



## MINUTES

**DATE:** November 17, 2021

**OPERATING BUDGET MEETING:** 10:00 A.M.

The November 17, 2021 Operating Budget Council Meeting was held on the above date and called to order at 10:00 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. Mirela Oltean, Deputy Treasurer
7. Andrew Hartholt, Chief Building Official
8. Brad Bigrigg, Fire Chief

3. **MOMENT OF REFLECTION**

4. **CONFIRMATION OF THE AGENDA**

**Resolution No. 2021-363:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bulmer

**That Council approves the November 17, 2021 Operating Budget Agenda as circulated.**

**CARRIED**

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

Councillor Goyda declared a potential pecuniary interest related to item 7.1 and part of 8.1.2 as I am a member of the board of directors for Sunrise Riding and Learning Centre and as such will refrain from any discussion and decisions in regards to grant application specific to Sunrise.

Councillor Bulmer declared a potential pecuniary interest related to item 7.1 and 8.1.2 as I have agreed to act as an Advisor to Sunrise and the presentation materials state that such "Advisors" provide a benefit to Sunrise. From this, a reasonable person would perceive that I am a "friend" of Sunrise. As per the Township Code of Conduct, No Member shall make a decision or exercise an official power, duty or function if the Member knows or reasonable should know that the action would create an opportunity to advance a private interest of a Friend, whether or not the private interest is actually advanced.

6. **CONSENT AGENDA**

6.1 Adoption and Receipt of the Minutes of the Previous Council and Committee Meetings:

6.1.1 October 27, 2021 Electronic Participation Capital Budget Meeting Minutes

**Resolution No. 2021-364:**

Moved by Councillor Sepulis and  
Seconded by Councillor Bailey



**That the Consent Agenda item listed for NOVEMBER 17, 2021 Council meeting be received for information.**

**CARRIED**

**7. DELEGATIONS:**

Councillor Goyda declared a potential pecuniary interest related to item 7.1 as I am a member of the board of directors for Sunrise Riding and Learning Centre and as such will refrain from any discussion and decisions in regards to grant application specific to Sunrise and refrained from discussions and voting on that item.

Councillor Bulmer declared a potential pecuniary interest related to item 7.1 as I have agreed to act as an Advisor to Sunrise and the presentation materials state that such “Advisors” provide a benefit to Sunrise. From this, a reasonable person would perceive that I am a “friend” of Sunrise. As per the Township Code of Conduct, No Member shall make a decision or exercise an official power, duty or function if the Member knows or reasonable should know that the action would create an opportunity to advance a private interest of a Friend, whether or not the private interest is actually advanced and refrained from discussions and voting on that item.

7.1 10:05am Delegation by Peter Cummins, Chair Steering Committee, Sunrise Therapeutic Riding & Learning Centre regarding the Category 3 Grant Application.

**Resolution No. 2021-365:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council receives the Delegation by Peter Cummins, Chair Steering Committee, Sunrise Therapeutic Riding & Learning Centre regarding the Category 3 Grant Application for information.**

**CARRIED**

7.2 10:15am Delegation by Puslinch Lake Conservation Association regarding the Category 3 Grant Application.

**Resolution No. 2021-366:** Moved by Councillor Bulmer and  
Seconded by Councillor Sepulis

**That Council receives the Delegation by Art Zymerman representing Puslinch Lake Conservation Association regarding the Category 3 Grant Application for information.**

**CARRIED**

**8. REPORTS:**

**8.1 Finance Department**

8.1.1 Report FIN-2021-036 – 2022 Proposed Operating Budget

**Resolution No. 2021-367:** Moved by Councillor Bulmer and  
Seconded by Councillor Sepulis

**That staff be requested to report back prior to the end of the budget process on a more equitable method of calculating the Cost of Living Adjustment such as rolling averages.**

**CARRIED**

**Resolution No. 2021-368:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**THAT Report FIN-2021-036 regarding the 2022 Proposed Operating Budget be received; and**



That \$48,230 remain in the operating budget associated with the Cambridge Fire Services Contract; and

That Council authorize pre-budget approval of \$74,424 for the proposed new Equipment Operator position in order to commence recruitment; and

That Council authorize a cost of living adjustment of 2.00% as a placeholder increase until such time that staff report back on a more equitable method of calculating the Cost of Living Adjustment; and

That the Top Aggregate Producing Municipalities of Ontario Membership fee of \$5000 be a recurring annual cost in the operating budget; and

That Council approves the 2022 one-time base budget increases amounting to \$6,019 as outlined below to be funded by the 2021 general surplus:

Description	2022 Approved One-Time Base Budget Increase
Microsoft Office 365 Email Licenses – One-Time Implementation Costs	\$2,519
Fire Safety Boots Reserve to replace boots as determined by the Fire Chief	\$3,500

That Council approves the 2022 permanent base budget increases amounting to \$4,775 as outlined below:

Description	2022 Approved Permanent Base Budget Increase
Microsoft Office 365 Email Licenses – Annual Recurring Costs	\$1,275
Fire Safety Boots Reserve to replace boots as determined by the Fire Chief	\$3,500

**CARRIED**

**Resolution No. 2021-369:**

Moved by Councillor Bulmer and  
 Seconded by Councillor Bailey

That the Parks and Facility Advertising 2022 Permanent Base Budget Increase amount of \$4800 be conditionally approved and that no funds be spent until such time that Township external advertising be incorporated into the Township Advertising, Communication, and Media Relations Policy.

**CARRIED**

8.1.2 Report FIN-2021-039 – 2022 Grant Application Program

**Resolution No. 2021-370:**

Moved by Councillor Bulmer and  
 Seconded by Councillor Sepulis



**THAT Report FIN-2021-039 regarding the 2022 Grant Application Program be received; and**

**That Council approves the grant allocations amounting to \$10,463 as outlined below:**

<b>Organization</b>	<b>2022 Approved Grant Allocation</b>
<b>Aberfoyle Agricultural Society</b>	<b>\$3,000</b>
<b>Aberfoyle Farmers' Market</b>	<b>\$3,000</b>
<b>Puslinch Lake Conservation Association</b>	<b>\$4,283</b>
<b>Wellington County Plowmen's Association</b>	<b>\$180</b>

**CARRIED**

Councillor Bulmer declared a potential pecuniary interest related to 8.1.2 as I host the website for Friends of Mill Creek and refrained from discussions and voting on that item.

**Resolution No. 2021-371:** Moved by Councillor Bailey and  
Seconded by Councillor Goyda

**That Council approves the grant allocations amounting to \$3,000 as outlined below:**

<b>Organization</b>	<b>2022 Approved Grant Allocation</b>
<b>Friends of Mill Creek – Grand River</b>	<b>\$3,000</b>

**CARRIED**

Councillor Goyda declared a potential pecuniary interest related to item 8.1.2 as I am a member of the board of directors for Sunrise Riding and Learning Centre and as such will refrain from any discussion and decisions in regards to grant application specific to Sunrise and refrained from discussions and voting on that item.

Councillor Bulmer declared a potential pecuniary interest related to item 8.1.2 as I have agreed to act as an Advisor to Sunrise and the presentation materials state that such "Advisors" provide a benefit to Sunrise. From this, a reasonable person would perceive that I am a "friend" of Sunrise. As per the Township Code of Conduct, No Member shall make a decision or exercise an official power, duty or function if the Member knows or reasonable should know that the action would create an opportunity to advance a private interest of a Friend, whether or not the private interest is actually advanced and refrained from discussions and voting on that item.

**Resolution No. 2021-372:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council approves the grant allocations amounting to \$8,566 as outlined below:**

<b>Organization</b>	<b>2022 Approved Grant Allocation</b>
<b>Sunrise Therapeutic Riding and Learning Centre – Category 3 Application</b>	<b>\$8,566</b>

**CARRIED**

**Council recessed from 12:55pm to 1:05pm**

**Roll Call**

**Councillor Goyda**  
**Councillor Sepulis**  
**Councillor Bailey**  
**Councillor Bulmer**



**Mayor Seeley**

**9.3 Administration Department**

9.3.1 Report ADM-2021-074 – Proposed Level of Service Policy for Public Works, Parks and Facilities

**Resolution No. 2021-373:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

**That Council receives the Proposed Level of Service Policy for Public Works, Parks and Facilities;  
and**

**That Council adopts the policy including the revisions as noted; and**

**That staff include the Proposed Level of Service Policy for Public Works, Parks and Facilities on  
Engage Puslinch on an annual basis prior to the budget process commencing to gain feedback  
from the community.**

**CARRIED**

**9. CONFIRMATORY BY-LAW:**

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

**Resolution No. 2021-374:**

Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

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

**By-Law 2021-060 being a by-law to confirm the proceedings of Council for the Corporation of the  
Township of Puslinch at its meeting held on the 17 day of November 2021.**

**CARRIED**

**10. ADJOURNMENT:**

**Resolution No. 2021-375:**

Moved by Councillor Bulmer and  
Seconded by Councillor Sepulis

**That Council hereby adjourns at 1:38 p.m.**

**CARRIED**

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James Seeley, Mayor

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Courtenay Hoytfox, Clerk