



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
2015 COUNCIL MEETING

AGENDA

DATE: Wednesday, January 21, 2015

REGULAR MEETING: 7:00 P.M.

CLOSED MEETING: Immediately following open session

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
- ≠ 3. Adoption and Receipt of Minutes of the Previous Meeting.
 - (a) Council Meeting – January 7, 2015
 - (b) Capital Budget Meeting – January 14, 2015*

***To be distributed under separate cover on Monday, January 19, 2015.**

4. Business Arising Out of the Minutes.

5. **PUBLIC MEETINGS**

None.

6. **COMMUNICATIONS**

1. **CBM Puslinch Pit aka Mast Pit
Licence No. 17600
4313 Sideroad 25 S**

(a) Correspondence from Groundwater Science Corp. regarding November 2014 monitoring report update dated December 29, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has advised that he has reviewed the monthly monitoring report and that the data shows that there have not been any exceedences of the water thresholds and he does not have any concerns.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
January 14, 2015 COUNCIL MEETING

2. **University of Guelph - Mill Creek Pit – Licence No. 5738
Lots 21-24, Conc. 2**

- (a) Correspondence Dufferin Aggregates regarding November 2014 monitoring report update dated December 12, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd. has advised that he has reviewed the monthly monitoring report and that the data shows that there have not been any exceedences and he does not have any concerns.

3. **Shinny Hockey**

- (a) Correspondence from Dan Blair regarding Shinny Hockey at Optimist Recreation Centre dated January 10, 2014.

≠ 4. **Intergovernmental Affairs**

- (a) Various correspondence for review.

7. **DELEGATIONS/PRESENTATIONS**

- ≠ 1. 7:05 p.m. – Mr. Brett Hoy, Mindful RemedEase, regarding donation request.

- ≠ 2. 7:20 p.m. – Mr. Kyle Davis, Risk Management Official, Township of Wellington County Municipalities regarding Comments on Halton-Hamilton Source Protection Region Proposed Updated Source Protection Plan dated November 18, 2014

8. **REPORTS**

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

- (a) Puslinch Fire and Rescue Services Response Report for December, 2014.

2. **Finance Department**

None.



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3. **Administration Department**

≠ (a) Report ADM-2015-001 – 2014 Municipal Election – Accessibility Report

≠ (b) Report ADM-2014-024 – Committees of Council *

*** This report appeared as Agenda Item 8.3(b) on the December 17, 2014 Council Agenda.**

≠ (c) Report ADM-2014-028 – Committee of Council – Committee of Adjustment and Planning Advisory *

*** This report appeared as Agenda Item 8.3(b) on the December 17, 2014 Council Agenda.**

4. **Planning and Building Department**

≠ (a) Chief Building Official Report – December 2014

5. **Roads & Parks Department**

6. **Recreation Department**

≠ (a) Report REC-2015-001 – Costing of Sound Study alternatives for the Optimist Recreation Centre

9. **NOTICES OF MOTION**

None.

10. **COMMITTEE MINUTES**

None.

11. **MUNICIPAL ANNOUNCEMENTS**



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12. ≠ **CLOSED MEETING**

- (a) Confidential Report ADM-2014-026 – Citizen Appointments to Advisory Committees of Council - personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.

13. **UNFINISHED BUSINESS**

≠ 14. **BY-LAWS**

- (a) A by-law to amend Zoning By-law 19/85 (LEL Farms Ltd.) – Part of Lot 6 &7, Concession 4, Township of Puslinch (Resolution 2015-002)
- (b) A by-law to amend Zoning By-Law 19/95 (Con-Cast Pipe Inc.) – 229 Brock Road South (Wellington Rd. 46) – (Resolution 2015-003)
- (c) A by-law to appoint John Maddox of JGM Consulting as its Closed Meeting Investigator (Resolution 2014-418)

≠ 15. **CONFIRMING BY-LAW**

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

≠ 16. **ADJOURNMENT**



MINUTES

DATE: Wednesday, January 7, 2015

TIME: 1:00 P.M.

The January 7, 2015 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:

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

STAFF IN ATTENDANCE:

1. Donna Tremblay, Deputy Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Don Creed, Director of Public Works and Parks
4. Steve Goode, Fire Chief
5. Robert Kelly, Chief Building Official

OTHERS IN ATTENDANCE

1. Kevin Johnson
2. Jameson Pickard
3. Dino Paron
4. Dianne Paron
5. Karen Lever
6. Stephen May
7. Kathy White
8. Don McKay
9. Doug Smith
10. Jeff Buisman
11. Janice Marr

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

None.

3. ADOPTION OF THE MINUTES:

Resolution No. 2015-001: Moved by Councillor Stokley and
Seconded by Councillor Fielding

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

- Council Meeting – December 17, 2014
- Closed Council Meeting – December 17, 2014
- Special Council Meeting – December 22, 2014
- Special Closed Council Meeting – December 22, 2014

CARRIED



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

Council Minutes - December 17, 2014

Items 6.2(a) and 6.5(a) – Request to Waive Fees

Councillor Bulmer suggested that request to waive fees from various organizations and groups be referred to as contributions and not waiving of fees as they are not a loss of revenue to the Township.

Item 9 - Notice of Motion – Updated Noise Study at Optimist Recreation Centre

Councillor Stokley requested an update from staff on the estimates for the purpose of conducting an additional detailed sound level assessment to compare against the results obtained in March 2014. Don Creed, Director of Public Works and Parks advised Council that further information would be coming to Council at its Capital Budget meeting scheduled for January 14, 2015 and a staff report would be prepared for Council for the January 21, 2015 meeting.

Intergovernmental Affairs – Item #7 – Ministry of the Environment and Climate Change – Source Water Protection

Mayor Lever advised that the information which was included in the December 17, 2014, Agenda package was Section 3.12 Source Water Protection of the Auditor General's 2014 Annual Report. The full report is quite lengthy and a full copy of the report is available on the Auditor General's Website.

Council Minutes – December 22, 2014

Item #3 – Goals and Objectives Setting

Councillor Stokley advised that in addition to the goal/objective of paved shoulders, that he also wished to include lining of the paved shoulders.

5. **PUBLIC MEETINGS:**

None.

6. **COMMUNICATIONS:**

1. **LEL Farms Ltd.**
4646 Sideroad 20 North

(a) Correspondence from County of Wellington regarding proposed Zoning By-Law Amendment D14/LEL, LEL Farms Ltd. Part Lot 6 & 7, Concession 4, Township of Puslinch dated December 11, 2014.

Resolution No. 2015-002: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the correspondence from the County of Wellington regarding proposed Zoning By-Law Amendment D14/LEL, LEL Farms Ltd. Part Lot 6 & 7, Concession 4, Township of Puslinch dated December 11, 2014; and

That Council enact a by-law to amend By-Law Number 19/85, as amended, by adding new paragraphs forming (fff) Section (A-58) and (ggg) Section (A-59) as specifically



outlined in the draft Zoning By-Law Amendment prepared by the County of Wellington dated December 19, 2014.

CARRIED

2. **Con-Cast Pipe Inc.
229 Brock Road South (Wellington Rd. 46)**

- (a) Correspondence from County of Wellington regarding proposed Zoning By-Law Amendment D14/CON, Con-Cast Pipe Inc. 229 Brock Road South (Wellington Rd. 46) dated December 11, 2014.

Resolution No. 2015-003: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That Council receive the correspondence from County of Wellington regarding proposed Zoning By-Law Amendment D14/CON, Con-Cast Pipe Inc. 229 Brock Road South (Wellington Rd. 46) dated December 11, 2014; and

That Council enact a by-law to amend By-Law Number 19/85, as amended, by rezoning Part of Lot 27 and Lot 28, Concession 7, from Industrial (IND) Zone to the Highway Commercial (C2) Zone, as specifically outlined in the draft Zoning By-Law Amendment prepared by the County of Wellington dated December 10, 2014.

CARRIED

3. **CBM Aggregates – Licence No. 48576 (Tikal Pit)
Lot 21, Concession 9**

- (a) Report from MTE Engineers regarding Tikal Pit Final 2014 Annual Groundwater Monitoring Report – Part Lot 21, Concession 9, Township of Puslinch, County of Wellington dated November 26, 2014.
- (b) Correspondence from Harden Environmental regarding Tikal Gravel Pit – Review of 2014 Monitoring Report dated December 18, 2014
- (c) Correspondence from Ministry of Natural Resources and Forestry regarding Tikal Pit – ARA #48576, Site Plan Amendment Request dated December 16, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd. and Mr. Greg Scheifele, GWS Ecological & Forestry Services Inc. have both advised that they do not have any outstanding concerns and concur with the Ministry of Natural Resources & Forestry Services Inc. that monitoring can cease.

4. **Philips Pit
Licence #5610
Preston Sand and Gravel
Part Lots 4 & 5, Concession 5, Township of Puslinch**

- (a) Correspondence from Ministry of Natural Resources and Forestry regarding transfer of Aggregate Licence #5610, from Preston Sand and Gravel to TGL Ltd. dated November 19, 2014



5. **Martini Pit**
Licence #5654
Preston Sand and Gravel
6576 Forestell Rd

- (a) Correspondence from Ministry of Natural Resources and Forestry regarding transfer of Aggregate Licence #5654, from Preston Sand and Gravel to TGL Ltd. dated November 19, 2014.

6. **Mini Lakes Mobile Home Community**

- (a) Report from Stantec Consulting Ltd. regarding Mini Lakes Mobile Home Community Quarterly Monitoring Program – 3rd Quarter 2014 dated October 31, 2014.
- (b) Correspondence from GMBlue Plan Engineering regarding Mini Lakes Waterwater Treatment Plant Effluent Monitoring Report 3rd Quarter (2014) dated November 27, 2014.
- (c) Correspondence from Harden Environmental Services Ltd. regarding Mini Lakes 3rd Quarter 2014 – Groundwater Monitoring dated December 8, 2014.

Mayor Lever requested that staff contact Mini Lakes to see if the Township could provide support to Mini Lakes in their efforts to seek Ministry of the Environment approval.

Councillor Bulmer requested that staff contact GM Blue Plan to address whether the system was receiving an increased amount of storm water and if the amount of storm water is normal or in excess of a collection system for this size.

7. **Letter of Support**

- (a) Correspondence from Duff's Presbyterian Church regarding letter of endorsement – application for the Age Friendly Community Grant dated December 22, 2014.

Resolution No. 2015-004: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the correspondence from Duff's Presbyterian Church regarding letter of endorsement – application for the Age Friendly Community Grant dated December 22, 2014; and

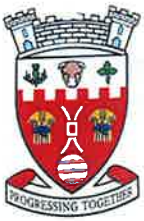
That Council supports the Parish Nurse Program provided by Duff's Presbyterian Church which supports age-friendly community planning; and

That Council directs staff to prepare a letter of endorsement with respect to Duff's Presbyterian Church's Age-Friendly Community Planning Grant Application with respect to the Parish Nurse Program.

CARRIED

8. **Intergovernmental Affairs**

- (a) Various correspondence for review.



Resolution No. 2015-005: Moved by Councillor Stokley and
Seconded by Councillor Fielding

That the correspondence items listed on the Council Agenda for January 7, 2015 Council meeting be received.

CARRIED

7. DELEGATIONS/PRESENTATIONS

1. Ms. Melanie Horton, Director Land Resources, CBM Aggregate Division regarding update on rehabilitation activities – Tikal Pit, Licence #48576, Part Lot 21, Concession 9.

Ms. Horton made a presentation to Council with respect to the Tikal Pit which included the history of the pit and the various monitoring programs with respect to the Pit. Ms. Horton also provided information with respect to other CBM Aggregates Operations in the Township, land reclamation/partnerships with AgriMarine and Community relations projects undertaken by CBM.

Ms. Horton invited members of Council for a tour of their various operations in the Spring and will work with Township staff in making those arrangements.

Resolution No. 2015-006: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the presentation from Ms. Melanie Horton Director Land and Resources, CBM Aggregate Division and Steve May regarding update rehabilitation activities- Tikal Pit, Licence #48576, Part Lot 21, Concession 9.

CARRIED

2. Mr. Jorge L.A. Cavalcante, M.Sc., P. Eng., Manager Engineering & Planning, Water Services and Ms. Nancy Kodousek, Director of Water Services, regarding the Region of Waterloo Water Supply Master Plan Update.

Mr. Cavalcante and Ms. Kodousek made a presentation to Council with respect to the Region of Waterloo's 2014 Water Supply Master Plan Update. The presentation included the strategy surrounding the 2007 Water Supply Plan Master Study and the changes presented in the 2014 Study which includes a shift from growing to sustaining water resources. Mr. Cavalcante's presentation included information regarding upcoming Class Environmental Assessments Studies including the Cambridge East Systems (Pinebush, Shades Mill and Turnbull) which is ongoing with proposed public information centres to be held in the Spring of 2015; Waterloo North System to commence in 2015/2016 and Cambridge (Maple Grove System) and Kitchener (Grand River Wells System) implementation to be between 2030 and 2035. Mr. Calvacante advised that the Notice of Completion and Public and Agency Review period for the 2014 Water Supply Master Plan runs from November 27, 2014 to January 19, 2015.

Council requested of Mr. Cavalcante and Ms. Kodousek that the Township be notified and advised of any public meetings that will be held with respect to the Cambridge EA Study, including a representative from the Region of Waterloo making a presentation to Council in the Spring of 2015; and that the Township be informed on the 2014 Water Supply Master Plan. Ms. Kodousek advised that she would take this request back to the Cambridge East EA project team and have Township staff work directly with the Project Team with respect to public consultation.



Resolution No. 2015-007: Moved by Councillor Fielding and
Seconded by Councillor Stokley

That Council receive the presentation from Mr. Jorge Cavalcante, M.Sc., P.Eng.,
Manager Engineering & Planning, Water Services and Ms. Nancy Kodousek, Director of
Water Services, regarding the Region of Waterloo's Water Supply Master Plan Update.

CARRIED

8. REPORTS:

1. Puslinch Fire and Rescue Services

None.

2. Finance Department

(a) Applications for Cancellation, Reduction or Refund of Taxes re: Chapter 25,
Section 357, 358, the Municipal Act, S.O., 2001.

Resolution No. 2015-008: Moved by Councillor Bulmer and
Seconded by Councillor Roth

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
2014	09/14	4-02775	\$ 1,836.28
2013	21/13	6-06300	\$ 16.76
2014	02/14	6-06300	\$ 38.80
2014	05/14	6-06300	\$ 46.35
2014	08/14	6-06300	\$ 18.75
2013	22/13	8-18580	\$ 649.01
2014	23/13	8-18580	\$ 2,228.81

CARRIED

(b) Report FIN-2015-01 – 2015 Interim Property Tax Levy and Due Dates

Resolution No. 2015-009: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report FIN-2015-01 regarding the 2015 Interim Property Tax Levy and Due Dates
be received; and

That Council enact a by-law to provide for the levy and collection of the 2015 Interim
Tax Levy.

CARRIED

3. Administration Department

None.



4. Planning and Building Department

- (a) Report PD-2015-01 – Public Meeting – Rezoning Application – Bill & Lisa Hamilton – 7652 Wellington Road 34, Concession 9, Part Lot 20.

Resolution No. 2015-010 Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report PD-2015-001 regarding the Public Meeting – Rezoning Application File D14/HAM – Bill & Lisa Hamilton – Concession 9, Part Lot 20, municipally known as 7652 Wellington Road 34 be received; and

That Council authorize the holding of a Statutory Public Meeting on February 11, 2015, at 7:00 pm in the Council Chambers, Municipal Complex.

CARRIED

5. Roads & Parks Department

None.

6. Recreation Department

None.

9. NOTICE OF MOTION:

None.

10. COMMITTEE MINUTES

None.

11. MUNICIPAL ANNOUNCEMENTS

Morrison By-Pass Coalition Meeting

Councillor Fielding advised that she attended a Morrison By-Pass Coalition meeting with representatives from Maple Leaf Foods and Nestle Waters in Toronto, on January 4, 2015. Councillor Fielding advised that the Coalition group met with the Minister of Economic Development, Employment and Infrastructure, Mr. Brad Duguid, but was disappointed with the results of the meeting as Minister Duguid indicated that he was hesitant to become involved and suggested that the group should be seeking a meeting with the Minister of Transportation, Steven Del Duca in order to have the project identified on the Ministry's 5 year plan.

High Speed Rail Line - Guelph Mercury Article

Mayor Dennis Lever advised that he recently read an article in the Guelph Mercury entitled: *High-Speed Rail Line Likely to Skip Guelph: Report*. Mayor Lever advised that the report advises that construction of a new line would affect about 50 farmers' fields across the Speed River. A spokesperson for the Ontario Ministry of Transportation has commented that the specific route for the high-speed rail line within the London to Toronto corridor has not been determined yet.



12. **CLOSED MEETING:**

None.

13. **BY-LAWS:**

(a) A by-law to provide for an interim tax levy for 2015 and the collection thereof.

Resolution No. 2015-011: Moved by Councillor Roth and
Seconded by Councillor Bulmer

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

(a) By-Law 01/15 being a by-law to provide for an interim tax levy for 2015 and the collection thereof.

CARRIED

14. **CONFIRMING BY-LAW**

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

Resolution 2015-012: Moved by Councillor Bulmer and
Seconded by Councillor Roth

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

- By-Law 02/15 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 7th day of January, 2015.

CARRIED

15. **ADJOURNMENT:**

Resolution No. 2015-013: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby adjourns at 2:38 p.m.

CARRIED

Dennis Lever, Mayor

Donna Tremblay, Deputy Clerk

6.1(a)



Groundwater Science Corp.

328 Daleview Place,
Waterloo, ON N2L 5M5
Phone: (519) 746-6916
Email: apentney@rogers.com

Email Report

CLERK'S DEPARTMENT	
TO	S.D. - NO exceedances - Jan 7/15
Copy	
Please Handle	
For Your Information	
Council Agenda	JAN 21/15
File	E10/cbm

To: Colin Evans, CBM From: Andrew Pentney
 Email: CREvans@vcsmc.com Pages: 2
 Phone: (416) 423-1300 Date: December 29, 2014
 Re: Puslinch Pit – License No. 17600 Monitoring Report Update CC: MNR, Township of Puslinch, Harrington McAvan Ltd.

This Report summarizes the results of the groundwater monitoring program for the CBM Puslinch Pit as per the Hydrogeological Recommendations of the current Pit License.

Below Water Table Extraction

CBM reports a total below water extraction of 83,080 tonnes in November 2014 at the site.

Water Level Monitoring and Threshold Status

The reported weekly water level measurements, compared to threshold values, are summarized as follows:

Location	Threshold (mAMSL)	Measured Water Level Elevation (mAMSL)			
		Nov 4	Nov 11	Nov 18	Nov 25
MP1	-	306.98	306.97	306.95	306.95
MP2	-	306.43	306.42	306.41	306.41
MP3	305.27	306.39	306.39	306.37	306.36
MP4	305.27	306.40	306.40	306.38	306.38
MP7	-	306.71	306.67	306.64	306.62
North Pond	305.64	307.07	307.05	307.03	307.03
South Pond	305.34	306.54	306.53	306.52	306.51

As indicated by the measurements, there were no threshold exceedances observed and no Action Response in November 2014.

There is no current “Declared Low Water Condition” reported for Mill Creek. Current streamflow rate reporting for Mill Creek ends in August, however reported streamflow through 2014 has been relatively high due to precipitation.

The monitoring program is proceeding and monthly summaries will continue to be provided during the operational season.

December 29, 2014

If you have any questions or require further information please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Andrew Pentney". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Andrew Pentney, P. Geo.
Hydrogeologist

6.2(a)



Dufferin Aggregates
2300 Steeles Ave W, 4th Floor
Concord, ON L4K 5X6
Canada

December 12, 2014

Kristy Sutherland
Aggregates Technical Specialist
Ministry of Natural Resources
Guelph District
1 Stone Road West
Guelph, Ontario
N1G 4Y2

RECEIVED

DEC 12 2014

Township of Puslinch

Attention: Ms. Sutherland

Re: **Monthly Monitoring Report**
Mill Creek Pit, License #5738
Township of Puslinch, Wellington County

CLERK'S DEPARTMENT	
TO	S.D - Dec 12 2014 for
Copy	
Please Handle	
For Your information	
Council Agenda	JAN 21/15
File	E13/MIL

Comment,
No Exceedences
Jan 7/15

Please find enclosed the required monitoring data for the month of November 2014. As indicated, there were no exceedences to report in this month.

If you have any questions, please do not hesitate to call.

Sincerely,

Ron Van Ooteghem
Site Manager

C.c.

Karen Landry (Township of Puslinch)
Sonja Strynatka (GRCA)
Kevin Mitchell (Dufferin Aggregates)
University of Guelph

Monthly Reporting
Mill Creek Aggregates Pit
November 2014

Date	DP21 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	305.96	305.58	NO
13-Nov-14	305.94	305.58	NO
21-Nov-14	305.95	305.58	NO
27-Nov-14			

Date	BH13 (mASL)	DP21 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	306.38	305.96	0.42	0.09	NO
13-Nov-14	306.36	305.94	0.42	0.09	NO
21-Nov-14	306.36	305.95	0.41	0.09	NO
27-Nov-14	306.39				

Date	DP17 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	305.30	305.17	NO
13-Nov-14	305.30	305.17	NO
21-Nov-14	305.31	305.17	NO
27-Nov-14			

Date	BH92-12 (mASL)	DP17 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.53	305.30	0.23	0.04	NO
13-Nov-14	305.51	305.30	0.21	0.04	NO
21-Nov-14	305.52	305.31	0.21	0.04	NO
27-Nov-14	305.58				

Date	DP3 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	304.88	304.54	NO
13-Nov-14	304.82	304.54	NO
21-Nov-14	304.81	304.54	NO
27-Nov-14			

Date	DP6 (mASL)	DP3 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.69	304.88	0.81	0.55	NO
13-Nov-14	305.67	304.82	0.85	0.55	NO
21-Nov-14	305.68	304.81	0.87	0.55	NO
27-Nov-14					

Date	DP2 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	304.30	303.55	NO
13-Nov-14	304.27	303.55	NO
21-Nov-14	304.28	303.55	NO
27-Nov-14			

Date	BH92-27 (mASL)	DP2 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.04	304.30	0.74	0.34	NO
13-Nov-14	305.01	304.27	0.74	0.34	NO
21-Nov-14	305.06	304.28	0.78	0.34	NO
27-Nov-14	305.09				

Date	DP1 (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	304.36	303.96	NO
13-Nov-14	304.34	303.96	NO
21-Nov-14	304.34	303.96	NO
27-Nov-14			

Date	BH92-29 (mASL)	DP1 (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	305.35	304.36	0.99	0.19	NO
13-Nov-14	305.30	304.34	0.96	0.19	NO
21-Nov-14	305.38	304.34	1.04	0.19	NO
27-Nov-14	305.45				

Date	DP5C (mASL)	Threshold Value (mASL)	Exceedance
7-Nov-14	303.25	302.84	NO
13-Nov-14	303.20	302.84	NO
21-Nov-14	303.22	302.84	NO
27-Nov-14			

Date	OW5-84 (mASL)	DP5C (mASL)	Head Difference (m)	Threshold Value (m)	Exceedance
7-Nov-14	304.06	303.25	0.81	0.25	NO
13-Nov-14	304.06	303.20	0.86	0.25	NO
21-Nov-14	304.08	303.22	0.86	0.25	NO
27-Nov-14	304.10				

Note: Nov 27, 2014 - DP21, DP17, DP3, DP2, DP1, DP5C were frozen.

Monthly Reporting
 Mill Creek Aggregates Pit
 November 2014

						Max. Allowable as per PTTW- Main Pond						
Total Monthly Precipitation (mm):		59.1	Waterloo-Wellington Airport (November Actual)			(Imperial Gallons)					(Litres)	
Total Monthly Normal Precipitation (mm):		82	Waterloo-Wellington Airport (30-year Normal)			2,500			per minute	11,365		
						1,800,000			per day	8,183,000		
Date	Below Water Table Extraction (wet tonnes) Phase 2	Below Water Table Extraction (wet tonnes) Phase 4	Water Pumped from Main Pond (gals)	Water Pumped from Active Silt Pond (gals)	Main Pond Level (mASL)	Exceedance Y/N (BELOW 305.5 mASL)	Phase 2 Pond Level (mASL)	Exceedance Y/N (BELOW 305.0 mASL)	Phase 3 Pond Level (mASL)	Exceedance Y/N (BELOW 303.85 mASL)	Phase 4 Pond Level (mASL)	Exceedance Y/N (BELOW 304.5 mASL)
1-Nov-14	0	0	0	0	306.71	NO	306.31	NO	305.47	NO	305.54	NO
2-Nov-14	0	0	0	0	306.71	NO	306.31	NO	305.47	NO	305.54	NO
3-Nov-14	0	7500	1,678,585	3,402,264	306.68	NO	306.31	NO	305.44	NO	305.54	NO
4-Nov-14	0	3575	1,710,481	3,580,439	306.70	NO	306.31	NO	305.47	NO	305.66	NO
5-Nov-14	0	6750	1,710,701	1,587,738	306.70	NO	306.31	NO	305.43	NO	305.58	NO
6-Nov-14	0	6525	1,709,161	1,515,588	306.70	NO	306.31	NO	305.56	NO	305.37	NO
7-Nov-14	0	3125	1,711,141	1,647,350	306.69	NO	306.30	NO	305.48	NO	305.48	NO
8-Nov-14	0	0	0	0	306.69	NO	306.31	NO	305.48	NO	305.50	NO
9-Nov-14	0	0	0	0	306.69	NO	306.31	NO	305.48	NO	305.50	NO
10-Nov-14	0	5700	1,701,462	3,507,630	306.64	NO	306.31	NO	305.48	NO	305.50	NO
11-Nov-14	0	7175	1,676,166	3,558,223	306.68	NO	306.31	NO	305.48	NO	305.63	NO
12-Nov-14	0	7500	1,714,000	3,508,949	306.71	NO	306.30	NO	305.46	NO	305.57	NO
13-Nov-14	0	4800	1,707,621	3,479,914	306.73	NO	306.29	NO	305.42	NO	305.48	NO
14-Nov-14	0	1875	1,708,721	1,832,784	306.74	NO	306.29	NO	305.46	NO	305.43	NO
15-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
16-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
17-Nov-14	0	2600	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
18-Nov-14	0	2925	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
19-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
20-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
21-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
22-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
23-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
24-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
25-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
26-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
27-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
28-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
29-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
30-Nov-14	0	0	0	0	306.74	NO	306.29	NO	305.42	NO	305.36	NO
Total	0	60050	17,028,039	27,620,879								
Avg./ day	0.0	2001.67	567,601	920,696	306.72	NO	306.30	NO	305.44	NO	305.43	NO

Note: Aggregate washing operations ended on November 14, 2014

January 10, 2015

Honorable Mayor Dennis Lever

Councillors Bulmer, Fielding, Roth and Stokley

Township of Puslinch

I am writing this letter to support re-introducing community hockey programs back to the MURF. Hockey programs should include both stick and puck and shinny in various age groups.

Historically, hockey has been a large part of the Canadian culture and as witnessed by the over 7 million viewers of the World Junior Hockey Under 20 tournament final. Some of the proudest moments and lasting memories in Canadian history include the last two Olympics with both men and women winning Gold medals, the 1972 Hockey Summit series with the Soviet Union and the state funerals of the great legends Maurice Rocket Richard and Jean Béliveau.

Regarding the short history of the MURF, the Optimist's and its members invested thousands of volunteer hours in support of this facility and it is my understanding it was with the community's youth in mind. In the first couple of years it was dominated by teenage youths playing shinny and this angered others. If the facility had been managed properly in the early stages with times slotted for different age groups and different purposes, this would not have occurred and it is absurd to blame the teenagers for the lack of management. Simply the anger was misplaced and the pendulum swung to a point where there was no shinny last year and this year a single hour of shinny for three age groups has been added recently. The times offered are between the dinner hours of 5pm and 6pm and are NOT friendly towards families and setup for failure. The first week it was reported, with glee amongst Township staff, that no one showed up. The second week for those aged 13-17 it was cancelled despite over 10 teenagers showing up to a dark arena. For this same group on the third week, there were 19 participants. It should be noted that the township administration has made no attempt to publicize this "test period" and the Sunday program is being offered at the same time Guelph Midget/Juvenile minor house league is played eliminating many of those aged 15-17. It was suggested that Friday evenings would be most appropriate time for these children but the Administration denied it and somehow thought Sunday and Monday at Family dinner times were best. Once again, the current times for this test period are shameful and disrespectful for both parents and children.

The MURF is used extensively in the two week Holiday Season but otherwise sits idle far too often. Based on the January 5-11 schedule posted by the Township (attached), there were only 4 rentals from 5pm to 10pm, Monday to Friday. For example and compared to other communities, and granted without any research but from my past years in volunteer work, it is my educated guess that from 6pm-10pm any arena in Guelph, Cambridge, Fergus would have a 95%+ utilization rate, Monday to Friday. In the Spring, Summer and Fall the utilization of the arena portion of the MURF is horrid yet when my sons arrive to an empty facility to shoot some balls around with a small group of friends, they are asked to leave.


From listening to everyone from the manager of the MURF to the administration staff at the Puslinch township office you get the impression that the teenagers in this community and surrounding area using this facility are the scourge of society. My experience in many years of coaching rep. sports including hockey is that for every problem teenager, I can show you 10 problem adults. Try going to any arena with children's hockey and watch the behavior of the parents. Complaints about damage to the MURF including the plexi-glass panels have been grossly overstated. The plexi-glass installed is thinner and grossly substandard compared to other facilities. In the thousands of hours of playing and coaching I have never ever witnessed proper plexi-glass breaking. Of course there could be valid instances of bad behavior in the future but these teenagers are under an unfair microscope and without doubt any future situation will be blown out of proportion.

The rental rates charged for the MURF are far too high. For example as a comparison, I have rented ice at the modern Hespeler arena featuring Olympic sized ice in a predictable, consistently controlled environment for \$144.26 including HST. This rate was for a teenage hockey team and was a Prime time rate in the city of Cambridge. Also, I would ask the township to check rental rates in other regional arenas such as Fergus, Erin, and Hillsburgh. Needless to say, the MURF is NOT a controlled environment and Puslinch is NOT Mississauga or the GTA. I would ask the township to consider changes to all rates including those for children under 18. For a township that values conducting their affairs in a fiscally responsible manner and a desire to maximize the revenue from this facility, then drop rates and fill up the underutilized time slots in all seasons of the year.

Milton has the best ice skating programs in the area from everything from Family Skate, Figure Skating, Stick and Puck and Shinny for all age groups. Most of these programs are run from 7:30am to 6:00pm as they like all arenas in Ontario offer House League and Rep. League games in the evening. I have attached a Milton Schedule from last year and you will note Stick 'N Pucks is offered 46 times per week and Shinny is offered 18 times. Participants pay for this privilege, generally \$6 per person including Family Skate. Also, if children are going to be asked to pay for usage then I believe it is only proper that the Township should be asking adults and seniors to also pay. In the past, I have suggested to Township administrators to investigate the Milton programs and learn from the best in the province. They have offered stick and puck and shinny for many years with few issues so either their children are better behaved or the adults of this community are not completely honest about their past reporting.

It is the hope that we all learn from the mistakes made in the past in the management of this first class facility and it is time we demonstrate some overdue respect to the children of this community and the family oriented goals of the Optimist Club of Puslinch.

Sincerely,



Dan Blair

519-836-9571

Milton Sports Centre 605 Santa Maria Blvd., 905-875-5393, ext. 2600

Stick 'N Puck

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preschool 6 years & under	9:30 - 10:20 am Sep 8 - Apr 27 Cancelled: Dec 29	9:30 - 10:20 am Sep 2 - Apr 28	9:30 - 10:20 am Sep 3 - Apr 29	9:30 - 10:20 am Sep 4 - Apr 30	9:30 - 10:20 am Sep 5 - May 1 Cancelled: Feb 6		8:00 - 8:50 am Sep 7 - May 3 Cancelled: Nov 23
	3:00 - 3:50 pm Sep 8 - Apr 27	4:00 - 4:50 pm Sep 2 - Apr 28	3:00 - 3:50 pm Sep 3 - Apr 29	3:00 - 3:50 pm Sep 4 - Apr 30	3:00 - 3:50 pm Sep 5 - May 1		
Children 6 - 9 years	3:30 - 4:20 pm Sep 22 - Mar 30	3:30 - 4:20 pm Sep 23 - Mar 31	4:00 - 4:50 pm Sep 3 - Apr 29	3:30 - 4:20 pm Sep 25 - Apr 2	3:30 - 4:20 pm Sep 26 - Mar 27 Cancelled: Mar 13		
Children 9 - 12 years		3:30 - 4:20 pm Sep 2 - Apr 28		4:00 - 4:50 pm Sep 4 - Apr 30	3:30 - 4:20 pm Sep 5 - May 1 Cancelled: Dec 19, Feb 6, Mar 13		
Youth 13 - 17 years	4:00 - 4:50 pm Sep 8 - Apr 27		3:30 - 4:20 pm Sep 24 - Apr 1				
Adult 18+ years	7:30 - 8:20 am Sep 22 - Mar 30	7:30 - 8:20 am Sep 23 - Mar 31	7:30 - 8:20 am Sep 24 - Apr 1	7:30 - 8:20 am Sep 25 - Apr 2	7:30 - 8:20 am Sep 26 - Mar 27		
	11:00 - 11:50 am Sep 8 - Apr 27		11:00 - 11:50 am Sep 3 - Apr 29		11:00 - 11:50 am Sep 5 - May 1		
		2:30 - 3:20 pm Sep 23 - Mar 31	2:30 - 3:20 pm Sep 24 - Apr 1				
Adult 45+ years	10:30 - 11:20 am Sep 8 - Apr 27 Cancelled: Dec 29	12:30 - 1:20 pm Sep 2 - Apr 28	10:30 - 11:20 am Sep 3 - Apr 29	12:30 - 1:20 pm Sep 4 - Apr 30	10:30 - 11:20 am Sep 5 - May 1 Cancelled: Feb 6		
Family All ages	7:00 - 7:50 am Sep 8 - Apr 27	7:00 - 7:50 am Sep 2 - Apr 28	7:00 - 7:50 am Sep 3 - Apr 29	7:00 - 7:50 am Sep 4 - Apr 30	7:00 - 7:50 am Sep 5 - May 1	7:00 - 7:50 pm Sep 6 - May 2 Cancelled: Nov 22, Feb 7, Mar 28	9:00 - 9:50 am Sep 7 - May 3 Cancelled: Nov 23
	2:30 - 3:20 pm Sep 22 - Mar 30			2:30 - 3:20 pm Sep 25 - Apr 2	2:30 - 3:20 pm Sep 26 - Mar 27 Cancelled: Mar 13		

Stick 'N Puck Fees (Includes HST)

	Passes			Membership
	Single Visit	10 Visits	30 Visits	Annual
Parent & 1 Tot (6 years & under)	\$7.25	\$65.30	\$174.15	\$399.00
Parent & 2 Tots (6 years & under)	\$8.25	\$74.25	\$197.95	\$453.59
Preschooler/Child (12 years & under)	\$5.25	\$47.30	\$126.10	\$289.00
Youth (13 - 17 years)	\$5.75	\$51.80	\$138.10	\$316.35
Adult/Coach (18 - 64 years)	\$6.75	\$60.70	\$161.90	\$371.04
Older Adult (65+ years)	\$5.75	\$51.80	\$138.10	\$316.35
Family/Group (Max. of 4 with at least 1 adult)	\$14.50	\$130.45	\$347.95	\$797.40
Additional Family Member (with family admission only)	\$4.25	\$38.20	\$101.90	\$233.55

Passes on sale: Leisure Centre and Sports Centre Passes: Expire one year from date of purchase.

**Parents/guardians must provide active supervision where adult supervision is required.

Shinny Hockey Fees (Includes HST)

	Passes			Membership
	Single Visit	10 Visits	30 Visits	Annual
Children (9 - 12 years)	\$4.75	\$42.70	\$113.90	\$261.05
Youth (13 - 17 years)	\$5.50	\$49.55	\$132.10	\$302.70
Adult (18+ years)	\$6.50	\$58.50	\$155.95	\$357.35
Older Adult (65+ years)	\$5.50	\$49.55	\$132.10	\$302.70

Passes: Expire one year from date of purchase.

Shinny Hockey

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Children 9 - 12 years	3:30 - 4:20 pm Sep 8 - Apr 27 Cancelled: Dec 29		3:30 - 4:20 pm Sep 3 - Apr 29		5:00 - 5:50 pm Sep 5 - May 1		
Youth 13 - 17 years		3:00 - 3:50 pm Sep 2 - Apr 28		3:30 - 4:20 pm Sep 4 - Apr 30	4:00 - 4:50 pm Sep 5 - May 1		
Adult 18+ years	6:30 - 7:50 am Sep 8 - Apr 27	6:30 - 7:50 am Sep 2 - Apr 28	6:30 - 7:50 am Sep 3 - Apr 29	6:30 - 7:50 am Sep 4 - Apr 30	6:30 - 7:50 am Sep 5 - May 1 Cancelled: Feb 6		
	11:30 - 1:20 pm Sep 8 - Apr 27 Cancelled: Dec 29	11:30 - 1:20 pm Sep 23 - Mar 31	11:30 - 1:20 pm Sep 3 - Apr 29	11:30 - 1:20 pm Sep 24 - Apr 2	11:30 - 1:20 pm Sep 5 - May 1		
Older Adult 45+ years		10:30 - 12:20 pm Sep 2 - Apr 28		10:30 - 12:20 pm Sep 4 - Apr 30			

The Community Services Department has the right to cancel/alter any program time, cost or location on these schedules without notice, due to attendance numbers, change of policy or availability of facilities/instructors. Updated schedules are available at Town facilities and www.milton.ca/recreation.

January 04, 2015 - January 10, 2015

January 2015							February 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							

	4 Sunday	5 Monday	6 Tuesday	7 Wednesday	8 Thursday	9 Friday	10 Saturday
8 am							
9:00	AVAILABLE FOR BOOKINGS 9:00 a.m. - 9:50 a.m.	AVAILABLE FOR BOOKINGS 9:00 a.m. - 10:50 a.m.	AVAILABLE FOR BOOKINGS 9:00 a.m. - 10:50 a.m.	AVAILABLE FOR BOOKINGS 9:00 a.m. - 10:50 a.m.	AVAILABLE FOR BOOKINGS 9:00 a.m. - 10:50 a.m.	AVAILABLE FOR BOOKINGS 9:00 a.m. - 10:50 a.m.	AVAILABLE FOR BOOKINGS 9:00 a.m. - 1:50 p.m.
10:00	Angelo & Elena Seminars 10:00 a.m. - 10:50 a.m.						
11:00	AVAILABLE FOR BOOKINGS 11:00 a.m. - 11:50 a.m.	Senior's Free Skate - No Sticks 11:00am - 11:50am	Senior's Free Skate - No Sticks 11:00am - 11:50am	Senior's Free Skate - No Sticks 11:00am - 11:50am	Senior's Free Skate - No Sticks 11:00am - 11:50am	Senior's Free Skate - No Sticks 11:00am - 11:50am	
12:00	Schnarr - Exhibition Game 12:00 p.m. - 1:50 p.m.	Adult Free Skate - No Sticks 12:00pm - 12:50pm	Adult Free Skate - No Sticks 12:00pm - 12:50pm	Adult Free Skate - No Sticks 12:00pm - 12:50pm	Adult Free Skate - No Sticks 12:00pm - 12:50pm	Adult Free Skate - No Sticks 12:00pm - 12:50pm	
1:00		AVAILABLE FOR BOOKINGS 1:00 p.m. - 2:50 p.m.	AVAILABLE FOR BOOKINGS 1:00 p.m. - 2:50 p.m.	AVAILABLE FOR BOOKINGS 1:00 p.m. - 2:50 p.m.	AVAILABLE FOR BOOKINGS 1:00 p.m. - 2:50 p.m.	AVAILABLE FOR BOOKINGS 1:00 p.m. - 2:50 p.m.	
2:00	Free Skate - No Sticks 2:00pm - 3:50pm						Free Skate - No Sticks 2:00pm - 3:50pm
3:00		Kids/Family Free Skate - No Sticks 3:00pm - 4:50pm	Kids/Family Free Skate - No Sticks 3:00pm - 4:50pm	Kids/Family Free Skate - No Sticks 3:00pm - 4:50pm	Kids/Family Free Skate - No Sticks 3:00pm - 4:50pm	Kids/Family Free Skate - No Sticks 3:00pm - 4:50pm	
4:00	Michelle Solde 4:00 p.m. - 4:50 p.m.						AVAILABLE FOR BOOKINGS 4:00 p.m. - 6:50 p.m.
5:00	Shiny Time (Age 13 -17)	Sticks and Pucks (Age 5-7) 5:00 p.m. - 6:00 p.m.	AVAILABLE FOR BOOKINGS 5:00 p.m. - 9:50 p.m.	AVAILABLE FOR BOOKINGS 5:00 p.m. - 9:50 p.m.	AVAILABLE FOR BOOKINGS 5:00 p.m. - 5:50 p.m.	AVAILABLE FOR BOOKINGS 5:00 p.m. - 8:20 p.m.	
6:00	AVAILABLE FOR BOOKINGS 6:00 p.m. - 6:50 p.m.	Sticks & Pucks (Ages 8-12) 6:00 p.m. - 6:50 p.m.			Todd Reeves - Seasonal Hockey 6:00 p.m. - 6:50 p.m.		
7:00	Matthew Goede (7:00 p.m. - 7:50 p.m.) & Chad Carrain (8:00 p.m. - 9:50 p.m.) - Seasonal Hockey 7:00 p.m. - 9:50 p.m.	AVAILABLE FOR BOOKINGS 7:00 p.m. - 9:50 p.m.			Richard Easton - Seasonal Hockey 7:00 p.m. - 8:20 p.m.		Paul Lacompie 7:00 p.m. 8:50 p.m.
8:00					AVAILABLE FOR BOOKINGS 8:30 p.m. - 9:50 p.m.	Tim Oates - Seasonal Hockey 8:30 p.m. - 9:50 p.m.	
9:00					Paul Brocasseau - Seasonal Hockey 9:00 p.m. - 9:50 p.m.		Andrew Jones 9:00 p.m. - 9:50 p.m.
10:00	FACILITY CLOSED	FACILITY CLOSED	FACILITY CLOSED	FACILITY CLOSED	FACILITY CLOSED	FACILITY CLOSED	FACILITY CLOSED

Ministry of Energy

Office of the Minister

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Ministère de l'Énergie

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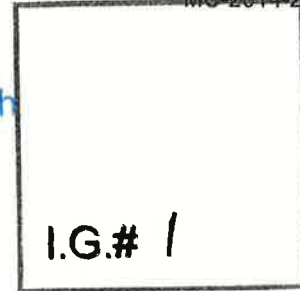
December 12, 2014

DEC 17 2014

MC-2014-2459

His Worship Dennis Lever
Mayor
7404 Wellington Road 34
RR 3
Guelph ON N1H 6H9

Township of Puslinch



Dear Mayor Lever,

Please accept my sincere congratulations on your recent election victory. I wish you much success in your role and I look forward to continuing a strong working relationship with your municipality on our shared priorities and interests.

The Ontario government is committed to building a cleaner energy system in a way that respects communities. The collective success of our municipalities is critical to the success of the province of Ontario. Municipalities have made it clear that they want a stronger voice and the government has taken steps to make that happen.

I would like to take this opportunity to provide you with an overview of the initiatives Ontario's government is taking to give municipalities more information and control around local energy planning.

Regional Planning

One of our highest priorities is continuing to implement Ontario's 2013 Long-Term Energy Plan (LTEP). The LTEP reflects the most comprehensive consultation and engagement process the Ministry of Energy has ever undertaken and balances five principles that will guide future decisions: cost-effectiveness, reliability, clean energy, community engagement, and an emphasis on conservation and demand management before building new generation.

Regional electricity planning and siting is a key feature of the LTEP. The cornerstone of regional electricity planning is an open exchange of information and engagement with municipalities, Aboriginal communities, stakeholders and members of the general public. In Ontario, this will include better community outreach, early and often, while providing local governments and communities a greater voice in the planning and siting of energy infrastructure.

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Improvements to regional electricity planning processes will support implementation of the 2013 LTEP. As outlined in the LTEP, regional plans will promote the principle of Conservation First while also considering other cost-effective solutions such as supply, transmission and distribution investments.

Changes introduced by the Ontario Energy Board (OEB) in 2013 formalized the regional planning process by ensuring that transmitters, distributors, the Ontario Power Authority (OPA) and the Independent Electricity Systems Operator (IESO) work closely to identify solutions for regional electricity needs and encourage greater municipal involvement and public participation.

To make sure their voices are heard, municipalities will be asked to actively participate in electricity planning and siting activities. There are 21 electricity regions in Ontario (see the IESO's Planning Regions map at www.ieso.ca/ontarioenergymap/default.htm), each of which will be assessed every five years, or sooner if needed. Planning is already underway in nine of the 21 regions and planning in the remaining 12 regions will begin over the next few years. This is your opportunity to work directly with the OPA, key electricity stakeholders and the public to contribute to planning and identify the right solutions for your communities.

I encourage you to visit the OPA website at www.powerauthority.on.ca/power-planning/regional-planning to learn more about current and upcoming regional planning processes.

Large Renewable Procurement

In June 2013, I directed the OPA to replace the Large Feed-in Tariff (FIT) program with a new competitive procurement process to allow for the consideration of future contract awards for cost-efficient and well-supported projects. I asked the OPA to work with municipalities and Aboriginal communities to help identify appropriate siting requirements for renewable energy projects.

The new Large Renewable Procurement (LRP) process will provide municipalities with a stronger voice going forward and additional opportunities to participate in the development of renewable energy projects. The process includes an initial Request for Qualifications (RFQ) to qualify applicants, followed by a Request for Proposals (RFP) to evaluate projects, which can only be proposed by qualified applicants.

We remain committed that this LRP will require developers to take into account local needs and considerations before contracts are offered. Engagement activities in LRP are intended to initiate early relationship-building between developers and municipalities, and provide an early opportunity for municipalities to advise of local needs and considerations to inform project design.

...cont'd

As part of the OPA's extensive outreach activities to inform the development of the LRP, it developed preliminary sets of RFQ stage evaluation criteria and possible RFP stage components. These and other related materials were discussed with a wide variety of stakeholders and communities since August 2013. Outreach activities remain an important element of our work.

The OPA has completed the RFQ stage of the LRP, which qualified applicants based on their ability to meet a set of mandatory requirements focused on past development experience and financial capability. Only qualified applicants will be eligible to participate in the upcoming RFP. The qualified applicant list is available on the OPA website at www.powerauthority.on.ca/sites/default/files/page/LRP-I-RFQ-Qualified-Applicant-List.pdf.

On November 17, 2014, the OPA posted the draft RFP and contract for public review and comment on their website until December 19, 2014. Engagement is central to the draft RFP: municipal and community engagement are proposed as mandatory requirements, with additional rated criteria available to developers that further engage and receive municipal council support and/or municipal benefit agreements for a proposed project. For latest updates on the LRP program, please visit the OPA's website at www.powerauthority.on.ca/large-renewable-procurement.

The government is committed to achieving its renewable energy targets, while ensuring that municipalities have a stronger voice in future renewable energy development. Proponents interested in developing a project under the LRP will be engaging with municipalities to take local needs and considerations into account.

For projects that are currently under development, the Ministry of the Environment and Climate Change's Renewable Energy Approval process requires developers to ensure multiple opportunities for local communities to provide input during the planning and approvals process for wind, solar and bioenergy projects. A minimum of two public meetings must be held about these proposed projects. The Class Environmental Assessment for Waterpower Projects allows proponents to assess the potential effects to the environment using best available information in order to make an informed decision about how or whether a project should proceed. This process also includes opportunities for community and municipal input.

Municipal Energy Plans

In the 2013 LTEP, the province committed to putting conservation first. Putting conservation first means ensuring conservation is the first resource considered before building new generation and transmission facilities, wherever cost-effective. Conservation is the cleanest and cheapest energy resource and it offers consumers a way to reduce their energy bills.

.../cont'd

To continue our efforts to put conservation first, our government is supporting local community energy planning and engaging municipalities through the Municipal Energy Plan (MEP) program.

Launched in 2013, the MEP program supports municipalities' efforts to better understand their local energy needs, develop plans to meet their goals, and identify opportunities for energy efficiency and clean energy. MEPs will help municipalities:

- assess the broader community's energy use and greenhouse gas (GHG) emissions;
- identify opportunities to conserve, improve energy efficiency and reduce GHG emissions;
- consider impact of future growth and options for local clean energy generation; and
- support local economic development.

This past summer, I announced that Ontario would begin accepting MEP applications on an ongoing basis for two funding streams:

- Development of a New Municipal Energy Plan: Successful applicants will receive 50 per cent of eligible costs, up to a maximum of \$90,000.
- Enhancement of an Existing Energy Plan: Successful applicants will receive 50 per cent of eligible costs, up to a maximum of \$25,000.

I encourage municipalities to apply to the MEP Program. You can review the program guidelines and application form at www.energy.gov.on.ca/en/municipal-energy/. You can also get answers to any questions you might have by email at MEP@ontario.ca.

Broader Public Sector Energy Reporting and Conservation and Demand Management Planning

A regulation (www.elaws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11397_e.htm) came into force January 1, 2012 that requires broader public sector (BPS) organizations, such as municipalities, to report on the energy consumed and greenhouse gas emissions in their facilities on an annual basis starting July 1, 2013 and to develop a five-year energy conservation and demand management plan (CDM) for their facilities starting July 1, 2014.

Under the regulation, broader public sector organizations must make their annual energy reports and five-year energy CDM plans publically available on their websites and in hard copy. Public agencies will need to post five-year energy CDM plans starting in 2014. Plans must be updated every five years beginning in 2019.

In 2014, 90.5 per cent of municipalities reported their annual energy use and 77 per cent indicated they have developed a five-year CDM plan. This compares to 93 per cent of all broader public sector organizations submitting their annual energy report and 82 per cent indicating they have developed a conservation and demand management plan.

.../cont'd

The Ministry of Energy is currently consulting on proposed amendments to the regulation. These proposed changes are intended to simplify the reporting process for BPS organizations, improve the quality of the data being submitted and ensure continued reporting. The Ministry posted a plain language description of the proposed changes on the Environmental Registry on November 26, 2014 for a 45 day public comment period. The Environmental Registry can be found at www.ebr.gov.on.ca/. The comment period will end on January 10, 2015.

I encourage you as head of council to ensure your municipality meets the requirements of this regulation. In addition to helping municipalities manage their electricity use and costs, energy reporting and conservation plans will also inform the Ontario government about energy use in the broader public sector and help Ontario to develop and enhance policies and programs in the future.

The Ministry of Energy has made the energy consumption data submitted by broader public sector organizations in 2013 publicly available on Ontario's Open Data website at www.ontario.ca/government/government-ontario-open-data.

Energy East

On October 30, 2014, TransCanada PipeLines Limited filed its application with the National Energy Board (NEB) to develop its proposed Energy East pipeline, which would carry Alberta crude oil across Ontario into Québec and onward to New Brunswick.

The project would have a total length of approximately 4,500 kilometres, with about 2,060 kilometres of natural gas pipeline converted to oil service and an additional 104 kilometres of new build oil pipeline in Ontario. As currently proposed, the project involves converting, from natural gas to oil service, the portion of the TransCanada Mainline that runs across the prairies and Northern Ontario to North Bay and on to Cornwall. In addition, there would be new oil pipeline construction in Alberta, Ontario (east of Cornwall), Québec and New Brunswick.

The NEB is currently reviewing TransCanada's application to determine the completeness of the filing. The NEB expects to complete its review no later than the second quarter of 2015, at which point it will issue a Hearing Order. The Hearing Order will detail the NEB's regulatory process and timelines. The NEB will then have 15 months to complete the hearing and provide its recommendations to the Federal Cabinet which will have three months to review and make the final determination. The people of Ontario have important interests at stake in the proposed Energy East project and the province intends to intervene in the NEB's regulatory process.

Given the significance of TransCanada's proposal and to ensure Ontarians have the opportunity to express their views, I've asked the OEB to complete a report, and to engage with municipalities, First Nation and Métis communities, stakeholders and the public to ensure this project is safe for the people of our province, the environment, and beneficial for our economy.

.../cont'd

We initiated the OEB process to hear directly from communities. In addition, the technical experts engaged by the OEB will help inform Ontario's position on critical matters such as pipeline safety, environmental impacts, and impacts of Energy East on Ontario's natural gas consumers. The province's perspective on Energy East is that the reliability of Ontario's natural gas supply and ensuring the public safety of Ontarians are non-negotiable issues.

The second round of meetings with the same parties will proceed over a 2 week period beginning in mid-January 2015. The OEB provides regular updates on its website regarding community meetings. At this time, the expectation is that the OEB's final report on Energy East will be available in the late first quarter of 2015.

I believe that these initiatives and activities demonstrate the Ontario government's sincere desire to work with municipalities on energy issues. We have made important changes to increase the role of municipalities in the development of energy projects so that, together, we can fulfill the vision of the 2013 LTEP.

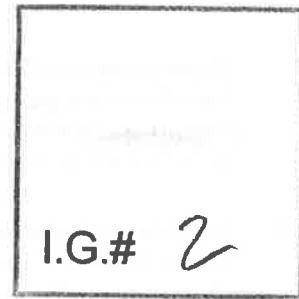
Once again, please accept my congratulations and best wishes for a successful term of office.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bob Chiarelli".

Bob Chiarelli
Minister

From: AMO Communications [mailto:communicate@amo.on.ca]
Sent: January-06-15 4:24 PM
To: Karen Landry
Subject: AMO Breaking News - 2015 Pre-Budget Submission Outline



January 6, 2015

AMO's 2015 Pre-Budget Submission Outline

The Ontario Legislature's Standing Committee on Finance and Economic Affairs will be meeting to conduct Pre-Budget consultations in late January. AMO has asked to make an oral presentation to the Committee in addition to making a written submission. Any municipality wishing to make written submissions has until **5:00 p.m. on Friday, January 30, 2015** to write to the Clerk of the Committee. Contact details are below. AMO is also expecting to meet with the Minister of Finance and other key Ministers on our budget advice.

Below is a general outline of AMO's 2015 Pre-Budget Submission.

Context and General Themes:

- Provincial and municipal governments share an interest in long-term financial sustainability.
- The Province is focused on reducing its deficit and expects all sectors to be a part of its resolution (e.g. health, education, municipal). Municipalities understand the concerns with the provincial deficit and debt and related ancillary impacts.
- Sustainability for municipal governments will not happen if the Province decides to move costs to the local level in the short or long term, either deliberately or by avoidance. Local pressure builds when the Province stops programs that the public needs or have become the norm over time.
- Municipalities are united with the provincial government on seeking additional assistance from the federal government for municipal infrastructure and housing.
- Healthy municipal governments and local economies are essential to a healthy Ontario economy. Efforts to build prosperity at a local level start with a stable property assessment and property taxation system and their integrity needs to be reinforced.
- There are plenty of opportunities for the Province to assist municipal governments in critical areas at no cost to the provincial treasury.

We must begin to look forward and consider what the future looks like for Ontario communities. A healthy future for municipal governments in this province will include among other matters, the following:

1. **The Province, in concert with municipal government, undertaking a cumulative impact analysis of municipal fiscal health.** We need to answer these questions: what provincial actions have affected the budgets of municipal governments, which parts of the sector are most affected, how will any negative impacts be mitigated? The upload of some provincial programs has been helpful to some parts of the province but others have had greater challenges in adjusting to decrease in the OMPF, including the accelerated OMPF reductions for 2015. At the same time, many municipalities are dealing with significant reductions in assessment for specific industrial property types and land uses.
2. **Streamline responsibilities between the municipal and provincial orders of government with clearer and simpler lines of accountability.** One of the matters that the Drummond Report highlighted was the amount of provincial oversight and municipal reporting that is required but often not usefully analysed. One municipality tallied the reports it provides to the Province on a yearly basis. It submits the following to provincial ministries: 96 monthly reports, 100 quarterly reports, 6 semi-annual reports and 68 annual reports. This is a subtotal of 270 reports annually, plus an additional 16 audited statements, plus the annual Financial Information Return. The total tally: 287 reports. That's more than one for every single workday in the year. From AMO's perspective, there is plenty of room to simplify reporting requirements while maintaining accountability and improving the coordination of these activities in a streamlined way.

Aligning responsibilities with resources is a key accountability consideration which should be reviewed. Too often municipal governments are footing the bill yet lack the levers to control cost. How do we bring greater cost containment to local bodies, consistent with provincial and local fiscal frameworks? This is a question without an immediate answer.

3. **Action is needed on police and emergency service costs.** The Province needs to modernize the standards and the delivery of these services. This includes the legislative framework and labour relations. The annual salary increases for police officers and fire fighters are roughly three times the rate of inflation. This is not sustainable. Police officer and fire fighters do important work and are well compensated; but these ever-increasing costs are challenging municipalities to be able to provide for the full range of programs and services that keep a community safe. In addition, AMO is advocating for legislative changes that would end union interference in the off-duty volunteer firefighting activities of Ontario's firefighters.
4. **Infrastructure and housing investment is a top municipal priority.** The permanent \$100 million Ontario Community Infrastructure Fund is a welcome addition to help support critical infrastructure in Ontario's smaller communities. Over time, AMO expects that the government will honour its commitment to increase funding and move to a full formula allocation. Larger municipalities are also expecting funding from the Provincial-Territorial Infrastructure component of the Building Canada Fund. AMO is urging an open process for municipal applications for these dollars.

The provincial and federal governments have renewed the Investment in Affordable Housing agreement for a further five years. While this is welcome, the short-term, time-limited nature of provincial and federal funding makes it difficult for municipalities to develop and implement long-term housing plans. Permanent and enhanced funding programs for housing are greatly needed.

Generally, we have known since the mid-2000s that infrastructure needs are greater than the available funds. We expect the infrastructure gap will be even greater when all the municipal asset management plans are completed. We will need to work on a much more involved and predictable infrastructure funding and financing approach. This is an essential part of sustaining economic prosperity for Ontario and its municipal governments.

5. **Improve the rule of law and its administration; pass Bill 31, the *Highway Traffic Statute Law Amendment Act*.** This would greatly help municipalities by putting more teeth into enforcement and the collection of unpaid fines administered under the *Provincial Offences Act*.
6. **Make changes that cost the Province nothing, but would help municipal governments manage their costs.** Changes to interest arbitration and joint and several liability reform are two obvious examples. When arbitrators make decisions, they need to focus on the community itself and the negotiated agreements that other municipal staff in that community have negotiated. What they shouldn't focus on is a settlement from an emergency service 1,000 kilometres away. The time has come to resolve this long standing challenge. On joint and several liability, the government recently backed away from minor reforms. This approach needs to be reconsidered - municipal governments cannot afford to be the insurer of last resort or to assume the responsibility of others' mistakes.
7. **Growth must pay for growth.** On Development Charges, artificial discounts for transit, etc. and exclusions (e.g. hospitals) need to end. Municipal governments are looking to see progress in this area.

Municipal governments wishing to make a submission are encouraged to reinforce these themes with specific local examples. Pre-budget submissions can be directed to:

Katch Koch
Clerk, Standing Committee on Finance and Economic Affairs
Room 1405, Whitney Block
Queen's Park, Toronto, ON M7A 1A2
E-mail: kkoch@ola.org

AMO Contact: Matthew Wilson, Senior Advisor, e-mail: mwilson@amo.on.ca, 416-971-9856 Ext. 323.



Mindful RemedEase

Not For Profit assisting those with mental illness

Tel: 519.766.6358
Email: brett.hoy@llve.com

- ❖ We are a non-profit organization dedicated to helping the youth struggling with mental illness
- ❖ We provide, through fundraising, resources to enhance recovering youth groups
- ❖ Our goal is to donate funds to the Self Help Alliance, CAMH (Canadian Mental Health Association) and the Guelph Drop-In Centre (Sister Christine).
- ❖ These groups with our help will provide social events, meals and necessities which enables recovery and living a higher quality of life.
- ❖ There are many young people within Puslinch Township who are suffering and recovering from mental illness and are benefiting from the above groups.

PERFORMANCE MEASUREMENT

We will track your donation and provide a detail follow up on what every dollar accomplished. We will present council with a recognition award.

These funds will:

- Benefit the young mentally ill
- Will fit the model of the township business retention and expansion program
- Follow the goals of the future community improvement plan



Certificate of Incorporation

Canada Not-for-profit Corporations Act

Certificat de constitution

*Loi canadienne sur les organisations à but non
lucratif*

Mindful RemedEase

Corporate name / Dénomination de l'organisation

885512-9

Corporation number / Numéro de
l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Virginie Ethier

Director / Directeur

2014-04-16

Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)

MEMORANDUM

TO: Karen Landry, CAO, Township of Puslinch

FROM: Kyle Davis, Risk Management Official,
Township of Puslinch and Wellington County municipalities

DATE: January 9, 2015

SUBJECT: Comments on Halton-Hamilton Source Protection Region *Proposed Updated Source Protection Plan dated November 18, 2014*

The purpose of this memorandum is to provide comments regarding the Halton-Hamilton Source Protection Region document entitled: *Proposed Source Protection Plans for the Halton Region Source Protection Area and the Hamilton Region Source Protection Area Version 2.1, November 2014 (Proposed Updated Plan)*. The public comment period closes on January 29, 2015. As needed, comments have also been provided on the updated assessment reports and explanatory document posted for public comment along with the Proposed Updated Plan.

This memorandum is a follow-up to the Wellington County municipalities' May 30, 2014 comments (attached) provided to the Halton-Hamilton Source Protection Region during a previous public comment period. Please note that the current public comment period is the second public comment for the Halton-Hamilton Source Protection Plan since May 2014. This second public comment period has been provided due to updated technical work that is unrelated to the Township of Puslinch and County of Wellington. Since submission of our May 30, 2014 comments, it is noted that a number of the comments were addressed in the Proposed Updated Plan, this is very much appreciated.

Source Protection Implementation – Wellington County

Source protection implementation for the municipalities within Wellington County is coordinated by the Risk Management Official (RMO), who represents all seven local municipalities within Wellington County including the Township of Puslinch. Implementation is completed in close collaboration with the local municipal and County staff. Wellington County municipalities include the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington.

The *Clean Water Act (2006)* provides the framework for the development and implementation of watershed-based Source Protection Plans. The Source Protection Plans identify the risks to municipal drinking water sources and establishes actions and policies to protect current and future sources of drinking water. The policies apply within Wellhead Protection Areas (WHPA) and Intake Protection Zones (IPZ) established around municipal wells or intakes. There are five (5) Source Protection Plans applicable to Wellington County. Two plans (Halton-Hamilton and Grand River) are applicable to the Township of Puslinch.

Comments

1. Please note that the applicability of the Proposed Updated Plan Threat policies (T series) are limited within the Township of Puslinch. This is primarily due to two factors: the size and shape of the WHPAs and the applicable policies within the WHPAs. The Freelon municipal wells are located south of the Township of Puslinch and their WHPAs extend into the Township. The WHPAs are narrow and linear and the portions located in the Township of Puslinch encompass portions of certain properties in two areas (Highway 6 and Leslie Road). The Freelon WHPAs within the Township of Puslinch are WHPA C or the 5 year time of travel, therefore, the only significant drinking water threats are related to Dense Non-Aqueous Phase Liquids (DNAPL) and therefore only the DNAPL Threat policies apply within the Township of Puslinch. Given the known land uses within these WHPAs, implementation of DNAPL policies will be manageable.

Threat policies T-44-C/S and T-53-C/S of the Proposed Updated Plan apply to DNAPLs and are related to RMO screening of applications and negotiation of Risk Management Plans (T-44-C/S) and planning review including a requirement of a disclosure report (T-53-C/S). Reporting requirements for the municipalities are also included in these policies.

Our May 30, 2014 comments identified a concern regarding consistent reporting between Source Protection Plans. This overall remains a concern for source protection implementation within Wellington County, however, given the limited applicable area for the Halton-Hamilton Proposed Updated Plan within the Township of Puslinch, the reporting requirements for the Proposed Updated Plan should be manageable. Staff continues to work together with the Halton-Hamilton Source Protection Region and other municipalities on reporting requirements and other implementation matters.

2. The Threat policies discussed above are legally binding. The O series policies are not legally binding and are recommendations for the implementing body to consider and generally are education or best management policies. Previously, we provided comments on policies O-2-S – Climate Change Monitoring, O-3-S – Water Conservation, O-4-S – Imported Fill and indicated general agreement with policies O-1-S – Transport Pathways (wells) and O-5-S – Spill Contingency Plans.

In the Proposed Updated Plan, our May 30, 2014 comments on policy O-2-S and O-4-S have been incorporated into the policy wording (O-2-S) and / or the explanatory document (O-2-S and O-4-S). Policy O-3-S has been deleted from the Proposed Updated Plan. Please see the attached May 30, 2014 comments for further details. Based on the above, there are no further comments, at this time, regarding the implementation of the O series policies.

3. The May 30, 2014 comments provided updated population estimates from the County of Wellington Planning Department (see attached). Although the population estimates were revised within the updated assessment reports, the revisions do not reflect the

County of Wellington Planning Department estimates. For example, Table 2.1 in the Halton Source Protection report indicates a population of 834 in the Township of Puslinch versus a population of 1,280 from the County of Wellington estimates. It appears that both the County of Wellington and the updated assessment report data are sourced from Statistics Canada census data. This apparent discrepancy should be clarified with the Halton-Hamilton Source Protection Region.



Puslinch Fire and Rescue Service Monthly Report December 2014

Wood Stove Safety

There is nothing cosier than a warm, bright fire on a cold winter's night. Unfortunately, every year at least 12,000 lives are lost each year in the United States from residential fires according to National Fire Prevention Association statistics. Many of those fires are a result of fireplace and wood stove accidents.

Whether installing a wood stove or ensuring your existing stove is installed properly one must bear in mind required clearances from curtains, furniture and the house itself are being met. **NFPA** Standards call for a 36 inch clearance between a room heater stove and any combustible surface. Check with your Local Fire Department and your stove installation manual for proper clearances.

Wood supply is another important factor. Green (moist) wood should never be burned. It produces less heat and more creosote. It is recommended to split and stack your wood for at least 6 months prior to burning. Never burn cardboard, rubbish and combustible waste. Use caution burning artificial logs as well as many burn too hot and can cause masonry damage or warp metal.

Chimney fires are often the result of creosote vapours produced from a slow burning fire building up on a chimney flue.

The burning creosote deposits can produce temperatures around 2000 degrees F. Chimneys are not designed for these temperatures and permanent damage can result. Have your chimney inspected and cleaned at least twice a year by a qualified individual.

Here is a list of guidelines for wood burning appliances:

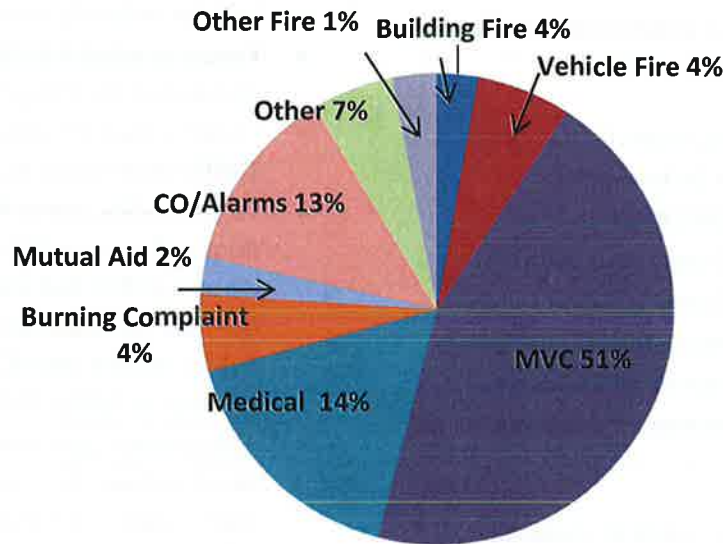
- Only burn dry seasoned wood in an appliance inspected twice a year by a qualified individual
- Keep the area clear around the stove and flue and respect minimum clearances
- Keep a fire extinguisher close by and familiar to family members
- Ensure smoke & CO alarms are installed and tested according to regulations
- Children must be supervised AT ALL TIMES when wood stoves are in use
- To start a fire, crumple paper on stove floor and cover with kindling. Open the damper FULLY and light. Hold door open till fire is burning and close door tightly. NEVER rekindle with kerosene, gasoline or lighter fluid.
- Ash removal can contain live coals. Never vacuum out the stove. Always place ashes in a metal container with a lid. Remove it outside away from combustibles.

REPORT MONTH:

2014 December

	Monthly Total	2014 YTD	2013 YTD	2012 YTD	\$ Loss Monthly	\$ Loss YTD
FIRE:						
Structure	0	10	12	2	\$5,000	\$775,000
Vehicular	1	23	23	32	\$10,000	\$95,000
Grass and Bush	0	3	5	15		
Other	0	8	10	8		
		2014 YTD	2013 YTD	2012 YTD		
Motor Vehicle Collisions	12	161	118	127		
Medical Assist	6	60	56	46		
Mutual Aid	2	9	3	3		
Carbon Monoxide	1	9	8	9		
Automatic Alarm	2	37	38	36		
Burning Complaints	1	19	9	14		
Incorrect Page	0	4	2	2		
Other	1	16	33	13		
TOTALS:		2014 YTD	2013 YTD	2012 YTD		
	26	359	317	307		
Estimated Total Dollar Loss Due to Fire	\$15,000	\$895,000	\$990,000	\$2,040,000		

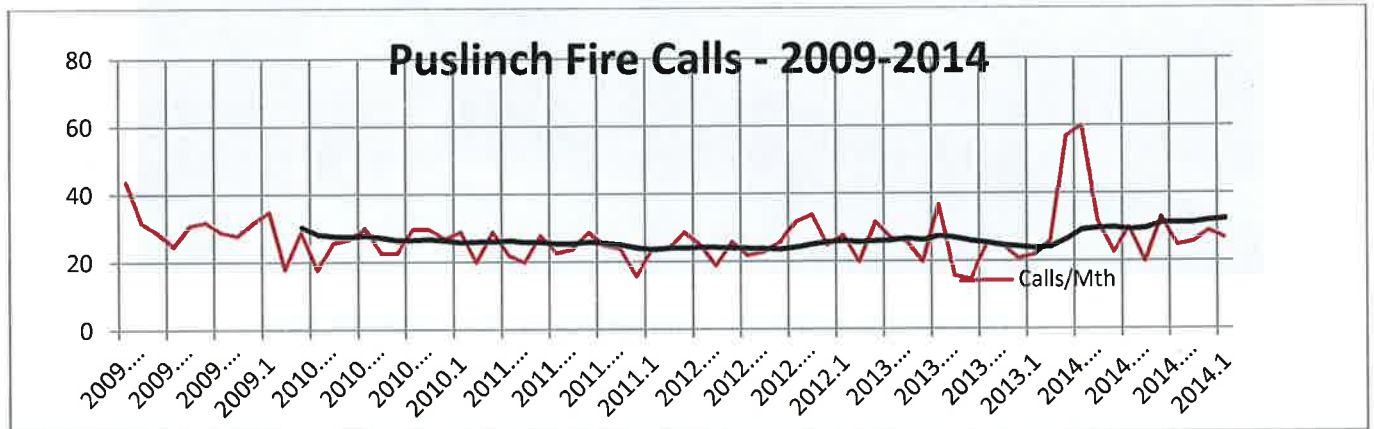
2014 YTD Emergency Calls



Prevention & Public Education

2014 October

Activity:	Monthly Total	2014 YTD
Inspections	3	49
Water Tank Inspection	0	77
Investigations	1	7
Emergency Planning	2	21
Public Education Volunteer	3	17
Public Education Paid	0	7
Meeting	4	34
Home Safe Home Campaign	37	200



Professional Development

2015 First Quarter

Activity:	Month	Day
Youth in Crisis	January	06 & 07
Performance Appraisal	January	14
Live Fire Training Acquired Structure	January	20, 21, 27 & 28
Live Fire Training Acquired Structure	February	3, 4, 10, 11, 17, & 18
Ice Water Rescue Training	February	24 & 25
Fire Inspection	March	3 & 4
Medical Training	March	10 & 11
No Training – March Break	March	17 & 18
Site Tour Mammoet	March	24 & 25



Two Vehicles and House Damaged by Fire December 27, 2014



REPORT ADM-2015-01

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

REPORT DATE: January 21, 2015

SUBJECT: 2014 Municipal Election – Accessibility Report

RECOMMENDATIONS

That Report ADM-2015-01 regarding 2014 Municipal Election - Accessibility Report be received.

PURPOSE

The purpose of this report is to provide Council with information regarding the actions undertaken by the Township Clerk to identify, remove and prevent barriers to residents with disabilities seeking to vote in the 2014 Municipal Election.

DISCUSSION

Background

On December 17, 2009, the *Municipal Elections Act* was amended to include the following clauses, as they relate to candidates and voters with disabilities.

12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c.233, Sched. 21, s.8(8)

Report

(2) Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. 2009, c.33, Sched. 21, s. 8(8).

In August 2014, Township Staff undertook a review of the November 2010 Memorandum entitled "2010 Municipal Election – Conducting Accessible Elections" and

the 2010 Township of Puslinch Policy and Procedure regarding Accessible Standards for Customer Service & Use of Assistive Devices.

At the August 13, 2014 Council meeting staff prepared Report ADM-2014-018 – 2014 Municipal Election – Accessible Election Policy and Procedures.

Report ADM-2014-018 made recommendations that Council adopt the draft Accessible Election Corporate Policy. By way of Council Resolution No. 2014-294, Township Corporate Policy No. 2014-002 regarding Accessible Elections was adopted. Attached as Schedule “A” to his report is a copy of the corporate policy and procedures.

These policies and procedures were implemented and monitored during the 2014 election.

Staff endeavoured to make the 2014 municipal election accessible and inclusive through the implementation of the following initiatives, as they relate to the identification, removal and prevention of barriers to candidates and voters with disabilities.

Identification of barriers

- Received feedback and input from the County of Wellington Accessibility Clerk on methods for meeting the accessibility needs of voters with disabilities.
- Developed an accessibility checklist, which staff used when conducting site inspections of potential polling locations.
- Evaluated and assessed all voting equipment to ensure it met the needs of voters with disabilities.

Removal and Prevention of Barriers

Information and Communication

- Ensured that all information was made available to candidates and voters in alternate formats upon request.
- All relevant information was posted to Township website.
- Established an elections email address for receiving and addressing feedback.

Voting Locations

- In order to ensure full accessibility, site inspections were conducted on all potential polling stations. As a result minor alterations to locations were made to meet accessibility needs.
- Provided appropriate and accessible signage at voting locations.
- Service animals and support persons were allowed in all voting locations.

- Established a process for notifying voters of any last minute voting location changes.
- Ensured that all voting locations provided designated accessible parking for persons with disabilities.

Voting

- Provided accessible voting equipment at advanced polling station, including audio features.
- Provided election staff with instructions on how to operate accessible voting equipment.
- Provided voting opportunities on the premises of an institution, in which 20 or more beds are occupied by people with disabilities.
- Assistive Devices at all voting locations including: magnifier sheet, lap desk, ergo pen and paper.

Staff Training

- Staff training incorporated information related to the requirements set out in the Accessibility Standards for Customer Service (Regulation 429/07 under the AODA).
- Provided reference materials, including a training brochure, on how to provide effective customer service to person with disabilities;
- Throughout election day, staff made voters aware that magnifying sheets were available.
- Encouraged election works to approach voters, if it appeared the voter required assistance to navigate the voting location, and offer assistance when it was required.
- Election workers were instructed to utilize the Township's Accessible Customer Service Policy and Procedures on how to identify a service animal.
- Election staff were instructed to monitor accessible entrances, and provide assistance to voters experiencing difficulty entering the building; and
- Consulted with staff to evaluate effectiveness of staff training.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Elections Act, 1996,

Ontarians with Disabilities Act, 2001 (ODA)

Accessibility for Ontarians with Disabilities Act, 2005, (AODA)

FINANCIAL IMPLICATIONS

There is no financial impact associated with this report.

ATTACHMENTS

Schedule "A" – Accessible Election Corporate Policy No. 2014-002.

SCHEDULE "A"



Policy No. 2014-002

Corporate Policy

Department: Administration
Date: August, 2014
Subject: ACCESSIBLE ELECTION POLICY

Policy Statement

The Corporation of the Township of Puslinch (hereinafter referred to as the Township) is dedicated to improving accessibility, removing barriers for people with disabilities and meeting the requirements in all Standards and Regulations set within the *Accessibility for Ontarians with Disabilities Act, 2005* (hereinafter referred to as the *AODA*) and the *Municipal Elections Act, as amended*.

The Township, through the development of policies and procedures will endorse accessibility and ensure the needs of those with disabilities are accommodated. Consideration will be given to ensure all policies and procedures support independence, dignity, integration and equal opportunity. All services shall be delivered in a timely manner required of the nature of the service and if special accommodations need to be made.

Scope:

This policy is applicable to all Township staff and individuals hired for election purposes.

Purpose:

This policy, in accordance with the *AODA* and all Standards and Regulations and the *Municipal Elections Act, as amended*, demonstrates commitment to ensuring all persons with disabilities are given equal opportunities to the goods and services offered by the Township.

The established procedures shall ensure compliance by recognizing the use of assistive devices, support persons, service animals, an accessible feedback process, availability of documents in an alternate format, notice of service disruptions and applicable accessibility training.



Policy No. 2014-002

Corporate Policy

The Township shall incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

Reference and Related Documents:

Accessible Standards for Customer Service & use of Assistive Devices – Corporate Policy & Procedure

Accessible Election –Corporate Procedure



Subject: ACCESSIBLE ELECTION

Purpose Statement

The procedures describe all the accessibility requirements outlined under the *Municipal Elections Act, 1996*, the *Ontarians Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

Election staff will ensure reasonable efforts are made to provide election information and services in a manner that respects the independence and dignity of persons with disabilities. Equal opportunity shall be given to all persons to use, benefit and obtain election information and services.

The delivery of election information and services to persons with disabilities shall be:

- emphasized through mandatory election training
- made accessible by the use of service animals, support persons, assistive devices, unless otherwise prohibited by law
- a component of the standard Election practice

Scope:

These procedures are applicable to all Election Staff performing works on behalf of the Township Clerk.

Definitions:

Barrier is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

Disability is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and means:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of



paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace and Insurance Act, 1997*.

Service Animal as outlined in Ontario Regulation 429/07 is a service animal for a person with a disability if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Support Persons as outlined in Ontario Regulation 429/07 means a support person in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

Procedures:

1. Staff Training

All staff carrying out election duties will be trained to recognize and ensure that persons with disabilities are served in a manner that accommodates their needs.

Training will include:

1. How to interact and communicate with persons with various disabilities.
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a service animal or support person.
3. How to use voting equipment and assistive devices to deliver election services.
4. What to do if a person is having difficulty accessing election information or services.



2. Staff Assistance

Election Information

Candidates and electors with disabilities will be able to receive information and copies of election documents in a format that takes into account their disability. The format may be agreed upon between the requester and the Township Clerk. Notice of this provision is located on the Township's Election Webpage at www.puslinch.ca and is included in election notices placed in the local media.

Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, Township Staff shall provide public notice on the Township's Election Webpage, at the physical site of the disruption and when possible in the local media. The notice shall include the following information:

- reason for the disruption,
- expected duration of the disruption,
- if available, an alternative means of obtaining the service.

Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

Township Staff are available to assist with any issues that may arise with respect to providing a barrier-free election and can be reached by way of the following contact information:

Telephone: 519-763-1226

In Person: Municipal Offices
7404 Wellington Road 34
Puslinch, ON N1H 6H9

Fax 519-763-5846



Email: election2014@puslinch.ca

Mail: Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N1H 6H9

3. Assistance to Candidates

Service Animals

Candidates and scrutineers are permitted to be accompanied by a service animal at all Voting Locations and other designated election locations.

Campaign Expenses

Expenses that are incurred by a candidate with a disability are directly related to the disability, and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

4. Assistance to Electors

Voting by Proxy

A person with a disability that is homebound or otherwise unable to go to a Voting Location may appoint another person to act as a voting proxy to cast a ballot on his or her behalf. The appointment must be made on the prescribed form available at Township Municipal Offices. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. Township Staff can administer this oath (Municipal Offices, 7404 Wellington Rd 34, Puslinch, ON N1H 6H9). Once completed, the voting proxy may be exercised at any advance voting location or on Election Day. On Election Day the proxy must be exercised at a Location for whom the proxy is voting. The Voting Proxy Form will be available September 15, 2014.

Voting Locations

Information regarding Advance Voting opportunities and Election Day voting information will be available on the Township's election webpage at www.puslinch.ca.



Parking

Designated or reserved parking for people with disabilities and seniors is to be provided in close proximity to the entrance of the Voting Location where possible. Accessible parking spaces will be clearly marked and in full compliance with the Township's Parking By-law 5000-05. Routine checks will be made to ensure all entrances remain barrier free through the course of the day.

Entrance to the Voting Locations

All entrances to the Voting Location will be easy to access and barrier free. Every effort shall be made to ensure that the door into the Voting Location is wide enough for a wheelchair or scooter to pass through easily. The door hardware is to be accessible and operated by a person using a closed fist. If the doors are heavy, awkward to open or have handles that are in close reach, where possible they will be propped open in a safe manner, an alternative entrance will be provided, or election staff will be available to assist.

Interior Voting Area

Access to the interior voting area and voting booth shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit and seating made available.

Accessible Voting Booths

Accessible voting booths will be available at each Voting Location. Voting booths will be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively. Magnifying sheets will be made available to assist an individual with low vision.

Accessible Voting Technologies – Advance Voting

The Advance Voting Location will be equipped with a ballot marking device for a voter with a disability. The Ballot Marker Device produces a human and machine readable marked paper ballot from a blank sheet of paper, completely indistinguishable from a paper ballot marked by hand. The voter uses headphones to hear a ballot presentation and a handheld controller can also be operated by assistive devices such as a sip and puff and paddles, for voters who are unable to use their hands to press the selection buttons.



Corporate Procedure

When a voter wishes to use the accessible voting features, the election worker positions the voter behind a privacy screen near the tabulator equipped with the ballot marking device. The election worker then inserts a blank sheet of ballot paper into the printer slot of the device and provides the voter with the headphones and the handheld controller. The election worker then keys in the ballot ID number on the tabulator.

The voter hears the audio ballot and uses the controller to adjust volume, speed of the audio presentation, move between contests, and select votes. The audio presentation will confirm votes selected for voter verification. When the vote has been made and confirmed all their vote selections they use the handheld controller to print their actual paper ballot. The printer device will automatically process the blank sheet of paper, printing the full ballot on the sheet complete with the vote markings selected by the voter.

The printed ballot is indistinguishable from a ballot marked by hand because the unit has a library of random handmade marking images which it prints on the ballot, so that the printed markings look just like marks made by hand with a pen. This feature ensures that if the paper ballots are later reviewed by election officials, they will not be able to determine which ballots were made by the Ballot Marker Device, thereby maintaining voter privacy.

The paper ballot printed by the Ballot Marker Device will emerge from the unit hidden under a covering and will be placed in a secrecy folder. The election worker will then insert the ballot into the scanner component of the tabulator.

While an accessible voting session is in process, the tabulator can simultaneously process paper ballots inserted by other voters, allowing the single tabulator to handle both voting channels and maintain the flow of voters.

Service Animals

Electors requiring service animals are permitted to be accompanied by a service animal at all voting locations.

Support Persons

Persons with disabilities may be accompanied by a support person within the Voting Location. In addition, an Election Official in each Voting Location can assist a voter. Prior to entering the voting booth, the Election Official shall, in conjunction with the



person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. Where a Voting Location is located in an institution or retirement home, the Election Official can attend on voters in their specific living areas or at their bedside to assist them to vote. All Election Officials are sworn to an oath of secrecy.

It is the responsibility of all Election Officials to make as many accommodations as needed to ensure an elector with a disability is able to cast a vote with comfort and ease.

5. Feedback Process & Additional Information

Feedback Process

Feedback regarding the manner in which the election services are provided to persons with disabilities may be submitted to Township Staff by the following methods:

Telephone: 519-763-1226

In Person: Municipal Offices
7404 Wellington Rd. 34, Puslinch, ON N1H 6H9

Fax: 519-763-5846

Email: election2014@puslinch.ca

Mail: Municipal Offices
7404 Wellington Rd. 34, Puslinch, ON N1H 6H9

Website: www.puslinch.ca

In addition, the Township does offer an Accessible Customer Service Feedback Form located on the Township's website at www.puslinch.ca under the Bulletin and Events Page.

Once completed this form will be forwarded to Township Staff for action. In addition, staff working in the Township offices can complete the feedback form and submit feedback on behalf of the persons with a disability. Alternatively, the form may be printed and provided to the person for manual completion. Completed forms are date stamped and forwarded to Township staff who will respond to the candidate or elector



directly within three (3) business days providing an anticipated action and timeframe for a full response, where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election information and services.

Additional Information

Administration Department

The Administration Department is located at the Municipal Offices (7404 Wellington Rd. 34, Puslinch, ON N1H 6H9). Administration staff can answer any questions you may have about running for office, the election in general or specific provisions for those persons with disabilities.

Election Website

The Township of Puslinch's Website is continuously updated to reflect the most recent developments and information. Visit the site for an up-to-date list of candidates and other important messages or events throughout the election year at www.puslinch.ca.

Ministry of Municipal Affairs and Housing – Election Website

This website contains information about municipal elections, the Province of Ontario 2014 Municipal Elections Candidates and Voters Guide and the Ministry's commitment to promote greater accessibility for voters and candidates with disabilities <http://www.mah.gov.on.ca/Page219.aspx>

Service Ontario – e-Laws

This website contains all current statutes including the Municipal Elections Act, 1996, the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005, www.e-laws.gov.on.ca.

Reference and Related Documents:

Accessibility Policy



REPORT ADM-2014-024

TO: Mayor and Members of Council
FROM: Karen Landry, CAO/Clerk
MEETING DATE: December 17, 2014
SUBJECT: Committee Governance Review
File No. C12

RECOMMENDATIONS

That Report ADM-2014-024 regarding Committee Governance Review be received; and

That the terms of reference attached as Schedule "C1-C6" to Report ADM-2014-024 for the following committees be approved:

- Recreation Committee
- Audit Committee
- Fire and Rescue Services Committee
- Heritage Committee
- Property Standards Committee; and
- Badenoch Community Centre Board

That Council enact a By-law to amend its Procedural By-law to further define when and how notice of Council, Committee and Board meetings will be given; and

That staff upon completion of the Recreation and Parks Master Plan and Fire Master Plan report back to Council on the outcomes and impacts on the affected advisory committees; and

That Council direct staff to table a Committee Governance Review report at the final meeting of the outgoing Council in 2018, and at the first business meeting of the 2018-2022 Township Council.

DISCUSSION

Background

In September 2013, Council requested staff to review the governance structure and purpose of Township Committees.

Purpose

The purpose of conducting a governance review is to ensure the governance structure and processes:

- are focussed and aligned with identified Township priorities; and
- contribute to an efficient and effective decision-making process

The purpose of Report ADM-2014-024 is to:

- outline the differences between a “committee” and a “board”; and
- establish evaluation criteria for committee selection; and
- outline the role of staff as a resource to a committee; and
- outline legislative requirements with regard to the term of office for a committee and to recommend “term of office” appointments where not legislated; and
- outline the training requirements for members appointed to a committee; and
- recommend implementing specific timeframes for giving notice related to council and committee meetings; and
- provide a governance review of the various committees of Council; and
- update the terms of reference and structure of the respective committees; and
- provide a summary of the associated costs and staff resourcing

BOARDS AND COMMITTEES

The *Municipal Act* authorizes Council to establish committees and municipal service boards.

Boards

A municipality may create a Municipal Service Board for control and management of such services and activities of the municipality as the municipality considers appropriate and shall do so by delegating the powers and duties of the municipality to the board in accordance with the *Municipal Act*.

When establishing a Municipal Service Board (MSB) a municipality shall provide for the following:

1. The name, composition, quorum and budgetary process of the board.
2. The eligibility of persons to hold office as board members.
3. The manner of selecting board members, the resignation of members, the determination of when a member’s seat becomes vacant and the filling of vacancies.
4. The term of office and remuneration of board members.
5. The number of votes of the board members.
6. The requirement that the board follow rules, procedures and policies established by the municipality.
7. The relationship between the municipality and the board, including their financial and reporting relationship.

Section 23 of the *Municipal Act* restricts the powers and duties that can be delegated. For example section 23 sets out additional requirements and parameters a Municipal Board is subject to. Further, section 23(2) of the *Municipal Act* states:

“If a municipal service or activity is under the control and management of a municipal service board, nothing in this Act or a by-law made under this Act,

- (a) authorizes the municipal service board to provide for the financing of the municipal service or activity otherwise than by fees and charges under Part XII (Fees and Charges) unless the municipal service board has the consent of the municipality to do so;
- (b) removes from the municipality its power to finance the capital and operating costs of providing the service or activity as if the municipality had control and management of the service or activity; or
- (c) removes from the municipality its power to deal with real and personal property in connection with the service or activity as if the municipality had control and management of the service or activity.”

The most common purpose for establishing an MSB in southern Ontario is for Parking Authorities.

Membership

Must be composed of at least two members and the municipality cannot require any member of a municipal service board to be elected to that office under the *Municipal Elections Act*.

The term of office cannot exceed four years but a member may be eligible for appointment for more than one term.

Committees

The *Municipal Act* states “committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one of more councils or local boards.

The Township’s procedural by-law states “committee” means any standing advisory or other committee, subcommittee or similar entity composed of members of the Township of Puslinch Council alone or together with members of another official body or the public, or a committee composed of solely members of the public appointed by the Council.

Typically the difference between a Standing Committee and an Advisory Committee is that a Standing Committee is comprised only of members of Council with no citizen

representation. An Advisory Committee may be comprised of citizen representation only, or council member and citizen representation.

All committees of Puslinch Council are advisory committees with the exception of Committee of Adjustment and the Property Standards Committee.

Wellington County municipalities

For Council's information a list of the committees established for the various municipalities in Wellington County is attached as Schedule A.

PROPOSED AMENDMENTS TO COMMITTEE GOVERNANCE

Evaluation Criteria for Committee Selection

The appointment of members of the public to committees, must conform with the transparency and accountability requirements contained in the *Municipal Act*.

- Section 224 (d.1) of the *Municipal Act* provides that it is the role of Council to ensure the accountability and transparency of the operations of the municipality.
- Section 270 of the *Municipal Act* provides that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that its actions are accountable and transparent to the public.
- The Township's By-law passed under section 270 of the *Municipal Act* provides that "transparency means that the Township's decision making process is open and clear to the public."

These transparency obligations are applicable to the appointment of members by Council to committees. These obligations are met where Council adopts and implements the following procedures in respect of its appointment process:

- Setting reasonable qualifications for the position, such as education, skills and knowledge of the community
- Advertising publicly for potential candidates
- Requiring that applications be completed by the potential candidates
- Evaluating applications against the qualifications sought
- Publicly passing a resolution or by-law to appoint members to a committee

Staff recommend that in addition to the evaluation criteria noted for each respective committee, that the following also apply:

- Owner, tenant or resident of Puslinch
- Board/Committee/Tribunal experience an asset

Role of Staff – Committee Support

A key feature of effective and efficient councils is a well-developed understanding of council-staff relations, more specifically the role of each party. Section 224 and 227 of the Municipal Act, 2001 outlines the role of council and the role of staff respectively:

“227. It is the role of the officers and employees of the municipality,

- (a) to implement council’s decisions and establish administrative practices and procedures to carry out council’s decisions;
- (b) to undertake research and provide advice to council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this or any act and other duties assigned by the municipality.”

Based on the above, it is recommended that staff not be appointed as members to any committee, but serve as an advisory resource to the applicable committee.

Term of Appointment

Staff recommend that all future appointments be concurrent with the term of Council. Continuity within the committee may still be maintained by appointing members for a second term. Should Council concur with this recommendation, the procedural by-law and terms of reference will be amended to reflect this determination.

Training Requirements

As council is aware, legislation requires a municipality to provide training on specific policies to its employees including members of Council and its committees. Committee members are required to receive the following training:

Accessibility
Workplace Violence and Harassment Policy
Health and Safety

Staff are in the process of developing an orientation program for its Committees, and as part of that process, will ensure that all required training is completed and on file.

ACCOUNTABILITY/TRANSPARENCY/PROCEDURAL REQUIREMENTS

Procedural By-law

The Township’s Procedural By-law in accordance with Section 238 (2.1) states in Section B.6 the following regarding notice of meetings:

“Notice of Council Meetings and of Committee and Local Board Meetings shall be given by publication of future meetings in previous minutes and posting of the meeting agendas on the Township website prior to the meetings. In the case of a Special Meeting Notice, the Agenda shall be posted on the Township website as soon as practicable after notice of the Special Meeting has been given and any other notification shall be made that is permitted within the timeframe.”

Staff recommend that the above section be replaced with the following to specify the minimum timelines for making agendas and all relevant material on a matter available to the public:

Notice of Meetings

- (1) The Clerk shall provide the public with notice of the Council and Committee schedule by annually posting the meeting dates on the Township of Puslinch website. Any amendment to the schedule or cancellation of a meeting shall be posted on the website.
- (2) The meeting agenda shall constitute notice of each meeting. The agenda shall include the location of the meeting and all relevant material on a matter to be considered by Council or a Committee.
- (3) Notice of a Council or Committee meeting shall be provided by:
 - a. Posting the agenda on the Township’s website; and
 - b. In the case of a Council Meeting, making it available at the Township Office on the Friday prior to the Council Meeting; and
 - c. In the case of a Committee Meeting, making it available at the Township Office a minimum of (2) two business days prior to the meeting.
- (4) Notice of a Special Council meeting shall be provided as soon as it is available by:
 - a. Posting the agenda on the Township’s website; and
 - b. Making it available at the Township Office.
- (5) Addendum Agenda items for Council that are identified prior to 12:00 noon on the Tuesday prior to the Council meeting shall be posted on the Township’s website and by making it available at the Township office.

Standard Commencement time for Evening Council and Committee Meetings

Commencing in 2015 as noted in Report ADM-2014-016 the open evening session of Council, Committee and Public Meetings will commence at 7:00 p.m. Please note that the closed session portion of a Council meeting may commence earlier and will be noted accordingly on the Township’s website and agenda.

TOWNSHIP'S COMMITTEE STRUCTURE

The Township's current Committee structure is divided into the following categories:

1. Appeal Committees - PSC
2. Legislated Committees – HC, CoA, AAC, ECA
3. Advisory Committees – RC, FR, AUD, PAC

The current terms of reference for the various Township committees are attached as Schedule B.

APPEAL COMMITTEES

1. Property Standards Committee (PSC)

Section 15.6 of the *Building Code Act* requires Council to establish a PSC if the municipality has a Property Standards By-law. Council passed By-law 7/11 to establish a Property Standards Committee.

The PSC is a quasi-judicial tribunal with its members appointed by Council and operating independently and is autonomous.

Mandate – As stipulated in the *Building Code Act*

Where an owner who has been served with a Property Standards Order is not satisfied with the terms and conditions of the Order, he/she may appeal the Order to the PSC. The PSC, operating under the provisions of the *Statutory Powers and Procedure Act*, may confirm, modify or rescind the Order or extend the time for compliance. The PSC's decision may be further appealed to the Superior Court of Justice.

Membership

Council

The *Building Code Act* requires a PSC to be composed of such persons, not fewer than three, as council considers advisable to hold office for such term and on such conditions as the by-law may establish.

Meeting Schedule

As needed

Recommendations - PSC

Staff is not recommending any amendments to the PSC at this time; but suggests that a standard terms of reference for the committee be adopted in accordance with Schedule C-1.

LEGISLATED COMMITTEES

1. Accessibility Advisory Committee (AAC) – County of Wellington

The AAC is a mandatory committee established under Section 12 of the *Ontarians with Disabilities Act*, which states that the Council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee, the majority of the members to include persons with disabilities. The committee is responsible to advise Council annually about the preparation, implementation and effectiveness of its accessibility plan.

The County of Wellington is required to establish an Accessibility Advisory Committee and has assumed responsibility on behalf of the local county municipalities.

Meeting Schedule

Approximately 3 – 4 times per year at the Elora Library.

2. Heritage Committee (HC)

HC is a discretionary committee under Section 28 of the *Ontario Heritage Act*, which states the Council of a municipality may, by by-law establish a municipal heritage committee to advise and assist the Council on matters relating to Part IV and V of the Act and such other heritage matters as Council may specify by by-law. Council passed By-law 2/11 to establish a Heritage Committee.

Mandate

The HC was initially established as a Local Architectural Conservation Advisory Committee in 1986 and their mandate indicates they are currently responsible for:

- Part IV and V of the Act including the conservation of property of cultural heritage value or interest and heritage conservation districts
- Providing input to Council on the operating and capital budget
- Recording sites of heritage significance within the Township and to award heritage plaques to those recognized as worthy of preservation and to record others for historical information only
- Encouraging owners of plaqued sites to maintain these properties so that preservation continues to be realistic

- Commenting on any zoning changes or demolition permits that apply to those plagued sites
- Reviewing existing practices and policies and making recommendations to improve the delivery of services to the public
- Bringing forward and discussing concerns by public or staff

Membership

5 Citizens with 1 representative being from the Puslinch Historical Society

The *Ontario Heritage Act* states the committee shall be composed of not fewer than 5 members appointed by Council.

Meeting Schedule

Quarterly

Recommendations - HC

Terms of Reference

Staff recommends amendments to the terms of reference as follows:

- Removal of appointment of the Secretary by Council. Legislative support to the Committee will be provided by staff as outlined in the Terms of Reference
- Removal of the responsibility to provide input to Council on the operating and capital budget, as the budget of HC consists of the remuneration paid to its members and the cost for heritage recognition plaques

Attached as Schedule C-2 is the proposed terms of reference for this committee.

Recruitment

Staff recommends when recruiting members for HC that experience, education or knowledge in the following areas be sought:

- Heritage Building
- Cultural Planning

3. Election Compliance Audit (ECA) – County of Wellington

The ECA is a mandatory committee established under Section 81.1(1) of the *Municipal Elections Act*, which states that Council shall before October 1 of an election year establish a committee for the purposes of section 81. Council passed By-law 46/14 to establish a Joint Municipal Compliance Audit Committee with the County of Wellington.

Mandate

The *Municipal Elections Act* specifically sets out the responsibilities of the ECA which is primarily to:

- review and consider a compliance audit application received by an elector and decide whether it should be granted or rejected;
- if granted, appoint an auditor to conduct a compliance audit;
- consider the auditor's report

Membership

3 Citizens

The following citizens have been appointed to the Joint Compliance Audit Committee:

Leigh Fishleigh
Bill Robson
Paul Ruffolo

The *Municipal Elections Act* states the committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

- employees or officers of the municipality or local board;
- members of council or local board;
- any persons who are candidates in the election for which the committee is established.

Recruitment

The establishing By-law states that members shall have:

- accounting and audit experience in preparing or auditing the financial statements of municipal candidates
- academic-college or university professors with expertise in political science or local government administration
- legal profession with experience in municipal law, municipal election law or administrative law;
- professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act*.

The term of office of the committee and its members is the same as the term of office of the council or local board that takes office following the next regular election.

Meeting Schedule

As needed.

ADVISORY COMMITTEES

On November 2, 2011, Council enacted By-law 50/11 which repealed By-law 26-88 establishing a Community Recreation Board and to create several advisory committees and define their respective terms of reference.

The purpose of an advisory committee is to provide advice and recommendations to Council as requested in areas within their mandates.

1. Recreation Committee (RC)

Mandate

The RC was initially established by By-law 18/70 as the Community Recreation Commission under the *Community Centres Act, R.S.O. 1960*. RC has undergone a number of revisions over the years and its current mandate states that it is responsible for:

- Advising Council on issues that affect all recreation facilities, parks, playing fields, playgrounds and community centre (including policy and fee schedules)
- Providing input to Council on the operating and capital budget
- Reviewing existing practices and policies and making recommendations to improve the delivery of services to the public
- Bringing forward and discussing concerns raised by taxpayers, users or staff that may affect the operation of the department
- Encouraging and assisting, where necessary, programs of recreation to meet the needs and interest of the community

Membership

2 Members of Council

5 Citizens

A Member of Council shall act as the Chair and Vice-Chair

Meeting Schedule

3rd Tuesday of each month at 7:00 p.m.

Recommendations - RC

The Township has retained Monteith Brown to complete a Recreation & Parks Master Plan. A primary focus of RC at this time is to create awareness and participate as a project team in the development of the Township's Recreation & Parks Master Plan.

Terms of Reference

Staff recommend that a comprehensive review of the Committee's terms of reference be conducted upon completion of the Recreation & Parks Master Plan to incorporate any initiatives or outcomes.

In the interim, staff recommend that the terms of reference attached as Schedule C-3 be adopted. The following summarizes the proposed amendments:

- Removal of appointment of the Secretary by Council. Legislative support to the Committee will be provided by staff as outlined in the Terms of Reference.

Recruitment

Staff recommend when recruiting members for RC that experience, education or knowledge in the following areas be sought:

- Recreation
- Marketing
- Communication
- Business
- Financial
- Fundraising
- Demonstrated commitment and interest in the community

Membership

Staff recommend the membership be composed of five (5) members being:

- 1 Member of Council
- 4 Citizens

Attached as Schedule "D" is a summary of the number of members in attendance at the meetings held in 2014. In 2014, the committee had a vacancy that was not filled due to no applications being filed to express interest in serving on the committee at the time.

2. Fire and Rescue Committee (FR)

Mandate

The FR was initially established by By-law 03/07 and By-law 50/11 and its mandate states that its current responsibilities are:

- Advising Council on issues that affect the department including policy and fee schedules
- Providing input to Council on the operating and capital budget
- Reviewing existing practices and policies and making recommendations to improve the delivery of services to the public
- Bringing forward and discussing concerns raised by taxpayers, users or staff that may affect the operation of the department
- Reviewing and recommending long range planning, including pending and proposed capital purchases and replacements

Membership

2 Members of Council
Fire Chief
Deputy Fire Chief
President of the Puslinch Firefighters' Association

Meeting Schedule

3rd Wednesday every other month at 1:00 p.m.

Recommendations - FR

The Township has retained Dillon Consulting to complete a Fire Master Plan. A primary focus of the committee at this time is to create awareness and participate as a stakeholder in the Fire Master Plan.

Terms of Reference

Staff recommend that a comprehensive review of the Committee's terms of reference be conducted upon completion of the Fire Master Plan to incorporate any initiatives or outcomes.

In the interim, staff recommend that the Terms of Reference attached as Schedule C-4 be adopted. The following summarizes the proposed amendments:

- Removal of appointment of the Secretary by Council. Legislative support to the Committee will be provided by staff as outlined in the Terms of Reference.

Membership

Staff recommend that the membership be composed of three (3) members of Council. Should Council wish to consider citizen representation on this Committee, staff recommend that this be evaluated upon completion of the Fire Master Plan.

As outlined earlier in this report, and as noted in the proposed terms of reference, staff will serve the committee in an advisory capacity and will not have voting privileges.

Although committee membership is comprised of a majority of members of Council, the Committee is constituted and conducts business as an advisory Committee of Council only.

3. Audit Committee (AUD)

Mandate

The AUD was initially established by By-law 50/11 and its mandate indicates it is responsible for meeting with the Township's Auditor, reviewing and implementing the management letter and making recommendations to Council, as required.

Membership

2 Members of Council
1 Citizen
CAO/Clerk-Treasurer
Deputy Treasurer

Meeting Schedule

Bi-annually

Recommendations - AUD

Terms of Reference

Staff recommend that the Terms of Reference as outlined on Schedule C-5 be adopted.

Membership

Staff recommend that the membership be amended to include:

2 Members of Council
1 Citizen

and that staff service in an advisory capacity to the committee.

Recruitment

Staff recommend when recruiting members for AUD that experience, education or knowledge in the following areas be sought:

- Professional Accounting Designation (C.A.,C.G.A.,C.M.A or C.P.A.)
- Extensive knowledge of applicable financial legislative requirements
- University Degree in Business, Finance, Accounting or other related Discipline
- Municipal experience is an asset

4. **Badenoch Community Centre Board**

Mandate

The Badenoch Community Centre Committee terms of reference are established by By-law 50/11 and BC is currently responsible for:

- Advising Council on issues that affect the Badenoch Community Centre (including policy and fee schedules)
- Providing input to Council on the operating and capital budget
- Reviewing existing practices and policies and make recommendations to improve the delivery of services to the public
- Bringing forward and discussing concerns raised by taxpayers, users or staff that may affect the operation of the department

The Township has a lease agreement with the Board for the Badenoch Community Centre.

Membership

2 Members of Council
5 Citizens

Meeting Schedule

Last Thursday of January, February, April, June, September and November

Recommendations - Badenoch

The Township has retained Monteith Brown to complete a Recreation & Parks Master Plan.

It is recommended that the Committee's terms of reference be reviewed further upon completion of the Recreation & Parks Master Plan to incorporate any initiatives, outcomes and legislative requirements.

In the interim, staff recommend that:

- the membership be composed of six (6) members being:
- 1 Member of Council
- 5 Citizens

External Committees and Agency Appointments

In addition to the above, appointments are made to external agencies and boards e.g. Conservation Authorities, COPS, etc. For the purposes of this report, information on the Well Protection Committee is provided since its establishment is as a result of an agreement between the Township and Nestle Waters Canada being Nestle Canada Inc.

1. Well Protection Committee (WP)

Mandate

The WP was initially established through agreement with Nestle Waters Canada dated March 18, 2009. The Committee is responsible for dealing with complaints that may be raised by the Well Owners about their wells being affected by the Nestle Waters Canada operations and remedied by Nestle Waters Canada.

Membership

1 Member of Council
1 Citizen
1 GRCA – Board member
2 Representatives of Nestle

Meeting Schedule

As required

Recommendations - WP

When recruiting for the Citizen Appointee to WP that experience, education or knowledge in the following areas be sought:

- Environment

Financial Implications

All committees require staff resources to varying degrees, including staff representatives from the relevant department and the services of committee coordinators.

The 2014 operating budgets and actuals as of November 30, 2014 for committee remuneration is attached as information on Schedule E.

Applicable Legislation and Requirements

Municipal Act

Ontario Heritage Act

Accessibility for Ontarians with Disabilities Act

Ontarians with Disabilities Act

Building Code Act

Health and Safety Act

Attachments

Schedule "A" - County Committee Summary

Schedule "B" – Current Mandates for Committees subject to this report

Schedule "C1"- Proposed Terms of Reference Property Standards Committee

Schedule "C2"- Proposed Terms of Reference Heritage Committee

Schedule "C3" – Proposed Terms of Reference Recreation Committee

Schedule "C4"- Proposed Terms of Reference Fire Committee

Schedule "C5" – Proposed Terms of Reference Audit Committee

Schedule "C6" – Proposed Terms of Reference Badenoch Community Centre Board

Schedule "D" – Attendance Summary

Schedule "E" – Budget

SCHEDULE "A"

Committees

Municipalities

	Centre Wellington	Guelph/ Eramosa	Wellington North	Minto	Mapleton	Puslinch	Erin
Economic Development	*****	Includes Strategic Planning – Comprised of Council *****	*****		*****		*****
Planning Advisory						*****	
Heritage	*****	*****				*****	*****
Committee of Adjustment	*****	*****	*****	*****	*****	*****	*****
Trails/ Environment		*****					*****
Administration & Finance			*****				
Recreation & Culture & Parks			Standing Committee *****	*****	*****	*****	*****
Erin Trail Committee							*****
Minto Retiree Activity Group				*****			
Clifford Recreation				*****			
Property Standards	*****	*****	*****	*****		*****	*****
Let's Get Hillsburgh Growing							*****
Minto – Mapleton				*****			
Fire & Rescue Services				*****		*****	
Badenoch Community Centre						*****	
Victoria Park Seniors Center or Senior's Advisory	*****			*****			
Fill Ad Hoc.							****

Well Protection						*****	
Clifford Harriston Palmerston Revitalization				*****			
Cultural Round Table				*****			
Farmers' Market Harriston Palmerston				*****			
Drinking Water Quality Standards				*****			
Norgan Theatre Board				*****			
Walkable Communities				*****			
Community Gardens				*****			
Trees for Farms				*****			
Incubator Board of Directors				*****			

SCHEDULE “B”

Mandate

AUDIT

Committee of Council

Responsibilities

- Act as the Township's Audit Committee for the purposes of meeting with auditor, reviewing and implementing management letter and make recommendations to Council, as required

Membership

- The Committee shall be composed of 2 Councillors, Chief Administrative Officer/Clerk-Treasurer, Deputy Treasurer and 1 qualified member of the public
- One Councillor shall be appointed as the Committee Chair and the other as Vice-Chair

Meeting Schedule

- Meetings shall be held and called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

BADENOCH COMMUNITY CENTRE

Committee of Council

Responsibilities

- Generally act as committee of Council on issues that affect the community centre (incl. policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the community centre and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by public, users or staff that may affect the operation of the community centre

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public

Meeting Schedule

- Meetings shall be held bi-monthly on the last Thursday of each month at 7:30 p.m. or called by the Chair as required

Reporting

- The Council representatives are responsible for regular reporting to Council regarding the operation of the community centre
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

FIRE & RESCUE

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on issues that affect the department (incl. policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the department and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by taxpayers or staff that may affect the operation of the department
- Review and recommend long range planning, including pending and proposed capital purchases and replacements

Membership

- The Committee shall be composed of 2 Councillors, Fire Chief, Deputy Fire Chief and the President of the Puslinch Firefighter's Assoc.
- One Councillor shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held bi-monthly on the 3rd Wednesday of each month at 1:00 p.m. or called by the Chair as required

Reporting

- The Fire Chief shall provide activity reports at each committee meeting.
- Fire Chief's attendance at Council meetings may be required
- The Chair is responsible for regular reporting to Council regarding the operation of the department
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

HERITAGE

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on issues that affect the Township relating to Parts IV and V of the Ontario Heritage Act
- Provide input to the Council related to budget preparation including both operational and capital projects
- To record sites of heritage significance within the Township and to award heritage plaques to those recognized as worthy of preservation and to record others for historical information only
- To encourage owners of plaqued sites to maintain these properties so that preservation continues to be realistic
- To comment on any zoning changes or demolition permits that apply to those plaqued sites
- Review existing practices and policies of the committee, make recommendations to Council
- Bring forward and discuss concerns raised by public or staff

Membership

- The Committee shall be composed of 5 members of the public
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held at least once every four months or called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

RECREATION

Committee of Council

Responsibilities

- Generally act as an advisory committee to the Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre (including policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the department and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by taxpayers, users or staff that may affect the operation of the department
- To encourage and assist, where necessary, programs of recreation to meet the needs and interests of the community

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public
- One of the Councillors shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings are to be held on the 3rd Tuesday of each month at 7:00 p.m. or called by the Chair as required

Reporting

- Written activity reports for Booking, Facilities & Grounds shall be provided at each committee meeting
- Staff attendance may be required at committee meetings
- The Chair is responsible for regular reporting to Council regarding the operation of the department
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Schedule “C1”
Property Standards Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

Section 15.6 of the *Building Code Act* states:

If a municipality has passed a Property Standards By-law, Council shall establish a Property Standards Committee.

The Property Standards Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Property Standards Committee is to hear and determine all appeals in accordance with procedures established under the provisions of the *Statutory Powers Procedure Act*.

The Committee considers appeals to Property Standards Orders issued by Property Standards Officers (Municipal Law Enforcement Officer).

Deliverables

The Committee will accomplish its mandate in accordance with the *Building Code Act* by:

1. Hearing an appeal filed by the appellant
2. Rendering a decision to confirm, modify or rescind the Order or extend the time for complying with the Order.

3. TYPE OF COMMITTEE

Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Property Standards Committee is composed of the following:

Role	Member Name
Members of Council	5
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Building & By-law Coordinator
Departmental Representatives	Chief Building Official Building Inspector/By-law Enforcement Officer

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

3. Qualifications

Member of Council

5. MEETING SCHEDULE

The Committee meets as needed.

Hearing Notification

Notice of a Hearing will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Hearings will be held at the Municipal Office of the Township of Puslinch.

6. REPORTING REQUIREMENTS AND METHOD

The Committee is established by Council and has the power to make the final decision, which may be appealed to the Superior Court of Justice by notifying the Clerk of the municipality in writing and by applying to the court within 14 days after a copy of the decision is sent.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Building & By-law Coordinator	FTE – 3 hours
Chief Building Official	FTE – 1.5 hours
Building Inspector/By-law Enforcement Officer	FTE – 1.5 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE “C2” Heritage Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

Section 28 of the *Ontario Heritage Act* states a municipality may by by-law establish a heritage committee to advise and assist the Council on all matters relating to the conservation of property or cultural heritage value or interest and heritage conservation districts and such other heritage matters as the Council may specify by by-law.

The Heritage Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Heritage Committee is to advise Council and make recommendations on heritage designations, applications for repeal of designations, applications for alterations, and/or removal/demolition of Part IV and Part V properties under the *Ontario Heritage Act*.

Deliverables

The Committee will accomplish its mandate by:

1. Providing comments to Council on all heritage applications.
2. Commenting on various development applications which may impact existing or potential heritage properties or districts when required.
3. Commenting on demolition permits that apply to heritage properties.
4. Recording sites of heritage significance that are worthy of preservation, and awarding heritage plaques.
5. Recording historical information related to properties with heritage significance.
6. Promoting public awareness of Puslinch's heritage.
7. Discussing concerns raised by the public and staff.

3. TYPE OF COMMITTEE

Statutory Committee - Discretionary

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Heritage Committee is composed of the following Members:

Role	Member Name
Members of the Public	5
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Legislative Assistant
External Resources	N/A

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-chair.

4. Qualifications

Citizen Appointee with the following qualifications:

- Interest in Heritage buildings
- Demonstrated commitment and interest in the municipality

5. MEETING SCHEDULE

The Committee meets quarterly on the first Monday of the month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the Committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Legislative Assistant	FTE - 5 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

**SCHEDULE “C3”
Recreation Committee**

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Recreation Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Recreation Committee is to assist Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre.

Deliverables

The Committee will accomplish its mandate by:

1. Advising Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre (including policy and fee schedules)
2. Providing input to Council on the operating and capital budget
3. Reviewing existing practices and policies and making recommendations to improve the delivery of services to the public
4. Bringing forward and discussing concerns raised by taxpayers, users or staff that may affect the operation of the department
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community
6. Reviewing revenue and expense reports

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Recreation Committee is composed of the following Members:

Role	Member Name
Members of Council	1
Members of the Public	4
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Deputy Clerk Director of Public Works and Parks Customer Service Representative
External Resources	N/A

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-chair.

3. Qualifications

Member of Council

Citizen Appointee with the following qualifications

- Recreation
- Marketing
- Fundraising
- Business
- Financial
- Communication
- Demonstrated commitment and interest in the municipality

5. MEETING SCHEDULE

The Committee meets on the 3rd Tuesday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held in the Council Chambers at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting – estimate
Customer Service Representative	FTE - 4 hours
Deputy Clerk	FTE – 3 hours
Director of Public Works & Parks	FTE – 2 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

**SCHEDULE “C4”
Fire & Rescue Committee**

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary to establish a Committee for matters within its jurisdiction.

The Fire & Rescue Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Fire & Rescue Committee is to assist the Council on issues that affect the department.

Deliverables

The Committee will accomplish its mandate by:

1. Providing advice and recommendations to Council with respect to policies, practices and fees.
2. Providing input to Council on the operating and capital budget for Fire & Rescue Services.
3. Providing advice and recommendations to Council with regard to service delivery improvements.
4. Discussing concerns raised by the public, users or staff that affect the operation of the department.
5. Implementing and reviewing long range plans, including pending and proposed capital purchases and replacements.
6. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Fire & Rescue Committee is composed of the following:

Role	Member Name
Members of Council	3

Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Fire Chief Deputy Fire Chief President of the Puslinch Firefighters' Association Chief Administrative Officer/Clerk

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

5. Qualifications

Member of Council

5. MEETING SCHEDULE

The Committee meets bi-monthly and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee’s mandate.

The Committee may make recommendations on issues within their mandate for Council’s consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Committee Coordinator	FTE - 4 hours
Fire Chief	FTE – 2 hours
Deputy Fire Chief	FTE – 2 hours
President of the Firefighters’ Association	FTE – 2 hours
CAO/Clerk	FTE – 2 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

**SCHEDULE “C5”
Audit Committee**

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Audit Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Audit Committee is to assist Council in maintaining the accountability and financial integrity of the municipality by ensuring:

- the corporate financial reporting and the annual financial statements are credible, objective and meet all legislative requirements;
- that best management practices and controls are developed and implemented by management and staff.

Deliverables

The Committee will accomplish its mandate by:

1. Providing advice and recommendations to Council with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets.
2. Reviewing and providing recommendations to Council regarding the annual financial statements and management letter of the External Auditor.
3. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Audit Committee is composed of the following:

Role	Member Name
------	-------------

Members of Council	2
Members of the Public	1
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Deputy Treasurer Director of Finance/Treasurer Chief Administrative Officer/Clerk
External Resources	Township's Auditor

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of each term of Council the appointments of the Chair and Vice-Chair.

6. Qualifications

Member of Council

Citizen Appointee with the following qualifications:

- Professional Accounting Designation (C.A.,C.G.A.,C.M.A or C.P.A.)
- Extensive knowledge of applicable financial legislative requirements
- University Degree in Business, Finance, Accounting or other related Discipline
- Municipal experience is an asset

5. MEETING SCHEDULE

The Committee meets approximately two (2) times annually, as set out below, and as many additional times as the Committee deems necessary.

March/April

- To recommend approval of the annual financial statements

- To review the external auditor's management letter

October/November

- To review and approve the scope of the external audit
- To follow up with senior management on the action taken on the previous external auditor's management letter

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held in the Council Chambers at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Deputy Treasurer	FTE - 2 hours
Director of Finance/Treasurer	FTE – 3.5 hours
Chief Administrative Officer/Clerk	FTE - 2 hours

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

**SCHEDULE “C6”
Badenoch Community Centre Committee**

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary to establish a Committee for matters within its jurisdiction.

The Badenoch Community Centre Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Badenoch Community Centre Committee is to assist the Council on issues that affect the Badenoch Community Centre.

Deliverables

The Committee will accomplish its mandate by:

1. Providing advice and recommendations to Council with respect to policies and practices including fees that affect the Badenoch Community Centre.
2. Providing input to Council on the operating and capital budget for the Badenoch Community Centre.
3. Providing advice and recommendations to Council with regard to service delivery improvements.
4. Discussing concerns raised by the public, users or staff that affect the operation of the Badenoch Community Centre.
5. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Badenoch Community Centre Committee is composed of the following:

Role	Member Name
Members of Council	1
Members of the Public	5

Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	N/A
External Resources	N/A

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

7. Qualifications

Member of Council

Citizen appointee with the following qualifications:

- Recreation
- Marketing
- Fundraising
- Business
- Financial
- Communication
- Demonstrated commitment and interest in the municipality

5. MEETING SCHEDULE

The Committee meets approximately 6 times annually, and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Badenoch Community Centre.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting – estimate
N/A	FTE – N/A

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE "D"
Recreation 2014

Meeting Date	Number of Council Members in Attendance	Number of Council Members Appointed	Number of Citizen Appointees in Attendance	Number of Citizen Appointees Appointed	Number of Vacant Positions on Committee
January	2	2	4	4	1
February	2	2	4	4	1
March Special	2	2	3	4	1
March	1	2	3	4	1
April	2	2	3	4	1
May	2	2	4	4	1
June	2	2	4	4	1
July	2	2	3	4	1
August	1	2	2	4	1
September	2	2	3	4	1
October	2	2	4	4	1
November	1	2	3	4	1

SCHEDULE "E"

Committees Financial Report - 2014-11

EXPENDITURES

Recreation Committee

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2014 Budget	% Budget Remaining
01-0075-4001	PT Wages	-	423	3,994	4,648	1,076	5,070	21%
01-0075-4101	PT Benefits	-	4	178	46	-	50	-256%
	Totals	-	427	4,172	4,693	948	5,120	19%

Heritage Committee

01-0050-4001	PT Wages	-	163	-	1,788	1,950	1,950	100%
01-0050-4101	PT Benefits	-	17	-	183	200	200	100%
01-0050-4200	Office Supplies & Equipment	222	8	251	92	-	100	-151%
01-0050-4308	Mileage	-	4	-	46	50	50	100%
01-0050-4315	WSIB	-	1	-	9	10	10	100%
	Totals	222	193	251	2,118	2,059	2,310	89%

Fire Committee

01-0180-4001	PT Wages	-	-	-	-	-	-	0%
01-0180-4101	PT Benefits	-	-	-	-	-	-	0%
	Totals	-	-	-	-	-	-	0.0%

Committee of Adjustment

01-0090-4001	PT Wages	-	266	-	2,924	3,190	3,190	100%
01-0090-4101	PT Benefits	-	4	74	46	-	50	-48%
	Totals	-	270	74	2,970	3,166	3,240	98%

Planning Advisory Committee

01-0060-4001	PT Wages	-	423	-	4,648	5,070	5,070	100%
01-0060-4101	PT Benefits	-	4	96	46	-	50	-92%
	Totals	-	427	96	4,693	5,024	5,120	98%

Audit Committee

01-0170-4001	PT Wages	-	14	169	156	1	170	1%
01-0170-4101	PT Benefits	-	4	4	46	46	50	91%
	Totals	-	18	173	202	47	220	21%



REPORT ADM-2014-028

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

MEETING DATE: December 17, 2014

SUBJECT: Committee Governance Review – Committee of Adjustment and Planning Advisory Committee
File No. C12

RECOMMENDATIONS

That Report ADM-2014-028 regarding Committee Governance Review – Committee of Adjustment and Planning Advisory Committee be received; and

That the terms of reference attached as Schedule “B3” to Report ADM-2014-028 for a combined Planning Advisory and Committee of Adjustment Committee to be known as the Planning and Development Advisory Committee be adopted; and

That Council enact a By-law to amend the Site Alteration By-law to establish a notification and approval process in accordance with Report ADM-2014-028 for Site Alteration applications that are equal to or exceed 10,000 cubic metres.

DISCUSSION

Background

In September 2013, Council requested staff to review the governance structure and purpose of Township committees.

Further, over the past year the Township has received a few complaints relating to major site alteration permits and agreements. As a result, staff recommend Council give consideration to implementing a notification and approval process for applications that are equal to or exceed 10,000 cubic metres.

Purpose

The purpose of Report ADM-2014-028 is to consider:

- the amalgamation of the Committee of Adjustment (CoA) and the Planning Advisory Committee (PAC); and
- modifying the responsibilities of (PAC); and
- implementation of a notification process and subsequent review by PAC of site alteration applications that are equal to or exceed 10,000 cubic metres;

AMALGAMATION OF PAC AND COA

Staff recommend amalgamating PAC and COA for the following reasons:

- the qualifications established for selecting members are common
- the mandates of each committee relate to planning and development
- conducting a hearing for a minor variance application in the evening instead of during regular business hours enhances public access
- effective use of Township resources

Recruitment Criteria

Outlined below is a summary of the experience, education or knowledge sought for each committee:

COA	PAC
Legal Planning Real Estate Agriculture The Planning Act The Committee of Adjustment process	Legal Planning Real Estate Agriculture The Planning Act

Meeting Summary

The table below summarizes the number of meetings held by each Committee during the last term of Council, and the average duration of meetings in 2014.

Year	CofA	PAC
2011	8	9
2012	5	9
2013	7	8
2014	7	6
Average Length of Meetings 2014	38 minutes	36 minutes

Attendance Summary & Composition

Attached as Schedule C is an attendance summary for 2014 for COA and PAC. Staff recommend that the committee be composed of five (5) members as the *Planning Act* states where a committee (COA) is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum.

PROPOSED AMENDMENTS TO RESPONSIBILITIES OF COMBINED PAC/COA

In summary, staff recommend the following amendments to the responsibilities of PAC:

- Removal of appointment of the Secretary by Council. Legislative support to the Committee will be provided by staff as outlined in the Terms of Reference.
- Removal of “development and review of long term planning policies”
- Removal of “provided with an annual budget within which to operate”
- Removal of “recommendations on zoning by-law amendments”
- Addition of comment on Site Plan Applications within the area defined on Schedule “D”
- Addition of participate in the Community Improvement Plan (CIP) process
- Addition of evaluate and make recommendations to Council on site alteration applications that are equal to or exceed 10,000 cubic metres.
- Addition of “carry out the responsibilities of Committee of Adjustment”

Development and Review of Long Term Planning Policies

The County of Wellington Official Plan took effect May 6, 1999. In turn, Puslinch Township Council repealed the Township Official Plan on July 7, 1999 by By-law 25/99. The County approved the repealing of the plan and the County of Wellington Official Plan came into effect for Puslinch Township on September 1, 1999.

The repeal was modified to exclude the Mini Lakes and the Millcreek Country Club properties due to unresolved local amendments. Those lands were addressed under two additional County decisions resulting in the Puslinch Official Plan being repealed by 2001.

Budget

Removal of the responsibility to provide input to Council on the operating and capital budget, as the budget of PAC consists of the remuneration paid to its members.

Zoning By-law Amendments

Staff recommend removal of the responsibility of commenting on zoning by-law amendment applications.

The flowchart attached as Schedule “E1 and E2” outlines the current and proposed process followed for administering a zoning by-law amendment application. The primary difference between the two processes is the step of PAC recommending to Council that a public meeting date be set. Staff recommends the elimination of this step as staff reviews an application with its consultants and the required agencies to determine whether an application is complete. At this stage, staff is in the position to recommend to Council that a Public Meeting date be set.

Further, upon review of PAC minutes, the recommendations and comments made with regard to zoning by-law amendment applications are predominantly related to issues considered during approval of a site plan. (Refer to Site Plan Applications).

The removal of this responsibility does not eliminate any opportunity for the public to comment on a zoning by-law amendment application as it has not been the practice of PAC to receive comments from the public.

The Township, as noted on Schedule “E2” has recently enhanced notification requirements for a zoning by-law amendment application by requiring the applicant to post a sign on the subject property.

The proposed process assigns staff the responsibility of determining the completeness of an application. Once an application is deemed complete through consultation with the prescribed external agencies and the Township’s consultants, staff will prepare a report to Council requesting the setting of a Public Meeting date. The purpose of a preliminary staff report is to advise Council that the application is complete. Upon a public meeting date being set, statutory notice of a complete application and notice of the public meeting will be given. Prior to holding the public meeting, staff will prepare an “Information Report” which includes the staff and agency comments for inclusion on a Council agenda and for posting on the Township’s website. The flow chart attached as Schedule “E2” clarifies and outlines for the public, staff and the applicant the process that is followed when processing an application in accordance with the *Planning Act*. It also facilitates the sharing of pertinent information regarding the application at specific milestones in advance of the public meeting.

Site Plan Applications

As noted previously, upon review of PAC minutes, the recommendations and comments made with regard to zoning by-law amendment applications are predominantly related to issues that would be considered during approval of a site plan.

As a result, staff recommend that the committee's responsibilities include providing comment on Site Plan Applications along the Highway 6 (Brock Road Corridor) and as defined on Schedule "D".

Community Improvement Plan

The Township is in the process of initiating a Community Improvement Plan.

Community improvement planning activities are shaped by local needs, priorities and circumstances. Through community improvement plans, municipalities can:

- focus public attention on local priorities and municipal initiatives
- target areas in transition or in need of repair, rehabilitation and redevelopment
- facilitate and encourage community change in a co-ordinated manner
- stimulate private sector investment through municipal incentive-based programs.

As a result, staff recommend including PAC as a key stakeholder in this process.

Site Alteration Applications

As noted earlier in this report, staff have received complaints with regard to site alteration permits for applications that are equal to or exceed 10,000 cubic metres. Upon considering the concerns raised, staff recommend that a formal notification process regarding a site alteration application be implemented. The suggested framework for these applications is the established legislative process used for processing minor variance applications with the necessary modifications being made to the circulation to prescribed agencies. This will result in the applicant being required to post a sign on the property giving notice of the application, and circulation by staff of a notice within 60m of the subject property outlining the purpose of the application and the date and time the committee will hear concerns regarding the application.

Committee of Adjustment

Staff recommend amalgamating PAC and COA for the following reasons:

- the qualifications established for selecting members are common
- the mandates of each committee relate to planning and development

- conducting a hearing for a minor variance application during the evening enhances public access
- effective use of Township resources

Recommendations – Combined PAC/CoA

Recruitment

When recruiting members for the Planning & Development Advisory Committee that experience, education or knowledge in the following areas be sought:

- Legal
- Planning
- Real Estate
- Agriculture
- Engineering
- Architecture
- Landscape Architect
- Business
- The Planning Act
- The Committee of Adjustment process

Composition

That the committee be composed of five (5) members.

1 Member of Council
4 Citizens

LEGISLATED COMMITTEES

1. Committee of Adjustment (CoA)

Section 44 of the *Planning Act* provides municipalities the authority at its discretion to establish a CoA.

The *Planning Act* states that where a municipality constitutes and appoints a CoA it shall be composed of no fewer than three (3) members.

Members of CoA who are not members of the Council shall hold office for the term of Council that appointed them, and the members of a Council shall be appointed annually.

The CoA is a quasi-judicial tribunal with its members appointed by Council and operating independently and is autonomous.

Council passed By-laws 4/11 and 4/13 respectively to establish a committee and to appoint members.

Mandate

Section 44 of the *Planning Act* enables CoA to authorize minor variances from the provisions of an interim control or zoning by-law. In consideration of an application, CoA is to evaluate the application based on four criteria:

1. Is the application minor?
2. Is the application desirable for the appropriate development of the lands in question?
3. Does the application conform to the general intent of the Zoning By-law?
4. Does the application conform to the general intent of the Official Plan?

Membership

3 Citizens

1 Member of Council (Mayor-alternate)

The *Planning Act* states where a committee is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum.

Meeting Schedule

2nd Tuesday of each month at 9:30 a.m.

Meetings are scheduled monthly as the *Planning Act* requires that an application be heard within 30 days of receipt of a complete application.

If there are no applications to be heard the meeting is cancelled.

Recommendations – CoA

Recruitment

When recruiting members for CoA that experience, education or knowledge in the following areas be sought:

- Legal
- Planning
- Real Estate
- Agriculture
- The Planning Act
- The Committee of Adjustment process

Composition

That the committee be composed of either three (3) or five (5) members.

ADVISORY COMMITTEES

On November 2, 2011, Council enacted By-law 50/11 which established several advisory committees and defines their respective terms of reference.

The purpose of an advisory committee is to provide advice and recommendations to Council as requested in areas within their mandates.

1. Planning Advisory Committee (PAC)

Mandate

PAC was initially established by By-law 22-83. By-law 50/11 states the terms of reference of PAC are:

- Advising Council on planning issues that affect the Township
- Providing Council with recommendations on development proposals, planning applications and zoning amendment applications. To investigate such applications thoroughly and to report back to Council. All such applications will be presented to the PAC first for review and subsequently be presented to Council with the Committee's recommendations.

- Investigation of specific planning issues, requested by Council, including reviewing and commenting on County of Wellington Land Division Committee applications and Township of Puslinch Committee of Adjustment applications.
- Developing and reviewing long term planning policies for Council's consideration, including Zoning By-law updates.
- The Committee will be provided with an annual budget within which to operate.

Membership

2 Members of Council

5 Citizens

A Member of Council shall act as the Chair and Vice-Chair

Meeting Schedule

Fourth Monday of the month at 7:30 p.m.

Recommendations - PAC

Recruitment

When recruiting members for PAC that experience, education or knowledge in the following areas be sought:

- Legal
- Planning
- Real Estate
- Agriculture
- The Planning Act

Composition

That the committee be composed of five (5) members.

1 Member of Council

4 Citizens

Financial Implications

All committees require staff resources to varying degrees, including staff representatives from the relevant department and the services of committee coordinators.

The 2014 operating budgets and actuals as of November 30, 2014 for committee remuneration is attached as information on Schedule F.

Applicable Legislation and Requirements

Municipal Act

Planning Act

Attachments

Schedule A – Current Terms of Reference for COA and PAC

Schedule B1 – Proposed Terms of Reference for COA

Schedule B2 – Proposed Terms of Reference for PAC

Schedule B3 – Proposed Terms of Reference for Planning and Development Advisory

Schedule C – Attendance Summary

Schedule D – Site Plan Area

Schedule E1 – Flowchart of current zoning by-law amendment application process

Schedule E2 – Flowchart of proposed zoning by-law amendment application process

Schedule F - Budget

SCHEDULE “A”

Mandate

COMMITTEE OF ADJUSTMENT

Committee of Council

Responsibilities

- Generally act as committee appointed by Council on issues that affect the Township relating to Sections 44 and 45 of the Planning Act
- Powers of the committee as set out in the Planning Act to authorize a minor variance from the provisions of the zoning by-law and to permit the enlargement or extension of a building or structure or use of land that was lawfully used on the day that the zoning by-law was passed

Membership

- The Committee shall be composed of 3 members of the public
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held the 2nd Tuesday of each month at 9:30 a.m. or called by the Chair as required

Reporting

- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

PLANNING ADVISORY

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on planning issues that affect the Township
- Provide Council with recommendations on development proposals, planning applications and zoning amendment applications, etc., and to investigate such applications thoroughly and to report back to Council. All such applications will be presented to the Planning Advisory Committee first for review and subsequently be presented to Council with the Committee's recommendations.
- Investigation of specific planning issues, as requested by Council, including reviewing and commenting on County of Wellington Land Division Committee applications and Township of Puslinch Committee of Adjustment applications.
- Development and review of long term planning policies for Council's consideration, including Zoning By-law updates.
- The Committee will be provided with an annual budget within which to operate.

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public
- One of the Councillors shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held on the 4th Monday of each month at 7:30 p.m. or called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

SCHEDULE “B1”

Committee of Adjustment

TERMS OF REFERENCE

1. ENABLING LEGISLATION

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

The Committee of Adjustment was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of Committee of Adjustment is to consider applications for minor variances from the Zoning By-law.

The Committee is authorized by the *Planning Act* to consider applications for:

- Minor variances from the provisions of the Zoning By-law
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms

Minor Variances

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.

For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- Is considered to be a “minor” change from the Zoning requirements;
- Is desirable for the appropriate development or use of the land, building or structure;
- Maintains the general intent and purpose of the Official Plan; and
- Maintains the general intent and purpose of the Zoning By-law.

Deliverables

The Committee will accomplish its mandate by:

1. Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the application, in accordance with the requirements of the Planning Act.

3. TYPE OF COMMITTEE

Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Committee of Adjustment is composed of the following:

Role	Member Name
Members of the Public	3
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Secretary-Treasurer

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council (if any) shall be appointed annually.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair’s main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

3. Qualifications

Citizen Appointee with the following qualifications:

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

5. MEETING SCHEDULE

Meetings shall be held the 2nd Tuesday of each month at 9:30 a.m. or called by the Chair as required

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is a quasi-judicial tribunal with its members appointed by Council and it renders decisions on minor variance applications independently.

Minutes from this Committee shall be submitted to Council after each meeting.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Secretary-Treasurer	FTE - 3 hours

External Resources	FTE – Planner as required
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8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE “B2”

Planning Advisory Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Planning Advisory Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Planning Advisory Committee is to assist Council on planning issues that affect the Township.

Deliverables

The Committee will accomplish its mandate by:

1. Providing advice and recommendations to Council with respect to development proposals, planning applications and zoning amendment applications by investigating applications thoroughly.
2. Reviewing and commenting on County of Wellington Land Division applications and Puslinch minor variance applications.
3. Developing and reviewing long term planning policies for Council’s consideration including Zoning By-law updates.
4. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Planning Advisory Committee is composed of the following:

Role	Member Name
Members of Council	1
Members of the Public	4

Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Development Coordinator Chief Building Official
External Resources	Planner

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

4. Qualifications

Member of Council

Citizen Appointee with the following qualifications

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

5. MEETING SCHEDULE

The Committee meets on the 4th Monday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings shall be cancelled where possible in the last quarter.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Development Coordinator	FTE - 3 hours
External Resources	FTE – Planner as required

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE “B3”

Planning & Development Advisory Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township’s procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

Section 44 (1) of the *Planning Act* states:

If a municipality has passed a by-law under section 34 or a predecessor of such section, the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as Council considers advisable.

The Planning & Development Advisory Committee was established through the adoption of By-law 2014-XXX.

2. MANDATE

The primary function of the Planning & Development Advisory Committee is to consider applications for minor variances from the Zoning By-law and to assist Council on planning and development matters that affect the Township.

The Committee is authorized by the *Planning Act* to consider applications for:

- Minor variances from the provisions of the Zoning By-law
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms

Minor Variances

The Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. This by-law also specifies lot sizes and dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

However, sometimes it is not possible or desirable to meet all of the requirements of the Zoning By-law. In that case, a property owner may apply for approval of a minor variance. A minor variance provides relief from a specific

Zoning By-law requirement, excusing a property owner from meeting the exact requirements of the by-law.

For the Committee to approve this type of application, Section 45(1) of the *Planning Act* requires that the members must be satisfied that the application:

- Is considered to be a “minor” change from the Zoning requirements;
- Is desirable for the appropriate development or use of the land, building or structure;
- Maintains the general intent and purpose of the Official Plan; and
- Maintains the general intent and purpose of the Zoning By-law.

Deliverables

The Committee will accomplish its mandate by:

2. Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the application, in accordance with the requirements of the Planning Act.
3. Providing advice and recommendations to Council with respect to site plan applications within the area defined on Shedule “A” attached.
4. Reviewing and commenting on County of Wellington Land Division applications.
5. Participating in the Community Improvement Plan (CIP) process.
6. Evaluating and making recommendations to Council on site alteration applications that are equal to or exceed 10,000 cubic metres.
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

3. TYPE OF COMMITTEE

Advisory/Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Planning & Development Advisory Committee is composed of the following:

Role	Member Name
Members of Council	1
Members of the Public	4
Chair	To be determined

Vice-Chair	To be determined
Role	Support
Support Staff	Development Coordinator/Secretary-Treasurer Chief Building Official
External Resources	Planner

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-Chair.

5. Qualifications

Member of Council

Citizen Appointee with the following qualifications

- Planning
- Real Estate
- Agriculture
- Building/Construction
- Legal
- Architecture
- General knowledge of the *Planning Act* and the committee of adjustment process
- Demonstrated commitment and interest in the community

5. MEETING SCHEDULE

The Committee meets on the 4th Monday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township’s procedural by-law. Meetings will be held at the Municipal Office of the Township of Puslinch.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council for all matters excluding committee of adjustment responsibilities.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

This Committee for committee of adjustment matters is a quasi-judicial tribunal with its members appointed by Council and it renders decisions on minor variance applications independently.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee’s mandate.

The Committee may make recommendations on issues within their mandate for Council’s consideration.

7. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting - estimate
Development Coordinator	FTE - 5 hours
External Resources	FTE – Planner as required

8. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

SCHEDULE "C"

Committee of Adjustment 2014

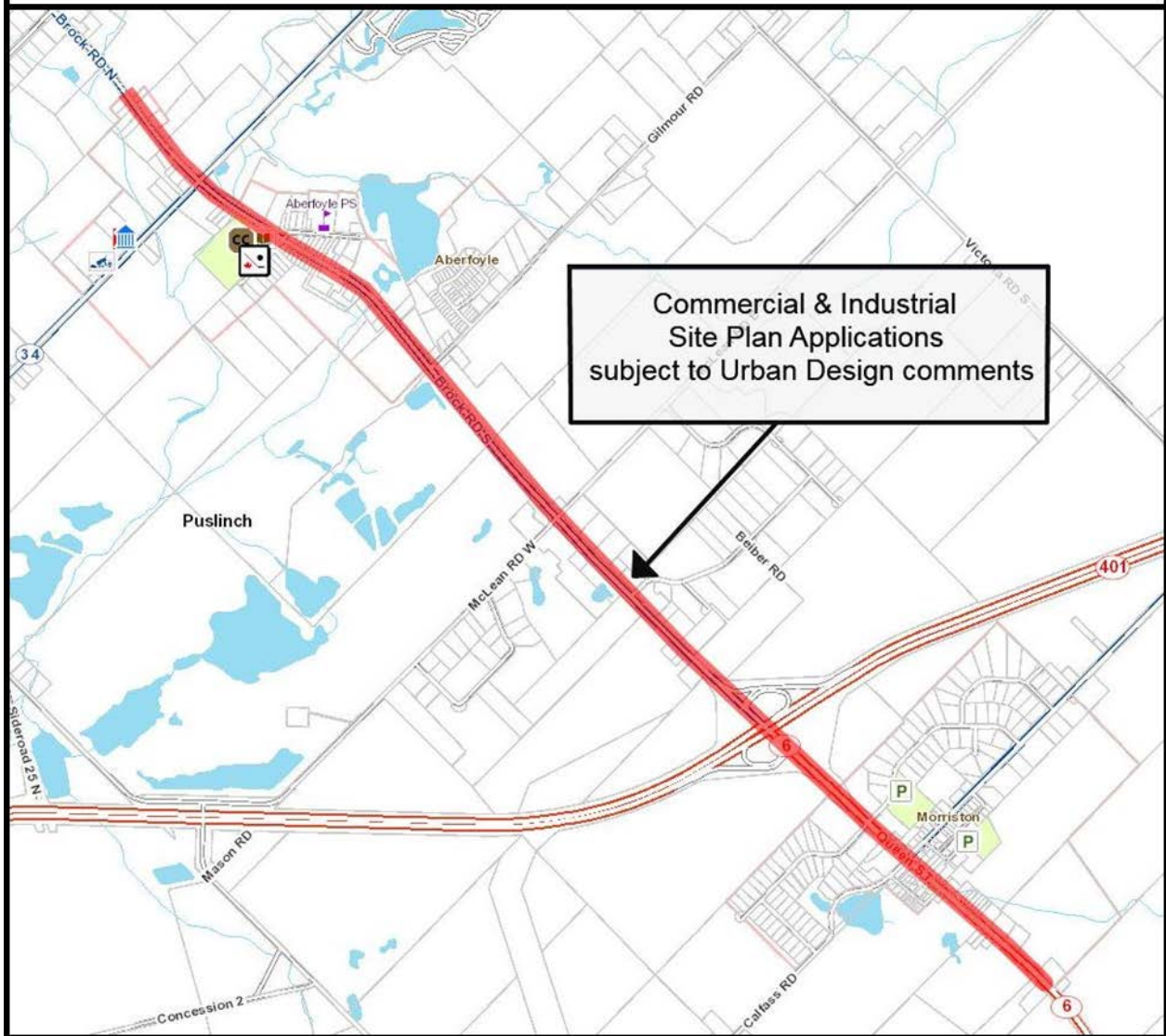
Meeting Date	Number of Council Members in Attendance – Alternate	Number of Council Members Appointed – Alternate	Number of Citizen Appointees in Attendance	Number of Citizen Appointees Appointed	Number of Vacant Positions on Committee
January	0	1	2	3	0
March	1	1	2	3	0
April	0	1	3	3	0
July	1	1	2	3	0
August	0	1	2	3	0
September	0	1	3	3	0
November	0	1	2	3	0

PAC 2014

Meeting Date	Number of Council Members in Attendance	Number of Council Members Appointed	Number of Citizen Appointees in Attendance	Number of Citizen Appointees Appointed	Number of Vacant Positions on Committee
January	2	2	3	5	0
April	1	2	5	5	0
June	1	2	5	5	0
September	1	2	5	5	0
November	1	2	4	5	0
November - Special	1	2	5	5	0

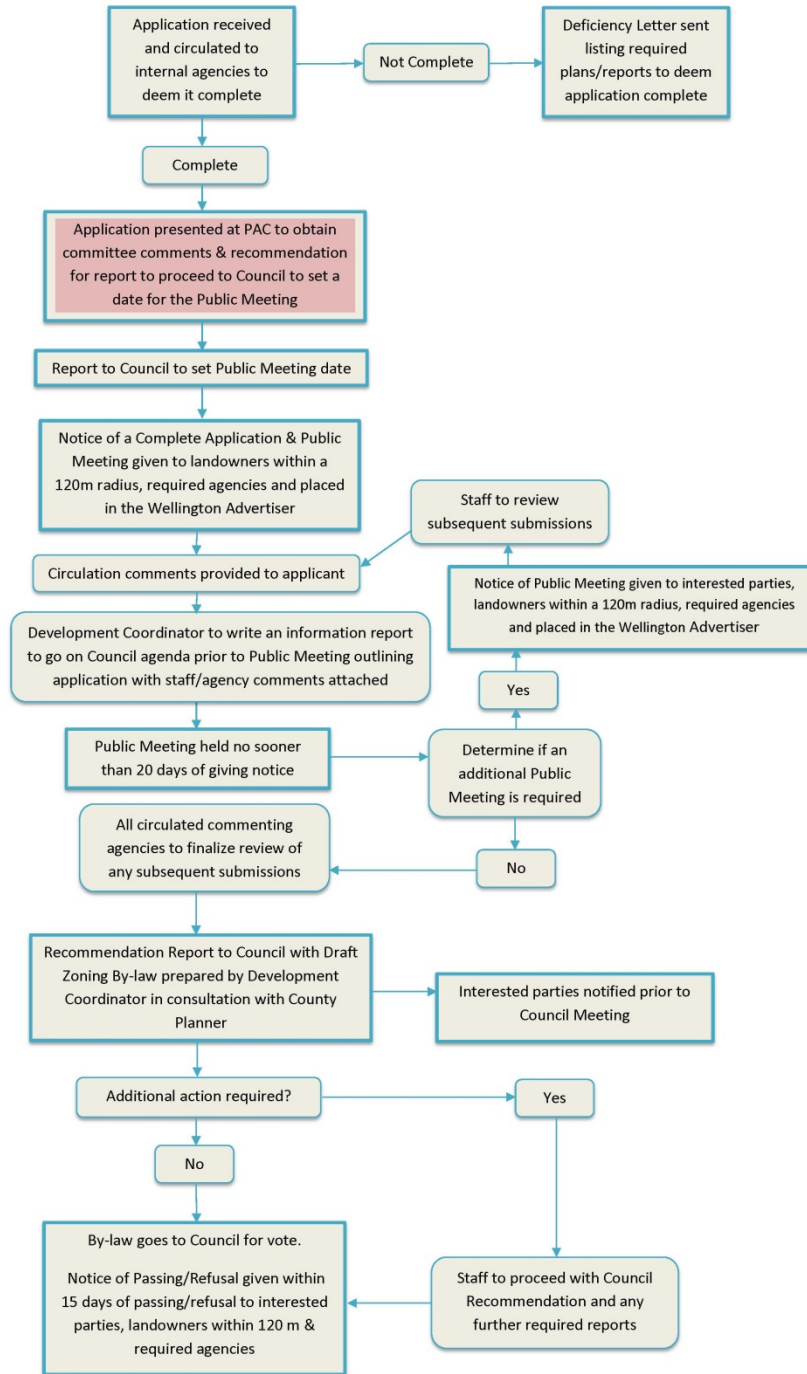
SCHEDULE "D"

Site Plan Applications subject to Urban Design Guidelines



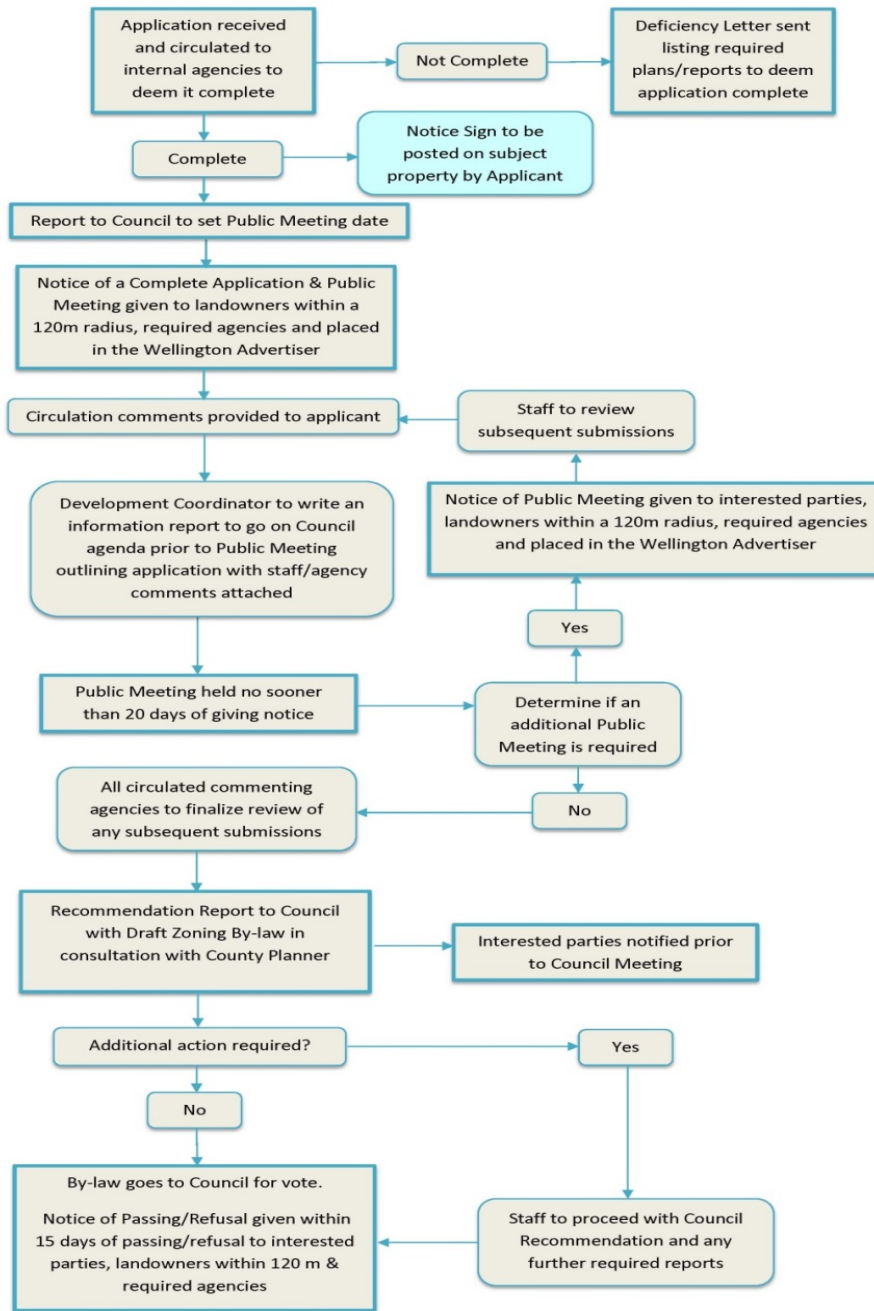
SCHEDULE "E1"

ZONING BY-LAW AMENDMENT PROCESSING FLOWCHART - Current



SCHEDULE "E2"

ZONING BY-LAW AMENDMENT PROCESSING FLOWCHART - Proposed



SCHEDULE "F"

Committees Financial Report - 2014-11

EXPENDITURES

Recreation Committee

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2014 Budget	% Budget Remaining
01-0075-4001	PT Wages	-	423	3,994	4,648	1,076	5,070	21%
01-0075-4101	PT Benefits	-	4	178	46	- 128	50	-256%
	Totals	-	427	4,172	4,693	948	5,120	19%

Heritage Committee

01-0050-4001	PT Wages	-	163	-	1,788	1,950	1,950	100%
01-0050-4101	PT Benefits	-	17	-	183	200	200	100%
01-0050-4200	Office Supplies & Equipment	222	8	251	92	- 151	100	-151%
01-0050-4308	Mileage	-	4	-	46	50	50	100%
01-0050-4315	WSIB	-	1	-	9	10	10	100%
	Totals	222	193	251	2,118	2,059	2,310	89%

Fire Committee

01-0180-4001	PT Wages	-	-	-	-	-	-	0%
01-0180-4101	PT Benefits	-	-	-	-	-	-	0%
	Totals	-	-	-	-	-	-	0.0%

Committee of Adjustment

01-0090-4001	PT Wages	-	266	-	2,924	3,190	3,190	100%
01-0090-4101	PT Benefits	-	4	74	46	- 24	50	-48%
	Totals	-	270	74	2,970	3,166	3,240	98%

Planning Advisory Committee

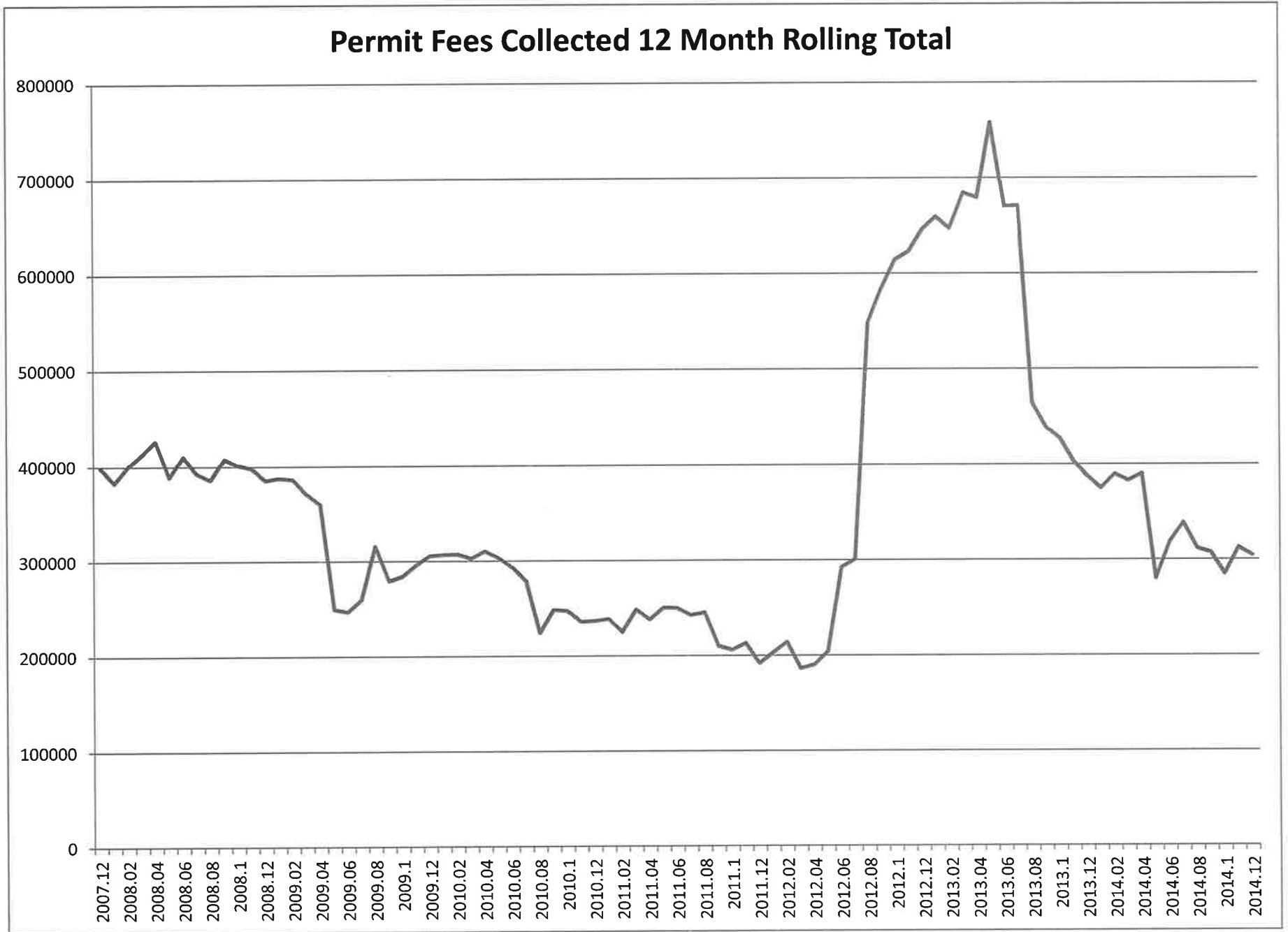
01-0060-4001	PT Wages	-	423	-	4,648	5,070	5,070	100%
01-0060-4101	PT Benefits	-	4	96	46	- 46	50	-92%
	Totals	-	427	96	4,693	5,024	5,120	98%

Audit Committee

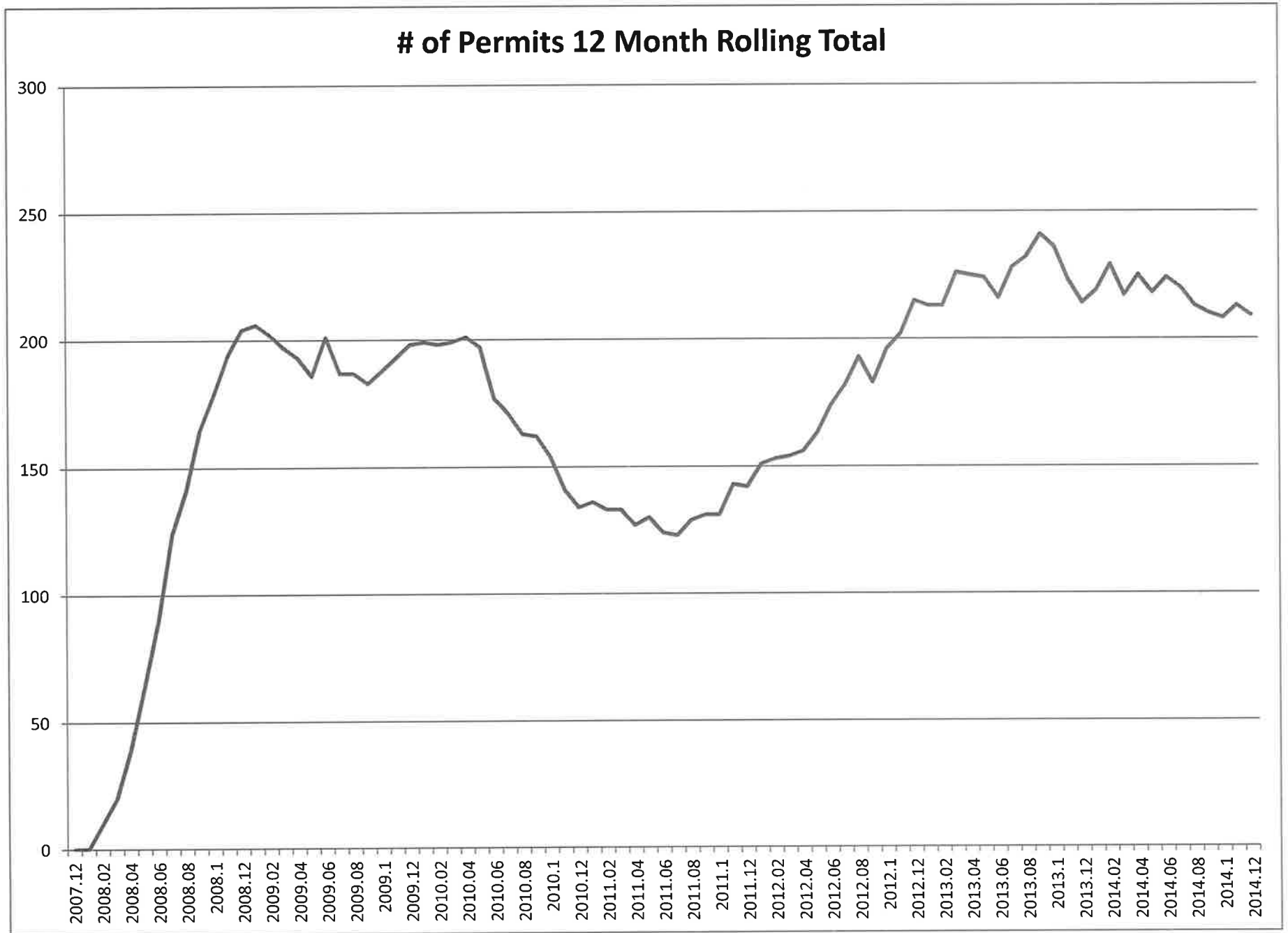
01-0170-4001	PT Wages	-	14	169	156	1	170	1%
01-0170-4101	PT Benefits	-	4	4	46	46	50	91%
	Totals	-	18	173	202	47	220	21%

2014 BUILDING REPORT						
	VALUE OF CONSTRUCTION		PERMIT FEES COLLECTED		%	PERMITS
	2013	2014	2013	2014	CHANGE	ISSUED
January	\$2,323,300.00	\$1,527,500.00	\$30,628.95	\$17,727.00	66%	17
February	\$398,000.00	\$1,574,900.00	\$2,000.00	\$16,728.10	396%	14
March	\$2,937,000.00	\$2,755,000.00	\$38,663.85	\$31,787.85	94%	8
April	\$855,500.00	\$1,645,500.00	\$12,814.00	\$20,197.10	192%	20
May	\$14,369,150.00	\$791,700.00	\$120,059.00	\$10,088.50	6%	16
June	\$1,507,375.00	\$5,932,650.00	\$21,518.00	\$59,978.50	394%	24
July	\$2,326,000.00	\$3,931,397.00	\$34,829.00	\$54,792.00	169%	29
August	\$4,176,000.00	\$2,079,000.00	\$52,391.20	\$25,380.00	50%	23
September	\$1,941,500.00	\$1,738,000.00	\$20,625.00	\$16,321.40	90%	17
October	\$3,227,500.00	\$825,000.00	\$35,654.00	\$13,068.00	26%	17
November	\$433,000.00	\$1,924,700.00	\$7,674.00	\$35,637.00	445%	17
December	\$1,362,000.00	\$82,500.00	\$11,128.25	\$2,958.00	6%	7
TOTALS TO DATE		\$24,807,847.00		\$304,663.45		209
2013 COMPARISON		\$35,856,325.00		\$387,985.25		214
Total % CHANGE		69%		79%		98%

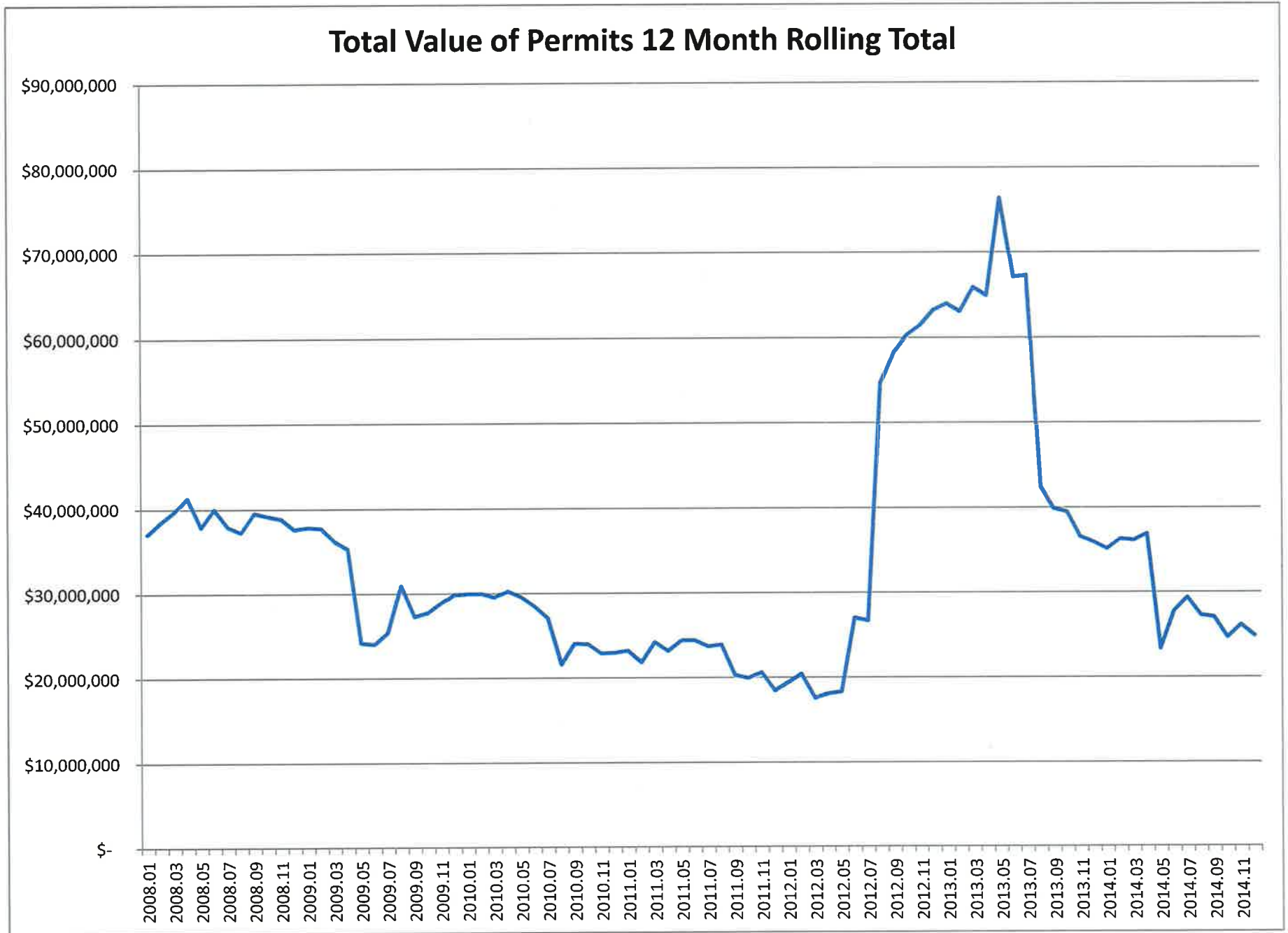
Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond



Note: The Graphs Below only Include Septic Permits in 2012 and beyond





REPORT REC-2015-001

TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works and Parks

DATE: January 21, 2015

SUBJECT: Costing of Additional Sound Study Alternatives for the ORC
File No. R05ORC

RECOMMENDATIONS

That Report REC-2015-001 regarding Costing of Additional Sound Study Alternatives for the ORC be received; and

That should Council proceed with a further sound study, that funding of the sound study be considered during operating budget deliberations on January 28, 2015.

DISCUSSION

Purpose

The purpose of this Report is to provide Council with a cost estimate on the various alternatives associated with performing an additional sound study for the Optimist Recreation Centre in response to a concern raised regarding the sound levels originating from the ice rink compressor.

Background

Gamsby & Mannerow now GM BluePlan completed a sound level assessment at the ORC at the end of 2013 and early 2014 to compare noise levels before and after the installation of the new compressors. These reports were distributed to Council for discussion at the meeting on March 19, 2014. Findings from these reports showed that the noise levels of the new compressors are within the MOE recommended limit for this area. For Council's information, the reports dated January 17, 2014 and March 13, 2014 are attached as Schedule A to this report.

At the Council meeting on December 14, 2014, Council requested that staff obtain an estimate for the purpose of conducting an additional detailed sound level assessment.

Cost Estimates for Additional Sound Study Options

Option 1: Summarized estimate to perform a 24 hour sound study:

Contractor	Costs
GM BluePlan	\$ 2000.00
dBA Environmental	\$ 3500.00
Total Refrigeration	\$ 1500.00
Total	\$ 7000.00

Option 2: Summarized estimate to perform a 5 day sound study:

Contractor	Costs
GM BluePlan	\$ 2000.00
dBA Environmental	\$ 6500.00
Total Refrigeration	\$ 1500.00
Total	\$ 10000.00

Other Considerations for timing of the Study

Weather:

- It is important to schedule the noise study with weather conditions that would ensure that the compressors are active throughout the time period of the study.

FINANCIAL IMPLICATIONS

Based on Council's decision it is recommended that this project be funded from the operating general ledger account number 01-0080-4305 included as a base budget increase.

APPLICABLE LEGISLATION AND REQUIREMENTS

The Ministry of the Environment document "Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning" Publication NPC-300

ATTACHMENTS

Gamsby and Mannerow – Sound Level Assessment dated January 17, 2014
Gamsby and Mannerow – Comparison of Sound Level Assessments dated March 13, 2014



January 17, 2014
Our File: 109012

Township of Puslinch
7404 Wellington Road 34
Guelph, ON N1H 6H9
Attention: Mr. Don Creed
Director of Public Works and Parks

Re: Sound Levels Assessment
Puslinch Optimist Recreation Centre
23 Brock Road South
Aberfoyle, ON

Dear Mr. Creed:

This letter report is to present the findings of the sound levels assessment completed on December 30, 2013 to investigate the transmission of sound from the Puslinch Optimist Recreation Centre (ORC) to the neighbouring properties fronting along Maple Lane in Puslinch, Ontario.

BACKGROUND

The purpose of the sound level assessment was to determine whether the ORC ice rink compressor was contributing to a level of sound that is above the general “urban hum” that could be expected from a low density urban setting.

For the purpose of this assessment the residential area along Maple Lane was considered to be a “Class 2 area” where the background sound levels are predominately road traffic and the activities of people between the hours of 0700 to 1900. The Ministry of the Environment (MOE) document “Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning” Publication NPC-300 was used as a reference in completing the assessment. The referenced document outlines the sound level limits for the different class areas as noted below in MOE Table B-2.

Table B-2
Exclusion Limit Values of One-Hour Equivalent Sound Level (L_{eq} , dBA)
Plane of Window of Noise Sensitive Spaces

Time of Day	Class 1 Area	Class 2 Area	Class 3 Area	Class 4 Area
07:00 – 19:00	50	50	45	60
19:00 – 23:00	50	50	40	60
23:00 – 07:00	45	45	40	55

METHODOLGY

The assessment included the completion of two measurements, each of 25 minutes and 1 second in duration with readings collected every 30 seconds, using a Quest Technologies Sound Pro II sound level instrument. The two measurements were completed in close succession with the first measurement collecting readings of the background sound levels of the general area (referred to as “background”) and the second measurement collecting background sound levels and the addition of the ORC ice rink compressor noise (referred to as “active”).

The sound levels were recorded with the microphone, equipped with a windscreen, oriented in the direction of the stationary sound source (ORC ice rink compressor) and placed at a height of 1.53 metres above the ground surface. The microphone was placed in front of the main access door to 8 Maple Lane to best represent an area where, if open, sound would likely transmit into the residence.

FINDINGS

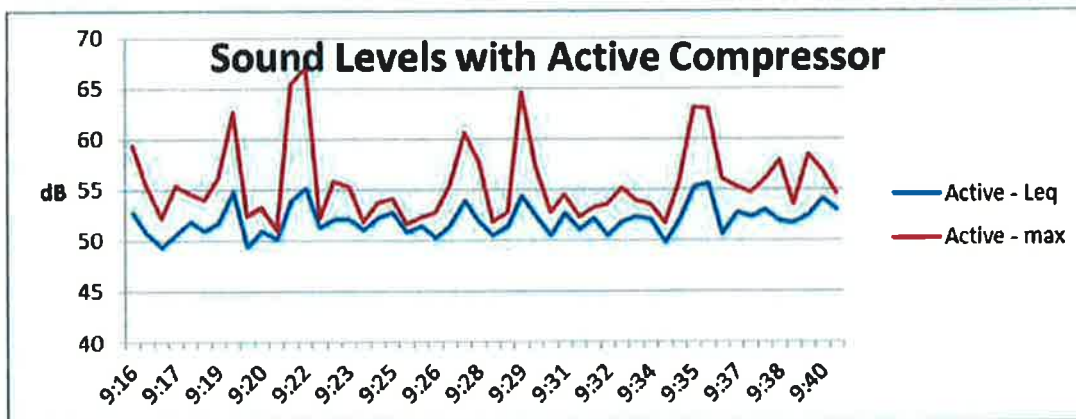
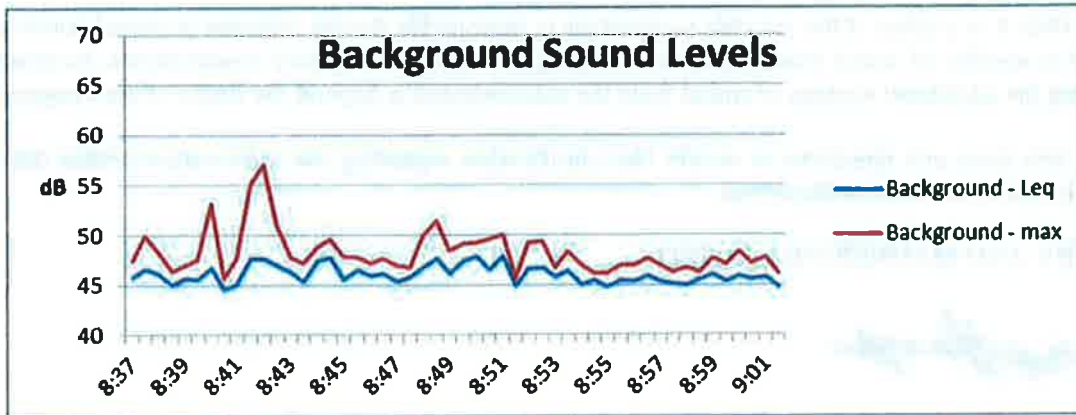
The weather during the sound level assessment was partly cloudy, calm air with an approximate temperature of -12°C.

The background sound level measurement occurred between 0837 and 0901. During the background measurement the reported discernible sounds included vehicular traffic being transmitted from Brock Road South (approximately 130 metres to the east of the test location) and low level human conversation occurring outside the ORC in the ice rink area.

The active measurement occurred between 0916 and 0940. During the active measurement an increase in vehicular traffic both along Brock Road South and at the ORC was noted. Additionally, the number of human conversations and activities that occurred at the ORC also increased from the background to the active sound level measurements. Also of note was the one minute conversation between G&M staff and the resident of 10 Maple Lane that occurred at 0921 hrs. The ORC ice rink compressor was running for the full duration of the active measurement.

The results of the background and active sound level measurements are presented below in the correspondingly labelled charts.





The average L_{eq} for the background measurement is 46.1 decibels (dB) and is 51.9 dB for the active measurement representing an increase in 5.8 dB.

Averaged maximum sound level readings of 48.3 dB and 55.7 dB were recorded for the background and active compressor measurements, respectively.

DISCUSSION

The background sound level measurement (46.1 dB) is within the MOE guideline for a Class 2 area.

The active sound level measurement would suggest that the combined average sound levels (55.7 dB) being transmitted from the ORC in the direction of the residential house at 8 Maple Lane are above the MOE guideline of 50 dB.



At this time it is unclear if the ice rink compressor is responsible for the increase in sound levels as the number of number of sound sources increased during the active sound level measurement. Isolating and removing the additional sources of sound from the measurement is beyond the limits of the assignment.

Should you have any questions or would like clarification regarding the information within the letter report, please contact the undersigned.

GAMSBY AND MANNEROW LIMITED

Per:



Cory Young, B.Sc.-Env.Sc, C.Tech.

CY/sc



Gamsby and Mannerow
ENGINEERS



Gamsby and Mannerow
ENGINEERS



March 13, 2014
Our File: 109012

Township of Puslinch
7404 Wellington Road 34
Guelph, ON N1H 6H9

Attention: Mr. Don Creed
Director of Public Works and Parks

Re: Sound Levels Assessment
Puslinch Optimist Recreation Centre
23 Brock Road South
Aberfoyle, ON

Dear Mr. Creed:

This letter report is to present the findings of the sound levels assessment completed on March 5, 2014 to investigate the transmission of sound from the recently installed ice rink compressor located within the Puslinch Optimist Recreation Centre (ORC) to the neighbouring properties fronting along Maple Leaf Lane in Puslinch, Ontario.

BACKGROUND

The purpose of the sound level assessment was to determine whether the ORC ice rink compressor was contributing to a level of sound that is above the general "urban hum" that could be expected from a low density urban setting.

For the purpose of this assessment the residential area along Maple Leaf Lane was considered to be a "Class 2 area" where the background sound levels are predominately road traffic and the activities of people between the hours of 0700 to 1900. The Ministry of the Environment (MOE) document "Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning" Publication NPC-300 was used as a reference in completing the assessment. The referenced document outlines the sound level limits for the different class areas as noted below in MOE Table B-2.

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Gamsby and Mannerow Ltd. Guelph, Owen Sound, Listowel, Kitchener, Exeter
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Table B-2
Exclusion Limit Values of One-Hour Equivalent Sound Level (L_{eq} dBA)
Plane of Window of Noise Sensitive Spaces

Time of Day	Class 1 Area	Class 2 Area	Class 3 Area	Class 4 Area
07:00 – 19:00	50	50	45	60
19:00 – 23:00	50	50	40	60
23:00 – 07:00	45	45	40	55

Since the December 2013 sound levels assessment the Township of Puslinch has replaced the ice rink compressor with a newer unit. The purpose of this sound levels assessment is to measure and record the resulting sound levels with the new compressor.

METHODOLOGY

The assessment included the completion of two measurements, each of 25 minutes and 1 second in duration with readings collected every 60 seconds, using a Quest Technologies Sound Pro II sound level instrument. The two measurements were completed in close succession with the first measurement collecting readings of the background sound levels of the general area (referred to as “background”) and the second measurement collecting background sound levels and the addition of the ORC ice rink compressor noise (referred to as “active”).

The sound levels were recorded with the microphone, equipped with a windscreen, oriented in the direction of the stationary sound source (ORC ice rink compressor) and placed at a height of 1.61 metres above the ground surface. The microphone was placed in front of the main access door to 8 Maple Leaf Lane to best represent an area where, if open, sound would likely transmit into the residence. The collection of information and location of the microphone is similar to the December 2013 sound level assessment.

FINDINGS

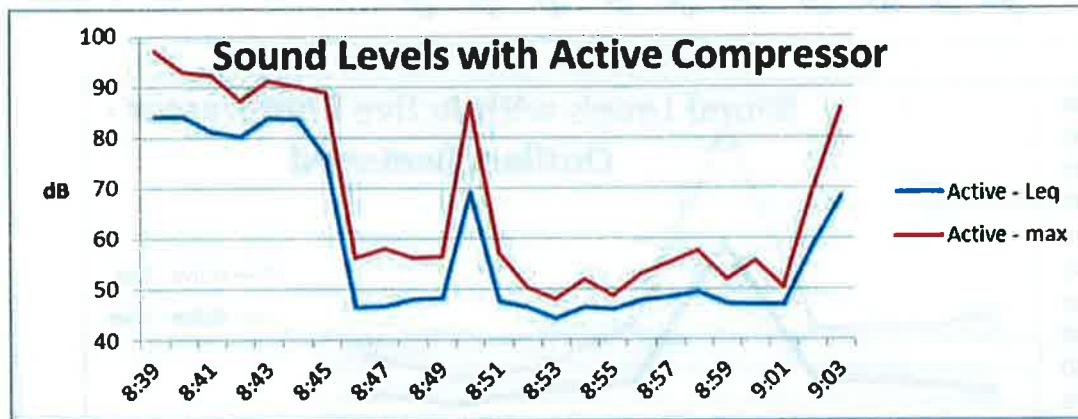
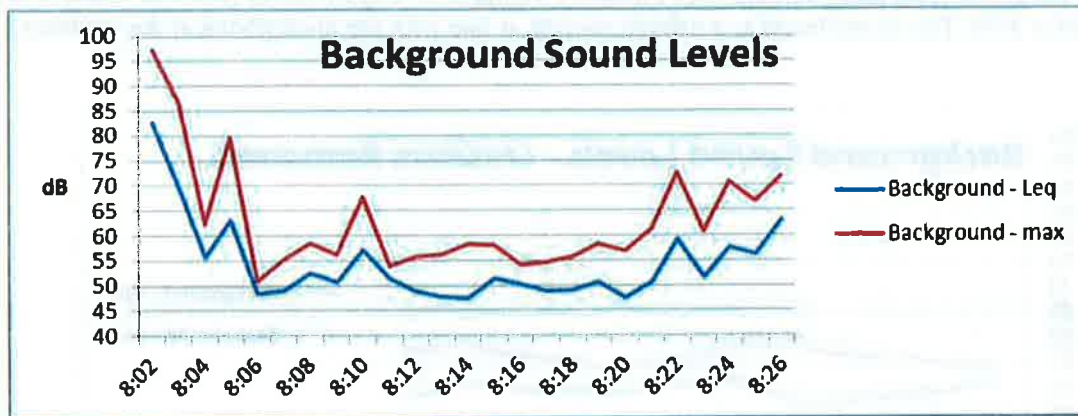
The weather during the sound level assessment on March 5th, 2014 was partly cloudy with calm air and an approximate temperature of -12°C.

The background sound level measurement occurred between 0802 and 0826. During the background measurement the reported discernible sounds included vehicular traffic being transmitted from Brock Road South (approximately 130 metres to the east of the test location), general household noise from within the residence and local wildlife (birds) in the area. The initial sound level measurements are deemed to be artificially elevated due to personnel movement in close proximity to the sound level instrument. At approximately 0821 hours the residents of the house (#8 Maple Leaf Lane) opened the garage door and then left the premises. The increased noise levels were recorded until the end of the measurement period.



The active measurement occurred between 0839 and 0903. During the active measurement an increase in vehicular traffic along Brock Road South was noted. A conversation occurred between the ORC building and the sound level measuring location at the beginning and the end of the 'active' measurement. At approximately 0850 an automobile was started in this same location and left the area. The ORC ice rink compressor was running for the full duration of the active measurement.

The results of the background and active sound level measurements are presented below in the correspondingly labelled charts.

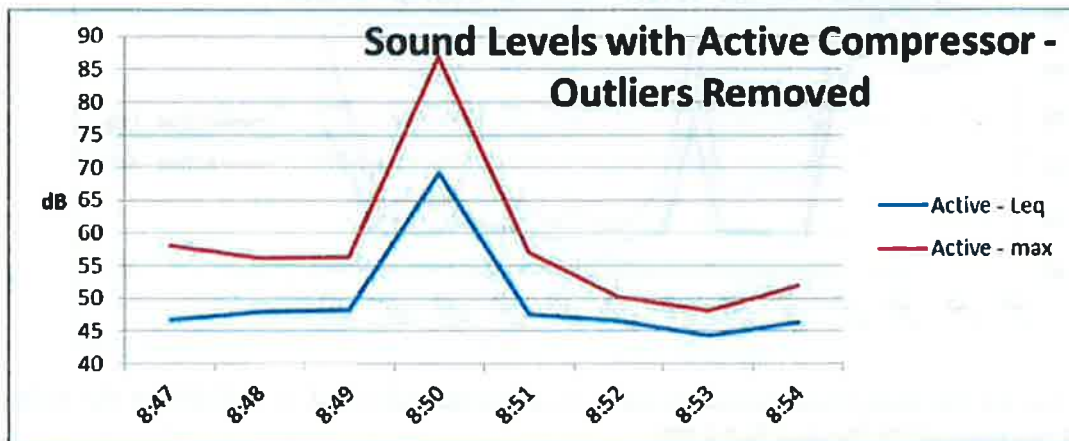
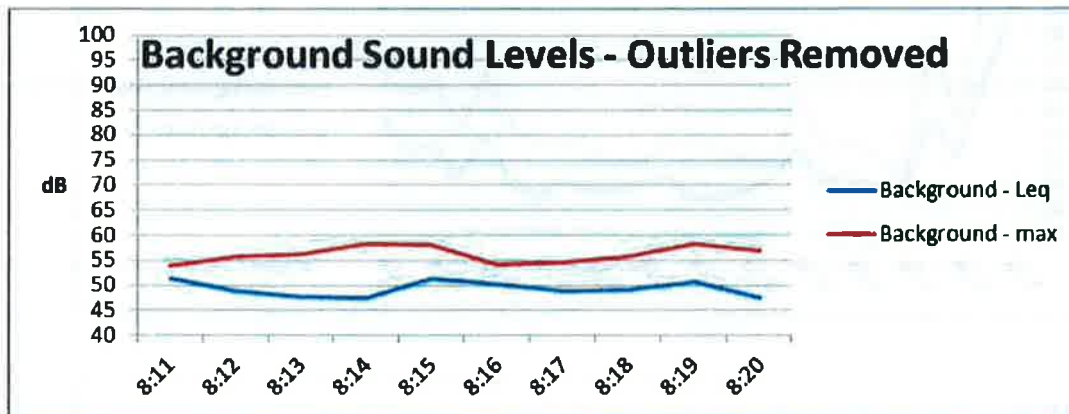


The average L_{eq} for the background measurement is 54.4 decibels (dB) and is 59.0 dB for the active measurement representing an increase in 5.4 dB.

Averaged maximum sound level readings of 63.2 dB and 67.5 dB were recorded for the background and active compressor measurements, respectively.

Due to the localized disturbances that occurred during both sets of measurements (background and active) the data was further analyzed by only assessing the middle eight minutes of each measurement effectively removing the “outliers” found at the beginning and end of each set of measurements. By analyzing the central readings, which are arguably the most accurate measurement of comparing the background and active compressor readings, the resulting averages (49.3 dB and 49.6 dB, respectively) are within the recommended levels for a MOE guideline Class 2 area. The sound level measurements with the outliers removed are presented in the charts below.

During the sound level measurement with the active compressor a spike in the recorded sound level was recorded at 8:50. This is attributed to a vehicle starting in line with the microphone at the roadway.



DISCUSSION

The averaged sound level measurements with the outliers removed are within the acceptable range of the MOE guideline for a Class 2 area.

The sound level measurement with the active compressor (with outliers removed) is only marginally higher than the background sound level measurement and is not considered to contribute a significant amount to the background sound levels.

The removal of the outliers was not applied to the December 2013 Sound Level Assessment due to the absence of noticeable localized disturbances (or outliers) present during the measurements. Had this methodology been applied the resulting averaged sound levels would have been 46.5 dB for the background and 51.8 dB for the active measurement. This represents a difference of 0.6 and 0.1 dB, respectively.

Should you have any questions or would like clarification regarding the information within the letter report, please contact the undersigned.

GAMSBY AND MANNEROW LIMITED

Per:



Cory Young, B.Sc.-Env.Sc, C.Tech.

CY/sc



Gamsby and Mannerow
ENGINEERS



Gamsby and Mannerow
ENGINEERS



March 13, 2014
Our File: 109012

Township of Puslinch
7404 Wellington Road 34
Guelph, ON N1H 6H9

Attention: Mr. Don Creed
Director of Public Works and Parks

Re: Comparison of Sound
Level Assessments
Puslinch Optimist Recreation Centre
23 Brock Road South
Aberfoyle, ON

Dear Mr. Creed:

This letter report is to present a comparison of the findings of the two sound level assessments that occurred at #8 Maple Leaf Lane adjacent to the Puslinch Optimist Recreation Centre (ORC) in Puslinch, Ontario. The assessments were conducted to assess the sound levels originating from the ice rink compressor located within the ORC. The first assessment was completed on December 30, 2013, following that assessment the ice rink compressor was replaced and a second sound level assessment was completed on March 5, 2014.

BACKGROUND

The purpose of the comparison of the two assessments is to determine whether the new ice rink compressor is contributing to a level of sound that is below the previous compressor.

As previously mentioned in the letter reports dated January 17, 2014 and March 13, 2014 the residential area along Maple Leaf Lane was considered to be a "Class 2 area" where the background sound levels are predominately road traffic and the activities of people between the hours of 0700 to 1900. The Ministry of the Environment (MOE) document "Environmental Noise Guideline – Stationary and Transportation Sources – Approval and Planning" Publication NPC-300 was used as a reference in completing the assessment. The referenced document outlines the sound level limits for a Class 2 area of 50 dB between the hours of 0700 and 1900.

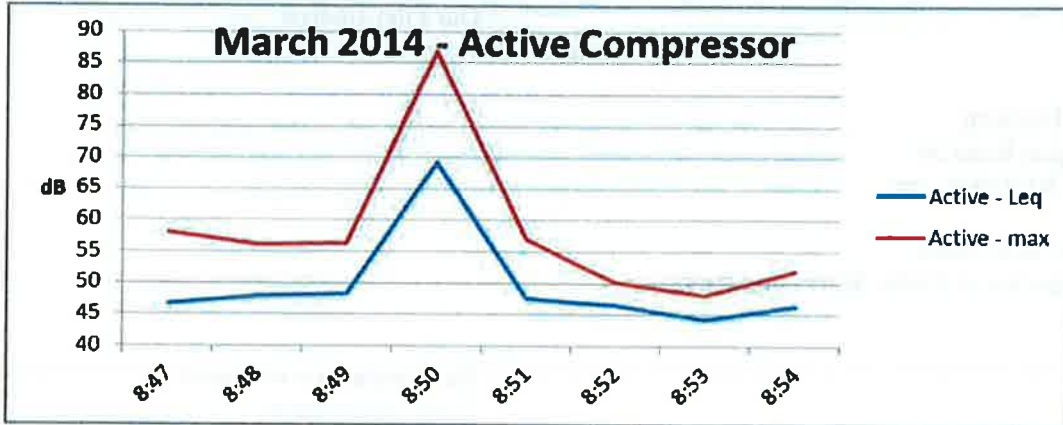
DATA ANALYSIS

The March 5, 2014 measurement of sound levels with the ice rink compressor active (i.e. actively operating) resulted in the collection of data as presented in the graph below. As noted in the letter report

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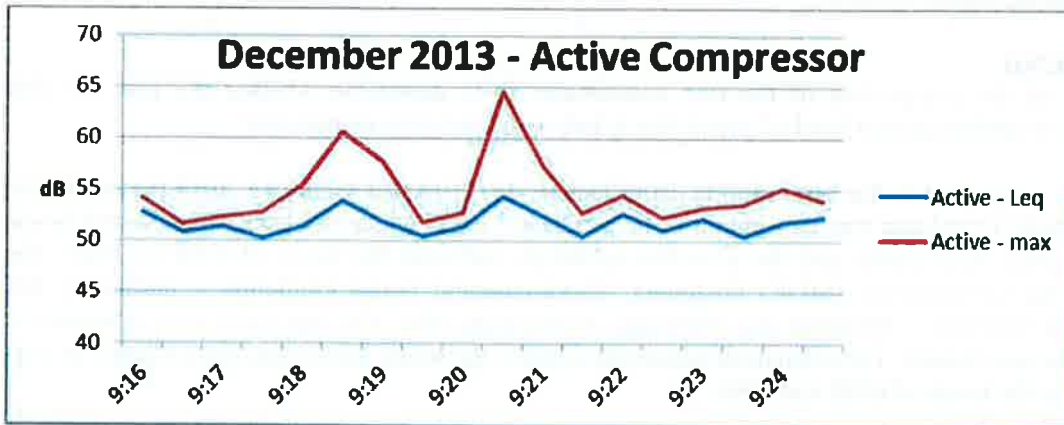
Gamsby and Mannerow Ltd. Guelph, Owen Sound, Listowel, Kitchener, Exeter
650 Woodlawn Rd. W. Block C, Unit 2, Guelph, ON N1K1B8 519-824-8150 fax 519-824-8089 www.gamsby.com

dated March 13, 2014, the presence of non-typical readings (outliers) appeared during both the background and active compressor sound level measurements. The outlying data collected at the beginning and end of each measurement was removed resulting in the chart below.



The collection of the data while the compressor was active included the occurrence of traffic movements at the ORC and an adjacent roadway to the east, as well as increased human activity and conversations at the ORC and neighbouring properties. The March 5th, 2014 averaged active compressor sound levels recorded were **49.6 dB**. Average background levels recorded on this date were 49.3 dB. The average sound levels recorded during the March 6th, 2014 measurement were both below the MOE guideline of 50 dB.

The December 30, 2013 measurement of sound levels with the ice rink compressor active resulted in the collection of data as presented in the graph below. For comparison purposes the same methodology of only analyzing the central eight minutes of the measurement was used.



The collection of the data while the compressor was active included the occurrence of traffic movements at the ORC and an adjacent roadway to the east, as well as increased human activity and conversations at the ORC and neighbouring properties. The December 30th, 2013 averaged active compressor sound levels recorded were **51.8 dB**. Average background levels recorded on this date were 46.5 dB. The average active compressor sound levels recorded during the December 30, 2013 measurement were above the MOE guideline of 50 dB.

DISCUSSION

A comparison of the two data sets would suggest that the new ice rink compressor is operating at a lower sound level than the original compressor as measured on December 30th, 2013 and that the new compressor's measured averaged sound level readings are below the MOE guideline for a "Class 2 area".

The March 5th, 2014 sound level measurement with the active ice rink compressor (with outliers removed) is only marginally higher than the background sound level measurement and is not considered to contribute a significant amount to the background sound levels from the .

Should you have any questions or would like clarification regarding the information within the letter report, please contact the undersigned.

GAMSBY AND MANNEROW LIMITED

Per:



Cory Young, B.Sc.-Env.Sc, C.Tech.

CY/sc



Gamsby and Mannerow
ENGINEERS

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/15

**Being a By-law to amend By-law 19/85, being a
Zoning By-law for the Township of Puslinch**

WHEREAS the Council of the Corporation of the Township of Puslinch deems it desirable to amend said By-law Number 19/85, as amended.

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

1. THAT the map forming Schedule 'A' to By-law 19/85 being the Zoning By-law for the Township of Puslinch is amended by changing the zoning on the land described as Part of Lot 7, Concession 4, as is illustrated by Schedule 'A' attached to and forming part of this By-law from an Agricultural (A) zone to an Agricultural site specific (A-58) zone.
2. THAT the map forming Schedule 'A' to By-law 19/85 being the Zoning By-law for the Township of Puslinch is amended by changing the zoning on the land described as Part of Lot 7, Concession 4, as is illustrated by Schedule 'A' attached to and forming part of this By-law from an Agricultural (A) zone to an Agricultural site specific (A-59) zone. The NE zone is to remain unchanged.
3. That the said By-law Number 19/85, as amended, is hereby further amended by adding the following new paragraph forming Section (A-58) attached to and forming part of this By-law:

“(fff) A-58 Notwithstanding the permitted uses of Section 5(2), the land zoned A-58 may be used for grain elevators and associated uses, for the processing of farm produce, subject to the following regulations:

- i) Notwithstanding any other section of this by-law to the contrary, a residential dwelling shall be prohibited in this zone;
- ii) Minimum Distance Separation 1 (MDS 1) is not applicable to this property and therefore does not need to meet the required MDS 1 setbacks to adjacent livestock facilities; and,
- iii) That the lands zoned A-58 shall be subject to the provisions of subsection 5(3)(e)(iii)(iv)(v) and (vi) for new development.”

4. That the said By-law Number 19/85, as amended, is hereby further amended by adding the following new paragraph forming Section (A-59) attached to and forming part of this By-law:

“(ggg) A-59 For the lands zoned A-59, identified as Part of Lot 7, Concession 4, MDS II is not applicable for new barn construction or additions to existing livestock buildings on these lands. This exemption only applies to the adjacent lands zoned A-58 with existing grain elevators and associated uses. MDS II requirements shall be applied to all other neighbouring land uses.

Any future development on the land zoned A-59 shall be subject to the Agricultural (A) provisions.”

5. That except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 19/85, as amended.
6. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Puslinch, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF
JANUARY, 2015.**

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 04/15.

Schedule "A"



**Rezone from A to (A-58)
Rezone from A to (A-59)**

This is Schedule "A" to By-law 04/15

Passed this 21st day of January 2015.

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER 04/15

THE SUBJECT LANDS

The subject property is described as Part of Lot 7, Concession 4, and is municipally known as 6649 Forestell road in the Township of Puslinch.

THE PURPOSE AND EFFECT of the zoning by-law amendment is to implement a reciprocal zoning arrangement, which will allow for a new lot with a grain drying facility to be established with no impact on surrounding land uses.

This amendment will rezone portions of the subject lands to an agricultural exception zone (A-58), which will restrict a residential dwelling on the parcel and will further restrict the application of MDS 1 to the lot. This means that the severed lot does not need to meet the required MDS 1 setbacks to adjacent livestock facilities.

The amendment will also rezone the larger agricultural parcel to an agricultural exception zone (A-59), which allows MDS 2 requirements **not** to be applied to the lands zoned (A-58). MDS 2 requirements will apply to all other neighbouring land uses should the barn choose to expand in the future.

This rezoning is a condition of approval for consent application B134/13 that was granted provisional consent on July 24, 2013.

Minimum Distance Separation (MDS)

MDS is a formula developed by the Province to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

MDS 1 is applied at the time of a development application (i.e. severance application). It is applied in order to protect existing residential uses from the odours associated with livestock facilities and is also required to ensure that the existing livestock facilities in the area are not hindered from any future expansion or daily operation by new land uses.

MDS 2 is applied at the building permit stage when a farmer wishes to establish or expand a livestock facility on their property. MDS 2 is applied to ensure that the establishment or expansion of a barn will not have a negative impact on surrounding land uses.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/15

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

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

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

1. That Schedule 'A' (Map A-4) of Zoning By-law 19/85 is hereby amended by rezoning Part of Lot 27 and Lot 28, Concession 7, from Industrial (IND) Zone to the **HIGHWAY COMMERCIAL (C2) ZONE**, as shown on Schedule "A" of this By-law.
2. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF JANUARY, 2015.

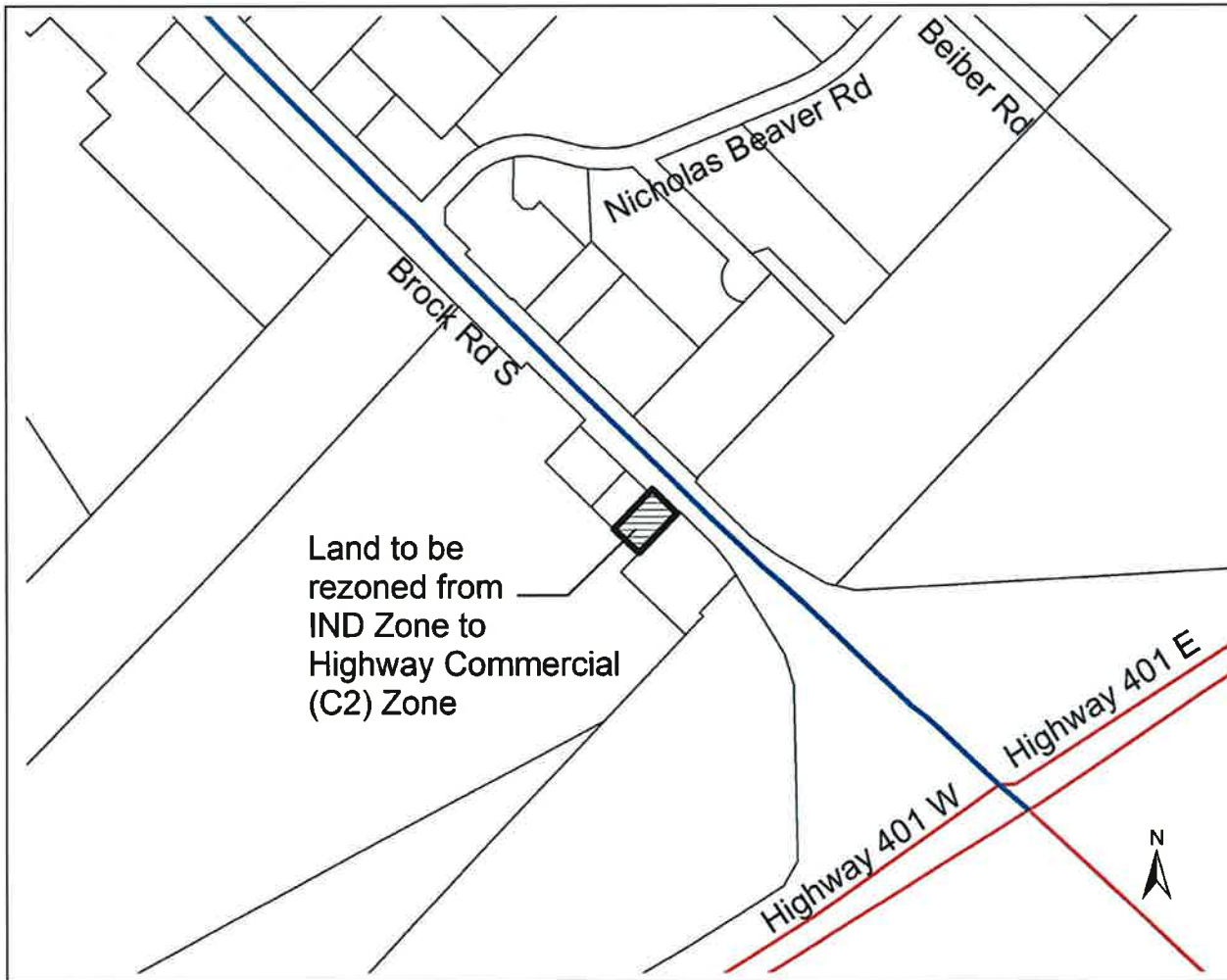
Dennis Lever, Mayor

Karen Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NO. 05/15

SCHEDULE "A"



Land to be
rezoned from
IND Zone to
Highway Commercial
(C2) Zone

This is Schedule "A" to By-law No. 05/15

Passed this 21st day of January, 2015.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXPLANATION OF BY-LAW NO. 05/15

By-law Number 05/15 amends the Township of Puslinch Zoning By-law 19/85 by rezoning Part of Lot 27 and 28, Concession 7 from the current Industrial (IND) Zone to the HIGHWAY COMMERCIAL (C2) ZONE as shown on Schedule "A" of this By-law.

The purpose of this Zoning By-law amendment is to allow for the expansion of an existing commercial lot along the industrial-commercial corridor of Brock Road South. A lot line adjustment application (B93/14) was recently approved by the County Land Division Committee whereby the subject lands (illustrated below) would be severed and merged with the adjacent C2 lot. Rezoning of the severed portion was a condition of the Township. The amending by-law rezones the subject land to the Highway Commercial C2 - similar to the adjacent property to the north and those lands on the opposite side of Brock Road.

Development of the property for commercial uses will be subject to Site Plan Control.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

14(c)

BY-LAW NUMBER XX/15

Being a by-law to Appoint a Closed Meeting Investigator

WHEREAS by Section 239.1 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, permits a person to request an investigation of whether a municipality or local board has complied with Section 239 of the *Municipal Act, 2001*, as amended, or a procedure by-law under subsection 238(2) in respect of a meeting or part of a meeting that was closed to the public;

AND WHEREAS the *Municipal Act, 2001, s. 239.2* authorizes a municipality to appoint a meeting investigator who has the function to investigate in an independent manner;

AND WHEREAS Council of The Corporation of the County of Wellington retained John Maddox of JGM Consulting to provide a Closed Meeting Investigator Service to the County of Wellington and the member municipalities who wish to participate;

AND WHEREAS Council passed Resolution 2014-418 on December 17, 2014 to pass a By-law to appoint John Maddox of JGM Consulting as its Closed Meeting Investigator from January 1, 2015 to December 31, 2017.

AND WHEREAS Council deems it expedient to pass a by-law to appoint John Maddox of JGM Consulting, as retained by the County of Wellington, as the Closed Meeting Investigator for the Township of Puslinch;

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

- 1) That pursuant to Sections 9, 10, 11 and 239.2 of the *Municipal Act, 2001*, as amended, Council hereby appoints JGM Consulting as the Closed Meeting Investigator for the Township of Puslinch in accordance with the terms and conditions of the agreement between the County of Wellington and JGM Consulting;
- 2) That the appointment shall be for a term of two years commencing the 1st day of January, 2015 and ending on the 31st day of December 2017, in accordance with the terms and conditions of the agreement between the County of Wellington and John Maddox of JGM Consulting.
- 3) That this By-Law shall come into force and take effect upon the final passage thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF January, 2015.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/15

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held on January 21, 2015.

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 meeting held January 21, 2015 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 21st DAY OF January, 2015.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk