



REPORT FIN-2013-003

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

SUBJECT: Approval of Invoices & Requests for Payment

RECOMMENDATIONS

That Report FIN-2013-003 regarding the Approval of Invoices and Requests for Payment be received; and

That Council directs that invoices and requests for payments no longer be itemized and printed with the Council agenda as a summary of all accounts paid are included in the TD Canada Trust Cheque Register by Date Report which is included on the Council agenda for information.

DISCUSSION

Purpose

The purpose of this Report is to obtain Council approval to discontinue the listing and copying of invoices and requests for payment as part of the monthly package provided to Council as this is a duplication of efforts.

Currently, Council obtains on a monthly basis the following reports:

- Financial Report
- TD Canada Trust Cheque Register by Date Report which summarizes all of the cheques issued
- Departmental Budget vs. Actual Expense Report
- Aggregate Budget vs. Actual Expense Report
- Request for Payment Report from the Roads, Optimist Recreation Centre, and Fire departments
- CAO/Clerk also includes administrative specific consultant invoices

The past practise has been to have the Road, Fire, and Administrative specific consulting invoices authorized for payment. There have not been other departmental reports provided to Council for payment authorization.

Many of these invoices and requests for payment included in the Council package have been paid prior to being presented at the Council meeting. An excerpt of the July 2013 TD Canada Trust Cheque Register by Date Report is included in Schedules A and F. The table below depicts how the various invoices and requests for payment tie to the TD Canada Trust Cheque Register by Date Report.

Schedule	Vendor	Invoice Total	Included in TD Canada Trust Cheque Register by Date Report?
B	Harden Environmental Services Ltd.	\$1,248.65	Yes- Schedule A – \$2,583.38
C	Harden Environmental Services Ltd.	\$807.95	
D	Harden Environmental Services Ltd.	\$526.78	
E	Guelph Junction Railway	\$1,745.38	Yes- Schedule F
E	Letco Limited	\$2,718.33	Yes- Schedule F
E	Fred E Prior	\$305.10	Yes- Schedule F
E	Gamsby and Mannerow	\$7,460.02	Yes- Schedule F - \$32,081.37
E	Gamsby and Mannerow	\$1,602.23	
E	Gamsby and Mannerow	\$7,773.73	
E	Gamsby and Mannerow	\$4,398.54	
E	Gamsby and Mannerow	\$5,523.75	
G	Gamsby and Mannerow	\$5,323.10	Yes- Schedule F
E	GWS Ecological	\$194.58	

The Harden Environmental Services invoices (Schedules B, C, and D) that were presented to Council as accounts for payment at the August 14, 2013 Council Meeting have been paid and are included as part of Schedule A. The Request for Payment Report for the Roads and ORC Department (Schedule E and Schedule G) that was presented to Council for information at the August 14, 2013 Council Meeting have been paid and are included as part of Schedule F. This is the same situation for other Request for Payment Reports provided by the Fire Department.

The Township's procedures for processing invoices and requests for payment are through the authorization of invoices prior to payment by the department heads and Finance. Approval is noted through a signature on the invoice by the Department head. All cheques require two signing authorities and are reviewed with support prior to being issued. Many of these invoices require payment in advance of when the Council meetings are scheduled, thus, this process of authorization by the Department heads and Finance facilitates timely payment. Council obtains other support such as a detailed TD Canada Trust Cheque Register by Date Report which shows all of the cheques that have been issued and paid. Also, Council approves all financial transactions during Budget and if not included in the Budget, throughout the year through reports to

Council. It is the Finance department's responsibility to ensure that all expenditures paid relate to expenditures as authorized by Council through the budgeting process and through reports provided to Council throughout the year.

FINANCIAL IMPLICATIONS

None.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001 – Section 286

Treasurer

286. (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418. 2001, c. 25, s. 286 (1).

ATTACHMENTS

Schedules A, B, C, D, E, F, G

Sch. A

2013.06.26 8.0 9751

Township of Puslinch

09/08/2013

1:54PM

Accounts Payable

TD Canada Trust Cheque Register By Date
01/07/2013 thru 31/07/2013

Cheque Number	Cheque Date	Payee	Cheque Amount
015630	11/07/2013	001588 BDK CONTRACTING	350.00
015631	11/07/2013	000119 BELL CANADA	228.36
015632	11/07/2013	000229 CIT FINANCIAL LTD	2,264.68
015633	11/07/2013	000259 COUNTY OF WELLINGTON	875.75
015634	11/07/2013	000989 FCDQ	1,042.43
015635	11/07/2013	000389 FRANK COWAN CO. LTD.	5,000.00
015636	11/07/2013	000414 GAMSBY AND MANNEROW LTD.	3,354.07
015637	11/07/2013	000468 GWS ECOLOGICAL & FORESTRY SERV	2,157.39
015638	11/07/2013	000485 HAYDEN'S ABERFOYLE GARAGE INC	85.49
015639	11/07/2013	000870 HLB SYSTEM SOLUTIONS	2,915.40
015640	11/07/2013	000514 HYDRO ONE NETWORKS INC	6,160.20
015641	11/07/2013	001299 INSTATEL COMMUNICATIONS	549.18
015642	11/07/2013	000587 KEYSTONE COMPUTER RESOURCES	489.66
015643	11/07/2013	000685 MCLEDDERY & MORRIS	491.20
015644	11/07/2013	000881 REYNER ELECTRIC CONSTRUCTION INC	1,339.62
015645	11/07/2013	000932 SENTEX COMMUNICATIONS	135.02
015646	11/07/2013	000939 SHOOTER ELECTRIC INC	164.42
015647	11/07/2013	000946 SKYCOM SYSTEMS	371.00
015648	11/07/2013	001039 UNION GAS LIMITED	156.67
015649	24/07/2013	000093 BADENOCH COMMUNITY CENTRE	1,750.00
015650	24/07/2013	000124 BELL MOBILITY	25.59
015651	24/07/2013	000409 GAIL J. HUETHER	185.50
015652	24/07/2013	000981 MANULIFE FINANCIAL	19,539.59
015653	24/07/2013	001147 RECEIVER GENERAL	17,907.96
015654	24/07/2013	001210 ROGERS	177.81
015655	24/07/2013	000986 TD VISA	696.58
015656	24/07/2013	000980 WAYNE STOKLEY	39.00
015657	31/07/2013	001639 407 ETR	40.45
015658	31/07/2013	000119 BELL CANADA	613.96
015659	31/07/2013	000088 BRENDA J. LAW	287.10
015660	31/07/2013	001222 BRENNEMAN FILING SYSTEMS LTD	526.77
015661	31/07/2013	000178 CAMPBELL'S PORTABLE TOILETS	271.20
015662	31/07/2013	000182 CAMPUS HARDWARE LIMITED	81.30
015663	31/07/2013	001572 CAR-STORE AUTOMOTIVE INC.	141.24
015664	31/07/2013	000250 COUNTY OF WELLINGTON	1,279.90
015665	31/07/2013	001711 DALES SEARCH SERVICES LTD.	79.28
015666	31/07/2013	000309 DISTINCTIVE TROPHIES & AWARDS	20.34
015667	31/07/2013	000414 GAMSBY AND MANNEROW LTD.	4,612.97
015668	31/07/2013	000821 GLENN LEACHMAN	549.37
015669	31/07/2013	001494 GOLDMAN SLOAN NASH & HABER LLF	1,298.80
015670	31/07/2013	000400 GUELPH BUSINESS MACHINES	334.98
015671	31/07/2013	000468 GWS ECOLOGICAL & FORESTRY SERV	403.97
015672	31/07/2013	000476 HARDEN ENVIRONMENTAL SERVICES	2,583.35
015673	31/07/2013	000486 HAYDEN'S PROPERTY MTC	465.58
015674	31/07/2013	000870 HLB SYSTEM SOLUTIONS	1,857.14
015675	31/07/2013	000514 HYDRO ONE NETWORKS INC	4,615.16
015676	31/07/2013	000670 JUDY SMITH	23.73
015677	31/07/2013	001427 L. ALAN GRINHAM ARCHITECT INC	1,503.17
015678	31/07/2013	001709 MSD INC.	3,254.40
015680	31/07/2013	001710 OMAA	565.00
015681	31/07/2013	000830 PUROLATOR COURIER LTD.	71.46
015682	31/07/2013	000831 PUSLINC BEACH AND MARINA LTD	228.00
015683	31/07/2013	001619 QUALITY LUBE & TIRES	717.73

Page 1

X The Total of this vendor's invoices
are included in Sch. B, C, & D

Schedule B



Harden Environmental Services Ltd.

Invoice

4622 Nassagaweya Puslinch Townline
Moffat, Ontario Canada L0P 1J0
Phone: 519.826.0099 Fax: 519.826.9099

Township of Puslinch
R R # 3
Guelph, Ontario N1H 6H9

Date	Invoice #
30/06/2013	3320

Attention:	Karen Landry
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P.O. No.	
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Project & Description
1229a - Rens

Serviced	Qty	Description	Rate	Amount
03/06/2013	4	Review and comment on Stormwater and Hydrogeology Reports	130.00	520.00
07/06/2013	0.5	Review and comment on Stormwater and Hydrogeology Reports	130.00	65.00
13/06/2013	3	Review and comment on Stormwater and Hydrogeology Reports	130.00	390.00
24/06/2013	1	Review and comment on Stormwater and Hydrogeology Reports	130.00	130.00
		HST (5%) On Sales	5.00%	51.25
		HST (8%) on Sales	8.00%	88.40

Karen

Review of Rens
Per Depot reports.

SD

CLERK'S DEPARTMENT	
TO	BU
Copy	Finance R.R. Hydrogeology
Please Handle	
For Your Information	
Council Agenda	12/13
File	

Please Make Payable to Harden Environmental Services Ltd.

Due Upon Receipt

GST/HST No. 137009957

Subtotal	\$1,105.00
HST	\$143.65
Total	\$1,248.65

Schedule A



Harden Environmental Services Ltd.

Invoice

**4622 Nassagaweya Puslinch Townline
Moffat, Ontario Canada L0P 1J0
Phone: 519.826.0099 Fax: 519.826.9099**

Township of Puslinch
R R # 3
Guelph, Ontario N1H 6H9

Date	Invoice #
30/06/2013	3319

Attention:	Karen Landry
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P.O. No.	
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Project & Description
0521 Rozell Road

Serviced	Qty	Description	Rate	Amount
03/06/2013	3.5	Review of 2012 Monitoring Report	130.00	455.00
04/06/2013	2	Review of 2012 Monitoring Report	130.00	260.00
		HST (5%) On Sales	5.00%	35.75
		HST (8%) on Sales	8.00%	57.20

CLERK'S DEPARTMENT	
TO	BC
Copy	Shirley
Please Handle	
For Your Information	
Council Agenda	25.9.14.13
File	

Please Make Payable to Harden Environmental Services Ltd.

Due Upon Receipt

GST/HST No. 137009957

Subtotal	\$715.00
HST	\$92.95
Total	\$807.95

Shirley
A

Schedule D

11(a)



Harden Environmental Services Ltd.

Invoice

4622 Nassagaweya Puslinch Townline
 Moffat, Ontario Canada L0P 1J0
 Phone: 519.826.0099 Fax: 519.826.9099

Township of Puslinch
 R R # 3
 Guelph, Ontario N1H 6H9

Date	Invoice #
30/08/2013	3318

Attention:	Karen Landry
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P.O. No.	
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Project & Description
0126 - Township Projects

Serviced	Qty	Description	Rate	Amount
14/06/2013	3.5	Development Review Meeting Attendance by Senior Engineer	130.00	455.00
14/06/2013	25	mileage	0.505	12.63
		HST (5%) On Sales	5.00%	22.75
		HST (8%) on Sales	8.00%	36.40

CLERK'S DEPARTMENT

TO BC

Copy ✓

Please Handle ✓

For Your Information

Council Agenda Aug 14/13

File

Please Make Payable to Harden Environmental Services Ltd.

Due Upon Receipt

GST/HST No 137009937

Subtotal	\$467.63
HST	\$59.15
Total	\$526.78

Schedule A

Schedule E
PUSLINCH ROADS DEPARTMENT

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8.4(a).

Payment Request -- Expenses**July-13**

Invoice Date	Vendor Name	Invoice #	Description	Expense Code	Amount	Paid by Cheque #
02-Jul-13	Canadian Tire		Battery	4205	363.78	via
02-Jul-13	Garnsby and Mannetow	72714	Eng. culvert replacement	4305	4,399.54	via
02-Jul-13	Poland Highway Products	48872	Calcium	4213	4,837.34	via
04-Jul-13	Quigley Junction Railway	465476	Flasher contract	4320	1,745.38	via
06-Jul-13	Boucher & Jones		Fuel	4203	10,262.98	via
10-Jul-13	Canada Culvert	63-35263	Culvert pipe	4219	2,820.82	via
10-Jul-13	Bany Colten Chev		Vehicle repair-04	4205	98.25	via
11-Jul-13	CBM	168165053	Maintenance gravel	4212	54,498.07	via
11-Jul-13	CBM	168165052	Maintenance gravel	4212	4,671.20	via
11-Jul-13	GOV	29712	Topsoil fees	4208	49.00	via
12-Jul-13	Cedar Signs	29085	Signs	4208	83.54	via
12-Jul-13	Coastal Tree Service	51714	Forestry service	4219	3,590.00	via
17-Jul-13	Atlanta Industries	10158	Culvert pipe	4219	2,678.10	via
17-Jul-13	Dolan Instruments	5091	Roadwatch temperature	4205	1,719.79	via
17-Jul-13	Letco Limited	7566	Grader blades	4205	2,718.33	via
18-Jul-13	Altruck	G-231990018	Vehicle parts-303	4205	88.63	via
22-Jul-13	Reginald Hoes		Hydraulic parts	4218	338.75	via
04-Jul-13	Union Gas		Natural gas	4202	46.60	15548
05-Jul-13	Hydro One		Hydro	4201	490.72	15549
28-Jul-13	Canadian Pacific Railway	11055035	Flasher contract	4320	1,485.56	via
31-Jul-13	Cedar Signs	29391	Signs	4208	52.07	via
31-Jul-13	Woodhill Ltd		Road Lip	4219	135.00	via
31-Jul-13	YBC		Grass seed	4219	180.76	via
30-Jul-13	Fred E Prior	33903	Top soil	4219	305.10	via
Materials and repairs						
Total Expenses					\$ 56,454.30	
Capital Expenditures						
02-Jul-13	Garnsby and Mannetow	72712/72785	Concession 1	5000	7,460.07	via
21-Jul-13	Canada Culvert	63-35661	Pipe for Conc 1	5000	850.85	via
02-Jul-13	Garnsby and Mannetow	72665	Cooks Mill Rd	5000	1,602.23	via
02-Jul-13	Garnsby and Mannetow	72656/72785	Leslie Rd	5000	7,773.73	via
02-Jul-13	Garnsby and Mannetow	72664	Cox Rd	5000	5,523.75	via
02-Jul-13	GOV's Equipment	1	Mossman Plantings	5000	194.58	via
29-Jul-13	Cox Construction	519611	Victoria Rd	5000	129,257.88	via
Total Capital Expenditures					\$ 152,473.04	
Remuneration						
Regular Pay					28,660.23	
Overtime Pay					901.24	
Total Remuneration					30,661.47	
Employee Benefits & Life Insurance						
Manulife					June/July	8,098.08
Omni					June/July	5,808.24
CPP					June/July	2,253.94
EI					June/July	1,078.44
Workplace Safety Ins						531.71
EHT						513.29
Total Employee Benefits & Life Ins						18,183.60
Total Roads expenses					July-13	297,712.61

Schedule F

2013.05.20 8:09:54

Township of Puslinch

09/08/2013

1:54PM

Accounts Payable

TD Canada Trust Cheque Register By Date

01/07/2013 thru 31/07/2013

Cheque Number	Cheque Date	Payee	Cheque Amount
015684	31/07/2013	001472 RSM BUILDING CONSULTANTS	5,480.27
015685	31/07/2013	001842 RICHARD HOOVER	229.10
015686	31/07/2013	001706 MORGUARD CORPORATION	850,000.00
015687	31/07/2013	000023 A. J. STONE CO. LTD.	5,693.20
015688	31/07/2013	000038 ACKLANDS-GRAINER INC.	500.97
015689	31/07/2013	001352 AIR LIQUIDE CANADA INC.	22.71
015690	31/07/2013	001416 ALTRUCK INTL. TRUCK CENTRES	88.63
015691	31/07/2013	001383 ATLANTIC INDUSTRIES LTD	2,678.10
015692	31/07/2013	000106 BARNES DISTRIBUTION	149.70
015693	31/07/2013	000113 BATTLEFIELD EQUIPMENT RENTALS	88.98
015694	31/07/2013	000148 BOUCHER & JONES INC.	10,262.98
015695	31/07/2013	000182 CAMPUS HARDWARE LIMITED	89.83
015696	31/07/2013	001712 CANADA CULVERT	3,481.87
015697	31/07/2013	000171 CANADIAN PACIFIC RAILWAY CO.	1,485.50
015698	31/07/2013	000202 CARLETON UNIFORMS INC.	200.80
015699	31/07/2013	000214 CBM AGGREGATES	59,603.79
015700	31/07/2013	000219 CEDAR SIGNS	135.81
015701	31/07/2013	000222 CENTURY VALLEN	633.47
015702	31/07/2013	001510 COLONIAL TREE SERVICE INC	3,390.00
015703	31/07/2013	000259 COUNTY OF WELLINGTON	45.00
015704	31/07/2013	000263 COX CONSTRUCTION LIMITED	129,257.88
015705	31/07/2013	001010 DAVID THORNTON	55.00
015706	31/07/2013	001589 DICAN INC.	1,719.79
015707	31/07/2013	000341 ELISABETH COBURN	51.00
015708	31/07/2013	000380 FIRE SAFETY CANADA	168.20
015709	31/07/2013	000383 FISHER'S REGALIA & UNIFORM ACC	33.90
015710	31/07/2013	000397 FRED E. PRIOR & SONS LTD	305.10
015711	31/07/2013	000414 GAMSBY AND MANNERLOW LTD	32,081.37
015712	31/07/2013	000454 GUELPH JUNCTION RAILWAY CO.	1,745.38
015713	31/07/2013	000488 GWS ECOLOGICAL & FORESTRY SERV	104.58
015714	31/07/2013	001370 JASON BENN	253.60
015715	31/07/2013	001703 KAREN LANDRY	450.07
015716	31/07/2013	000626 LETCO LIMITED	2,718.33
015717	31/07/2013	000650 M & L SUPPLY	226.72
015718	31/07/2013	000710 MICHAEL'S MOBILE	2,389.02
015719	31/07/2013	000211 MICHELLE CASSAR	187.86
015720	31/07/2013	001708 MOTION SPECIALTIES	190.32
015721	31/07/2013	000816 POLLARD HIGHWAY PRODUCTS LTD	4,837.34
015722	31/07/2013	000830 PURGLATOR COURIER LTD.	49.08
015723	31/07/2013	001440 REALTAX INC.	333.35
015724	31/07/2013	001451 RESEARCH & PRODUCTIVITY COUNCIL	293.80
015725	31/07/2013	000143 ROBERT G. GORDON	68.05
015726	31/07/2013	000932 SENTEX COMMUNICATIONS	107.34
015727	31/07/2013	000934 SGS CANADA INC	1,589.57
015728	31/07/2013	000977 STEVEN GOODE	269.28
015729	31/07/2013	001713 SUREWAY INTERNATIONAL INC.	343.18
015730	31/07/2013	000988 SWAN DUST CONTROL LTD	186.00
015731	31/07/2013	000995 TAYLOR-MADE ENTERPRISES INC	271.20
015732	31/07/2013	001078 THE WELLINGTON ADVERTISER	1,027.84
015733	31/07/2013	001033 TSC STORES LTD.	180.79
015734	31/07/2013	001048 V.A. WOOD (GUELPH) INCORP.	463.30
015735	31/07/2013	001107 WILSON FIRE SECURITY	1,971.40
015736	31/07/2013	001434 DENNIS LEVER	160.00

* These totals include invoices from other schedules included in this report

8.4(b)

July-13

July



REPORT PD-2013-003

TO: Mayor and Members of Council

FROM: Jasmine Branton on behalf of the Planning Advisory Committee

SUBJECT: Public Meeting – Rezoning Application – Barry and Jane Lee – 7751
Maltby Road - Part Lot 16, Concession 10 - D14LEE

RECOMMENDATIONS

That Report PD-2013-003 regarding Public Meeting – Rezoning Application - Barry and Jane Lee – 7751 Maltby Road - Part Lot 16, Concession 10 - D14LEE be received; and

That Council authorize the holding of a Statutory Public Meeting on October 16, 2013 at 6:00 pm in the Council Chambers, Municipal Complex.

DISCUSSION

Purpose

The purpose of this report is to obtain direction from Council to schedule the Statutory Public Meeting for Barry and Jane Lee – Rezoning Application.

Planning Advisory Committee

The Planning Advisory Committee at its meeting held on August 12, 2013 reviewed the Zoning By-law Amendment Application #P4/2013 as filed by Barry and Jane Lee and passed Recommendation No. PAC-2013-003 which recommended the matter being forwarded to Council for further consideration.

Notice

Notice regarding the Public Meeting will be given in accordance with the Planning Act.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act



REPORT PD-2013-004

TO: Mayor and Members of Council

FROM: Jasmine Branton on behalf of the Planning Advisory Committee

SUBJECT: Public Meeting – Rezoning Application – Cox Construction Ltd. – 6803
Laird Road - Part of Lot 13, Concession 4 - D14COX

RECOMMENDATIONS

That Report PD-2013-004 regarding Public Meeting – Rezoning Application - Cox Construction Ltd. – 6803 Laird Road - Part of Lot 13, Concession 4 - D14-COX be received; and

That Council authorize the holding of a Statutory Public Meeting on October 16, 2013 at 6:15 pm in the Council Chambers, Municipal Complex.

DISCUSSION

Purpose

The purpose of this report is to obtain direction from Council to schedule the Statutory Public Meeting for Cox Construction Ltd. – Rezoning Application.

Planning Advisory Committee

The Planning Advisory Committee at its meeting held on August 12, 2013 reviewed the Zoning By-law Amendment Application #P1/2012 as filed by Cox Construction Ltd. and passed Recommendation No. PAC-2013-005 which recommended the matter being forwarded to Council for further consideration.

Notice

Notice regarding the Public Meeting will be given in accordance with the Planning Act.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act



REPORT PD-2013-005

TO: Mayor and Members of Council

FROM: Jasmine Branton on behalf of the Planning Advisory Committee

SUBJECT: Public Meeting – Rezoning Application – Michael and Lila Wassilyn –
4932 Concession 11 - Part Lot 24, Concession 11 - D14-WAS

RECOMMENDATIONS

That Report PD-2013-005 regarding Public Meeting – Rezoning Application - Michael and Lila Wassilyn – 4932 Concession 11 - Part Lot 24, Concession 11 - D14-WAS be received; and

That Council authorize the holding of a Statutory Public Meeting on October 23, 2013 at 6:00 pm in the Council Chambers, Municipal Complex.

DISCUSSION

Purpose

The purpose of this report is to obtain direction from Council to schedule the Statutory Public Meeting for Michael and Lila Wassilyn – Rezoning Application.

Planning Advisory Committee

The Planning Advisory Committee at its meeting held on August 12, 2013 reviewed the Zoning By-law Amendment Application #P6/2012 as filed by Michael and Lila Wassilyn and passed Recommendation No. PAC-2013-004 which recommended the matter being forwarded to Council for further consideration.

Notice

Notice regarding the Public Meeting will be given in accordance with the *Planning Act*.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act



REPORT PD-2013-006

TO: Mayor and Members of Council

FROM: Jasmine Branton on behalf of the Planning Advisory Committee

SUBJECT: Public Meeting – Rezoning Application – R & C Job Holdings Inc. (Ren's Pet Depot) - Part of Lot 20, Concession 7 - D14-R&C

RECOMMENDATIONS

That Report PD-2013-006 regarding Public Meeting – Rezoning Application - R & C Job Holdings Inc. (Ren's Pet Depot) - Part of Lot 20, Concession 7 - D14R&C be received; and

That Council authorize the holding of a Statutory Public Meeting on October 23, 2013 at 6:30 pm in the Council Chambers, Municipal Complex.

DISCUSSION

Purpose

The purpose of this report is to obtain direction from Council to schedule the Statutory Public Meeting for R & C Job Holdings Inc. (Ren's Pet Depot) – Rezoning Application.

Planning Advisory Committee

The Planning Advisory Committee at its meeting held on August 12, 2013 reviewed the Zoning By-law Amendment Application #P4/2012 as filed by R & C Job Holdings Inc. (Ren's Pet Depot) and passed Recommendation No. PAC-2013-006 which recommended the matter being forwarded to Council for further consideration.

Notice

Notice regarding the Public Meeting will be given in accordance with the *Planning Act*.

Financial Implications

None

Applicable Legislation and Requirements

Planning Act



REPORT ADM-2013-006

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

SUBJECT: 2014 Council and Budget Meeting Schedule

RECOMMENDATIONS

That Report ADM-2013-006 regarding the 2014 Council & Budget Meeting Schedule, be received; and

That Council adopt the 2014 Council and Budget Meeting Schedule, attached as Appendix "A" to Report ADM-2013-006; and

That the 2014 Council and Budget Meeting Schedule be circulated to the County of Wellington for Information Purposes; and

That the Township's website be updated to include the respective meeting dates.

DISCUSSION

Statutory Holiday and Conference Dates

The Council Meeting Schedule is set taking into consideration, the proposed Statutory Holidays for 2014 and the various conferences that Council members may attend, such as:

- Rural Ontario Municipal Association/Ontario Good Roads Association (February 23 to 26, 2014);
- Federation of Canadian Municipalities (May 30 to June 2, 2014); and
- Association of Municipalities of Ontario (August 17 to 20, 2014).

Council Meetings

The meetings have been set based on Council meetings occurring on the first and third Wednesdays with alternating commencement times of 1:00 p.m. and 7:30 p.m. with the exception of the months of January, July and August. The first meeting in January will be held on the second Wednesday, January 8, 2014 and the fourth Wednesday, January 22, 2014. The July meeting has been set for the third Wednesday of the month, July 16, 2014, commencing at 7:30 p.m. As the third Wednesday of the month

in August 2014 will conflict with the 2014 AMO Conference, the meeting has been set for the second Wednesday, August 13, 2014, commencing at 7:30 p.m.

Public Information Meetings

Eight Public Information Meeting dates have been set throughout the year. This provides Council members and the public advance notice for any potential public meetings required under legislation or at the request of Council. If there is not a need for a Public Information Meeting, Council will be advised by Administration staff and the website will also be updated.

Budget Meetings

The Budget meetings for the 2014 Budget have been set as follows:

- Operating Budget – January 29, 2014 and February 4, 2014.
- Capital Budget – November 13, 2013 and December 11, 2013
- Final Approval February 19, 2014.

2014 Election and Inaugural Meeting

Although not subject to approval by Council, we have included the 2014 election date, and Inaugural meeting on the schedule for information purposes.

FINANCIAL IMPLICATIONS

None.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001 – Section 286

Procedure By-Law 59/08

ATTACHMENTS

Appendix "A" - 2013 Council and Budget Meeting Schedule with 2014 Capital Budget dates.

Appendix "B" - 2014 Council and Budget Meeting Schedule

Appendix "A"



2013 COUNCIL & BUDGET MEETING SCHEDULE

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	MARCH BREAK					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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29	30	31				

Denotes a Statutory Holiday/Offices Closed
 Capital Budget Meeting
 Council Date

October 28, 2010

Appendix "B"



2014 TOWNSHIP COUNCIL & BUDGET MEETING DATES

MEETING SCHEDULE

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH						
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30	31					

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
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27	28	29	30			

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
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18	19	20	21	22	23	24
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JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
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22	23	24	25	26	27	28
29	30					

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
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27	28	29	30	31		

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
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31						

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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28	29	30				

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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19	20	21	22	23	24	25
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NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Final Budget Approval
 PIM Public Information Meeting
 H Denotes a Statutory Holiday/Office Closed
 C Council Meeting (1:00 p.m.)
 Council Meeting (7:30 p.m.)

E* Municipal Election Day
 Council Meeting/Public Information Meeting
 Inaugural Meeting - 11:00 a.m.
 Operating Budget

26/06/2013



REPORT ADM-2013-008

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

SUBJECT: Office Closure – Christmas
File No. HOO/OFF

RECOMMENDATIONS

That Report ADM-2013-008 regarding Office Closure - Christmas be received; and

That Council authorizes the closure of the Township office as follows:

December 24 at noon
December 27, 2013
December 31 at noon
January 2, 2015; and

That staff be required to use vacation or unpaid leave as applicable; and

That notice of the Office Closure be posted at the Township Office, on the Township website and published in the newspaper.

DISCUSSION

Purpose

The purpose of this Report is to obtain Council approval to close the Township office on December 24 & 31 at noon, December 27, 2013 and January 2, 2015.

Background

Outlined below is a summary of when the Township office has been closed during Christmas for the past four years:

Year	Dates Closed (not including Statutory Holidays)
2009	December 24 at noon, December 31 at noon
2010	December 24 at 3:00 p.m., December 29, December 30 and December 31
2011	December 28, December 29 and December 30
2012	December 24 at noon, December 27, 28 and 31

Outlined below is a summary of when the Township Office will be closed if Council approves the recommendations contained in this Report:

Year	Dates of Township Office Closure
2013	As of noon December 24 to and including December 27 (Friday). As of noon December 31 to and including January 1 (Wednesday).
2014	As of noon on December 24 to and including December 26 (Friday). As of noon on December 31 to and including January 2 (Friday).
2015	As of noon on December 24 to and including December 28 (Monday). As of noon on December 31 to and including January 1 (Friday).

Please note that in 2013 and 2015 the request to close the office for one additional day is as a result of when Christmas Day, Boxing Day or New Years Day falls in those years and would otherwise have the office reopening for one day being a Friday.

Establishing the dates for the office closure well in advance provides adequate time for staff to plan the use of their vacation time in accordance with the office closure.

Municipalities in the County of Wellington

Outlined below is a summary of the municipal office closures that typically occur throughout the County of Wellington during Christmas:

Municipality	Dates Closed (not including Statutory Holidays)
Minto	December 24 at noon, December 27, 30 and 31
Guelph/Eramosa	December 24 at noon, December 27, 30 and 31
Wellington-North	December 24 at noon, December 27, December 31 at noon
Centre Wellington	December 27, 30 and 31
Mapleton	December 24 at noon, December 31 at 4:00 p.m.
Erin	December 24 at noon, December 27, 30 and 31
County	December 24, December 27, December 30 and December 31

Financial Implications

Staff will be required to use vacation time or take an unpaid leave, as applicable.

Applicable Legislation and Requirements

Township By-law 29/13 – Remuneration and Benefits By-law



REPORT ADM-2013-005

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

SUBJECT: Proposed By-law to regulate the use and sale of Fireworks
File No. C01/FIR

RECOMMENDATIONS

That Report ADM-2013-005 regarding a proposed By-law to regulate the use and sale of Fireworks be received; and

That Council directs staff to proceed with holding a Public Meeting on November 6, 2013, at 3:30 p.m. in the Council Chambers at the Municipal Complex; and

That staff advise any stakeholders that may have an interest in this matter of the Public Meeting.

DISCUSSION

Purpose

The purpose of this Report is to obtain direction from Council to proceed with holding a Public Meeting to obtain input from the public on the proposed By-law that prohibits and regulates the sale, storage, discharge and setting off of fireworks.

Background

The Township passed By-law 20/2003 on May 7, 2003 to prohibit and regulate the setting off of fireworks.

The Fire and Rescue Committee ("Committee") at its meeting held on May 15, 2013, discussed the need to review the Fireworks By-law to update the requirements related to the discharge and setting off of Fireworks and to establish a framework and permit process for the sale of Fireworks.

Subsequently, the Committee at its meeting held on August 14, 2013, reviewed the proposed by-law and passed Recommendation No. FIR-2013-006 requesting Council to direct staff to hold a public meeting for the purpose of seeking input on the proposed by-law.

By-law Requirements

Outlined below are three tables summarizing the requirements and obligations contained in the Township's current and proposed by-law:

Setting off and Discharge of Fireworks

Current By-law 20/2003	Proposed By-law	Comments
Permit required for High Hazard Fireworks	Permit required for High Hazard Fireworks	No Change
Permit issued by Fire Chief or designate	Permit issued by staff except where the event is not taking place on the day being observed as Victoria Day, Canada Day or on the day immediately preceding Victoria Day or Canada Day. Any other day requires Council approval.	Addressed in section below
Permit may be issued for any time of the year	Permit may be issued for any time of year	Council approval is required for an event not taking place on the day being observed as Victoria Day, Canada Day or on the day immediately preceding Victoria Day or Canada Day.
Permit issued upon satisfying requirements in the By-law	Permit issued upon satisfying requirements in the By-law	No Change
Application to be filed seven (7) days prior to proposed event	Application to be filed thirty (30) days prior to proposed event. Application to be filed forty-five (45) days prior to proposed event where Council approval is required.	Submitting an application seven (7) days prior to the proposed event does not provide sufficient time to review the application, accompanying documents, recommend modifications where deemed appropriate and conduct a site inspection.
Fire Chief or designate may		Addressed in the

impose conditions to ensure the safety of the public		section below
Compliance with terms and conditions of the permit is required	Compliance with terms and conditions of the permit is required	No Change
<p>Complete and submit application form together with:</p> <ul style="list-style-type: none"> • Site Plan • Emergency Response Procedures • List of crew members • Valid Fireworks Card for "Display" • Liability Insurance • Written permission of the property owner 	<p>Complete and submit application form together with:</p> <ul style="list-style-type: none"> • Site Plan • Emergency Response Procedures • List of individuals assisting with the setting off of fireworks • Valid Fireworks Supervisors Card • Commercial General Liability Coverage in a minimum amount of no less than \$5,000,000 million dollars with an endorsement for notice in writing at least 15 days prior to cancellation of the policy • Where the event is taking place on Township Land the insurance policy is to name the Township as an additional insured • Written permission of the property owner • Any other documents required to substantiate compliance with other legislation • Permit fee • Subject to an inspection 	Clarification provided regarding the requirements related to insurance. Fee for obtaining a permit.
	Shall not set off or discharge Fireworks between 11:00 p.m. on one day and 10:00 a.m. the following day.	Exception for New Year's Eve and Day.
	<p>Shall not set off or discharge:</p> <ul style="list-style-type: none"> • within 50 m of a nursing home or group home • within 50 m of a place where explosives, gasoline or other highly flammable substances are commercially manufactured, stored or sold • when a burning ban is in effect 	Added
	No person under the age of 18 years of age shall set off or discharge fireworks	Added

Sale of Fireworks

Current By-law 20/2003	Proposed By-law	Comments
No current provisions	Sale of Fireworks requires a permit	Added
	Sale of Fireworks may take place on the day being observed as Victoria Day, Canada Day and eight (8) days prior to the day being observed as Victoria Day and Canada Day	Added
	Permit issued by staff	Added
	Application to be filed thirty (30) days prior to proposed event.	Added
	Compliance with terms and conditions of the permit is required	Added
	<p>Complete and submit application form together with:</p> <ul style="list-style-type: none"> • Commercial General Liability Coverage in a minimum amount of no less than \$5,000,000 million dollars with an endorsement for notice in writing at least 15 days prior to cancellation of the policy • Where the sale of fireworks is taking place on Township Land the insurance policy is to name the Township as an additional insured • Written permission of the property owner • Any other documents required to substantiate compliance with other legislation • Permit fee • Subject to an inspection 	Added
	Sale can take place within a Commercial, Industrial, Institutional and Open Space Zone	Added
	Shall not sell to a person under the age of eighteen (18) years	Added

Storage and Display

Current By-law 20/2003	Proposed By-law	Comments
Within any building display fireworks within a "lot" or "bin" which exceeds 25 kg	Within any building display fireworks within a "lot", "bin" or "bundle" that exceeds 25 kg	Minor wording amendment
Display or offer for sale fireworks which exceeds 1,000 kg unless the wholesaler is licensed by Department of Energy, Mines and Resources	Display or offer for sale fireworks which exceeds 1,000 kg unless the wholesaler is licensed by Department of Energy, Mines and Resources	Minor wording amendment
Exposed to direct sunlight	Must be stored in a cool dry place, away from any sources of heat and any substance that could cause ignition	Minor wording amendment
Possess within 6 metres of Fireworks a lighted match, lighter, pipe, cigar or cigarette	Possess any substance that can cause ignition within 6 m of Fireworks	Minor wording amendment
Permit access to a building where fireworks are stored unless there are two (2) operative doors for egress	Permit access to Fireworks stored within a Building, unless the Building has two (2) operative doors	Minor wording amendment
Post signage on the building where fireworks are stored indicating that a lighted match, lighter, pipe, cigar or cigarette is prohibited within 6 m of the building	Post signage on the building where fireworks are stored indicating that any substance that can cause ignition is prohibited within 6 m of the building	Minor wording amendment
Fire extinguishers installed in accordance with the Ontario Fire Code	No person shall display, store, offer for sale or sell Fireworks other than in accordance with any applicable legislation	Minor wording amendment
	Display or offer for sale fireworks except in an enclosed, non-combustible display unit, locked and accessible only to employees	Added
	May only have a display board that has inert articles that is obtained from the distributor or the product manufacturer	Added
	Only an employee may handle fireworks that are not in consumer packs until the articles have been purchased	Added
	Shall not permit fireworks that remain unsold at the expiration of the selling period to be stored in a manner other than in a cool, dry place remote from	Added

flammable materials and inaccessible to the public

Surrounding Municipalities & Fees

Municipality	Permit Required for Setting off Fireworks	Fee	Permit Required for Sale of Fireworks	Fee
Guelph	Yes	No*	Yes	No*
Milton	Yes	\$200.00	Yes	\$81.00
Cambridge	Yes	\$0.00	Yes	\$78.50
Guelph-Eramosa	No	N/A	No	N/A

* Under Review

Financial Implications

The fees for obtaining a permit for the setting off and discharge of fireworks and for the sale of fireworks will be included in the Township's Fee By-law which is reviewed on annual basis.

It is recommended that the initial fees be as follows:

Permit for Sale of Fireworks \$100.00

Permit for the Setting off and Discharge of Fireworks \$200.00

It is recommended that these fees initially be set as proposed based upon the estimated time for administering the process of issuing a permit, conducting an inspection and any follow up inspections and enforcement. The fee will be reviewed annually.

Applicable Legislation and Requirements

Fire Protection and Prevention Act, S.O. 1997, c. 4

Municipal Act, S.O. 2001, c. 25

Explosives Act, R.S.C. 1985, c. E-17

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER

A By-law to prohibit and regulate the sale, storage,
display and setting off of Fireworks and to repeal
By-law 20/2003

WHEREAS Section 7.1 (1) of the Fire Protection and Prevention Act, S.O. 1997, c. 4, as amended, provides authority to a Council of a municipality to pass by-laws to regulate fire prevention including the prevention of the spreading of fires; and

WHEREAS Section 12 (5) of the Fire Protection and Prevention Act, S.O. 1997, c. 4, as amended, provides authority to a Council of a municipality to pass by-laws that are more restrictive than the Ontario Fire Code requirements respecting the keeping and manufacturing of explosives; and

WHEREAS Section 120 (1) (a)(b)(c) of the Municipal Act, S. O. 2001, c. 25, as amended, provides authority to a municipality to pass a by-law to prohibit and regulate the manufacture and storage of explosives; and

WHEREAS Section 121 of the Municipal Act, S.O. 2001, c. 25, as amended, provides authority to a Council of a municipality to pass a by-law to prohibit and regulate the sale of fireworks and the setting off of fireworks and to prohibit these activities unless a permit is obtained and may impose conditions for obtaining, continuing to hold and renewing the permit including requiring the submission of plans; and

WHEREAS the Council for the Corporation of the Township of Puslinch deems it appropriate to regulate and prohibit the sale, storage, display and setting off of fireworks and pyrotechnic special effect devices;

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

1. **DEFINITIONS**

In this By-law:

“Council” means the Council for the Corporation of the Township of Puslinch;

“Building” includes a structure;

“Fireworks” means any and all classes of fireworks which are included in the Federal Explosives Regulation, Department of Energy, Mines and Resources and includes Low Hazard Fireworks and High Hazard Fireworks;

“High Hazard Fireworks” are generally used for public display and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, mines, firecrackers and pyrotechnics;

“Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“Low Hazard Fireworks” are generally used for recreation and includes firework showers, fountains, golden rain, lawn lights, pinwheels, roman candles, volcanoes and sparklers;

“Permit” means a Permit issued by Township staff pursuant to this By-law;

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

“Public Lands” includes any land owned or leased by the Township or the Corporation of the County of Wellington and includes a Highway;

“Officer” means a police officer, municipal law enforcement officer or other person appointed by by-law to enforce the provisions of this By-law;

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

2. GENERAL PROHIBITIONS

- (1) No Person shall display, offer for sale or sell Fireworks without a Permit.
- (2) No Person shall set off, discharge, cause or permit to be set off or discharged Fireworks on Public Lands without a Permit.
- (3) No Person shall set off, discharge, cause or permit to be set off or discharged High Hazard Fireworks in the Township without a Permit.

3. PERMIT – SALE OF FIREWORKS

- (1) Every Person making an application for a Permit for the sale of Fireworks shall submit:
 - (a) a complete application to the Township in the form provided by the Township at least thirty (30) days prior to the sale of Fireworks;

- (b) proof of current Commercial General Liability Insurance in a minimum amount of no less than five (5) million dollars (\$5,000,000.00) for the term of the Permit with an endorsement that notice in writing at least fifteen (15) days prior to cancellation, expiration, or variation thereof will be given to the Township by the insurance underwriter;
 - (c) in the case where the Township has granted permission for the use of Public Lands, submit proof of current Commercial General Liability Insurance in a minimum amount of no less than five (5) million dollars (\$5,000,000.00) for the term of the Permit with an endorsement that notice in writing at least fifteen (15) days prior to cancellation, expiration, or variation thereof will be given to the Township by the insurance underwriter and naming the Township as an additional insured;
 - (d) written permission of the property owner, if applicable;
 - (e) any other documents as may be required to substantiate compliance with any other legislation to the satisfaction of the Township;
 - (f) the required Permit fee in accordance with the Township's Fee By-law.
- (2) The issuing of a Permit for the sale of Fireworks shall be subject to:
- (a) a satisfactory inspection by Township staff of the lands, Buildings to be used for the sale of Fireworks;
 - (b) terms and conditions imposed.

4. PERMIT – SETTING OFF OR DISCHARGE OF HIGH HAZARD FIREWORKS

- (1) Every Person making an application for a Permit to set off or discharge High Hazard Fireworks shall submit:
- (a) a complete application to the Township in the form provided by the Township at least thirty (30) days prior to the event;
 - (b) proof of current Commercial General Liability Insurance in a minimum amount of no less than five (5) million dollars (\$5,000,000) for the term of the Permit with an endorsement that notice in writing at least fifteen (15) days prior to cancellation, expiration, or variation thereof will be given to the Township by the insurance underwriter;

- (c) in the case where the Township has granted permission for the use of Public Lands, submit proof of current Commercial General Liability Insurance in a minimum amount of no less than five (5) million dollars (\$5,000,000) for the term of the Permit with an endorsement that notice in writing at least fifteen (15) days prior to cancellation, expiration, or variation thereof will be given to the Township by the insurance underwriter and naming the Township as an additional insured;
 - (d) proof of a valid Fireworks Supervisors Card issued by Energy, Mines and Resources Canada;
 - (e) written permission of the property owner, if applicable;
 - (f) a site plan drawn to approximate scale outlining the following:
 - i) direction of firing;
 - ii) spectator viewing area;
 - iii) separation distances between buildings;
 - iv) position of ramps and mortar;
 - v) significant ground features;
 - vi) Buildings;
 - vii) overhead obstructions;
 - viii) parking areas; and
 - ix) ingress and egress routes to the lands
 - (f) procedures related to the setting off of High Hazard Fireworks and Emergency Response;
 - (g) a list of individuals assisting with the setting off of Fireworks on the date of the event;
 - (h) any other documents as may be required to substantiate compliance with any other legislation to the satisfaction of the Township;
 - (i) the required Permit fee in accordance with the Township's Fee By-law.
- (2) The issuing of a Permit for the setting off or discharge of High Hazard Fireworks shall be subject to:
- (a) a satisfactory inspection by Township staff of the lands to be used for the setting off or discharge High Hazard Fireworks;
 - (b) terms and conditions imposed.

5. PERMIT – SETTING OFF OR DISCHARGE OF HIGH HAZARD FIREWORKS – OTHER THAN ON A DATE SPECIFICALLY PERMITTED BY THIS BY-LAW

- (1) Every Person making an application for a Permit to set off or discharge High Hazard Fireworks on a date not specifically permitted by this By-law shall be subject to the application process outlined in Section 4 of this By-law and shall:
 - (a) submit a complete application to the Township in the form provided by the Township at least forty-five (45) days prior to the event; and
 - (b) obtain authorization from Township Council.

6. STORAGE AND SALE OF FIREWORKS

- (1) No Person shall display, offer for sale or sell Fireworks except on the day being observed as:

Victoria Day;
Canada Day; and

eight (8) days prior to the day being observed as Victoria Day and Canada Day.
- (2) No Person shall display, offer for sale or sell Fireworks except from lands designated under the Township's Zoning By-law as Commercial, Industrial, Institutional or Open Space.
- (3) No Person shall sell Fireworks to a person under the age of eighteen (18) years of age.
- (4) No person shall display, offer for sale, or sell Fireworks that exceed one thousand (1000) kilograms unless the wholesaler is licensed by the Explosives Division, Department of Energy, Mines and Resources.
- (5) No Person shall display, offer for sale or sell within a Building Fireworks in a lot, bin or bundle that exceeds twenty-five (25) kilograms.
- (6) No person shall store Fireworks except in a cool dry place, away from any sources of heat and any substance that could cause ignition.
- (7) No person shall permit access to Fireworks stored within a Building, unless the Building has two (2) operative doors.
- (8) No person shall display, offer for sale or sell Fireworks without posting a sign at every entrance to the Building that is clearly visible with letters and symbols at

least 10 cm high that indicates that any substance that can cause ignition is prohibited within six (6) meters of the Building.

- (9) No person shall possess any substance that can cause ignition within six (6) metres of Fireworks.
- (10) No person shall permit Fireworks to be displayed or offered for sale except for in an enclosed, non-combustible display unit, locked and accessible only to employees.
- (11) No person shall have a display board of Fireworks, except for a display board that contains inert articles that is obtained from the distributor or the product manufacturer.
- (12) No person shall permit any person other than an employee to handle any Fireworks that are not in consumer packs until the articles have been purchased.
- (13) No person shall permit Fireworks that remain unsold at the expiration of the selling period to be stored in a manner other than in a cool, dry place remote from flammable materials and inaccessible to the public.
- (14) No person shall display, store, offer for sale or sell Fireworks other than in accordance with applicable legislation.

7. DISCHARGE OR SET OFF OF FIREWORKS

- (1) No Person shall set off, discharge, cause or permit to be set off or discharged Fireworks in the Township at any time except on the day observed as:

Victoria Day;
Canada Day; and

on the day immediately preceding Victoria Day or Canada Day, unless permission to do so has been granted by Township Council in accordance with the provisions of this By-law.
- (2) No Person shall set off, discharge, cause or permit to be set off or discharged Fireworks in the Township on any day between 11:00 p.m. and 10:00 a.m. the following day.
- (3) Notwithstanding Section 7(2), Fireworks may be set off or discharged between 11:00 a.m. on New Year's Eve and 1:00 a.m. on New Year's Day where a permit has been issued in accordance with this By-law.

- (4) No person shall set off, discharge, cause or permit to be set off or discharged Fireworks:
 - a) within fifty (50) meters of a nursing home or group home; or
 - b) within fifty (50) meters of a place where explosives, gasoline or other highly flammable substances are commercially manufactured, stored or sold; and
 - c) when a burning ban is in effect within the Township.
- (5) No person shall set off, discharge, cause or permit to be set off or discharged Fireworks other than those authorized pursuant to the Explosives Act, R.S.C. 1985, c. E. 17 and its regulations.
- (6) No person under the age of eighteen (18) years of age shall set off or discharge Fireworks.
- (7) No person shall set off, discharge, cause or permit to be set off or discharged Fireworks other than in accordance with any applicable legislation.
- (8) No person shall fail to remove all Fireworks and debris immediately after the conclusion of the event for the setting off or discharging of Fireworks.

8. ENFORCEMENT AND PENALTY PROVISIONS

- (1) The enforcement of this By-law shall be conducted by an Officer.
- (2) No person shall hinder or obstruct an Officer in the enforcement of this By-law.
- (3) Any person who is alleged to have contravened any section of this By-law shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his duties.
- (4) An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the By-law is complied with.
- (5) Every person shall comply with the terms and conditions of a Permit.
- (5) Every person who contravenes any provision of this By-law is guilty of an offence.
- (6) Every director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law by the corporation is guilty of an offence.

(7) A person who is convicted of an offence is liable:

- (a) on a first offence, to a fine of not less than \$250.00 and to a fine of not more than \$50,000.00; and
- (b) on a second and each subsequent offence, to a fine of not less than \$500.00 and a fine of not more than \$100,000.00

9. SEVERABILITY

- (1) If a court of competent jurisdiction declares any section or part of the By-law invalid, it is the intention of Council that the remainder of the By-law shall continue in force.

10. SINGULAR AND PLURAL USE

(1)

In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XXXX DAY
OF XXXXXXXXXX, 2013.**

Dennis Lever, Mayor

Karen M. Landry, CAO/Clerk