



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
JANUARY 14, 2015 CAPITAL BUDGET MEETING

**MINUTES**

**DATE:** Wednesday, January 14, 2015

**TIME:** 9:00 A.M.

The Capital Budget Meeting was held on the above date and called to order at 9:00 a.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. Karen Landry, CAO/Clerk
2. Donna Tremblay, Deputy Clerk
3. Mary Hasan, Director Finance/Treasurer
4. Don Creed, Director of Public Works and Parks
5. Steve Goode, Fire Chief
6. Robert Kelly, Chief Building Official

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

None.

3. **REPORTS:**

**Finance Department**

1. Report FIN-2015-02 – 2015 Proposed Capital Budget

Mary Hasan, Director of Finance/Treasurer provided Council with a summary of Report FIN-2015-02.

Councillor Bulmer suggested using the term “mill rate” in place of “tax rate” so not as to provide confusion to residents. Councillor Bulmer was provided clarification that the term “mill rate” and “tax rate” were interchangeable.

Councillor Stokley advised that when making reference to paved shoulder, he would also request that lining of shoulders to be included.

**Resolution 2015-014:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

That Report FIN-2015-02 regarding the 2015 Proposed Capital Budget be received.

**CARRIED**

2. Report FIN-2015-03 – regarding 2014 Completed Capital Projects

Mary Hasan, Director of Finance/Treasurer provided Council with a summary of Report FIN-2015-03.



Councillor Bulmer suggested that short forms of “CR” for culvert repair and “BR” for bridge repair be used as well as structure number so as to provide clarification in describing a capital project.

**Resolution 2015-015** : Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Report FIN-2015-03 regarding the 2014 Completed Capital Projects be received.

**CARRIED**

3. Report FIN-2015-04 – Balances in Working Reserve and Reserve Funds

Mary Hasan, Director of Finance/Treasurer provided Council with a summary of the details contained in Report FIN-2015-04 – Balances in Working Reserves and Reserve Funds.

**Resolution 2015-016** : Moved by Councillor Roth and  
Seconded by Councillor Bulmer

That Report FIN-2015-04 regarding the Balances in Working Reserves and Reserve Funds be received.

**CARRIED**

4. **2015 PROPOSED CAPITAL BUDGET PRESENTATIONS**

(a) Steve Goode, Fire Chief – Fire and Rescue Services Department

Steve Goode Fire Chief made a presentation to Council with respect to the 2015 Proposed Fire and Rescue Services Department Capital Budget.

Council requested that the following amendments be made to the proposed Fire and Rescue Services Capital Budget:

**Item – Pluggie the Fire Plug**

The amount of \$7,300 to be removed from 2018 as a capital item and this amount be included in the 2015 Proposed Capital Budget. Council requested that the Fire Chief making inquiries of other service clubs as to whether they would be agreeable to contributing towards the costs of the purchase of this item. Chief Goode advised that he would report back to Council with respect to this item over the next month.

**Item – Satellite Station Building**

Councillor Roth raised concerns regarding the costing amount being understated in the 2017 Proposed Capital Budget and requested that staff ensure that this amount include land acquisition costs.

**Defibrillators**

Mayor Lever inquired as to when defibrillators would be replaced in the Township Offices, Optimist Recreation Centre and Badenoch Community Center. Chief Goode advised that he would follow up with Guelph Emergency Services regarding replacement and report back to Council.

**Council recessed from 10:13 a.m. to 10:20 a.m.**



- (b) Don Creed, Director Public Works and Parks - Public Works Department,  
Optimist Recreation Centre and Parks Department

### **Public Works Department**

Don Creed, Director of Public Works and Parks made a presentation to Council with respect to the 2015 Proposed Public Works Department Capital Budget

Council requested that the following amendments be made to the proposed 2015 Public Works Capital Budget:

#### **Item Truck Director**

Council requested that staff prepare a report detailing the usage, lifecycle and corporate rotation of vehicles. Staff report back.

#### **Item – Calfass Rd.**

Mr. Creed advised that the Township would require holding a Public Open House with respect to this project.

#### **Item – Victoria Road (County Road 34 to County Road 36)**

Councillor Stokley requested that the engineers take into consideration recommendations made in the County of Wellington's Active Transportation Plan that this road have paved shoulders to accommodate bike routes.

#### **Item Watson – Maltby to County Road 34**

Mayor Lever requested that the engineers make recommendations with respect to paved shoulders.

#### **Maltby to Watson and Concession 4, Sideroad 10 Intersections**

Councillor Bulmer requested that staff consider enhancements to these intersections. Mr. Creed advised that the 2015 Proposed Public Works Operating Budget will include increased line painting which will address the issues.

#### **Tar and Chip**

Councillor Roth and Mayor Lever requested that Staff work on a long term plan indicating the feasibility of tar and chip or paving on Township gravel roads.

#### **Infrastructure Deficits and Public Work Assets**

Councillor Bulmer inquired as to how much of an infrastructure deficit the Township faces in the Public Works area at the end of 10 years based on the Asset Management Plan and the 2015 Capital Budget and Forecast. Staff advised that they would report back.

#### **Parks Department**

Don Creed, Director of Public Works and Parks made a presentation to Council with respect to the 2015 Proposed Parks Capital Budget



### **Fox Run Playground Equipment**

Council inquired as to whether funds have been allocated for the purchase of playground equipment. Staff advised that it had not.

Mr. Creed advised that many of the proposed 2015 Parks Capital Budget Items will be evaluated through the Recreation and Parks Master Plan.

### **Optimist Recreation Centre**

Don Creed, Director of Public Works and Parks made a presentation to Council with respect to the 2015 Proposed Optimist Recreation Centre Capital Budget.

#### **Item – Olympia Ice Resurfer**

Mr. Creed recommended that the purchase of the Olympia Ice Resurfer at a cost of \$80,000 be allocated to the 2016 Capital Items. Mr. Creed advised that Olympia will be unable to complete development of the mini-resurfer which the Township anticipated demoing in 2015. Council accepted staff's recommendation with respect to this item.

#### **Item - Floor Scrubber**

Mr. Creed recommended that the cost of this item in the amount of \$8,000 be moved from the 2016 Capital Projects to the 2015 Capital projects. Council accepted staff's recommendation with respect to this item.

- (c) Karen Landry, CAO/Clerk –Corporate Department and Badenoch Community Centre

### **Corporate Department**

Karen Landry, CAO/Clerk made a presentation to Council with respect to the 2015 Proposed Corporate Department Capital Budget.

#### **Item - IT Software Upgrade**

Councillor Fielding requested that staff investigate direct dial and email connection on the Township website. Staff will report back.

### **On-line facility bookings**

Council inquired as to on-line facility bookings with credit cards. Staff advised that they would report back with respect to this time.

#### **Item – Computer Equipment**

Ms. Landry advised that in addition to the capital carry forward item contained in the 2015 Proposed Corporate Capital Budget, that an amount for the purchase of computer equipment for those members of council using outdated equipment will be included as a 2015 Capital Budget Item.

Council made no recommendations with respect to the 2015 proposed Corporate Department Capital Budget.



### **Badenoch Community Centre**

Karen Landry, CAO/Clerk made a presentation to Council with respect to the 2015 Proposed Badenoch Community Centre Capital Budget

Council requested that staff conduct a review the Building Condition Assessment report to determine the timing of the Proposed Capital Items and that those items addressed in the 2015 proposed Badenoch Community Centre Capital Budget be discussed with the Badenoch Community Centre Committee prior to finalization.

### **Accessible Washrooms**

Ms. Landry advised that an amount for engineering costs will be included in the 2019 Capital Budget Items and additional amounts for construction will be included in the 2020 and 2021 Capital Budget Items.

- (d) Mary Hasan, Director of Finance/Treasurer – Finance Department

Mary Hasan, Director of Finance/Treasurer made a presentation to Council with respect to the 2015 Proposed Finance Department Capital Budget.

Council made no recommendations with respect to the 2015 proposed Finance Department Capital Budget.

- (e) Donna Tremblay, Deputy Clerk – Puslinch Community Centre

Donna Tremblay, Deputy Clerk made a presentation to Council with respect to the 2015 Proposed Puslinch Community Centre Capital Budget.

Council requested that the following amendments be made to the 2015 proposed Puslinch Community Centre Capital Budget:

#### **Item Cabinets – Alf Hales Room**

Council approved the Recreation Committees request that the capital carry forward amount of \$15,000 be used to fund this project in 2015.

#### **Item – Retractable Screen & Projection Equipment**

Council requested that the 2014 capital carry forward amount of \$13,150 be used to funds this project in 2015.

Council raised concerns regarding the sound system and staff will address these concerns in the 2015 Proposed Puslinch Community Centre Operating Budget.

#### **Item – Furnace, Cooling Fan Coil and Condenser Unit – Alf Hales and Main Hall**

Council requested that staff obtain detailed quotations for replacing of heating and cooling equipment for both units and provide information as to whether cash in lieu of parkland funding could be used to fund this project in 2015. Staff will provide quotations and recommendations as to funding at the next Budget meeting scheduled for January 28, 2015.



- (f) Robert Kelly, Chief Building Official – Building Department and Planning Department

**Building Department**

Robert Kelly, Chief Building Official made a presentation to Council with respect to the 2015 Proposed Building Department Capital Budget.

Council requested that the following amendments be made to the 2015 Proposed Building Department Capital Budget:

**Item - Vehicle Ford Escape Replacement**

Council requested that this item be considered in staff's report detailing the usage, lifecycle and corporate rotation of vehicles.

**Planning Department**

Robert Kelly, Chief Building Official made a presentation to Council with respect to the 2015 Proposed Planning Department Capital Budget.

Council made no recommendations with respect to the 2015 proposed Planning Department Capital Budget.

**Item Zoning By-Law Review**

Staff advised that they would obtain costing for a comprehensive zoning by-law review for the 2016 Budget review.

**Council recessed from 12:20 to 1:00 p.m.**

5. **BY-LAW:**

**Resolution 2015-017:** 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:

- (a) By-Law 03/16 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 14th day of January, 2015.

**CARRIED**

6. **ADJOURNMENT:**

**Resolution No. 2015-018:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

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

**CARRIED**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk