



## **MINUTES**

### **MEMBERS PRESENT**

Councillor Stokley, Chair  
Councillor Roth  
Chief Steve Goode  
Deputy Fire Chief of Administration, Josh Shepherd  
Deputy Fire Chief of Operations, Rob Frosch

### **TOWNSHIP STAFF**

Mayor Dennis Lever  
Karen Landry, CAO/Clerk  
Michelle Cassar, Deputy Tax Collector

#### 1. **CALL TO ORDER**

The meeting was called to order at 1:00 pm.

#### 2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

#### 3. **APPROVAL OF MINUTES**

Moved by Councillor Roth and Seconded by Josh Shepherd

**FIR-2014-007**

THAT the Fire and Rescue Committee minutes dated March 19, 2014 be approved.

**CARRIED**

#### 4. **CLOSED MEETING**

None.

#### 5. **DELEGATIONS/PRESENTATIONS**

None.

#### 6. **REGULAR BUSINESS**

##### 1. Fire Master Plan Update

Josh Shepherd recommends the Fire and Rescue Committee forward Report FIR-2014-004 to Council for approval. Chief Goode advised that he originally advised Council the Fire Master Plan could be completed in-house to reduce



costs. After some investigation, Chief Goode advised the Committee that the Development Charges will cover part of the cost to hire a consultant. The consultant will be able to provide more in depth knowledge to Staff in order to develop the Fire Master Plan.

Karen Landry advised the next steps will be to modify the report to include the Committee's support and to forward the Report to council for consideration at its June 4, 2014 meeting.

Moved by Councillor Roth and Seconded by Josh Shepherd **FIR-2014-008**  
THAT the Fire Master Plan Report FIR-2014-04 be amended in accordance with the recommendations made by the Fire and Rescue Committee and forwarded to Council for approval.

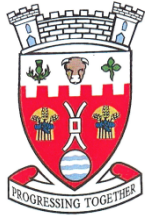
**CARRIED**

2. Open Air Burning By-Law Update

Chief Goode provided the Committee an update from the Public meeting that was held on April 1, 2014. Some of the changes that will be made from suggestions were – to exclude grass and weeds as ground cover, and to include a definition of “Nuisance”.

Councillor Stokley questioned how the nuisance calls will be dealt with since it is a subjective issue. Chief Goode advised that there will be extra discussion and training once the By-law has been passed to prepare the Firefighters in dealing with complaints, and the Fire Chief or his designate will have to determine if the fire is classified as a nuisance.

Chief Goode received an email inquiring if the Fire Chief has the ability to modify any of the conditions in section 4 – the size of the burn. Chief Goode feels that 1 cubic foot is not big enough for some of the potential burn piles and would like to include the ability for the Fire Chief to approve exceptions in the By-law. The Chief or his designate would inspect these larger burn sites



and the permit holder would be required to call the day that they burn. It is recommended that the fees By-law include a fee for a specific inspection for a larger burn. The proposed \$40 fee is in keeping with surrounding municipalities within the County.

Moved by Chief Goode and Seconded by Councillor Roth **FIR-2014-009**  
THAT Report FIR-2014-003 and the proposed Open Air Burning By-Law be received and recommended to Council for adoption.

**CARRIED**

3. Fireworks By-Law

Karen Landry advised the Committee that the By-law is on the Council agenda for May 21, 2014. Karen Landry advised that staff have gone through the additional comments from the last meeting and have made a few minor changes including Diwali and the Chinese New Year as dates for the sale and setting off of fireworks. Staff require additional time to prepare a policy for fireworks being set off on Township lands.

4. Future Initiatives Update

Fire Master Plan - Karen Landry advised there will be a requirement to issue a RFP (Request for Proposal) for consultants.

Public Education – Chief Goode advised that the Fire Department will be implementing a smoke alarm program to meet legislative requirements. Fire Prevention Officers Jason Benn and Graham Ross are developing a “Home Safe Home” smoke alarm program. Councillor Stokley inquired about the need for carbon monoxide detectors and Councillor Roth inquired about home inspections. Chief Goode advised that these are not legislated requirements, but it is required that the Fire Department promotes smoke alarms. Chief



Goode indicated that if fire personnel are on site and there is no smoke alarm, there must be one installed before they leave. Captain Rob Frosch will be at the Aberfoyle Farmers' Market starting in the next few weeks to promote fire safety. Chief Goode advised he proposes appointing someone internally to be a Public Education Officer. A report will be prepared for consideration by the Committee.

Website - Karen Landry advised that esolutions is the successful proponent. Councillor Susan Fielding was appointed to that working group and the anticipated launch date for the website is the end of 2014.

Open Air Burning By-Law & Fireworks By-Law were already discussed. See items 2 & 3 above.

#### Emergency Fire Reservoir Standards & Maintenance Policy –

A meeting has been set up with Gamsby and Mannerow to review Township agreement conditions and standards related to the collection of perpetual maintenance fees for Fire Reservoirs and Storm Water Management Pond assets. Chief Goode advised the Committee that the tanks are to be checked quarterly. He also asked if there was any way through a fee to recover costs, possibly a fee collected up front for perpetual maintenance. Karen Landry advised it will be considered and investigated through the Township's review of its standards.

#### 5. Revised Meeting Schedule for 2014

Councillor Stokley indicated he would prefer to not make the proposed change as he has several other Township commitments on Wednesdays. Karen Landry advised the committee that this revised schedule was developed as a



result of a request made by the committee at its last meeting. The Committee discussed and agreed to maintain the same start time of 1:00 pm for meetings. Councillor Stokley inquired about the status of the Committee structure. Karen Landry advised a report is to be prepared for consideration during this term of Council. Karen Landry did advise that it is not a common practise to have members of staff as a voting member on a committee as the role of staff is to provide information and a recommendation.

6. Puslinch Fire and Rescue Service Monthly Report – April 2014

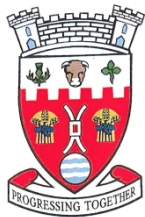
Councillor Stokley advised he likes the new format of the report and the information it includes e.g. public education efforts. It provides specific information, highlights the educational efforts being made, and the format is up to date. Chief Goode noted that enhancements will continue to be made to the report.

Moved by Councillor Roth and Seconded by Captain Frosch **FIR-2014-010**  
THAT the Fire and Rescue Service Monthly Report for April 2014 be received.

**CARRIED**

7. Update of Facility/Vehicles

Captain Frosch advised the Committee that, though it was no fault of our Firefighters, April was a trying month for vehicles and accidents. Tanker 39 was involved in an accident. Through defensive driving Firefighter Schindler saved the truck from being a write off and avoided injuries and damage to the other vehicle. The bumper and the tire are being replaced. Some damage was not seen initially, but was found through regular truck checks. The cost of \$3000+ will be absorbed through the other insurance agency as the other vehicle's driver was charged.



Aerial 33 caught fire and sustained \$2500 in damage. Quick thinking Firefighters prevented greater damage.

Pumper 32 has \$4860 in maintenance work that is required. They will be installing hard covers on top of the truck for the hoses.

The compressor is now installed and full training will be provided to the Firefighters.

All Firefighters are receiving uniforms and personal protective equipment updates.

Councillor Roth inquired what the requirements are other than a DZ licence for a Firefighter to be able to drive a Fire Truck. Chief Goode advised that there used to be a Driver Trainer, but at the moment there is nothing in place. The Firefighters are expected to report any issues to their Captain or the Chief. Staff was requested to look into past practices which included the ability to routinely review driver abstracts through agreement with the Ministry of Transportation.

#### 8. Fire Fighters' Association Report

Chief Goode advised that the Firefighters are handing out flyers for the Open House event on May 31. The Firefighters will be volunteering their time. Donations will go to the nurse at Duff's Presbyterian Church. There will be representation from Emergency Management County staff and the Wellington Dufferin Guelph Public Health Unit. Many supplies have been donated from local businesses such as Change of Pace, Tim Hortons, Sunset Grill and Zehrs. As well as breakfast there will be Fire Truck rides, auto extrication and a smoke house.

#### 9. Training Update

Chief Goode advised that County training school is going very well for the new recruits. The Township will be hosting the training on water supply. At the end



Fire & Rescue Committee Meeting  
Wednesday May 21, 2014  
1:00 pm  
Council Chambers, Aberfoyle

of the training, the Fire Department will do a cost saving comparison to see what we are saving, but it seems to be effective at this point. Our Training staff have only been involved a couple times. Deputy Chief Shepherd advised there has been an e-learning component added, and that makes a significant difference for cost savings. Councillor Roth inquired if there was still a need for the recruits to attend the Fire College. Chief Goode advised that Puslinch has been providing all training here and does not use the Fire College. Councillor Stokley enquired if our Fire Department was still maintaining the high level of training that we have always provided to our recruits. Chief Goode and Deputy Chief Shepherd both advised yes, that the County is using Puslinch for a lot of their training benchmarks. Karen Landry asked what the future plans are with the County Training Officer. Chief Goode advised the short term plan is to get all of the Townships up to the same standard level of training, and then for the long term rotate the training programs developed by the Training Officer throughout the County to maintain a standard level of training.

### **ADJOURNMENT**

The meeting adjourned at 2:10 pm.



Planning Advisory Committee Meeting  
June 23, 2014  
7:30 pm  
Council Chambers, Aberfoyle

## MINUTES

### **MEMBERS PRESENT:**

Councillor Roth, Chair  
Marilyn Fisher  
John Sepulis  
Lorne Wallace  
Robin Wayne  
Dennis O'Connor

### **OTHERS IN ATTENDANCE:**

Karen Landry, CAO/Clerk  
Kelly Patzer, Development Coordinator  
Jameson Pickard, County of Wellington

### **1. CALL TO ORDER**

- The meeting was called to order at 7:30 pm.

### **2. DISCLOSURE OF PECUNIARY INTEREST**

- None.

### **3. APPROVAL OF MINUTES**

- Moved by John Sepulis and Seconded by Lorne Wallace.
- That the minutes of the April 28, 2014 Planning Advisory Committee Meeting are hereby adopted as presented.

**CARRIED**

### **4. DELEGATIONS/PRESENTATIONS**

- Introduction of Kelly Patzer, Development Coordinator

### **5. REGULAR BUSINESS**

#### **Zoning By-law Amendment Matters**

- a) Persian Investments – 424 Maltby Road West, File D14/PER
  - Notice of a Complete Application
  - Report to schedule a Public Meeting to go to the July 16<sup>th</sup>, 2014 Council Meeting.
  - Moved by Marilyn Fisher, Seconded by Robin Wayne
- b) Ruth Louise Slater – 1 Fox Run Drive – Lots 18 & 19, Concession 8 – File No. D14/SLA
  - Planning Report and Draft By-law scheduled for July 16<sup>th</sup> Council Meeting
- c) Ren's – 20 Brock Road N – File No. D14/R&C
  - By-law passed at June 18<sup>th</sup> Council Meeting

**CARRIED**

#### **Committee of Adjustment Matters**



- No Notice of Decisions.
- Noted that applications are not circulated for comments to PAC.

### **County of Wellington Land Division Committee**

- a) Johnson – County File No. B58/14, 7397 Concession 1, Part Lot 35, Concession Gore
  - No Comments
- b) Reid – County File No. B62/14, Part Lot 13, Concession 1, 61R-20007
  - No Comments

### **6. CLOSED MEETING**

- None.

### **7. FUTURE MEETINGS**

- The next meeting is scheduled for Monday July 28<sup>th</sup>, 2014.

### **8. AJOURNMENT**

- The meeting adjourned at 7:45pm
- Moved by John Sepulis and Seconded by Robin Wayne.



## **MINUTES**

### **MEMBERS PRESENT**

Councillor Schmidt, Chair  
Councillor Stokley, Vice Chair  
Daina Makinson  
Nichole Caswell

### **MEMBERS ABSENT**

June Williams  
Tom Jefferson

### **TOWNSHIP STAFF**

Karen Landry, CAO/Clerk  
Donna Tremblay, Deputy Clerk  
Mary Hasan, Director of Finance/Treasurer  
Joony Babu, Customer Service Representative

### **OTHERS PRESENT**

Mayor Dennis Lever  
Councillor Ken Roth  
Councillor Susan Fielding

#### **1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

#### **2. DISCLOSURE OF PECUNIARY INTEREST**

None.

#### **3. APPROVAL OF MINUTES**

a) July 15, 2014 Regular Meeting

Moved by Councillor Stokley and Seconded by Daina Makinson **REC-2014-034**

That the Minutes of the Recreation Committee meeting dated July 15, 2014 be adopted.

**CARRIED**

#### **4. DELEGATIONS/PRESENTATIONS**

a) Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding Recreation and Parks Master Plan

Mr. Steve Langlois advised the committee that Monteith Brown Planning Consultants is an award-winning firm based in London, Ontario with 37 years in business. They are primarily a land use planning firm; however, they are also expertised in recreation, parks, culture, library planning, project management, demographics & trends analysis, and public & stakeholder consultation. The



company has worked in large and small communities allowing them to gain extensive regional experience. They have completed hundreds of master plans, feasibility studies and speciality studies such as trails and youth/older adult plans.

The Township of Puslinch Recreation and Parks Master Plan will:

- include a comprehensive review and analysis of recreation facility, parks, and service needs
- contain an extensive public engagement program
- provide a clear action plan and strategy to guide the development of future recreation and parks facilities and services
- serve as a 10-year guideline for Township staff, Council, and the community

The scope of the plan will address:

- recreation services and facilities
- parks, open space, trails, and environmental areas
- special event services and facilities
- opportunities for all residents including, but not limited to, youth, children, adults, seniors, and persons with disabilities

The proposed planning process will include:

1. Research & Consultation
  - Background Document Review
  - Socio-Demographic Profile
  - Trends & Best Practice Review
  - Asset Inventory & Mapping
  - Public & Municipal Engagement
2. Draft Plan
  - Facility Needs Assessment
  - Parkland & Trails Assessment
  - Service & Program Delivery Audit
  - Implementation Strategy
  - Draft Master Plan
3. Finalize Plan
  - Public & Municipal Engagement
  - Finalize Master Plan

Mr. Langlois advised that the public can be engaged in the master plan in the following ways.

1. Community Engagement Strategy (posters and web materials) → on bulletins, social media
2. Community Launch Event → bbq or formal event
3. Online Community Survey (value-added option to replace with random sample telephone survey) → self-administered survey which would be an additional cost but would ensure that a solid survey sample is obtained



4. Stakeholder Group Survey → groups such Brownies, ball groups, neighbourhood associations would be contacted
5. Focus Groups/Interviews → would include staff, council, committee, and public
6. Public Meeting/Open House (to present Draft Plan)
7. Workshops/Presentations involving Township Staff, Council, and the Recreation Committee
8. Regular meetings with the Project Team

Councillor Jerry Schmidt agreed that the involvement of the public would be very important and beneficial to the plan.

Councillor Wayne Stokley advised that he is not sure if the online community survey would be very successful based on previous experience. However, with good advertisement prior to the launch it might be beneficial. Councillor Stokley suggested that it might be valuable to involve the Public School but would require approval from the Board of Education. He also advised that the input of groups such as church, baseball and soccer would be useful as well. Mr. Langlois responded that this can be done once they have been provided with an updated list of contacts.

Councillor Stokley inquired of Mr. Langlois as to when the community would be contacted. Mr. Langlois advised that the plan is set for completion by Jan 31, 2015 so the community would be contacted by late September or early October.

Mr. Langlois advised that the next steps for the plan will include:

1. Project Start-up:
  - Confirm project management roles and responsibilities
  - Review background documents, demographic, trends, inventory
  - Schedule next meeting (September 2014)
2. Initiate Public Engagement Program:
  - Consultation with staff, Council
  - Community launch event, surveys, focus groups/interviews
3. Prepare Draft Plan for internal/external review (November/December 2014)
4. Completion target of January 31, 2015

Councillor Schmidt advised that the committee will be heavily relying on the consultants for ideas to help implement the best vision for our community.

Councillor Stokley indicated that he hopes we will receive a lot of ideas from residents themselves as it will help them take ownership for what is implemented.

Mr. Langlois inquired if any large events were coming up in the township. Daina Makinson advised that the Farmers Market is open on Saturdays and the Fall Fair will be taking place on the 6<sup>th</sup> and 7<sup>th</sup> of September. Mr. Langlois indicated that they might be able to launch a website or setup a table. Daina Makinson advised that a community launch event with food would be good to get a crowd of people out.



Ms. Karen Landry, CAO/Clerk, advised that the township will have tables setup on September 6 and 20 for voter look-up which can be shared to put out information.

Ms. Landry inquired as to whether or not there might be any opportunities through the Pioneer to advertise the event. Ms. Makinson advised that she would have to confirm but the deadline for the October issue of the Pioneer will most likely be September 12, 2014. Councillor Stokley indicated that a flyer, which would only be required closer to the collate date, in the issue would be a possibility if an article isn't ready for the print date.

Mr. Langlois indicated that targeted interviews and workshops can be completed in September with an event in the very beginning of October. He stated that the event could be an open house concept with a board available to write down ideas and kids can draw their ideal park. Ms. Landry advised that the event would need to be held at the very beginning of October due to thanksgiving and the municipal election.

Ms. Makinson advised that an electronic sign is available at the community centre on which the event can be advertised. Mr. Langlois noted that a sign would be very beneficial especially in a commuter community.

Mr. Langlois inquired of a potential date for the next meeting. Ms. Donna Tremblay, Deputy Clerk, advised that potential dates of September 2 or 3 will be discussed and confirmed with the committee as two members were absent.

Mr. Langlois inquired of the committee for suggestions of groups in the community that can be approached. Councillor Stokley advised some groups would be Puslinch Minor Soccer Club, baseball, Puslinch Tennis Club, playgroup, The Whistle Stop Co-operative Pre-School, Aberfoyle Agricultural Society, Rotary Club which is based in Guelph but has Puslinch members, Badenoch Community Centre, Puslinch Fire Department, and the Conservation Authority (Hamilton, Grand River, and Halton Hills). He also noted that it might be better to approach the parents association than the Board of Education.

Ms. Nichole Caswell stated that it would be very important to reach out to teenagers/young adults for their opinion as most often they are the ones that object about not having enough options within the community.

Mr. Langlois indicated that he would like to discuss the following questions to gain a better understanding of the Township of Puslinch.

1. Tell us about Puslinch:
  - What are its defining characteristics?

Councillor Stokley advised the people in the community care about the rural nature of Puslinch. The township was previously defined as an agricultural community but now it is mostly a commuter community with a diverse and young population. He noted that Highway 401 is a defining divide between the community, so it is important the whole community is involved in the plan.

Ms. Makinson advised that the township supports local businesses by shopping and buying local first. She mentioned that this is evident by the Puslinch residents present at the Farmers Market. She also noted that there are many young families with stay at home mothers or mothers that stay at home with a small business.



Mr. Langlois inquired if the township would be characterized as an industrial sector. Councillor Stokley advised that Nestlé Waters Canada is very involved in the community and there are more industries that want to be situated in Puslinch.

- What are its challenges? Opportunities?

Mr. Langlois inquired if there was a strong base of volunteers or if it was a challenge. Councillor Stokley noted that there is a strong base of volunteers if the event or program is family oriented. He stated that the Optimist Club of Puslinch is also a group with a strong base of volunteers. Ms. Makinson noted that she is involved with two different volunteer groups and has noticed that it is difficult to recruit young people.

## 2. What is your vision for parks and recreation in Puslinch?

Ms. Nichole Caswell stated that she thought a splash pad and dog park would be a good idea. Ms. Daina Makinson indicated that a Seniors Centre with exercise/health programs, food services, speakers, classes, and a place for them to play cards and socialize. Ms. Susan Fielding indicated that it might be beneficial to speak with the community nurse as well. Ms. Fielding also indicated that it would be best to find out if various activities and programs would be feasible and a proper use of our resources before we start to reinvent the wheel. For example, a church already holds a Senior Potluck; perhaps the township can provide our current facilities for them to be able to hold it more often during the year.

Mr. Langlois advised that his team would look at the various programs and conduct a gap analysis for all services rendered. Councillor Stokley stated that the township has three ball diamonds that are underused, while soccer is booming and is in need of more space. He also noted that having a camp put on by staff and held by the township would be a good idea as we already have the YMCA/YWCA using the Puslinch Community Centre to hold their camp during the summer.

Councillor Schmidt summarized that the plan would need to assist in finding a way to maximize the township's current facilities and provide the best options that would be appealing and affordable to the residents. Mayor Dennis Lever advised that the township has 5 acres of useable space but only a parking lot or soccer field can be developed due to the Zoning of the property.

## 5. REGULAR BUSINESS

### 1. Puslinch Community Centre

#### Ongoing Projects:

- a) Structural Audit – no update
- b) Alf Hales Cupboard Replacement – no update
- c) Replacement of Bar Overhead door – no update

#### Other items



None.

**2. Optimist Recreation Centre**

None.

**3. Parkland**

- a) Garden Maintenance Cost (deferred to September 16, 2014)

Ms. Joony Babu, Customer Service Representative, advised that Mr. Creed, Director of Public Works and Parks, has advised the cost for clean-up was \$3900.

**6. FINANCIAL REPORTS**

1. Revenue and Expenses

- a) July 2014 (Puslinch Community Centre)  
b) July 2014 (ORC)  
c) July 2014 (Parkland)

The Committee reviewed the July 2014 revenue and expenses for the Puslinch Community Centre, Optimist Recreation Centre and Parkland Departments.

Moved by Nichole Caswell and Seconded by Councillor Stokley  
**REC-2014-035**

That the Recreation Committee receive the following:

- a) July 2014 Puslinch Community Centre revenue and expenses  
b) July 2014 ORC revenue and expenses; and  
c) July 2014 Parkland revenue and expenses

**CARRIED**

2. Revenue Summaries

- a) Yearly Revenue Comparison – Community Centre/Optimist Recreation Centre

Moved by Daina Makinson and Seconded by Councillor Stokley  
**REC-2014-036**

That the Recreation Committee receive the Yearly Revenue Comparison – Puslinch Community Centre/Optimist Recreation Centre.

**CARRIED**

**7. CLOSED MEETING**

None.

**8. ADJOURNMENT**

Moved by Councillor Stokley and Seconded by Nichole Caswell **REC-2014-037**



Recreation Committee  
Tuesday August 12, 2014  
7:00 pm  
Council Chambers, Aberfoyle

The Recreation Committee Meeting hereby adjourns at 8:29 p.m.

**CARRIED**

**9. NEXT MEETING**

Tuesday, September 16, 2014 at 7:00 p.m. in the Council Chambers.