



## **MINUTES**

**DATE:** MONDAY, AUGUST 21, 2017

**CLOSED MEETING:** 8:30 A.M.

**REGULAR MEETING:** 8:45 A.M.

**LOCATION:** Municipal Complex, 7404 Wellington Rd. 34,

The August 21, 2017 Regular Council Meeting was held on the above date and called to order at 8:30 a.m. in the Council Chambers, Aberfoyle.

### **1. ATTENDANCE:**

Mayor Dennis Lever  
Councillor Matthew Bulmer  
Councillor Susan Fielding  
Councillor Ken Roth  
Councillor John Sepulis

### **STAFF IN ATTENDANCE:**

1. Karen Landry, CAO/Clerk
2. Mary Hasan, Director of Finance/Treasurer
3. Don Creed, Director of Public Works and Parks
4. Nina Lecic, Deputy Clerk

### **OTHERS IN ATTENDANCE**

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

Councillor Bulmer declared a pecuniary interest with respect to the Harden Environmental component of Staff Report FIN-2017-028 Consultant Costs – 2014 to 2017 as he works for one of the principles of Harden Environmental. Councillor Bulmer left Council Chambers and refrained from discussions on the matter.

### **3. CLOSED MEETING**

Council was in closed session from 8:30 a.m. to 8:36 a.m.  
Council recessed from 8:36 a.m. to 8:45 p.m.

**Resolution No. 2017-283:** Moved by Councillor Sepulis and  
Seconded by Councillor Roth

**That Council shall go into closed session under Section 239 of the Municipal Act for the purpose of:**

- (a) **Confidential Verbal Report from Karen Landry, CAO/Clerk regarding Personal matters about an identifiable individual, including municipal or local board employees with respect to REPORT FIN-2017-027 Fleet Management.**

**CARRIED**

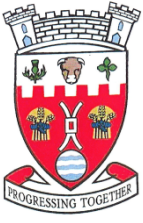
**Resolution No. 2017-284:** Moved by Councillor Roth and  
Seconded by Councillor Sepulis

**THAT Council moves into open session.**

**CARRIED**

Council resumed into open session at 8:36 p.m.

**Resolution No. 2017-285:** Moved by Councillor Sepulis and  
Seconded by Councillor Fielding



That Council receives the:

- (a) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding Personal matters about an identifiable individual, including municipal or local board employees with respect to REPORT FIN-2017-027 Fleet Management.

**CARRIED**

**4. REPORTS: ≠**

- (a) FIN-2017-027 Fleet Management

<b>Service Level item</b>	<b>Council Direction</b>
Useful life of dump and plow trucks	Council directed staff to set the life of dump and plow trucks at eight (8) years and to include it in the capital budget accordingly.
Lifecycle of graders	Council directed that, as part of the budget, staff adjust the capital budget forecast to eliminate the grader to be replaced in 2024 and to include one new grader in 2021, as well as an analysis of the cost of buying versus leasing or leasing to own
Lifecycle of the backhoe	Council directed staff to proceed with the staff recommendation as outlined in FIN-2017-027 -
Lifecycle of the pickup truck	Council directed staff to proceed with the staff recommendation as outlined in FIN-2017-027 -
Fleet Management Policy	Council directed staff to modify section 1.1 of the Policy to allow for more flexibility for the acquisition of a vehicle under the 20, 000 kilometers annual threshold. Written justification would have to be submitted for the request of a vehicle under the 20,000 kilometer threshold, and consideration for shared use amongst departments should be submitted as part of the written justification. Council also directed staff to include in the policy that prior to replacing a vehicle that a need analysis be completed in accordance with the evaluation criteria of the policy.. Council directed staff to commence tracking of maintenance and repair costs for each vehicle.
Fire pick-up truck	Council directed staff that, due to the proposed change in use for the vehicle, staff provide Council with change of use data in advance of the replacement period which utilizes the data collected on usage commencing in August 2017

**Resolution No. 2017-286:**

Moved by Councillor Fielding and  
Seconded by Councillor Sepulis

**That Report FIN-2017-027 regarding Fleet Management be received; and**



**That Council approve the Proposed Equipment Replacement Schedule – 2018 Budget attached as Schedule D to Report FIN-2017-027, as amended; and**

**That staff update the approved useful lives in the Tangible Capital Asset Policy; and**

**That Council direct staff to prepare a Fleet Management Policy attached as Schedule J to Report FIN-2017-027, as amended for Council consideration;**

**That effective January 1, 2018, all Township pick-up trucks maintain a daily travel log providing detailed mileage tracking (both personal and business mileage) as recommended in the BDO Fleet Management analysis with a copy provided to the Finance Department at the end of each month; and**

**That effective no later than May 2019, all Township owned vehicles shall have a red exterior and the Township logo shall be appropriately decaled on the front panel of the driver and passenger side; and**

**That staff report back on the option of leasing pick-up trucks in 2019; and**

**That staff report back on a Vehicle Use Policy in 2019.**

**CARRIED**

(b) FIN-2017-028 Consultant Costs – 2014 to 2017

<b>Consultant</b>	<b>Council Direction</b>
Development Review Meeting Attendance	Council directed staff to review in detail the factors for higher costs by one consultant versus another for attendance at development review meetings.
GM BluePlan Engineering Services	Council directed staff to measure their performance by evaluating the construction costs in order to analyze the value. Mary Hasan, Director of Finance indicated staff would incorporate into the Completed Capital Projects report engineering project management costs in relation to the construction costs.
Legal costs	Council directed staff to provide an analysis, similar to schedule K of the report, showing each legal firms year over costs.
RFP for legal and engineering services	Council directed staff to evaluate and determine the order of priority for issuing an RFP for the various consultant services.

Councillor Bulmer declared a pecuniary interest with respect to the Harden Environmental component of Staff Report FIN-2017-028 Consultant Costs – 2014 to 2017. Councillor Bulmer left Council Chambers or refrained from discussions on the matter.

<b>Consultant</b>	<b>Council Direction</b>
Harden Environmental	Council directed staff to report back on certain Harden Environmental costs, such as with Capital Paving, which have doubled or tripled in past years, in order to determine the reason for the increased cost.

Council discussed peer review of water monitoring reports and directed staff that the peer review should only be done for annual ground water monitoring reports. Council



also directed staff to follow-up with other members of Top Aggregate Producing Municipalities of Ontario (TAPMO) for best practices on peer reviews of ground water monitoring by the local municipality.

**Resolution No. 2017-287:** Moved by Councillor Roth and  
Seconded by Councillor Sepulis

**That Report FIN-2017-028 regarding Consultant Costs – 2014 to 2017 be received.  
CARRIED**

(c) REC-2017-012 Puslinch Community Centre and Optimist Recreation Centre Service and Operation Review

Council directed staff to evaluate the best method to give facility bookers staff contact information for any issues related to the booking. Council directed staff to consider using the Fire Services on call number as an option.

**Resolution No. 2017-288:** Moved by Councillor Bulmer and  
Seconded by Councillor Roth

**That Report REC-2017-012- regarding the Puslinch Community Centre and Optimist Recreation Centre service and operation review be received;**

**And that staff report back with opportunities for efficiencies and cross training of staff.**

**CARRIED**

**5. BY-LAWS:**

- (a) Being a By-law to provide for the appointment of a Municipal Law Enforcement Officer (Susie Spry) for the Corporation of the Township of Puslinch, and to repeal By-law Number 017-2017.
- (b) A By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch.

**Resolution No. 2017-289:** Moved by Councillor Roth and  
Seconded by Councillor Bulmer

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

- (a) **Being a By-law to provide for the appointment of a Municipal Law Enforcement Officer (Susie Spry) for the Corporation of the Township of Puslinch, and to repeal By-law Number 017-2017.**
- (b) **A By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch.**

**CARRIED**

**6. ADJOURNMENT:**

**Resolution No. 2017-290:** Moved by Councillor Bulmer and  
Seconded by Councillor Roth

That Council hereby adjourns at 11:41 a.m.

**CARRIED**

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Dennis Lever, Mayor

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Karen Landry, CAO/Clerk