



3(a)  
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
TWENTY THIRD REGULAR 2013 COUNCIL MEETING

**MINUTES**

**DATE:** Wednesday, December 4, 2013

**TIME:** 12:00 P.M.

The Twenty Third Regular 2013 Council Meeting was held on the above date and called to order at 12:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor Dennis Lever  
Councillor Susan Fielding  
Councillor Ken Roth  
Councillor Jerry Schmidt  
Councillor Wayne Stokley

**STAFF IN ATTENDANCE:**

1. Donna Tremblay, Deputy Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Don Creed, Director Public Works and Parks
4. Karen Landry, CAO/Clerk
5. Robert Gordon, Fire Chief
6. Steve Goode, Deputy Fire Chief

**OTHERS IN ATTENDANCE**

1. Doug Smith
2. Don McKay
3. Janice Marr
4. Karen Lever
5. Helen Purdy

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

1. Councillor Roth disclosed a pecuniary interest with respect to item numbers 8.2(a) Report FIN-2013-011 User Fee By-Law Public Meeting – Schedule G and Item number 15(c) User Fee by-Law specifically as it relates to Mobile Food Vendor Owner and Operator as he will be applying for this licence. Councillor Roth left the Council Table and did not partake in any discussion or voting on the matters.
2. Councillor Fielding disclosed a pecuniary interest with respect to Item number 6.4(a) Highway 6 Economic Study as a family member of Councillor Fielding owns property in the area. Councillor Fielding left the Council Table and did not partake in any discussion or voting on the matter.

3. **ADOPTION OF THE MINUTES:**

**Resolution No. 2013-313:** Moved by Councillor Schmidt and  
Seconded by Councillor Roth

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

- Council Meeting November 20, 2013
- Closed Council November 20, 2013
- Budget Meeting – November 13, 2013

That the minutes of the following meetings be received:



- Public Meeting – Cox Construction Limited – October 16, 2013
- Public Meeting – Proposed User Fees By-Law – November 6, 2013

**CARRIED**

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

Item 9 – Notice of Motion - November 20, 2013

Councillor Stokley inquired as to whether the CAO/Clerk could look into future staff gatherings with respect to either Christmas or a picnic so that the township could express their support to staff and their families.

**5. PUBLIC MEETINGS:**

None.

**6. COMMUNICATIONS:**

**1. Telfer Glen Estates Phase 2**

- (a) Correspondence from County of Wellington to Township dated November 26, 2013.
- (b) Correspondence from Telfer Glen Developments Inc. dated September 21, 2013.

This matter was deferred to the January 22, 2014 Council meeting to provide George Ochrym an opportunity to address Council.

**2. Mini Lakes Mobile Home Community – Quarterly Monitoring Program**

- (a) Correspondence from Gamsby and Mannerow Limited to the Township of Puslinch regarding Mini Lakes Wastewater Treatment Plan Effluent Monitoring Report 2nd Quarter (2013) dated September 4, 2013.
- (b) Correspondence from Stantec Consulting Ltd. to the Township of Puslinch regarding Quarterly Monitoring Program – 2nd Quarter 2013 dated July 30, 2013. \* a full copy of this report is available in the Clerk's office.

**3. Cenotaph/Monument Restoration**

- (a) Contribution Agreement between Her Majesty the Queen in Right of Canada and the Township of Puslinch. \*note see item 15(a)
- (b) Request for Quotation – Puslinch Cenotaph Perimeter Wall Replacement – Township of Puslinch dated June 2013.

**Resolution No. 2013-314:** Moved by Councillor Roth and  
Seconded by Councillor Schmidt

That Council receive the Contribution Agreement between Her Majesty the Queen in Right of Canada and the Township of Puslinch ; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement.

**CARRIED**



4. **Highway 6 Economic Study**

**\*refer to item 2(2) regarding Disclosure of Pecuniary Interest-Councillor Fielding.**

(a) Report on the Estimation of Highway 6 South Traffic Impacts: Submitted by Dr. Clarence Woudsma (on behalf of the project team) University of Waterloo, School of Planning, Fall 2013.

**Resolution No. 2013-315:** Moved by Councillor Schmidt and  
Seconded by Councillor Stokley

Whereas in 2012 a meeting was held with Minister Chiarelli regarding the Highway 6 By-pass; and

Whereas as a result of that meeting it was determined that it would be beneficial to complete a study to investigate the economic impacts of the current traffic levels on the segment of Highway 6 South through the 401, south through Morriston to Maddaugh Road to support the Township's and the industries position on the need to continue to move the Highway 6 By-pass project forward; and

Whereas Dr. Clarence Woudsma (on behalf of the project team) University of Waterloo, School of Planning was requested by the Township of Puslinch to study and investigate the economic impacts of the current traffic levels on the identified segment of Highway 6 South through the 401; and

Whereas the Minister requested that a return visit be arranged with affected industry leaders;

Now therefore be it resolved that Council for the Township of Puslinch hereby receives the "Report on the Estimation of Highway 6 South Traffic Impacts" submitted by Dr. Clarence Woudsma (on behalf of the project team) University of Waterloo, School of Planning Fall 2013; and

Further that a copy of the report be forwarded to Ted Arnott, MPP for the purpose of facilitating a meeting with the Minister, Mayor and local industry leaders.

**CARRIED**

5. **Emergency Management Report**

(a) Report from Linda Dickson, MCIP, RPP, Emergency Manager/CEMC to Puslinch Council dated November 20, 2013. \* **see item 7.2**

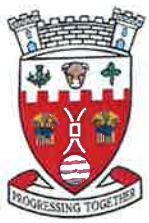
6. **Intergovernmental Affairs**

a) Various correspondence for review.

**Resolution No. 2013-317:** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That the correspondence items listed on the Council agenda from the December 4, 2013 Council meeting be received.

**CARRIED**



## 7. DELEGATIONS

1. Don McKay, regarding relocation of southerly Community Safety Zone Signs in Morriston.

Mr. McKay made a presentation to Council with respect to his request for relocation of southerly Community Safety Zone Signs in Morriston. Mr. McKay's presentation included information regarding background on the initial Community Safety Zone Designation Request for Morriston, the concerns regarding the current location of the Community Safety Zone Signs and the need for relocation of southerly Community Safety Zone Signs and his request to Puslinch Council to assist him in his efforts for relocation of the Community Safety Zone Signs.

**Resolution No. 2013-318** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That the delegation by Mr. Don McKay, relocation of southerly Community Safety Zone Signs in Morriston be received; and

That the Township consents to have the Community Safety Zone extended southward to include all of Morriston; and

That the Township forward correspondence to the County of Wellington, Planning Department, requesting that they commence the necessary documentation to request that the Community Safety Zone be extended southward to include all of Morriston.

**CARRIED**

2. Linda Dickson, MCIP, RPP, Emergency Manager/CEMC regarding 2013 Emergency Management Program Report dated November 26, 2013. \* see item 6.5(a)

Ms. Linda Dickson made a presentation to Council summarizing her report regarding the 2013 Emergency Management Program for the Township of Puslinch.

**Resolution No. 2013-319** Moved by Councillor Schmidt and  
Seconded by Councillor Fielding

That Council receive the delegation from Linda Dickson, MCIP, RPP, Emergency Manager/CEMC regarding the 2013 Emergency management Program Report dated November 26, 2013; and

That Council receive the Annual Emergency Management Report dated November 26, 2013; and

That this report serve as the annual review of the Township Emergency Management Program for 2013.

**CARRIED**

## 8. REPORTS:

1. **Puslinch Fire and Rescue Services**

(a) Report FIR-2013-003 - Puslinch Township West End Fire Protection 2013 Response Trial Outcomes.



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**Resolution No. 2013-320:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

That Report FIR-2013-003 regarding the Puslinch Township West End Fire Protection 2013 Response Trial Outcomes be received; and

That the Response Trial Outcomes data be used in the formulation of a Master Fire Plan for Puslinch Fire and Rescue Service which has been included for consideration in the 2014 Budget.

**CARRIED**

- (b) Report FIR-2013-004 – Tender Results for The Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders.

**Resolution No. 2013-321:** Moved by Councillor Schmidt and  
Seconded by Councillor Roth

That Report FIR-2013-004 regarding the Tender Results for the Supply, Delivery and installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders be received; and

That a tender for the Supply, Delivery and Installation of One (1) Breathing Air Compressor and Two (2) 6,000 PSI Storage Cylinders be awarded to M&L Supply, Fire and Safety of Ingleside, Ontario, at their tendered amount of \$28,980.00 excluding HST @ 13%; and

That the difference of \$2,490.05 be funded from the 2013 Capital Surplus as outlined in Report FIN-2013-008; and

That the Mayor and Clerk be authorized to execute the contract.

**CARRIED**

- (c) Report FIR-2013-005 - Automatic Aid Agreement between the Corporation of the City of Guelph and The Corporation of the Township of Puslinch. – **\*see item 15(b)**

**Resolution No. 2013-322:** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Report FIR-2013-005 regarding the Automatic Aid Agreement between The Corporation of the City of Guelph and The Corporation of the Township of Puslinch be received; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with The Corporation of the City of Guelph.

**CARRIED**

**2. Finance Department**

- (a) Report FIR-2013-011 – User Fee By-Law Public Meeting – **see item 15(c).**

**\*refer to item 2(1) regarding Disclosure of Pecuniary Interest-Councillor Roth.**

- (i) **Resolution No. 2013-323 :** Moved by Councillor Fielding and  
Seconded by Councillor Stokley



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That Council enact a by-law to adopt the Mobile Food Service – Operator and Mobile Food Service - Owner Licence fees as outlined in Schedule “G” to Report FIN-2013-011.

**CARRIED**

(ii) **Resolution No. 2013-324** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Report FIN-2013-011 regarding the results of the User Fees and Charges Public Meeting be received; and

That Council enact a by-law to adopt the User Fees and Charges By-law in accordance with the attached By-Law to Report FIN-2013-011, and repeal By-law 25/13.

**CARRIED**

**3. Administration Department**

None.

**4. Planning and Building Department**

None.

**5. Roads & Parks Department**

(a) Report PW-2013-006 – Authorizing Speed Limits By-Law 53/12.  
\*see item 15(d)

**Resolution No. 2013-325:** Moved by Councillor Roth and  
Seconded by Councillor Schmidt

That Report PW-2013-006 regarding Authorizing Speed Limits By-Law 53/12 be received; and

That Council enact a By-law to reduce the speed limit on Concession 4 – Sideroad 12 to a distance of 200 metres West of Sideroad 10 from 80 km/hr to 60 km/hr and to repeal by-law 53/12; and

That staff provide a copy of the Authorizing Speed Limits By-law to the Ontario Provincial Police.

**CARRIED**

**9. NOTICE OF MOTION:**

(a) Councillor Roth – Posting of Council Monthly expenses on Township Website

**Resolution No. 2013-326** Moved by Councillor Roth and  
Seconded by Councillor Schmidt

Whereas Council passed a Payment of Expenses Policy on January 18, 2012; and

Whereas Council passed an Accountability and Transparency Policy on November 19, 2008; and

Whereas Council for the Township in accordance with the Municipal Freedom of Information and Protection of Privacy Act, Municipal Act and its Accountability and



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Transparency Policy deems it appropriate to facilitate access to a member of Council's expenses to demonstrate its commitment to being accountable and transparent; and

Whereas access to a member of Council's expenses can be facilitated through the Township website;

Now therefore be it resolved that staff be directed to post each member of Council's monthly expenses including receipts and internal charges to the website upon completion of processing; and

In the case where a monthly expense claim is not submitted and processed within the scheduled posting date the expense claim shall be posted at the next scheduled posting date.

**CARRIED**

(b) Notice of Motion to be considered at the December 18, 2013, Council Meeting

Councillor Stokley advised that he would like to invite Stan Denhoed to the next meeting of Council on December 18, 2013 to give a presentation to Council to update them on the Wellington Road 32/Townline Road Drainage project

**10. OTHER BUSINESS**

(a) Staff Development Review Group Meeting

Karen Landry, CAO/Clerk, provided Council with clarification of the function and purpose of the meeting. Ms. Landry advised Council that this meeting is a staff meeting and functions as a pre-consultation meeting for individuals or businesses who may be considering the filing of a zoning application. These meetings provide individuals with access to the Township's consultants and provides them with an opportunity obtain information and ask questions on the process and what the Township would require if an application were made. It also facilitates the exchange of information among staff and its consultants. It was also noted that this is not a committee of Council.

**11. COMMITTEE MINUTES**

(a) Fire & Rescue Committee – September 18, 2013

(b) Public Works Committee – September 20, 2013

(c) Recreation Committee – October 15, 2013

(d) Recreation Committee – October 23, 2013

**Resolution No. 2013-327** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Council hereby receives the following minutes as information:

- Fire and Rescue Committee – September 18, 2013
- Public Works Committee – September 20, 2013
- Recreation Committee – October 15, 2013
- Recreation Committee – October 23, 2013

**CARRIED**



## 12. MUNICIPAL ANNOUNCEMENTS

### Community Futures

Councillor Fielding advised that she recently attended a Community Futures meeting at Enver's Restaurant in Morriston. Councillor Fielding advised that applicants from Puslinch have recently been approved for loans through the Community Futures program and that Brian Cowan will be assisting as a mentor with one Puslinch applicant.

### Concerned Currie Drive Residents

Councillor Fielding advised that she has received an email from residents in the Currie Drive area who have concerns with respect to drivers who are not obeying flashing lights on school buses. Councillor Fielding advised that she has referred the matter to the Traffic Sergeant with Ontario Provincial Police for investigation.

### Drainage Issue Wellington Road 32/Townline Road

Councillor Stokley advised that a meeting took place between the Region of Waterloo and the Puslinch Lake Association on December 3, 2013. Councillor Stokley advised that he was unable to attend as he was attending the Township's Budget Meeting. Councillor Stokley advised Council that he was concerned that the Region of Waterloo has not come forward to involve the Township in this project. Councillor Stokley advised that he believed there was another meeting scheduled for January 8, 2014 with the Region of Waterloo, Puslinch Lake Association and the Township with respect to the drainage issue.

### Puslinch Parkland Trail

Councillor Stokley requested of council what the next steps were with respect to the proposed parkland trail and in particular what are the next steps regarding public involvement. Karen Landry, CAO/Clerk advised that the project has currently been moved from 2014 to 2015 Capital Budget. Upon approval of the project the public can be engaged.

### Ontario Sand Stone and Gravel Association (OSSGA) Breakfast meeting

Councillor Roth advised that he recently attended the OSSGA breakfast meeting and at that meeting he learned that the demand for gravel is anticipated to increase as a result of Highway 7 and 6 by-pass projects.

Mayor Lever advised that he attended this meeting as well and that he gave a presentation regarding TAPMO at this meeting.

### Optimist Recreation Centre Drainage Project and Community Centre Washroom Project

Councillor Schmidt questioned as to whether the drainage and washroom projects have been completed.

Karen Landry, CAO/Clerk advised council that both projects have now been completed.

### Puslinch Santa Claus Parade

Mayor Lever advised that the Puslinch Santa Claus Parade was a successful event.





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**Taste Real**

Mayor Lever advised that he recently attended a very successful Taste Real event in Fergus and that he was pleased to see that there were local residents who were benefiting from attendance and participation at the event.

**13. CLOSED MEETING:**

Council was in Closed session from 12:02 p.m. to 12:50 p.m.

**Resolution 2013-328** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

That Council shall go into closed session under Section 239 of the Municipal Act for the purposes of:

- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – 2013 Senior Achievement Award.
- (b) Confidential letter dated November 28, 2013 from Township Solicitor Bruce Ketcheson, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – R&C Job Holding Inc. – D14-REN.
- (c) Confidential Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.
- (d) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Sloat Construction Inc.

**CARRIED**

**Resolution 2013-329:** Moved by Councillor Roth and  
Seconded by Councillor Schmidt

That Council move into open session.

**CARRIED**

- (a) Confidential Report from Karen Landry, CAO/Clerk regarding personal matters about an identifiable individual including municipal or local board employees – 2013 Senior Achievement Award.

**Resolution 2013-330** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

That Council receive the Confidential Report from Karen Landry, CAO/Clerk regarding personal matters about an identifiable individual including municipal or local board employees – 2013 Senior Achievement Award.

**CARRIED**

- (b) Confidential letter dated November 28, 2013 from Township Solicitor Bruce Ketcheson, regarding litigation or potential litigation, including matters before



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administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – R&C Job Holding Inc. – D14-REN.

**Resolution 2013-331:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

That Council receive the Confidential letter dated November 28, 2013 from Township Solicitor Bruce Ketcheson, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – R&C Job Holding Inc. – D14-REN.

**CARRIED**

- (c) Confidential Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.

**Resolution 2013-332:** Moved by Councillor Schmidt and  
Seconded by Councillor Roth

That Council receive the Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding personal matters about an identifiable individual including municipal or local board employees – Appointment of individuals to the Various Committees and Boards; and

That staff proceed as directed.

**CARRIED**

- (d) Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Sloat Construction Inc.

**Resolution 2013-333** Moved by Councillor Schmidt and  
Seconded by Councillor Stokley

That Council receive the Confidential Verbal Report from Karen Landry, CAO/Clerk, regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board and advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose – Sloat Construction Inc.; and

That staff proceed as directed.

**CARRIED**

**14. UNFINISHED BUSINESS:**

None.

**15. BY-LAWS:**

- (a) By-Law to authorize the Chief Administrative Officer/Clerk to execute an Agreement with Her Majesty the Queen in Right of Canada.
- (b) By-Law to authorize the Mayor and Clerk to execute an Agreement with The Corporation of the City of Guelph.



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- (c) By-Law to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property.
- (d) By-Law to authorize Speed Limits Concession 4 – Sideroad 12 to a distance of 200 meters West of Sideroad 10.

**\*refer to item 2(1) regarding Disclosure of Pecuniary Interest-Councillor Roth.**

**Resolution 2013-335** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

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

That By-Law **74/13** being By-Law to impose a fee for Mobile Food Service -Operator  
Mobile Food Service - Owner in the amounts of \$100 and \$200 respectively.

**CARRIED**

**Resolution 2013-334:** Moved by Councillor Fielding and  
Seconded by Councillor Stokley

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

- (a) By-Law **72/13** being a By-Law to authorize the Chief Administrative Officer/Clerk to execute an Agreement with Her Majesty the Queen in Right of Canada.
- (b) By-Law **73/13** being a By-Law to authorize the Mayor and Clerk to execute an Agreement with The Corporation of the City of Guelph.
- (c) By-Law **74/13** being a By-Law to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property.
- (d) By-Law **75/13** being a By-Law to authorize Speed Limits Concession 4 – Sideroad 12 to a distance of 200 meters West of Sideroad 10.

**CARRIED**

16. **CONFIRMING BY-LAW**

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

**Resolution 2013-336:** Moved by Councillor Stokley and  
Seconded by Councillor Fielding

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

- By-Law 76/13 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 4<sup>th</sup> day of December, 2013

**CARRIED**



**17. ADJOURNMENT:**

**Resolution No. 2013-337:** Moved by Councillor Roth and  
Seconded by Councillor Schmidt

That Council hereby adjourns at 2:55 p.m.

**CARRIED**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk