



REPORT FIR-2013-001

TO: Mayor and Members of Council

FROM: Michelle Cassar on behalf of the Fire & Rescue Committee

SUBJECT: Amendments to Mandate – Fire & Rescue Committee

RECOMMENDATIONS

That Report FIR-2013-001 regarding Amendments to Mandate – Fire and Rescue Committee, be received; and

That Council approve the amended Mandate for the Fire and Rescue Committee as outlined in Report FIR-2013-001; and

That staff bring forward a By-law to amend By-law 50/11 for the purpose of revising the Fire and Rescue Committee Mandate.

DISCUSSION

Purpose

The purpose of this Report is to amend the Fire and Rescue Committee Mandate to modify the composition and meeting time.

Key changes include the following:

- To permit a designate for the President of the Puslinch Firefighters' Association to attend in his/her absence;
- To indicate that meetings will be held at 1:00 pm instead of 6:00 pm

Fire and Rescue Committee

The Fire & Rescue Committee at its meeting held on May 15, 2013 reviewed its meeting schedule for the remainder of 2013 and discussed the benefit of permitting a designate of the President of the Puslinch Firefighters' Association to attend and participate as a voting member in the absence of the President. The Committee recommends that Council approve the above amendments to the Mandate.

Puslinch Firefighters' Association

At its meeting held May 15, 2013 the Puslinch Firefighters' Association supported the recommendation to provide the flexibility to permit a designate to appear on behalf of the President.

Financial Implications

None.

Applicable Legislation and Requirements

By-law 50/11 - Mandate – Fire and Rescue.

Township of Puslinch

7404 Wellington Rd. 34, R.R.3, Guelph, Ontario N1H 6H9
Telephone: (519) 763-1226 Fax: (519) 763-5846



On May 15, 2013 the Township of Puslinch received Three (3) tenders in response for the road construction on Victoria Road between Maltby Road and County Road #34.

The tender submissions were publicly opened for consideration by the Township. I have checked the tenders for completeness of all the required information such as Agreement to Bond, Bid Deposit, and mathematical correctness. No errors or omissions were observed in the bid documents.

The following is a summary of the Tender prices received.

Tenderer	Tendered Price Submitted
Capital Paving Inc.	\$119,877.54
Steed and Evans Ltd	\$136,500.00
Cox Construction Ltd.	\$112,585.52

The above tenders include H.S.T and a contingency allowance of \$10,000.00

Based upon my review of the documents submitted I am pleased to provide the following recommendation:

“That the Township of Puslinch award the tender for the Victoria Road construction to Cox Construction Limited at the tendered price of \$112,585.52 including H.S.T.”

Yours truly

Don Creed CRS-S

Director of Public Works and Parks

Township of Puslinch

PUSLINCH ROADS DEPARTMENT

7.2(b)

Payment Request -- Expenses

May-13

Invoice Date	Vendor Name	Invoice #	Description	Expense Code	Amount	Paid by Cheque #
01-May-13	Canadian Tire		Hardware	4219	19.80	visa
01-May-13	Desco Plumbing		PVC piping	4218	331.48	visa
04-May-13	ProFleetCare	44	Vehicle rust proofing	4205	1,440.75	
04-May-13	Compcat Sod		Sod	0070-4222	14.92	visa
01-May-13	Cedar Signs	28033	Signs- 60km	4208	2,301.12	
01-May-13	Cedar Signs	28098	Sign	4208	20.65	
01-May-13	Union Gas		Natural gas	4202	1,743.51	15394
01-May-13	Bell Mobility		Cell phone	4302	112.06	15355
01-May-13	Armtec		Sign posts	4208	3,028.40	
09-May-13	Battlefield Rental	30179601	Chipper rental	4219	291.79	
09-May-13	COW	26318	Salt/sand- April	4214	9,544.83	
09-May-13	COW	26340	Tipping fees	4217	42.00	
04-May-13	Dan Logher		Road school expenses	4310	150.87	
01-May-13	Hydro One		Hydro	4201	484.96	15416
16-May-13	Miller Paving	AU-102-14-0600	Mag Chloride	4213	6,397.43	
21-May-13	Miller Paving	AU-102-14-0605	Mag Chloride	4213	6,176.41	
21-May-13	CoCo Paving	13567070	Cold mix	4219	1,298.99	
22-May-13	Cedar Signs	28355	Signs	4208	59.08	
23-May-13	Royal Stainless Truck	0024017	Annual safety-302	4205	189.16	
23-May-13	Share Canada	527149	Shop cleaning supplies	4218	319.80	
16-May-13	Bell		Telephone	4302	62.78	15427
21-May-13	Wellington Advertiser		Facility maintainer ad	4316	262.13	15448
27-May-13	Boucher & Jones		Fuel	4203	6,364.42	
	Materials and repairs					
		Total Expenses			\$ 40,657.34	
	Capital Expenditures					
21-May-13	Gamsby and Mannerow	72218	Cooks Mill	5000	1,131.02	
		Total Capital Expenditures			\$ 1,131.02	
	Remuneration		Regular Pay			
	May 1-May 31		Overtime Pay			
		Total Remuneration			-	
	Employee Benefits & Life Insurance					
			Manulife		4,398.20	15438
			Omers		3,375.41	
			CPP		1,801.84	
			EI		870.11	
			Workplace Safety Ins.		774.73	15407
			EHT		666.77	15403
		Total Employee Benefits & Life Ins			11,887.06	
	Total Roads expenses		May-13		53,675.42	



REPORT PW-2013-001

TO: Mayor and Members of Council

FROM: Michelle Cassar on behalf of the Public Works Committee

SUBJECT: Amendments to Mandate – Public Works Committee

RECOMMENDATIONS

That Report PW-2013-001 regarding Amendments to Mandate – Public Works Committee, be received; and

That Council approve the amended Mandate for the Public Works Committee as outlined in Report PW-2013-001; and

That staff bring forward a By-law to amend By-law 50/11 for the purpose of revising the Public Works Mandate.

DISCUSSION

Purpose

The purpose of this Report is to amend the Public Works Committee Mandate to modify the meeting frequency.

Public Works Committee

The Public Works Committee at its meeting held on April 19, 2013 reviewed its meeting schedule and discussed amending the frequency of meetings from once a month to every second month. Meetings are held on the 3rd Friday of the month at 8:00 am.

Financial Implications

None

Applicable Legislation and Requirements

By-law 50/11 – Mandate – Public Works



REPORT REC-2013-001

TO: Mayor and Members of Council

FROM: Karen M. Landry, CAO/Clerk

SUBJECT: Request for use of Township Lands – Puslinch Community Centre
Grounds – Pilot Proposal

RECOMMENDATIONS

That Report REC-2013-001 regarding the use of Township Lands – Puslinch Community Centre Grounds – Pilot Proposal be received; and

That Council hereby authorizes the use of the Puslinch Community Centre Grounds in the vicinity of the ball diamond to DarMax Inc. (Darlene Harrietha) on Thursday evenings from 6:00 p.m. to 10:00 p.m. for the period commencing June 6 to and including August 1, 2013 for the purpose of piloting the sale of prepackaged food subject to the following:

- Submission of proof of notification to the Wellington Dufferin Guelph Public Health of the said activity
- Submission of a “Certificate of Insurance” substantiating that the DarMax Inc. has General Liability coverage in the amount of \$1,000,000.00 which includes notification to the Township in the event that the policy is cancelled
- Submission of a letter acknowledging that the proponent is responsible for their inventory and equipment (e.g. table, food products)

DISCUSSION

Purpose (background)

Darlene Harrietha submitted an email request to the Township on April 29, 2013 requesting a “Pilot Proposal” for a food booth at the Aberfoyle Ball Diamond. A copy of the email is attached as Schedule “A” to this Report for your reference.

The general purpose for piloting the food booth as outlined in Darlene Harrietha’s email includes:

- Provide youth an opportunity to obtain volunteer hours
- Provide youth a “fun” way to get involved in the community

- Help build a sense of community

Darlene Harrietha is requesting to pilot this program on Thursday evenings from 6:00 p.m to 10:00 p.m. commencing June 6 to August 1, 2013.

Use of the “Shed/Concession”

Darlene Harrietha has requested the use of the shed/concession stand. Upon staff attending the site, it was noted that the shed/concession stand is not “fit” for permitting the sale of prepackaged food from this location at this time. The shed/concession stand is currently being used to store equipment and other goods and requires general maintenance, cleaning and painting. As a result, it is recommended that Council consider the request to pilot the selling of prepackaged food from the Puslinch Community Centre lands within the vicinity of the ball diamond but not from the shed/concession stand.

Health

Carol Myers, Public Health Inspector with Wellington Dufferin Guelph Public Health (“Health”) has advised that all premises selling food to the public are bound by the Health Protection and Promotion Act and Food Premises Regulation 562.

Premises that sell only prepackaged non-hazardous foods are exempt from some sections of the regulation, mostly pertaining to the presence of a hand sink and dishwashing facility.

Health has indicated they require notification from the proponent regarding the proposed activity and that they have no objection to the storage of the prepackaged food in a tote in the shed/concession stand.

Insurance

1. Proponent Proof of Insurance

The Township’s Insurance Adjuster recommends submission of proof of liability insurance where authorization is given for the use of Township lands or facilities to an individual, group or organization that is providing services or products to the public. The “Certificate of Insurance” submitted as proof of coverage should also include notification to the Township in the event the policy is cancelled.

2. Gameday Insurance through the Township

In October 2012, the Township acquired a Commercial General Insurance Policy from Gameday Insurance for the purpose of facilitating requests from small groups that do not have access to insurance.

This program is designed principally for sport and recreation groups at local levels. It can also accommodate groups having meetings and events.

This request does not fall within the schedule of "Standard Facility User Group Rates" as supplied by Gameday. Where the event does not fall within the schedule the Township is to contact the insurance company and provide details regarding the event. Gameday was contacted and advised that the rate of insurance for this activity is 7 (events) X \$54.00 (premium) = \$378.00 inclusive of tax.

Based on this information, the proponent has indicated they would prefer to proceed with supplying their own insurance as referred to in Section 1 above.

Financial Implications

Health has advised that the pre-packaged food may be stored in a tote in the "shed/concession" stand. Staff can facilitate storage as may be required, with no additional cost, provided the opening and closing of the "shed/concession" stand occurs during Optimist Recreation Centre regular hours of operation (Thursday - 9:00 a.m. to 10:00 p.m. closure).

Applicable Legislation and Requirements

Health Protection and Promotion Act and the Food Premises Regulation 562
Municipal Act

Schedule "A" to Report REC-2013-001

Lisa Ross

From: Harrietha, Darlene (OMAFRA) <Darlene.Harrietha@ontario.ca>
Sent: Monday, April 29, 2013 5:01 PM
To: Lisa Ross
Cc: sdgunson@golden.net; ldoldfield
Subject: "Pilot Proposal" for Food Booth at Aberfoyle Ball Diamond

Hi Lisa,

As discussed this email is to officially request access to the community building (food booth) on "Thursday game nights" during baseball season to pilot a "food booth". Below are rationale that supports the thinking behind this request.

I remember years ago, being able to buy a treat at the ball diamond, similar to other communities and it made the night out complete. I hope you and your committee will support this initiative. I would be happy to discuss further at your convenience.

Piloting a Food Booth will:

- Provide youth an opportunity to obtain volunteer hours
- Provide youth a "fun" way to get involved in community
- Demonstrates the value and importance of volunteering
- Adds culture to the ball diamond for young and old
- Will help to make memories and perhaps bring back memories for "getting that special treat" when siblings, etc. played baseball
- Helps to build a sense of community – maybe even meet a new neighbour
- Youth will be acquired to help with weekly setup/make signs etc/sell product – ALL with ADULT supervision
- Prices will be "family" oriented – break even or small profit for supporting youth is the base goal
- Any proceeds will go to youth/sports teams – (I am not interested in doing this to make \$ for myself – start up costs and initial product procurement will be funded by my family as a contribution to this start up pilot project.)
- Choices for purchases will be limited and non-perishable (Nestle water, chips, chocolate)
- Packaged products will be sold – there will be no raw food handling or on site preparation.
- Utilizes a building within its original intent – access to front counter to make sales and hydro is required (access to full space is NOT required).
- Booth will be left clean after each use
- Fridge/Freezer space is not required – unless it is easily available and there is NO cost
- Product will NOT be stored in booth from week to week
- Provides visitors from the area an opportunity to purchase something without having to drive km's.

Thanks for your consideration,

*Darlene Harrietha
Resident of Puslinch
Parent of athletes involved in Puslinch Minor Ball*

Ofc: 519-826-4847
Toll Free: 1-888-466-2372 ext 64847
E: darlene.harrietha@ontario.ca

7.4(a).

2013 BUILDING REPORT

	<u>VALUE OF CONSTRUCTION</u>		<u>PERMIT FEES COLLECTED</u>		<u>%</u>	<u>PERMITS</u>
	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>CHANGE</u>	<u>ISSUED</u>
January	\$1,552,000.00	\$2,323,300.00	\$17,445.00	\$30,628.95	150%	12
February	\$1,338,000.00	\$398,000.00	\$14,410.00	\$2,000.00	30%	4
March	\$68,000.00	\$2,937,000.00	\$1,447.00	\$38,663.85	4319%	20
April	\$1,824,500.00	\$855,500.00	\$17,813.00	\$12,814.00	47%	12
May	\$2,913,000.00	\$14,369,150.00	\$41,577.90	\$120,059.00	493%	23
June		\$0.00		\$0.00		
July		\$0.00		\$0.00		
August		\$0.00		\$0.00		
September		\$0.00		\$0.00		
October		\$0.00		\$0.00		
November		\$0.00		\$0.00		
December		\$0.00		\$0.00		
TOTALS TO DATE		\$20,882,950.00		\$204,165.80		71
2012 COMPARISON		\$7,695,500.00		\$92,692.90		62
Total % CHANGE		271%		220%		115%



REPORT ADM-2013-001

TO: Mayor and Members of Council

FROM: Karen M. Landry, CAO/Clerk

SUBJECT: Lifting of 0.3 m Reserve and Dedicating the Reserve as part of a Public Highway – McLean Road – Parts 5, 7 & 9, Reference Plan 61R-11887 and Parts 2 & 4, Reference Plan 61R-11888
File No. L04MOR, LORONT and C01MCL

RECOMMENDATIONS

That Report ADM-2013-001 regarding the Lifting of a 0.3 m Reserve and dedicating the Reserve as part of a Public Highway – McLean Road be received; and

That Council enact a By-law to lift the 0.3 m reserve and dedicate Parts 5, 7 and 9, on Reference Plan 61R-11887 and Parts 2 & 4, on Reference Plan 61R-11188 (hereinafter described as the “Lands” and identified in Schedules “B” and “C”) as part of the public highway system known as McLean Road.

DISCUSSION

Purpose (background)

340268 Ontario Limited applied for and obtained a consent (Application No. B8/12) to create two parcels of land identified on Schedule “A” attached to this report. Approval of the severance was conditional upon the owner conveying the subject Lands to the Township. The Lands were conveyed to the Township on July 25, 2012 as Instrument No. WC349623.

In order to facilitate the processing of an application for entrance permit(s) for the development (2354084 Ontario Limited – Mammoet) that is occurring on the lands identified as “B” on Schedule “A” it is now necessary to lift the 0.3 m reserve and dedicate the Lands as part of the public highway system known as McLean Road.

Once the By-law is passed it will be registered on title to the said Lands.

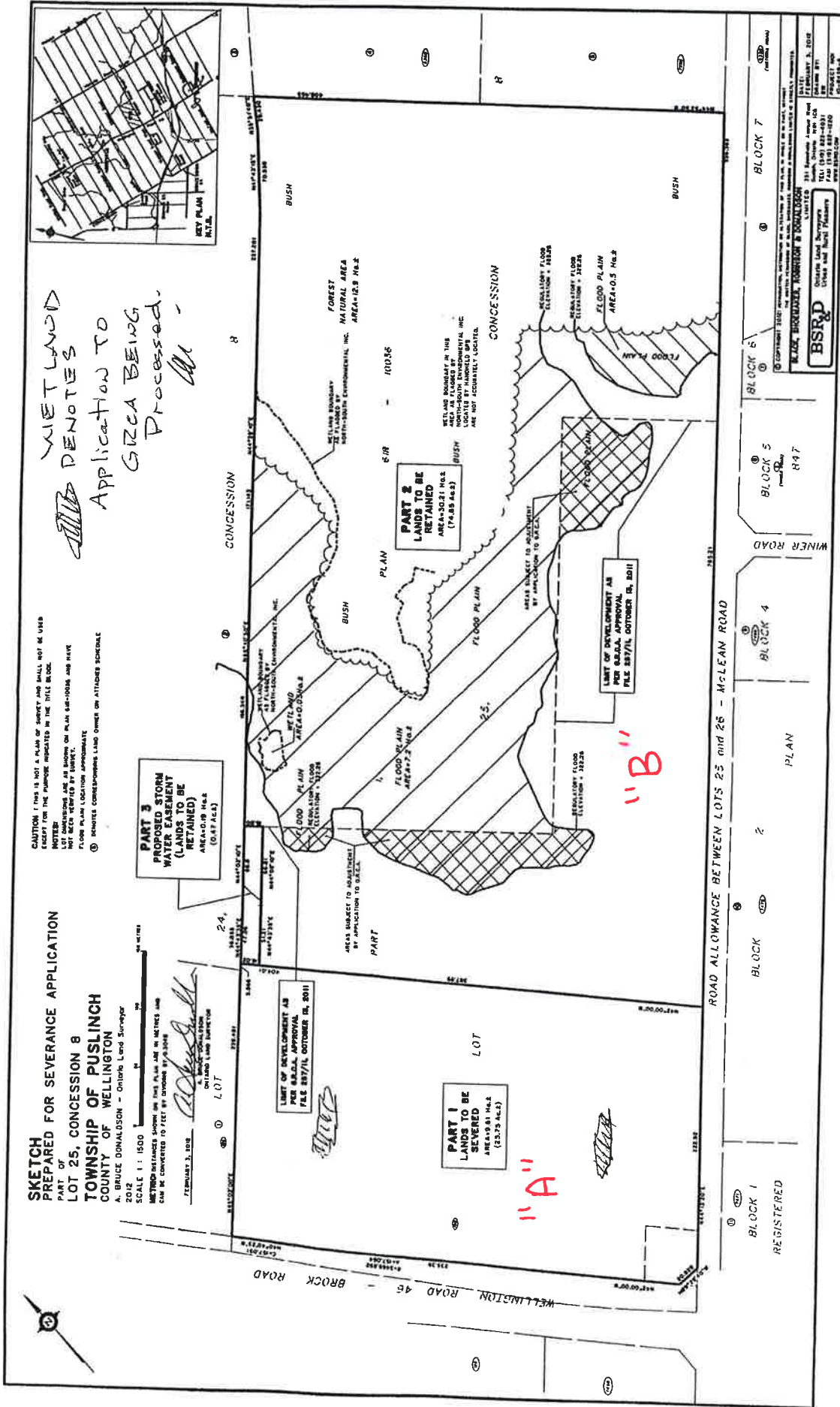
Financial Implications

The costs involved in the registration of the By-law will be recovered through the applicable development agreements.

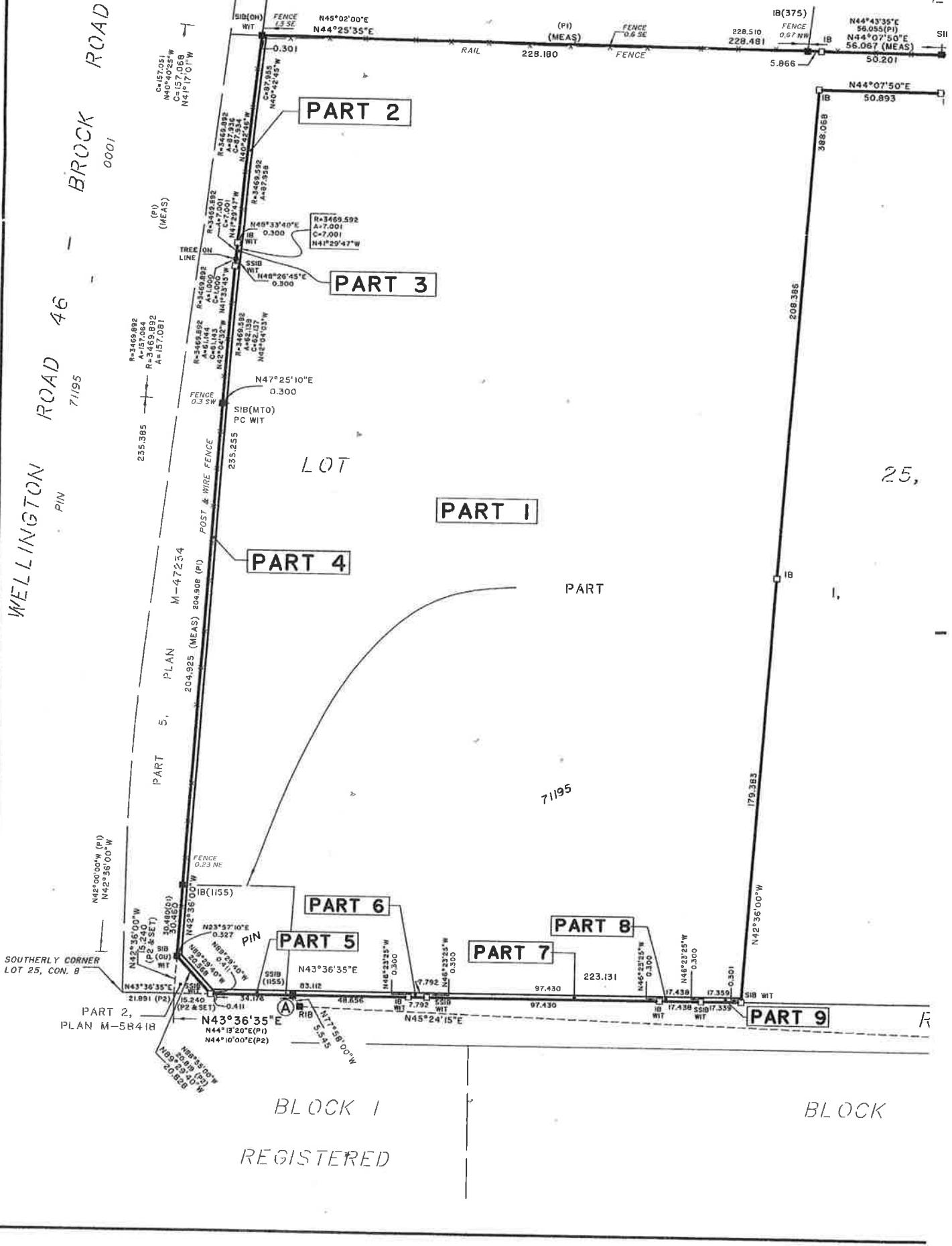
Applicable Legislation and Requirements

Planning Act
Municipal Act

Schedule "A" to Report ADM-2013-001



Schedule "B" LOT to Report ADM-2013-001



Reference Plan
61R-11887.

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP) ARE DERIVED FROM GPS OCCUPANCY USING THE PROCESS OF INTEGRATION. THE INTEGRATION PROCESS IS DESCRIBED IN THE SURVEY REPORT. COORDINATE VALUES ARE TO A BURNAL. ACCURACY IN ACCORDANCE WITH SECTION 4(3) OF OREG. REG. 6

POINT ID	NORTHING	EASTING
ORP 1	482828.5	558972.5
ORP 2	482828.5	558972.5

CAUTION: COORDINATE CANNOT BE INTERVIEWED. BE USED TO RECONSTRUCT COORDINATE OR RECONSTRUCT FROM THE PLAN.

PLAN OF SURVEY
 OF PART OF
LOT 25, CONCESSION B
TOWNSHIP OF PUSLINCH
COUNTY OF WELLINGTON
 A. BRUCE DONALDSON - Ontario L and Surveyor
 2012
 SCALE 1 : 1500

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
 AND ARE CONSIDERED TO BE VALID TO 0.0001 METRES.
 DISTANCES ARE GIVEN IN METRES, DECIMAL PARTS OF METRES ARE ROUNDED UP OR DOWN TO THE NEAREST 0.0001 METRE.
 DISTANCES ON THIS PLAN ARE GIVEN AND CALC. IN CONFORMITY WITH THE SURVEY ACT.
 THE SURVEY WAS CONDUCTED ON THE 29th DAY OF JUNE, 2012.
 DISTANCES IN THIS PLAN ARE GIVEN AND CALC. IN CONFORMITY WITH THE SURVEY ACT.
 THE SURVEY WAS CONDUCTED ON THE 29th DAY OF JUNE, 2012.

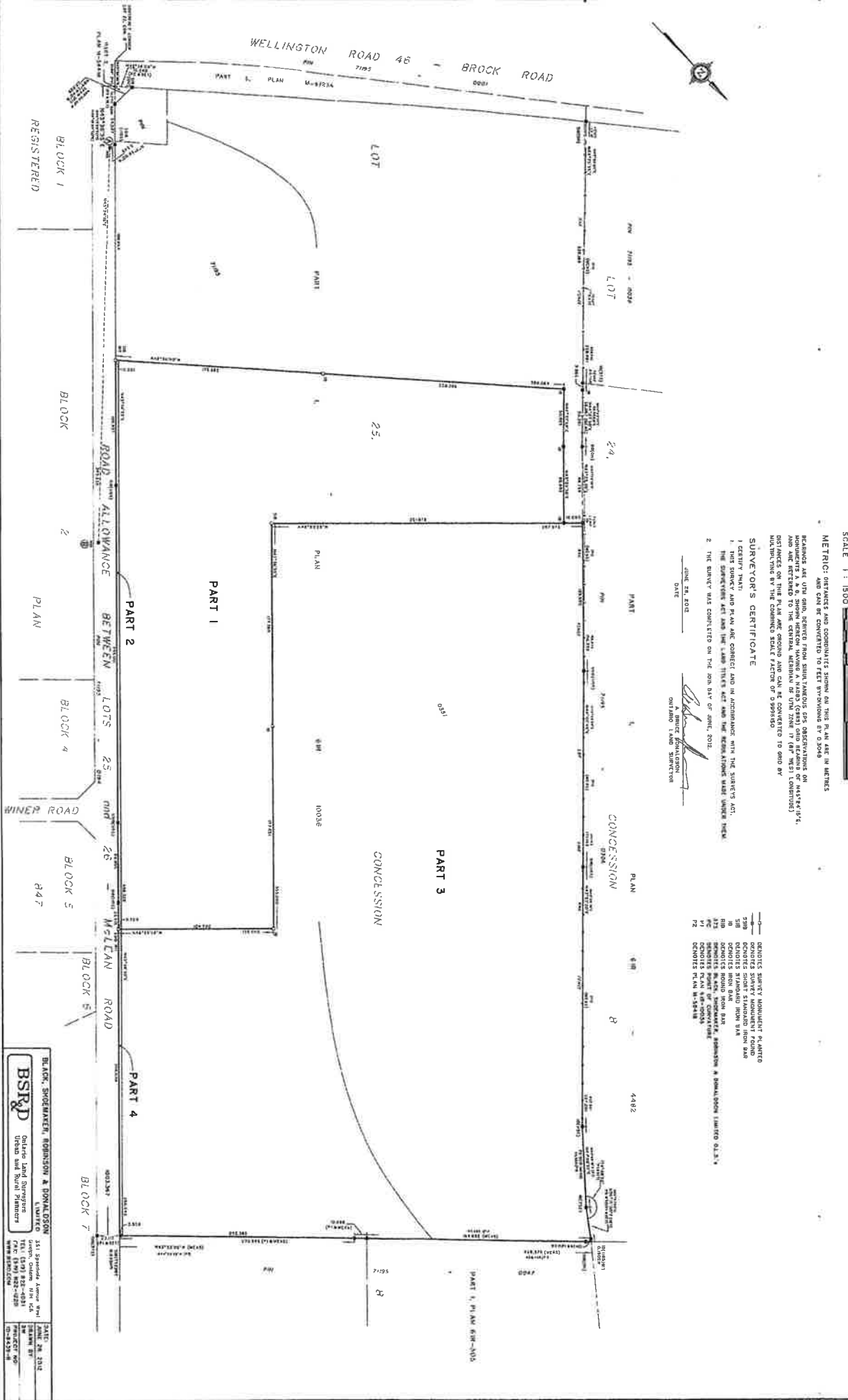
SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT.
 2. THE SURVEY WAS CONDUCTED ON THE 29th DAY OF JUNE, 2012.

DATE: JUNE 29, 2012
 A. BRUCE DONALDSON
 ONTARIO LAND SURVEYOR

SCHEDULE

PART	LOT	CON.	PLAN NO.	AREA	REGISTERED UNDER THE LAND ACT	DATE OF SURVEY
1	PART OF LOT 25	B	1700-025(1)	0.05 Ha	APRIL 18, 2012	
2	PART OF LOT 25	B	20-143	20.143 Ha	6000 Ha	

1. REGISTERED UNDER THE LAND ACT.
 RECEIVED AND REGISTERED
 JUNE 29, 2012
 N. HARRIS
 REPRESENTATIVE FOR LAND REGISTER
 OF THE LAND TITLE DIVISION
 OF WELLINGTON, ON. 01



BLACK, SHOGANKEW, ROBINSON & DONALDSON
BS&D
 Ontario Land Surveyors
 211 Dundas Street West
 Toronto, Ontario M5G 1L6
 TEL: (416) 593-4431
 FAX: (416) 593-4432
 WWW.BSANDON.COM

DATE: JUN 29, 2012
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 DATE: [Signature]