



## **MINUTES**

**DATE:** Wednesday, December 3, 2014

**INAUGURAL MEETING:** 11:00 A.M.

**REGULAR MEETING:** 1:00 P.M.

The Inaugural 2014 Council Meeting was held on the above date and called to order at 11:00 a.m. at the Puslinch Community Centre, 23 Brock Road South.

### **CHAIRPERSON:**

The CAO/Clerk opened and chaired the meeting.

### **Declarations of Office**

The 2014-2018 Council in full, being five (5) members, each read and signed the Declaration of Elected Office. The Declarations were commissioned by the CAO/Clerk.

Each member of Council was provided an opportunity to express their aims and objectives as members of council for the upcoming term, and express their appreciation to those that supported them during the 2014 election.

**Council recessed from 11:40 a.m. to 1:00 p.m.**

Council reconvened at 1:00 p.m. in the Council Chambers.

### **1. ATTENDANCE:**

Mayor Dennis Lever  
Councillor Matthew Bulmer  
Councillor Susan Fielding  
Councillor Ken Roth  
Councillor Wayne Stokley

### **STAFF IN ATTENDANCE:**

1. Donna Tremblay, Deputy Clerk
2. Karen Landry, CAO/Clerk
3. Mary Hasan, Director of Finance/Treasurer
4. Don Creed, Director of Public Works and Parks
5. Josh Sheppard, Acting Deputy Fire Chief, Administration
6. Steve Goode, Fire Chief
7. John Uptegrove, Fire Captain, Training
8. Robert Kelly, Chief Building Official

### **OTHERS IN ATTENDANCE**

1. Cameron Tuck
2. Doug Smith
3. Don McKay

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

None.



**3. ADOPTION OF THE MINUTES:**

**Resolution No. 2014-398:** Moved by Councillor Bulmer and  
Seconded by Councillor Roth

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

- Council Meeting – November 19, 2014
- Closed Council Meeting - November 19, 2014
- Joint Council Orientation Meeting with Township of Guelph Eramosa – November 24, 2014

That the minutes of the following meetings be received:

- Public Meeting – Con Cast Pipe Inc. – November 12, 2014
- Public Meeting - LEL Farms Ltd. – November 12, 2014
- Public Meeting - 2015 Proposed User Fees By-Law – November 12, 2014

**CARRIED**

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

None.

**5. PUBLIC MEETINGS:**

None.

**6. COMMUNICATIONS:**

**1. 2015 Ontario Municipal Partnership Fund (OMPF)**

- (a) Correspondence from Minister of Finance regarding details of the Township of Puslinch 2015 allocation dated November 13, 2014.

**2. GTA West Transportation Corridor Planning and Assessment Study**

- (a) Correspondence from Ontario Ministry of Transportation regarding Notice of Public Information Centre #1, GTA West Transportation Corridor Planning and Environmental Assessment Study, Stage 2 dated November 10, 2014.

**3. Highway 6 By-Pass**

- (a) Correspondences from Ted Arnott, MPP Wellington-Halton Hills regarding Highway 6 Morriston Bypass dated November 19, 2014

**4. Intergovernmental Affairs**

- (a) Various correspondence for review.

**Resolution No. 2014-399:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That the correspondence items listed on the Council agenda from the December 3, 2014 Council meeting be received.

**CARRIED**



## 7. DELEGATIONS/PRESENTATIONS

1. Josh Sheppard, Acting Deputy Fire Chief, Administration, Steve Goode, Puslinch Fire Chief and Steve Thurlow, Project Manager, Dillon Consulting presentation regarding Fire Master Plan (presentation will be 30 to 40 minutes)

Steve Thurlow, Project Manager from Dillon Consultant provided those in attendance with an overview of the Fire Master Plan process and provided an overview of the six phases of the study including:

- Phase 1: project initiation, data collection and background review,
- Phase 2: risk assessment and operation review
- Phase 3: recommendations and implementation
- Phase 4: Meetings, presentation and deliverables
- Phase 5: project management and communication
- Phase 6: Public consultation process

## 8. REPORTS:

### 1. **Puslinch Fire and Rescue Services**

None.

### 2. **Finance Department**

- (a) Financial Report as of October 31, 2014
- (b) Cheque Register –October 1, 2014 to October 31, 2014
- (c) Void Cheque Register October 1, 2014 to October 31, 2014
- (d) Financial Report By Department –October 31, 2014
- (e) Total Expenditures by Account –October 31, 2014
- (f) Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – October 2014

**Resolution No. 2014-400:** Moved by Councillor Bulmer and  
Seconded by Councillor Roth

That Council hereby receives the following reports as information:

- (a) Financial Report as of October 31, 2014
- (b) Cheque Register –October 1, 2014 to October 31, 2014
- (c) Void Cheque Register October 1, 2014 to October 31, 2014
- (d) Financial Report By Department –October 31, 2014
- (e) Total Expenditures by Account –October 31, 2014
- (f) Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – October 2014

### **CARRIED**

- (g) Report FIN-2014-030 – User Fees and Charges Public Meeting and By-Law

Councillor Bulmer inquired of staff as to whether the Township was assuming a higher risk of establishing fees with respect to residents versus non-residents. Mayor Lever requested that Councillor Bulmer work with the Director of Finance/Treasurer to have this issue addressed in the 2016 User Fee By-Law.



**Resolution No. 2014-401:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That Report FIN-2014-030 – regarding the results of the User Fees and Charges Public Meeting and By-Law be received; and

That Council enact a by-law to adopt the User Fees and Charges By-Law in accordance with the attached By-law to Report FIN-2014-030.

**CARRIED**

(h) Report FIN-2014-031 – Request for Proposal 2014-04 – Audit Services

**Resolution No. 2014-402:** Moved by Councillor Bulmer and  
Seconded by Councillor Roth

That Report FIN-2014-031 Request for Proposal 2014-04 – Audit Services be received; and

That Council enact a by-law to appoint BDO Canada LLP as its auditor until December 31, 2016 with the option to renew for a period of three years in accordance with Request for Proposal 2014-04.

**CARRIED**

(i) Report FIN-2014-032 – Ellis Chapel Request for Donation

**Resolution No. 2014-403:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That Report FIN-2014-032 regarding Ellis Chapel Request for Donation be received; and

That Council approve a donation to Ellis Chapel, in the amount of \$250 to be funded from Account Number 01-0100-4600 – Grants.

**CARRIED**

### 3. Administration Department

(a) Report ADM-2014-023 – Hours of Work, Overtime and Lieu Policy

Councillor Bulmer inquired of staff as to whether there needed to be clarification in the policy with respect to overtime in cases of emergency situations where overtime was required.

Karen Landry CAO/Clerk advised that staff would use their discretion in emergency cases, but that a clause could be included in the Policy to reflect that intent.

**Resolution No. 2014-404:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

That Report ADM-2014-023 regarding Hours of Work, Overtime and Lieu Policy be received; and

That Council adopt the Hours of Work, Overtime and Lieu Policy attached as Schedule “A” to Report ADM-2014-023.



A recorded vote was requested.

<u>Recorded Vote</u>	Yes	No	Conflict	Absent
Councillor Bulmer	√			
Councillor Roth	√			
Mayor Lever	√			
Councillor Stokley	√			
Councillor Fielding	√			
<b>Total:</b>	<b>5</b>	<b>0</b>		

**CARRIED**

4. **Planning and Building Department**

None.

5. **Roads & Parks Department**

None.

6. **Recreation Department**

- (a) Report REC-2014-007 – Provision of Shinny Hockey and Holiday Ice Skating at the Optimist Recreation Centre

**Resolution No. 2014-405:** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Report REC-2014-007 regarding provision of shinny hockey and holiday ice skating be received; and

That Council approve the provision of shinny hockey and holiday ice skating at the Optimist Recreation Centre in accordance with Report REC-2014-007.

**CARRIED**

9. **NOTICE OF MOTION:**

Councillor Stokley advised that he has been contacted by residents living in the area of the Optimist Recreation Centre who have been expressing concerns about the noise level at the Centre. Councillor Stokley advised that he would be bringing a Notice of Motion at the next meeting of Council to request that a further noise study be conducted at the Optimist Recreation Centre.

10. **COMMITTEE MINUTES**

- (a) Fire and Rescue Committee – September 17, 2014  
(b) Recreation Committee – October 21, 2014  
(c) Committee of Adjustment – October 14, 2014

**Resolution No. 2014-406:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

That Council hereby receives the following minutes as information:

- (a) Fire and Rescue Committee – September 17, 2014



- (b) Recreation Committee – October 21, 2014
- (c) Committee of Adjustment – October 14, 2014

**CARRIED**

## 11. MUNICIPAL ANNOUNCEMENTS

### Township Appreciation Night

Councillor Stokley thanked staff for a very successful and enjoyable evening.

### Optimist Santa Claus Parade

Councillor Stokley congratulated the Optimist Club of Puslinch on a very successful parade.

### 2014-2018 Term of Council

Councillor Bulmer thanked both Council and staff on a warm welcome to Council and stated that he is looking forward to serving the residents of Puslinch for the next 4 years.

### Helen Purdy

Mayor Dennis Lever advised members of Council and those in attendance that this past weekend Ms. Helen Purdy passed away. Mayor Lever advised that Ms. Purdy began her teaching career at the school at the corner of Ellis Rd and CR32 and retired from teaching at Aberfoyle Public School. Ms. Purdy was a regular observer at Council meetings, was a staunch protector of the environment and often spoke at public meetings in this regard. She will be greatly missed.

## 12. CLOSED MEETING:

None.

## 13. BY-LAWS:

- (a) A by-law to appoint a Livestock Valuer and to establish the duties and remuneration of the valuer for the Township of Puslinch.

**Resolution No. 2014-407:** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

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

- (a) By-Law **73/14** being a by-law to appoint a Livestock Valuer and to establish the duties and remuneration of the valuer for the Township of Puslinch

**CARRIED**

## 14. CONFIRMING BY-LAW

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

**Resolution 2014-408:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

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



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
December 3, 2014 REGULAR COUNCIL MEETING

- By-Law **74/14** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 3rd day of December, 2014.


**CARRIED**


15. **ADJOURNMENT:**

**Resolution No. 2014-409:** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Council hereby adjourns at 1:59 p.m.

**CARRIED**

  
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Dennis Lever, Mayor

  
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Karen Landry, CAO/Clerk