



## REPORT ADM-2013-014

---

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

SUBJECT: 2014 Municipal Election – Establishment of Advance Voting Dates  
File No. C07/ADV

---

### **RECOMMENDATIONS**

That Report ADM-2013-014 regarding 2014 Municipal Election – Establishment of Advance Voting Dates be received; and

That the Clerk's Department be open for the hours set out in Report ADM-2013-014; and

That Council enact a By-law to establish October 18, 2014 as an Advance Voting Date for the 2014 Municipal Election.

### **DISCUSSION**

#### Purpose

The purpose of this Report is to seek Council's approval to extend the hours of the Clerk's Department for certain election related functions and to pass a By-law to set the dates and times for the conduct of advance voting.

#### Background

The *Municipal Elections Act, S.O. 1996, as amended*, hereinafter referred to as the "Act", grants the Clerk discretion for the conduct of the election while taking into consideration the resources available to the municipality. The Act continues to require Council to pass a by-law to establish the dates and time for the conduct of advance voting.

- Saturday, October 18, 2014, 9:00 a.m. to 6:00 p.m.

### **Financial Implications**

Since the past practice has been to hold one (1) advance vote there is no additional staff resourcing costs anticipated.

As part of the 2014 Operating Budget staff is developing a cost centre for the election, this will enable staff to track and outline the costs for specific services related to the election in the future.

### **Applicable Legislation and Requirements**

The Act requires a municipal council to pass a by-law establishing one or more dates for an advance vote and the hours during which voting shall be open on that date or dates.



## REPORT ADM-2013-015

---

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk

SUBJECT: 2014 Municipal Election – Reduced Hours of Voting at Certain Voting Places  
File No. C07/RED

---

### **RECOMMENDATIONS**

That Report ADM-2013-015 regarding 2014 Municipal Election – Reduced Hours of Voting at Certain Voting Places be received; and

That Council enact a By-law to provide for reduced hours of voting for voting places in institutions and retirement homes for the 2014 Municipal Election.

### **DISCUSSION**

#### Purpose

The purpose of this Report is to seek Council's approval to reduce the hours of voting for voting places in institutions and retirement homes.

#### Background

The *Municipal Elections Act, S.O. 1996, as amended*, requires that on voting day, a voting place shall be provided on the premises of the following:

1. An institution for the reception, treatment or vocational training of members or former members of the Canadian Forces.
2. An institution in which, on nomination day, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm.
3. A retirement home in which, on nomination day, 50 or more beds are occupied.

## **Reduced Hours of Voting**

The *Municipal Elections Act, S.O. 1996*, as amended, requires a voting place to be provided on the premises of certain institutions and retirement homes in order to ensure voter accessibility.

Staff has obtained information from the Waterloo Wellington Community Care Access Centre and the County of Wellington to obtain a listing of all the retirement, long term care facilities and homes for special care in the Township of Puslinch.

Upon review of the lists and the relevant legislation the facility listed below has been selected to provide reduced voting hours. Arrangements have been made with the Morriston Park Nursing Home Inc., 7363 Calfass Road to offer voting on October 27, 2014 from 1:00 p.m. to 2:00 p.m.

The legislation provides that Council may pass a by-law to permit reduced voting hours at this location. The section of the Act that authorizes the enactment of a by-law to reduce the voting hours at an institution or retirement home specifies that the voting place is only for the use of the residents of the institution or retirement home. Therefore, voters who are not a resident of the facility are not permitted to vote at this location even though the institution or retirement facility is closer than their assigned voting location.

## **Financial Implications**

As part of the 2014 Operating Budget staff is developing a cost centre for the election, this will enable staff to track and outline the costs for specific services related to the election in the future.

## **Applicable Legislation and Requirements**

The Act requires a municipal council to pass a by-law in order to reduce the voting hours at an institution or retirement home.



## REPORT ADM-2013-016

---

TO: Mayor and Members of Council

FROM: Donna Tremblay Deputy Clerk

SUBJECT: Advertising on Township Property

File No. AO9-ADV

---

### **RECOMMENDATIONS**

The Report ADM-2013-016 regarding Advertising on Township Property be received;  
and

That Council approve the Advertising Policy as outlined in Appendix "A" to Report ADM-2013-016; and

That staff work with the current rink board advertisers in order to facilitate the issuing of a permit under the new policy.

### **DISCUSSION**

#### Purpose

The Purpose of this report is to provide information to Council regarding the proposed Advertising Policy for Advertising on Township Property.

The development of this policy is the first step to realizing benefits of a comprehensive and strategic approach to advertising activities, and will provide the foundation and guidelines for staff when considering requests for and/or soliciting revenue for advertising opportunities on Township Property.

#### Background

Upon a recommendation by the Recreation Committee, Staff have undertaken a review of the various locations for advertising on Township property and have developed an Advertising policy which applies to all paid advertising at these locations.

At the Recreation Committee meeting held on October 15, 2013, the Committee approved the final version of the Advertising Policy.

## **Principles and Objectives**

The policy incorporates a balance of flexibility and control while maintaining the corporate image, values and standards. The following principles and objectives were considered when developing the policy:

1. Advertising on Township Property shall be:
  - Compatible with Township image, values and standards; and
  - In compliance with Township Policies and by-laws.
2. Approval to advertise on Township Property does not act as the Township's endorsement of the content or the advertiser and does not act as the Township's endorsement of any one product or service over another.

## **Application of the Policy:**

The Policy will apply to advertising on Township property to include:

- a) rink boards,
- b) ball diamonds (outfield fences);
- c) outdoor marquee signs; and
- d) display boards.

## **Policy Details:**

The policy requirements and regulations were developed to reflect legislative requirements and the business needs of the corporation.

The policy details include:

1. Applicants shall submit a request to advertise on Township Property in the prescribed form as provided by the Township.
2. Approval of an Application is subject to:
  - a) compliance with all Township policies and by-laws
  - b) size restrictions as prescribed by the Township
  - c) payment of the applicable fee in accordance with the Township's Fee By-Law
3. Applicants are required to use the Township's approved Vendor.
4. The Township reserves the right to reject any application that is not compatible with the Township's image.
5. The Township reserves the right to refuse or remove any advertising, at any time, considered to be in violation of this policy or by-laws and may do so at the Applicant's expense.

6. The Township shall not be responsible for the costs to maintain a sign or for damage caused. A damaged sign deemed by Township staff to be unsafe will be removed immediately at the Applicant's expense.
7. An Applicant shall be responsible for all costs associated with the design, production, installation and removal of a sign.

**Term of Advertising Period:**

1. Rink board advertising is available for a term of one year only.
2. Ball diamond (outfield fences) advertising is available seasonally from May to October each year.
3. Outdoor Marquee advertising is available for a minimum of one week (Monday to Sunday) period.
4. Outdoor Board advertising is available for a minimum of one week (Monday to Sunday) period.

**Current Advertising Agreements:**

There is currently existing advertising in place for both rink boards and marquee sign.

**Rink Boards**

There are currently three ads on the rink boards at the Optimist Recreation Centre. These include, Hydro One, North American Construction and Halwell Mutual Insurance Co.

**Hydro One**

Hydro One was provided a rink board advertisement as recognition of their donation of \$10,000 from the Hydro One PowerPlay grant program in 2010, which supported children's sports and recreation facilities.

**North American Construction**

North American Construction was approached by the Optimist Club of Puslinch and had expressed an interest in advertising on a rink board. The Optimist Club of Puslinch made arrangements for the design and approval of the ad and paid the costs associated with same. Collection efforts by the Club to recover the costs for both the rink board ad and advertising fees have not been successful. At the direction of Council staff will endeavour to work with the advertiser in order to recover any future and outstanding costs for advertising.

**Halwell Mutual Insurance Co.**

Halwell Mutual Insurance Co. was approached by the Optimist Club of Puslinch. They have placed an advertisement on the rink board a 12 month period. On the direction of Council, staff will endeavour to work with the advertiser in order to obtain any outstanding advertising fees.

With the exception of Hydro One, no formal agreements are in place with any of the present rink board advertisers.

**Marquee (Electronic) Sign**

The advertisers on the fixed portion of the electronic sign including the Optimist Club of Puslinch and County of Wellington and were provided advertisement in recognition of their donation towards the purchase of the electronic sign.

**Financial Implications**

Should Council approve the Advertising Policy, the fee included in the 2014 User Fee By-Law would apply. At the December 4, 2013 Council meeting, Council received Report FIN-2013-011 and approved the 2014 User Fee By-Law. Effective January 1, 2014, the fees associated with advertising at Township facilities are as follows:

<b>Rink board Advertising</b>	Per Year	\$ 350.00 + HST
<b>Ball Diamond Advertising</b>	Per Season	\$ 175.00 +HST

**Applicable Legislation and Requirements**

Township 2014 User Fee By-Law





**Policy No. 201X-00X**  
**Corporate Policy**

**TITLE:** ADVERTISING POLICY  
**DATE:** October, 2013  
**Subject:** ADVERTISING ON TOWNSHIP PROPERTY

**Policy Statement:**

The Township recognizes that appropriate advertising on Township property provides an acceptable means of maximizing revenue potential.

**Scope:**

This Policy applies to all paid advertising on Township property.

**Purpose:**

The purpose of this policy is to provide guidance to staff when considering requests for, and/or soliciting revenue for advertising opportunities on Township Property.

**Guiding Principles**

1. Advertising on Township Property shall be:
  - compatible with the Township's image, values and standards; and
  - in compliance with Township Policies and by-laws.
2. Approval to advertise on Township Property does not act as the Township's endorsement of the content or the advertiser and does not act as the Township's endorsement of any one product or service over another.

**Advertising Program**

**Locations for Advertising**

1. The Township provides advertising opportunities in the following areas:
  - a) rink boards



**Policy No. 201X-00X**

**Corporate Policy**

- b) ball diamonds (outfield fences)
- c) outdoor marquee sign; and
- d) display boards.

**Policy Details**

1. Applicants shall submit a request to advertise on Township Property in the prescribed form as provided by the Township.
2. Approval of an Application is subject to:
  - compliance with all Township policies and by-laws
  - size restrictions as prescribed by the Township
  - payment of the applicable fee in accordance with the Township's Fee By-Law
3. Applicants are required to use the Township's approved Vendor.
4. The Township reserves the right to reject any application that is not compatible with the Township's image.
5. The Township reserves the right to refuse or remove any advertising, at any time, considered to be in violation of this policy or by-laws and may do so at the Applicant's expense.
6. The Township shall not be responsible for the costs to maintain a sign or for damage caused. A damaged sign deemed by Township staff to be unsafe will be removed immediately at the Applicant's expense.
7. An Applicant shall be responsible for all costs associated with the design, production, installation and removal of a sign.

**Rink Board Advertising**

1. Rink Board advertising is available for a term of one year only.



**Policy No. 201X-00X**

**Corporate Policy**

**Ball Diamond (Outfield Fences) Advertising**

1. Ball Diamond (outfield fences) advertising shall:
  - (a) blend with surrounding flora; and
  - (b) not impair views or interfere with the enjoyment of the park.
2. Ball Diamond (Outfield Fences) advertising is available seasonally from May to October each year.

**Outdoor Marquee Sign Advertising**

1. The Township's Outdoor Marquee Sign is available to promote leisure programs, events and activities.
2. An Applicant hosting an activity at a Township facility is given first priority followed by an Applicant promoting a community activity.
3. Outdoor Marquee advertising is available for a minimum of one week (Monday to Sunday) period.

**Display Board Advertising**

1. The Township's Outdoor Display Board is available to promote leisure programs, events and activities.
2. An Applicant hosting an activity at a Township facility is given first priority followed by an Applicant promoting a community activity.
3. Outdoor Board advertising is available for a minimum of one week (Monday to Sunday) period.

**Reference and Related Documents:**

Application Form



Township of Puslinch

Parks and Recreation Department  
 7404 Wellington Road 34  
 Guelph, ON N1H 6H9  
 Phone (519) 763-1226  
 Fax (519) 763-5846

PARKS AND RECREATION DEPARTMENT  
 ARENA RINK BOARD AND BASEBALL DIAMOND ADVERTISEMENT APPLICATION

FOR OFFICE USE ONLY	
Term of Rental:	_____
Location of Advertisement:	_____
<input type="checkbox"/> Aberfoyle Ball Park	
<input type="checkbox"/> Morriston Ball Park	
<input type="checkbox"/> Arena Rink Board	
	<input type="checkbox"/> Paid In Full

Please complete the information below (Please Print)

Company Name: _____		<input type="checkbox"/> New Request <input type="checkbox"/> Renewal
Contact Person: _____		
Address: _____ _____		
Postal Code: _____	E-mail: _____	
Tel: ( ) _____	Fax: ( ) _____	
Location of Signs	# Panels	Amount + HST
<input type="checkbox"/> Morriston Meadows		
<input type="checkbox"/> Aberfoyle		
<b>Arena</b>		

**Terms and Conditions**

The term for arena rink board advertising rental is one year. The fee for a standard panel is \$395.50 tax included for 12 months. The baseball diamonds fence term is May – Oct.

The Townships approved vendor will supply and install the panels and designs shall be subject to compliance with all Township policies and by-laws. This includes size restrictions as prescribed by the Township. The applicant shall be responsible for all costs associated with the design, production, installation and removal of a sign. The Township reserves the right to reject any application that is not compatible with the Township's image. The Township shall not be responsible for the costs to maintain a sign or for damage caused. A damaged sign deemed by Township staff to be unsafe will be removed immediately at the Applicant's expense.

I read and agree to all terms and conditions:

Please Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Method of Payment:  Cheque  Cash  Debit Total Amount \$ \_\_\_\_\_

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used to process this application.

Parks and Recreation Department  
 Tel: (519) 763-1226  
 Fax: (519) 763-5846



Parks and Recreation Department  
7404 Wellington Road 34  
Queleph, ON N1H 6H9  
Phone (519) 763-1226  
Fax (519) 763-5846

Township of Puslinch

PARKS AND RECREATION DEPARTMENT  
MARQUEE OUTDOOR SIGN AND DISPLAY BOARD ADVERTISEMENT APPLICATION

<b>FOR OFFICE USE ONLY</b>	
Term of Rental:	_____
Location of Advertisement:	_____
<input type="checkbox"/> Outdoor Marquee Sign	
<input type="checkbox"/> Optimist Recreation Centre Display Board	
<input type="checkbox"/> Puslinch Community Centre Display Board	
<input type="checkbox"/> Township of Puslinch Office	
	<input type="checkbox"/> Paid in Full
	<input type="checkbox"/> No Payment Required

Please complete the information below (Please Print)

		<input type="checkbox"/> New Request
		<input type="checkbox"/> Renewal
Company Name: _____		
Contact Person: _____		
Address: _____		
_____		
Postal Code: _____	E-mail: _____	
Tel: ( ) _____	Fax: ( ) _____	

Outdoor Marquee Sign Message (14 Characters per line including spaces, 6 lines per display page)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Terms and Conditions**

The term for rental of the outdoor Marquee Sign and Outdoor display boards is a minimum of 1 week. The fee for 2 lines per week is \$36.16 tax included. The fee for 4 lines per week is \$71.19 tax included. There is no cost to advertise on the outdoor display boards.

The Township's Outdoor Marquee Sign and outdoor display boards are available to promote leisure programs, events and activities. An applicant hosting an activity at a Township facility is given first priority followed by an applicant promoting a community activity. The Township reserves the right to reject any application that is not compatible with the Township's image.

I have read and agree to all terms and conditions:

Please Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Method of Payment:  Cheque  Cash  Debit Total Amount \$ \_\_\_\_\_

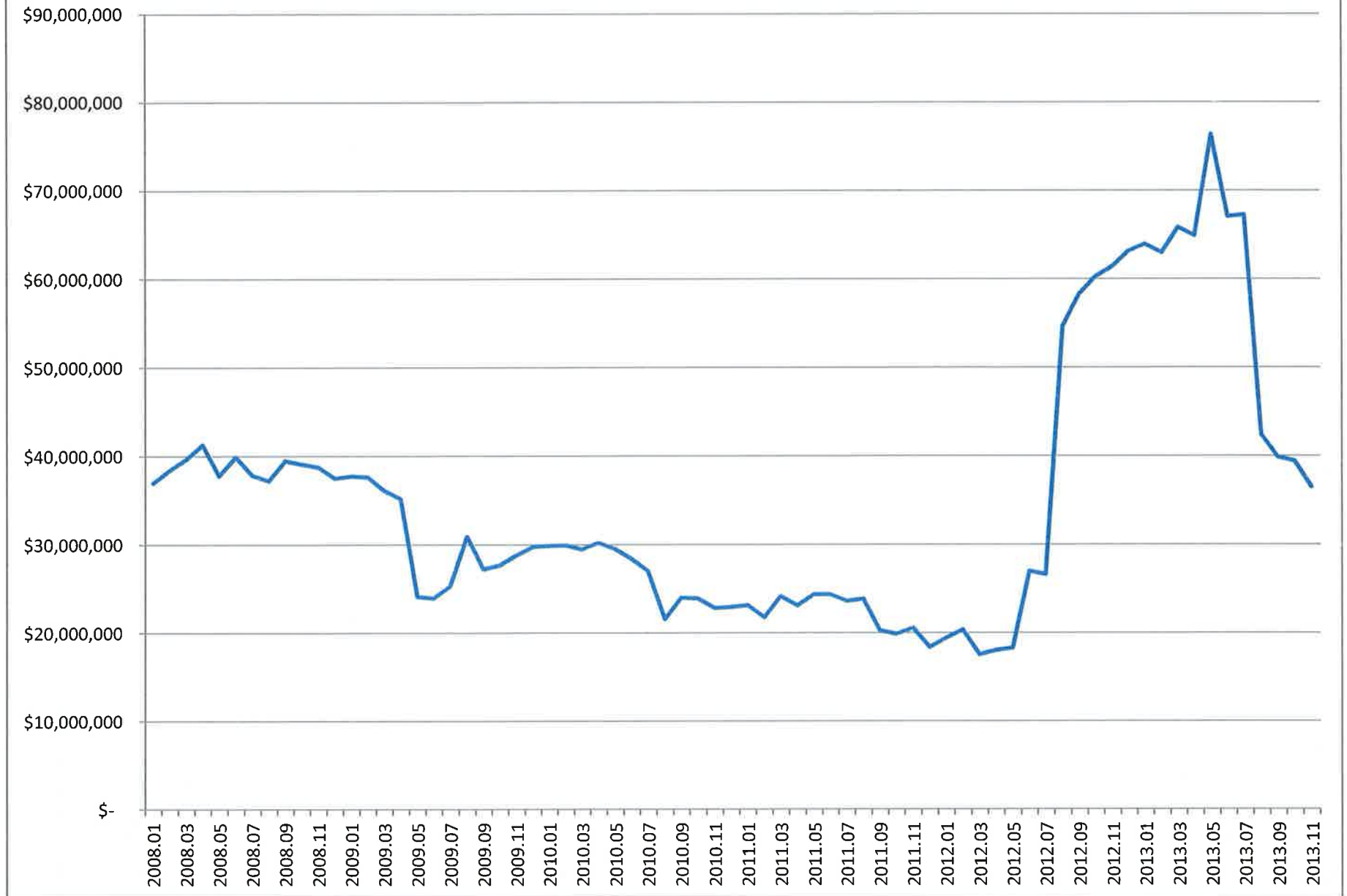
The personal information on this form is collected under the authority of the Municipal Act, as amended. The information is used to process this application.

**2013 BUILDING REPORT**

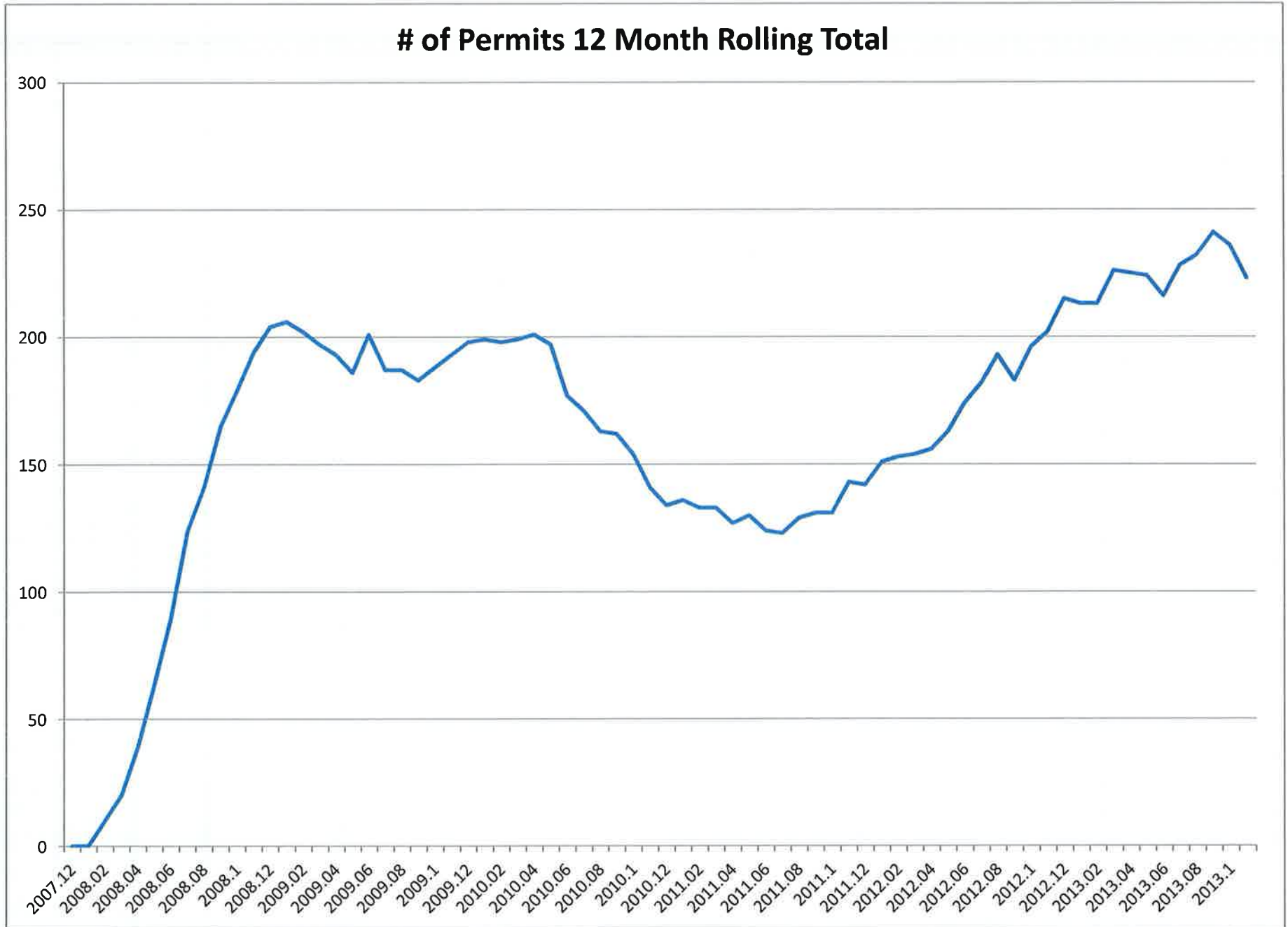
	<u>VALUE OF CONSTRUCTION</u>		<u>PERMIT FEES COLLECTED</u>		<u>%</u>	<u>PERMITS</u>
	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>CHANGE</u>	<u>ISSUED</u>
January	\$1,552,000.00	\$2,323,300.00	\$17,445.00	\$30,628.95	150%	12
February	\$1,338,000.00	\$398,000.00	\$14,410.00	\$2,000.00	30%	4
March	\$68,000.00	\$2,937,000.00	\$1,447.00	\$38,663.85	4319%	20
April	\$1,824,500.00	\$855,500.00	\$17,813.00	\$12,814.00	47%	12
May	\$2,913,000.00	\$14,369,150.00	\$41,577.90	\$120,059.00	493%	23
June	\$10,774,800.00	\$1,507,375.00	\$110,010.05	\$21,518.00	14%	18
July	\$2,137,000.00	\$2,326,000.00	\$33,897.05	\$34,829.00	109%	33
August	\$29,028,500.00	\$4,176,000.00	\$259,024.00	\$52,391.20	14%	30
September	\$4,501,900.00	\$1,941,500.00	\$45,916.00	\$20,625.00	43%	20
October	\$3,637,000.00	\$3,227,500.00	\$47,033.00	\$35,654.00	89%	19
November	\$3,369,700.00	\$433,000.00	\$31,961.85	\$7,674.00	13%	12
December		\$0.00		\$0.00		
<b>TOTALS TO DATE</b>		<b>\$34,494,325.00</b>		<b>\$376,857.00</b>		<b>203</b>
<b>2012 COMPARISON</b>		<b>\$61,144,400.00</b>		<b>\$620,534.85</b>		<b>195</b>
<b>Total % CHANGE</b>		<b>56%</b>		<b>61%</b>		<b>104%</b>

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

### Total Value of Permits 12 Month Rolling Total



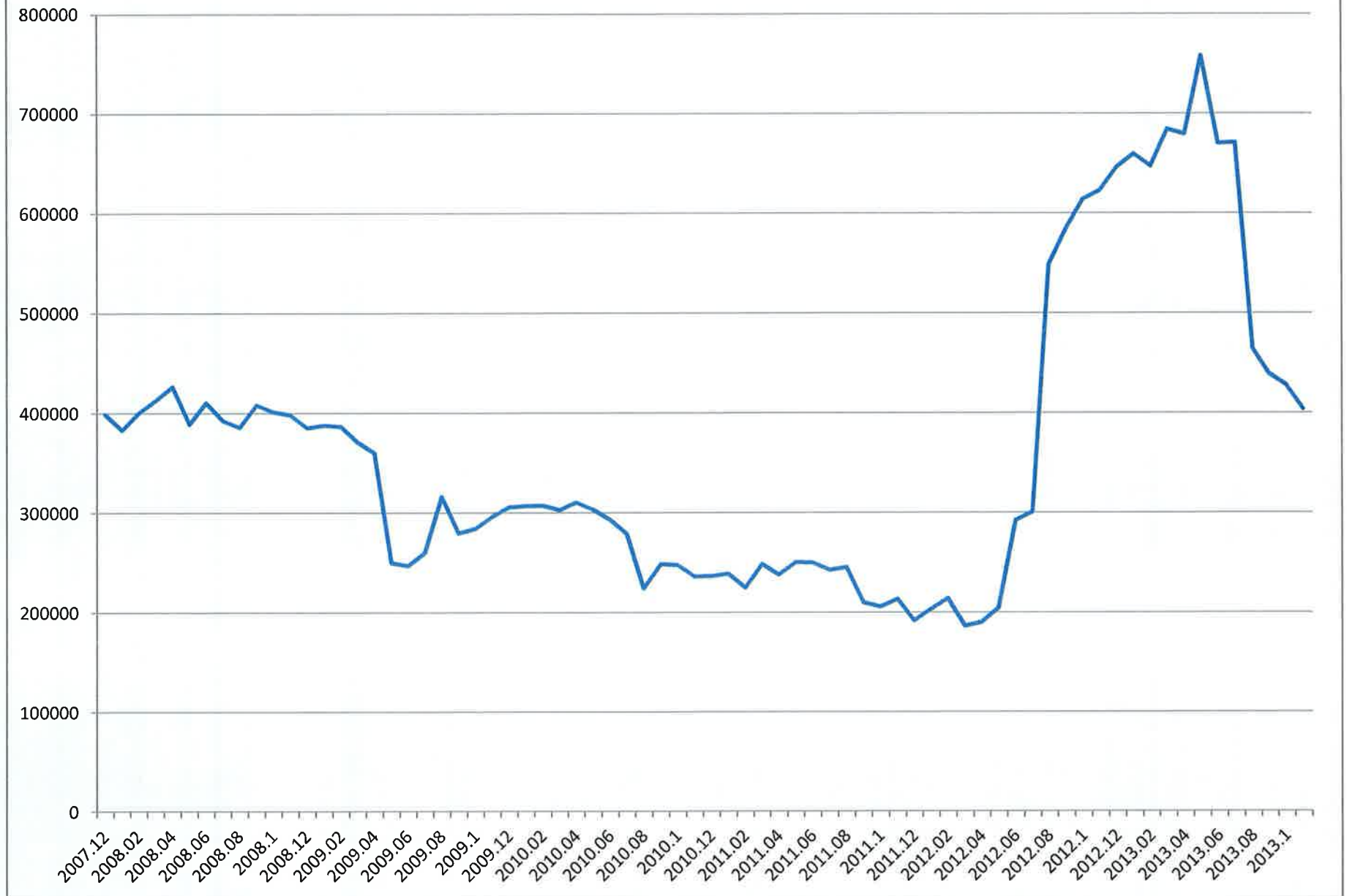
Note: The Graphs Below only Include Septic Permits in 2012 and beyond





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

### Permit Fees Collected 12 Month Rolling Total





Committee of Adjustment  
 Tuesday September 10, 2013  
 9:30 am  
 Council Chambers, Aberfoyle

## MINUTES

### MEMBERS PRESENT

Barb McKay, Chair  
 Matthew Bulmer  
 Beverley Nykamp

### MEMBERS ABSENT

None

### OTHERS IN ATTENDANCE

Denise Jones  
 Barbara Jones

#### 1. CALL TO ORDER

The meeting was called to order at 9:30 am.

#### 2. DISCLOSURE OF PECUNIARY INTEREST

None.

#### 3. APPROVAL OF MINUTES

Moved by M. Bulmer and Seconded by B. McKay  
 That the Minutes of the Fifth Regular 2013 Committee of Adjustment meeting dated July 9<sup>th</sup>, 2013 be and are hereby adopted as presented.

**CARRIED.**

#### 4. APPLICATIONS

- Owen & Denise Jones – 6512 Roszell Rd – Concession 3 Rear, Part Lot 2 – #A-11/2013

The purpose of the application is to seek relief from provisions of Zoning By-law #19/85. General Provisions, Section 18(a) states that no person shall erect or establish any building closer than 27 metres to the centerline of a highway. Allow for the proposed garage to have a setback of 20 metres from the centerline of the highway. Total relief being requested is 7 metres.

A Letter from the County of Wellington dated August 27, 2013 advises there are no concerns with the application.

A letter from the Grand River Conservation Authority dated August 28, 2013 advises a permit was issued on July 9<sup>th</sup>, 2013 for the construction of a residential accessory structure (garage).

The Committee was in support of the application.