



# Puslinch Fire and Rescue Service Monthly Report March 2014

## Significant Events/ Incidents/Trends

### Get Your Permit Before you Burn

Open air burning is permitted in the **Township of Puslinch**. The first step is obtaining a Permit prior to burning. Your Open Air Burn Permit may be obtained at the Township Office or the Fire Hall, both located at 7404 Wellington Rd 34.

Obtaining the permit gives the permit holder an opportunity to review the **Guidelines** that must be followed when burning. Fire permits are issued for a specific address and are valid for three months.

### The 4 W's of Open Air Burning

#### When can we burn?

- During the daylight hours
- When it is not windy
- When there isn't a smog alert , extremely dry weather or a fire ban in effect

#### What can we burn?

- Piles of sticks, brush and safe combustible materials
- Burn piles should be approximately one cubic meter in size

#### Where can we burn?

- Open air burning must be completed a **safe** distance from all structures, buildings, fences, hedges, highways and overhead wires
- We must have a source of water or portable extinguisher readily available

#### Who can burn?

- A responsible person must be in attendance while burning and they must ensure total extinguishment at the end of the burn

The operation of outdoor fireplaces and cooking fires do not require a permit, however, there are conditions that must be observed while conducting these activities. Please refer to the open air burn bylaw located on the Township of Puslinch website, <http://twp.puslinch.on.ca> for more specific details.

In all burning we must be courteous to our neighbours and understand the by-product of our fire, smoke, can be a nuisance. Near roadways it can also reduce visibilities causing dangerous situations.

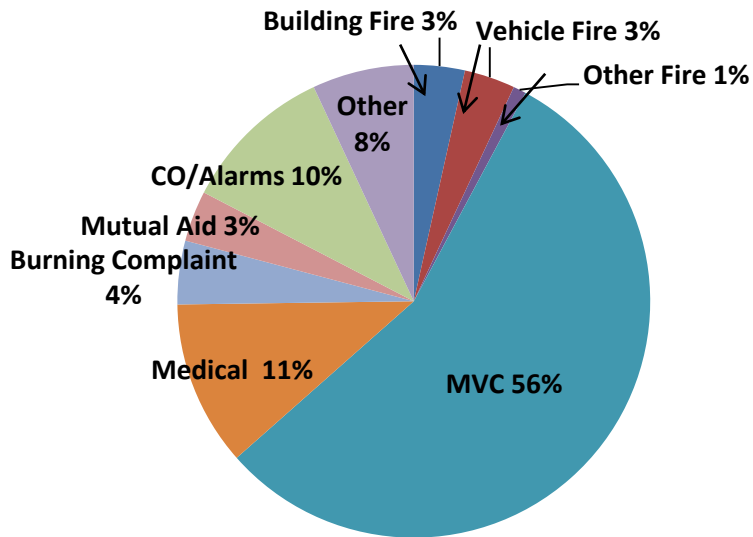
**Please obtain your permits, follow the guidelines and have a safe burn season.**

**REPORT MONTH:**

**2014 MARCH**

	Monthly Total	2014 YTD	2013 YTD	2012 YTD	\$ Loss Monthly	\$ Loss YTD
<b>FIRE:</b>						
Structure	2	4	4	1	\$10,000	\$320,000
Vehicular	1	4	7	8	\$7,000	\$15,000
Grass and Bush	0		1	3		
Other	0	1	3	3		
	Monthly	2014 YTD	2013 YTD	2012 YTD		
Motor Vehicle Collisions	11	64	32	30		
Medical Assist	3	13	14	12		
Mutual Aid	1	4	1	0		
Carbon Monoxide	0	2	3	2		
Automatic Alarm	4	10	4	7		
Burning Complaints	0	5	1	1		
Incorrect Page	0	3	1	0		
Other	1	5	2	3		
<b>TOTALS:</b>	Monthly	2014 YTD	2013 YTD	2012 YTD		
	23	115	73	70		
Estimated Total Dollar Loss Due to Fire	\$17,000	\$335,000	\$422,000	\$514,000		

### 2014 YTD Emergency Calls



**Prevention & Public Education**

**2014 MARCH**

<b>Activity:</b>	<b>Monthly Total</b>	<b>2014 YTD</b>
Inspections	3	9
Investigations	1	5
Emergency Planning	3	6
Public Education	0	2
Meeting	2	14



## REPORT FIN-2014-014

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TO: Mayor and Members of Council  
FROM: Mary Hasan, Director of Finance/Treasurer  
SUBJECT: 2013 Annual Building Permit Report

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### **RECOMMENDATIONS**

That Report FIN-2014-014 regarding the 2013 Annual Building Permit Report, be received.

### **DISCUSSION**

#### Purpose

The purpose of this report is to inform Council of the Building Permit Fees collected for 2013, and the costs associated with the administration and enforcement of the Building Code Act.

#### Background

In accordance with Section 7(4) of the Building Code Act, every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized and costs of the principal authority to administer and enforce the Building Code Act in its area of jurisdiction.

Therefore, the municipality is required to prepare an Annual Report, in order to enhance transparency and ensure that the Building Permit Fees do not exceed the anticipated reasonable delivery service expense.

As a requirement of Article 1.9.1.1., Division C of the 2012 Ontario Building Code, the Annual Report must include the following:

- a) Total fees collected in the 12-month period from January 1, 2013 to December 31, 2013,
- b) The direct and indirect costs of delivering services related to the administration and enforcement of the Act within the Township,
- c) A breakdown of the costs described in (b) above into at least the following categories:
  - I. Direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and
  - II. Indirect costs of administration and enforcement of the Act, including support and overhead costs, and
- d) If a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).

## Revenue

In 2013, the Building Department issued 214 permits. For the full year 2013, the Building Department anticipated building permit revenue of \$350,000. The actual operating revenue earned was \$388,716. The actual revenue incurred was above the budget by \$38,716.

## Expenses

The total budgeted (direct and indirect) operating expenses for the Building Department for the year 2013 were \$360,297. The total actual expenses for the Building Department for the year 2013 were \$331,739. The actuals were below the budget by \$28,558.

A financial summary for the year ended December 31, 2013 is attached as Appendix A to this report.

## **FINANCIAL IMPLICATIONS**

The Building Code Act requires that the total amount of Building Permit fees meets the total costs for the municipality to administer and enforce the Building Code Act and Regulations. Building permit fees were established to fully recover the Township's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus revenue from building permit fees is transferred to a reserve fund, to be drawn upon in years of declining building activity.

The only impact to the Township's property tax revenues related to building permit activity is the recovery from the Building Department for indirect costs such as human resources, finance/accounting, information technology, and facility space.

The Building department ended 2013 with an operating budget surplus of \$56,977 (2013 Revenues of \$388,716 and Expenditures of \$331,739). The 2013 operating budget surplus was primarily due to the following:

- higher building permit revenues than anticipated related to a significant industrial building permit issued in 2013; and
- lower expenses than anticipated primarily attributed to a staff vacancy and timing of filling the vacancy.

Therefore, the actual revenue made exceeded the building permit related expenses. The 2013 Building Department operating surplus in the amount of \$56,977 was contributed to the Building Reserve Fund resulting in a total balance of \$528,023 as of December 31, 2013.

The Reserve Fund activity in 2013 and the balance of the Building Reserve Fund as of December 31, 2013 is attached as Appendix B to this report.

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

Section 7(4) of the Building Code Act  
Article 1.9.1.1., Division C of the 2012 Ontario Building Code

The Building Code Act also requires that the principal authority gives notice of the preparation of an annual building permit fees report to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice. As of the date of this report, the Township of Puslinch has not received any requests for this report.

**ATTACHMENTS**

Appendix A – Financial Summary for the Year Ended December 31, 2013

Appendix A – Building Reserve Fund Balance as of December 31, 2013

**Township of Puslinch  
Financial Summary  
For the Year Ended December 31, 2013**

**Appendix A**

<b>REVENUE</b>		
	Fees	\$ 388,716
<b>Total Revenues</b>		<u>\$ 388,716</u>
 <b>EXPENSES</b>		
	Direct	\$ 302,680
	Indirect	\$ 29,059
	2013 Operating Surplus Reserve Contribution	<u>\$ 56,977</u>
<b>Total Expenses</b>		<u>\$ 388,716</u>
<b>Net Revenues</b>		<u>\$ -</u>

**Township of Puslinch  
Building Reserve Fund  
Balance as of December 31, 2013**

<b>December 31, 2012 opening balance</b>		<b>\$ 536,972</b>	
Transfer from Reserve for Building Department Capital Projects	-\$ 38,600		<b>Note A</b>
Transfer from Reserve to Corporate Accessibility Working Reserve	-\$ 30,000		<b>Note B</b>
Surplus from Vehicle for CBO Purchase	\$ 2,674		<b>Note C</b>
2013 Operating Surplus Reserve Contribution	<u>\$ 56,977</u>		
<b>December 31, 2013 closing balance</b>		<u><b>\$ 528,023</b></u>	

**Note A:** This was a transfer out of the Building Reserve Fund in 2013 for the vehicle purchase for the Chief Building Official and tracking software projects budgeted in the 2013 Capital Budget.

**Note B:** An amount of \$30,000 was contributed to the Building Reserve Fund for corporate accessibility. This amount has been transferred out of the Building Reserve Fund and into the Corporate Accessibility Working Reserve.

**Note C:** This was the surplus for the vehicle purchase for the Chief Building Official that was contributed back into the Building Reserve Fund.

8.4(a).

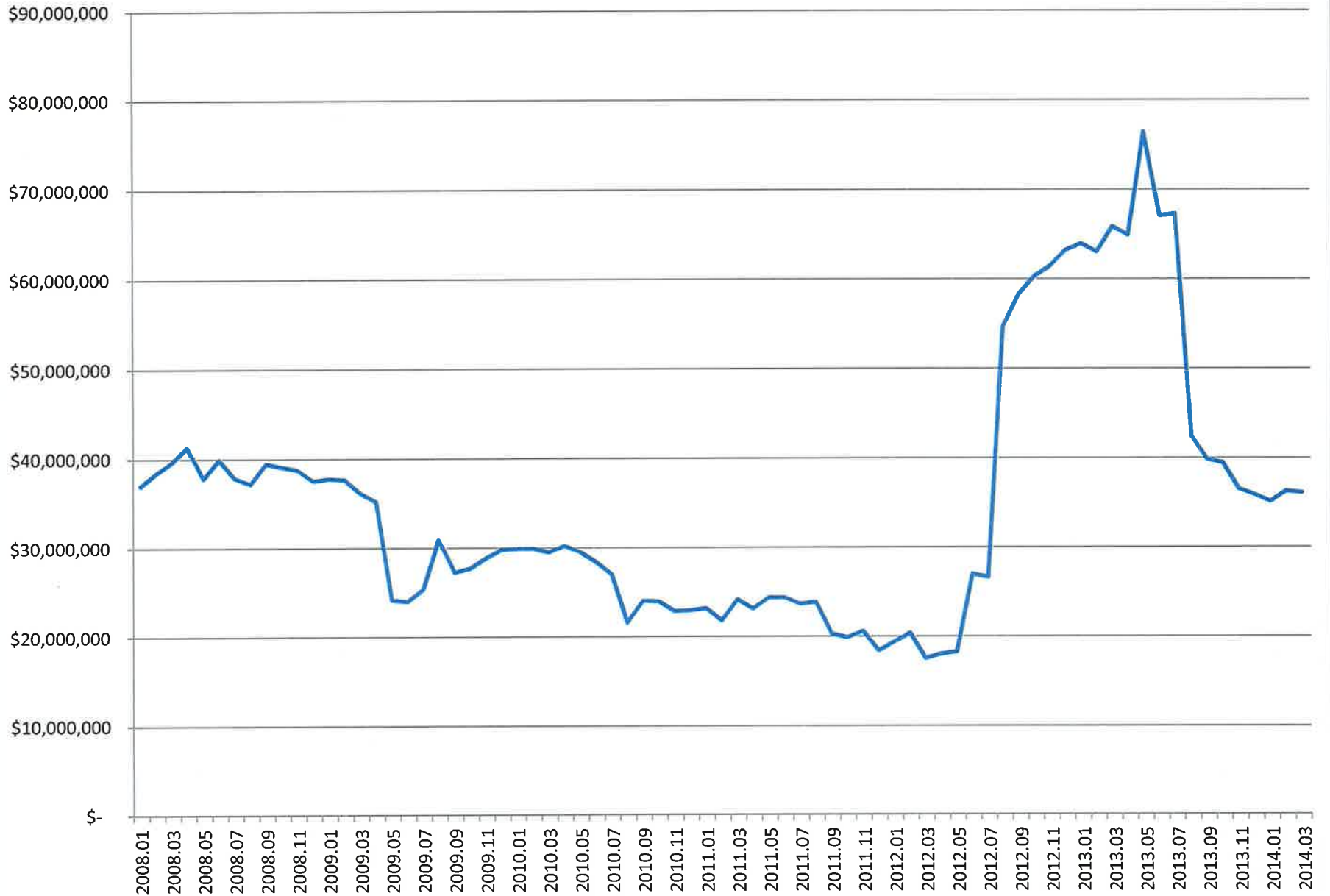
**2014 BUILDING REPORT**

	<u>VALUE OF CONSTRUCTION</u>		<u>PERMIT FEES COLLECTED</u>		<u>%</u>	<u>PERMITS</u>
	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>CHANGE</u>	<u>ISSUED</u>
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		\$0.00		\$0.00		
May		\$0.00		\$0.00		
June		\$0.00		\$0.00		
July		\$0.00		\$0.00		
August		\$0.00		\$0.00		
September		\$0.00		\$0.00		
October		\$0.00		\$0.00		
November		\$0.00		\$0.00		
December		\$0.00		\$0.00		
<b>TOTALS TO DATE</b>		<b>\$5,857,400.00</b>		<b>\$66,242.95</b>		<b>39</b>
<b>2013 COMPARISON</b>		<b>\$5,658,300.00</b>		<b>\$71,292.80</b>		<b>36</b>
<b>Total % CHANGE</b>		<b>104%</b>		<b>93%</b>		<b>108%</b>

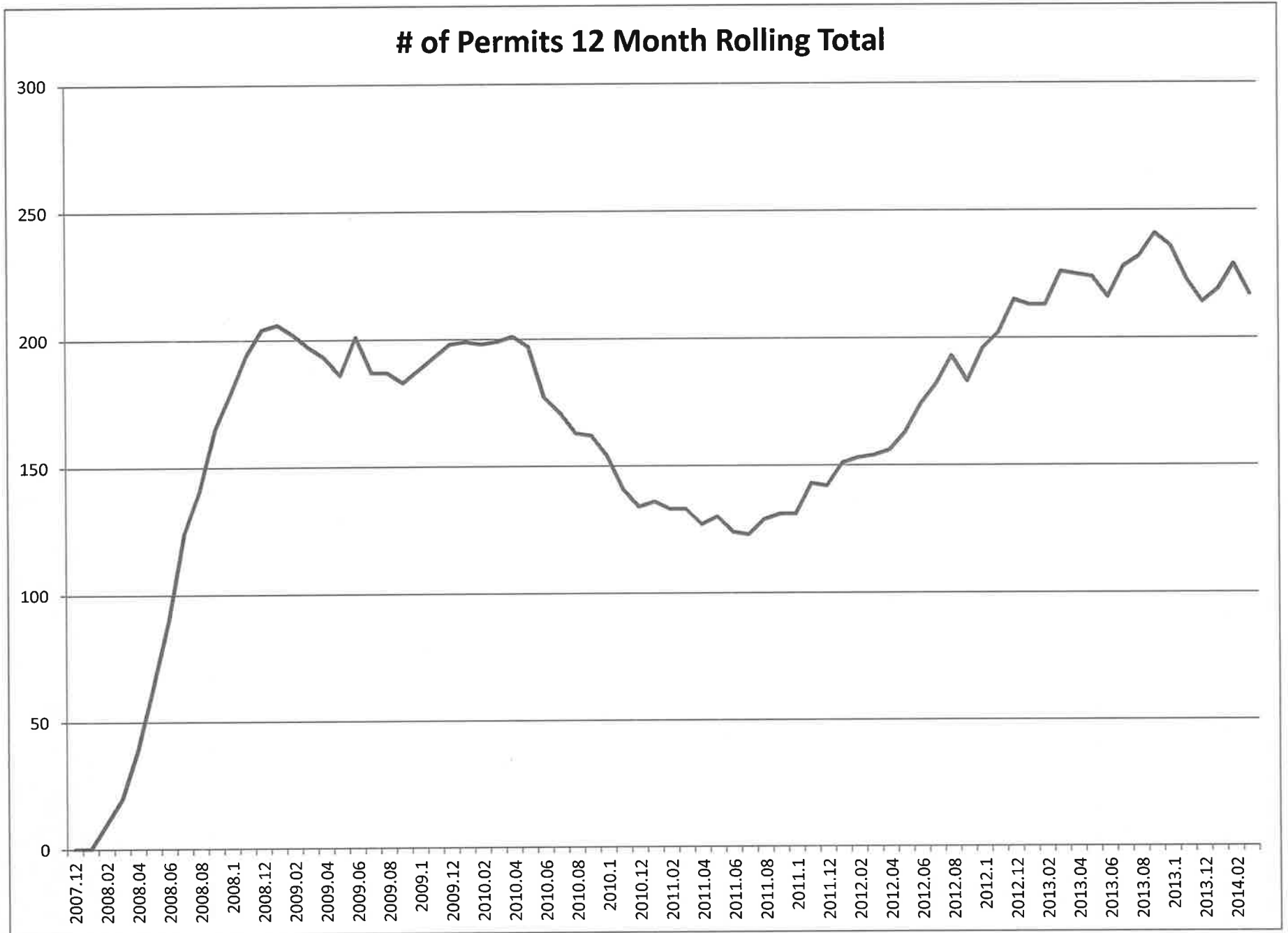


Note: The Graphs Below only Include Septic Permits in 2012 and beyond

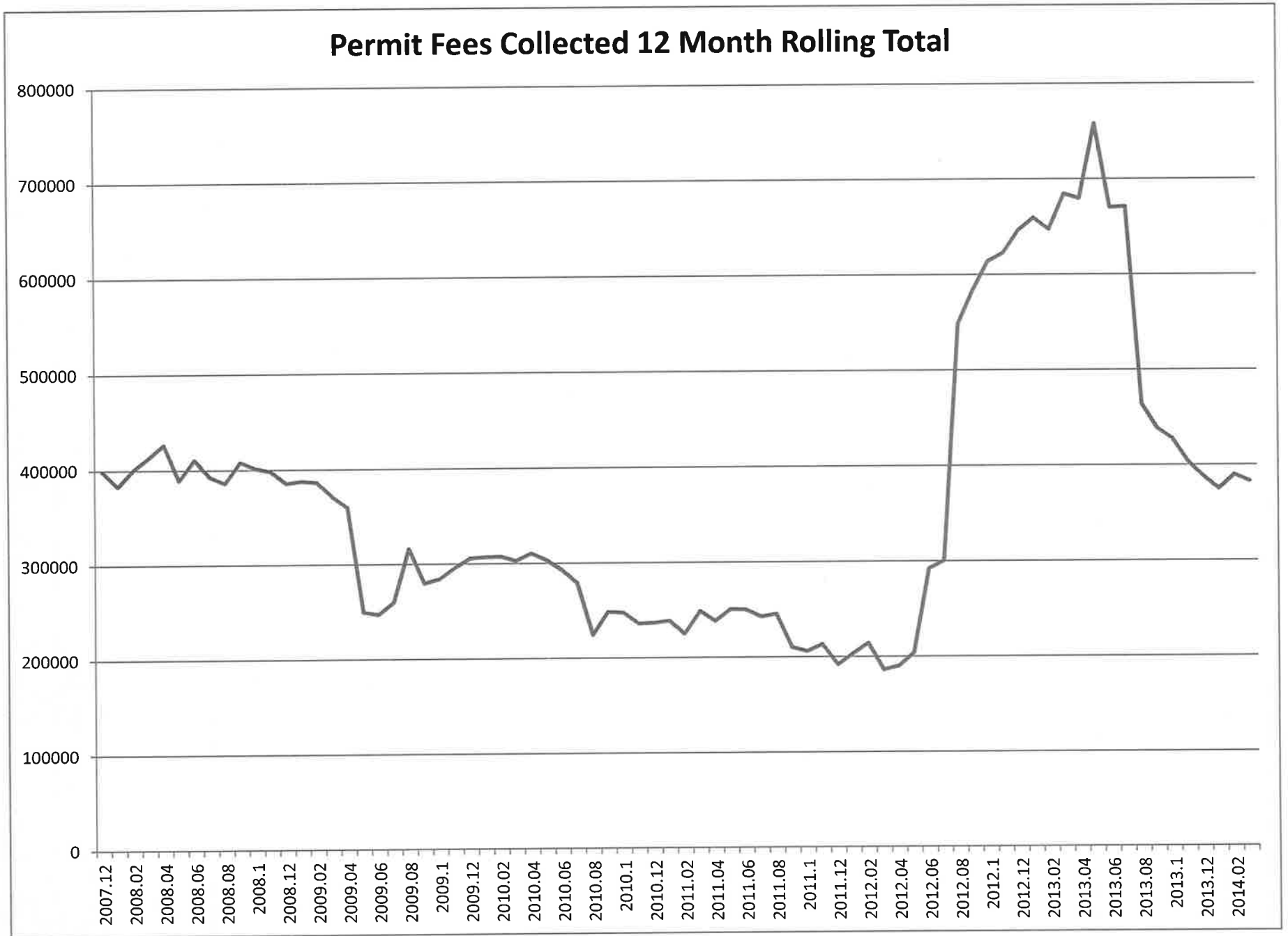
### Total Value of Permits 12 Month Rolling Total



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



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## **REPORT PD-2014-003**

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TO: Mayor and Members of Council

FROM: Karen M. Landry, CAO/Clerk

SUBJECT: Smoke Free Outdoor Spaces By-law

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### **RECOMMENDATIONS**

That Report PD-2014-003 regarding Smoke Free Outdoor Spaces By-law be received; and

That the Township supports Wellington Dufferin Guelph Public Health (WDGPH) recommendations promoting Smoke Free Outdoor Spaces; and

That WDGPH provide an update to the Township with regard to its efforts in establishing a County-Wide By-law, local initiatives that are currently being undertaken and the status of Bill 131; and

That staff obtain additional information from the Township of Mapleton on the program established for its facilities and report back to Council.

### **PURPOSE**

The purpose of this report is to provide Council an update on the actions of the municipalities in Wellington County in response to the WDGPH Report on Smoke Free Outdoor Spaces.

### **BACKGROUND**

At the October 16, 2013 Council meeting, Council received the 2013 Smoke-Free Outdoor Spaces survey conducted by WDGPH. The survey was conducted in Wellington County and indicated that the majority of the residents support a smoke-free policy. WDGPH notes the following in the report:

- Health authorities agree that there is no safe level of exposure to second-hand smoke, including outdoor smoke exposure.
- A total of 481 Wellington County residents were surveyed with a result of 97% of respondents supporting a smoke-free policy.

- The main reasons of support of a policy were to protect children from second-hand smoke, exposure to second-hand smoke in public areas, and litter caused by cigarette butts.
- Research shows that smoke-free by-laws are largely self-enforcing. A policy would promote health and positive role modeling.
- WDGPH recommends that Wellington County create a by-law for smoke-free outdoor spaces throughout Wellington County.

At the Council meeting on October 16, 2013 Township staff was requested to obtain additional information regarding Smoke Free Outdoor Spaces. A presentation by Rita Seth, Director of Community Health and Wellness, Wellington-Dufferin Guelph Public Health is scheduled for the April 16, 2014 Council meeting.

### **Wellington County Municipalities**

At the time of writing this report, the following information was obtained from the municipalities within Wellington County:

#### **Minto**

Minto Council received the WDGPH survey in 2013 and supported the recommendation for a County-Wide By-law.

Minto also advised that with the introduction of Bill 131, Minto will monitor its progress and implementation requirements.

#### **Mapleton**

Mapleton received the presentation by WDGPH and did not provide any direction regarding a County-Wide By-law. However, municipal outdoor facilities have been declared smoke-free. Signage has been erected at all municipal outdoor facilities and public feedback has been positive. Mapleton does not plan on passing a By-law.

#### **Erin**

A presentation to Erin by WDGPH has not been made at this time.

## **Guelph-Eramosa, Centre Wellington and Wellington North**

Guelph-Eramosa, Centre Wellington and Wellington North received the presentation by WDGPH.

## **Wellington-Dufferin-Guelph Public Health**

Staff contacted WDGPH to gather information with regard to smoke-free policies and suggestions for next steps. WDGPH staff will offer suggestions and recommendations regarding the purpose and the method of developing a smoke-free outdoor space By-law. WDGPH has shared the survey results with the Wellington, Dufferin and Guelph municipalities and will assist the municipality in developing a By-law.

## **Township of Puslinch**

Staff recommend that once WDGPH has made a presentation to all municipalities within Wellington County including County Council, that it provide the Township with a summary of the initiatives being undertaken and the status of Bill 131.

## **Financial Implications**

There are costs associated with the adoption of a regulatory By-law such as:

- (a) education and awareness;
- (b) signage; and
- (c) enforcement

## **Applicable Legislation and Requirements**

Section 115 of the Municipal Act authorizes a municipality to prohibit and regulate smoking of tobacco in public places and workplaces.



## **REPORT PW-2014-002**

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TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works and Parks

SUBJECT: Revised 2014 Capital Budget

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### **RECOMMENDATIONS**

That Report PW-2014-002 regarding the Revised 2014 Capital Budget be received; and

That Council approve the Revised 2014 Capital Budget to reallocate the approved funding in the amount of \$372,600 inclusive of the non-refundable portion of HST for the two projects on Leslie Road to the two projects on Victoria Road.

### **DISCUSSION**

#### Purpose

The purpose of this Report is to obtain Council approval for the Revised 2014 Capital Budget to reallocate funds from the Leslie Road reconstruction and the Leslie Road Structure (2014) to Victoria Road between Wellington Rd #36 and Leslie Road and between Leslie Road and Flamborough/Puslinch Townline.

#### Leslie Road-Structure 2014

The Township has not received an active permit from Halton Conservation and does not expect to receive one in time for the construction to begin in 2014.

#### Leslie Road- Reconstruction

This project was to be completed in conjunction with the repairs to Structure 2014 and should be deferred until such time.

The above works will be moved to the 2015 Capital Forecast at this time and will be reviewed as part 2015 Capital Budget.

#### Victoria Road- Wellington Rd #36 to Leslie Road

This section of Victoria Road has been identified in the five year plan and the 2013 Asset Management Plan for reconstruction in 2014.

## Victoria Road- Leslie Road to Flamborough/Puslinch Townline

This section of Victoria Road has been identified in the 2013 Asset Management Plan for reconstruction in 2014. Due to a recent closure on Highway #6 for an accident this section of road incurred major damage to the road surface and base course from a increased level of heavy and light vehicle traffic.

### **Financial Implications**

The estimated costs for the works outlined in this report are approximately \$372,600 which includes the non-refundable portion of HST.

The financial details regarding the subject capital projects are as follows:

<b>Project</b>	<b>2014 Capital Budget Allocation Amount</b>	<b>Revised 2014 Capital Budget Allocation Amount</b>
Leslie Rd	\$261,600	
Structure 2014	\$111,000	
Victoria Rd- 36 to Leslie Rd		\$263,800
Victoria Rd- Leslie Rd to Townline		\$98,800
Structure 2014-continue Eng.		\$10,000
<b>Total</b>	<b>\$372,600</b>	<b>\$372,600</b>

### **Applicable Legislation and Requirements**

The works for the above projects will be procured in accordance with the Township's Purchasing and Procurement of Goods and Services and Disposal of Surplus Policy By-law 60/08.