the Corporation of the Township of Puslinch enter into a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada for the purchase of Paratech VSK Highway Stabilization Kit and water rescue equipment.
2. That the Director of Finance/Treasurer or delegate is hereby authorized to execute the Funding Agreement.
3. That the Director of Finance/Treasurer or delegate be authorized to execute on behalf of the Township amendments to the Funding Agreement that have no budgetary impact.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6th DAY OF NOVEMBER 2019.

James Seeley, Mayor

Patrick Moyle, Clerk/CAO

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 061-2019

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Regular Council meeting held on November 6, 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 Council meeting held on November 6, 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 6th DAY OF NOVEMBER 6, 2019.

James Seeley, Mayor

Patrick Moyle, Clerk/CAO