



MINUTES

DATE: October 27, 2021

CAPITAL BUDGET MEETING: 9:00 A.M.

The October 27, 2021 Capital Budget Council Meeting was held on the above date and called to order at 9:00 a.m. via electronic participation.

1. **CALL THE MEETING TO ORDER**

2. **ROLL CALL**

ATTENDANCE:

Councillor Sara Bailey
Councillor Matthew Bulmer
Councillor Jessica Goyda
Councillor John Sepulis
Mayor James Seeley

STAFF IN ATTENDANCE:

1. Glenn Schwendinger, CAO
2. Mike Fowler, Director of Public Works, Parks and Facilities
3. Mary Hasan, Director of Finance/Treasurer
4. Courtenay Hoytfox, Municipal Clerk
5. Jeff Bunn, Deputy Clerk
6. Andrew Hartholt, Chief Building Official
7. Brad Bigrigg, Fire Chief
8. Mirela Oltean, Deputy Treasurer

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

Resolution No. 2021-330:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council approves the October 27, 2021 Capital Budget Agenda as circulated.

CARRIED

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

6. **REPORTS:**

9.1 Puslinch Fire and Rescue Services

9.1.1 None

9.2 Finance Department

9.2.1 Report FIN-2021-034 - 2022 Proposed Capital Budget

Resolution No. 2021-331:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

THAT Report FIN-2021-034 regarding the 2022 Proposed Capital Budget be received; and

Township Benches

That staff report back regarding Township benches including costs associated with inspections, maintenance and replacement of existing benches including the construction type of a basic bench; and

That staff report back with a donation policy to include construction type of a higher quality bench design for approved donations with an associated donation plaque; and

Frisbee Golf Course

That Council revise the initiative for a designated Frisbee golf course space to allow for further discussion during the 2023 User Fees and Charges By-law process and the potential for cohabitation of a Frisbee golf course in an existing park; and

That a booking policy be developed for utilizing an existing park for Frisbee Golf; and

Playground at Boreham Park and the Puslinch Community Centre (PCC) Park

That Council direct staff to report back on funding opportunities including the potential to apply to the County of Wellington for multiple years of accessibility grant funding in 2023 and associated costs; and

That the Playground at Boreham Park and the Puslinch Community Centre (PCC) Park projects be moved to 2023; and

Aggregate Levy

That Council direct staff to report back on the estimated targets for allocating the Aggregate Levy between the operating and capital budget relating to road rehabilitation for the 2023 budget process; and

That staff fund the following tax levy funded projects by the aggregate levy:

- Bridge and Culvert Inspections-2023 - \$7,500
- Concession 7 Paving - \$3,400; and

That staff report back on whether Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection - Asset No. 12009 (Cell 1), 12010 (Cell 2), 12011 (Cell 3) – \$9,000 can be funded by the Aggregate Levy; and

That staff transfer the capital levy component associated with these projects to the operating tax levy; and

Radio System Update

That Council authorize a pre-budget approval of \$48,235 for the Radio System Update in order to achieve the savings of \$15,000 and to ensure continued interoperability with County-wide municipalities; and

Puslinch Community Centre Convert Lighting to LED

That Council direct staff to report back on the costs to enhance the Puslinch Community Centre interior aesthetics and the costs associated with replacing the ceiling tiles at the Puslinch Community Centre when the LED lighting project is completed including the possibility to paint the T-bars and the existing ceiling tiles; and

Leslie Road West - Watson Road South to Bridge 5 (Mountsberg) - Asset No. 22

That Council direct staff to report back on the possibility to provide a wider shoulder at this location; and

Kerr Crescent - Stormwater Management Facility - Asset No. 12004

That Council direct staff to report back on possible cost recovery options related to Stormwater Management Facility maintenance within the Township, including approaching the County of Wellington regarding potential cost sharing agreements.

CARRIED

Council recessed from 10:49am to 10:55am

Roll Call

Councillor Goyda
Councillor Sepulis
Councillor Bailey
Councillor Bulmer
Mayor Seeley

9.2.2 Report FIN-2021-035 - Budget Development and Control Policy

Resolution No. 2021-332:

Moved by Councillor Bulmer and
Seconded by Councillor Bailey

**THAT Report FIN-2021-035 regarding Budget Development and Control Policy be received; and
THAT Council adopt the Budget Development and Control Policy attached as amended as
Schedule A to Report FIN-2021-035; and**

That the policy be amended as follows:

3.c) That staff prepares a budget for Council's consideration incorporating a Township total tax increase on the median/typical Single Family Home not greater than the proposed budget year's Consumer Price Index (CPI) inflation rate as outlined in the Ontario Budget and as determined by Statistics Canada and Ontario Ministry of Finance before adding on the dedicated capital levy impact for the proposed budget year; and

5.a) The ten year capital budget and forecast is prepared based on revenue and expenditure projections using the most current information available and will be updated annually as detailed information becomes available including an adjustment for CPI over the forecast period. Impacts will be mitigated where possible to maintain the forecast within budget guidelines; and

7.f) Any increase or decrease to service levels or addition of new Township capital infrastructure requires a staff report on resource and operating cost impacts; and

8.b) Fund re-allocation between the approved operating budget and the approved capital budget is not permitted; and

Add in Section 11 that Target dates will be adjusted to accommodate on municipal election years; and

That the June meeting will include discussions regarding the overall direction of service levels; and

That community engagement through Engage Puslinch will take place up until after the Public Information meeting; and

THAT Council repeal By-law No. 007-2020 being a by-law to establish and define the discretionary reserves for the Corporation of the Township of Puslinch; and

THAT the previous Financial Administration and Budget Management Policy adopted by Council in By-law No. 60/08 be replaced with the Budget Development and Control Policy attached as amended in Schedule A to Report FIN-2021-035; and

That staff incorporate definitions in the Budget Development and Control Policy.

CARRIED

9.3 Administration Department

9.3.1 None

9.4 Planning and Building Department

9.4.1 None

9.5 Emergency Management

9.5.1 None

9.6 Roads and Parks Department

9.6.1 Report PW-2021-006 Proposal for Grader Replacement

Resolution No. 2021-333:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

That Report PW-2021-006 regarding the proposal for a grader replacement be received; and

That Council direct staff as follows:

That Council authorize pre-budget approval for the purchase of replacement of grader unit 1999-501 as recommended in the report; and

That Council authorize the retention of grader unit 2000-502 within the Township fleet and that it be incorporated into the capital forecast; and

That Council authorize the purchase of a roadside mower attachment for grader unit 2000-502 as outlined in the report.

CARRIED

9.7 Recreation Department

9.7.1 None

7. CONFIRMATORY BY-LAW:

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

Resolution No. 2021-334:

Moved by Councillor Bulmer and
Seconded by Councillor Bailey

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



By-Law 2021-056 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 27 day of October 2021.

CARRIED

8. ADJOURNMENT:

Resolution No. 2021-335:

Moved by Councillor Sepulis and
Seconded by Councillor Bailey

That Council hereby adjourns at 1:44 p.m.

CARRIED

James Seeley, Mayor

Courtenay Hoytfox, Clerk