



September 25, 2024 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 September 25, 2024 Council agenda items.

6.4 Letter from Ministry of Natural Resources regarding Floor Hazard Identification and Mapping Program

-do we need to be co-applicants with GRCA? **Staff requested information from our consulting planner on this initiative as it relates to the flood plain area in Aberfoyle. Based on a cursory review, the flood plain area in Aberfoyle would be eligible. Staff are following up on the question regarding the GRCA being the applicant/co-applicant. A council resolution is required and the applicant would be responsible to cover at least 50% of the cost of the study. After speaking with our planner, similar scoped projects cost approximately \$125k.**

6.10 Mill Creek Pit #5738- Monthly Monitoring Report - August 2024

-p.135 mentions the presence of a beaver dam on private property that may affect measurements; will move that we advise GRCA **Staff will have a draft motion prepared for Council**

.2 shouldn't bracketed wording include the word "not" after "Items" **This has been corrected.**

9.2.1 Report FIN-2024-021 2023 Commodity Price Hedging Agreements ≠

-given the volatility of the fuel prices and apparent pressure on our fuel budget for vehicles should we be asking LAS whether they have price hedging for vehicle fuels and/or pursuing other avenues of price hedging such as joint hedging with other County municipalities? **Fuel charges in Public Works are allocated to user departments at year end based on usage. There is currently 45% of budget remaining for all corporate fuel accounts (ie. Public Works, Fire, By-law, Building, etc.). The Township currently has a lease agreement in place for the fuel tanks and this agreement includes the purchase of fuel and well as the routine maintenance and upkeep of the fuel delivery systems. Under the current agreement, the Townships obligated to purchase fuel from the company we lease the tanks from. Staff can inquire with the firm that owns the tank whether price hedging is available.**



9.2.2 Report FIN-2024-024 2025 Proposed User Fees and Charges ≠

-pg 157 re Setting off or Discharge of Low Hazard Fireworks Exemption Waiver

-will requests come to Council for approval and will fireworks bylaw be changed to reflect this exemption? **The Fire Chief has delegated authority to grant permission for fireworks to be discharged at times other than the days listed in the by-law, and therefore exemption requests will not be brought to Council for approval in accordance with Section 7.(1) of the Fireworks By-law (BL2014-039).**

-pg. 164 re table note “another longstanding minor baseball team/league.”; where is this team from? **The individuals who run the league are Puslinch residents.**

-pg. 164 re “Any new Township renters subsequent to 2024 are not guaranteed the same rental timeslot in subsequent years. New Township renters will only be guaranteed their timeslot if Puslinch Minor Baseball does not require that timeslot”; would there be any concerns from staff by using the Milton model ie. “resident renters are able to book the same space if booked for two consecutive seasons in order to claim previous use and priority.” **This is the Township’s current policy and the Township has been doing this for many years.**

9.2.3 Report FIN-2024-025 Second Quarter Financial report – 2024 ≠

Fire Services -

-p. 206 why are FT wages and associated expenses 25% over budget? **Full-time wages and full-time wage related benefits are within budget (both have 75% and 72% of budget remaining respectively which is good in the 2nd quarter). The reason we are under budget is because the Full-Time Fire Chief was hired in the 2nd quarter.**

-p. 207 will we be meeting revenue target at year end? **This line item depends on call volume. The Township has 60 days to invoice the MTO from the date of accident. There is also a time lag from when the Township submits the invoice to when the Township receives payment from the MTO. The Township typically receives minimal amounts from the MTO in Q1/Q2 due to this time lag. The finance department is also currently in the process of invoicing insurance companies. In 2023 PFD responded to a total of 382 incidents. As of yesterday, PFD has responded to 310 incidents for the 2024 calendar year. The 2024 calendar year is tracking to exceed incident numbers from 2023.**

Parks -

p.221 why are the FT wages and associated expenses 25% over budget? **Full-time wages and full-time wage related benefits are within budget (both have 74% and 76% of budget remaining**



respectively which is good in the 2nd quarter). The reason we are under budget is because of the seasonality associated with these wages (ie. approximately 60% of the position wages are allocated to Parks and 40% are allocated to Public Works for 3 positions).

Optimist Rec Centre -

-why are hydro and heat well over budget? The budget may need to be adjusted in 2025 given the volatility in the hydro and heat rates. In addition, the outdoor rink was open until Easter weekend in 2024. Previous years, the Township typically loses the ice around March break.

-why are the part wages well over budget? The additional expenditures in part-time wages at the ORC is offset by the lower expenditures of wages at the PCC due to the timing of hiring the 3rd full-time facility operator as approved through the 2024 budget process. The 3rd full-time facility operator was hired in April 2024. The Township is in the process of implementing a three shift schedule as outlined in the 2024 budget process which will result in a partial reduction in part-time wages upon full implementation. This timing is largely due to the necessary training required for the third operator as this position is required to operate equipment and learn the rink operations in advance of the winter season. Proper training is essential to business operations as well as meeting health and safety requirements.

-p.223 why so low arena summer time rentals Is it only because the Farmers' Market has ceased operation?

Puslinch Community Centre – Yes the Farmers' Market is one of the reasons (amount paid for rentals from June 2023 to October 2023 was approximately \$2.4K). In the 2nd quarter of 2023, the Township had recognized revenue of \$820 and total 2023 revenue of \$6,048. In the 2nd quarter of 2024, the Township has recognized revenue of \$1,271 (which is greater than the comparable period of 2023). The year to date as of September 14, 2024 is approximately \$3,807. This budget may need to be adjusted in 2025 based on final actuals in the system.

-p.224 why are FT wages and associated expenses 25% over budget? Full-time wages and full-time wage related benefits are within budget (both have 63% and 64% of budget remaining respectively which is good in the 2nd quarter).

-p.225 are we expecting the room rentals to improve over the next two quarters? Yes typically rentals at the PCC are higher during the Summer months.

Planning –

-p.226 of the legal fees expended what percent do we expect to be recovered? The majority of legal expenditures in the planning department relate to OLT appeals which are not recoverable. Staff attempt to recover specific legal fees in accordance with applicable by-laws and where possible through litigation and/or settlements. The Township has a Corporate Legal



Contingency Discretionary Reserve for funding major unrecoverable legal matters. The current balance in this reserve is \$257,163. When there is a corporate shortfall in legal professional fees (ie. in building, by-law, planning, and administrative legal accounts), finance staff will determine at year-end the amount to be charged to this reserve.

-p.227 are we expecting recoveries to improve over the next two quarters? Yes, given the change to an administrative fee structure as part of 2024 user fees and charges due to Bill 109, the Township is continuously invoicing for these third party costs. For the Engineering, Environmental, and Legal Fees Recovered account, Q2 actual amounted to \$18K vs. year to date actuals as of September 10, 2024 of approximately \$88K. For the minor variances account, Q2 actual amounted to \$6K vs. year to date actuals as of September 11, 2024 of approximately \$13.4K. The Township has also received payments for two site plan control applications in August and three zoning by-law amendment applications in August/September.

Works –

-p.229 why the high seasonal wage cost and associated costs? The majority of these additional expenditures relate to the filling of a parental leave and the winter seasonality. The offset is Parks full-time wages and wage related benefits which have 74% and 76% of budget remaining respectively as outlined above.

- if the high fuel costs are due to the unpredictability of the fuel market can fuel hedging be pursued to reduce costs? Fuel charges in Public Works are allocated to user departments at year end based on usage. There is currently 45% of budget remaining for all corporate fuel accounts (ie. Public Works, Fire, By-law, Building, etc.). Same answer as above: The Township currently has a lease agreement in place for the fuel tanks and this agreement includes the purchase of fuel and well as the routine maintenance and upkeep of the fuel delivery systems. Under the current agreement, the Townships obligated to purchase fuel from the company we lease the tanks from. Staff can inquire with the firm that owns the tank whether price hedging is available.

-p.229 what other recoveries are we expecting in the next two quarters? This relates to invoice recoveries completed at year end for unassumed subdivisions as well as the road boundary agreement with the City of Hamilton. This line item also includes County of Wellington costs due to road detours in place in 2023/2024.

Schedule C -

-p.233 why is the unrestricted income less in 2024 than 2023 from Feb. on even though we have more unrestricted temporary investments in 2024 than 2023 The comparison should be unrestricted investment income to unrestricted temporary investments plus unrestricted cash. The investment income is for both cash and temporary investments. The cash and temporary



investments were higher in 2023 compared to 2024. The prime interest rate is also continuing to decrease in 2024.

9.3.1 Report ADM-2024-043 Reporting Out from Council Direction Update ≠

Note 6 - 2023 Mill Creek Aggregates Annual Monitoring Report and Peer Review

- is it a condition of the site plan that the water monitoring program is to continue until surrender of the licence? **In accordance with Mill Creek Licence Number 5738 SCHEDULE "A" 19. "The Licencee shall maintain the monitoring programs described above throughout the operating life of extraction and during the site rehabilitation period and beyond, until such time the Ministry of Natural Resources agrees to the termination of, or reduction in the monitoring program."**

-re Technical Appendix C 2023 Annual Fisheries Report of the Mill Creek Coordinated Report pg17 states

To help facilitate the redd surveys in 2024, it is recommended that some of the more cumbersome large fallen trees and woody debris in the study reaches be removed, if feasible, to minimize impacts on flow and debris jamming seasonally that could impact migration to the area for spawning. Any reoccurring beaver activity and dam building should also be addressed prior to the initiation of the population sampling and fall spawning run.

As of this report, the habitat mapping is historic (over 6 years old) and WSP has noted a number of changes in the reaches not captured on the habitat maps reviewed each year. Updated habitat mapping could be essential in helping to determine any cause of the decline in redd counts in the past few years, and if the general habitat suitability for spawning has changed

-will move that the recommendations be forwarded to GRCA and Mill Creek Aggregates for furtherance. **Staff will have a draft motion prepared.**

9.3.2 Report ADM-2024-044 First Draft Shooting Range By-law ≠

-p. 344 dBAI should be defined; you may wish to use definition in Provincial Publication NPC-300. **Staff will include this feedback for Council's consideration when the next draft of the by-law is presented.**

-p.345 re 4.2 Application for a License Renewal; how frequent is renewal annually or _? **The intent of the by-law is for annual re-licensing. This can be clarified in the next draft.**

9.3.3 Report ADM-2024-045 Boreham Park Safety Study Quote ≠ **This amount is correct. Costs for additional incidentals (mileage, printing, etc.) is extra, in addition to per meeting costs and extra work hourly costs of \$240/hour.**

-please confirm the total cost of study is \$5.3k ie. sum of \$1.5k for Storm Water Management function description



\$1.2k for Assignment 1
\$2.6k for Assignment 2

9.4.1 PD-2024-006 Zoning By-law Amendment Deem Application Complete- Incomplete - D14-QUI (1873 Townline Road) ≠

-p.429 re “Based on our review of the submitted documents, WSWP have no objections to this proposal

subject to the following requirements and conditions:

1. Pursuant to the *Clean Water Act*, a Notice is required for this application. Please see attached.
2. That the owners or their agents submit the following plans, reports and/or documentation to the satisfaction of the Township Risk Management Official:
 - a. A Salt Management Plan to manage winter maintenance activities;
 - b. A liquid fuel handling / storage and spill response procedure;”; has this been done and if not can the application still be deemed complete? **Source Water has provided a clearance letter to the Township dated September 23, 2024 advising that the above documentation can be provided through the Site Plan Control Application Process. Should this property receive zoning approval, Council may consider that a holding provision be applied specifically noting the requirement for Site Plan Control to address the requirements above.**

-p.421 re “Updated with all comments received to date July 11, 2024”; GRCA is not noted as replied? Have they signed off?

Staff received correspondence from the GRCA on January 11, 2024 advising that the GRCA has identified that if the applicant met the recommendations of the Azimuth report then no further assessment was required. Azimuth confirmed the application was considered complete from an ecology perspective on August 20, 2024. GRCA will be requested to comment and provide their approval throughout the zoning review process, in addition GRCA will be requested to comment on any subsequent planning act application such as Site Plan Control.

10.1 ERO 019-0240 – Lafarge Canada Inc. – Permit to Take Water ≠

-Did we comment when this was first posted? **Source Water Commented on behalf of Puslinch and Guelph Eramosa. These comments are dated August 8, 2019 and are included in the agenda package on page 452**

User Fees Questions

1. New fee for additional PIM above the statutory requirements.



Would this be at the applicants request? **This fee would be required for an additional PIM requested by the applicant or Council.**

Could council require this or is this voluntary? **Council could require an additional PIM.**

Have we required additional PIM in the past? **Council does not frequently require additional PIM's, however an example of Council requiring an additional PIM was for Zoning By-law Amendment D14-WEL with respect to the Re-Zoning of 128 Brock Rd S. This is typically based on the level of public engagement for any specific application and/or if new or additional information is being presented by the applicant that wasn't available at the time of the statutory PIM.**

2. Application Reactivation

What applications would this apply to?

This would apply to any Planning Act Application under the jurisdiction of the Township (e.g. Zoning By-law Amendment, Site Plan Control, etc.) where no progress or submissions are made after a period of 2 years.

3. Preliminary Planning Consultation & Comprehensive Development Consultation

This is a voluntary process? **Yes, this is a voluntary process due to Bill 185 which removed the authority to require mandatory pre-consultation.**

Is there any cost savings for an applicant who voluntarily completes consultation in comparison to an applicant who does not? If not, is this something that might be worth considering as an incentive to pre-consult?

Yes, there is a cost saving for applicants who complete the Preliminary Planning Consultation and Comprehensive Development Consultation. The fee from completing a Preliminary Planning Consultation can be credited to a subsequent Comprehensive Development Consultation and the fee from the Comprehensive Development Consultation is credited to a subsequent Planning Act Application. This credit structure is designed to encourage applicants to pre-consult with the Township.

4. Site Plan Application and Agreement flat fee of \$24,925 and Amendment application of \$6,106. This includes any third party consultant fees regardless of actual costs incurred by those consultants



The Site Plan Application and Agreement flat fee of \$24,925 and Amendment application of \$6,106 includes any third part consultants fees regardless of the actual costs incurred by those consultants for the first and second submissions of a Site Plan Application Agreement or Amendment. If a third or subsequent submission is required then a \$200.00 administration fee is due in addition to recovery of third party costs. This administrative fee allows the Township to incorporate a flat fee structure for applications which require two or less submissions and to maintain appropriate cost recovery for applications which require two or more submissions. This fee structure also encourages applicants to address all the items listed in the comment summary response from Township staff and consultants. This reduces the overall number of incomplete submissions and will help to streamline the process for both the applicant and the Township.

5. By-law After Hours Response for Violations

How is it determined what violations require immediate after hours response and what can wait until normal business hours for response?

Violations that require immediate after hours response include violations that may cause an immediate threat to health or safety. This may include violations such as site alterations as there is a significant risk to the environment and groundwater. All other violations are typically addressed during normal business hours. Examples including but are not limited to noise, parking, property standards, fireworks, etc.

Has staff received any community feedback or concerns over the prime ice rental rate for 2023/24 winter season? Did the rate impact rentals? Based on discussions with staff, the prime ice rentals this season were similar to previous years even with the increase in the rates. No significant feedback or concerns were received regarding the increased rental rate.