



January 10, 2024 Regular Council Meeting

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Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the January 10, 2024 Council agenda items.

Responses Appreciated Prior to Meeting

6.2 Cemetery Administration Management Support Resolution from Clearview Township

6.3 Cemetery Administration Management Support Resolution from Tay Township

-do we have concerns as well?

Puslinch is subject to the same obligations in accordance with legislation and so there is the likelihood that this could become a concern for Puslinch. Staff would suggest a resolution of support be circulated for this issue.

6.5 City of Greater Sudbury Amendment to the Occupational Health and Safety Act

-do staff have a similar concern?

Consent Item 6.5 – Does the township have anything written into contracts with construction companies to protect against this risk? Would staff agree with the recommendations in the resolution from Sudbury?

The Township includes provisions in all contract documents requiring the contractor to abide by the Ontario Occupational Health and Safety Act. Staff have not completed a detailed review of the Sudbury case, and any specific circumstances that may have influenced the court decision. However, staff have no concerns with supporting the resolution in principle.

9.2.1 Report FIN-2024-001 - 2024 Interim Property Tax Levy and Due Dates

-which date would flyers be inserted ie. Feb. 29 or April 30?

The interim tax bills are mailed in early February for tax due dates of February 29, 2024 and April 30, 2024. The final tax bills are mailed in early August for tax due dates of August 30, 2024



and October 31, 2024. The Township includes a Community Newsletter with the February and August mailings.

9.2.2 Report FIN-2024-002 – 2024 Proposed Budget Update Report

-p.69 re asset management reserves; do the figures include an estimate of surplus funds allocated to the reserves?

No, given a limited surplus is anticipated for 2023. Approximately \$51.5K of the 2023 surplus is funding proposed one-time costs in the 2024 operating budget and there are 2023 over expenditures in the legal accounts which will need to be funded by the 2023 surplus. Should further surplus funds be available, it is recommended that these funds be allocated to the Asset Management Discretionary Reserve in accordance with Council Resolution No. 2019-347.

-where do we stand in having the software in place to manage the asset management reserve?

Township staff are in the process of recruiting for an Asset Management and Capital Co-op Student to assist with meeting the requirements of Ontario Regulation 588/17 and implementing the budget system (2023/2024) and Asset Management system (2024/2025). The 2024 Capital Budget and Forecast incorporates all of the recent results of inspections and recent plans completed (ie. 2023 Ontario Structure Inspection Manual (Bridges and Culverts) and the 2023 Roads Management Plan). Therefore, utilizing the 2024 Capital Budget and Forecast for asset management planning is also an effective tool until the Asset Management system is implemented in 2024/2025.

-need to develop a strategy to build up reserve (will make motion for staff to do so)

Staff agree that a strategy needs to be developed in order to ensure that the minimum and maximum target balances are being met for the Asset Management Discretionary Reserve.

-what is the expected 2023 surplus?

It is too early to provide an estimate as not all the actuals are in the system, it appears that the Township will not be in an operating deficit position. The Township's general surplus over the last five years is outlined below:

2018 - \$422K

2019 - \$542K



2020 - \$380K

2021 - \$569K

2022 - \$44K

- *The majority of the year to date account balances are as of December 31, 2023 based on Township vendor invoices (expenditures) paid in the system and based on cash receipts (revenues/recoveries) entered into the system.*
- *The Township is in the process of importing additional December journal entries for payroll and general journal entries.*
- *There are also year-end journal entries that are required as part of the 2023 annual audit. These journal entries will be imported into the system in February 2024.*
- *The Township continues to receive vendor invoices up until January/February 2024 that are required to be allocated to 2023 as they relate to goods or services received in 2023.*

Similar to previous years, staff will provide Council with the 2023 Township General Surplus calculation after the 2023 audit is completed (March/April 2024).

Since legal fees of around \$216k are budgeted for 2024 does it make sense to go out and get RFP for all inclusive legal services from one firm to save costs?

The Township established an informal roster a number of years ago in order to retain specialized legal services for the various Township matters (i.e. HR related matters, environmental related matters, prosecutions, etc.). This roster has changed over time based on the needs of the municipality. It would be challenging to find one firm with the various expertise; taking into consideration that each matter requires a conflict check to ensure the legal firm can represent the municipality.

-re schedules what is the date of the YTD column data?

See answer provided above regarding 2023 surplus amount.

-are there any funds allocated for review of office space needs and options to provide space if needed?



Not at this time given the uncertainties associated with the estimated costs for completing a detailed design and the estimated construction costs for the renovation. The next step in this process includes issuing a Request for Proposal for Architectural Design Services in order to have an architect provide options for Council and staff's consideration prior to commencing the detailed design works. Through this process, the Township will be able to provide accurate cost estimates for detailed design work and capital work. Staff plan to report back on this matter after the Request for Proposal has been completed with a recommendation for award.

9.3.2 Report ADM-2024-002 Second Reading of Proposed Site Alteration By-law & Road Activity By-law

-re "20. Site Alteration activities exempt from permits and/or legal agreements in accordance with the Site Alteration By-law, may be exempt from the requirement for a Haul Route Permit at the discretion of the Director of Public Works."; why does one need to consult Director of Public Works when "The Site Alteration of land does not exceed a cumulative volume of 20 cubic metres (2 Truckloads) on any one property within a 12-month period....."? We have eliminated the need for a waiver but not a haul route exemption by the Director of Public Works.

Staff included discretion to require a haul route permit for certain activities exempt from a Site Alteration Permit. This is to ensure the Township has the ability to require a haul route for the following activities exempt from Site Alteration permits: development agreements (site plans for industrial, institutional, commercial; subdivision & condos); certain aggregate activities; and certain building permit activities. The haul route permit would be appended to any legal agreement and therefore would be enforceable through fines set out in the by-law and through legal action if the agreement was breached. Staff would not require a haul route for projects that require 20 cubic metres of fill or less.

Site Alteration By-Law.

The removal of the exception waiver allows a more resident friendly version as it relates to regular site maintenance especially on smaller lots. However, on larger properties with very long driveways, simply adding a fresh layer of gravel to an existing driveway, would likely require more than 20 cubic meters and therefore still require a minor site alteration permit even though the project is simply maintenance of an existing feature and very little risk. Is there any mechanism such as re-introducing the exemption waiver for projects between 20cubic meters and 100cubic meters up to a maximum depth that would be applicable only for maintenance of existing features (eg. Existing driveway/parking area) on larger properties, or



scaled as property size increases? These exemptions would be at the discretion of the designated official and only be granted for maintenance projects that have very low risk.

There is risk associated with any amount of fill be imported to a property as contamination or adverse effects can occur even on a small scale. The risk is not only to the Township but also to the property owner as the property owner bears the responsibility to remediate the property should contamination or an adverse effect occur. The best way to mitigate risk is to require fill to be regulated and documented. Staff recommend that exemptions be limited to a max of 20 cubic metres of fill importation. In addition, discretion has been built into the by-law for staff to determine the documentation required to process the permit should a simple/complex application be submitted. Staff would seek specific Council direction if further revisions are required.