



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
April 22, 2020 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

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AGENDA

DATE: Wednesday April 22, 2020

REGULAR MEETING: 2:00 P.M.

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Roll Call
3. Disclosure of Pecuniary Interest & the General Nature Thereof.
4. **CLOSED ITEMS**
 - (a) None
5. Adoption and Receipt of Minutes of the Previous Meeting.≠
 - (a) January 22, 2020 Regular Council Meeting Minutes
 - (b) March 4, 2020 Regular Council Meeting Minutes – to be provided prior to meeting
 - (c) April 8, 2020 Special Council Meeting Minutes
 - (d) April 8, 2020 Electronic Participation Council Meeting Minutes
6. Business Arising Out of the Minutes.
7. **PUBLIC MEETINGS**

None
8. **COMMUNICATIONS**
 1. County Official Plan Amendment No. 112 Additional Residential Units, dated March 18, 2020.



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2. Intergovernmental Affairs#

(a) Motions of Support

1. Grey Highlands motion of support for Electronic Meetings
2. Township of North Stormont motion of Support for Electronic Delegation
3. Mallorytown motion of support regarding electronic delegations
4. Township of Amaranth motion of support regarding electronic delegations
5. Township of Addington Highlands motion of support for AMO's position on the legislative changes in Bill 132
6. Chatham-Kent motion of support Legislative Changes in Bill 132
7. City of Belleville motion of support for AMO's position on the legislative changes in Bill 132
8. Township of Amaranth motion of support for AMO's position on the legislative changes in Bill 132
9. West Nipissing motion of support for AMO's position on the legislative changes in Bill 132
10. Wollaston Township motion of support for AMO's position on the legislative changes in Bill 132

(b) Motions for Support

1. Centre Hastings motion for support for the role of Conservation Authorities
2. City of Sault Ste. Marie motion for Support for Conservation Authorities
3. Town of Ajax motion for supporting Conservation Authorities
4. Chatham-Kent motion for support Ban of Single Use Disposable Wipes
5. Grey County motion for support 100% Canadian Wines Excise Exemption
6. Nipissing West motion for support - Designation of Wetlands
7. Town of Grand Valley motion for support of Bill 156 Security from Trespass and Protecting Food Safety Act
8. Township of Tyendinaga motion for support - Coastal Gas Link Project
9. Town of Grimsby motion for support for electricity billing relief during COVID-19
10. Town of Kingsville motion for support for electricity billing relief during COVID-19

(c) Letter from the Minister of Energy Northern Development and Mines and the Associate Minister of Energy

(d) Ontario Strengthening Protections for Tenants and Landlords

(e) ROMA Thank you letter from Minister John Yakabuski

(f) Rural Ontario Community Call for Expression of Interest for First CENGN Rural Ontario Residential Broadband Project



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9. **DELEGATIONS / PRESENTATIONS**

None

10. **REPORTS** ≠

1. **Puslinch Fire and Rescue Services**

(a) None

2. **Finance Department**

(a) Report FIN-2020-015 – 2020 Temporary Borrowing By-law≠

(b) Report FIN-2020-016 - Request for Proposal No. 2020-001 – Municipal Insurance Coverage and Services≠

a. Report to be provided prior to meeting

b. Randy Bushey, CIP, Consultant will be available in the Zoom meeting to answer any of Council's questions

3. **Administration Department**

(a) Report ADM-2020-006 Proposed Property Standards By-law – Final Draft ≠

(b) Report ADM-2020-007 By-law Enforcement Occurrence 1st Quarter Update≠

(c) Report ADM-2020-008 Revised Council and Committee Meeting Schedule≠

(d) Report ADM-2020-009 Cogeco Funding Application≠

(e) Report ADM-2020-010 Corporate Work Plan 2020≠

4. **Planning and Building**

(a) None

5. **Roads & Parks Department**

(a) Report PW-2020-003 Transfer Road Allowance between Victoria and Watson Roads≠

6. **Recreation Department**



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(a) REC-2020-004 Puslinch Tennis Club Cost Sharing Agreement ≠

7. **Mayor's Updates**

11. **NOTICES OF MOTION**

None.

12. **COMMITTEE MINUTES**

- (a) September 24, 2019 Recreation Committee Minutes
- (b) November 19, 2019 Recreation Committee Minutes
- (c) January 14, 2020 Committee of Adjustment Minutes
- (d) February 11, 2020 Committee of Adjustment Minutes
- (e) February 11, 2020 Planning and Development Advisory Committee Minutes
- (f) February 19, 2020 Public Meeting Minutes – DAY re-zoning

13. **MUNICIPAL ANNOUNCEMENTS**

14. **UNFINISHED BUSINESS**

15. **BY-LAWS ≠**

- (a) BL2020-010 Being a by-law prescribing standards for the maintenance and occupancy of property.
- (b) BL2020-022 Being a by-law to authorize the temporary borrowing of funds to meet current expenditures of the Corporation of the Township of Puslinch during the fiscal year ending December 31, 2020.
- (c) BL2020-023 Being a by-law to authorize execution of the agreement of purchase and sale and the transfer of the road allowance located between Victoria Road South and Watson Road South from the County of Wellington.
- (d) BL2020-024 Being a by-law to authorize entering into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.

16. **CONFIRMING BY-LAW ≠**



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

17. **ADJOURNMENT** ≠

MINUTES

DATE: January 22, 2020

CLOSED MEETING: 6:00 P.M.

REGULAR MEETING: 7:00 P.M.

The January 22, 2020 Regular Council Meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
Councillor Sara Bailey
Councillor John Sepulis

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Mike Fowler, Manager 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 related to item 7.4 Correspondence from CBM Aggregates regarding a request to meet with the Township's Hydrogeologist and Ecologist with respect to CBM Lake Pit Proposal, item 7.5 Correspondence from David Hanratty, CBM, with respect to the CBM Lanci Pit Expansion, item 9.7 Mayor's update, and the closed item (e) Confidential verbal report from Mayor Seeley regarding personal matters about an identifiable individual, including municipal or local board employees as a family member operates an aggregate operation in the Township.

3. **CLOSED MEETING**

Council was in closed session from 6:05 p.m. to 6:45 p.m.

Council recessed from 6:45 p.m. to 7:00 p.m.

Resolution No. 2020-038:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

- (a) **Confidential verbal report by Mary Hasan, Director of Finance/Treasurer, regarding personal matters about an identifiable individual, including municipal or local board employees, labour relations or employee negotiations – 2019 Compensation Update.**
- (b) **Confidential report PW-2020-001 Lake Avenue by Lynne Banks & Sumita Pillay-Dason, Development and Legislative Coordinator, regarding a proposed or pending acquisition or disposition of land by the municipality or local board.**
- (c) **Confidential verbal report from Sumita Pillay-Dason, Dason Law Office Professional Corporation regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Lake Avenue.**
- (d) **Adoption and Receipt of Confidential Minutes of the Previous Meetings:**
 - **January 2, 2020 Closed Council Meeting**
 - **January 7, 2020 Closed Council Meeting**

Councillor Goyda declared a potential pecuniary interest related to the closed item (e) Confidential verbal report from Mayor Seeley regarding personal matters about an identifiable individual, including municipal or local board employees as a family member operates an aggregate operation in the Township and refrained from discussions and voting on that item.

- (e) **Confidential verbal report from Mayor Seeley regarding personal matters about an identifiable individual, including municipal or local board employees.**

CARRIED

Resolution No. 2020-039:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Council moves into open session.

CARRIED

Council resumed into open session at 7:00 p.m.

Resolution No. 2020-040:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That Council receives the:

- (f) **Confidential verbal report by Mary Hasan, Director of Finance/Treasurer, regarding personal matters about an identifiable individual, including municipal or local board employees, labour relations or employee negotiations – 2019 Compensation Update.**
- (g) **Confidential report PW-2020-001 Lake Avenue by Lynne Banks & Sumita Pillay-Dason, Development and Legislative Coordinator, regarding a proposed or pending acquisition or disposition of land by the municipality or local board.**
- (h) **Confidential verbal report from Sumita Pillay-Dason, Dason Law Office Professional Corporation regarding a proposed or pending acquisition or disposition of land by the municipality or local board – Lake Avenue.**
- (i) **Adoption and Receipt of Confidential Minutes of the Previous Meetings:**
- **January 2, 2020 Closed Council Meeting**
 - **January 7, 2020 Closed Council Meeting**
- (j) **Confidential verbal report from Mayor Seeley regarding personal matters about an identifiable individual, including municipal or local board employees; and**

That staff proceed as directed.

CARRIED

4. ADOPTION OF THE MINUTES:

- (a) **January 2, 2020 Regular Council Meeting Minutes**
 (b) **January 7, 2020 Budget Meeting Minutes**
 (c) **January 16, 2020 Proposed 2020 Budget Public Information Meeting Minutes**

Resolution No. 2020-041:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

- (a) **January 2, 2020 Regular Council Meeting Minutes**
- (b) **January 7, 2020 Budget Meeting Minutes**
- (c) **January 16, 2020 Proposed 2020 Budget Public Information Meeting Minutes**

CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES:

6. PUBLIC MEETINGS:

- 1. **Zoning By-law amendment D14/DAY – Andrew and Ann Day – Part Lot 26, Concession Gore, 7171 Concession 1 & 4071 Side Road 25 South.**

***note this Public Information Meeting will be held on February 19th, 2020 at 6:30 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

7. COMMUNICATIONS:

- 1. Correspondence from the City of Cambridge with respect to a Public Information Centre Meeting regarding Black Bridge Road and Townline Road Preliminary Design, dated January 15, 2020.
- 2. Notification from CBM Aggregates regarding the Ontario Resource Levy increase and the Federal Carbon Tax, dated December 19, 2019.
- 3. Correspondence with respect to the 2018-2019 Chief Drinking Water Inspector Annual Report and Minister's Annual Report on Drinking Water 2019, dated December 20, 2019.

Councillor Goyda declared a potential pecuniary interest related to item 7.4 Correspondence from CBM Aggregates regarding a request to meet with the Township's Hydrogeologist and Ecologist with respect to CBM Lake Pit Proposal as a family member operates an aggregate operation in the Township and refrained from discussions and voting on that item.

- 4. Correspondence from CBM Aggregates regarding a request to meet with the Township's Hydrogeologist and Ecologist with respect to CBM Lake Pit Proposal, dated January 6, 2020.
 - (a) Greg Scheifele, Principal Ecologist/Forester, GWS Ecological & Forestry Services Inc., response to the request made by CBM.
 - (b) Stan Denhoed, response to the request made by CBM.

Resolution No. 2020-042:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council receives the Correspondence from CBM Aggregates regarding a request to meet with the Township's Hydrogeologist and Ecologist with respect to CBM Lake Pit Proposal, dated January 6, 2020; and

Whereas the Township of Puslinch has role and responsibility for application review;

And whereas the Township's role does not include assistance with the preparation of applications;

And whereas it is essential that there can be no perception of a Conflict of Interest;

Be it resolved that the Township of Puslinch will not permit Township Consultants to assist CBM on behalf of the Township in the preparation of their application;



Be it further resolved that the Township will provide to CBM a list of issues and factors suggested to CBM to be addressed in the application that will be considered during the Township's review of the CBM application

Whereas the Township of Puslinch does not wish to incur any costs resulting from the review of the completed CBM application;

Be it resolved that prior to the Township or its consultant's review of the completed application, CBM commits to paying all reasonable staff and consultant costs related to review of the CBM application.

CARRIED

Councillor Goyda declared a potential pecuniary interest related to item 7.5 Correspondence from David Hanratty, CBM, with respect to the CBM Lanci Pit Expansion as a family member operates an aggregate operation in the Township and refrained from discussions and voting on that item.

5. Correspondence from David Hanratty, CBM, with respect to the CBM Lanci Pit Expansion, dated January 14, 2020.
6. Report prepared by Charles Hamilton, Wellington County Fire Officer regarding Wellington County Fire Training Officer's annual 2019 report, dated December 2, 2019
7. Notification from Canada's Museums of Science and Innovation regarding two travelling exhibitions, dated January 15, 2020.

-Post on the monthly newsletter to bring awareness
8. Correspondence from Lake Erie Region Source Protection Committee regarding support for actions to address over-application of winter maintenance chemicals to protect sources of municipal drinking water, dated January 14, 2020.

Resolution No. 2020-043:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council endorses the correspondence provide by the Lake Erie Region Protection Committee, and supports the actions to address over-application of winter maintenance chemicals to protect sources of municipal drinking water.

CARRIED

7. Intergovernmental Affairs

Resolution No. 2020-044:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That the Intergovernmental Affairs correspondence items listed on the Council Agenda for JANUARY 22, 2020 Council meeting be received.

CARRIED

Item 7(11) AMO Watch File January 16, 2020 – Staff indicated they are looking into Group Buying Programs through the Province.

8. DELEGATIONS/PRESENTATIONS

None

9. **REPORTS:**

1. **Puslinch Fire and Rescue Services**

(a) None

2. **Finance Department**

(a) Report FIN-2020-008 – 2020 Budget – Final

Resolution No. 2020-045: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

**That Report FIN-2020-008 regarding the 2020 Budget – Final be received; and
That Council enact a by-law to adopt the Budget for the Corporation of the Township of
Puslinch for the year 2020.**

CARRIED

(b) Report FIN-2020-009 – 2020 Remuneration By-law

Resolution No. 2020-046: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

THAT Report FIN-2020-009 regarding the Remuneration By-law be received; and

**That Council enact a By-law to establish the rates of remuneration to Staff and to repeal
By-law No. 008-2017 and By-law No. 21-1966.**

CARRIED

(c) Report FIN-2020-010 – Overtime and Lieu Policy Amendments

Resolution No. 2020-047: Moved by Councillor Bailey and
Seconded by Councillor Bulmer

**THAT Report FIN-2020-010 regarding Overtime and Lieu Policy Amendments be received;
and**

**That Council adopt the amendments to the Overtime and Lieu Policy attached as Schedule
A to Report FIN-2020-010 as amended.**

CARRIED

3. **Administration Department**

(a) Report ADM-2020-001 - Draft Property Standards By-law

Resolution No. 2020-048: Moved by Councillor Bailey and
Seconded by Councillor Bulmer

**That Report ADM-2020-001 regarding the Proposed Property Standards By-law be received;
and**

That staff bring back the draft By-law for further review at a future Council meeting.

CARRIED

4. **Planning and Building Department**

(a) Report PD-2020-002 GRCA Wells Decommissioning

Resolution No. 2020-049: Moved by Councillor Bailey and
Seconded by Councillor Bulmer

That Report PD-2020-002 regarding the Township wells located on GRCA lands know as the Former Russian Olive Grove at McCormick's Point (the "Lands"), be received for information.

CARRIED

(b) Report BLDG-2020-001 Building Monthly Update December 2019

Resolution No. 2020-050: Moved by Councillor Bulmer and
Seconded by Councillor Bailey

That Report BLDG-2020-001 with respect to the Building Department Monthly Update – December 2019 be received for information.

CARRIED

5. Roads & Parks Department

(a) None

6. Recreation Department

(a) Report REC-2020-001 School Board request for Sledge Hockey

Resolution No. 2020-051: Moved by Councillor Bailey and
Seconded by Councillor Bulmer

THAT Staff Report REC-2020-001, regarding the Aberfoyle Public School Sledge Hockey Program, be received.

CARRIED

Councillor Goyda declared a potential pecuniary interest related to 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

- a) Summary update from the January 15, 2020 meeting with Hon. Ted Arnott regarding the Morriston Highway 6 By-pass.
- b) Proposed meeting with the University of Guelph regarding the future use of University of Guelph lands.

That Council support Mayor Seeley and the Glenn Schwendinger, CAO/Clerk meeting with significant landowners within the Township regarding the future use of lands.

10. NOTICE OF MOTION:

None

11. COMMITTEE MINUTES

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

Resolution No. 2020-052: Moved by Councillor Bulmer and
Seconded by Councillor Bailey

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

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

CARRIED

12. MUNICIPAL ANNOUNCEMENTS

- (a) Mayor Seeley gave an update on the ROMA delegations
- (b) Councillor Sepulis gave an update from the ROMA conference
 - The Province is going to expand gas service in Agricultural areas
 - CAO Glenn Schwendinger gave an update on the process of extending gas service in Puslinch
 - Councillor Sepulis gave an update on the SWIFT high-speed internet initiative
- (c) Councillor Bailey gave an update on the ROMA conference
- (d) Councillor Bulmer gave an update on the ROMA conference
- (e) Councillor Goyda gave an update on the ROMA conference
 - Councillor Goyda congratulated Council on attending all delegations and congratulated the Mayor for his presentations

13. UNFINISHED BUSINESS

14. BY-LAWS:

- (a) BL2020-007 Being a By-law to Establish and Define Discretionary Reserves
- (b) BL2020-008 Being a by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2020
- (c) BL2020-009 Being a by-law to establish the rates of remuneration to Staff of the Corporation of the Township of Puslinch

Resolution No. 2020-053:

Moved by Councillor Bailey and
Seconded by Councillor Bulmer

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

- (a) **BL2020-007 Being a By-law to Establish and Define Discretionary Reserves**
- (b) **BL2020-008 Being a by-law to adopt the Budget for the Corporation of the Township of Puslinch for the year 2020**
- (c) **BL2020-009 Being a by-law to establish the rates of remuneration to Staff of the Corporation of the Township of Puslinch**

CARRIED

15. CONFIRMING BY-LAW

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

Resolution No. 2020-054:

Moved by Councillor Bailey and
Seconded by Councillor Bulmer

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



By-Law 2020-011 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 22 day of January , 2020.

CARRIED

16. ADJOURNMENT:

Resolution No. 2020-055:

Moved by Councillor Bailey and
Seconded by Councillor Bulmer

That Council hereby adjourns at 7:59 p.m.

CARRIED

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk



MINUTES

DATE: March 4, 2020

CLOSED MEETING: Immediately following Section 13 –
By-laws

REGULAR MEETING: 1:00 P.M.

The March 4, 2020 Regular Council Meeting was held on the above date and called to order at 1:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Acting Mayor Matthew Bulmer
Councillor Jessica Goyda
Councillor Sara Bailey
Councillor John Sepulis

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Mike Fowler, Manager 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 related to items 7.1 proposed regulatory changes under the Aggregate Resources Act; 7.2 AMCTO's summary of the proposed changes to the Aggregate Resources Act; 7.3 Council Endorsement from the Municipality of Central Elgin regarding AMO's position on the proposed changes to the Aggregate Resources Act; as a family member operates an aggregate operation in the Township.

Councillor Goyda declared a potential pecuniary interest related to items 9.2a Application for Cancellation, Reduction or Refund of Taxes Chapter 357 or 358 of the Municipal Act, 2001 as a property owner is a family member.

Councillor Goyda declared a potential pecuniary interest related to the closed item 3.b section 12 - Amend and Remove Site-Specific Provisions, as a property owner is a family member.

3. **ADOPTION OF THE MINUTES:**

- (a) January 16, 2020 Special Council Meeting
- (b) February 19, 2020 Regular Council Meeting

Resolution No. 2020-080:

Moved by Councillor Bailey and
Seconded by Councillor Sepulis

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

- (a) **January 16, 2020 Special Council Meeting**
- (b) **February 19, 2020 Regular Council Meeting**

CARRIED

4. **BUSINESS ARISING OUT OF THE MINUTES:**

5. **PUBLIC MEETINGS:**

1. **Zoning By-law amendment D14/GAL – Joseph Gallo – Concession Gore, Rear Part Lot 30, 4071 Concession Road 7.**

***note this Public Information Meeting will be held on Thursday March 26th, 2020 at 7:00 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

2. **Housekeeping Amendment to the Comprehensive Zoning By-law 023/18.**

***note this Public Information Meeting will be held on Thursday March 26th, 2020 at 7:30 p.m. at the Municipal Complex – 7404 Wellington Rd. 34**

6. **COMMUNICATIONS:**

1. Notification from the Ministry of Natural Resources and Forestry regarding the proposed regulatory changes under the Aggregate Resources Act dated February 19, 2020

Staff to prepare a report to be submitted as the Township's position for the proposed regulatory changes under the Aggregate Resources Act.

2. AMCTO's summary of the proposed changes under the Aggregate Resources Act including community member John McNie's comments dated February 27, 2020.
3. Council Endorsement from the Municipality of Central Elgin regarding AMO's position on Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and Safe Drinking Water Act dated February 26, 2020.
4. 2020 Puslinch Volunteer of the Year Program Award Announcement
5. Township of Puslinch Audit Planning Report prepared by BDO Canada dated February 26, 2020.
6. Thank you letter from the Hon. Minister Steve Clark for Council's attendance at the 2020 ROMA conference dated February 19, 2020.

Staff to forward this correspondence to the County of Wellington.

7. Notice of Compliance in accordance with the Emergency Management and Civil Protection Act (EMCPA) dated February 15, 2020.
8. Proposed regulations pertaining to the Community Benefits Authority - Municipal Finance Offices' Association of Ontario (MFOA) dated February 28, 2020.
 - a) AMO Draft Community Benefit Charge Development Charge Regulatory Proposal and Provincial Policy Statement Posted dated February 28, 2020
 - b) Watson and Associated Economists Ltd. Draft Community Benefit Charge Development Charge Regulatory Proposal and Provincial Policy Statement Posted dated February 28, 2020

To be discussed further after receiving comments from Watson and Associates at the March 26 Council meeting.

7. **Intergovernmental Affairs**

Councillor Goyda declared a potential pecuniary interest related to items 7.1 proposed regulatory changes under the Aggregate Resources Act; 7.2 AMCTO's summary of the proposed changes to the Aggregate Resources Act; 7.3 Council Endorsement from the Municipality of Central Elgin regarding AMO's position on the proposed changes to the Aggregate Resources Act; as a family



member operates an aggregate operation in the Township and refrained from discussions and voting on these items.

Resolution No. 2020-081: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That the Intergovernmental Affairs correspondence items listed on the Council Agenda for MARCH 4, 2020 Council meeting be received.

CARRIED

Staff to follow up to see if Council has ever endorsed Conservation Authority Levies within the last 6 months.

Staff to follow up on Item 7(15) Signage fees to determine what these fees are and reports back.

8. DELEGATIONS/PRESENTATIONS

None

9. REPORTS:

1. Finance Department

Councillor Goyda declared a potential pecuniary interest related to items 9.2a Application for Cancellation, Reduction or Refund of Taxes Chapter 357 or 358 of the Municipal Act, 2001 as a property owner is a family member and refrained from discussions and voting on that item.

(a) Applications for Cancellation, Reduction or Refund of Taxes chapter 25, section 357 or 358 of the Municipal Act, 2001

Resolution No. 2020-082: Moved by Councillor Bailey and
Seconded by Councillor Sepulis

That Council does hereby authorize the applications for Cancellation, Reduction or Refund of Taxes chapter 25, section 357 or 358 of the Municipal Act, 2001 as follows:

Year	Application #	Roll #	Write Off Amount
2019	16/19	3-04400	-361.88
2019	02/19	5-02800	-883.60
2019	14/19	6-07500	-37.05
2018	10/19	8-15200	-2,796.43
2019	11/19	8-15200	-2,915.18
2018	11/18	8-16850	-16.40
2019	12/18	8-16850	-41.72

CARRIED

2. Administration Department

(a) Report ADM-2020-004 2019 Annual Water Report

Resolution No. 2020-083: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report ADM-2020-004 regarding the 2019 Annual Water Report – Drinking Water System Number 260021034 be received; and

That the 2019 Annual Water Report be submitted to the Ministry and the applicable agencies as outlined in Report ADM-2020-004.

CARRIED

(b) Report ADM-2020-005 Mayor's Absence Schedule

Resolution No. 2020-084: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Report ADM-2020-005 regarding the Mayor's absence schedule be received; and

That Council adopts the Mayor's Absence Schedule as outlined in this report.

CARRIED

3. Planning and Building

(a) County of Wellington - Zoning Amendment D14/DAY Final Report

Resolution No. 2020-085: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That the County of Wellington Planning report – Zoning By-law Amendment D14/DAY Final report be received; and

That Council approve the zoning By-law amendments prepared by staff and attached to the final report.

CARRIED

4. Recreation Department

(b) REC-2020-002 Old Morriston Backstop Replacement

Resolution No. 2020-086: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Staff Report REC-2020-002 regarding the replacement of Old Morriston backstop be received; and

That Council authorize an additional amount of funding up to \$20 000 for the replacement of Old Morriston Ball Diamond Backstop Asset No. 3059; and

That staff receive a second quote for the project prior to replacing the structure and that staff have the latitude to proceed at their direction; and

That this project be funded through the Asset Management Discretionary Reserve.

CARRIED

10. COMMITTEE MINUTES

None

11. MUNICIPAL ANNOUNCEMENTS

- (a) Green Tree Legacy Day April 25, 8:30am-10:30am looking for volunteers to help out with the event
- (b) Badenoch has their general annual meeting on
- (c) Councillor Bailey gave an update from the OGRA conference
- (d) Councillor Bulmer gave an update on the Sharing Experiences Workshop
- (e) Pluggie from the Fire Department will be visiting Mount Forest for the Wellington Farm Association Pancake breakfast

12. UNFINISHED BUSINESS

13. BY-LAWS:

- a. BL2020-016 Zoning By-law Amendment By-law 023-18 – D14/DAY

Resolution No. 2020-087: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

- a. **BL2020-016 Being a By-law to amend By-law No. 023/18, as amended, being the Zoning By-law of the Township of Puslinch.**

CARRIED

7. CLOSED MEETING

Council was in closed session from 2:02 p.m. to 3:25 p.m.

Councillor Goyda declared a potential pecuniary interest related to the closed item 3.b section 12 - Amend and Remove Site-Specific Provisions, as a property owner is a family member and refrained from discussions and voting on that item.

Resolution No. 2020-088: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

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

- (a) **Confidential report by Lynne Banks, Development and Legislative Coordinator, regarding a proposed or pending acquisition or disposition of land by the municipality or local board - Township road allowance;**
- (b) **Confidential report from Courtenay Hoytfox, Development and Legislative Coordinator, regarding litigation or potential litigation, inducing matters before administrative tribunal, affecting the municipality or local board – Zoning By-law 023/18;**
- (c) **Adoption and Receipt of Minutes of the Previous Closed Meetings**
 - **January 16, 2020 Closed Council Meeting**
 - **January 22, 2020 Closed Council Meeting**
 - **February 19, 2020 Closed Council Meeting**
- (c) **Confidential report from Glenn Schwendinger, CAO/Clerk, regarding personal matters about an identifiable individual, including municipal or local board employees – recruitment**
- (d) **Confidential verbal report from Glenn Schwendinger CAO/Clerk, regarding the security of the property of the municipality or local board.**

CARRIED

Resolution No. 2020-089: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

THAT Council moves into open session.



CARRIED

Council resumed into open session at 3:25 p.m.

Resolution No. 2020-090:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council receives the:

- (d) Confidential report by Lynne Banks, Development and Legislative Coordinator, regarding a proposed or pending acquisition or disposition of land by the municipality or local board - Township road allowance;
- (e) Confidential report from Courtenay Hoytfox, Development and Legislative Coordinator, regarding litigation or potential litigation, inducing matters before administrative tribunal, affecting the municipality or local board – Zoning By-law 023/18;
- (f) Adoption and Receipt of Minutes of the Previous Closed Meetings
 - January 16, 2020 Closed Council Meeting
 - January 22, 2020 Closed Council Meeting
 - February 19, 2020 Closed Council Meeting
- (e) Confidential report from Glenn Schwendinger, CAO/Clerk, regarding personal matters about an identifiable individual, including municipal or local board employees – recruitment
- (f) Confidential verbal report from Glenn Schwendinger CAO/Clerk, regarding the security of the property of the municipality or local board; and

That staff proceed as directed.

CARRIED

14. CONFIRMING BY-LAW

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

Resolution No. 2020-091:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

By-Law 2020-017 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 4 day of March 2020.

CARRIED

15. ADJOURNMENT:

Resolution No. 2020-092:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council hereby adjourns at 3:26 p.m.

CARRIED

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk



MINUTES

DATE: April 8, 2020

SPECIAL COUNCIL MEETING: 2:00 P.M.

The April 8, 2020 Special Council Meeting was held on the above date and called to order at 2:00 p.m. in the Council Chambers, Aberfoyle.

ROLL CALL

1. **ATTENDANCE:**

Mayor James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
Councillor Sara Bailey
Councillor John Sepulis

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Mike Fowler, Director of Public Works, Parks and Facilities
4. Courtenay Hoytfox, Deputy Clerk

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

7. **REPORTS:**

1. **Administration Department**

- (a) Proposed Amendments to the Township's Procedural By-law 59-08 as amended, to allow for electronic meetings of Township of Puslinch Council during emergencies in accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

Resolution No. 2020-093:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the Proposed Amendments to the Township's Procedural By-law 59-08 as amended; and

That the Township's Procedural By-law 59-08 as amended, be further amended allow for electronic meetings of Township of Puslinch Council during emergencies in accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

CARRIED

8. **BY-LAWS:**

- (a) BL2020-018 Being a By-law to amend the Township's Procedural By-law 59-08 as amended, to allow for electronic meetings of Township of Puslinch Council during emergencies in accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

Resolution No. 2020-094:

Moved by Councillor Bulmer and
Seconded by Councillor Sepulis



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

- (b) **BL2020-018** Being a By-law to amend the Township's Procedural By-law 59-08 as amended, to allow for electronic meetings of Township of Puslinch Council during emergencies in accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

CARRIED

9. CONFIRMING BY-LAW

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

Resolution No. 2020-095:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

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

By-Law 2020-019 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 8 day of April 2020.

CARRIED

10. ADJOURNMENT:

Resolution No. 2020-096:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

That Council hereby adjourns at 2:08 p.m.

CARRIED

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk



MINUTES

DATE: April 8, 2020

REGULAR COUNCIL MEETING: 2:15P.M.

The April 8, 2020 Regular Council Meeting was held on the above date and called to order at 2:15 p.m. in the Council Chambers, Aberfoyle.

ROLL CALL

1. ATTENDANCE:

Mayor James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
Councillor Sara Bailey
Councillor John Sepulis

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Mike Fowler, Director of Public Works, Parks and Facilities
4. Courtenay Hoytfox, Deputy Clerk

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

7. REPORTS:

1. Finance Department

- (a) FIN-2020- 013 - Draft Community Benefits Charge Regulations - Bill 108

Resolution No. 2020-097:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Report FIN-2020-013 regarding the Draft Community Benefits Charge Regulations – Bill 108 be received; and

That Council receives the correspondence from Watson & Associates dated March 18, 2020 and the Municipal Finance Officers' Association of Ontario dated March 30, 2020 with respect to Proposed Regulatory Matters Pertaining to Community Benefits Authority under the Planning Act, the Development Charges Act, and the Building Code Act attached as Schedule A and Schedule B to Report FIN-2020-013 respectively; and

That Council supports the comments outlined in the correspondence from Watson & Associates and Municipal Finance Officers' Association of Ontario attached as Schedule A and Schedule B to Report FIN-2020-013 respectively; and

That Council supports a transition date of the later of 2 years after the date the proposed regulation comes into effect or the expiration of the Township's Development Charges By-law; and

That Council supports a more fulsome consultation with the province on the following matters prior to the new regulation coming into effect:

- **How the prescribed maximum Community Benefits Charge payable percentages are adequate to ensure revenue neutrality for the wide array of diverse municipalities in Ontario.**
- **How land value is to be determined (ie. fixed value for the entire Township prepared by an independent third party appraiser or is it determined for each property with the cost borne by the property owner).**



- Whether projects funded by development charges can continue to also be funded by cash in lieu of parkland funds raised in accordance with Section 42 and 51.1 of the Planning Act.
- Whether Section 42(15) of the Planning Act will continue to provide the breadth of eligible services in which cash in lieu of parkland can be funded for; and

That Council supports the comments outlined in Report FIN-2020-013; and

That staff forward a copy of this resolution and Report FIN-2020-013 to the Ministry of Municipal Affairs and Housing.

CARRIED

(a) FIN-2020-014 - Property Tax Relief Related to COVID-19

Resolution No. 2020-098:

Moved by Councillor Sepulis and
Seconded by Councillor Bulmer

That Report FIN-2020-014 regarding Property Tax Relief Related to COVID-19 be received; and

That the 2020 Interim Tax Levy By-law No. 001-2020 be amended such that penalties and interest on 2020 unpaid taxes are not imposed on May 1, 2020 and June 1, 2020; and

That Council authorize the Director of Finance/Treasurer to waive non-sufficient fund fees of \$40 as a financial relief measure due to COVID-19.

CARRIED

2. Mayor's Updates

- (a) Green Legacy Tree day is cancelled for 2020. The County will be providing further information on how trees will be delivered.
- (b) There is a meeting scheduled with the MTO for April 2, 2020
- (c) Mayor Seeley gave an update on the meetings held with Ministry of the Environment, Conservation and Parks and Ministry of Municipal Affairs and Housing.
- (d) Mayor Seeley gave an update on the Keep Well Program being offered by the County of Wellington to local businesses.

8. MUNICIPAL ANNOUNCEMENTS

- (a) Councillor Sepulis gave an update on the High Speed Internet Committee. A Facebook page called "Puslinch High Speed" has been established where a survey is available for residents to gauge the internet service being provided during the COVID-19 pandemic.

9. UNFINISHED BUSINESS

None

10. BY-LAWS:

- (a) BL2020-020 - Amend 2020 Interim Tax Levy By-law

Resolution No. 2020-099:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

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

- (a) BL2020-020 A by-law to amend the 2020 Interim Tax Levy By-law No. 001-2020



CARRIED

11. CONFIRMING BY-LAW

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

Resolution No. 2020-100: Moved by Councillor Bailey and
Seconded by Councillor Bulmer

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

By-Law 2020-021 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 8 day of April 2020.

CARRIED

12. ADJOURNMENT:

Resolution No. 2020-101: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That Council hereby adjourns at 2:53 p.m.

CARRIED

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
T 519.837.2600
T 1.800.663.0750
F 519.823.1694

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH ON N1H 3T9

RECEIVED

MAR 27 2020

Township of Puslinch

March 18, 2020

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

Re: County Official Plan Amendment #112 – County File No.: OP-2020-03
County of Wellington - Additional Residential Units

The County of Wellington has prepared a Draft Official Plan Amendment to amend the County of Wellington Official Plan to:

- a) Update policies for Additional Residential Units, to comply with changes to the *Planning Act* under section 16 (3) as a result of Bill 108 – More Homes, More Choice Act, 2019

I am requesting that you provide comments on the proposed amendment to the County of Wellington's Official Plan by **May 1st, 2020**.

MAKING SUBMISSIONS

Please review the proposed amendment and provide comments to the County Planning Department, to the attention of Mr. Aldo Salis, Director of Planning. Inquiries and written submissions about the application can be made to the County of Wellington's Planning and Development Department, telephone (519) 837-2600, ext. 2300; fax (519) 823-1694 or at the above address.

REQUESTING NOTICE OF DECISION

If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of this proposed County official plan amendment, you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9

In accordance with Section 17(24.1) of the *Planning Act* there is no appeal in respect to policies described in section 16(3), including, for greater certainty, any requirements or standards that are part of such policies.

GETTING ADDITIONAL INFORMATION

Due to current circumstances the County of Wellington Administration Office is closed to the public at this time. Information regarding the proposed official plan amendment will be available for public review on the County website and can be found at the following link:

<https://www.wellington.ca/en/resident-services/pl-additional-residential-units.aspx#>

Once the Administration Office reopens additional information about the application will be available for public inspection during regular office hours at the County of Wellington Administration Centre, Planning and Development Department, 74 Woolwich Street, Guelph, Ontario N1H 3T9.

PUBLIC MEETING

At this time a public meeting has not been scheduled. A separate notice regarding a future public meeting on this matter will be provided at a later date.

NOTE:

- 1) Your comments on the application are required on or before **May 1st, 2020**
- 2) If you have not submitted comments on the application on or before the above date, it will be assumed that you do not have any concerns in respect of this matter.

Sincerely,



Sarah Wilhelm, BES, MCIP, RPP
Manager of Policy Planning

Encl – Draft Official Plan Amendment #112
Policy Comparison

cc— Jameson Pickard, Senior Policy Planner

RECEIVED

MAR 27 2020

Township of Puslinch

**AMENDMENT NUMBER 112
TO THE OFFICIAL PLAN FOR THE
COUNTY OF WELLINGTON**

**March 18, 2020
Circulation Draft**

**COUNTY OF WELLINGTON
GENERAL AMENDMENT
(Additional Residential Units)**

Important Notice: This draft amendment to the Official Plan for the County of Wellington may be revised after the statutory public meeting at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County of Wellington.

AMENDMENT NUMBER 112
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN

**AMENDMENT NUMBER 112
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 112.

PART C - THE APPENDICES

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

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes Amendment No 112 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 the **TABLE OF CONTENTS** is amended by:
 - a) Deleting the phrase "Second Units" that follows heading **4.4.6** and replacing it with the phrase "Additional Residential Units".
 - b) Deleting the phrase "Second Units within a Main Residence" following heading **4.4.6.1** and replacing it with the phrase "Additional Residential Units within a Main Residence".
 - c) Deleting the phrase "Second Units within an Ancillary Building or Structure" following heading **4.4.6.2** and replacing it with the phrase "Additional Residential Units within an Ancillary Building or Structure".

2. THAT section **4.4 HOUSING** is amended by:
 - a) Deleting the phrase "second units" from section 4.4.5 Affordable Housing and replacing it with "additional residential units" in the fourth and fifth paragraph.
 - b) Deleting sub-section **4.4.6 Second Units** and replacing it with the following:

"4.4.6 Additional Residential Units

Additional residential units, also known as accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping facilities.

Additional residential units increase the stock of affordable rental housing; provide home owners with additional incomes; and offer alternative housing options for elderly and young adult family members.

Additional residential units are not the same as garden suites because garden suites are temporary residences. Garden suites are addressed in Section 4.4.7 of this Plan.

It is the policy of this Plan to authorize:

- a) The use of two residential units in a single detached dwelling, semi-detached dwelling or townhouse; and

In addition to those matters outlined in Section 4.4.6.1, Local Municipalities may enact zoning provisions to address the following:

- a) the additional residential unit is located within the main building cluster on the property;
- b) the additional residential unit will be clearly secondary to the primary dwelling unit on the property;
- c) Minimum Distance Separation formula is complied with, where applicable;
- d) that screening/buffering, where deemed necessary, is provided to minimize visual impacts to adjacent properties and frontages.

An additional residential unit will not be allowed in an ancillary building or structure located in hazardous lands.”

3. THAT section **6.4 PRIME AGRICULTURAL AREA** is amended by:
 - a) By deleting the phrase “Second units” in bullet f) under section **6.4.3 Permitted Uses** and replacing it with the phrase “Additional residential units”.
4. THAT section **6.9 COUNTRY RESIDENTIAL** is amended by:
 - a) Deleting the phrase “A second unit” in the last paragraph of section **6.9.2 Permitted Uses** and replacing it with the phrase “An additional residential unit”.
5. THAT section **7.4 Hamlets** is amended by:
 - a) Deleting the phrase “a second unit” in the first paragraph of section **7.4.1 Permitted Uses** and replacing it with the phrase “An additional residential unit”.
6. THAT section **7.5 URBAN CENTRES** is amended by:
 - a) Deleting the phrase “A second unit” in the third paragraph of section **7.5.5 Residential Use** and replacing it with the phrase “An additional residential unit”.
7. THAT Section **8.3 RESIDENTIAL** is amended by:
 - a) Deleting the phrase “A second unit” in the third paragraph of section **8.3.3 Permitted Uses** and replacing it with the phrase “An additional residential unit”.

DRAFT	
Proposed OP Changes to Implement Bill 108- Additional Residential Units	
Existing Policies	Proposed Changes
PART 4 – GENERAL COUNTY POLICIES	
4.4 HOUSING	4.4 HOUSING
4.4.5 Affordable Housing	4.4.5 Affordable Housing
<p>For ownership housing, affordable means housing which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.</p> <p>For rental housing, affordable means a unit for which the rent is at or below the average market rent of a unit in the regional market area.</p> <p>The County will ensure that opportunities exist to provide housing to moderate and lower income households. A substantial portion of the County’s existing housing stock is affordable. In order that this continues as Wellington grows, it is the policy of this Plan that a minimum of 25% of new housing units the County will be affordable.</p> <p>In Wellington, second units, semi-detached, duplex, townhouse and low rise apartment units will provide the bulk of affordable housing opportunities. These units will almost always be located in urban areas with appropriate levels of servicing.</p> <p>In the Rural System affordable housing opportunities are not readily available. Second units will be the most likely means of increasing housing affordability in the Rural System.</p>	<p>For ownership housing, affordable means housing which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.</p> <p>For rental housing, affordable means a unit for which the rent is at or below the average market rent of a unit in the regional market area.</p> <p>The County will ensure that opportunities exist to provide housing to moderate and lower income households. A substantial portion of the County’s existing housing stock is affordable. In order that this continues as Wellington grows, it is the policy of this Plan that a minimum of 25% of new housing units the County will be affordable.</p> <p>In Wellington, second units <u>additional residential units</u>, semi-detached, duplex, townhouse and low rise apartment units will provide the bulk of affordable housing opportunities. These units will almost always be located in urban areas with appropriate levels of servicing.</p> <p>In the Rural System affordable housing opportunities are not readily available. Second units <u>Additional residential units</u> will be the most likely means of increasing housing affordability in the Rural System.</p>
4.4.6 Second Units	4.4.6 Second Units Additional Residential Units
<p>Second units, also known as basement apartments, accessory units, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping facilities.</p>	<p>Second units <u>Additional residential units</u>, also known as basement apartments, accessory units, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping facilities.</p>

EXISTING

PROPOSED

<p>b)The establishment of a second unit does not require the creation of an additional driveway access;</p>	<p>b)The establishment of an <u>additional residential unit</u> second unit does not require the creation of an additional driveway access;</p>
<p>c) That adequate off-street parking can be provided on site for both the main residence and second unit without detracting from the visual character of the area;</p>	<p>c) That adequate off-street parking can be provided on site for both the main residence and second unit <u>additional residential unit</u> without detracting from the visual character of the area;</p>
<p>d) That any exterior alterations to the main residence, necessary to accommodate the second unit, are made in the side or rear yards;</p>	<p>d) That any exterior alterations to the main residence, necessary to accommodate the second unit <u>additional residential unit</u>, are made in the side or rear yards;</p>
<p>e) That adequate amenity areas are provided for both the main residence and second unit;</p>	<p>e) That adequate amenity areas are provided for both the main residence and second unit <u>additional residential unit</u>;</p>
<p>f) That the second unit meets the applicable Building Code, Fire Code and local property regulations;</p>	<p>f) That the second unit <u>additional residential unit</u> meets the applicable Building Code, Fire Code and local property regulations;</p>
<p>g) That adequate water and sewage disposal services can be provided to the second unit; and,</p>	<p>g) That adequate water and sewage disposal services can be provided to the second unit <u>additional residential unit</u>; and,</p>
<p>h) whether a garden suite and second unit will not be permitted on the same lot.</p>	<p>h) whether a garden suite and second unit <u>an additional residential unit</u> will not be permitted on the same lot.</p>
<p>A second unit will not be allowed in a dwelling located in hazardous lands.</p>	<p><u>An second unit additional residential unit</u> will not be allowed in a dwelling located in hazardous lands.</p>
<p>4.4.6.2 Criteria for Second Units within an Ancillary Building</p>	<p>4.4.6.2 Criteria for Second Units <u>Additional Residential Units</u> within an Ancillary Building</p>
<p>One second unit may be allowed in a building or structure that is ancillary to a single detached dwelling, provided that a second unit does not already exist on the property. A second unit will be prohibited from being severed from the property.</p> <p>In addition to those matters outlined in Section 4.4.6.1, Local Municipalities may enact zoning provisions to address the following:</p>	<p>One second unit <u>additional residential unit</u> may be allowed in a building or structure that is ancillary to a single detached dwelling, <u>semi-detached dwelling or townhouse</u> provided that a second residential unit <u>residential unit</u> does not already exist <u>in an ancillary building</u> on the property. An <u>additional residential unit</u> second unit will be prohibited from being severed from the property.</p> <p>In addition to those matters outlined in Section 4.4.6.1, Local Municipalities may enact zoning provisions to address the following:</p>
<p>a) The second unit is located within the main building cluster on the property;</p>	<p>a) The second unit <u>additional residential unit</u> is located within the main building cluster on the property;</p>

EXISTING

PROPOSED

<p>6.9 COUNTRY RESIDENTIAL AREAS</p>	<p>6.9 COUNTRY RESIDENTIAL AREAS</p>
<p>6.9.2 Permitted Uses</p>	<p>6.9.2 Permitted Uses</p>
<p>Residential uses in single detached houses at low densities are allowed in country residential areas.</p> <p>A second unit may be allowed subject to the provisions of section 4.4.6 of this plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.</p>	<p>Residential uses in single detached houses at low densities are allowed in country residential areas.</p> <p>An additional residential unit second unit may be allowed subject to the provisions of section 4.4.6 of this plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.</p>
<p>Part 7 – The Urban System</p>	
<p>7.4 HAMLETS</p>	<p>7.4 HAMLETS</p>
<p>7.4.1 Permitted Uses</p>	<p>7.4.1 Permitted Uses</p>
<p>Development will be relatively small-scale given the rural context and level of service available in hamlets. The primary residential use will be low density single detached units, although some small-scale multiple-unit development may be considered to provide greater housing variety. A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.</p> <p>Other uses including local commercial, small scale industrial, institutional and parks and open space may also be permitted where compatible and where adequate levels of service can be provided.</p> <p>Zoning by-laws will identify areas for various uses and set regulations to govern their nature.</p>	<p>Development will be relatively small-scale given the rural context and level of service available in hamlets. The primary residential use will be low density single detached units, although some small-scale multiple-unit development may be considered to provide greater housing variety.</p> <p>An additional residential unit second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.</p> <p>Other uses including local commercial, small scale industrial, institutional and parks and open space may also be permitted where compatible and where adequate levels of service can be provided.</p> <p>Zoning by-laws will identify areas for various uses and set regulations to govern their nature.</p>

EXISTING

PROPOSED

Part 8 – DETAILED URBAN CENTRE POLICIES	
8.3 RESIDENTIAL	8.3 RESIDENTIAL
8.3.3 Permitted Uses	8.3.3 Permitted Uses
<p>The predominant use of land in those areas designated RESIDENTIAL on Schedule “A” of the Plan shall be residential development. A variety of housing types shall be allowed, but low rise and low density housing forms such as single-detached and semi-detached dwelling units shall continue to predominate.</p> <p>Townhouses and apartments, bed and breakfast establishments, group homes and nursing homes, may also be allowed subject to the requirements of the Zoning By-law and the applicable policies of this Plan.</p> <p>A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan.</p> <p>In addition, non-residential uses such as schools, churches, clinics, local convenience stores, home occupations, neighbourhood parks and other public facilities may also be permitted within the RESIDENTIAL designation subject to the appropriate Zoning By-law regulations and the policies of the Official Plan.</p> <p>Garden suites, accessory to existing single-detached homes, are also permitted within the RESIDENTIAL designation, subject to the requirements of the Plan including Section 4.4.7 and in accordance with the Temporary Use provisions of the Planning Act, as amended.</p>	<p>The predominant use of land in those areas designated RESIDENTIAL on Schedule “A” of the Plan shall be residential development. A variety of housing types shall be allowed, but low rise and low density housing forms such as single-detached and semi-detached dwelling units shall continue to predominate.</p> <p>Townhouses and apartments, bed and breakfast establishments, group homes and nursing homes, may also be allowed subject to the requirements of the Zoning By-law and the applicable policies of this Plan.</p> <p>An additional residential unit second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan.</p> <p>In addition, non-residential uses such as schools, churches, clinics, local convenience stores, home occupations, neighbourhood parks and other public facilities may also be permitted within the RESIDENTIAL designation subject to the appropriate Zoning By-law regulations and the policies of the Official Plan.</p> <p>Garden suites, accessory to existing single-detached homes, are also permitted within the RESIDENTIAL designation, subject to the requirements of the Plan including Section 4.4.7 and in accordance with the Temporary Use provisions of the Planning Act, as amended.</p>
Part 15 - Definitions	
<p>Ancillary: For the purposes of section 4.4.6, ancillary means a shed, garage carriage house or barn.</p>	<p>Ancillary: For the purposes of section 4.4.6, ancillary means a shed, garage carriage house or barn.</p>

April 2, 2020

RE: Support for Ministers to allow for Electronic Delegations

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held March 4, 2020, passed the following resolution:

2020-192

Moved by Dane Nielsen, Seconded by Cathy Little

That Council receive the resolution from the Township of Puslinch related to support of Electronic Delegations; and

That Grey Highlands sends a letter of support in principle with respect to the Township of Greater Madawaska's Council resolution calling for electronic delegations for small and rural municipalities as this Provincial Government has requested municipalities be respectful of taxpayers' money, and that the technology has improved to a state where this can and should be done; and

**That this letter be circulated to all Ministers of the Provincial and Federal government and all Ontario Municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Jerri-Lynn Levitt

Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands

Courtenay Hoytfox

From: Mary McCuaig <mmccuaig@northstormont.ca>
Sent: Wednesday, March 11, 2020 12:59 PM
To: Courtenay Hoytfox
Cc: Craig Calder
Subject: RE: Resolution No. 2020-012 Support for Electronic Delegation

At the Council meeting of March 10, 2020, the following resolution no. 86-2020 was passed unanimously:

“Be it resolved that Council hereby supports the Township of Puslinch on the following matters:

- 1) Bill 132 Aggregate Resources Act and Safe Drinking Water Act
- 2) To petition to allow electronic delegations to Provincial Ministers.

Mary McCuaig, A.M.C.T
Acting CAO/Clerk

The Township of North Stormont
15 Rue Union St., P.O. Box 99
Berwick, ON. K0C 1G0
P: (613) 984-2821 x222
F: (613) 984-2908
E: mmccuaig@northstormont.ca
W: <https://northstormont.ca>



From: Courtenay Hoytfox <choytfox@puslinch.ca>
Sent: Thursday, February 20, 2020 1:34 PM
To:
Subject: Resolution No. 2020-012 Support for Electronic Delegation

Please find attached a resolution from the Township of Puslinch in support of Electronic Delegation.

Kind regards,



Courtenay Hoytfox
Development and Legislative Coordinator
Township of Puslinch
7404 Wellington Rd 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 227 F: 519-763-5846 www.puslinch.ca

Township of Puslinch
7404 Wellington Rd 34, Puslinch, ON N0B 2J0
P 519 763-1226 F 519-763-5846

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1514 County Road 2, P.O. Box 130, Mallorytown, ON K0E 1R0
T 613.923.2251 F 613.923.2421

www.Mallorytown.ca

RECEIVED

MAR 27 2020

Township of Puslinch

March 16, 2020

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

Dear Mayor and Council:

Please be advised, at their regular meeting on the evening of March 16, 2020, the Council of the Township of Front of Yonge passed the following motion:

"Moved by Richard Marcoux and seconded by Margaret Fancy that Council endorse the resolution of the Township of Puslinch regarding electronic delegations.

Carried- Roger Haley, Mayor"

Sincerely,

foi Jennifer Ault
Clerk



RECEIVED
MAR 16 2020
Township of Puslinch

374028 6TH LINE • AMARANTH ON • L9W 0M6

March 12, 2020

Township of Puslinch
Attention: Development and Legislative Coordinator
7404 Wellington Road 34
Puslinch, Ontario N0B 2J0

Dear Ms Liz Danielsen:

Re: Resolution of Support

At the regular meeting of Council held March 4, 2020, the following resolution was set forth:

Moved by H. Foster – Seconded by M. Tijssen

BE IT RESOLVED THAT: Support be given to the Township of Puslinch with respect to the Township of Greater Madawaska's Council resolution to allow for electronic delegations to the Provincial Ministers. **Carried.**

Should you require anything further, please do not hesitate to contact this office.

Yours truly,

Nicole Martin
Interim Deputy Clerk
Township of Amaranth



Township of Addington Highlands

March 4, 2020

Township of Puslinch
7404 Wellington Rd. 34
Puslinch, ON N0B 2J0
via email: choyfox@puslinch.ca

Re: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act

Dear Courtney,

Please be advised that at their March 3, 2020 meeting, the Council of the Corporation of the Township of Addington Highlands resolved to support the Township of Puslinch's resolution in support of AMO's position on the legislative changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

I trust you will find his letter of support satisfactory.

Sincerely,

Christine Reed
CAO/Clerk-Treasurer

cc. Daryl Kramp, MPP Hastings – Lennox Addington – daryl.kramp@pc.ola.org

March 24, 2020

Municipality of West Nipissing
101-225, rue Holditch Street
Sturgeon Falls, ON P2B 1T1

Re: Support for Legislative Changes in Bill 132

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on March 23, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Latimer, Seconded by Councillor Finn

That Council send a letter of support respect to the Municipality of West Nipissing's Council resolution to support AMO's position on the Legislative Changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*.

If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator



RECEIVED

MAR 16 2020

Township of Puslinch

OFFICE OF CITY CLERK

City of Belleville

169 FRONT STREET
BELLEVILLE, ONTARIO
K8V 2Y8

March 10, 2020

Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, ON M5H 3C6

To Whom It May Concern:

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act 8.c.3.b., Belleville City Council Meeting, March 9, 2020

This is to advise you that at the Council Meeting of March 9, 2020, the following resolution was approved.

"THAT Belleville City Council supports the following resolution of The Township of Puslinch:

'THAT Council receives the Intergovernmental item 7.9 Queen's Park Update; and,

THAT Council direct staff to send correspondence in support of AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act."

I trust this is sufficient.

Yours truly,

A handwritten signature in black ink, appearing to read "Matt MacDonald".

Matt MacDonald
Director of Corporate Services/City Clerk

MMacD/nh
Attach.

Pc: Honourable Todd Smith, MPP, Prince Edward - Hastings
Honourable Daryl Kramp, MPP, Hastings-Lennox & Addington
Courtenay Hoytfox, Development and Legislative Coordinator, Township of Puslinch



February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-010: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and
That Council direct staff to send correspondence in support of AMO's position on the
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe
Drinking Water Act.**

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,
Courtenay Hoytfox
Development and Legislative Coordinator

Courtenay Hoytfox

From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, December 16, 2019 11:17 AM
To: Courtenay Hoytfox
Subject: Queen's Park Update - December 16, 2019

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Add Communicate@amo.on.ca to your safe list



December 16, 2019

Queen's Park Update

Cannabis

On December 12th, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit www.agco.ca.

End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12th and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

Bill 132, *Better for People, Smarter for Business Act, 2019* – Received Royal Assent on Dec. 10th.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

[Bill 138, Plan to Build Ontario Together Act, 2019](#) – Received Royal Assent on December 10th.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

[Bill 136, Provincial Animal Welfare Services Act, 2019](#) – Received Royal Assent on December 5th.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation

requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

Bill 124, Protecting a Sustainable Public Sector for Future Generations Act, 2019
– Received Royal Assent on November 7th.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

AMO Contact:

You can contact AMO's Policy Team at policy@amo.on.ca or 416-971-9856.

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



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RECEIVED

MAR 16 2020

Township of Puslinch

374028 6TH LINE • AMARANTH ON • L9W 0M6

March 12, 2020

Township of Puslinch
Attention: Development and Legislative Coordinator
7404 Wellington Road 34
Puslinch, Ontario N0B 2J0

Dear Ms Liz Danielsen:

Re: Resolution of Support

At the regular meeting of Council held March 4, 2020, the following resolution was set forth:

Moved by H. Foster – Seconded by M. Tijssen

BE IT RESOLVED THAT: Support be given to the Township of Puslinch with respect to the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act. **Carried.**

Should you require anything further, please do not hesitate to contact this office.

Yours truly,

Nicole Martin
Interim Deputy Clerk
Township of Amaranth



West Nipissing Ovest

Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ovest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)
F/TC (705) 753-3950

March 5, 2020

SENT VIA E-MAIL

Hon. John Yakabuski
Minister of Natural Resources and Forestry
Whitney Block 6th Flr Rm 6630,
99 Wellesley St W,
Toronto, ON M7A 1W3

Honourable Minister Yakabuski:

SUBJECT: LEGISLATIVE CHANGES IN BILL 132

At its regular meeting held on March 3, 2020, Council for the Municipality of West Nipissing passed resolution **2020/101**, attached hereto. The resolution supports a request circulated by the Township of Puslinch, supporting AMO's position on the legislative changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the
Chief Administrative Officer

\Encl.

cc: Minister of Health and Long-Term Care
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



The Corporation of the Municipality of West Nipissing / La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 1 0 1

MARCH 3, 2020

Moved by / Proposé par : [Signature]

Seconded by / Appuyé par : [Signature]

WHEREAS the Municipality of West Nipissing received resolution no. 2020-010 from the Township of Puslinch supporting the Association of Municipalities of Ontario's (AMO) position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing also supports AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act, as supported by the Township of Puslinch;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Ministry of Natural Resources and Forestry, the Ministry of Health and Long-Term Care, the Association of Municipalities of Ontario (AMO) and Ontario municipalities for their consideration.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: [Signature]
DEFEATED:
DEFERRED OR TABLED:



February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-010: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and
That Council direct staff to send correspondence in support of AMO's position on the
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe
Drinking Water Act.**

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,
Courtenay Hoytfox
Development and Legislative Coordinator

From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, December 16, 2019 11:17 AM
To: Courtenay Hoytfox
Subject: Queen's Park Update - December 16, 2019

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December 16, 2019

Queen's Park Update

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The province has confirmed that all enforcement mechanisms will be performed by them.

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– Received Royal Assent on November 7th.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

AMO Contact:

You can contact AMO's Policy Team at policy@amo.on.ca or 416-971-9856.

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90 Wollaston Lake Road
COE HILL, ON K0L 1P0
Tel: 613-337-5731
Fax: 613-337-5789
Email: clerk@wollaston.ca
REEVE: BARBARA SHAW

WOLLASTON TOWNSHIP

March 27, 2020

BY FACSIMILE ONLY TO: 1-519-763-5846

TOWNSHIP OF PUSLINCH
7404 Wellington Road 34
PUSLINCH, ON
N0B 2J0

ATTN: COURTENAY HOYTFOX

Dear Madam:

At the regular meeting of council held on March 16, 2020, council members reviewed the correspondence sent by you dated February 20, 2020. After discussing the letter, council supported the resolution from the Municipality of West Nipissing and the Township of Puslinch regarding AMO's position on the legislative changes in Bill 132 with respect to the Aggregate Resources Act and the *Safe Drinking Water Act*.

Regards,

BERNICE CROCKER
Clerk/Administrator



March 18th, 2020

The Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Floor, 777 Bay Street
Toronto, ON M7A 2J3

Re: Resolution to Support the Role of Conservation Authorities

Please be advised the Council of the Municipality of Centre Hastings at its regular meeting held on March 18th, 2020 passed the following resolution:

WHEREAS the Lower Trent Conservation Authority and the Quinte Conservation Authority along with other Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

WHEREAS municipalities must work together to ensure resilient and healthy watersheds for residents, and

WHEREAS Conservation Authorities will be important partners in concrete and cost-effective initiatives to address the climate change,

NOW THEREFORE BE IT RESOLVED

THAT the Municipality of Centre Hastings supports the important role Conservation Authorities provide to local communities in delivering watershed management programs.

AND THAT the Municipality of Centre Hastings circulate that support to municipalities, conservation authorities and the Minister of Environment, Conservation and Parks in Ontario.

Jennifer Nielsen
Deputy Clerk

OFFICE OF THE MAYOR



CORPORATION OF THE
CITY OF SAULT STE. MARIE

March 13, 2020

The Honourable Doug Ford, Premier of Ontario
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable John Yakabuski, Minister of Natural Resources and Forestry

Dear Premier Ford, Minister Yurek and Minister Yakabuski:

RE: Support for Conservation Authorities

You will find attached hereto a resolution passed by the Corporation of the City of Sault Ste. Marie City Council on March 9, 2020 regarding support for conservation authorities in Ontario.

We trust that this matter will receive the appropriate time and attention from your respective offices.

Yours truly,

A handwritten signature in black ink, appearing to read 'Christian C. Provenzano'. The signature is fluid and cursive, with a large initial 'C'.

Christian C. Provenzano, B.A., LL.B., LL.M

CC City Council
Association of Municipalities of Ontario
Conservation Ontario



CITY COUNCIL RESOLUTION

Agenda Number: 8.1
Title: Conservation Authorities
Date: Monday, March 9, 2020

Moved by: Councillor M. Bruni
Seconded by: Councillor R. Niro

Whereas the City of Sault Ste. Marie has been well served by the Sault Ste. Marie Region Conservation Authority; and

Whereas Sault Ste. Marie values the efforts of the Conservation Authority to monitor floods, to manage source water protection and to ensure the integrity of the watersheds within our municipality and conserve our natural environment; and

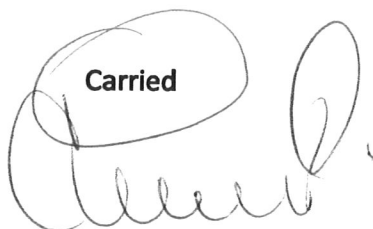
Whereas the Province of Ontario is currently reviewing the mandate and operations of Conservation Authorities; and

Whereas Conservation Authorities provide essential services to municipalities in their watersheds;

Now Therefore Be It Resolved that the Council of the City of Sault Ste. Marie encourages the Province to continue to support the principle of planning on a watershed basis in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities while preventing any downloading of costs to municipalities;

Further that the Province of Ontario be requested to maintain and not diminish the core mandate of Conservation Authorities; and

That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, Conservation Ontario, the Association of Municipalities of Ontario and all Ontario municipalities.

Carried


Tied, Defeated

Defeated

**Officially Read and Not
Dealt With / Postponed**



TOWN OF AJAX
65 Harwood Avenue South
Ajax ON L1S 3S9
www.ajax.ca

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

March 5, 2020

Re: **Supporting Conservation Authorities**

Please be advised that the following resolution was endorsed by Ajax Town Council at its Meeting held February 24, 2020:

WHEREAS, the Town of Ajax is committed to planning for a sustainable future, protecting human life and property from natural hazards, and promoting environmental education and stewardship;

AND WHEREAS the Town of Ajax is located within the Toronto and Region Conservation Authority (TRCA) and the Central Lake Ontario Conservation Authority (CLOCA) jurisdiction and has representatives on both Board of Directors;

AND WHEREAS each respective Board of Directors determine the policies, priorities and budget of the TRCA and CLOCA;

AND WHEREAS the TRCA and CLOCA provide valuable non-mandatory programs and services including expert advice on the environmental impacts associated with land use planning and source water protection, environmental restoration services, educational and recreational opportunities, and community engagement programs, in an efficient manner delivered at a watershed scale;

THEREFORE BE IT RESOLVED that the Town of Ajax supports the continuation of both mandatory and non-mandatory programs and services provided by the TRCA and CLOCA, and that no programs or services of the TRCA or CLOCA, or the other Conservation Authorities in Ontario be "wound down" at this time;

AND THAT the Province engage in early consultations with the TRCA, CLOCA, and other Conservation Authorities, and member municipalities including the Region of Durham, to fully understand the funding structure and local benefits of programs delivered by the Conservation Authorities;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; Jeff Yurek, Minister of Environment, Conservation and Parks; Rod Philips, MPP Ajax; the Association of Municipalities of Ontario; the Toronto and Region Conservation Authority; Central Lake Ontario Conservation Authority; Conservation Ontario; and all Ontario Municipalities.

If you require any additional information please do not hesitate to contact Sean McCullough, Senior Planner, at 905-619-2529 ext. 3234 or sean.mccullough@ajax.ca

Sincerely

A handwritten signature in cursive script that reads "S. Moore". The signature is written in black ink on a white background.

Sarah Moore
Acting Manager of Legislative Services/Deputy Clerk

Copy: Jeff Yurek, Minister of Environment, Conservation and Parks
Rod Philips, MPP Ajax
Association of Municipalities of Ontario
Toronto and Region Conservation Authority
Central Lake Ontario Conservation Authority
Conservation Ontario; and
S. McCullough, Senior Planner,
all Ontario Municipalities

March 24, 2020

The Corporation of the Town of Bracebridge
1000 Taylor Court
Bracebridge ON P1L 1R6

Re: Support for Ban of Single-Use Disposable Wipes

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on March 23, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Latimer, Seconded by Councillor Finn

That Council send a letter of support with respect to the Town of Bracebridge's Council resolution to support the ban of single-use disposable wipes.

If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Right Honourable Prime Minister of Canada;
Honourable Premier of Ontario;
Minister of the Environment, Conservation and Parks;
Minister of Municipal Affairs and Housing;
Association of Municipalities of Ontario (AMO);
Local Members of Provincial Parliament;
All Municipalities in Ontario.



Clerk's Department

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 x 1223 / 1-800-567-GREY / Fax: 519-376-8998

March 16, 2020

The Right Honourable Justin Trudeau
By email only: pm@pm.gc.ca

Dear Prime Minister:

Re: Grey County Council Resolution Supporting 100% Canadian Wines Excise Exemption

At the March 12, 2020 session of Grey County Committee of the Whole, resolution CW60-20 was passed by Grey County Council as follows:

Whereas, Canada's federal excise tax currently exempts 100% Canadian wines; and

Whereas, Australia has asked the World Trade Organization (WTO) to rule that this exemption is discriminatory; and

Whereas, if the WTO were to rule with Australia, Canadian wineries making 100% Canadian wine would no longer be exempt; and

Whereas, the present value of the excise exemption is \$39 million annually across Canada; and

Whereas, in the 13 years since this exemption was created, the production of 100% Canadian wine has increased by almost 30 million litres, representing an additional annual contribution of \$2.7 billion to the Canadian economy; and

Whereas, Grey County, specifically the municipalities of Meaford and Town of Blue Mountains, is home to a number of successful, award winning, boutique wineries;

Now Therefore, Be It Resolved That, the County of Grey supports the excise exemption for 100% Canadian wines; and

That, the County of Grey appeals to the Federal government to ensure the exemption remains in place by reaching an agreement

with Australia prior to the WTO ruling; and

That, this motion be forwarded to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Andrew Scheer, Leader of the Official Opposition; Yves-François Blanchet, Leader of the Bloc Québécois; Jagmeet Singh, Leader of the New Democratic Party of Canada; Jo-Ann Roberts, Interim Leader of the Green Party of Canada; The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade; Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound; AMO Member Municipalities; FCM Member Municipalities; Vintner's Quality Alliance; Ontario Craft Wineries; Ontario Craft Cider Association; and

That this resolution be forwarded prior to County Council approval as per Section 25.6 of Procedural By-law 5003-18.

Yours truly,



Heather Morrison

Clerk

(519) 372-0219 x 1227

heather.morrison@grey.ca

www.grey.ca

/kn

cc.

The Honourable Andrew Scheer, Leader of the Official Opposition: Andrew.scheer@parl.gc.ca

Yves-François Blanchet, Leader of the Bloc Québécois: yves-francois.blachet@parl.gc.ca

Jagmeet Singh, Leader of the New Democratic Party of Canada: jagmeet.singh@parl.gc.ca

Jo-Ann Roberts, Interim Leader of the Green Party of Canada: leader@greenparty.ca

The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade: mary.ng@parl.gc.ca

Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound: alex.ruff@parl.gc.ca

AMO Member Municipalities

FCM Member Municipalities

Vintner's Quality Alliance: info@canadianvintners.com

Ontario Craft Wineries: info@winecouncilofontario.ca; info@ontariocraftwineries.ca

Ontario Craft Cider Association: info@ontariocraftcider.com



West Nipissing Ouest

Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)
F/TC (705) 753-3950

March 3, 2020

SENT VIA E-MAIL

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

Honourable Premier Ford:

SUBJECT: PROVINCIALY SIGNIFICANT WETLANDS DESIGNATION

At its regular meeting held on February 25, 2020, Council for the Municipality of West Nipissing passed resolution **2020/080**, attached hereto. The resolution supports a request circulated by the Village of Merrickville-Wolford, asking the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the
Chief Administrative Officer

\Encl.

cc: Minister of Natural Resources and Forestry
Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
Ontario Municipalities



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 0 8 0

FEBRUARY 25, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :


WHEREAS the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry’s practices and procedures when designating of Provincially Significant Wetlands;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

BE IT FURTHER RESOLVED THAT Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: 

DEFEATED: _____

DEFERRED OR TABLED: _____

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

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

Dear Premier Ford:

Re: Provincially Significant Wetlands Designation

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'Doug Robertson'.

Doug Robertson
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Andy Brown, CAO of the United Counties of Leeds and Grenville
Association of Municipalities of Ontario
Rural Ontario Municipal Association
All Ontario municipalities



VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated


J. Douglas Struthers, Mayor



GRAND VALLEY

The Corporation of the Town of Grand Valley

5 Main Street North
Grand Valley, ON L9W 5S6
Tel: (519) 928-5652
Fax: (519) 928-2275

www.townofgrandvalley.ca

March 11, 2020

Hon. Ernie Hardman
Minister of Agriculture, Food and Rural Affairs
77 Genville Street, 11th Floor
Toronto, ON M5S 1B3

BY EMAIL ONLY TO minister.omafra@ontario.ca

Dear Minister Hardeman,

Upon receipt of the attached correspondence from the Township of Wellington North, our neighbours to the west with whom we share commonalities as a rural, agricultural community, the Council for the Town of Grand Valley passed the following resolution:

2020-03-12

Moved by P Rentsch, Seconded by S Miles

Be it resolved that the Council for the Town of Grand Valley supports Bill 156,
And further that this resolution be circulated to all municipalities, MPPs and
OMAFRA.

CARRIED

Thank you from the Town of Grand Valley, as well, for this important new legislation.

Sincerely,
The Town of Grand Valley


Jane M. Wilson
CAO/Clerk-Treasurer



519.848.3620
1.866.848.3620 FAX 519.848.3228

Plan to
Simply Explore.
www.simplyexplore.ca

February 10, 2020

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario Agriculture should be the highest priority.

Sincerely,

Dan Yake
Acting Mayor

cc: Wellington Federation of Agriculture (via email)

March 3, 2020

Re: New Business- Motion of Support for a peaceful conclusion to the ongoing rail disruptions and encouragement for ongoing discussions for a solution to the Costal GasLink Project.

At its meeting of March 2, 2020, the Council of the Corporation of the Township of Tyendinaga ratified a motion, regarding the support for a peaceful conclusion to the ongoing rail disruptions and encouragement to find a path a peaceful solution regarding the Costal GasLink Project.

“WHEREAS the dispute regarding the Coastal Gas Link Project in British Columbia is continuing;

AND WHEREAS the dispute has directly affected both the Township of Tyendinaga and the Mohawks of the Bay of Quinte;

AND WHEREAS a resolution of the situation lies in discussion and negotiations with the appropriate parties;

NOWTHEREFORE the Corporation of the Township of Tyendinaga calls on those parties to work together to find a successful and peaceful resolution of the pipeline matter as quickly as possible;

AND FINALLY that the Township urges all municipalities and municipal organizations across the Country to support the parties involved in their search for a resolution of this critically important matter.”

Best Regards,



Brad Roach

CAO (Chief Administrative Officer)

Clerk-Treasurer

The Corporation of the Township of Tyendinaga

859 Melrose Road, Shannonville, ON, K0K 3A0

(613) 396-1944 | clerk@tyendinagatownship.com

www.tyendinagatownship.com



**Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

SENT VIA EMAIL

RE: Suspend Time-of-Use Electricity Billing

Please be advised that at the Special Council Meeting of March 18th, 2020, The Council of the Town of Grimsby passed the following resolution:

Moved by Councillor Sharpe; Seconded by Councillor Dunstall;

Resolve that during the circumstances of the COVID-19 outbreak, that the Council of the Town of Grimsby supports the Premier's recommendation to suspend time-of-use electricity billing; and,

That the Council of the Town of Grimsby request that the Ontario Energy Board suspend time-of-use electricity billing to support lower electricity bills for residents who may be isolating at home during the day, and to support businesses who continue to operate, via lower power rates during the day-time peak period; and,

That this time-of-use billing suspension take effect immediately until such time that the COVID-19 outbreak has been contained; and,

That this resolution be forwarded to:

- *Premier Doug Ford*
- *MPP Sam Oosterhoff*
- *Ontario Energy Board OEB*
- *Ontario Municipalities*
- *Grimsby Energy Inc.*

If you have any questions with regard to the foregoing, please do not hesitate to contact me.

Yours truly,

Sarah Kim
Town Clerk



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

SENT VIA EMAIL

April 2, 2020

The Honourable Greg Rickford
Minister of Energy, Northern Development and Mines
10th Floor
77 Grenville St.
Toronto, ON M7A 1B3

Dear Minister Rickford:

RE: KINGSVILLE COUNCIL REQUEST FOR ELECTRICITY BILLING RELIEF DURING COVID-19

At its Regular Meeting held on March 23, 2020 Council of the Town of Kingsville passed the following Resolution:

“Res. 256-2020 That Council support sending a letter to the Minister of Energy, Greg Rickford to provide hydro billing relief during the quarantine period as a result of the COVID-19 pandemic. And that this letter be sent to the Ontario Energy Board, the Premier, our local Member of Parliament T. Natyshak, and all Ontario Municipalities.”

CARRIED

The billing relief requested is in addition to the government’s recent suspension of time-of-use rates. Thank you for your consideration of Council’s request at the earliest possible time.

The Town would like to acknowledge and thank the Province for their work that effectively provided for the hydro rate relief on March 24, 2020 that our municipality and many others were seeking during these challenging times.

Yours very truly,

A handwritten signature in blue ink that reads "Sandra Kitchen".

Sandra Kitchen
Deputy Clerk/Council Services
Corporate Services Department

cc: The Hon. Doug Ford, Premier of Ontario
cc: Ontario Energy Board
cc: Taras Natyshak, MPP
cc: All Ontario Municipalities

premier@ontario.ca
ConsumerRelations@oeb.ca
tnatyshak-qp@ndp.on.ca

Courtenay Hoytfox

From: James Seeley
Sent: Monday, March 9, 2020 10:33 AM
To: Courtenay Hoytfox
Subject: Fwd: Letter from the Minister of Energy, Northern Development and Mines, and the Associate Minister of Energy

From: Hon. Greg Rickford and Hon. Bill Walker <energy@ontario.ca>
Sent: Friday, March 6, 2020 1:27 PM
To: jseeley@puslinch.ca
Subject: Letter from the Minister of Energy, Northern Development and Mines, and the Associate Minister of Energy

**Ministry of Energy,
Northern Development
and Mines**

Office of the Minister

Office of the Associate
Minister of Energy

77 Grenville Street
10th Floor
Toronto ON M7A 2C1
Tel.: 416-327-6758

**Ministère de l'Énergie,
du Développement du Nord
et des Mines**

Bureau du ministre

Bureau du ministre associé de
l'Énergie

77, rue Grenville
10e étage
Toronto ON M7A 2C1
Tél. : 416 327-6758



March 6, 2020

His Worship James Seeley
Mayor
Township of Puslinch
jseeley@puslinch.ca

Dear Mayor Seeley:

We are pleased to be writing you today to share news of the next step in our government's plan to expand natural gas access to thousands of households, businesses and Indigenous communities throughout rural and northern Ontario.

For the average residential consumer, switching to natural gas from electric heat, propane or oil could result in savings between \$800 and \$2,500 per year on their heating costs. The switch to natural gas can also lead to reductions in greenhouse gas emissions.

The Natural Gas Expansion Support Program was created to help extend access to natural gas to unserved communities across the province, providing access to clean and affordable fuel. Several projects were selected under the first phase of the program, with construction well underway in Southern Bruce, starting on Scugog Island, and completed in Chatham-Kent and the Chippewas of the Thames First Nation.

Building on these successful projects, we are launching the next phase of our plan to support additional natural gas expansion projects, and will make up to \$130 million available over the three-year period from 2021 to 2023.

In December 2019 our government asked the Ontario Energy Board (OEB) to collect information about natural gas expansion opportunities across Ontario and develop a report on submitted projects. On March 5, 2020, the OEB began accepting proposals from natural gas utilities for potential expansion projects.

If you are interested in being considered for a project in your community, we encourage you to reach out to your local regulated natural gas provider. You can learn more about the proposal process for natural gas providers at www.oeb.ca/industry/policy-initiatives-and-consultations/potential-projects-expand-access-natural-gas.

The OEB will deliver its report by August 2020, after which our government will make a final decision on future expansion projects eligible to receive support. For more information about the Natural Gas Expansion Support Program, please visit www.ontario.ca/page/natural-gas-expansion-support-program.

Thank you for working with your local natural gas provider to help make life more affordable for families and businesses, and your community more attractive for economic development opportunities.

Sincerely,



The Honourable Greg Rickford
Minister of Energy, Northern
Development and Mines



The Honourable Bill Walker
Associate Minister of Energy

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000



234-2020-583

March 12, 2020

Dear Heads of Council and Chairs of District Social Services Administration Boards:

Ontario's shortage of market housing, combined with high housing costs, have made it too hard for too many Ontarians to rent or buy a home. Earlier today, our government introduced, the Protecting Tenants and Strengthening Community Housing Act, which supports the government's plan to make life more affordable for Ontarians.

The Bill proposes amendments to the *Residential Tenancies Act, 2006*, *Housing Services Act, 2011*, *Building Code Act, 1992* and proposes the *Ontario Mortgage and Housing Corporation Repeal Act, 2020*.

The proposed amendments to the *Residential Tenancies Act, 2006*, the *Housing Services Act, 2011* and *Building Code Act, 1992* are part of the following:

- [More Homes, More Choice: Ontario's Housing Supply Action Plan](#) to make it faster and easier to build housing, including rental housing, and to build the right types of homes in the right places;
- [Community Housing Renewal Strategy](#) – a multi-year strategy to stabilize and grow Ontario's community housing sector; and
- **Transforming the Delivery of Building Code Services** by enabling the creation of a future administrative authority that would deliver faster, better and smarter services to support the safe construction of buildings, while continuing to protect public health and safety.

The Bill also proposes to dissolve the Ontario Mortgage and Housing Corporation, through the *Ontario Mortgage and Housing Corporation Repeal Act* which would shift the financial responsibilities for various legacy housing programs from an agency to the ministry. The proposed change would have no impact on programs or the public, as the agency's work is already performed by ministry staff.

More details on our proposed amendments can be found [online here](#). As well, a copy of the Bill should be available on the [Ontario's Legislature's website](#) within 24 hours.

.../2

On behalf of our government, I would like to extend our thanks for your support in working with the ministry to improve housing affordability and supply in Ontario. We look forward to working with all of our municipal partners and are committed to continuing discussions with you in the coming months to inform and assist the government in delivering housing for all Ontarians that meets their needs and their budget.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister

Ministry of Natural
Resources and Forestry

Office of the Minister

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301

Ministère des Richesses
naturelles et des Forêts

Bureau du ministre

Édifice Whitney, bureau 6630
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301



MAR 11 2020

His Worship James Seeley
Mayor
Township of Puslinch
jseeley@puslinch.ca

Dear Mayor Seeley:

I would like to thank you and your delegation for taking part in the 2020 Rural Ontario Municipalities Association conference. I also thank you for your follow-up letter.

The delegation meetings are an important way for us to learn about the issues that are important to local communities. They are also invaluable in building on our partnerships with local governments.

I look forward to working with you on issues of mutual concern.

Thank you again for meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Yakabuski".

John Yakabuski
Minister of Natural Resources and Forestry

Courtenay Hoytfox

From: Kirby Koster <kirby.koster@cengn.ca>
Sent: Thursday, February 27, 2020 2:59 PM
To: james@wellington.ca
Cc: Admin
Subject: Rural Ontario Community Call for Expression of Interest for First CENGN Rural Ontario Residential Broadband Project

Dear Mayor Seeley,

CENGN, Canada's Centre of Excellence in Next Generation Networks, would like to invite rural Ontario communities located within the geographic boundaries of any of the following 12 Ontario Counties to participate in the first Rural Ontario Residential Broadband Program project:

Bruce County	Chatham-Kent County	Dufferin County
Elgin County	Essex County	Grey County
Huron County	Lambton County	Middlesex County
Perth County	Waterloo County	Wellington County

As a representative of your rural Ontario community, you have the opportunity to have your community host a high-speed internet technology project. The project will provide broadband service or significantly improve the residential internet service to rural residents that are dispersed across flat expanses of farmland with very few trees and are up to 10-15 km from the host community. This project is looking for rural Ontario communities which need to extend and improve broadband or high-speed residential internet access from a local point of presence (POP) up to 10-15 kilometers out of their community, for a low cost, high-capacity solution.

The intention of the project is that there will be no cost to the host community. CENGN will contribute up to \$500,000 with a matching contribution by a private technology applicant, combining to equal up to a \$1 million broadband project for the host community. The project will help test and validate a technology and associated business case to prove a new broadband solution for surrounding rural residents.

Eligible rural Ontario communities can submit an Expression of Interest (EOI) before **5:00PM on March 13th, 2020** to be considered for the project.

Please click the link below for additional information and to view the EOI application and process documents.
<https://www.cengn.ca/ontario-broadband-program/#rural>

About the Rural Ontario Residential Broadband Program

Under the Next Generation Network Program (NGNP), CENGN is looking to fund innovative projects across rural Ontario that demonstrate technology solutions that offer flexible, lower cost, higher performance residential broadband access for rural Ontario communities. These live technology projects are funded for 3-6 months and are designed to test new technologies and validate innovative business case solutions to improve high-speed internet access to residences within rural Ontario communities.

CENGN is currently accepting EOIs from both rural Ontario communities and technology companies. One rural Ontario community and a number of technology applicants will be selected using the CENGN EOI evaluation process. Selected technology applicants will then be requested to propose a detailed network design for the selected host community through the CENGN Request for Solution (RFS) process at a later date.

About CENGN

CENGN is a non-profit organization with a mission to accelerate the growth of the Canadian Information and Communications Technology (ICT) sector, enabling economic strength and prosperity, as well as innovation and competitiveness in this high-growth global multi-trillion dollar industry. As part of the CENGN mission, CENGN is funding technology projects to improve residential broadband access for northern and rural Ontario communities so that all Ontario residents can harness the economic and social benefits that come from enhanced connectivity.

For more information on CENGN click on the link below:

<https://www.cengn.ca/about-us/>

Kirby Koster

Senior Manager, Broadband Programs



555 Legget Drive | Tower A | Suite 600 | Ottawa ON | K2K 2X3 |

Cell (613)291-0707

(613-963-1200 ext. 334)

www.cengn.ca Follow us @CENGNCanada



REPORT FIN-2020-015

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: April 22, 2020

SUBJECT: 2020 Temporary Borrowing By-law
File: F11 – TDB

RECOMMENDATIONS

THAT Report FIN-2020-015 regarding the 2020 Temporary Borrowing By-law be received; and

THAT Council enact a by-law authorizing external temporary borrowings of \$1,500,000 in 2020.

DISCUSSION

Purpose

Section 407 of the Municipal Act, 2001, allows for a municipality to pass a by-law authorizing the temporary borrowing of funds of an amount that Council considers necessary to meet the current expenditures for the year. Council must pass this temporary borrowing by-law annually if they wish to utilize it in a given year.

Background

Township staff continually monitor and project the Township's cash flow requirements to ensure adequate cash is available to meet anticipated needs. In prior years, no external borrowing has been required to meet current expenditures.

It is recommended that Council enact a by-law permitting staff to borrow up to \$1,500,000 in the event that it is deemed necessary to borrow funds externally to meet short-term needs until the Township's main revenue source of property taxes is levied and collected.

Section 407 of the Municipal Act, 2001 permits a municipality to authorize temporary borrowing, until the taxes are collected and other revenues received, of an amount that Council considers necessary to meet the current expenditures for the year. Unless otherwise approved by the Local Planning Appeal Tribunal, that amount cannot exceed:

a.) from January 1 to September 30: 50 percent of the total estimated revenues of the municipality as set out in the adopted budget; and

b.) from October 1 to December 31: 25 percent of the total estimated revenues of the municipality as set out in the adopted budget.

For the purposes of this By-law, the estimated revenues do not include revenues derivable or derived from any borrowings, including through any issue of debentures, any prior year surplus, revenues related to tax arrears, and a transfer from a capital fund, reserve fund or reserve. The maximum amount of temporary borrowing allowed by the Act is as follows:

	2020 Budget
Total Operating Revenues	\$2,273,016
Total Taxation Levy	\$4,309,110
Less: Interest on Current Taxes	-\$88,953
Less: Penalty on Tax Arrears	-\$88,098
Prior Year Surplus Utilized	\$0
Adjusted estimated revenues	\$6,405,075

- \$3,202,537– the maximum amount that may be borrowed at any one time on a temporary basis from January 1st to September 30th, 2020; and
- \$1,601,268 – the maximum amount that may be borrowed at any one time on a temporary basis from October 1st to December 31st, 2020.

The Township is able to temporarily borrow funds from the bank at the Prime Rate. In prior years, the Township has not utilized external temporary borrowings for cash flow purposes. However, a situation may arise where an unexpected payment may be required or several large payments may be required prior to the collection of property taxes.

With a temporary borrowing by-law in place, staff will have the ability to act quickly in the best financial interest of the Township by borrowing funds temporarily. At this time, it is not known if the Township will require temporary borrowing of funds in 2020. However, given the current unknown circumstances that may arise from the COVID-19 pandemic, it is financially prudent to have this authorization in place.

If the Township was required to borrow funds beyond a one-year period or beyond the term of Council to help finance certain approved capital projects, then the Township through Council would consider a debenture through the County of Wellington to ensure compliance with Provincial legislation.

FINANCIAL IMPLICATIONS

There is no financial impact to the operating budget unless borrowing is required.

As of the date of writing this Report, the Prime Rate is 2.45%. As a result of the current economic circumstances associated with COVID-19, there have been decreases to the Prime Rate.

The annual interest amount owed will vary depending on how many days an amount remains drawn. Interest payments are charged on the account on a monthly basis and there is flexibility to reduce the temporary borrowing balance as the Township's cash flow becomes adequate to meet anticipated needs.

The following examples provide an illustration of the financial implications associated with temporary borrowing based on the current Prime Rate of 2.45%:

- 1.) Should the Township require temporary borrowing of \$750,000, the monthly interest owed would be approximately \$1,506 and the annual interest owed would be approximately \$18,375.
- 2.) Should the Township require temporary borrowing of \$1,500,000, the monthly interest owed would be approximately \$3,012 and the annual interest owed would be approximately \$36,750

APPLICABLE LEGISLATION AND REQUIREMENTS

Section 407 of the Municipal Act

ATTACHMENTS

None



REPORT FIN-2020-016

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: April 22, 2020

SUBJECT: Request for Proposal No. 2020-001 – Municipal Insurance Coverage and Services
File: F18 INS

RECOMMENDATIONS

THAT Report FIN-2020-016 regarding Request for Proposal No. 2020-001 – Municipal Insurance Coverage and Services be received; and

THAT Council authorize awarding the Municipal Insurance Coverage and Services contract to Marsh Canada Limited/Jardine Lloyd Thompson Canada Incorporated – Public Sector Division as outlined in the 2020 Municipal Insurance Program Proposal for the Policy Term May 1, 2020 to May 1, 2021, and with the option to renew for a period of four annual terms upon satisfactory performance and satisfactory renewal prices in accordance with Request for Proposal No. 2020-001.

DISCUSSION

Purpose

The purpose of this report is to seek Council's approval to award the Municipal Insurance Coverage and Services contract to Marsh Canada Limited/Jardine Lloyd Thompson Canada Incorporated – Public Sector Division as outlined in the 2020 Municipal Insurance Program Proposal for the Policy Term May 1, 2020 to May 1, 2021, and with the option to renew for a period of four annual terms upon satisfactory performance and satisfactory renewal prices in accordance with Request for Proposal No. 2020-001.

Background

Township staff received the 2020 Municipal Insurance Program Renewal from Frank Cowan Company for the policy term February 1, 2020 to February 1, 2021 which quoted an increase in premiums of \$28,485 or 15.7%.

Frank Cowan approved a 3-month extension to the insurance program (at the increased 2020 rates) from February 1, 2020 to May 1, 2020 in order to enable the Township to plan and commence its RFP process.

In accordance with the recommendations outlined in Report FIN-2020-005, the Township retained a qualified public sector insurance consultant, Randy Bushey, to assist the Township with the RFP process.

A public RFP for Municipal Insurance & Coverage Services was issued on February 3, 2020 and advertised on the Township's website and the Township's online bidding website - www.biddingo.com. The four public sector insurance markets in Ontario were also made aware that the RFP was available.

The RFP closed on March 27, 2020 and two proposal submissions were received as outlined alphabetically below:

Proponent	Cost (excluding applicable taxes) from May 1, 2020 to January 1, 2021	Cost (excluding applicable taxes) from May 1, 2020 to May 1, 2021
Frank Cowan Company Limited	\$140,872	\$209,819
Marsh Canada Limited/Jardine Lloyd Thompson Canada Incorporated	\$47,416	\$73,903

The proponent submissions were analyzed, evaluated, and scored by Randy Bushey in accordance with the evaluation criteria identified in Section 5 of the RFP. Randy's analysis is attached as Schedule A to this Report.

Township staff support Randy's recommendation to award the Municipal Insurance Coverage and Services contract to Marsh Canada Limited/Jardine Lloyd Thompson Canada Incorporated – Public Sector Division for the Policy Term May 1, 2020 to May 1, 2021, and with the option to renew for a period of four annual terms upon satisfactory performance and satisfactory renewal prices in accordance with Request for Proposal No. 2020-001.

FINANCIAL IMPLICATIONS

The fees quoted by Frank Cowan Company Limited in its Renewal Report dated November 12, 2019 was \$209,395 (excluding applicable taxes) - an increase in premiums of \$28,485 or 15.7% from 2019.

The premiums for the Township's previous year Municipal Insurance Programs are as outlined in the table below:

Year	Premiums (excluding applicable taxes)
2019	\$180,910
2018	\$169,180
2017	\$165,729
2016	\$169,440

The fee for these services incorporated in the 2020 Operating Budget are as outlined below and were budgeted at an amount of \$201,478 assuming a 5% increase from 2019 fees contingent on the results of the RFP:

Account No.	Department	Budget Amount
01-0010-4315	Administration	\$53,813
01-0020-4315	Building	\$19,104
01-0030-4315	Public Works	\$79,886
01-0040-4315	Fire and Rescue	\$23,858
01-0070-4315	Puslinch Community Centre	\$8,408
01-0080-4315	Optimist Recreation Centre	\$9,074
01-0110-4315	Parks	\$7,335
Total		\$201,478

APPLICABLE LEGISLATION AND REQUIREMENTS

Township's Purchasing and Procurement of Goods and Services By-law No. 60/08

ATTACHMENTS

Schedule A: Randy Bushey Recommendation Report

Randy Bushey, CIP – General Insurance consultant

Township of Puslinch – General Insurance RFP

April 7th, 2020

Attn: Township of Puslinch Council

Executive Summary

Overview

The general insurance marketplace is changing with a global “firming”; this means that insurers have less appetite for risk and are often demanding more premium for the risk they do assume. Each of us are seeing this change in our personal automobile and property insurance renewals; in the public sector space, the insurers and reinsurers of the Lloyds market in the UK are driving some of this movement around the world.

However, contrary to what is generally occurring in the marketplace – and different from what many other municipal governments are facing – this RFP process obtained for Puslinch a relatively cost-effective option.

Process

A public Request for Proposal for Municipal Insurance & Coverage Services was issued on February 3, 2020 and advertised on the Township of Puslinch website and the Township’s online bidding website - www.biddingo.com. The 4 public sector insurance markets in Ontario were also made aware that the Request for Proposal was available. The request for proposal closed on March 27, 2020.

JLT/Marsh and Frank Cowan Company each provided complete proposals. Others (BFL Canada, AON Canada) confirmed receipt of the RFP but did not provide a proposal.

The Frank Cowan Company is Ontario-based and writing only in Canada; however, with over 90 years experience, Cowan’s has the greatest longevity at providing municipal coverage in our province and has had a decades-old relationship as the insurance provider to Puslinch. The Frank Cowan Company was acquired by Intact Financial Corporation in August 2019.

JLT/Marsh is a global insurance and risk management provider with over 30,000 employees in 130 countries. Each of these 2 entities is a trusted player in the municipal insurance space.

In my opinion, each of the proponents represents very strong insurers, understands and can measure risk in the municipal marketplace, is staffed by competent professionals, and has a track record of service excellence. Both firms provided proposals providing a comprehensive and tailored response to Puslinch’s RFP and both submissions essentially met the coverage terms of the RFP.

Scoring and Recommendation

After ensuring that the coverage basically matched the breadth and standard given in the RFP, scoring was based on 3 sections with work schedules and the quoted price comprising 60% of the points available:

JLT/Marsh (price \$73,903 annual, excl. taxes)	98 points
Frank Cowan Co (price \$209,819 annual, excl. taxes)	64 points

It is therefore my recommendation that the Township of Puslinch Council transition the Township’s general insurance coverage to Marsh/JLT effective May 1, 2020.

Respectfully submitted,


Randy Bushey, CIP, consultant



REPORT ADM-2020-006

TO: Mayor and Members of Council

FROM: Blair Lance, By-Law Enforcement Officer
Courtenay Hoytfox, Deputy Clerk

MEETING DATE: April 22, 2020

SUBJECT: Revised Proposed Property Standards By-law
File: C01-PRO

RECOMMENDATION

That Report ADM-2020-006 regarding the Proposed Property Standards By-law be received; and

That the existing Property Standards By-laws No. 11/74, 37/89, 12/99 be repealed in their entirety and replaced with the Draft Property Standards By-law as amended.

Purpose

The Purpose of this report is to provide Council with the revised Draft Property Standards By-law as amended.

Background

The legislation has changed for Property Standards and the current Property Standards By-law is outdated. The current Property Standards By-law takes its authority from the Planning Act. This legislation has changed and the authority for municipalities to pass a Property Standards By-law for the standards and maintenance of properties comes from section 15.1 (3) of Building Code Act. Our current by-law also does not include an appeal process which is a requirement under section 15.6 (1) of the Building Code Act.

Revisions to the draft By-law include, but are not limited to the following:

- Rights of entry into a dwelling
- Requirement of a kitchen backsplash and neatly stored firewood
- Requirement of an eaves trough on all types of properties
- Anonymous complaints
- natural areas/natural processes

- definition options for yards
- interior property standards wording for owner-operated buildings compared to tenants in rental properties
- more clearly defining excessive weeds and grass
- Enforcement will apply when property issues are a safety risk and severe in nature in addition to complaint driven enforcement
- include definitions for heritage properties as noted in the Guelph Eramosa by-law should the Township designate heritage properties in the future.

Appeal process:

The Proposed Property Standards By-law, as amended, provides the Township with an updated and enforceable property standards by-law. This includes the required appeal process that allows a property owner to appeal a property standards order to the Township Planning and Development Advisory Committee. Section 39.0 of the proposed by-law outlines the appeal process. It was recommended to add an appeal fee to the 2020 user fee and charges by-law.

Complaint process:

Township staff will take by-law complaints via e-mail, phone, and in person. All complainants are required to provide their full name, address, and contact information. We do not take anonymous complaints. Township staff will create a complaint file once all the required information is collected at which time the Enforcement Officer will begin the investigation. All complaint are reported and tracked by staff.

Financial Implications

None

Applicable Legislation and Requirements

Ontario Building Code Act
User Fees and Charges By-law

Attachments

Final Draft Bylaw

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2020 - XXX

**A By-law Prescribing Standards for the
Maintenance and Occupancy of Property**

WHEREAS Section 15.1(3) of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, authorizes the council of a municipality to pass a bylaw prescribing standards for the maintenance and occupancy of property within the municipality and for prohibiting the occupancy or use of such property that does not conform to the standards; and for requiring property that does not conform with the standards to be repaired and maintained to conform with the standards or requiring the property to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition;

AND WHEREAS the County of Wellington Official Plan for the Township of Puslinch includes provisions relating to property conditions;

AND WHEREAS Section 15.6(1) of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended requires that a By-law passed under Section 15.1(3) of the *Building Code Act, 1992, S.O. 1992, c. 23* shall provide for the establishment of a Property Standards Committee;

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

1.0 TITLE AND SCOPE

1.1 This By-Law may be referred to as “The Property Standards By-Law”.

1.2 The standards for maintenance and occupancy of **property** set forth in this By-Law are hereby prescribed and adopted as the minimum standards for all **property** within the **Township**.

- 1.3 No **person** shall occupy a **property** if there is a condition which poses or constitutes an **unsafe condition**.
- 1.4 A **property** within the **Township** that does not conform with the standards contained in this By-law shall be:
- (a) **repaired** and maintained to conform with such standards; or
 - (b) cleared of all **buildings, accessory buildings, structures** or **waste** and left in a graded and levelled condition.
- 1.5 This By-law does not apply so as to prevent a farm, meeting the definition of "agricultural operation" under the *Farming and Food Production Protection Act, 1998, S.O. 1998, c.1*, from carrying out a normal farm practice as provided for and defined under that Act.

2.0 APPLIED MEANING OF WORDS AND TERMS

- 2.1 Interchangeability: Words used in the present tense include the future, words in the masculine gender include the feminine and neuter; the singular number includes the plural, and the plural includes the singular.

3.0 DEFINITIONS

In this By-law:

"Accessory building" means a detached **building** or **structure**, not used for human habitation that is subordinate to the primary use on the same **property**.

"Basement" means that portion of a **building** between two floors, which is partly underground of the first floor joists above the average finished grade level adjacent to the

exterior walls of the **building** and includes a crawl space and cellar.

“Boat” includes any vessel which floats or is designed to float on the surface of the water and is capable of carrying people or material whether motorized or not and includes but is not limited to pleasure craft, scows, personal water craft, canoes, row boats, pontoon boats and commercial boats, when on the water or on land.

“Building” means a building as defined in the ***Building Code Act***, or a **structure** used or intended to be used for supporting or sheltering any use or occupancy.

“Building Code Act” means the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended and any prescribed regulations under the *Building Code Act*.

“Committee” means the **Township’s** Planning and Development Advisory Committee or a Property Standards Committee established under this By-law.

“Compost” means a collection of humus material such as kitchen and table waste, grass clippings, plant trimmings, weeds or other leaves.

“Council” means the Council for the **Township**.

“Dwelling” means a **building** or part of a **building**, occupied or capable of being occupied, in whole or in part for the purpose of human habitation.

“Dwelling unit” means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions including cooking, eating, sleeping and sanitary facilities.

“**Exterior property areas**” means the **property** and **yard**, exclusive of a **building** and an **accessory building**.

“**Fence**” means a **structure**, wall or barrier, other than a **building**, erected at grade for the purpose of defining boundaries of **property**, separating open space, restricting ingress to or egress from **property**, providing security or protection to **property** or acting as a visual or acoustic screen.

“**Firewood**” means any lumber, timber, logs, poles, cut up trees or felled trees, any salvaged wood products included but not limited to wood skids, wood boxes, and used wood products that are not required for a **building**, **accessory building** or **structure** currently under construction on the **property** or for which there is a current or regular use.

“**Ground cover**” means organic or non-organic material applied to prevent the erosion of the soil, e.g., concrete, flagstone, gravel, asphalt, grass or other forms of landscaping.

“**Guard**” means a protective barrier installed around openings in floor area or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, or other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them.

“**Habitable room**” means a room or enclosed floor space used, or capable of being used for living, eating, sleeping or domestic food preparation purposes, but excludes a bathroom, water closet compartment, laundry, pantry, foyer, lobby, hall, passageway, corridor, closet, stairway, storage room, furnace room or other accessory space used for service, maintenance or access within a **building**.

“Heritage attribute” means an attribute of a **heritage property** that contributes to its cultural heritage value or interest that is defined, described or inferred:

- (a) in a By-law designating a **heritage property**;
- (b) in a By-law designating a heritage conservation district;
- (c) in a Minister’s Order made under the *Ontario Heritage Act*;
- (d) in any documentation considered as part of (a), (b) and (c) above;

and includes any elements, features or components that support or protect the heritage attribute.

“Heritage property” means a Property designated under Part IV or Part V or by a Minister’s Order under the *Ontario Heritage Act*.

“Landlord” includes:

a) The owner of a rental unit or any other person who permits occupancy of a **rental unit**, other than a **tenant** who occupies a **rental unit** in a residential complex and who permits another person to also occupy the unit or any part of the unit; and, b) The heirs, assigns, personal representatives and successors in title of a person referred to in clause (a).

“Naturalized Area” means a landscape area that has been deliberately implemented to produce ground cover which consists of one or more species of wildflowers, annuals, perennials, shrubs and grasses or a combination thereof and includes natural areas such as wooded lots, forests and wetlands.

“Occupant” means any **person** or **persons** over the age of eighteen years in possession of the **property**.

“Openable area” means that part of a window or door

which is available for unobstructed ventilation and which opens directly to the outdoors.

“Owner” includes,

- (a) the **person** for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the **person’s** own account or as agent or trustee of any other **person**, or who would receive the rent if the land and premises were let; and
- (b) a lessee or **occupant** of the **property** who, under the terms of a lease, is required to **repair** and maintain the **property** in accordance with the standards for the maintenance and occupancy of **property**.

“Person” includes a corporation and its heirs, executors, administrators, or other representatives of a person to whom the context can apply according to law.

“Property” means a **building** or **accessory building**, or part of a **building** or **accessory building**, and includes the lands and premises appurtenant thereto and all mobile structures, mobile buildings, mobile homes, outbuildings, **fences**, **retaining walls**, and erections thereon, whether heretofore or hereafter erected, and also includes **vacant property** and the **yard**.

“Property Standards Officer” shall mean a Property Standards Officer who has been appointed by by-law to administer and enforce this By-law.

“Rental Unit” means a dwelling unit used, or intended to be used, as a **residential rental property**.

“Repair” includes the making of additions or alterations or the taking of such action as may be required so that the **property** shall conform to the standards established in this By-law.

“Residential rental property” includes a **rental unit** and the yards;

“Retaining wall” means a **structure** that holds back soil or loose material to prevent it from assuming the natural angle of repose at locations where an abrupt change in ground elevation occurs.

“Safe condition” means a condition that does not pose or constitute an undue or unreasonable hazard or risk of life, limb or health of any **person** on or about the **property**, and includes a structurally sound condition.

“Sewage” means water-carried waste, together with such ground, surface and storm waters as may be present.

“Sewage system” means the **Township’s** system of storm sewers, sanitary sewers and combined sewers, or a private sewage disposal system.

“Structure” means anything constructed either permanent or temporary, the use of which requires location on or an attachment to something having location on the ground.

“Tenant” means a person who pays rent or is required to pay rent in return for a right to occupy a **rental unit**.

“Township” means the Corporation of the Township of Puslinch or the land within the geographic limits of the Corporation of the Township of Puslinch as the context requires.

“Unsafe condition” means any condition that poses or constitutes an undue or unreasonable hazard or risk to life, limb or health of any **person** on or about the **property**.

“Vacant building” means any **building or accessory building** that is or appears to be vacant, partially vacant, or unoccupied, or that, by reason of its unfinished or dilapidated condition, is open to the elements and in a state that there is little to no control over unauthorized entry, but does not include:

- (a) a **dwelling unit** occupied by the **owner** on a seasonal basis but otherwise maintained throughout the year;
- (b) a **building or accessory building** on **property** used for farming purposes, except a **dwelling unit**.

“Vacant property” means a **property** that does not have a **building or accessory building**.

“Waste” includes any debris, rubbish, refuse, sewage, effluent, garbage, brush, ashes, litter, wrappings, salvage, vehicle parts, discarded material or things, broken or dismantled things, or materials or things exposed to the elements, deteriorating or decaying on a **property** due to exposure to the weather.

“Yard” means the land within the boundary lines of a **property** not occupied by a principal building, if any, and includes grounds or **vacant property**.

4.0 EXTERIOR PROPERTY AREAS – GENERAL REQUIREMENTS

4.1 **Exterior Property Areas** shall be kept in a neat and tidy condition, and free from:

- (a) **waste**;

- (b) injurious insects, termites, rodents, vermin and other pests and any condition that may promote an infestation;
- (c) excessive growth of weeds and grass exceeding 12 inches in height, except in a **Naturalized Area**;
- (d) dead, decayed, or damaged trees, or other natural growth and the branches and limbs thereof which create an **unsafe condition**;
- (e) wrecked, dismantled, derelict, inoperative, discarded, unused or an unlicensed vehicle or trailer, except in an establishment licensed or authorized to conduct and operate such a business in accordance with any other by-laws, and then only in an arrangement such as to prevent an **unsafe condition** or an unsightly condition and screened from view from an adjacent **property**;
- (f) wrecked, dismantled, derelict, inoperative, discarded or unused **boat** and any component parts thereof, except in an establishment licensed or authorized to conduct and operate such a business, and then only in an arrangement such as to prevent an **unsafe condition** or an unsightly condition and screened from view from an adjacent **property**;
- (g) machinery or any parts thereof, or other objects or parts thereof, or accumulations of material or conditions that create an **unsafe condition** or an unsightly condition out of character with the surrounding environment;
- (h) dilapidated or collapsed **building** or **accessory building** and any unprotected well or other **unsafe condition** or unsightly condition out of character with the surrounding environment;

- (i) stagnant water;
- (j) accumulation of animal excrement, except in connection with a lawful agricultural use on a **property**.

4.2 Suitable **ground cover** shall be provided to prevent erosion of the soil.

4.3 Hedges, plantings, trees or other landscaping including lighting, required by the **Township** as a condition of site development or redevelopment, shall be maintained in a living condition or shall be replaced with equivalent landscaping or lighting, so as to carry out its intended function and maintain an attractive appearance.

4.4 An abandoned or unused well, septic tank or a hole on a **property** shall be filled or safely covered and protected.

4.5 An ice-box, refrigerator, freezer or other container shall not be placed in an **exterior property area** for disposal without first removing all locks and doors or taking some other adequate precautionary measure to prevent a **person** from being trapped in an ice-box, refrigerator, freezer or other container.

5.0 DRAINAGE

5.1 All catch basins, swales and ditches shall be maintained so as to not impede the natural flow of water.

5.2 The storm water run-off from all downspouts of impervious surfaces shall be contained within the limits of the **property** from which it originates until absorbed by the soil or drained to a storm sewer, or to a natural or artificially-created swale, ditch or watercourse.

6.0 HEALTH

6.1 All **sewage** shall be discharged into an approved **sewage system**.

7.0 BUFFERING

7.1 **Property** which, because of its use or occupancy, or for other reasons is required to be buffered shall:

- (a) maintain an effective barrier to prevent lighting and vehicle headlights from shining directly into a **dwelling unit**;
- (b) maintain an effective barrier to prevent wind-blown **waste** from encroaching on an adjacent **property**;
- (c) maintain a visual screen, to minimize the visual impact of a nuisance to a **person** who owns or occupies an adjacent **property**.

8.0 RETAINING WALLS

8.1 A **retaining wall** shall be maintained in good **repair** and free from accident hazards.

8.2 Without restricting the generality of section 8.1 the maintenance of a **retaining wall** may include:

- (a) redesigning, **repairing** or replacing all deteriorated, damaged, misaligned or missing portions of the wall, or railings and **guards** appurtenant thereto;
- (b) installing subsoil drains where required to maintain the stability of the **retaining wall**;
- (c) grouting masonry cracks;

- (d) applying a coat of paint or equivalent preservative to all metal or wooden exposed components.

9.0 SUPPLEMENTARY STANDARDS FOR RESIDENTIAL RENTAL PROPERTIES

9.1 GENERAL

9.1.1 The following additional standards shall only apply to a residential rental property:

a) Subject to the tenant's responsibility for ordinary cleanliness of the residential rental property, the landlord shall provide such facilities and take such action to ensure that the residential rental property is:

- I. Safe
- II. Clean
- III. In a state of good repair
- IV. Fit for habitation; and,
- V. Free from accumulations of snow and ice;

b) The landlord shall maintain, in a state of good repair and in a clean, safe condition, any facilities supplied by the landlord and all common areas intended for the use of tenants.

9.1.2 All repairs and maintenance of property required by the standards prescribed in this part shall be carried out in a manner accepted as good craftsmanship in the trade concerned and with materials suitable and sufficient for the purpose.

9.1.3 Unless otherwise specified, the landlord, and not the tenant, shall be responsible for ensuring that all of the provisions of this part are being complied with.

9.2.0 RECREATIONAL FACILITIES, LAUNDRY FACILITIES ROOMS AND AREAS

9.2.1 A recreational facility, laundry facility, mail collection area including mailboxes, room or area and the equipment and appliances provided in connection therewith shall be:

- (a) maintained in an operable and usable condition;
- (b) maintained in a **safe condition**;
- (c) with the exception of an outdoor recreational facility, maintained in a clean condition.

9.3.0 HEATING, HEATING SYSTEMS, CHIMNEYS, VENTS AND FUEL BURNING APPLIANCES

9.3.1 Every **building** containing an occupied **dwelling unit** or **habitable room** shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius between the 15th day of September to the 1st day of June the following year. A heating system shall be maintained in good working condition so as to be capable of safely heating the **dwelling unit** or **habitable room** to the required standard.

9.3.2 No rental **dwelling unit** shall be equipped with portable heating equipment as a primary source of heat.

9.3.3 A fuel burning appliance shall:

- (a) have ample air supply to permit combustion to occur with optimum oxygen available;
- (b) be located in such a manner as to prevent impediment to the free movement of a **person** and the overheating of adjacent materials and equipment;

- (c) have **guards** where necessary to minimize the risk of an accident.
- 9.3.4 Where a heating system or part thereof requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a **safe condition** and location so as to be free from fire or accident hazard.
- 9.3.5 A fuel burning appliance, equipment and accessories shall be properly vented to the outside air by means of a smoke pipe, vent pipe, chimney flue or other approved method and as may be required by the ***Building Code Act***.
- 9.3.6 Every chimney, smoke-pipe, flue and vent shall be maintained in a good state of **repair** so as to prevent the escape of smoke, fumes or gases from entering a **building**. Maintenance may include the removal of obstructions, sealing open joints, and the **repair** of loose or broken masonry units.
- 9.3.7 Every chimney, smoke-pipe, flue and vent shall be maintained in a good state of **repair** so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.
- 9.4.0 AIR CONDITIONING
- 9.4.1 An air conditioner shall be equipped with adequate devices for the prevention of condensation drainage on to entrance areas, sidewalks or pathways and shall be maintained in a safe mechanical and electrical condition.
- 9.4.2 Cooling water from water-cooled equipment shall not be discharged on a driveway, walkway or other areas used for pedestrian or vehicular traffic, or in such a manner that it may cause damage to a wall, foundation or part of a **building** or **accessory building**.

- 9.4.3 The discharge of cooling water from water-cooled equipment shall be made to a proper drainage system and shall be connected in accordance with all applicable government regulations.
- 9.5.0 INTERIOR LIGHTING
- 9.5.1 Interior lighting standards and fixtures shall comply with the requirements of section 10.
- 9.6.0 VENTILATION
- 9.6.1 Sufficient ventilation shall be provided to all areas of a **building** or an **accessory building** so as to prevent accumulations of heat, dust, vapours, odours, carbon monoxide and other gases likely to create a potential **unsafe condition** or to become a nuisance.
- 9.6.2 A kitchen, bathroom, shower room and toilet room shall be provided with adequate natural or artificial means of ventilation.
- 9.6.3 An enclosed area of a **building** or an **accessory building** including a **basement** and an attic shall be adequately ventilated.
- 9.6.4 A system of mechanical ventilation shall be maintained in good working order.
- 9.7.0 PLUMBING
- 9.7.1 A **dwelling unit** shall be provided with an adequate supply of potable running water from a source approved by the Medical Officer of Health and/or the Chief Building Official of the **Township**.

- 9.7.2 A washbasin, bathtub or shower, and one kitchen sink in a **dwelling unit** shall be equipped with an adequate supply of hot and cold running water. All hot water shall be supplied at a minimum of 43 degrees Celsius and a maximum of 49 degrees Celsius.
- 9.7.3 A fixture shall be of such materials, construction and design as will ensure that the exposed surface of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, stains or other defects that may harbor germs or impede thorough cleansing.
- 9.7.4 All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working order free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.
- 9.7.5 All plumbing fixtures in every **building** or **accessory building** shall discharge the water, liquids or sewage into drainage piping, which shall be connected to a **sewage system** approved by the authority having jurisdiction.
- 9.7.6 All toilet facilities, sanitary conveniences and washing facilities shall be maintained:
- (a) in good working order;
 - (b) in a clean and sanitary condition;
 - (c) and supplied with hot and cold running water, with cold water connection only to toilets and urinals;
 - (d) and connected to the drainage system.
- 9.8.0 KITCHEN

- 9.8.1 A **dwelling unit** shall contain a kitchen area equipped with:
- (a) one sink surrounded by a surface that is impervious to grease and water;
 - (b) a suitable storage area;
 - (c) a counter or work area, exclusive of the sink and covered with a material that is impervious to moisture and grease and is easily cleanable;
 - (d) a space provided for cooking and refrigeration appliances including suitable electrical or gas connections.
- 9.8.2 A cooking appliance and a refrigeration appliance shall be maintained in a good state of **repair** and operating condition.
- 9.9.0 BATHROOM
- 9.9.1 A **dwelling unit** shall contain a bathroom consisting of at least one fully operational toilet, washbasin, and a bathtub or suitable shower unit.
- 9.9.2 A bathroom and a toilet shall be located within and accessible from within the **dwelling unit**.
- 9.9.3 Where a toilet or bathroom facility is shared by occupants of a residential accommodation, other than a self contained **dwelling unit**, an appropriate entrance shall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facility.
- 9.9.4 Every wall surrounding a shower shall be of impervious material and shall be maintained in a good state of **repair**.

9.9.5 A bathroom as required by section 9.9.1 shall be located in a room used for no other purpose and provided with a door capable of being locked from the inside and opened from the outside in an emergency.

9.10.0 FLOORS

9.10.1 A floor shall be smooth, level and maintained so as to be free of all loose, warped, protruding, broken or rotted boards that may create an **unsafe condition** or surface. A defective floor shall be **repaired** or replaced.

9.10.2 Where a floor covering has become worn or torn so that it retains dirt or may create an **unsafe condition**, the floor covering shall be **repaired** or replaced.

9.10.3 A bathroom, kitchen and shower room shall have a floor covering of water-resistant material and be capable of being cleaned.

9.11.0 ELECTRICAL SERVICE

9.11.1 A **dwelling** and **dwelling unit** shall be wired for electricity and shall be connected to an approved electrical supply system.

9.11.2 The capacity of the connection to a **building** or **accessory building** and the system of circuits distributing the electrical supply of the **building** or **accessory building** shall be adequate for the use and intended use.

9.11.3 Electrical wiring, cords, circuits, fuses, circuit breakers, electrical equipment and electrical heating systems shall be maintained in good working order, free from fire and accident hazards.

9.12.0 DISCONNECTED UTILITIES

- 9.12.1 An **owner** of a residential **building** or any **person** acting on behalf of such **owner** shall not disconnect or cause to be disconnected any service or utility supplying heat, electricity, gas, refrigeration or water to a **dwelling unit** and **habitable room** occupied by a tenant or lessee, except for such reasonable period of time as may be necessary for the purpose of **repairing**, replacing or otherwise altering said service or utility.
- 9.13.0 INTERIOR WINDOWS, DOORS, SURFACES, FLOORS AND STAIRS
- 9.13.1 Interior windows, doors, surfaces, floors and stairs shall be maintained:
- (a) in a clean, odour free and sanitary condition, reasonable for the normal use or occupancy of the room, passageway, enclosure or space;
 - (b) in good working order and good state of **repair**, free from holes, loose, broken, warped, torn, damaged or decayed boards or materials;
 - (c) free from depressions, protrusions, deterioration or other defects which could create an **unsafe condition** or which are out of character with the normal use of the area in which such defect occurs;
 - (d) so as to afford the fire resistive properties and other protection for which they shall be designed; and
 - (e) free of any graffiti, markings, stains or other defacement.
- 9.13.2 Interior windows and doors shall also comply with the requirements of section 19.

9.14.0 INTERIOR STRUCTURE – COLUMNS AND BEAMS

9.14.1 A **building** and an **accessory building** and all structural components, including but not limited to all joists, beams, studding, and roof rafters, shall be maintained with material adequate for the load to which they are subjected to.

9.15.0 WALLS-CEILINGS

9.15.1 Every interior surface and finish of walls and ceilings shall be maintained:

- (a) in good state of **repair**, a surface which is reasonably smooth, clean, tight and easily cleaned;
- (b) free of holes, cracks, loose plaster or other material;
- (c) in a **safe condition**;
- (d) so as to possess the fire resistant properties required by the **Building Code Act** and the *Fire Protection and Prevention Act*, as amended.

9.16.0 ELEVATORS

9.16.1 An elevator, an elevating device, dumb-waiters, hoists, escalators, incline lifts including all parts, lighting fixtures, lamps, elevator buttons, floor indicators and ventilation fans shall be maintained in good state of **repair**, operable and in a **safe condition**.

10.0 LIGHTING STANDARDS AND FIXTURES

10.1 Lighting standards and fixtures shall be kept in a **safe condition**, in good working order and in good visual condition.

11.0 FENCES

11.1 A **fence** on a **property** separating adjoining **property** shall:

- (a) be in a structurally sound condition and plumb, unless specifically designed to be other than vertical;
- (b) be maintained in a good state of **repair** and free of accident hazards;
- (c) not present an unsightly appearance.

11.2 Without restricting the generality of section 11.1 the maintenance of a **fence** may include:

- (a) protecting by paint, treated with a preservative or other weather resistant material unless the aesthetic characteristics of the **fence** are enhanced by the lack of such treatment.

12.0 WALKWAYS, DRIVEWAYS, RAMPS, PARKING AREAS AND LANDINGS

12.1 A parking area, driveway, walkway and other similar public access areas of an **exterior property area** shall be kept clean and free from **waste**, objects or conditions that may create an **unsafe condition**, health, fire, accident hazard or unsightly condition.

12.2 An **owner** shall cause any snow disposal site or snow storage site on a **property** to be:

- (a) maintained so as not to cause a hazard on the **property**; and
- (b) maintained in such a manner and location on the **property** so as to prevent a hazard, flooding, erosion and other damage to a neighbouring **property**.

13.0 BUILDINGS AND ACCESSORY BUILDINGS
STRUCTURAL ADEQUACY - CAPACITY

13.1 All **repairs** and maintenance of **property** required by the standards prescribed in this By-law shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for that purpose.

13.2 Every part of a **building** or **accessory building** shall be maintained in good **repair** and in a structurally sound condition so as:

- (a) to be capable of sustaining safely its own weight, and any additional load to which it may normally be subjected to;
- (b) to be capable of safely accommodating all normal structural movements without damage, decay or deterioration;
- (c) to prevent the entry of moisture that would contribute to damage, fungus growth, decay or deterioration;
- (d) to be capable of safely and adequately performing its function subject to all reasonable serviceability requirements.

13.3 The abating of an **unsafe condition** may include:

- (a) the provision or **repair** of stairs, balustrades, railings, **guards** and screens so as to minimize the risk of accident;
- (b) the elimination of other conditions which, in themselves are a hazard to life or which risk serious injury to **persons** normally in or about the subject

building, accessory building, room, suite of rooms or space;

- (c) the installation of a handrail in conjunction with every set of stairs containing three (3) or more risers and such handrail shall be adequately secured and maintained in a good state of **repair**.

14.0 HEALTH AND WASTE

14.1 A **building** and **accessory building** on a **property** shall be kept free of mould, **waste** and pests, such as rodents, vermin, termites and injurious insects and any condition that may promote an infestation.

14.2 In a **dwelling unit**, sufficient rooms, containers and receptacles shall be maintained to safely contain all **waste**, which shall not be allowed to accumulate but shall be removed or made available for removal in accordance with any applicable by-laws.

14.3 An external container and receptacle shall be screened from view and shall be provided with a cover so that the material contained therein is not exposed to injurious insects, termites, rodents, vermin or other pests.

14.4 Every **building** and **accessory building** shall be provided with sufficient proper receptacles to contain all **waste**, which accumulates on the **property**, and such **waste** shall be placed for collection in proper receptacles in compliance with applicable laws.

14.5 A receptacle for **waste** shall be:

- (a) provided with a tight fitting cover;
- (b) maintained in good working condition and order without holes or spillage; and

- (c) closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or **waste**.
- 14.6 Garbage chutes, disposal and collection rooms shall be:
 - (a) washed down and disinfected as necessary so as to maintain a clean and odour free condition; and
 - (b) maintained in good working order.
- 14.7 Injurious insects, termites, vermin, rodents and other pests shall be exterminated and appropriate measures shall be taken to prevent their re-entry to a **building** or **accessory building** on a **property**.
- 14.8 In a **dwelling**, openings in the exterior walls or roof shall be fitted and maintained to protect all habitable space from water and weather entry, and to make such space free from drafts.
- 14.9 No portion of a **dwelling** shall be used for human habitation unless:
 - (a) the floors, walls and ceiling areas are watertight and free from dampness and mould at all times;
 - (b) the total window area, the total **openable area** for natural ventilation and the ceiling height are in accordance with the provisions of the **Building Code Act** or, alternatively, reventilation and/or mechanical ventilation is provided as prescribed by the **Building Code Act**;
 - (c) the required minimum window area of every **habitable room** is entirely above the grade of the

ground adjoining such window area, or the top of the window well, whichever is the higher elevation.

15.0 COMPOST

15.1 **Compost** on a **property** shall be maintained in a composter or an open **compost** pile that is not larger than 2.0 square metres (21.5 square feet) in area and 1.0 metre (39 inches) in height.

15.2 A composter or an open **compost** pile shall be kept free of pests, such as rodents, vermin, termites and injurious insects and any condition that may promote an infestation.

16.0 HERITAGE PROPERTIES

16.1 In addition, to all other standards prescribed by this By-law, an owner of a **Heritage Property** shall:

(a) protect, maintain and stabilize a **heritage attribute** so as to preserve the existing materials;

(b) in the conduct of a repair use only materials that match the form and detailing of the original elements of the **heritage attribute**; and

(c) be repaired using only recognized conservation methods.

17.0 FOUNDATIONS

17.1 A foundation of a **building** or an **accessory building** shall be maintained in good state of **repair** so as to prevent settlement detrimental to the appearance of the **building** or **accessory building**, or the entrance of moisture, vermin, termites, insects or rodents into the **building** or **accessory building**.

- 17.2 Without limiting the generality of section 17.1, the maintenance of a foundation may include:
- (a) the jacking-up, underpinning or shoring of the foundation where necessary;
 - (b) the extension of footings and foundations below grade or regrading to provide adequate frost cover;
 - (c) installing subsoil drains at the footing where such would be beneficial;
 - (d) the grouting of masonry cracks;
 - (e) waterproofing the wall and joints;
 - (f) the carrying out of such other work as may be required to overcome any existing settlement detrimental to the appearance of the **building** or **accessory building**;
 - (g) **repairing** or replacing decayed, damaged or weakened sills, piers, posts or other supports;
 - (h) making sills, piers, posts or other supports insect-proof by the application of suitable materials; and
 - (i) coating with a preservative.

18.0 EXTERIOR WALLS, COLUMNS AND BEAMS

- 18.1 The components of an exterior wall of a **building** or an **accessory building** shall be maintained:
- (a) in good state of **repair** and in a **safe condition**;
 - (b) weather tight;

- (c) free from loose or unsecured objects or materials;
- (d) so as to prevent the entrance of insects, termites, vermin, rodents or other animals;
- (e) so as to prevent deterioration due to weather, insects, vermin, termites, rodents and other animals; and
- (f) so as to prevent deterioration detrimental to the appearance of the **building** or an **accessory building**.

18.2 Without restricting the generality of section 18.1, the maintenance of an exterior wall of a **building** or an **accessory building** may include:

- (a) the applying of materials to preserve all exterior wood and metal work or other materials not inherently resistant to weathering;
- (b) the applying of materials to improve or maintain a pleasant and satisfying appearance at least commensurate with that of the neighbourhood;
- (c) the restoring, **repairing** or replacing of:
 - i) the wall;
 - ii) the masonry units and mortar;
 - iii) the stucco, shingles or other cladding;
 - iv) the coping; and
 - v) the flashing and waterproofing of the wall and joint.

18.3 Exterior columns and beams and any decorative trim shall be maintained in a good state of **repair** and in a **safe condition**. Where necessary, such columns, beams and

trim shall be restored, **repaired** or replaced and suitably protected or treated against weathering, so as to prevent or remedy deterioration detrimental to the appearance of the **building** or **accessory building**.

19.0 EXTERIOR DOORS, WINDOWS AND OTHER OPENINGS –
CANOPIES-MARQUEES-AWNINGS

19.1 Shutters, windows, doors, hatchways and other exterior openings in a **building** or an **accessory building** shall be kept weather tight, draft free, and in good state of **repair** and working order.

19.2 Without restricting the generality of section 19.1, the maintenance of a shutter, window, door, hatchway and other exterior opening may include:

- (a) painting or the applying of a similarly effective preservative;
- (b) the **repair**, replacement or renewing of damaged, decaying, missing or defective:
 - i) doors;
 - ii) door frames and casings;
 - iii) windows and window sashes;
 - iv) window frames and casings;
 - v) shutters;
 - vi) screens;
- (c) refitting doors, windows, shutters or screens;
- (d) reglazing or fitting with an translucent substitute;
- (e) rescreening;
- (f) using other approved means of weatherproofing where the opening is used or required for ventilation

or illumination and is not protected by a window, door or similar closure:

- i) screening with wire mesh, metal grills or other equivalent durable material; or
- ii) other protection so as to effectively prevent the entry of insects, termites, rodents, vermin or other animals.

- 19.3 Glazed doors, windows and other transparent surfaces shall be kept clean so as to permit unimpeded visibility and unrestricted passage of light.
- 19.4 A window in a **dwelling unit** that can be or is required by the standards to be openable shall be provided with screening to effectively prevent the entry of insects.
- 19.5 Nothing in this section shall be construed as preventing doors, windows and other openings in an unoccupied **building** or **accessory building** from being protected from damage or to prevent entry, for such time as determined by section 23.
- 19.6 A canopy, marquee or awning shall be properly anchored so as to be kept in a **safe condition** and shall be protected from decay and rust by a periodic application of weathercoating material.
- 19.7 A **building** shall have a safe, continuous and unobstructed passage from the interior to an exit or the outside of the **building** at street or grade level.
- 19.8 A door that facilitates access to or egress from a **dwelling unit** shall be equipped with locks, and shall be maintained in a good state of **repair** and in an operating condition.

20.0 EXTERIOR STAIRS, VERANDAS, PORCHES, DECKS, LOADING DOCKS, BALCONIES AND FIRE ESCAPES

20.1 An exterior stair, veranda, porch, deck, loading dock, balcony, fire escapes and every appurtenance attached thereto shall be maintained, reconstructed or **repaired** so as to be safe to use and capable of supporting the loads to which it may be subjected, as specified in the **Building Code Act**, and shall be kept in **safe condition** and good state of **repair**, free of all accident hazards and other deterioration or objects detrimental to the appearance of the **building** or **accessory building**.

20.2 Without restricting the generality of section 20.1, the maintenance, reconstructing or **repairing** of an exterior stair, veranda, porch, deck, loading dock, balcony and fire escape may include:

- (a) **repairing** or replacing treads, risers or floors that show excessive wear or are broken, warped, loose or otherwise defective;
- (b) **repairing**, renewing or supporting structural members that are rotted, deteriorated or loose;
- (c) providing, **repairing** or renewing **guard** rails, railings and balustrades; and
- (d) painting or the applying of an equivalent preservative.

20.3 Exterior stairs and fire escapes shall be kept free from ice and snow.

21.0 ROOFS AND ROOF STRUCTURES

- 21.1 A roof, roof deck, roof structures including solar energy panels, wind generators and related **guards** of a **building** or **accessory building** shall be:
- (a) weather tight and free from leaks;
 - (b) free from loose or unsecured or unsafe objects and materials;
 - (c) free from accident hazards;
 - (d) free from dangerous accumulation of ice and snow;
 - (e) kept in a good state of **repair** and in a **safe condition**;
 - (f) free from other unsightly objects and conditions detrimental to the appearance of the **building** or **accessory building**.
- 21.2 An eaves trough, roof gutter and downpipe shall be kept:
- (a) in good **repair**;
 - (b) in good working order;
 - (c) water tight and free from leaks;
 - (d) free from accident hazards;
 - (e) protected by painting or the applying of other equivalent preservative.
- 21.3 Chimneys, smoke or vent stacks and other roof structures shall be maintained plumb and in good state of **repair** and shall be:

- (a) free from loose bricks, mortar and loose or broken capping;
- (b) free from loose or rusted stanchions, guy wires, braces and attachments;
- (c) free from any accident hazard;
- (d) free from the entrance of smoke or gases into a **building** or **accessory building**;
- (e) free from the heating of adjacent combustible materials, walls and structural members to unsafe temperatures;
- (f) weather tight and free from leaks;
- (g) free from unsightly objects and conditions detrimental to the appearance of the **building** or **accessory building**.

22.0 EXTERIOR MAINTENANCE

- 22.1 All exterior surfaces that have been previously painted, stained, varnished or which have received other similar protective finishes shall be maintained without visible deterioration from the original finish, or shall be suitably refinished by application of an equivalent preservative.
- 22.2 Appropriate measures shall be taken to remove any graffiti, markings, stains or other defacement, occurring on the exposed finished exterior surfaces and, where necessary, to restore the exterior surface and adjacent areas to, as near as possible, to its appearance before the markings, stains or defacement occurred.
- 22.3 In the event of fire or other disaster, measures shall be taken as soon as possible to make the damaged **building**

or **accessory building** compatible with its environment. Without restricting the generality of the foregoing, such measures include:

- (a) making the **building** or **accessory building** safe;
- (b) **repairing** of damaged surfaces exposed to view;
- (c) cleaning any damaged surfaces exposed to view;
- (d) refinishing so as to be in harmony with adjoining undamaged surfaces.

22.4 In the event the **building** or **accessory building** is beyond **repair**, the **property** shall be cleared of all remains and left in a graded level and tidy condition.

23.0 VACANT PROPERTY AND VACANT BUILDINGS – ADDITIONAL STANDARDS

23.1 **Vacant property** shall be kept clear of all **waste** and other materials and equipment not otherwise permitted by the zoning by-law.

23.2 A **vacant building** shall:

- (a) be secured against unauthorized entry;
- (b) be protected against the risk of fire, accident, or other danger.

23.3 Where a **vacant building** has been vacant for at least sixty (60) consecutive days, a **Property Standards Officer** who reasonably believes that a **vacant building** poses a risk to safety may, in writing, require the **Owner** of a **vacant building** to do any one or more of the following, within the timeframe specified by the **Property Standards Officer**:

- (a) install security measures or devices to the satisfaction of the **Property Standards Officer**, and such measures may include boarding of doors, windows, or other openings; or
- (b) do any work or **repairs** which, in the opinion of the **Property Standards Officer**, are necessary to secure a **vacant building** from unauthorized entry or protect a **vacant building** against the risk of fire, accident, or other danger.

23.4 Where a **vacant building** is boarded or required to be boarded:

- (a) boarding materials shall be installed and maintained in good order;
- (b) boarding materials shall be installed to exclude precipitation and wind from entering the **vacant building**, and to secure the **vacant building** from unauthorized entry, and shall be installed within the reveal of the opening frame or cladding, where feasible;
- (c) unless inherently resistant to deterioration, boarding materials shall be treated with a protective coating of paint or equivalent weather resistant material;
- (d) boarding materials shall be selected, coated, coloured, and installed to match surrounding door/window frames and exterior wall finishes.

23.5 Where a **vacant building** remains vacant for more than ninety (90) consecutive days, the **Owner** shall ensure that all utilities serving the **vacant building** are properly disconnected, terminated, or capped, unless such utilities are necessary for the safety or security of the **vacant**

building, or unless such utilities are otherwise required by law to remain connected.

23.6 When openings in a **vacant building** previously boarded or secured become unsecured, such openings shall be secured again, and as determined by the **Property Standards Officer** may require the use of materials and fasteners of greater strength, installed in such a manner to deter their removal or destruction.

23.7 Where a **vacant building** has remained vacant or unoccupied for a period of two (2) years and continues in a state of disrepair and deterioration, a **Property Standards Officer** may issue an order to remove all previously installed boarding from windows and doors and to **repair** the **vacant building** in compliance with the standards set out in this By-law.

24.0 ADMINISTRATION AND ENFORCEMENT

24.1 A **Property Standards Officer** is responsible for the administration and enforcement of this By-law.

24.2 A **Property Standards Officer** may, upon producing proper identification, enter upon any **property** at any reasonable time without a warrant for the purpose of inspecting the **property** to determine,

- (a) whether the **property** conforms with the standards prescribed in this by-law;
- (b) whether an order made under this by-law and the **Building Code Act** has been complied with.

24.3 Despite section 24.2, a **Property Standards Officer** shall not enter or remain in any room or place actually being used as a **dwelling** unless,

- (a) the consent of the **occupant** is obtained, the **occupant** first having been informed that the right of entry may be refused and entry made only under the authority of a warrant issued under the ***Building Code Act***;
- (b) a warrant issued under the ***Building Code Act*** is obtained;
- (c) the delay necessary to obtain a warrant or the consent of the **occupant** would result in an immediate danger to the health or safety of any **person**;
- (d) the entry is necessary to terminate a danger under subsection 15.7 (3) or 15.10 (3) of the ***Building Code Act***; or
- (e) the requirements of section 24.4 are met and the entry is necessary to remove an **unsafe condition** under clause 15.9 (6) (b) of the ***Building Code Act*** or to **repair** or demolish under subsection 15.4(1) of the ***Building Code Act***.

24.4 Within a reasonable time before entering the room or place for a purpose described in section 24.3 (e), the **Officer** shall serve the **occupant** with notice of his or her intention to enter it.

24.5 A **Property Standards Officer** for the purposes of an inspection has all the powers as provided for in section 15.8(1) of the ***Building Code Act***.

25.0 ORDERS AND COMPLIANCE

25.1 An **owner** of **property** shall comply with the standards and requirements prescribed in this By-law.

25.2 Every **Property Standards Officer** who finds that a **property** does not conform with any of the standards of this By-law, may make an order pursuant to the provisions of Section 15.2 of the **Building Code Act**:

(a) requiring the **property** that does not conform with the standards to be **repaired** and maintained to conform with the standards; or

(b) requiring that the site be cleared of all **buildings** or **accessory buildings, structures**, debris or refuse and left in a graded and leveled condition.

25.3 Every **owner** of **property** shall comply with an order made pursuant to this By-law and the **Building Code Act** requiring compliance as confirmed or modified. If an order of a **Property Standards Officer** is not complied with in accordance with the order as deemed confirmed or as confirmed or modified by the **Committee** or a judge, the **Township** may cause the **property** to be **repaired** or demolished accordingly.

25.4 Where any **person** fails to comply with an order issued, the **Township** may enter and cause the required work to be done at the cost of the **person**. The cost of such work may be recovered by action or by adding the costs to the tax roll and collecting the costs in the same manner as property taxes.

26.0 APPEAL OF ORDER

26.1 An **owner** who has been served with an order made under this By-law and **Building Code Act** and who is not satisfied with the terms or conditions of the order may appeal to the **Committee** by sending a notice of appeal by registered mail to the secretary of the **Committee** within 14 days after being served with the order.

- 26.2 An order that is not appealed within the time referred to in Section 26.1 shall be deemed to be confirmed.
- 26.3 The **Committee** shall hear the appeal.
- 26.4 On an appeal, the **Committee** has all the powers and functions of the **Property Standards Officer** who made the order and the **Committee** may do any of the following things if, in the **Committee's** opinion, doing so would maintain the general intent and purpose of the by-law and of the official plan or policy statement:
- (a) Confirm, modify or rescind the order to demolish or **repair**;
 - (b) Extend the time for complying with the order.
- 26.5 The **Township** in which the **property** is situate or any **owner** or **person** affected by a decision under this section may appeal to the Superior Court of Justice by notifying the Clerk of the **Township** in writing and by applying to the court within 14 days after a copy of the decision is sent.
- 26.6 The Superior Court of Justice shall appoint, in writing, a time and place for the hearing of the appeal and may direct in the appointment the matter in which and the **persons** upon whom the appointment is to be served.
- 26.7 On the appeal, the judge has the same powers and functions as the **Committee**.
- 26.8 An order that is deemed to be confirmed under section 26.2 or that is confirmed or modified by the **Committee** under section 26.3 or a judge under section 26.7, as the case may be, shall be final and binding upon the **owner** who shall carry out the **repair** or demolition within the time and in the manner specified in the order.

27.0 POWER OF TOWNSHIP TO REPAIR AND DEMOLISH

27.1 If an order is not complied with in accordance with the order as deemed confirmed or as confirmed or modified by the **Committee** or a judge, the **Township** in accordance with section 15.4 of the **Building Code Act** may cause the **property** to be **repaired** or demolished.

27.2 Where an order is not complied with and the **Township** has caused the property to be **repaired** or demolished, the **Township** has priority lien status in accordance with section 1 of the *Municipal Act, 2001, as amended*, on the **property** for the amount spent on the **repair** or demolition and the amount may be added to the tax roll by the Treasurer of the **Township** and may be collected in the same manner as taxes on the **property**.

28.0 EMERGENCY ORDERS

28.1 If upon inspection of a **property** an **Property Standards Officer** is satisfied that there is non-conformity with the standards prescribed in this by-law to such extent as to pose an immediate danger to the health or safety of any **person**, the **Property Standards Officer** may make an order in accordance with section 15.7 of the **Building Code Act** containing particulars of the non-conformity and requiring remedial **repairs** or other work to be carried out immediately to terminate the danger.

29.0 CERTIFICATE OF COMPLIANCE

29.1 After inspecting a **property**, a **Property Standards Officer** who is of the opinion that the **property** is in compliance with the standards established in this By-law, may issue a certificate of compliance to the **owner**.

29.2 The prescribed fee set out in the **Township's** Fees and Charges By-law shall be payable prior to the issuance of a certificate of compliance where it is issued at the request of the **owner**.

30.0 PENALTY

30.1 Every **owner** who fails to comply with an order, as confirmed, any other order, a direction or a requirement made under this By-law is guilty of an offence under Section 36.(1) of the **Building Code Act** and is liable to a penalty or penalties as set out in Section 36 of the **Building Code Act**.

31.0 PROPERTY STANDARDS COMMITTEE

31.1 A **Committee** is hereby established in accordance with the **Building Code Act**.

31.2 The **Committee** shall be composed of such persons, not fewer than three (3), as **Council** considers advisable.

31.3 The **Committee** shall hold office for the term of **Council** or until such time as successors are appointed.

32.0 EXEMPTIONS

32.1 This By-law does not apply to lands on which construction is actively proceeding in accordance with a permit issued pursuant to the *Building Code Act*.

32.2 This By-law does not apply so as to prevent a farm, meeting the definition of "agricultural operation" under the *Farming and Food Production Protection Act, 1998*, S.O. 1998 c.1, from carrying out a normal farm practice as provided for and defined under that Act.

33.0 VALIDITY

33.1 If any section, subsection, paragraph, sentence, clause, or provision of this By-Law be declared by a Court of competent jurisdiction to be invalid, illegal or ultra vires for any reason, all other provisions of this By-Law shall remain and continue in full force and effect and shall remain valid and binding.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd
DAY OF APRIL, 2020.**

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk



REPORT ADM-2020-007

TO: Mayor and Members of Council

FROM: Courtenay Hoytfox
Deputy Clerk

MEETING DATE: April 22, 2020

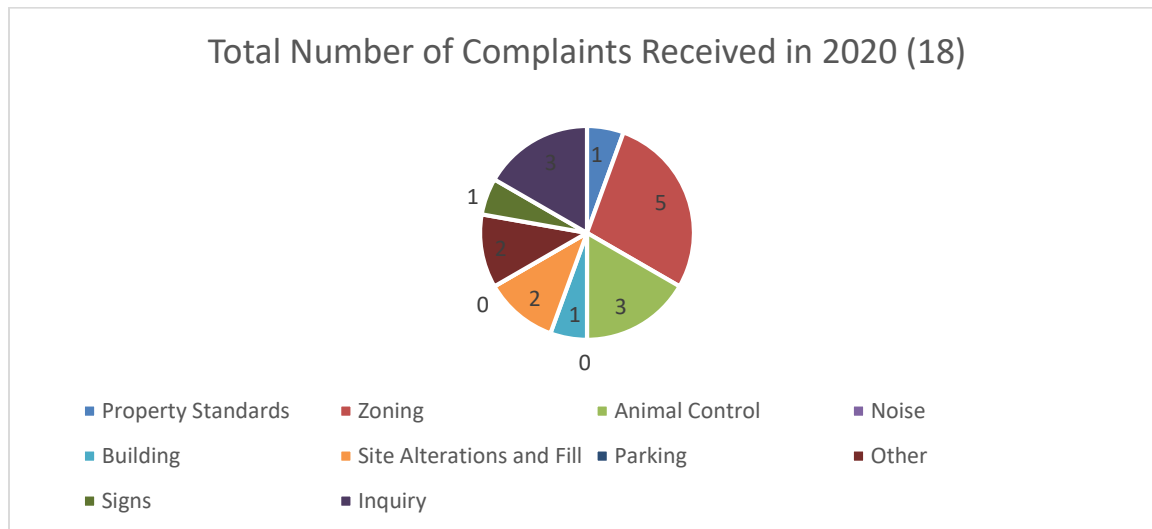
SUBJECT: By-law Enforcement Occurrence 1st Quarter Update
File: C11-ADM

RECOMMENDATION

That Report ADM-2020-007 regarding the 1st Quarter By-law Enforcement update be received for information.

Background

The Township of Puslinch Administration Department is responsible for assisting the By-law Enforcement Officer by tracking by-law complaints from the time they are received until the file is considered closed. The chart below shows the number of complaints received to date for the 2020 calendar year.



Property Standards – 1
Zoning – 5
Animal Control – 3
Noise - 0

Building – 1
Site Alteration and Fill – 2
Parking – 0
Other – 2

Signs – 1
Inquiries - 3

Files are created and tracked where a violation has occurred. The second chart details the number and type of files that have been closed in 2020.



Zoning – 2
Property standards – 3

Parking – 1
Building – 1

Signs – 1
Inquiries - 3

Financial Implications

None.

Applicable Legislation and Requirements

None.

Attachments

None.



REPORT ADM-2020-008

TO: Mayor and Members of Council

FROM: Glenn Schwendinger CAO/Clerk

MEETING DATE: April 22, 2020

SUBJECT: Amended 2020 Council Meeting Schedule

RECOMMENDATIONS

THAT Report ADM-2020-008 regarding Amended 2020 Council Meeting Schedule be received; and

THAT the Township of Puslinch Council approve the amended 2020 Council Meeting Schedule.

DISCUSSION

Purpose

To formally amend the approved 2020 Council Meeting Schedule to reflect a change in meeting start times during the pandemic.

Background

As Council is well aware, the impacts of the CoVid-19 pandemic on municipal operations have been significant. One of these impacts was the way in which Council Meetings are conducted virtually during the pandemic.

As a result of the evolving situation, some initially established Council meeting dates and times needed to be adjusted. Moving forward, a strong desire was expressed to try to return to the normally scheduled days for Council Meetings.

In an effort to do this, consideration was also given to the additional recommendation received that being to try to avoid evening meetings to minimize potential peak internet use which could negatively impact the virtual meetings.

As such, the previously approved 2020 Council Meeting Schedule is recommended to be amended to move the start times for all Council meetings to 2:00 p.m. The 2:00 p.m. time was selected to avoid a conflict with the weekly county wide conference calls which take place Wednesdays at 1:00 pm.

At this point, it is suggested that the change in start time for all council meetings for May be moved to 2:00 p.m. The duration of the pandemic is not known. Council may choose to extend the changes into June as well. In the event that the pandemic does conclude, the meeting times can always be adjusted once again.

It is important to note the meeting start times so that the public can be notified and can access the meetings they are looking for.

FINANCIAL IMPLICATIONS

None

APPLICABLE LEGISLATION AND REQUIREMENTS

None

ATTACHMENTS

None



REPORT ADM-2020-009

TO: Mayor and Members of Council

FROM: Glenn Schwendinger CAO/Clerk

MEETING DATE: April 22, 2020

SUBJECT: Letter of Support – Cogeco Funding Application

RECOMMENDATIONS

THAT Report ADM-2020-009 regarding the Letter of Support – Cogeco Funding application be received; and

THAT the mayor sign a letter on behalf of the Township indicating the Township's support for Cogeco's application for funding under CRTC's Broadband Fund to service parts of Puslinch.

DISCUSSION

Purpose

To provide a letter of support regarding Cogeco's application for Federal funding to improve Broadband Service in portions of Puslinch.

Background

Cogeco is intending to apply to the federal Government's CRTC's Broadband Fund see <https://crtc.gc.ca/eng/internet/fnds.htm?hootPostID=51c6280292bdb717b52464a4f360076> and <https://crtc.gc.ca/eng/archive/2018/2018-377.htm>. The fund provides funds to provide 50/10 service in underserved areas of Canada.

Puslinch High Speed Committee Chair Glenn James and Councillor Sepulis recommend the signing a letter of support which would be included with Cogeco's application. The deadline for the application was extended from the end of March to April 30th because of COVID 19. Cogeco would have preferred to have

submitted by mid-April but is delaying filing the application until a letter of support is received from Puslinch.

Any increased service in any part of Puslinch is highly needed and desirable.

This letter of support will not impede or restrict anything that the Township is currently working on to improve broadband service over a greater portion of the Township as the Township will be working towards obtaining funding under a completely unrelated funding program.

It is the recommendation of the Puslinch High Speed Committee Chair, Councillor Sepulis, and staff that the township of Puslinch provide a letter of support for Cogeco's application.

FINANCIAL IMPLICATIONS

None

APPLICABLE LEGISLATION AND REQUIREMENTS

None

ATTACHMENTS

Letter of Support

April 22nd , 2020

Cogeco Connexion
950 Syscon Road
Burlington, ON
L7R 4S6

Re: Letter of Support - Project to Provide Broadband Internet and Telecommunication Services in
Puslinch

Dear Mr. Shiu,

We are writing to confirm support of the Township of Puslinch for Cogeco Connexion's current application to the CRTC for funding of a project, which will include Broadband connectivity to specific areas of Puslinch lacking adequate service as defined by the CRTC current rules.

With specific regard to this application Cogeco Connexion has demonstrated its:

- interest in Puslinch by seeking meaningful consultation to proactively discuss opportunities for providing broadband internet and mobility services within our community;
- desire for mutual collaboration by sharing data, maps, speed test facilities and project relevant information;
- understanding of Puslinch's connectivity gap and proposing a plan to address it.

As a Township, we seek to collaborate with private operators, like Cogeco Connexion, to improve access to broadband services at affordable rates for our residents and ensure they can access essential services at any time. The economic development of our Township depends on the availability of the services such as Cogeco has proposed.

The Township of Puslinch strongly encourages the governments of Canada and Ontario, including the CRTC, through funding programs such as the Universal Broadband Fund, the CRTC Broadband Fund and the Broadband and Cellular Infrastructure Program, to fund projects such as Cogeco Connexion's proposed projects. This project is a positive step to bring the Broadband and mobility services in our Township up to the standards envisioned for Canada and Ontario.

We look forward to working in mutual collaboration with Cogeco Connexion.

Kind regards,

Mayor James Seeley
Township of Puslinch



REPORT ADM-2020-010

TO: Mayor and Members of Council

FROM: Glenn Schwendinger CAO/Clerk

MEETING DATE: April 22, 2020

SUBJECT: Draft Corporate Workplan

RECOMMENDATIONS

THAT Report ADM-2020-010 regarding the Draft 2020 Corporate Workplan be received; and

THAT the Township of Puslinch Council directs staff to proceed with finalizing the document as presented [as amended] and report back to Council.

DISCUSSION

Purpose

This report presents the originally planned corporate workplan that was just being finalized when the pandemic took place, as well as staff's recommendations for deferrals to later in the year and postponements to 2021.

Staff is seeking input as well if Council feels any additional amendments should be considered.

Background

The purpose of the Corporate Workplan is to provide a summary of all projects and undertakings planned for the corporation. One document that summarizes the plans for the entire year for all departments makes it easier to keep track of and monitor progress all projects.

This document is a useful tool for Council and staff to have a one stop shop for all projects and estimates of the timing for each project throughout the year. Staff will use it on a regular basis to monitor progress of projects, plan workloads, plan for reporting, submissions, tenders, etc.

This is a living document, and will be reviewed regularly by the CAO/Clerk and the Leadership Team. The information presented is the latest available based on the current information. As conditions change, projects may need to be adjusted for various reasons. Typically the intent will be to prepare this Workplan at the beginning of the year right after budget approval. The Workplan is then presented to council for endorsement. A mid-year update will be provided as well as a year end summary.

This being a very unprecedented year, has resulted in the need to make a number of amendments just as the document was being finalized. It looks like a quite complex document, with all the revisions. The following brief explanation is provided to help Council get familiar with the document:

- The workplan consists of 83 individual projects that were included during the budget process, are key regular annual projects, legislative requirements, and undertakings planned in terms of streamlining processes, finding efficiencies, proven industry practices, and continuous improvements.
- The basic workplan shows the name of the project, the responsible department, as well as current project timing throughout the calendar year.
- Once a project is completed, it is noted as such.
- Given the unique circumstances we are operating under, it was necessary to make some amendments to what was the original plan. This is a result of timing limitations due to impacts of numerous factors such as essential services legislation, availability of contractors, and access to resources and information for various administrative tasks, workload given the time demands of dealing with the pandemic, etc.
- Staff have made various recommendations for deferrals (moved to later in the year) or postponed (moved to the following year).
- Any changes from what was originally planned are presented in the following manner:
 - Original project shown with project number and timing
 - Any revisions are shown immediately below showing the same project number of brief description, and then the recommended change to the schedule.
 - These are all shown in **Bold** and highlighted in an effort to try to help point out changes

The Draft Workplan is being presented to Council to keep Council in the loop and to get Council's concurrence and/or suggestions with any proposed amendments.

Following the agreement of the proposed amendments, the draft Workplan will then be analyzed by the treasurer from the cash flow perspective in an effort to minimize any potential cash flow issues throughout the remainder of the year. This analysis may result in further recommendations for further amendments if necessary.

This document will then be brought back to Council as soon as possible and will form the basis of operations moving forward.

It is understood that this is a new document and it may take some time to become familiar with it, and its use. Staff are here to help. If any questions come up as to clarification of what a specific project is staff will be pleased to respond.

FINANCIAL IMPLICATIONS

None

APPLICABLE LEGISLATION AND REQUIREMENTS

None

ATTACHMENTS

Draft 2020 Corporate Workplan

2020 Corporate Workplan – Original Plan

Township of Puslinch

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D	
1	Insurance RFP –Report to Council on April 22, 2020	Finance/Clerks	X	X	X	X									
2	Grant Application Submissions and Reporting	Finance Lead – with input from Responsible Department	X	X	X	X	X	X	X	X	X	X	X	X	
3	Asset Management System Implementation – County-wide – Regulation Implementation of July 1, 2021.	Finance Lead – with input from all Departments	X	X	X	X	X	X	X	X	X	X	X	X	
4	Investigate Natural Gas Service Expansion	CAO / Clerk	X	X	X	X	X	X	X	X	X	X	X	X	
5	Highway 6 Bypass	CAO / Clerk	X	X	X	X	X	X	X	X	X	X	X	X	
6	Review and Close Old Building Permits	Building	X	X	X	X	X	X	X	X	X	X	X	X	
7	Investigate and follow up on sewage systems within the Township to ensure: Advanced Treatment Units –maintenance contracts Shallow Buried Trenches –reports	Building	X	X	X	X	X	X	X	X	X	X	X	X	
8	Update Property Standards By-law	Planning	X	X	X	X	X								
9	Website Redesign – Staff training and Council Demonstration in April 2020	Finance Lead – with input from all Departments	X	X	X	X									
9	Deferred to end of 2020	Finance Lead – with input from all Departments											X	X	X
10	2020 Interim Tax Levy By-law	Finance	complete												
11	Mentorship for Building Inspector Sewage Passing of Septic Qualification Exam	Building	X	X											
12	CAO Quarterly Meetings	CAO/Clerk		X			X			X				X	
13	KPMG – Shared Services work with partners	CAO / Clerk		X	X	X	X	X	X	X	X	X	X	X	
13	Postponed to 2021	CAO / Clerk													

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D
14	Township Broadband Service	CAO / Clerk		X	X	X	X	X	X	X	X	X	X	X
15	Community Growth Options for Township	CAO / Clerk		X	X	X	X	X	X	X	X	X	X	X
16	Fill Bylaw Review and Update	CAO / Clerk		X	X	X	X							
16		Deferred to April May June				X	X	X						
17	Tender for Back Soccer Fields at the Puslinch Community Centre – May 1 st Construction Commencement Date – Development of a Funding Agreement with Puslinch Minor Soccer Club	Finance/Public Works		X	X	X								
17		REVISIED: Requested an extension to the grant funding agreement with Ontario Trillium Fund to May 1, 2021 due to COVID-19.	Finance/Public Works									X	X	X
18	Revised Tendering Process	CAO / Clerk		X	X	X								
18		Deferred to end of 2020										X	X	X
19	Public Sector Salary Disclosure and Issuing of T4's	Finance	complete											
20	New Pub Ed officer	Fire		X										
21	Annual Financial Statement Audit – 2019 Year-end – Council Presentation on April 1, 2020	Finance		X	X	X								
21		Deferred to May/June	Finance				X	X						
22	Electronic Building Permit Submissions	Building		X	X	X	X	X	X	X				
22		Some portions implemented already, some deferred to Oct-Dec		X	X	X	X	X	X	X	X	X	X	X
23	Revise Performance review Process	CAO / Clerk			X	X								
23		Postponed to 2021												
24	Mentorship for Building Inspector Plumbing Passing of Plumbing Qualification Exam	Building			X	X								
25	Annual Gas Tax Fund Reporting	Finance/Public Works	complete											
26	1 Ton Dump Tender	Public Works			X									
26		Deferred to August	Public Works							X				
27	Zoning By-law Housekeeping Amendments No. 1	Planning			x	x	x	x						
27		Deferred until emergency declaration is lifted and Public Consultation can commence	Planning								X	X	X	X
28	Community Engagement Process implementation (Bang the Table)	CAO / Clerk			X	X	X							
28		Deferred to August, September, October								X	X	X		
29	Fire Agreement(s)	CAO / Clerk			X	X	X	X	X	X	X	X	X	X

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D
30	Boundary Agreement Review	CAO / Clerk			X	X	X	X	X	X	X	X		
31	Rescue Truck RFP (Specs)	Fire					X							
32	Update Kennel By-law	Planning				x	x	x	x					
32	Kennel By-law in progress but no Public Consultation can happen until emergency declaration is lifted	Planning				X	X	X	X	X	X	X	X	X
33	SCBA RFP (Specs)	Fire					X							
34	Extrication Tools (Specs)	Fire					X							
35	Deputy Chief position re-structure proposal	Fire					X							
36	Aberfoyle P.S. safety program	Fire					X	X						
37	Road Tender 2020 Capital Pulverize and Pave (currently out for tender)	Public Works				X								
38	Calcium Tender 2020	Public Works				X								
38	Calcium Tender 2020 moved to May	Public Works					X							
39	Annual 2019 Financial Reports to Council (ie. Township General Surplus, Ontario Regulation 284/09, Temporary Borrowing By-law, Remuneration and Expenses – Council, Development Charges, Treasurer’s Investment Report, Building Permit Report, Lease Financing Agreement Summary Report, and Commodity Price Hedging Agreements.	Finance Lead – with input from all Departments				X								
39	Deferred to May-June	Finance Lead – with input from all Departments					X	X						
40	Old Morriston Washrooms	Parks				X								
40	Deferred to September	Parks									X			
41	Possible Old Morriston Backstop replacement (in progress)	Parks				X								
42	Quarterly Financial Reporting to Council	Finance Lead – with input from all Departments				X			X			X		
43	Maintenance Gravel 2020	Public Works					X							
43	Deferred to June	Public Works						X						
44	2020 Final Tax Levy Rates Report and By-law (after County sets tax policy)	Finance					X							
45	Township Strategic Plan	CAO / Clerk					X	X	X	X	X	X	X	X
45	Postponed to 2021													

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D
46	2019 Municipal Performance Measurement (MPMP) and Financial Information Return – May 31 st deadline. Report to Council on MPMP Results in June after submission to province.	Finance Lead – with input from all Departments					X	X						
47	Fox Run Trail Completion (in progress)	Parks					X							
47	Possible Bench and pad install at Corner Block Park	Parks					X							
47		Postponed to 2021 Parks												
49	Annual Reporting Requirements to TD Bank (completed after final tax levy rates report and by-law are completed)	Finance					X							
50	Audit Services RFP – Report to Council on August 2020	Finance					X	X	X	X				
50		Deferred to July- October Finance							X	X	X	X		
51	Main Street Signage – Project must be completed by October 2020 in accordance with Main Street Grant Funding	Finance/Public Works					X	X	X	X				
51		Deferred by 1 month Finance/Public Works						X	X	X	X			
52	Gravel Roads Study – recommendations from study need to be incorporated in the service levels as outlined in the Township’s Asset Management Plan and the 2021 Public Works Budget	Public Works with Finance Input					X	X	X	X				
52		Deferred by 1 month Public Works with Finance Input						X	X	X	X			
53	Development Charges Study Amendment and Creation of Community Benefits Charge Strategy	Finance Lead – with input from all Departments					X	X	X	X				
53		Deferred to December Finance Lead – with input from all Departments												X
54	Annual Energy Consumption Reporting – July 1 st deadline	Finance/Facilities						X						
55	County of Wellington Annual Grant Applications and Reporting 1.) Business Retention and Expansion 2.) Accessibility 3.) Trails	Finance/Public Works					X	X	X	X				
55		Deferred to October - December Finance/Public Works									X	X	X	X

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D
56	Organization Review	CAO / Clerk						X	X	X				
57	2021 User Fees and Charges – Report to Council with proposed changes, Public Meeting, Adoption in September	Finance Lead – with input from all Departments						X	X	X	X			
58	2021 Budget: June – Budget Guidelines Report to Council - NEW September - Capital Budget Report to Council October – Operating Budget Report to Council November – Operating/Capital Budget Report to Council January 2021 – Public Information Meeting Second Meeting in January or February – Final Approval	Finance Lead – with input from all Departments						X	X	X	X	X	X	X
59	Mentorship for Building Inspector Housing Passing of House and HVAC Qualification Exam	Building						X	X	X	X	X		
60	2021 Grant Application Program – Advertisements in Puslinch Pioneer and Township Website in June with deadline of August 31st for submission. Report to Council as part of Operating Budget deliberations.	Finance						X			X	X		
61	Health and Safety Job Risk Analysis	Admin lead with input from all departments							x	x	x	x	x	X
62	Aggregates, Quarries and Pits – re-org of all active licenses to include a comprehensive list of requirements for each license	Planning/Admin							x	x	x	x	x	X
63	Annual Insurance Renewal – Insurer to Present to Council in November 2020 for the 2021 renewal	Finance/Clerks											X	
64	Painting of washrooms at Morriston Meadows Park	Parks							X					
64	Deferred to September	Parks									X			
65	Facility Review	CAO / Clerk								X	X	X	X	
66	Lottery Licensing process update – work with the AGCO	Admin								x	x	x		
66	Postponed to 2021	Admin												
67	Optimist Rec Centre Building Condition Assessment	Facilities								X				
67	Postponed to 2021	Facilities												
68	Moyer’s Bridge Replacement and Concession 7 Repave (in progress – engineering has commenced)	Public Works								X	X	X		

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D
69	Kerr Crescent Storm Pond Rehab	Public Works										X		
69		Postponed to 2021												
70	Morrison Meadows Bench Replacement	Parks								X				
70		Postponed to 2021												
71	Zoning By-law Housekeeping Amendments No. 2	Planning									x	x	x	x
71		Postponed to 2021												
72	Administration Building New Water Softener Installation and Panic button installed at services counter	Facilities									X			
73	Electronic Building Inspection	Building									X	X	X	X
73		Postponed to 2021												
74	Cannabis Policy	Planning/County									x	x	x	x
74		Postponed to 2021												
75	Community Centre Building Condition Assessment and Water Softener Upgrade	Facilities										X		
75		Postponed to 2021												
76	2020 Balances in Discretionary Reserves and Restricted Reserves	Finance												X
77	2020 Completed Capital Projects	Finance												X
78	Annual Financial Statement Audit – Interim 2020 Year-end	Finance											X	X
79	2021 Annual Indexing of Development Charges	Finance												X
80	Review Municipal Best Practices related to the updates to the following: <ul style="list-style-type: none"> Procurement Policy Financial Administration/Budget Management Policy Fleet Management Policy Capital Asset Policy Review Municipal Best Practices related to the development of the following: <ul style="list-style-type: none"> Debt Management Policy Logo Usage Policy Vehicle Use Policy To complete as time permits in 2020, 2021, 2022	Finance Lead – with input from all Departments												X
81	Development Application Status List (GIS mapping layer) <ul style="list-style-type: none"> Not yet initiated. Interest to be re-examined. 	Planning												

No.	Description	Department	J	F	M	A	M	J	J	A	S	O	N	D
82	County initiated Municipal Comprehensive Review Project <ul style="list-style-type: none"> County final draft to be completed by 2022; however, there will likely be times where County Planning and Township Planning input will be required. No set timeline 	Planning												
83	Site Plan Control Bylaw	Planning	complete											

DRAFT



REPORT PW-2020-003

TO: Mayor and Members of Council

FROM: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: April 22, 2020

SUBJECT: Authorization to accept the Agreement of Purchase and Sale and Transfer from the County of Wellington for the Road Allowance located between Victoria Road South and Watson Road South
File No.: T09-VIC

RECOMMENDATIONS

1. That Report PW-2020-003 regarding the proposed Transfer of the road allowance located between Victoria Road South and Watson Road South (the "road allowance") from the County of Wellington (the "County") to the Township of Puslinch (the "Township") be received; and
2. That Council pass a By-law, included in tonight's agenda, to authorize execution of the Agreement of Purchase and Sale (the "APS") and Transfer of the road allowance by the Mayor and Clerk, for nominal consideration.

Background

As outlined in Confidential Report PW-2020-002, the Township was contacted by the County regarding the road allowance located within the Township's boundaries and described as road allowance between Lots 25 & 26, Concession 9, Township of Puslinch, road allowance between Concessions 8 & 9, Township of Puslinch & road allowance between Concessions 9 & 10, Township of Puslinch and shown in Attachment "1" to this Report. The County advised that it would like to transfer the road allowance to the Township for nominal consideration.

The County's position is that the road that the ownership for the road allowance was wrongly recorded in the Land Registry Office as being owned by the County but should have been shown

as the Township being the registered owner, as the Township is the Municipality having jurisdiction over the road allowance.

Purpose

The purpose of this Report is to obtain approval from Council accept the transfer of the road allowance for the purpose of correcting the municipal owner of the road allowance.

Financial Implications

Cost of registration of the Transfer

Township's legal fees

Applicable Legislation and Requirements

Municipal Act, 2001, as amended.

Attachments

Aerial map showing the subject road allowance.

ATTACHMENT "1"





REPORT REC-2020-004

TO: Mayor and Members of Council

FROM: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: April 22, 2020

SUBJECT: License and Cost Sharing Agreement between the Township of Puslinch
and the Puslinch Tennis Club
LOO/TEN

RECOMMENDATION

1. That Report REC-2020-004 regarding a License and Cost Sharing Agreement (the "Agreement") between the Township of Puslinch (the "Township") and the Puslinch Tennis Club (the "Club") on a portion of the lands known as the Puslinch Community Centre (the "Lands"), be received; and
2. That Council authorize entering into an agreement with the Puslinch Tennis Club (see draft By-law attached to this Report) for a period of ten years.

Background:

In 2019, Council passed Resolution No. 2019-062 authorizing staff "to work with the Recreation Committee to negotiate a use/cost sharing agreement with the Puslinch Tennis Club that outlines responsibilities for court care and maintenance, as well as cost sharing".

The draft License and Cost Sharing Agreement has been prepared and allows for the following provisions, in part:

1. To use the Lands in an "as is" conditions subject to approval of alterations at the Club's sole cost and expense.
2. The term of the Agreement will be for a period of ten years and can be terminated or extended by either party in accordance with the provisions of the Agreement.

3. The Club shall pay the Township the Agreement Administration Fee of \$780.00 in accordance with the Township's User Fee By-law at the time of execution of the Agreement.
4. The Club shall have inclusive use of the lands between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday inclusive and 7:00 a.m. to 12:00 p.m. Saturday and Sunday.
5. The public shall have use of the Lands during designated hours as posted on the Lands being 2:00 p.m. to 8:00 p.m. Monday through Friday inclusive and 12:00 p.m. to 8:00 p.m. Saturday and Sunday.
6. The Township and the Tennis Club shall each be responsible for 50% of the costs of the maintenance, replacement and repair of the nets and fencing.
7. The Club shall obtain general liability insurance in the amount of Five Million Canadian Dollars (\$5,000,000.00CAD) with a copy of the current insurance policy provided to the Township annually from the date of signing of the agreement.

Purpose:

The Agreement will ensure that the public continues to have access to a publicly owned Township facility and that the Club will have specific responsibilities with regards to maintenance of the Lands.

Financial Implications

Sports facility user fees are currently collected from the Puslinch Tennis Club at a rate of \$10 per resident and \$25 per non-resident in accordance with the Township's User Fees and Charges By-law. Fees collected are not based on usage. In 2019, the Township collected \$730 of fees allocated as follows:

- \$480 for residents
- \$250 for non-residents.

The Capital Budget and Forecast includes costs of \$10,000 in 2026 to complete improvements to the tennis courts in accordance with recommendation number 28 in the Recreation and Parks Master Plan which indicates:

“improving existing tennis courts (ie. installation of wind and noise screening) and to convert the third court (furthest from the road) into a public court without controlled access in order to promote use for non-members.”

These improvements are subject to an agreement being formalized with the Tennis Club regarding responsibilities for upgrades/improvements to the tennis courts.

Please note, the Asset Management Plan includes the following assets as it relates to the tennis courts:

Asset No.	Description	Acquisition Date	Life Expectancy	Replacement Year	Replacement Cost
14003	Tennis Court Fencing	1988	40	2028	\$21,615
14005	Tennis Court Paving	2009	40	2049	\$44,625

Applicable Legislation and Requirements

Municipal Act, 2001, S.O. 2001, c. 25, as amended

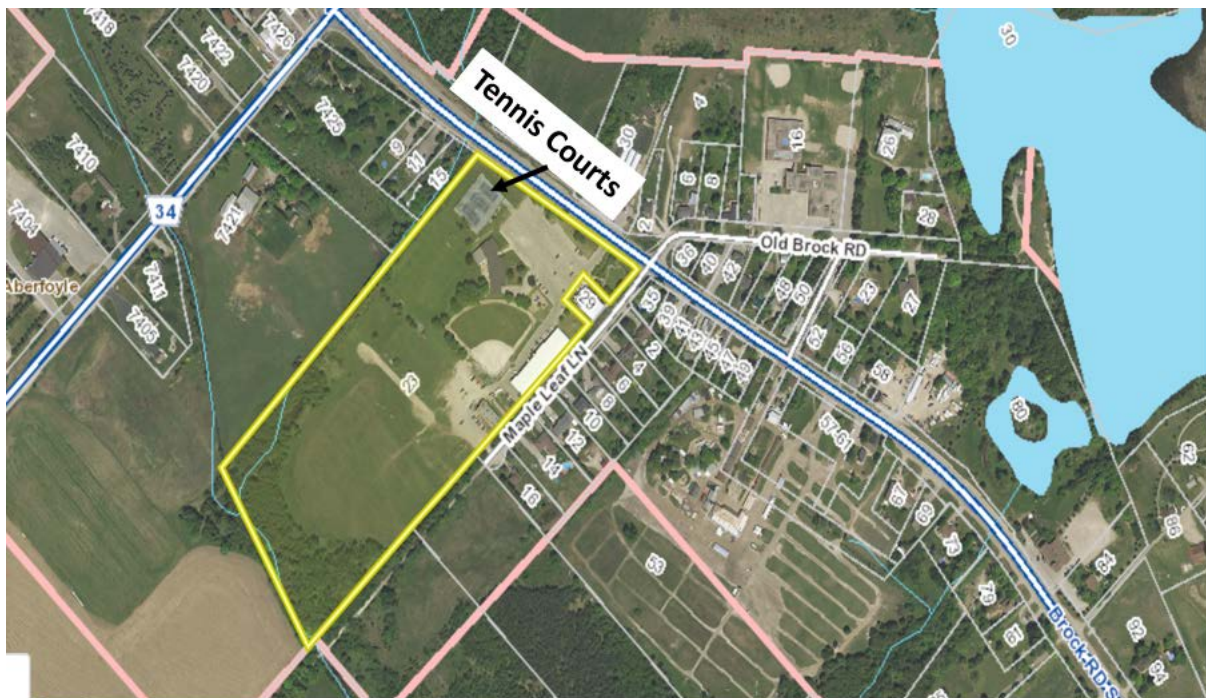
Attachment “A” – License and Cost Sharing Agreement

Attachment “B” – Aerial Map of Lands

Attachment “C” – Draft By-law

SCHEDULE "A"

SCHEDULE "B"



SCHEDULE "C"

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX-2020

Being a by-law to authorize the entering into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.

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

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre;

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 License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.
2. That the Mayor and Clerk are hereby authorized to execute the License and Cost Sharing Agreement once the authorized representative for the Puslinch Tennis Club has executed the agreement.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF APRIL, 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

LICENCE AND COST SHARING AGREEMENT

THIS AGREEMENT made this day of , 2020.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

hereinafter called the "Township"

OF THE FIRST PART

- and -

THE PUSLINCH TENNIS CLUB

hereinafter called the "Club"

OF THE SECOND PART

WHEREAS:

- A. The Township is the registered owner of certain lands in the Township of Puslinch described in Schedule "A" to this agreement and known municipally as 23 Brock Road South, being the Puslinch Community Centre, (the "Lands");
- B. The Lands contain tennis courts as shown on the aerial map in Schedule "B" (the "Permitted Lands");
- C. The Club has requested to use and maintain the Permitted Lands for the purpose of carrying on its activities as a tennis club ("Permitted Use");
- D. The Club acknowledges that the Permitted Lands are available for use by non-Club members at the designated times as listed in Schedule "C" to this Agreement;
- E. The Township agrees to licence the Permitted Lands to the Club on a non-exclusive and non-transferable basis for the Permitted Use, subject to certain terms and conditions herein;
- F. Both the Township and the Club wish to formalize an agreement concerning the use and maintenance responsibilities of each of them with respect to the Permitted Lands;
- G. In 2018, the Township entered into a separate Agreement with the Club to permit a storage shed to be erected on one of the pads abutting the Permitted Lands which is a separate arrangement from what is contemplated with respect to the Permitted Lands herein.

NOW, THEREFORE, in consideration of the matters agreed to herein and in consideration of Two Dollars (\$2.00) of lawful money of Canada now paid by each party to the other, the receipt and sufficiency of which is hereby acknowledged, the Club and the Township agree as follows:

1.0 Term and Non-Exclusive License

1.1 To occupy and use the Permitted Lands in an as is condition subject to approval of alterations and renovations and the terms and conditions referred to below at the Club's sole cost and expense.

1.2 This Agreement shall become effective on April 22, 2020, and shall expire on April 22, 2030 (the "Term"), unless it is terminated early or extended in accordance with the

provisions of this Agreement. The Term of this Agreement or any extension thereof is subject to any and all rights of either party to terminate this Agreement pursuant to the terms hereof, or otherwise available to either party at law or in equity.

2.0 Licence Fee

2.1 The Club shall pay the Township a fee of two (\$2.00) dollars, plus applicable HST and all other applicable taxes (the "License Fee") of lawful money of Canada, to be paid on the first day of each year of the Term.

2.2 The Club shall pay the Township the Agreement Administration Fee of \$765.00 in accordance with the Township's User Fee By-law at the time of execution of this Agreement.

3.0 Operating Costs

The Club shall be responsible for its own operating costs and expenses, including but not limited to public liability insurance.

4.0 REPAIRS AND RENOVATIONS

4.1 The Club shall be responsible for Fifty Percent (50%) of all costs and expenses relating to all repairs and maintenance of the Permitted Lands, including but not limited to the netting, fencing and maintenance of the tennis courts.

4.2 The Club agrees that it will leave the Permitted Lands in a good state of repair, fair wear and tear excluded at the end of the Term.

4.4 The Club agrees to be responsible and pay for its portion for all renovations and repairs to the Permitted Lands, such works to be carried out with the prior written consent of the Township in its absolute discretion.

5.0 Grant of Permission

The specific terms of this Licence are specified in Schedule "C" attached.

6.0 Hours of Operation

The Club shall only carry on its activities on the Permitted lands during the days and hours specified in Schedule "C". The Club may request a change to these hours and/or days for special events by submitting a written request to the Township's Director of Public Works, Parks and Facilities at least four (4) weeks prior to the event.

7.0 Noise

The Club shall at all times ensure that its members and participants are in compliance with the Township's Noise Control By-law, and that noise from its activities are not interfering with the enjoyment of other users in or adjacent to the Permitted Lands.

8.0 Fences, Structures, Signage, Locks and Obstructions

8.1 Fence or Structure

8.1.1 The Club shall not erect any fences or structures in the Permitted Lands.

8.2 Signage

8.2.1 The Club shall not erect any signage in the Permitted Lands.

8.3 Locks

8.3.1 The Club shall not put any of its own locks on the gates to the Permitted Lands or inhibit entrance to the Permitted Lands at any time.

8.4 Obstructions

8.4.1 The Club shall not place any equipment or vehicles in such a way as to obstruct public access within the Permitted Lands.

9.0 Damages to Township Property

The Club shall be responsible for any damage to or excess maintenance required for the Permitted Lands caused by its use and equipment or vehicles during its permitted hours of use and shall pay to the Township any excess maintenance or repair costs incurred by the Township.

10.0 Condition of the Permitted Lands

The Club accepts the Permitted Lands in their condition as of the date of execution of this agreement, and will not call upon the Township to do or pay for any work or supply any equipment to make the Permitted lands more suitable for the Club's activities. The Club shall ensure that the Permitted lands are clean and free from its equipment during its permitted hours of use.

11.0 Club's Equipment

The Club shall ensure that at all times its equipment meets applicable standards, regulatory and legislative requirements.

12.0 Indemnity

The Club agrees to indemnify and save harmless in full the Township, its elects, appointees, officials and employees from all liabilities, fines, damages, suits, claims, demands, actions, including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the Permitted Lands or the occupancy or use by the Club, or occasioned wholly or in part by any act or omission of the Club, or occasioned wholly or in part by any act or omission of the Club or by anyone permitted to be on the Permitted Lands or Lands by the Club.

13.0 Insurance

13.1 The Club shall obtain and maintain at its own expense general liability insurance on an occurrence basis covering the Club, its members, officers, directors, employees, agents, volunteers, and participants for legal liability arising out of bodily injury, including death, or property damage cover all of its operations on or related to the use of the Permitted Lands or Lands in an amount not less than Five Million Dollars (\$5,000,000.00) to be provided to the Township upon signing of the Agreement.

13.2 Throughout the Term and any subsequent renewal, the Club shall include the Township, its elects, appointees, officials and employees as an additional insured with respect to loss, claims, and demands arising out of the use and occupancy of the Permitted Lands and any other lands or property affected by the activities of the Club, and to provide thirty (30) days advance written notice of cancellation or material change in risk.

13.3 The Club shall provide a certificate evidencing the requirements in 13.1 and 13.2 above upon execution of this Agreement, and thereafter annually from

the date of signing of this Agreement and prior to any subsequent renewal, during its operations on the Permitted Lands.

13.4 The Club shall give the Township immediate written notice of any accident on the Permitted Lands.

14.0 Termination

14.1 Termination by Township

14.1.1 If the Club defaults in performing any of its obligations pursuant to this Agreement in such a way that the Township perceives to be a threat to public safety, the Township may demand that the Club immediately cease its operations. The Club shall have until its next operating day to correct the problem and if it is not corrected, the Township may prohibit the Club from continuing its activities and may terminate this agreement. In all other instances of the Club's default in performing its obligation pursuant to this Agreement, the Township shall provide written notice to the Club of such default, and shall give the Club until its next operating day to remedy the default. If the Club fails to remedy the default by its next operating day, the Township may terminate this Agreement. In the event of termination by the Township for any reason, the Club shall not be entitled to reimbursement of any portion of the fee paid to the Township.

14.1.2 Notwithstanding anything elsewhere herein contained, either party may terminate this Agreement by giving 30 days notice in writing to the other party.

14.1.3 Upon termination of this Agreement for any reason, all leasehold improvements installed on the Permitted Lands shall become the property of the Township provided, however, the Township shall be entitled, at its option, to require the Club to remove any leasehold improvement installed therein, making good all damage occasioned by any such removal.

15.0 Notices

Any demand, notice or communication to be provided hereunder shall be in writing and may be given by personal delivery, by prepaid first class mail or by email, addressed to the respective parties as follows:

(a) in the case of the Club, to:

Puslinch Tennis Club
c/o Teresa Adams, President
4159 Sideroad 20 South, RR #2
Puslinch, ON N0N 2J0
Phone: (519) 822-9924

(b) in the case of the Township to:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
Attention: Clerks Department
Tel: (519) 763-1226
Email: admin@puslinch.ca

Or to such other address as any party may from time to time notify the other. Any demand, notice or other communication given by personal delivery shall be

conclusively deemed to have been received by the party to which it is addressed on the day of actual delivery thereof. If given by email, on the same day as the date of emailing provided that a delivery receipt is generated and retained. In the case of a demand, notice or communication addressed to more than one party, on the day upon which actual delivery thereof has been completed to all such parties. Any notice sent by prepaid first class mail as aforesaid shall be deemed to have been delivered on the fifth (5th) business day (excluding Saturdays, Sundays and Statutory Holidays) following the date of mailing thereof provided that postal services have not been interrupted, in which case notice shall only be given by personal delivery or email as aforesaid.

16.0 Schedules

Attached hereto and forming part of this agreement are the following Schedules:

- "A" Description of the Lands
- "B" Aerial Map of the Lands
- "C" Terms of Permission

17.0 Waiver

It is expressly understood and agreed that the remedies of the Township under this Agreement are cumulative and the exercise by the Township of any right or remedy for the default or breach of any term, covenant, condition or agreement herein contained shall not be deemed to be a waiver or alter, affect or prejudice any other right or remedy or other rights or remedies, to which the Township may be lawfully entitled for the same default or breach; and any waiver by the Township of the strict observance, performance or compliance by the Club or with any term, covenant, condition or agreement herein contained, or any indulgence granted by the Township to the Club shall not be deemed to be a waiver of any subsequent default or breach by the Club, nor entitle the Club to any similar indulgence heretofore granted.

18.0 No assignment without consent

The Club shall not assign this Agreement without the prior written consent of the Township, which consent will not be unreasonably withheld.

19.0 Clubs acceptance of Agreement

The Club agrees not to make any claims, demands, and/or commence any actions, suits, proceedings or maintain the same for any and all costs, damages, losses, compensations, injurious affection arising either directly or indirectly from this Agreement, or as a result of the termination of this Agreement.

20.0 Time of the Essence

Time shall be of the essence of this Agreement and every party thereof.

21.0 Severability

If any term of this Agreement shall be found to be *ultra vires* of the Township, or otherwise unlawful, such term shall conclusively be deemed severable and the remainder of this Agreement *mutandis* shall be and remain in full force and effect.

22.0 Headings

All headings and subheadings within this Agreement are incorporated for ease of reference purposes only and do not form an integral part of the Agreement.

23.0 No Landlord and Tenant Relationship

This Licence is non-exclusive, non-transferable and does not create the relationship of Landlord and Tenant between the parties.

24.0 Entire Agreement

This Agreement constitutes the entire agreement and understanding of the parties and supersedes any and all prior understandings, discussions, negotiations, commitments, representations, warranties, and agreements, written or oral, express or implied between the Parties with respect to the subject matter of this Agreement.

25.0 Enurement

This Agreement shall enure to the benefit of and shall be binding upon the Parties and their respective successors and assigns, subject only to any limitations explicit in this Agreement.

26.0 Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

27.0 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts may be executed either in original or faxed form and the parties adopt any signatures received by receiving fax machine as original signatures of the parties.

IN WITNESS WHEREOF the Parties have hereunto set their hands and seals or caused to be affixed their corporate seals under the hands of their duly authorized officers, or signed in their personal capacity as the case may be.

SIGNED AT Puslinch, this day of , 2020.

Witness:

Name: Teresa Adams
Title: President, Puslinch Tennis Club

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Name: James Seeley
Title: Mayor

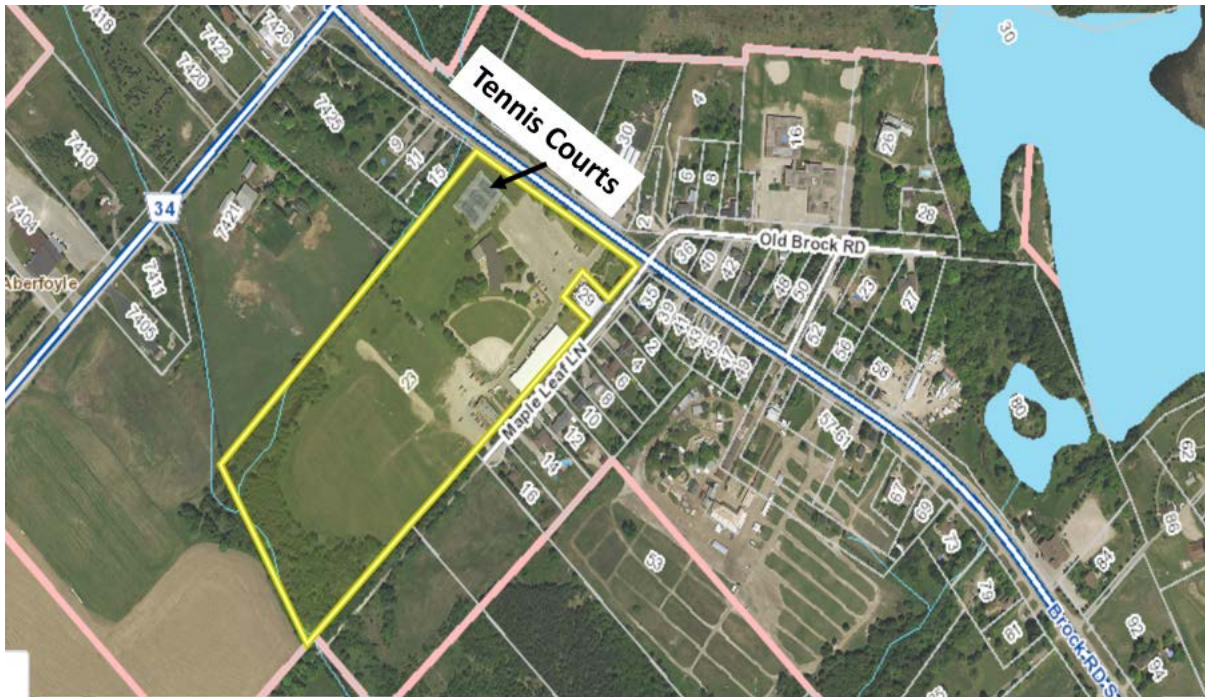
Name: Glenn Schwendinger
Title: CAO/Clerk

I/We have the authority to bind the Corporation

SCHEDULE "A"
Description of Lands

Part Lot 21, Concession 7 designated as Parts 1 and 2 on 61R-1394, save and except Part 1 on 61R-11408; and Part Lot 21 concession 7 as in ROS522658, Township of Puslinch. Being all of PIN 71196-0234(LT)

SCHEDULE "B"
Aerial Map of the Lands



SCHEDULE "C" **Terms of Permission**

Hours of Permission

1. The tennis courts will be open to the Club and the public from April 1st through November 1st of each year, weather permitting.
2. The Township hereby permits the Club to use the Permitted Lands (weather permitting) Sunday through Saturday, inclusive from 8:00 a.m. to 2:00 p.m.
3. The public shall have access to the Permitted Lands (weather permitting) during designated hours as posted on the Permitted Lands. Public access hours and tennis court rules shall be clearly posted by the Township.

Club Roles & Responsibilities

1. The Club shall not carry out any works and improvements within the Permitted Lands without the express permission of the Township.
2. The Township shall be responsible for the installation, removal and storage of the nets.
3. The Township and the Club shall each be responsible for maintenance, repair and replacement of the nets and fencing and each shall be responsible for Fifty Percent (50%) of the cost of maintenance, repair and replacement of the nets and fencing.
4. The Township shall be responsible for the maintenance of the tennis courts to include, but not limited to, spraying weeds, blowing leaves and debris from the court, and fence enclosure maintenance.
5. The Club shall maintain the Permitted Lands in a good state repair and in clean condition to the full satisfaction of the Township during its permitted use, acting reasonably during its designated hours as referenced in Schedule "C" to this agreement.
6. The Club shall not do or permit anything to be done in, at or on the Permitted Lands which may cause or contribute, in the Township's opinion, to the destabilization, contamination or erosion of the Township's Lands, or any part thereof, or which is or may be a health hazard, nuisance or which causes disturbance, damage or interference with the users or occupants of any lands or premises adjoining or in the vicinity of the Licensed Premises.
7. Prior to or upon the expiration or early termination of the Agreement, to expeditiously restore the Permitted Lands to the condition they were in at the Commencement Date, to the full satisfaction of the Township, acting reasonably. In the event the Club fails to comply with this provision, the Township may undertake to restore the Licensed Premises and upon completion, the Club shall reimburse the Township for all costs and expenses incurred by the Township in restoring the Licensed Premises.

Township Roles & Responsibilities

The Township shall be responsible for maintenance of the Permitted Lands.



Puslinch Recreation Committee
September 24, 2019
7:00pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT

Vince Klimkosz (Chair)

Bruce Joy (Vice Chair)

Jessica Goyda

Daina Makinson

June Williams

TOWNSHIP STAFF PRESENT

Mike Fowler, Supervisor of Public Works and Parks

Claire Collinson, Legislative Assistant

1. CALL TO ORDER

Vince Klimkosz (Chair) called the meeting to order at 6:55pm

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

June 25, 2019 Recreation Committee Minutes

Moved by Bruce Joy, seconded by Jessica Goyda.

That the Minutes of the Recreation Committee meeting dated June 25, 2019 be adopted.

CARRIED

4. DELEGATION/PRESENTATIONS

None

5. REGULAR BUSINESS

1. 2020 Proposed User Fees – Group



- Jessica Goyda brought up the proposed surcharge for out of town renters which is a new addition to the User Fee Bylaw. Committee showed general support for this surcharge and discussed the potential of increasing the damage deposit.
 - Daina Makinson pointed out that there was no mention of the Aberfoyle Farmers Market (AFM) in the list of discounted renters; staff to confirm the process for AFM.
2. Revenue and Expense Information - Group
 - General satisfaction that revenues are up and expenses are down. The Committee would like to increase promotion of the Hall and has asked for more information on how people find out about the PCC. Jessica Goyda suggested the Committee create a survey to collect feedback from renters. The Committee would like staff to add an item online asking “How did you hear about us?” as well as asking directly when creating a new rental.
 3. Facility Revenue Reporting – Group
 - Facilities are well used, no major changes to discuss.
 4. Community Garden at the ORC – Daina Makinson
 - The garden is not maintained like it used to be, the Committee would like to put a call out to volunteers via the website and the Puslinch Community Newsletter. Staff to confirm whether volunteers are covered under the Township insurance policy. Mike Fowler also suggested that changes to Township staffing may allow more dedicated time to the garden.
 - June Williams would like to thank Mike Fowler and the Grounds Crew for the improvements to the landscaping at the PCC.
 5. Fall Fair Permit Fees – Vince Klimkosz
 - Vince Klimkosz would like to see the Township waive permit fees for the Fall Fair tent permits. Bruce Joy would like to make a recommendation to Council to waive these fees.
 6. New Soccer Field Parking - Vince Klimkosz
 - Committee would like to know what the parking plan is for the new soccer fields to ensure vehicles are not permitted to park on the fields. Mike Fowler confirmed that there are plans for a larger parking lot and that Township parking lots could be used as an overflow option.
 7. Lighting Quality at the PCC/ORC - Vince Klimkosz
 - Mike Fowler confirmed that the lights at the back of the property are slated for replacement in 2024 as part of the Asset Management Plan. Additionally, the lights at the ORC, Rink and Sheds are slated to be replaced with LED bulbs in 2023.
 8. Horse Rings at the PCC - Vince Klimkosz



Puslinch Recreation Committee
September 24, 2019
7:00pm
Council Chambers, Aberfoyle

- Vince Klimkosz has spoken with potential renters who would be willing to rent the space if there was a warm up ring installed beside the main ring. Daina Makinson felt that these potential renters should come to the Committee as delegates. The Township has a Parks Master Plan that has been developed; it does not speak to adding additional warm up rings.

9. Old Morriston Park Upgrades - Vince Klimkosz

- Mike Fowler stated that basic maintenance is done on a regular basis and that the Park is part of the Asset Management Plan. Additional repairs to the Park would be costly and there are already fundraising initiatives under way for the new soccer fields.

10. Playground Equipment Upgrades – June Williams

- June Williams would like upgrades to the PCC and Boreham Drive playground included as part of the 2020 budget process. Mike Fowler stated that the Boreham Drive playground has been identified for 2024 upgrades. The PCC playground is part of the Parks Master Plan. Vince Klimkosz would like to know the life expectancy of the PCC playground. Staff to confirm.

11. Canada Infrastructure Grant Update – Bruce Joy

- Neither Mike Fowler nor Jessica Goyda have an updated status on the grant. Due to the election, everything is on hold. Mike Fowler has discussed with Mary Hasan and there is money available for the soccer field upgrades without the grant; Bruce Joy to email Mary for specifics.

12. Killean School Bell – Jessica Goyda

- The Historical Society has recommended placing the bell between the Millennium Garden and the Library. The Committee supports this location.

13. Open Gym for PD Days – June Williams

- June Williams would like staff to follow up on whether it is feasible to have Open Gym on UGDSB PD Days. Staff to follow up.

6. CLOSED MEETING

None

7. ADJOURNMENT

Motioned by Daina Makinson, seconded by June Williams. Meeting adjourned at 8:20pm



Puslinch Recreation Committee
November 19, 2019
7:00pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT

Vince Klimkosz (Chair)

Bruce Joy (Vice Chair)

Jessica Goyda

Daina Makinson

June Williams

TOWNSHIP STAFF PRESENT

Mike Fowler, Supervisor of Public Works and Parks

Claire Collinson, Legislative Assistant

1. CALL TO ORDER

Vince Klimkosz (Chair) called the meeting to order at 7:02pm

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

September 24, 2019 Recreation Committee Minutes

To be approved at February 2020 meeting.

4. DELEGATION/PRESENTATIONS

1. Cameron Tuck – Lighting Needs at Old Morriston

(See attached presentation.)

Council has supported the submission of a second provincial funding grant for the diamond lights. The Committee was also supportive of this grant application.

5. REGULAR BUSINESS

1. Fall Fair Permit Fees – It was suggested that members of the Fall Fair delegate to the Recreation Committee with their fee proposal.



Puslinch Recreation Committee
November 19, 2019
7:00pm
Council Chambers, Aberfoyle

2. Audio System Update at the PCC (Report REC-2019-002) – The Committee received the report and was supportive of the contents. It was suggested an instruction sheet be provided when the microphones are rented out to help lessen damages. A list of emergency contacts that could help after-hours was also discussed.
3. Tourism – Visit Guelph Guide as an example. Would Puslinch be interested in doing something similar? 2020 is out of the question but maybe for 2021. Can staff report on this? Discussion on print versus digital.
4. Volunteer Recognition – Staff to look into whether or not the Township has a record of the Volunteer of the Year going back 20-30 years. It would be nice to have a public space where we can recognize Township volunteers.
5. Drinking water source at ORC – Should it be recommended to Council that a water fountain be installed at the ORC? There should be some alternative to the tap water given that it is treated by the water softener and people may be on salt restricted diets. Mike advised that two fountains were pulled out of the PCC by the Ministry so they should be consulted first. Committee to do some research and bring back findings to Feb 18th meeting.
6. Website Content – The Committee is happy with the current layout as long as all hyperlinks remain in working order.

6. CLOSED MEETING

None

7. ADJOURNMENT

Motioned by Bruce Joy, seconded by June Williams. Meeting adjourned at 8:47pm

Puslinch Ball Needs Old Morriston Ball Park Lights

Deligation:

Sara Bailey; Treasurer of Puslinch Minor Ball, Lakehead University Kinesiology Grad, Secretary of Badenoch Community Centre Association, Aberfoyle School Volunteer of Parent Council, Former WhistleStop Pre-School President for 6 years and active Puslinch Minor Ball Coach

Cameron Tuck; Secretary of Puslinch Minor Ball, Secretary of Flamborough Oldtimers Fastball League, Lakehead University Phys-Ed Major, former Puslinch Recreation Committee Member, former Puslinch Heritage Committee Member and active Puslinch Minor Ball Coach

Thank you for this opportunity to express the needs of Puslinch baseball to council. It is our pleasure to present the needs of minor ball in Puslinch as well as the needs of leagues utilizing our facilities.

We as a recreation community in the township we understand that funding for projects is at a premium and it is our hope that we can bring forward some capital projects that involve community fundraising, which fit the parks master plan and will be an investment in Puslinch youth as well as adult baseball leagues in Puslinch now and into the future.

Softball style baseball has very long roots within our Township. This is evident by the many trophies on display in the main foyer of the Puslinch Community Centre. Recently the Township underwent a rebranding project which redesigned the Puslinch Crest. An important aspect of this rebranding was our deep roots in history. The main components of Puslinch Heritage are, Community, Farming, and Baseball!

Puslinch is in a very fortunate position. Located close to urban centres, we have two lit diamonds that are centrally located between these urban centres. One aspect of baseball is that it has traditionally been played throughout the week. There have been some suggestions to have one lit diamond and that would be enough to accommodate most needs. This is not a supported recommendation from Puslinch Minor ball or the adult leagues. This was conveyed numerous times when sitting on most of the forums when the master plan was being developed. Most parents have sports for their children on the weekends, hockey, soccer, lacrosse ext. Puslinch youth are able to participate in Puslinch baseball throughout the week and still make their obligations for other sports on the weekend. Baseball specifically has run through the week as weekends have often been left open for tournaments and the different levels of playoffs.

This brings to point the need for two lit diamonds. Currently Aberfoyle is rented under the lights for the entire baseball season Sunday to Thursday. Currently, both lit diamonds in Puslinch host 3 old timer teams from one league!! An impressive stat. However, two of those teams play exclusively out of Aberfoyle with one out of Old Morriston. The difficulty that the teams face playing out of Aberfoyle, 2 old timers, Puslinch Kodiaks, and an outside team, is that in the event of a rain out, all subsequent weeks are booked until the end of the season. We are very fortunate to have another baseball field with lights located in Morriston known as Old Morriston. This equips the ladies team and the other old timers team to play there. Without this diamond our current tenants in Aberfoyle do

not have an opportunity to play their rain outs at our facilities. This results in lost revenue as teams are forced to play in neighbouring municipalities and thus we risk losing them as tenants.

The Parks Master Plan supports the maintenance of old Morriston as a lit diamond. Also Council has recently received a delegation in regards to re-opening the public washrooms in Morriston. Along with this delegation within the capital budget it is recommended to replace the back stop at old Morriston. The baseball community supports both of these initiatives. Council appears to be supporting keeping old Morriston as a baseball diamond. However, the baseball lights are not in the asset management plan or in the fiscal forecast. As a recreational community we do not need another unlit baseball field. Morriston Meadows, a third diamond with no lights, serves a great location for t-ball and three pitch as there is a mini ball diamond and parkette located near by for siblings to play while their siblings learn to play baseball.

The Parks Master Plan does not recommend only having one lit diamond. In contrary it states "The projected number of participants translates into a need for three ball diamonds, two less than what is currently provided". Earlier in the report it states that lit ball diamonds translate to 1.5 regular diamonds. Thus we have Aberfoyle (1.5 diamonds), Old Morriston (1.5 diamonds) Morriston Meadows (1 diamond) and the tee ball diamond as 1 diamond (Unfortunately, we cannot consider it as a diamond as its in very similar condition to the diamonds listed in the report located at Aberfoyle Public School and those one's were discredited because of size, condition and to the limitations in which it can be rented out.). Therefore, 5 diamonds currently. Keeping with the Parks master plan that the Township requires 2 less diamonds. If we assume that Aberfoyle was the preferred lit diamond to keep (because of newer lights already added) that would translate to 1.5 diamonds. The next statement is that the Township needs 2 less diamonds then currently supplied. If you remove two unlit diamonds from the original total of 5 then you end up with 3 diamonds. If you keep Aberfoyle as a lit diamond as a constant, the only way to reach the recommendation from the parks master plan is to reduce the number of diamonds by 2, from 5, and is to keep the two lit diamonds accounting for 1.5 diamond each thus being 3 diamonds and accomplishing the reduction of baseball diamonds by 2 as recommended in the parks master plan.

Another component of the Parks Master Plan concerning baseball under section 26. Engage local ball user groups to identify and prioritize improvements to select municipal ball diamonds. To our knowledge Puslinch Minor Ball or other stakeholders renting Puslinch diamonds have not been consulted. Many local baseball advocates attended the meetings to put the master plan together. Our only concerns were to maintain what we have, not ask for more. It is apparent that Aberfoyle has been identified as one of the 2 diamonds required under the parks master plan. Our goal today, as a recreational community representing Puslinch Minor ball as well as the three Old timers ball teams currently renting diamonds for use under the lights, is to persuade council to recognize the need to identify Old Morriston Ball Park as the second diamond to maintain as recommended in the Parks Master Plan.

With being a former member on the recreation committee in previous years, I really wanted to present this to them first. Unfortunately, with time constraints and being a new board that has just been formed we were unable to do that. Luckily, because of the relationships that I have with the recreation committee and the members on it I have had a chance to speak with some of them about our ideas.

Baseball in general has seen a resurgence in rentals in the township being at par with the other recreational groups. Puslinch minor ball has recently revamped itself. We are in the process of growing a strong and ever growing community of baseball, our numbers over the last two years have seen growth. The age that most players start is four years old and they start in T-ball, age 7 they move up to three pitch and then at age 9 they play Atom and Then Squirt and so on and so on. We've struggled in the past decade with growth after T-Ball, but not this year! Currently looking at supporting two teams at Atom and one at Squirt, and we have a chance to even construct a peewee team. We could see an additional 45 players this year with the addition of two to three teams! We're confident to project a 25% growth in Puslinch minor ball. A lot of this is attributed to the focus of having a larger board running the league which will allow us to do more marketing, fundraising and this year we started out with early registration this fall at the Aberfoyle Farmers Market for more awareness. This also allows us to get in front of more people in the community, not just for increasing numbers of all players but to increase awareness of Puslinch minor ball and for the need of support and help.

We want to have a relationship with this council that is healthy. A relationship to help grow and more importantly maintain the facilities that have been in the past supported by the community and the township. We have already secured a commitment of \$5000 to go towards the fundraising of new lights to be put into The Morriston Old Ball Park. More importantly we are looking at various other avenues of raising more money.

It's important that our facilities are kept up to date and not left behind! We feel the same way about Puslinch minor ball and we are moving forward and are really hoping the township will move in the same direction with us. We believe that sports teams help children in our community grow mentally and physically. With our Phys-Ed and Kinesiology background, we have witnessed the values of sport. Obviously, physical fitness is important, but learning to play with others develops skills that are so needed in today's world for communicating, respecting and working well with others. Also, in the world we live in today, where technology plays such a large influence on our children, it is more important than ever that we promote, encourage and help develop our youth of today into physical activity and provide them these outlets. If we do not continuously move forward or at the very least maintain the sports facilities that we currently have we are in fact impacting the youth of today in a negative manner.

I am not just here though for Puslinch minor ball. As I stated I've been the secretary/convener for the Flamborough Oldtimers league in which Puslinch supports three teams in. We are bringing the entire community of Baseball in Puslinch together this year, to work as one. That includes the three Puslinch Old timers teams, the men's senior team, a ladies team which is currently playing out of Old Morriston and Puslinch Minor Ball which will consist of approximately 5 to 6 teams. when you add that all up we're looking at 10 to 12 teams. 7 to 9 of these teams will require the use of lights. I think we can all see there may be a challenge if we only have one lit ball diamond trying to support this number of teams that are currently here. With the goal of moving Puslinch ball forward, not having a second lit diamond will cause teams to have to re-locate and for Puslinch minor ball not to grow. I don't see the Township Of Puslinch getting smaller I see it growing and moving forward. In order to do so we need to keep in mind that facilities must be maintained and look after in the future for more growth. Our biggest concerns as parents over the upcoming years are that we will not be able to offer our children the choice to represent their community in baseball because the facilities were not sustained and are no longer available. The question which was raised by someone on the recreation committee was, "why not play the games earlier in the evening, so lights are not required?" Puslinch minor ball plays in The Inter-County Softball League and teams come as far away as Port

Elgin. It is a 2 hour drive, the earliest those teams can possibly get down here is 7:30pm. We are also requested by intercounty softball to start games at specific times for specific age groups. The same is requested from FOFL as the league request all games to start at 8:30 at night. I hope this is a clear fact that we do not have enough lit diamonds for future teams and barely enough diamond availability for our current capacity.

Morrison Baseball diamond was a private park since its construction in the late 70's which was built on land donated by local farmers with the intent it stays a lit baseball diamond. The park was owned by the senior men's baseball team and was maintained by volunteers. The deed to the land was held by members of the senior men's baseball team. At a point in history the team had folded and the diamond was still being maintained by the same volunteers. At that point the volunteer's felt that the lit diamond would be best suited deeded over to the Township. Once deeding the lit diamond to the Township for free, they didn't have the concern that the diamond wouldn't be maintained as a lit diamond. It is now apparent that the wishes and desires of the original community members that donated this land and built the Lights has been lost. In hind sight it should have been a condition in the transfer of ownership.

As a representative of this Community, Puslinch Minor Ball as well as three Old Timers teams currently utilizing Puslinch Facilities. We respectfully request that Old Morrison be designated as one of the two diamonds with lights (along with Aberfoyle Baseball diamond) within the Parks Master plan to serve the community post 2031, as well as being added to the asset management plan and fiscal forecast for replacement in 2021. This designation will comply with the recommendation item #26 of the parks to consult the recreational user for the facilities.

Further to our request to designate Old Morrison as one of the two lit diamonds to support the needs of the Baseball into 2031 and beyond, we respectfully request that the Township apply to Provincial Government for grant funding to replace the infrastructure at old Morrison inclusive of baseball lights, public washroom upgrades and a potential playground.

As representatives of Baseball in Puslinch, we have always had a component of community support to our sport. The batting cages and pitching machines at both Aberfoyle and Old Morrison were fund raised from members of Puslinch ball including our current Mayor. We as a community have always understood for decades that partnership is important.

Puslinch baseball would be prepared to contribute a minimum to \$10000 to the replacement of the lights at old Morrison (quote attached \$96000). It is our hope that a grant application to the Province of Ontario for Recreational facilities would be applied and approved. Thank you again, for allowing us to present our facts and concerns here today and hope that you see the importance of moving forward with the upkeep of The Old Morrison Ball Park and the replacement of lights. At this point we would be more than willing to accept questions on your part!



**AMENDED
MINUTES**

MEMBERS PRESENT

Councillor John Sepulis, Chair
Deep Basi
Dan Kennedy
Dennis O'Connor
Paul Sadhra

MEMBERS ABSENT

None

OTHERS IN ATTENDANCE

Lynne Banks, Development and Legislative Coordinator
Zachary Prince, Planner, County of Wellington
Jeff Buisman, Van Harten Surveying Inc.
Nancy Shoemaker, BSR&D
Sara Bailey, Councillor
Sam Kosakowski
Tara Hest

1. OPENING REMARKS

The meeting was called to order at 7:00 pm. The Chair welcomed the gallery to the Committee of Adjustment and asked Lynne Banks to provide an update on the New Comprehensive Zoning By-law 023-2018 which has been under appeal since 2018. Lynne advised that as a result of an LPAT Case Management Conference held at the Township on January 10, 2020, both parties have reached a settlement and the appeal is withdrawn. The LPAT board member then provided an oral decision that By-law 023-2018 would be effective immediately retroactive to the date of April, 2018 when it was approved by Council. She further advised that the applications on tonight's agenda were reviewed under the new zoning by-law.

John Sepulis then resumed his opening remarks and informed the gallery that Township Staff would present the application, then the applicant would have the opportunity to present the purpose and details of the application and provide any further relevant information. Following this, the public can obtain clarification, ask questions and express their views on the proposal. The members of the Committee can then obtain clarification, ask questions and express their views on the proposal. All application decisions are subject to a 20 day appeal period.

2. DISCLOSURE OF PECUNIARY INTEREST

- None

3. APPROVAL OF MINUTES

Moved by: Dennis O'Connor

Seconded by: Deep Basi

That the Minutes of the Committee of Adjustment meetings held Tuesday, December 10, 2019 be adopted.

CARRIED

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

4(a) Minor Variance Application D13/ONT – Property described as Part Lot 25, Concession 7 being Part 1 on Reference Plan 61R-4472, Township of Puslinch.

1. Requesting relief to permit a reduced lot area of the proposed severed parcel to be 4.1 hectares instead of 12 hectares as required.
2. Requesting relief to permit a reduced lot area of the proposed retained parcel to be 9.4 hectares instead of 12 hectares as required.

- There was no one in attendance to provide an overview of the application.
- Dan Kennedy asked if this was a condition of severance.
- Zachary Prince advised that it was a condition of consent application B150-18.

The Committee voted on the motion with all in favour.

That Application D13/ONT requesting relief from provisions of Zoning By-Law #023-2018, as amended, to:

1. permit a reduced lot area of the proposed severed parcel to be 4.1 hectares instead of 12 hectares as required **is approved with no conditions**, and
2. permit a reduced lot area of the proposed retained parcel to be 9.4 hectares instead of 12 hectares as required **is approved with no conditions**.

The Committee voted on the motion with all in favour.

4(b) Minor Variance Application D13/IRE – Bradley Ireland - Property described as Lot 12 Concession 9, Watson Road South, Township of Puslinch.

Requesting relief of Zoning By-law #023-2018, as amended, to permit a reduced lot frontage of the merged parcel to be 39 metres instead of 120.0 metres as required.

- Jeff Buisman, agent for the applicant, provided an overview of the application and advised that a consent application for a lot line adjustment was approved by the Land Division committee previously.
- Sam Kosakowski, neighbour asked why the owner had requested a minor variance.
- Jeff Buisman advised that the owner is separating his assets and wants the land to be a separate parcel. He further noted that the owner has no plans for the property in the near future.
- Sam Kosakowski asked if there is any access to the rear of the lot for any future development.
- Deep Basi asked if the owner has any plans to build at the rear of the lot.
- Jeff Buisman advised that not at this time.
- There were no further questions or comments.

That Application D13/IRE requesting relief from provisions of Zoning By-Law #023-2018, as amended, to permit a reduced lot frontage of the merged parcel to be 39 metres instead of 120.0 metres as required is approved.

The request is hereby **Approved with no conditions**.

The Committee voted on the motion with all in favour.

5. OTHER MATTERS

- None.

6. ADJOURNMENT

Moved by: Dan Kennedy

Seconded by: Paul Sadhra

The Committee of Adjustment meeting adjourned at 7:14 p.m.

CARRIED

MINUTES

MEMBERS PRESENT

Councillor John Sepulis, Chair
Deep Basi
Dan Kennedy
Paul Sadhra

MEMBERS ABSENT

Dennis O'Connor

OTHERS IN ATTENDANCE

Lynne Banks, Development and Legislative Coordinator
Meagan Ferris, Senior Planner, County of Wellington
Matthieu Daoust, Junior Planner, County of Wellington
Jeff Buisman, Van Harten Surveying Inc.
Nancy Shoemaker, BSR&D
Hank Davis

1. OPENING REMARKS

The meeting was called to order at 7:00 pm. The Chair welcomed the gallery to the Committee of Adjustment and informed the gallery that Township Staff would present the application, then the applicant would have the opportunity to present the purpose and details of the application and provide any further relevant information. Following this, the public can obtain clarification, ask questions and express their views on the proposal. The members of the Committee can then obtain clarification, ask questions and express their views on the proposal. All application decisions are subject to a 20 day appeal period.

2. DISCLOSURE OF PECUNIARY INTEREST

- None

3. APPROVAL OF MINUTES

Moved by: Dan Kennedy

Seconded by: Paul Sadhra

That the Minutes of the Committee of Adjustment meetings held Tuesday, January 14, 2019 be adopted.

CARRIED

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

4(a) Minor Variance Application D13/GRE (#1) – Arnold and Dianne Gregor - Property described as Part Lot 24, Concession 9, municipally known as **4388** Watson Road South, Township of Puslinch.

Requesting relief of New Comprehensive Zoning By-law #023-2018, as amended, to permit a reduced lot area of the merged parcel to be 0.38 metres instead of 0.40 metres as required.

- Jeff Buisman, agent for the applicant, provided an overview of the application.
- There were no questions or comments from the public.
- John Sepulis asked if the lot area is reduced from 0.40 hectares to 0.38 hectares, and in the future if the owner wants to increase the dwelling size will they be subject to a hydrogeological study for the reduced lot size.
- Matthieu Daoust advised that it won't be needed as the property is in the Agricultural Zone and that zone doesn't require a hydrogeological study.

- Meagan Ferris advised that there might be some sort of analysis review if the dwelling is enlarged.
- Jeff Buisman further noted that it will be evaluated through the building permit process if the owner ever decides to expand the dwelling.
- There were no further questions or comments from the committee.

That Application D13/GRE requesting relief from provisions of Zoning By-Law #19/85, as amended, permit a reduced lot area of the merged parcel to be 0.38 metres instead of 0.40 metres as required.

The Committee voted on the motion with all in favour.

The request is hereby **Approved with no conditions.**

4(b) Minor Variance Application D13/GRE (#2) – Arnold and Dianne Gregor - Property described as Part Lot 24, Concession 9, municipally known as **4394** Watson Road South, Township of Puslinch.

Requesting relief of New Comprehensive Zoning By-law #023-2018, as amended, to permit a reduced lot frontage of the retained and merged parcel to be 69 metres instead of 120 metres, as required.

- Jeff Buisman, agent for the applicant, provided an overview of the application.
- Hank Davis, resident of 4385 Watson Road South stated that he was concerned with the density of the area if the minor variance is granted and inquired what prevents the approval from setting a precedent for other properties in the area.
- John Sepulis asked Mr. Davis if he could be more specific about his concern.
- Mr. Davis advised that he is concerned that it keeps happening along Watson Road and feels it is affecting the quality of life in the area.
- John Sepulis advised that there is a process for the approval of minor variances and that the control is the limitation of how many severances are permitted for a property.
- Mr. Davis ask who this matter could be discussed with further.
- Meagan Ferris advised him to contact the County of Wellington Planning Department.
- Paul Sadhra asked Jeff Buisman to review the minor variance request again.
- Jeff Buisman reviewed the application and the reason for the minor variance was due to the number of conditions for the new approved severance and further advised that the Township's roads department had visited the property and approved the proposed entrance to the property.
- Paul Sadhra inquired if there were any buildings to the rear of the property.
- Jeff Buisman advised that there are not.
- There were no further questions or comments from the committee.

That Application D13/GRE requesting relief from provisions of Zoning By-Law #19/85, as amended, permit a reduced lot frontage of the retained and merged parcel to be 0.69 metres instead of 120.0 metres as required.

The Committee voted on the motion with all in favour.

The request is hereby **Approved with the following condition:**

1. That the approval of the minor variance is subject to approval of the consent application by the County of Wellington Land Division Committee.

4(c) Minor Variance Application D13/RAS – Frank Rasmussen – Property described as Part Lot 27, Concession Gore, Township of Puslinch.

Requesting relief of New Comprehensive Zoning By-law #023-2018, as amended, to permit a reduced lot frontage of the retained parcel to be 28.79 instead of 120.0 metres as required.



- Nancy Shoemaker, agent for the applicant provided an overview of the application and advised that sight lines have been approved for an entrance to the severed parcel, and that the retained parcel already has an entrance so no permit will be needed for the retained parcel.
- There were no questions or comments from the public.
- There were no questions or comments from the committee.

That Application D13/RAS requesting relief from provisions of Zoning By-Law #19/85, as amended, to permit a reduced lot frontage of the retained parcel to be 28.79 instead of 120.0 metres as required

The Committee voted on the motion with all in favour.

The request is hereby **Approved with no conditions.**

5. OTHER MATTERS

5(a). LPAT Matter – 161 Hume Road

- Lynne Banks provided an update and advised the Committee that the LPAT matter had been settled and a hearing was not required. She further noted that the LPAT written decision will be issued within the next 60 days.

6. ADJOURNMENT

Moved by: Deep Basi

Seconded by: Dan Kennedy

The Committee of Adjustment meeting adjourned at 7:28 p.m.

CARRIED



MINUTES

MEMBERS PRESENT

Councillor John Sepulis, Chair
Deep Basi
Dan Kennedy
Paul Sadhra

MEMBERS ABSENT

Dennis O'Connor

OTHERS IN ATTENDANCE

Lynne Banks, Development and Legislative Coordinator
Meagan Ferris, Senior Planner, County of Wellington
Matthieu Daoust, Junior Planner, County of Wellington
Jeff Buisman, Van Harten Surveying Inc.
Hank Davis

1 - 6. COMMITTEE OF ADJUSTMENT

- See February 11, 2020 Committee of Adjustment minutes.

7. OPENING REMARKS

The meeting was called to order at 7:29 p.m. The Chair advised that the following portion of the Committee meeting will be reviewing and commenting on development planning applications.

8. DISCLOSURE OF PECUNIARY INTEREST

- None

9. APPROVAL OF MINUTES

Moved by: Dan Kennedy

Seconded by: Paul Sadhra

That the Minutes of the Planning & Development Advisory Committee Meeting held Tuesday, January December 14, 2019, be adopted.

CARRIED

10. APPLICATION FOR SITE PLAN URBAN DESIGN REVIEW

- None

11. ZONING BY-LAW AMENDMENT

- None

12. LAND DIVISION

12(a) Lot Line Adjustment Application B99/19 (D10/GRE) – Arnold Gregor, Part Lot 24, Concession 9, 4388 Watson Road South, Puslinch.

Proposed lot line adjustment is 200 square metres with 18 metre frontage (B on sketch), rural residential land to be added to abutting agricultural parcel – Arnold Gregor.

Retained parcel is 0.38 hectares with 37 metres frontage (A on sketch), existing and proposed rural residential use with existing dwelling & garage.

NOTE: Purpose is to provide additional frontage for retained parcel of approved application B61-19 for construction of entrance.

- Jeff Busiman, agent for the applicant, provided an overview of the application.
- Dan Kennedy stated that he is fine with the severance as long as there is a safe entrance onto the property.
- Meagan Ferris advised that the Township roads department has approved an entrance to the property.
- There were no further questions or comments from the Committee.

Moved by: Dan Kennedy

Seconded by: Deep Basi

The committee supports the application with the **following conditions** imposed:

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of Consent for the property and orderly development of the subject lands; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. That the Township roads department are satisfied that there is a safe entrance to the property and that the Owner obtain an approved Entrance Permit verifying safe access and site lines on the severed parcel from the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

CARRIED

12(b) Severance Application B65/19 (D10/CSI) (revised application) – Csilla, Valeria & Ferenc Farkas, Part Lot 21, Concession 2, municipally known as 4453 Sideroad 20 North, RR# 6, Guelph.

Proposed severance is revised sketch 90 metres frontage x 89 metres = 0.80 hectares, existing agricultural use for proposed rural residential use.

Retained parcel is revised sketch 39.6 hectares with 672 metres frontage on Sideroad 20 North, 270 metres frontage on Highway 401, existing and proposed agricultural use with existing dwelling, barn, sheds and pond.

- Jeff Buisman, agent for the applicant, provided an overview of the application and noted that the severance application was revised since the County of Wellington roads department wanted the entrance located elsewhere on the property than on a County road, so the entrance was moved to Sideroad 20 North.
- He further noted that MDS is no longer an issue with the property.
- There were no questions from the Committee.

Moved by: Dan Kennedy

Seconded by: Deep Basi

The committee supports the application with the **following conditions** imposed:

1. That the Owner satisfy all the requirements of the Township of Puslinch, financial and otherwise (including taxes paid in full and Consent Review/Condition Clearance fee) which the Township may deem to be necessary at the time of issuance of the Certificate of



Consent for the property and orderly development of the subject lands; and further that the Township of Puslinch file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

2. That the Owner obtain an approved Entrance Permit verifying safe access and site lines on the severed parcel from the Township of Puslinch; and further that the Township file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

CARRIED

13. OTHER MATTERS

- None

14. CLOSED MEETING

- None

15. NEXT MEETING

- Next Regular Meeting Tuesday, March 10, 2020 @ 7:00 p.m.

16. ADJOURNMENT

Moved by: Deep Basi

Seconded by: Paul Sadhra

That the Planning & Development Advisory Committee is adjourned at 7:338 p.m.

CARRIED



DATE: Wednesday February 19, 2020
TIME: 6:30 p.m.
PLACE: Municipal Complex, 7404 Wellington Rd 34
FILE: D14/DAY
MEMBERS: Mayor James Seeley - Chair
Councillor Matthew Bulmer
Councillor Sara Bailey
Councillor Jessica Goyda
Councillor John Sepulis

The Chair called the meeting to order at 6:32 p.m.

Presentations:

Hailey Keast from Van Harten with respect to the DAY re-zoning application.

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.

John Sloat: Requested clarification on the application and for the agent to re-read the details of the application.

Agent Hailey Keast: Provided clarification and re-read the details.

John Sloat: Can you give some background on the existing site-specific zoning?

Agent Hailey Keast: Provided basic information on the zoning of the retained lot.

John Sloat: Why does this existing property have a profession office zoning?

Agent Hailey Keast: Advised that the site-specific zoning on the retained parcel occurred in 2014 and that she was not familiar with that previous application.

Mayor Seeley: Requested that questions and comments be limited to the application at hand.

John Sloat: The application indicates that the severed parcel reverts to agricultural, what is the impact on the severance?

Agent Hailey Keast: The lot is secondary agricultural in the official plan and that allows for one rural residential lot to be created.

Adjournment:

The meeting adjourned at 6:44 p.m.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2020 - 010

**A By-law Prescribing Standards for the
Maintenance and Occupancy of Property**

WHEREAS Section 15.1(3) of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, authorizes the council of a municipality to pass a bylaw prescribing standards for the maintenance and occupancy of property within the municipality and for prohibiting the occupancy or use of such property that does not conform to the standards; and for requiring property that does not conform with the standards to be repaired and maintained to conform with the standards or requiring the property to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition;

AND WHEREAS the County of Wellington Official Plan for the Township of Puslinch includes provisions relating to property conditions;

AND WHEREAS Section 15.6(1) of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended requires that a By-law passed under Section 15.1(3) of the *Building Code Act, 1992, S.O. 1992, c. 23* shall provide for the establishment of a Property Standards Committee;

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

1.0 TITLE AND SCOPE

1.1 This By-Law may be referred to as "The Property Standards By-Law".

1.2 The standards for maintenance and occupancy of **property** set forth in this By-Law are hereby prescribed and adopted as the minimum standards for all **property** within the **Township**.

- 1.3 No **person** shall occupy a **property** if there is a condition which poses or constitutes an **unsafe condition**.
- 1.4 A **property** within the **Township** that does not conform with the standards contained in this By-law shall be:
- (a) **repaired** and maintained to conform with such standards; or
 - (b) cleared of all **buildings, accessory buildings, structures** or **waste** and left in a graded and levelled condition.
- 1.5 This By-law does not apply so as to prevent a farm, meeting the definition of "agricultural operation" under the *Farming and Food Production Protection Act, 1998, S.O. 1998, c.1*, from carrying out a normal farm practice as provided for and defined under that Act.

2.0 APPLIED MEANING OF WORDS AND TERMS

- 2.1 Interchangeability: Words used in the present tense include the future, words in the masculine gender include the feminine and neuter; the singular number includes the plural, and the plural includes the singular.

3.0 DEFINITIONS

In this By-law:

"Accessory building" means a detached **building** or **structure**, not used for human habitation that is subordinate to the primary use on the same **property**.

"Basement" means that portion of a **building** between two floors, which is partly underground of the first floor joists above the average finished grade level adjacent to the

exterior walls of the **building** and includes a crawl space and cellar.

"Boat" includes any vessel which floats or is designed to float on the surface of the water and is capable of carrying people or material whether motorized or not and includes but is not limited to pleasure craft, scows, personal water craft, canoes, row boats, pontoon boats and commercial boats, when on the water or on land.

"Building" means a building as defined in the *Building Code Act*, or a **structure** used or intended to be used for supporting or sheltering any use or occupancy.

"Building Code Act" means the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended and any prescribed regulations under the *Building Code Act*.

"Committee" means the **Township's** Planning and Development Advisory Committee or a Property Standards Committee established under this By-law.

"Compost" means a collection of humus material such as kitchen and table waste, grass clippings, plant trimmings, weeds or other leaves.

"Council" means the Council for the **Township**.

"Dwelling" means a **building** or part of a **building**, occupied or capable of being occupied, in whole or in part for the purpose of human habitation.

"Dwelling unit" means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions including cooking, eating, sleeping and sanitary facilities.

“**Exterior property areas**” means the **property** and **yard**, exclusive of a **building** and an **accessory building**.

“**Fence**” means a **structure**, wall or barrier, other than a **building**, erected at grade for the purpose of defining boundaries of **property**, separating open space, restricting ingress to or egress from **property**, providing security or protection to **property** or acting as a visual or acoustic screen.

“**Firewood**” means any lumber, timber, logs, poles, cut up trees or felled trees, any salvaged wood products included but not limited to wood skids, wood boxes, and used wood products that are not required for a **building**, **accessory building** or **structure** currently under construction on the **property** or for which there is a current or regular use.

“**Ground cover**” means organic or non-organic material applied to prevent the erosion of the soil, e.g., concrete, flagstone, gravel, asphalt, grass or other forms of landscaping.

“**Guard**” means a protective barrier installed around openings in floor area or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, or other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them.

“**Habitable room**” means a room or enclosed floor space used, or capable of being used for living, eating, sleeping or domestic food preparation purposes, but excludes a bathroom, water closet compartment, laundry, pantry, foyer, lobby, hall, passageway, corridor, closet, stairway, storage room, furnace room or other accessory space used for service, maintenance or access within a **building**.

“Heritage attribute” means an attribute of a **heritage property** that contributes to its cultural heritage value or interest that is defined, described or inferred:

- (a) in a By-law designating a **heritage property**;
- (b) in a By-law designating a heritage conservation district;
- (c) in a Minister’s Order made under the *Ontario Heritage Act*;
- (d) in any documentation considered as part of (a), (b) and (c) above;

and includes any elements, features or components that support or protect the heritage attribute.

“Heritage property” means a Property designated under Part IV or Part V or by a Minister’s Order under the *Ontario Heritage Act*.

“Landlord” includes:

a) The owner of a rental unit or any other person who permits occupancy of a **rental unit**, other than a **tenant** who occupies a **rental unit** in a residential complex and who permits another person to also occupy the unit or any part of the unit; and, b) The heirs, assigns, personal representatives and successors in title of a person referred to in clause (a).

“Naturalized Area” means a landscape area that has been deliberately implemented to produce ground cover which consists of one or more species of wildflowers, annuals, perennials, shrubs and grasses or a combination thereof and includes natural areas such as wooded lots, forests and wetlands.

“Occupant” means any **person** or **persons** over the age of eighteen years in possession of the **property**.

“Openable area” means that part of a window or door

which is available for unobstructed ventilation and which opens directly to the outdoors.

"Owner" includes,

- (a) the **person** for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the **person's** own account or as agent or trustee of any other **person**, or who would receive the rent if the land and premises were let; and
- (b) a lessee or **occupant** of the **property** who, under the terms of a lease, is required to **repair** and maintain the **property** in accordance with the standards for the maintenance and occupancy of **property**.

"Person" includes a corporation and its heirs, executors, administrators, or other representatives of a person to whom the context can apply according to law.

"Property" means a **building** or **accessory building**, or part of a **building** or **accessory building**, and includes the lands and premises appurtenant thereto and all mobile structures, mobile buildings, mobile homes, outbuildings, **fences**, **retaining walls**, and erections thereon, whether heretofore or hereafter erected, and also includes **vacant property** and the **yard**.

"Property Standards Officer" shall mean a Property Standards Officer who has been appointed by by-law to administer and enforce this By-law.

"Rental Unit" means a dwelling unit used, or intended to be used, as a **residential rental property**.

“Repair” includes the making of additions or alterations or the taking of such action as may be required so that the **property** shall conform to the standards established in this By-law.

“Residential rental property” includes a **rental unit** and the yards;

“Retaining wall” means a **structure** that holds back soil or loose material to prevent it from assuming the natural angle of repose at locations where an abrupt change in ground elevation occurs.

“Safe condition” means a condition that does not pose or constitute an undue or unreasonable hazard or risk of life, limb or health of any **person** on or about the **property**, and includes a structurally sound condition.

“Sewage” means water-carried waste, together with such ground, surface and storm waters as may be present.

“Sewage system” means the **Township’s** system of storm sewers, sanitary sewers and combined sewers, or a private sewage disposal system.

“Structure” means anything constructed either permanent or temporary, the use of which requires location on or an attachment to something having location on the ground.

“Tenant” means a person who pays rent or is required to pay rent in return for a right to occupy a **rental unit**.

“Township” means the Corporation of the Township of Puslinch or the land within the geographic limits of the Corporation of the Township of Puslinch as the context requires.

“Unsafe condition” means any condition that poses or constitutes an undue or unreasonable hazard or risk to life, limb or health of any **person** on or about the **property**.

“Vacant building” means any **building or accessory building** that is or appears to be vacant, partially vacant, or unoccupied, or that, by reason of its unfinished or dilapidated condition, is open to the elements and in a state that there is little to no control over unauthorized entry, but does not include:

- (a) a **dwelling unit** occupied by the **owner** on a seasonal basis but otherwise maintained throughout the year;
- (b) a **building or accessory building** on **property** used for farming purposes, except a **dwelling unit**.

“Vacant property” means a **property** that does not have a **building or accessory building**.

“Waste” includes any debris, rubbish, refuse, sewage, effluent, garbage, brush, ashes, litter, wrappings, salvage, vehicle parts, discarded material or things, broken or dismantled things, or materials or things exposed to the elements, deteriorating or decaying on a **property** due to exposure to the weather.

“Yard” means the land within the boundary lines of a **property** not occupied by a principal building, if any, and includes grounds or **vacant property**.

4.0 EXTERIOR PROPERTY AREAS – GENERAL REQUIREMENTS

4.1 **Exterior Property Areas** shall be kept in a neat and tidy condition, and free from:

- (a) **waste**;

- (b) injurious insects, termites, rodents, vermin and other pests and any condition that may promote an infestation;
- (c) excessive growth of weeds and grass exceeding 12 inches in height, except in a **Naturalized Area**;
- (d) dead, decayed, or damaged trees, or other natural growth and the branches and limbs thereof which create an **unsafe condition**;
- (e) wrecked, dismantled, derelict, inoperative, discarded, unused or an unlicensed vehicle or trailer, except in an establishment licensed or authorized to conduct and operate such a business in accordance with any other by-laws, and then only in an arrangement such as to prevent an **unsafe condition** or an unsightly condition and screened from view from an adjacent **property**;
- (f) wrecked, dismantled, derelict, inoperative, discarded or unused **boat** and any component parts thereof, except in an establishment licensed or authorized to conduct and operate such a business, and then only in an arrangement such as to prevent an **unsafe condition** or an unsightly condition and screened from view from an adjacent **property**;
- (g) machinery or any parts thereof, or other objects or parts thereof, or accumulations of material or conditions that create an **unsafe condition** or an unsightly condition out of character with the surrounding environment;
- (h) dilapidated or collapsed **building** or **accessory building** and any unprotected well or other **unsafe condition** or unsightly condition out of character with the surrounding environment;

- (i) stagnant water;
- (j) accumulation of animal excrement, except in connection with a lawful agricultural use on a **property**.

4.2 Suitable **ground cover** shall be provided to prevent erosion of the soil.

4.3 Hedges, plantings, trees or other landscaping including lighting, required by the **Township** as a condition of site development or redevelopment, shall be maintained in a living condition or shall be replaced with equivalent landscaping or lighting, so as to carry out its intended function and maintain an attractive appearance.

4.4 An abandoned or unused well, septic tank or a hole on a **property** shall be filled or safely covered and protected.

4.5 An ice-box, refrigerator, freezer or other container shall not be placed in an **exterior property area** for disposal without first removing all locks and doors or taking some other adequate precautionary measure to prevent a **person** from being trapped in an ice-box, refrigerator, freezer or other container.

5.0 DRAINAGE

5.1 All catch basins, swales and ditches shall be maintained so as to not impede the natural flow of water.

5.2 The storm water run-off from all downspouts of impervious surfaces shall be contained within the limits of the **property** from which it originates until absorbed by the soil or drained to a storm sewer, or to a natural or artificially-created swale, ditch or watercourse.

6.0 HEALTH

6.1 All **sewage** shall be discharged into an approved **sewage system**.

7.0 BUFFERING

7.1 **Property** which, because of its use or occupancy, or for other reasons is required to be buffered shall:

- (a) maintain an effective barrier to prevent lighting and vehicle headlights from shining directly into a **dwelling unit**;
- (b) maintain an effective barrier to prevent wind-blown **waste** from encroaching on an adjacent **property**;
- (c) maintain a visual screen, to minimize the visual impact of a nuisance to a **person** who owns or occupies an adjacent **property**.

8.0 RETAINING WALLS

8.1 A **retaining wall** shall be maintained in good **repair** and free from accident hazards.

8.2 Without restricting the generality of section 8.1 the maintenance of a **retaining wall** may include:

- (a) redesigning, **repairing** or replacing all deteriorated, damaged, misaligned or missing portions of the wall, or railings and **guards** appurtenant thereto;
- (b) installing subsoil drains where required to maintain the stability of the **retaining wall**;
- (c) grouting masonry cracks;

- (d) applying a coat of paint or equivalent preservative to all metal or wooden exposed components.

9.0 SUPPLEMENTARY STANDARDS FOR RESIDENTIAL RENTAL PROPERTIES

9.1 GENERAL

9.1.1 The following additional standards shall only apply to a residential rental property:

a) Subject to the tenant's responsibility for ordinary cleanliness of the residential rental property, the landlord shall provide such facilities and take such action to ensure that the residential rental property is:

- I. Safe
- II. Clean
- III. In a state of good repair
- IV. Fit for habitation; and,
- V. Free from accumulations of snow and ice;

b) The landlord shall maintain, in a state of good repair and in a clean, safe condition, any facilities supplied by the landlord and all common areas intended for the use of tenants.

9.1.2 All repairs and maintenance of property required by the standards prescribed in this part shall be carried out in a manner accepted as good craftsmanship in the trade concerned and with materials suitable and sufficient for the purpose.

9.1.3 Unless otherwise specified, the landlord, and not the tenant, shall be responsible for ensuring that all of the provisions of this part are being complied with.

9.2.0 RECREATIONAL FACILITIES, LAUNDRY FACILITIES ROOMS AND AREAS

9.2.1 A recreational facility, laundry facility, mail collection area including mailboxes, room or area and the equipment and appliances provided in connection therewith shall be:

- (a) maintained in an operable and usable condition;
- (b) maintained in a **safe condition**;
- (c) with the exception of an outdoor recreational facility, maintained in a clean condition.

9.3.0 HEATING, HEATING SYSTEMS, CHIMNEYS, VENTS AND FUEL BURNING APPLIANCES

9.3.1 Every **building** containing an occupied **dwelling unit** or **habitable room** shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius between the 15th day of September to the 1st day of June the following year. A heating system shall be maintained in good working condition so as to be capable of safely heating the **dwelling unit** or **habitable room** to the required standard.

9.3.2 No rental **dwelling unit** shall be equipped with portable heating equipment as a primary source of heat.

9.3.3 A fuel burning appliance shall:

- (a) have ample air supply to permit combustion to occur with optimum oxygen available;
- (b) be located in such a manner as to prevent impediment to the free movement of a **person** and the overheating of adjacent materials and equipment;

- (c) have **guards** where necessary to minimize the risk of an accident.
- 9.3.4 Where a heating system or part thereof requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a **safe condition** and location so as to be free from fire or accident hazard.
- 9.3.5 A fuel burning appliance, equipment and accessories shall be properly vented to the outside air by means of a smoke pipe, vent pipe, chimney flue or other approved method and as may be required by the ***Building Code Act***.
- 9.3.6 Every chimney, smoke-pipe, flue and vent shall be maintained in a good state of **repair** so as to prevent the escape of smoke, fumes or gases from entering a **building**. Maintenance may include the removal of obstructions, sealing open joints, and the **repair** of loose or broken masonry units.
- 9.3.7 Every chimney, smoke-pipe, flue and vent shall be maintained in a good state of **repair** so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.
- 9.4.0 AIR CONDITIONING
- 9.4.1 An air conditioner shall be equipped with adequate devices for the prevention of condensation drainage on to entrance areas, sidewalks or pathways and shall be maintained in a safe mechanical and electrical condition.
- 9.4.2 Cooling water from water-cooled equipment shall not be discharged on a driveway, walkway or other areas used for pedestrian or vehicular traffic, or in such a manner that it may cause damage to a wall, foundation or part of a **building** or **accessory building**.

- 9.4.3 The discharge of cooling water from water-cooled equipment shall be made to a proper drainage system and shall be connected in accordance with all applicable government regulations.
- 9.5.0 INTERIOR LIGHTING
- 9.5.1 Interior lighting standards and fixtures shall comply with the requirements of section 10.
- 9.6.0 VENTILATION
- 9.6.1 Sufficient ventilation shall be provided to all areas of a **building** or an **accessory building** so as to prevent accumulations of heat, dust, vapours, odours, carbon monoxide and other gases likely to create a potential **unsafe condition** or to become a nuisance.
- 9.6.2 A kitchen, bathroom, shower room and toilet room shall be provided with adequate natural or artificial means of ventilation.
- 9.6.3 An enclosed area of a **building** or an **accessory building** including a **basement** and an attic shall be adequately ventilated.
- 9.6.4 A system of mechanical ventilation shall be maintained in good working order.
- 9.7.0 PLUMBING
- 9.7.1 A **dwelling unit** shall be provided with an adequate supply of potable running water from a source approved by the Medical Officer of Health and/or the Chief Building Official of the **Township**.

- 9.7.2 A washbasin, bathtub or shower, and one kitchen sink in a **dwelling unit** shall be equipped with an adequate supply of hot and cold running water. All hot water shall be supplied at a minimum of 43 degrees Celsius and a maximum of 49 degrees Celsius.
- 9.7.3 A fixture shall be of such materials, construction and design as will ensure that the exposed surface of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, stains or other defects that may harbor germs or impede thorough cleansing.
- 9.7.4 All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working order free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.
- 9.7.5 All plumbing fixtures in every **building** or **accessory building** shall discharge the water, liquids or sewage into drainage piping, which shall be connected to a **sewage system** approved by the authority having jurisdiction.
- 9.7.6 All toilet facilities, sanitary conveniences and washing facilities shall be maintained:
- (a) in good working order;
 - (b) in a clean and sanitary condition;
 - (c) and supplied with hot and cold running water, with cold water connection only to toilets and urinals;
 - (d) and connected to the drainage system.
- 9.8.0 KITCHEN

- 9.8.1 A **dwelling unit** shall contain a kitchen area equipped with:
- (a) one sink surrounded by a surface that is impervious to grease and water;
 - (b) a suitable storage area;
 - (c) a counter or work area, exclusive of the sink and covered with a material that is impervious to moisture and grease and is easily cleanable;
 - (d) a space provided for cooking and refrigeration appliances including suitable electrical or gas connections.
- 9.8.2 A cooking appliance and a refrigeration appliance shall be maintained in a good state of **repair** and operating condition.
- 9.9.0 BATHROOM
- 9.9.1 A **dwelling unit** shall contain a bathroom consisting of at least one fully operational toilet, washbasin, and a bathtub or suitable shower unit.
- 9.9.2 A bathroom and a toilet shall be located within and accessible from within the **dwelling unit**.
- 9.9.3 Where a toilet or bathroom facility is shared by occupants of a residential accommodation, other than a self contained **dwelling unit**, an appropriate entrance shall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facility.
- 9.9.4 Every wall surrounding a shower shall be of impervious material and shall be maintained in a good state of **repair**.

9.9.5 A bathroom as required by section 9.9.1 shall be located in a room used for no other purpose and provided with a door capable of being locked from the inside and opened from the outside in an emergency.

9.10.0 FLOORS

9.10.1 A floor shall be smooth, level and maintained so as to be free of all loose, warped, protruding, broken or rotted boards that may create an **unsafe condition** or surface. A defective floor shall be **repaired** or replaced.

9.10.2 Where a floor covering has become worn or torn so that it retains dirt or may create an **unsafe condition**, the floor covering shall be **repaired** or replaced.

9.10.3 A bathroom, kitchen and shower room shall have a floor covering of water-resistant material and be capable of being cleaned.

9.11.0 ELECTRICAL SERVICE

9.11.1 A **dwelling** and **dwelling unit** shall be wired for electricity and shall be connected to an approved electrical supply system.

9.11.2 The capacity of the connection to a **building** or **accessory building** and the system of circuits distributing the electrical supply of the **building** or **accessory building** shall be adequate for the use and intended use.

9.11.3 Electrical wiring, cords, circuits, fuses, circuit breakers, electrical equipment and electrical heating systems shall be maintained in good working order, free from fire and accident hazards.

9.12.0 DISCONNECTED UTILITIES

- 9.12.1 An **owner** of a residential **building** or any **person** acting on behalf of such **owner** shall not disconnect or cause to be disconnected any service or utility supplying heat, electricity, gas, refrigeration or water to a **dwelling unit** and **habitable room** occupied by a tenant or lessee, except for such reasonable period of time as may be necessary for the purpose of **repairing**, replacing or otherwise altering said service or utility.
- 9.13.0 INTERIOR WINDOWS, DOORS, SURFACES, FLOORS AND STAIRS
- 9.13.1 Interior windows, doors, surfaces, floors and stairs shall be maintained:
- (a) in a clean, odour free and sanitary condition, reasonable for the normal use or occupancy of the room, passageway, enclosure or space;
 - (b) in good working order and good state of **repair**, free from holes, loose, broken, warped, torn, damaged or decayed boards or materials;
 - (c) free from depressions, protrusions, deterioration or other defects which could create an **unsafe condition** or which are out of character with the normal use of the area in which such defect occurs;
 - (d) so as to afford the fire resistive properties and other protection for which they shall be designed; and
 - (e) free of any graffiti, markings, stains or other defacement.
- 9.13.2 Interior windows and doors shall also comply with the requirements of section 19.

9.14.0 INTERIOR STRUCTURE – COLUMNS AND BEAMS

9.14.1 A **building** and an **accessory building** and all structural components, including but not limited to all joists, beams, studding, and roof rafters, shall be maintained with material adequate for the load to which they are subjected to.

9.15.0 WALLS-CEILINGS

9.15.1 Every interior surface and finish of walls and ceilings shall be maintained:

- (a) in good state of **repair**, a surface which is reasonably smooth, clean, tight and easily cleaned;
- (b) free of holes, cracks, loose plaster or other material;
- (c) in a **safe condition**;
- (d) so as to possess the fire resistant properties required by the **Building Code Act** and the *Fire Protection and Prevention Act*, as amended.

9.16.0 ELEVATORS

9.16.1 An elevator, an elevating device, dumb-waiters, hoists, escalators, incline lifts including all parts, lighting fixtures, lamps, elevator buttons, floor indicators and ventilation fans shall be maintained in good state of **repair**, operable and in a **safe condition**.

10.0 LIGHTING STANDARDS AND FIXTURES

10.1 Lighting standards and fixtures shall be kept in a **safe condition**, in good working order and in good visual condition.

11.0 FENCES

11.1 A **fence** on a **property** separating adjoining **property** shall:

- (a) be in a structurally sound condition and plumb, unless specifically designed to be other than vertical;
- (b) be maintained in a good state of **repair** and free of accident hazards;
- (c) not present an unsightly appearance.

11.2 Without restricting the generality of section 11.1 the maintenance of a **fence** may include:

- (a) protecting by paint, treated with a preservative or other weather resistant material unless the aesthetic characteristics of the **fence** are enhanced by the lack of such treatment.

12.0 WALKWAYS, DRIVEWAYS, RAMPS, PARKING AREAS AND LANDINGS

12.1 A parking area, driveway, walkway and other similar public access areas of an **exterior property area** shall be kept clean and free from **waste**, objects or conditions that may create an **unsafe condition**, health, fire, accident hazard or unsightly condition.

12.2 An **owner** shall cause any snow disposal site or snow storage site on a **property** to be:

- (a) maintained so as not to cause a hazard on the **property**; and
- (b) maintained in such a manner and location on the **property** so as to prevent a hazard, flooding, erosion and other damage to a neighbouring **property**.

13.0 BUILDINGS AND ACCESSORY BUILDINGS
STRUCTURAL ADEQUACY - CAPACITY

13.1 All **repairs** and maintenance of **property** required by the standards prescribed in this By-law shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for that purpose.

13.2 Every part of a **building** or **accessory building** shall be maintained in good **repair** and in a structurally sound condition so as:

- (a) to be capable of sustaining safely its own weight, and any additional load to which it may normally be subjected to;
- (b) to be capable of safely accommodating all normal structural movements without damage, decay or deterioration;
- (c) to prevent the entry of moisture that would contribute to damage, fungus growth, decay or deterioration;
- (d) to be capable of safely and adequately performing its function subject to all reasonable serviceability requirements.

13.3 The abating of an **unsafe condition** may include:

- (a) the provision or **repair** of stairs, balustrades, railings, **guards** and screens so as to minimize the risk of accident;
- (b) the elimination of other conditions which, in themselves are a hazard to life or which risk serious injury to **persons** normally in or about the subject

building, accessory building, room, suite of rooms or space;

- (c) the installation of a handrail in conjunction with every set of stairs containing three (3) or more risers and such handrail shall be adequately secured and maintained in a good state of **repair**.

14.0 HEALTH AND WASTE

14.1 A **building** and **accessory building** on a **property** shall be kept free of mould, **waste** and pests, such as rodents, vermin, termites and injurious insects and any condition that may promote an infestation.

14.2 In a **dwelling unit**, sufficient rooms, containers and receptacles shall be maintained to safely contain all **waste**, which shall not be allowed to accumulate but shall be removed or made available for removal in accordance with any applicable by-laws.

14.3 An external container and receptacle shall be screened from view and shall be provided with a cover so that the material contained therein is not exposed to injurious insects, termites, rodents, vermin or other pests.

14.4 Every **building** and **accessory building** shall be provided with sufficient proper receptacles to contain all **waste**, which accumulates on the **property**, and such **waste** shall be placed for collection in proper receptacles in compliance with applicable laws.

14.5 A receptacle for **waste** shall be:

- (a) provided with a tight fitting cover;
- (b) maintained in good working condition and order without holes or spillage; and

- (c) closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or **waste**.
- 14.6 Garbage chutes, disposal and collection rooms shall be:
 - (a) washed down and disinfected as necessary so as to maintain a clean and odour free condition; and
 - (b) maintained in good working order.
- 14.7 Injurious insects, termites, vermin, rodents and other pests shall be exterminated and appropriate measures shall be taken to prevent their re-entry to a **building** or **accessory building** on a **property**.
- 14.8 In a **dwelling**, openings in the exterior walls or roof shall be fitted and maintained to protect all habitable space from water and weather entry, and to make such space free from drafts.
- 14.9 No portion of a **dwelling** shall be used for human habitation unless:
 - (a) the floors, walls and ceiling areas are watertight and free from dampness and mould at all times;
 - (b) the total window area, the total **openable area** for natural ventilation and the ceiling height are in accordance with the provisions of the **Building Code Act** or, alternatively, reventilation and/or mechanical ventilation is provided as prescribed by the **Building Code Act**;
 - (c) the required minimum window area of every **habitable room** is entirely above the grade of the

ground adjoining such window area, or the top of the window well, whichever is the higher elevation.

15.0 COMPOST

15.1 **Compost** on a **property** shall be maintained in a composter or an open **compost** pile that is not larger than 2.0 square metres (21.5 square feet) in area and 1.0 metre (39 inches) in height.

15.2 A composter or an open **compost** pile shall be kept free of pests, such as rodents, vermin, termites and injurious insects and any condition that may promote an infestation.

16.0 HERITAGE PROPERTIES

16.1 In addition, to all other standards prescribed by this By-law, an owner of a **Heritage Property** shall:

(a) protect, maintain and stabilize a **heritage attribute** so as to preserve the existing materials;

(b) in the conduct of a repair use only materials that match the form and detailing of the original elements of the **heritage attribute**; and

(c) be repaired using only recognized conservation methods.

17.0 FOUNDATIONS

17.1 A foundation of a **building** or an **accessory building** shall be maintained in good state of **repair** so as to prevent settlement detrimental to the appearance of the **building** or **accessory building**, or the entrance of moisture, vermin, termites, insects or rodents into the **building** or **accessory building**.

- 17.2 Without limiting the generality of section 17.1, the maintenance of a foundation may include:
- (a) the jacking-up, underpinning or shoring of the foundation where necessary;
 - (b) the extension of footings and foundations below grade or regrading to provide adequate frost cover;
 - (c) installing subsoil drains at the footing where such would be beneficial;
 - (d) the grouting of masonry cracks;
 - (e) waterproofing the wall and joints;
 - (f) the carrying out of such other work as may be required to overcome any existing settlement detrimental to the appearance of the **building** or **accessory building**;
 - (g) **repairing** or replacing decayed, damaged or weakened sills, piers, posts or other supports;
 - (h) making sills, piers, posts or other supports insect-proof by the application of suitable materials; and
 - (i) coating with a preservative.

18.0 EXTERIOR WALLS, COLUMNS AND BEAMS

- 18.1 The components of an exterior wall of a **building** or an **accessory building** shall be maintained:
- (a) in good state of **repair** and in a **safe condition**;
 - (b) weather tight;

- (c) free from loose or unsecured objects or materials;
- (d) so as to prevent the entrance of insects, termites, vermin, rodents or other animals;
- (e) so as to prevent deterioration due to weather, insects, vermin, termites, rodents and other animals; and
- (f) so as to prevent deterioration detrimental to the appearance of the **building** or an **accessory building**.

18.2 Without restricting the generality of section 18.1, the maintenance of an exterior wall of a **building** or an **accessory building** may include:

- (a) the applying of materials to preserve all exterior wood and metal work or other materials not inherently resistant to weathering;
- (b) the applying of materials to improve or maintain a pleasant and satisfying appearance at least commensurate with that of the neighbourhood;
- (c) the restoring, **repairing** or replacing of:
 - i) the wall;
 - ii) the masonry units and mortar;
 - iii) the stucco, shingles or other cladding;
 - iv) the coping; and
 - v) the flashing and waterproofing of the wall and joint.

18.3 Exterior columns and beams and any decorative trim shall be maintained in a good state of **repair** and in a **safe condition**. Where necessary, such columns, beams and

trim shall be restored, **repaired** or replaced and suitably protected or treated against weathering, so as to prevent or remedy deterioration detrimental to the appearance of the **building** or **accessory building**.

19.0 EXTERIOR DOORS, WINDOWS AND OTHER OPENINGS –
CANOPIES-MARQUEES-AWNINGS

19.1 Shutters, windows, doors, hatchways and other exterior openings in a **building** or an **accessory building** shall be kept weather tight, draft free, and in good state of **repair** and working order.

19.2 Without restricting the generality of section 19.1, the maintenance of a shutter, window, door, hatchway and other exterior opening may include:

- (a) painting or the applying of a similarly effective preservative;
- (b) the **repair**, replacement or renewing of damaged, decaying, missing or defective:
 - i) doors;
 - ii) door frames and casings;
 - iii) windows and window sashes;
 - iv) window frames and casings;
 - v) shutters;
 - vi) screens;
- (c) refitting doors, windows, shutters or screens;
- (d) reglazing or fitting with an translucent substitute;
- (e) rescreening;
- (f) using other approved means of weatherproofing where the opening is used or required for ventilation

or illumination and is not protected by a window, door or similar closure:

- i) screening with wire mesh, metal grills or other equivalent durable material; or
- ii) other protection so as to effectively prevent the entry of insects, termites, rodents, vermin or other animals.

- 19.3 Glazed doors, windows and other transparent surfaces shall be kept clean so as to permit unimpeded visibility and unrestricted passage of light.
- 19.4 A window in a **dwelling unit** that can be or is required by the standards to be openable shall be provided with screening to effectively prevent the entry of insects.
- 19.5 Nothing in this section shall be construed as preventing doors, windows and other openings in an unoccupied **building** or **accessory building** from being protected from damage or to prevent entry, for such time as determined by section 23.
- 19.6 A canopy, marquee or awning shall be properly anchored so as to be kept in a **safe condition** and shall be protected from decay and rust by a periodic application of weathercoating material.
- 19.7 A **building** shall have a safe, continuous and unobstructed passage from the interior to an exit or the outside of the **building** at street or grade level.
- 19.8 A door that facilitates access to or egress from a **dwelling unit** shall be equipped with locks, and shall be maintained in a good state of **repair** and in an operating condition.

20.0 EXTERIOR STAIRS, VERANDAS, PORCHES, DECKS, LOADING DOCKS, BALCONIES AND FIRE ESCAPES

20.1 An exterior stair, veranda, porch, deck, loading dock, balcony, fire escapes and every appurtenance attached thereto shall be maintained, reconstructed or **repaired** so as to be safe to use and capable of supporting the loads to which it may be subjected, as specified in the **Building Code Act**, and shall be kept in **safe condition** and good state of **repair**, free of all accident hazards and other deterioration or objects detrimental to the appearance of the **building** or **accessory building**.

20.2 Without restricting the generality of section 20.1, the maintenance, reconstructing or **repairing** of an exterior stair, veranda, porch, deck, loading dock, balcony and fire escape may include:

- (a) **repairing** or replacing treads, risers or floors that show excessive wear or are broken, warped, loose or otherwise defective;
- (b) **repairing**, renewing or supporting structural members that are rotted, deteriorated or loose;
- (c) providing, **repairing** or renewing **guard** rails, railings and balustrades; and
- (d) painting or the applying of an equivalent preservative.

20.3 Exterior stairs and fire escapes shall be kept free from ice and snow.

21.0 ROOFS AND ROOF STRUCTURES

- 21.1 A roof, roof deck, roof structures including solar energy panels, wind generators and related **guards** of a **building** or **accessory building** shall be:
- (a) weather tight and free from leaks;
 - (b) free from loose or unsecured or unsafe objects and materials;
 - (c) free from accident hazards;
 - (d) free from dangerous accumulation of ice and snow;
 - (e) kept in a good state of **repair** and in a **safe condition**;
 - (f) free from other unsightly objects and conditions detrimental to the appearance of the **building** or **accessory building**.
- 21.2 An eaves trough, roof gutter and downpipe shall be kept:
- (a) in good **repair**;
 - (b) in good working order;
 - (c) water tight and free from leaks;
 - (d) free from accident hazards;
 - (e) protected by painting or the applying of other equivalent preservative.
- 21.3 Chimneys, smoke or vent stacks and other roof structures shall be maintained plumb and in good state of **repair** and shall be:

- (a) free from loose bricks, mortar and loose or broken capping;
- (b) free from loose or rusted stanchions, guy wires, braces and attachments;
- (c) free from any accident hazard;
- (d) free from the entrance of smoke or gases into a **building** or **accessory building**;
- (e) free from the heating of adjacent combustible materials, walls and structural members to unsafe temperatures;
- (f) weather tight and free from leaks;
- (g) free from unsightly objects and conditions detrimental to the appearance of the **building** or **accessory building**.

22.0 EXTERIOR MAINTENANCE

- 22.1 All exterior surfaces that have been previously painted, stained, varnished or which have received other similar protective finishes shall be maintained without visible deterioration from the original finish, or shall be suitably refinished by application of an equivalent preservative.
- 22.2 Appropriate measures shall be taken to remove any graffiti, markings, stains or other defacement, occurring on the exposed finished exterior surfaces and, where necessary, to restore the exterior surface and adjacent areas to, as near as possible, to its appearance before the markings, stains or defacement occurred.
- 22.3 In the event of fire or other disaster, measures shall be taken as soon as possible to make the damaged **building**

or **accessory building** compatible with its environment. Without restricting the generality of the foregoing, such measures include:

- (a) making the **building** or **accessory building** safe;
- (b) **repairing** of damaged surfaces exposed to view;
- (c) cleaning any damaged surfaces exposed to view;
- (d) refinishing so as to be in harmony with adjoining undamaged surfaces.

22.4 In the event the **building** or **accessory building** is beyond **repair**, the **property** shall be cleared of all remains and left in a graded level and tidy condition.

23.0 VACANT PROPERTY AND VACANT BUILDINGS – ADDITIONAL STANDARDS

23.1 **Vacant property** shall be kept clear of all **waste** and other materials and equipment not otherwise permitted by the zoning by-law.

23.2 A **vacant building** shall:

- (a) be secured against unauthorized entry;
- (b) be protected against the risk of fire, accident, or other danger.

23.3 Where a **vacant building** has been vacant for at least sixty (60) consecutive days, a **Property Standards Officer** who reasonably believes that a **vacant building** poses a risk to safety may, in writing, require the **Owner** of a **vacant building** to do any one or more of the following, within the timeframe specified by the **Property Standards Officer**:

- (a) install security measures or devices to the satisfaction of the **Property Standards Officer**, and such measures may include boarding of doors, windows, or other openings; or
- (b) do any work or **repairs** which, in the opinion of the **Property Standards Officer**, are necessary to secure a **vacant building** from unauthorized entry or protect a **vacant building** against the risk of fire, accident, or other danger.

23.4 Where a **vacant building** is boarded or required to be boarded:

- (a) boarding materials shall be installed and maintained in good order;
- (b) boarding materials shall be installed to exclude precipitation and wind from entering the **vacant building**, and to secure the **vacant building** from unauthorized entry, and shall be installed within the reveal of the opening frame or cladding, where feasible;
- (c) unless inherently resistant to deterioration, boarding materials shall be treated with a protective coating of paint or equivalent weather resistant material;
- (d) boarding materials shall be selected, coated, coloured, and installed to match surrounding door/window frames and exterior wall finishes.

23.5 Where a **vacant building** remains vacant for more than ninety (90) consecutive days, the **Owner** shall ensure that all utilities serving the **vacant building** are properly disconnected, terminated, or capped, unless such utilities are necessary for the safety or security of the **vacant**

building, or unless such utilities are otherwise required by law to remain connected.

23.6 When openings in a **vacant building** previously boarded or secured become unsecured, such openings shall be secured again, and as determined by the **Property Standards Officer** may require the use of materials and fasteners of greater strength, installed in such a manner to deter their removal or destruction.

23.7 Where a **vacant building** has remained vacant or unoccupied for a period of two (2) years and continues in a state of disrepair and deterioration, a **Property Standards Officer** may issue an order to remove all previously installed boarding from windows and doors and to **repair** the **vacant building** in compliance with the standards set out in this By-law.

24.0 ADMINISTRATION AND ENFORCEMENT

24.1 A **Property Standards Officer** is responsible for the administration and enforcement of this By-law.

24.2 A **Property Standards Officer** may, upon producing proper identification, enter upon any **property** at any reasonable time without a warrant for the purpose of inspecting the **property** to determine,

- (a) whether the **property** conforms with the standards prescribed in this by-law;
- (b) whether an order made under this by-law and the **Building Code Act** has been complied with.

24.3 Despite section 24.2, a **Property Standards Officer** shall not enter or remain in any room or place actually being used as a **dwelling** unless,

- (a) the consent of the **occupant** is obtained, the **occupant** first having been informed that the right of entry may be refused and entry made only under the authority of a warrant issued under the ***Building Code Act***;
- (b) a warrant issued under the ***Building Code Act*** is obtained;
- (c) the delay necessary to obtain a warrant or the consent of the **occupant** would result in an immediate danger to the health or safety of any **person**;
- (d) the entry is necessary to terminate a danger under subsection 15.7 (3) or 15.10 (3) of the ***Building Code Act***; or
- (e) the requirements of section 24.4 are met and the entry is necessary to remove an **unsafe condition** under clause 15.9 (6) (b) of the ***Building Code Act*** or to **repair** or demolish under subsection 15.4(1) of the ***Building Code Act***.

24.4 Within a reasonable time before entering the room or place for a purpose described in section 24.3 (e), the **Officer** shall serve the **occupant** with notice of his or her intention to enter it.

24.5 A **Property Standards Officer** for the purposes of an inspection has all the powers as provided for in section 15.8(1) of the ***Building Code Act***.

25.0 ORDERS AND COMPLIANCE

25.1 An **owner** of **property** shall comply with the standards and requirements prescribed in this By-law.

25.2 Every **Property Standards Officer** who finds that a **property** does not conform with any of the standards of this By-law, may make an order pursuant to the provisions of Section 15.2 of the **Building Code Act**:

(a) requiring the **property** that does not conform with the standards to be **repaired** and maintained to conform with the standards; or

(b) requiring that the site be cleared of all **buildings** or **accessory buildings, structures**, debris or refuse and left in a graded and leveled condition.

25.3 Every **owner** of **property** shall comply with an order made pursuant to this By-law and the **Building Code Act** requiring compliance as confirmed or modified. If an order of a **Property Standards Officer** is not complied with in accordance with the order as deemed confirmed or as confirmed or modified by the **Committee** or a judge, the **Township** may cause the **property** to be **repaired** or demolished accordingly.

25.4 Where any **person** fails to comply with an order issued, the **Township** may enter and cause the required work to be done at the cost of the **person**. The cost of such work may be recovered by action or by adding the costs to the tax roll and collecting the costs in the same manner as property taxes.

26.0 APPEAL OF ORDER

26.1 An **owner** who has been served with an order made under this By-law and **Building Code Act** and who is not satisfied with the terms or conditions of the order may appeal to the **Committee** by sending a notice of appeal by registered mail to the secretary of the **Committee** within 14 days after being served with the order.

- 26.2 An order that is not appealed within the time referred to in Section 26.1 shall be deemed to be confirmed.
- 26.3 The **Committee** shall hear the appeal.
- 26.4 On an appeal, the **Committee** has all the powers and functions of the **Property Standards Officer** who made the order and the **Committee** may do any of the following things if, in the **Committee's** opinion, doing so would maintain the general intent and purpose of the by-law and of the official plan or policy statement:
- (a) Confirm, modify or rescind the order to demolish or **repair**;
 - (b) Extend the time for complying with the order.
- 26.5 The **Township** in which the **property** is situate or any **owner** or **person** affected by a decision under this section may appeal to the Superior Court of Justice by notifying the Clerk of the **Township** in writing and by applying to the court within 14 days after a copy of the decision is sent.
- 26.6 The Superior Court of Justice shall appoint, in writing, a time and place for the hearing of the appeal and may direct in the appointment the matter in which and the **persons** upon whom the appointment is to be served.
- 26.7 On the appeal, the judge has the same powers and functions as the **Committee**.
- 26.8 An order that is deemed to be confirmed under section 26.2 or that is confirmed or modified by the **Committee** under section 26.3 or a judge under section 26.7, as the case may be, shall be final and binding upon the **owner** who shall carry out the **repair** or demolition within the time and in the manner specified in the order.

27.0 POWER OF TOWNSHIP TO REPAIR AND DEMOLISH

27.1 If an order is not complied with in accordance with the order as deemed confirmed or as confirmed or modified by the **Committee** or a judge, the **Township** in accordance with section 15.4 of the **Building Code Act** may cause the **property** to be **repaired** or demolished.

27.2 Where an order is not complied with and the **Township** has caused the property to be **repaired** or demolished, the **Township** has priority lien status in accordance with section 1 of the *Municipal Act, 2001, as amended*, on the **property** for the amount spent on the **repair** or demolition and the amount may be added to the tax roll by the Treasurer of the **Township** and may be collected in the same manner as taxes on the **property**.

28.0 EMERGENCY ORDERS

28.1 If upon inspection of a **property** an **Property Standards Officer** is satisfied that there is non-conformity with the standards prescribed in this by-law to such extent as to pose an immediate danger to the health or safety of any **person**, the **Property Standards Officer** may make an order in accordance with section 15.7 of the **Building Code Act** containing particulars of the non-conformity and requiring remedial **repairs** or other work to be carried out immediately to terminate the danger.

29.0 CERTIFICATE OF COMPLIANCE

29.1 After inspecting a **property**, a **Property Standards Officer** who is of the opinion that the **property** is in compliance with the standards established in this By-law, may issue a certificate of compliance to the **owner**.

29.2 The prescribed fee set out in the **Township's** Fees and Charges By-law shall be payable prior to the issuance of a certificate of compliance where it is issued at the request of the **owner**.

30.0 PENALTY

30.1 Every **owner** who fails to comply with an order, as confirmed, any other order, a direction or a requirement made under this By-law is guilty of an offence under Section 36.(1) of the **Building Code Act** and is liable to a penalty or penalties as set out in Section 36 of the **Building Code Act**.

31.0 PROPERTY STANDARDS COMMITTEE

31.1 A **Committee** is hereby established in accordance with the **Building Code Act**.

31.2 The **Committee** shall be composed of such persons, not fewer than three (3), as **Council** considers advisable.

31.3 The **Committee** shall hold office for the term of **Council** or until such time as successors are appointed.

32.0 EXEMPTIONS

32.1 This By-law does not apply to lands on which construction is actively proceeding in accordance with a permit issued pursuant to the *Building Code Act*.

32.2 This By-law does not apply so as to prevent a farm, meeting the definition of "agricultural operation" under the *Farming and Food Production Protection Act, 1998*, S.O. 1998 c.1, from carrying out a normal farm practice as provided for and defined under that Act.

33.0 VALIDITY

33.1 If any section, subsection, paragraph, sentence, clause, or provision of this By-Law be declared by a Court of competent jurisdiction to be invalid, illegal or ultra vires for any reason, all other provisions of this By-Law shall remain and continue in full force and effect and shall remain valid and binding.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd
DAY OF APRIL, 2020.**

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO 022-2020

A by-law to authorize the temporary borrowing of funds to meet current expenditures of the Corporation of the Township of Puslinch during the fiscal year ending December 31, 2020.

WHEREAS in accordance with Section 407 of the Municipal Act, S.O. 2001, c. 25 as amended, the Corporation of the Township of Puslinch ("Township") considers it necessary to have authorization in place in the event that temporary borrowing is required to meet current expenditures for the year 2020 until taxes are collected and other revenues are received; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the Municipal Act, 2001, S.O. 2001, c.25, as amended; and

WHEREAS the total amount previously borrowed by the Township pursuant to Section 407 that has not been repaid is NIL.

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

1. That the Mayor and Treasurer be and the same are hereby authorized on behalf of the Township to borrow from time to time by way of a promissory note from THE TORONTO DOMINION BANK ("TD") a sum or sums not exceeding in the aggregate of \$1,500,000.00 to meet, until taxes are collected and other revenues are received, the current expenditures of the Township for the year as permitted by Section 407 of the Municipal Act and to give to TD promissory notes, sealed with the Township's corporate seal and signed by the Mayor and Treasurer for the sums borrowed plus interest.
2. That the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,
 - a) from January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
 - b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.
3. For purposes of this by-law, the estimated revenues referred to in section 2 do not include revenues derivable or derived from: a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
4. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Township for the current year and when this revenue is received.

5. The Treasurer is authorized and directed to apply in payment for all sums borrowed plus interest, all of the monies collected or received on account in respect of taxes levied for the current year or from any other source which may lawfully be applied for this purpose.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
22nd DAY OF APRIL, 2020.**

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 023-2020

.BEING A BY-LAW TO AUTHORIZE EXECUTION OF THE AGREEMENT OF PURCHASE AND SALE AND THE TRANSFER OF THE ROAD ALLOWANCE LOCATED BETWEEN VICTORIA ROAD SOUTH AND WATSON ROAD SOUTH FROM THE COUNTY OF WELLINGTON.

WHEREAS Section 11(2) of the Municipal Act authorizes a municipality to acquire lands for the purpose of exercising its authority;

AND WHEREAS The Corporation of the Township of Puslinch now wishes to accept the transfer of the lands described as Road Allowance between Lots 25 & 26, Concession 9, Township of Puslinch, road allowance between Concessions 8 & 9, Township of Puslinch & road allowance between Concessions 9 & 10, Township of Puslinch; (the "lands");

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH ENACTS AS FOLLOWS:

1. **THAT** the Township acquire the lands for nominal consideration (\$2.00);
2. **THAT** the Mayor and Clerk are hereby authorized to execute on behalf of the Township the Agreement of Purchase and Sale, the Transfer/Deed and other documents as may be necessary to effect the conveyance of the lands.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF APRIL 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 024-2020

Being a by-law to authorize the entering into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.

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

AND WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to enter into a License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre;

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 License and Cost Sharing Agreement with the Puslinch Tennis Club for the use and maintenance of the tennis courts located at the Puslinch Community Centre.
2. That the Mayor and Clerk are hereby authorized to execute the License and Cost Sharing Agreement once the authorized representative for the Puslinch Tennis Club has executed the agreement.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF APRIL, 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 025-2020

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 April 22, 2020.

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 April 22, 2020 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 22nd DAY OF APRIL, 2020.

James Seeley, Mayor

Glenn Schwendinger, CAO/Clerk