



October 19, 2022 Regular Council Meeting

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Addition to the Consent Agenda Item 6.1.4 Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 19, 2022 Council agenda items.

Responses Appreciated Prior to Meeting

6.5 Mini Lakes WWTP Monthly Performance Report - September 2022

p.52 Item 1.3 Effluent Limits

-re “review of the infrastructure from a process stand point is highly recommended to mitigate Annual Concentration Limit exceedances and Non-Compliances.”; will be moving that Mini Lakes address this comment

Staff will have a draft motion prepared.

Re: Dufferin delegation

Communication from a neighbouring resident: “The water table needs time to recover from the displacement of the material – the recovery time must not be reduced – there needs to be a better balance and I do not think they are monitoring the water table effectively – this should not be left up to Dufferin – a third party or the Township needs to do this – our water level is down dramatically this year.”

Dufferin did not provide information regarding this as part of their delegation materials. This question should be addressed with the delegate.

Re: Delegation from Dufferin seeking exemption for shipping until end of the year – Do staff have any concerns regarding this request or received any complaints or concerns regarding the current operation?

Council has approved the extension in the past with conditions. Staff are not aware of any complaints being made to the Township.



Q1: Is the extension for removal of material or for transport of material only?

Dufferin did not provide information regarding this as part of their delegation materials. This question should be addressed with the delegate.

Q2: Will reducing the recovery time (the time the pit is not being excavated during the winter) affect water levels?(Specifically the neighbouring 'completed' pit/lake)

Dufferin did not provide information regarding this as part of their delegation materials. This question should be addressed with the delegate.

Q3: What water level monitoring is currently happening? Who monitors it? What data is available? Where would residents find data?

Dufferin did not provide information regarding this as part of their delegation materials. This question should be addressed with the delegate.

Q4: With extended hauling season will there be increased road cleaning?

This question could be addressed directly with the delegate. In previous years where Dufferin has made the same request for extension, Council approved the request with conditions. This approach could be taken to address specific concerns.

Q5: If the hauling season is extended, will residents be notified? If so, can residents also be notified of the increased truck traffic associated with the MTO material being brought to Pit2 for temporary storage until the Midblock interchange work requires the material?

Council has requested notification in the past for similar extensions and this could be undertaken again if the extension is approved by Council. Staff has requested an update on the timing of the haulage of the Midblock related material. Unfortunately no response was received yet at the time of writing. Yes, these properties could be included in the notification.

9.2.2 Report FIN-2022-023 – Second Quarter Financial Report – 2022



Fire and Rescue

-the group benefits have less than 50% remaining for Fire; is this typical Fire

The majority of expenditures are paid in the first quarter related to volunteer firefighter group benefits to AON (annual payment) and Homewood Health (annual payment). The percentage remaining in the second quarter of 2021 was 21% so it is comparable to the percentage remaining in the second quarter of 2022 of 27%.

-p.98 Contract services has only 11% remaining; what does this line item represent and can the costs be mitigated by year end?

The majority of expenditures in contract services are paid in the first and second quarter related to the Township's dispatch agreement with the City of Guelph (\$20K) and the Township's agreement with the City of Cambridge (\$48K). The percentage remaining in the second quarter of 2021 was 14% so it is comparable to the percentage remaining in the second quarter of 2022 of 11%.

Also, the Township did not budget for the shared service agreement with the Township of Centre Wellington for the Fire Chief position in the contract services account during 2022 budget preparation. The remuneration and remuneration related expenses were instead budgeted for the Fire Chief position when the 2022 budget was prepared. There will be further costs of approximately \$40K under this shared service agreement that will be allocated to contract services for July to December 2022. It is difficult to anticipate if there will be savings in remuneration and remuneration related expenses to offset the contract service with Centre Wellington as remuneration is driven by fire calls (ie. the number of significant fires, etc.).

Admin.

-p.100 Professional Fees - Legal are overspent; are these costs reimbursable?; what were the issues incurring these costs?

The year to date actuals as of November 7, 2022 in the Township's other legal accounts in building, by-law, and planning are under budget. See the table below which outlines the current year to date figures:

Account	Department	2022 Year to Date	2022 Budget	Surplus/(Deficit)
01-0010-4303	Administration	\$44,023	\$19,500	-\$ (24,523)
01-0020-4303	Building	\$299	\$20,000	\$19,701
01-0130-4303	Planning	\$17,012	\$17,000	-\$ (12)



01-0140-4303	By-law	\$16,416	\$30,000	\$13,584
Total		\$77,750	\$86,500	\$8,750

The administration legal budget line item includes the costs related to an Information and Privacy Commissioner of Ontario appeal, a procurement matter, Highway 6/Hanlon matter, and any general human resource matters. The legal costs associated with the administrative legal matters were not recoverable. At the time of the 2022 budget preparation, Township staff budgeted conservatively an amount of \$19,500 in the administration legal budget based on the information that Township staff had at the time. The Township budgeted the following items for administration legal matters:

- *Property Tax Matters/Finance Matters*
- *Job Evaluation Maintenance*
- *General Human Resource Matters*
- *Freedom of Information Request*
- *Insurance Adjusting Services*
- *Roads Ownership Information*
- *Road Closures and Sales - Unopened Road Allowance Requests*
- *Agreements – General*
- *Various Title Searches*

The Township has a Corporate Legal Contingency Discretionary Reserve for funding major unrecoverable legal matters. The current balance in this reserve is \$232K. If there is a corporate shortfall in legal professional fees (ie. in building, by-law, planning, and administration legal accounts), finance staff will determine at year-end the amount to be charged to this reserve.

-p.101 are the revenues expected to improve in next two quarters to meet budget?

Yes a portion of the revenues are expected to improve. \$1,300 associated with recoveries from the Appreciation Night event and \$500 from the Nestle Agreement will be recovered in the fourth quarter.

There may also be a requirement for a budget reduction for signature of commissioner and FOI/routine disclosure requests as this account was over estimated when preparing the 2022 proposed operating budget. This line item will be decreased as part of the preparation of the 2023 proposed operating budget.

-p.124 only 41% of budget ; will we be exceeding budget based on trend?



It appears that the Township will not be in an operating deficit position. The majority of the Township's significant revenues/recoveries get recognized in the third quarter (ie. payment in lieu of taxes and the aggregate levy payment). The third quarter financial report will be provided at an upcoming Council Meeting.

Finance

-p.106 are the revenues expected to improve in next two quarters to meet budget?

The current shortfall in recoveries in the finance cost centre is offset by the expenditure account as outlined below:

- *Garbage bags recoveries – budget of \$17,500 and actuals of \$1,303 as of the 2nd quarter.*
- *Garbage bags expenditures - budget of \$17,500 and actuals of \$2,658 as of the 2nd quarter.*

The net impact of the budget of \$17,500 in both the expenditure and revenue account related to garbage bags is net zero.

As a result of the COVID pandemic, the County began offering alternative methods to deliver garbage bags to customers which has a direct impact on both the recovery and expense portion associated with garbage bags at the Township (ie. less residents are purchasing garbage bags at our Municipal Office). The County has also increased the number of vendors selling garbage bags in the Township to include new vendors such as Picard Peanuts, Morriston Medical Centre Pharmacy, Petro Canada and ESSO gas stations. The 2023 proposed budget will be adjusted for a more accurate estimate for both the recovery and expense amounts based on these changes.

Municipal Offices

-p.108 why are contract services significantly over budget?

Wilson Fire Security and Air Wave Heating and Cooling - additional repair costs required in 2022. Air Wave Heating and Cooling also provided the Township with invoices related to a previous fiscal year due to a glitch in their system which was allocated to 2022.

Optimist Recreation

-p.114 why the underexpenditure for full time wages and overexpenditure for part time wages?
Works



The full-time position was vacant in January and most of February 2022. The part-time students worked additional hours due to the vacancy in the full-time position.

-p.121 why aren't the Provincial Aggregate Levy distributed evenly across all quarters as it skews the bottom line?

The Township typically receives the actual provincial aggregate levy cheque in the third quarter (September). Finance staff are currently in the process of implementing the new budget system for future budget reporting. Based on our work with Questica to date, operating budget line items can be allocated on a quarterly basis (or monthly, etc.). Finance staff will also look into other revenue and expenditure budget line items to determine which items should be allocated on a seasonal basis (ie. winter maintenance, parks maintenance, etc.). This is easier to implement in a budget system vs. our current processes through excel.

-121 Roads Other Recoveries; what is this item for?

The invoicing is completed at year-end for road/winter maintenance on subdivisions which have not received final acceptance by the Township in accordance with the Development Agreement. An invoice is also completed at year-end for a road boundary agreement that the Township has in place with the City of Hamilton.

Schedule C

-is it typical to have the amount of outstanding Taxes and Interest at beginning of the year and midway through the year?

The outstanding taxes and interest are always higher due to missed payments from residents as of February 28th and April 30th as these are the tax installment due dates for the first interim tax billing.

Schedule A PW Roads & related costs: Street lights: repairs and hydro expenses vs. Utilities – hydro

Q: why do we see hydro costs twice? P212, 122

- *Street Lights: Repairs and Hydro Expenses – budget of \$14,850 relates to hydro expenses for the Township's streetlights as well as associated repairs.*
- *Hydro – budget of \$750 relates to the railway crossing on Watson Road.*

Re: schedule A



Q: many departments have not used Professional development funds (over \$60000 remaining). Is there a reason these funds have not been used? Are there plans to use these before end of year?

There are corporate wide training initiatives that were not completed in 2022 due to competing priorities (ie. system implementation work, 2022 municipal election, etc.). Many organizations also changed the way conferences were held (ie. more electronic opportunities to attend conferences/seminars which has resulted in lower registration fees). Some events were not held due to CoViD. As part of the preparation of the 2023 budget, there will be opportunities for the senior leadership team to discuss budget proposals for professional development to ensure that 2023 budget amounts are representative of planned professional development for 2023.

Q: many departments have not used Clothing allowance funds (\$3900 remaining). Is there a reason these funds have not been used? Are there plans to use these before end of year?

It is anticipated that these line items will be within budget by year-end.

9.3.1 Report ADM-2022-063 – Procedural By-law Final Draft
-p.172 Friends of Mill Creek mentioned twice

Staff can make this correction.

9.3.2 Budget Process and Service Level Review

“staff prepares a budget for council’s consideration incorporating a total tax increase on the median/typical single family home not greater than the CPI as outlined.....”

What will be the CPI rate for the proposed budget year?

*As part of Report FIN-2022-029 – 2023 Proposed User Fees and Charges which was presented at the September 7, 2022 Council Meeting, Council passed the following resolution pertaining to CPI policy considerations for User Fees and Charges:
That Clause 5a of the Budget Development and Control Policy be amended to state that “User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May”;
The CPI inflation rate as outlined in the 2022 Ontario Budget and as determined by Statistics Canada and Ontario Ministry of Finance for 2023 is projected at 2.5% published on April 28, 2022 (this was prior to the current high CPI inflationary rates that are being experienced).*



<https://budget.ontario.ca/2022/brief.html#section-1>

Clause 4c of the Budget Development and Control Policy indicates the following:

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.

It is recommended that Township staff report back on potential policy options for Council's consideration at the November 30th Council Meeting to ensure consistency with Clause 5a (User Fees and Charges) and Clause 8c (COLA).

“the director of finance will determine in the base operating budget a cost of living adjustment based on the CPI for Ontario from May to May”

What is the CPI for Ontario from May to May for the proposed budget year?

The CPI for Ontario from May to May was 7.80%. Township staff plan to report on potential policy options for Council's consideration at the November 30th Council Meeting.

9.3.3 Report ADM-2022-065 – Bill 23 Proposed Changes Correspondence

-how are our parkland dedication fees affected?

To this point in time we have not yet been able to confirm as not all details are available yet from the Province.

Bill 23 – Proposed Changes –

Unfortunately not a lot of details are available from the Province regarding these specific questions below. These are things many municipalities are asking. Staff would suggest that all Council questions be forwarded to the appropriate Township consultant/solicitor for response



1. The section that speaks to the exemption of development charges to second and third residential units on a parcel of land where residential use is permitted – is this different than what is currently in place since we adopted the zoning amendment for ARU's?
2. The bill proposes reduced development charges on a gradual scale for the first 4 years after the development charge by-law has been passed and that the development charge by-law does not get renewed for 10 years. When would this become applicable in Puslinch (ie. When does our by-law need to be renewed?)
3. The bill proposes that in each calendar year, a municipality shall spend or allocate 60% of the monies in reserve funds. Do we need to be concerned that this requirement will affect any projects we are currently budgeting and planning for in the short term?
4. The bill proposes that properties be removed from the heritage register if the municipality does not give notice of intention to designate before the second year anniversary the act comes into place. Does Puslinch have the resources to evaluate and either designate or remove from the register all the properties on the current register in the next 2 years?
5. The bill proposes that some upper tier municipalities will be defined as "without planning responsibilities". County of Wellington is not currently on the list but there is language that the Lieutenant Governor may prescribe additional upper-tier municipalities. If the county of Wellington were to be added to this list, how would planning applications be handled in Puslinch given that currently our planning staff are at the county level?
6. The proposal includes a review of potential integration of the growth plan and the PPS. This seems like a positive but do planning staff have concerns with integrating the two?

We would refer to the Report prepared by County Planning staff

10.1 Grand River Conservation Authority – Board of Directors Appointment

- is the appointment a County decision or can we nominate?
- is Mayor White interested in representing us again?

The Township of Guelph Eramosa and the Town of Erin are represented by the appointee. Mayor White has expressed interest in being appointed for this upcoming term. Staff can have a draft motion prepared to forward to the GRCA Board and the member municipalities.