



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 5, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON ROAD 34, PUSLINCH

A G E N D A

DATE: May 5, 2025

MEETING: 6:00 P.M.

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Roll Call
3. Moment of Reflection
4. Confirmation of the Agenda ≠
5. Disclosure of Conflict of Interest
6. Delegations
7. Consent Agenda ≠

7.1. April 7, 2025 Youth Advisory Committee Minutes

Recommendation:

That the Consent Agenda items listed for the May 5, 2025 Youth Advisory Committee meeting be received for information.

8. Reports ≠

8.1. 6:05 P.M. Report – YOU-2025-005 – Finance and Budget Training

Recommendation:

That report YOU-2025-005 entitled Finance and Budget Training be received for information.

8.2. Report – YOU-2025-006 – Committee Goals and Objectives and Working on our Projects

Recommendation:



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That report YOU-2025-006 entitled Committee Goals and Objectives & Working on our Projects be received;

That the presentations by Jasmine Coburn and Xander Wineberg be received.

8.3. Ice Breaker Activity – Township Staff

Recommendation:

That the Ice Breaker Activity be received for information.

9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 7, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON 7404 WELLINGTON RD 34

MINUTES

DATE: April 7, 2025

MEETING: 6:00 P.M.

The April 7, 2025 Youth Advisory Committee was held on the above date and called to order at 6:04 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey

Kenzo Szatori

Katey Whaling

Jasmine Coburn

Kaiden Wineberg

Talia Wineberg – left at 6:44 p.m.

Nimrit Basi

Absent:

Aaron Dochstader

Carter Devries

Xander Wineberg

Oliver Van Gerwen

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2025-012:

Moved by Katey Whaling and

Seconded by Nimrit Basi

That the Youth Advisory Committee approves the April 7, 2025 Agenda as circulated.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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IN-PERSON 7404 WELLINGTON RD 34

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 March 3, 2025 Youth Advisory Committee Minutes

7.2 2024 Council and Committee Year in Review

Resolution No. 2025-013:

Moved by Talia Wineberg and
Seconded by Jasmine Coburn

That the Consent Agenda item listed for the April 7, 2025 Youth Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Ice Breaker Activity

Resolution No. 2025-014:

Moved by Kenzo Szatori and
Seconded by Katey Whaling

That the Ice Breaker Activity be received for information.

CARRIED

8.2 Report – YOU-2025-004 – Committee Goals and Objectives & Working on our Projects

Resolution No. 2025-015:

Moved by Kaiden Wineberg and
Seconded by Jasmine Coburn

That report YOU-2025-004 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That the presentations by Talia Wineberg and Nimrit Basi be received; and,

That Nimrit Basi be added to the Puslinch Community Showcase Sub-committee.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 7, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON 7404 WELLINGTON RD 34

9. CORRESPONDENCE

None

10. ANNOUNCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2025-016:

Moved by Kenzo Szatori and
Seconded by Nimrit Basi

That the Youth Advisory Committee hereby adjourns at 7:15 p.m.

CARRIED



REPORT YOU-2025-005

TO: Youth Advisory Committee

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 5, 2025

SUBJECT: Finance and Budget Training

RECOMMENDATIONS

That staff report YOU-2025-005 entitled Finance and Budget Training be received for information.

Purpose

The purpose of this report is to provide the Youth Advisory Committee ("Committee") with information regarding financial items specific to the Committee.

Background

The Township begins its annual budget process in June of each year to obtain Council's objectives regarding the overall direction of the proposed budget including the overall direction of service levels.

As part of the budget process, the Township's Advisory Committees must submit their 2026 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee's approved budget proposal will be provided to Council for consideration as part of 2026 budget deliberations.

2025 Approved Capital and Operating Budget

There were no 2025 approved capital budget items applicable to the Committee.

Attached as Schedule A to this Report is the 2025 approved operating budget applicable to the Committee.

2026 Proposed Capital and Operating Budget

Any new 2026 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The above two items including the Advisory Committee Goals and Objectives Standard Operating Procedure is attached as Schedule B to this Report.

As of the date of publishing this report, no 2026 budget requests have been received. Below is a chart the Committee may use to facilitate 2026 budget requests during the September 8, 2025 Committee Meeting for the Committee's approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2026 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council's endorsement. In accordance with the Committee's Terms of Reference, Committee's may only have two active goals/objectives unless authorized by Council due a time sensitive initiative.

#	Project Title	Description	Related Goal/ Objective	Priority (High, Medium or Low)	Estimated Project Cost	One Time/Continued
1.						
2.						

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

Summary of Budget Development and Control Policy

The Township adopted a Budget Development and Control Policy on October 27, 2021 to serve as a guideline for the development and control of the Township's annual budgets. The Budget Development and Control Policy and information on current year and previous year approved budgets is located on the Township's website at [Puslinch.ca/budget](https://puslinch.ca/budget).

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2026 budget requests:

- Capital budget sheets are prepared by Department Heads for current year proposed projects and include a brief description of the project, explanation of the need for the project, operating cost impacts, and any link to the Asset Management Plan, other master plans, studies, inspections, etc.

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Operating Budget Methodology which may be applicable to the Committee:

- The base operating budget is prepared using the following methodology with focus on the Township's key initiatives as previously approved by Council:
 - 2-years of historical data, current year to date data, and prior year approved budget is reviewed when developing the proposed base operating budget.
 - Consumer Price Index (CPI) adjustments for volatile commodity price shifts (ie. fuel, natural gas, etc.).
 - Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
 - Provincial or Federal funding announcements.
 - Efficiencies and cost savings achieved through new innovative approaches to delivering services.
 - Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment for Council's approval.

- Base budget increase requests are provided separately via a Base Budget Increase form and require approval from the Chief Administrative Officer and Director of Finance/Treasurer prior to being presented to Council. Base budget increase requests are required if an operating line item expenditure is increasing due to a proposed new project/initiative/service level/governing legislation. These requests are not incorporated in the base operating budget. The Department Head must indicate whether the base budget increase request is one-time or recurring.

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide are attached as Schedule C to this Report.

Donation Policy

The Township adopted a Donation Policy on February 20, 2025 to serve as a guideline for Donations that support Township projects, programs or services for purposes that are consistent with the Township's values, principles, and objectives.

Fundraising Campaigns may be established to raise funds to be donated to the Township to support a particular Township project, program, or service. All Fundraising Campaigns require the approval by Council in order to be established. The Township is currently accepting donations for:

- Puslinch Community Centre Digital Sign Replacement
- Construction of the Killeen School Bell Structure

These initiatives will be unveiled as part of the Township's 175th anniversary at the 2025 Puslinch Community Showcase, Saturday October 4, 2025. Learn more at [Puslinch.ca/175](https://puslinch.ca/175).

The Donation Policy and other relevant details regarding donations is located on the Township's website at [Puslinch.ca/donate](https://puslinch.ca/donate).

Financial Implications

Any new 2026 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2026 budget deliberations:

- Committee Memo

- Advisory Committee Goals and Objectives Proposal Form

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A – 2025 Approved Operating Budget

Schedule B – Advisory Committee Goals and Objectives Standard Operating Procedure, Committee Memo, and Advisory Committee Goals and Objectives Proposal Form

Schedule C - Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide

Department	Account Type	Account	Description	2022 Actuals	2023 Actuals	2024 YTD	2024 Budget	2025 Budget
Youth Advisory Committee								
	Expenditures							
		01-0190-4200	Office Supplies & Equipment	\$0	\$238	\$274	\$500	\$250
		01-0190-4308	Mileage	\$0	\$0	\$0	\$160	\$50
		01-0190-4309	Professional Development	\$0	\$0	\$408	\$428	\$428
	Expenditures Total			\$0	\$238	\$683	\$1,088	\$728
Grand Total				\$3,484,792	\$3,493,258	\$4,002,091	\$4,024,046	\$4,236,333



SOP: Advisory Committee Goals and Objectives

Last updated: April 10, 2025

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

Purpose: Brief description of the department responsible and list the main job functions below:

- Review approved annual committee goals and objectives
- Develop a detailed proposal of how implementation of the goal or objective will be achieved
- Provide a detailed break-down of budget implications if applicable
- The two different ways Committee goals or objectives are added to a Committee workplan
- Limiting the number of Committee goals or objectives at any given times

Procedure:

1. Considerations when developing a detailed proposal:
 - Review of the specific goal or objective.
 - Has the demand or need been adequately established for the initiative? Provide these details in the proposal.
 - Are there legislative requirements that need to be considered and adhered to?
 - Are there comparator municipalities offering something similar? This may not be applicable to all initiatives but should be considered when developing the proposal.
 - Will any aspect of the initiative require Township funding? Are there alternatives such as fundraising or grant options available? The committee secretary can assist. If fundraising is recommended, be specific as to how fundraising will be done and what Township resources are required.



- Develop a detailed breakdown of the costs and include detail documentation for any cost estimates.
 - Consider sourcing options and whether any Township Policies such as the procurement policy need to be adhered to. The committee secretary should attend subcommittee meetings to provide this information.
 - Does the initiative require marketing or advertising? Consider the Township media platforms and/or Township events (Fall Fair, Puslinch Community Showcase , etc.) and provide detail of how best to inform the community if applicable. Include the cost of advertising if applicable.
 - Will the initiative require staff resources? The committee secretary can assist. Include how many hours per week, and how many staff.
 - Will the initiative generate revenue? Provide details for revenue assumptions. The committee secretary can assist with next steps if this is applicable.
 - Will this be an expense each year or is this a one-time expense?
2. There are two different ways goals and objectives can be added to a Committee's workplan:
- Sub-committee writing a detailed goals and objectives proposal form for Council to consider
 - Council referring an item directly to the Committee
3. Once the goals and objectives have been approved by Committee and Council:
- If the item does not require funding, the subcommittee can work through the initiative and report back to the committee at the frequency identified.
 - If the item requires budget approval, the subcommittee can begin work once the budget amount has been approved by Council.
 - The committee secretary will work with their department head to complete either a base budget increase request form (operating budget) or a capital budget request form.
 - The subcommittee will submit any quotes to the committee secretary who will confirm the quote meets the approved proposal and budget amount in collaboration with their department head, and ensure the purchase is in compliance with the Township Procurement Policy.
 - The committee member or committee secretary can then make the purchase. If payment up-front is required, the committee secretary will use the corporate credit card in accordance with Township policy. If the purchase can be invoiced,



the committee member can proceed with the order once approved by the committee secretary and department head. The committee member will then provide the invoice to the committee secretary to ensure payment is made by the Finance team.

- The committee secretary will report on the status of goals and objectives to Council at year-end.
4. Committees are limited to a maximum of two goals or objectives at any given time:
- Goals and objectives referred by Council will be prioritized
 - There is the ability to request special consideration from Council to permit more than 2 active goals and objectives if there is a time sensitive matter the Committee would like to work through

COMMITTEE MEMO

TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

SUBJECT: NAME OF MEMO (e.g. Training Opportunities)

RECOMMENDATIONS

To be written by Staff if required and approved by Committee Member submitting memo.

Purpose

Indicate the purpose of the memo. Why is this subject being brought to the committee for consideration.

Background

Provide context to the memo. What events led to this subject being presented to the committee.

Comments

Provide any analysis of the subject or action items that are to be considered by the committee.

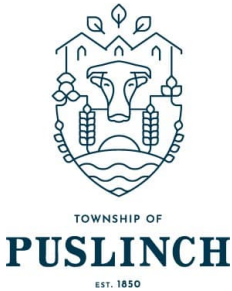
Financial Implications

Indicate if there is a financial implication related to the subject. It is recommended that committee member's consult the Committee Secretary if there is a financial implication associated with the topic of the memo.

Attachments

Indicate if there are any supporting materials to the memo such as presentations, pictures, applications, etc.

Note: Memo's must be provided to the Committee Secretary at least 48 hours prior to the agenda being published for review by staff. Agenda's are posted one week before the meeting date.



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Name of Goal/Objective:

Description of Goal/Objective:

Has the demand or need been adequately established for the initiative?

☐ Yes

☐ No

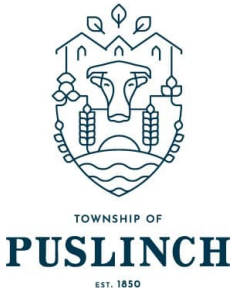
If yes, provide details supporting the demand/need for the initiative:

Are there legislative requirements that need to be considered and adhered to?

☐ Yes

☐ No

If yes, provide details of legislative requirements that need to be adhered to:



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

How will the initiative be funded? (Select all that apply)

- ☐ Budget Request
- ☐ Grant
- ☐ Fundraising

Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)

Provide a detailed breakdown of the costs and attach documentation for any cost estimates.

Will this be an expense each year or will this be a one-time expense?

- ☐ Expense each year
- ☐ One-time expense



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Provide how services or items for this project will be sourced. Consider if any Township Policies such as the Procurement Policy need to be adhered to.

Does this initiative require marketing or advertising?

☐ Yes

☐ No

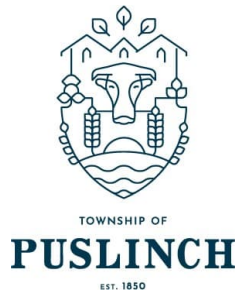
If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in the detailed breakdown above. If an external advertisement is identified an external advertisement proposal must be submitted as well.)

Will this initiative require staff resources?

☐ Yes

☐ No

If yes, describe the staff resources required. (Include how many staff and how many hours per week)



Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form

Will this initiative generate revenue?

☐ Yes

☐ No

If yes, provide details for the amount of revenue and indicate if there is a specific purpose proposed for this revenue.

Will this goal and objective need special consideration from Council? Advisory Committees are permitted to have two active goals and objectives at any given time. At the request of the Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two ongoing goals/objectives.

☐ Yes

☐ No

If yes, provide details for the reasoning why more than two active goals and objectives are necessary.



Title: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Date: December 18, 2024 through By-law No. 072-2024

Subject: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy
File No. A09 EXP
File No. C01 REM

Policy Statement:

The Township of Puslinch ("Township") shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

Scope:

This policy applies to all Members of Council, Committee Members, and other Appointments.

Purpose:

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

1. Compensation

1.1. The following compensation amounts shall be adjusted annually by the cost of living adjustment approved through the budget process for staff for each year:

- Per meeting compensation of \$125.46 provided to Committee Chairs or Acting Chair (excluding Members of Council) effective January 1, 2025.
- Per meeting compensation of \$109.87 provided to Committee Members (excluding Members of Council) effective January 1, 2025.
- Per call compensation of \$121.57 provided to Other Appointments effective January 1, 2025.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2025 and shall be adjusted annually by the cost of living adjustment approved through the budget process for staff for each year:

- Annual compensation of \$42,155.84 provided to the Mayor
- Annual compensation of \$22,112.04 provided to each Councillor

2. Benefits (applicable to Members of Council, Including the Mayor)

2.1. Township Councillors and the Mayor shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, Out of Province Coverage, and Employee Assistance Program. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor may opt to receive coverage from the County of Wellington's benefit program.

2.3. When a Member of Council attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

3. Expenses

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the types of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

4. Equipment, Services, and Supplies (applicable to Members of Council)

- 4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:
- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
 - Township email account
 - Business cards that meet the Township's approved standards
- 4.2. Township equipment requiring replacement and/or service must be brought into the Township office.
- 4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

5. Mileage

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
 - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
 - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The Director of Finance/Treasurer or designate is provided the delegated authority to apply an automatic annual adjustment to the mileage reimbursement rate based on the Canada Revenue Agency per kilometre rates that are set at the end of each year.

- 5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.
- 5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.
- 5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

6. Expenses Related to Conference/Seminar/Training Sessions

- 6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.
- 6.2. The reimbursable costs are outlined below:
- Actual cost of registration fees.
 - Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
 - Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare (if available) or the economy air fare which was generally available at the time when travel arrangements were made.
 - Ground transportation to and from the airport.
 - Car rental use will only be reimbursed should there be no other alternative.
 - Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.

- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.
- 6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.
- 6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:
- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
 - Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
 - Conference, seminar, and training sessions must be itemized in the annual budget of Council.
- 6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.
- 6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.
- 6.7. Third party billing is not permitted.

7. Other Expenses

- 7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:
- Corporate Business Meal * (applicable to Council Members)
 - Food or beverage items available to all invitees for Appreciation Night, Fire and Rescue Services Hosted Event (ie. Beef on a Bun event), and Public Works, Parks and Facilities Hosted Event (ie. Staff Barbeque event).
 - Gratuities (within reason and no greater than fifteen percent)
 - Parking fees for your vehicle while engaged in Township business
 - Taxi, bus and train fares
 - 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.

- * A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

8. Expense Approval – General

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense

Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

9. Accountability

9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:

- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
- Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.

9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.

9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township's policy review schedule.



Claimant Signature: _____

Date of Signature: _____
(mm/dd/yyyy)

Schedule C to Report YOU-2025-005
Township of Puslinch
out of Pocket Expense Report

From (mm/dd/yyyy)	
To (mm/dd/yyyy)	

CLAIMANT INFORMATION:

Name: _____

Position: _____

Department:

Manager:

[illegible]

APPROVAL SIGNATURE: _____

DATE OF SIGNATURE: _____
(mm/dd/yyyy)

INSTRUCTIONS:

NOTES: _____



Conference Expense Guide Township Advisory Committees

Conference Approval Process

Conference, seminar or training attendance must be pre-approved through the budget process by Council. Committee Members shall present at the time of budget the conference, seminar or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Committee Meeting regarding the key takeaways from the session(s) attended.

If a Committee wants to amend the Approved Conferences for Committees as outlined below, the Committee must complete an Advisory Committee Goals and Objectives Proposal Form for Council's approval through the annual budget process.

Approved Conferences for Advisory Committees

Heritage Advisory Committee

1. Ontario Heritage Conference (1-2 Members)
2. National Trust Conference (1-2 Members)

Recreation and Community Wellness Advisory Committee

1. 1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (1-2 Members)

Planning and Development Advisory Committee

1. Ontario Association of Committees of Adjustment & Consent Authorities Conference (1-2 Members)

Youth Advisory Committee

1. Youth Leadership Conference (4-5 Members)

Conference Registration, Accommodation and Travel Arrangements

Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

Registration, accommodations (at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate), and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card. Third party billing is not permitted.

Conference Travel

- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare, bus fare, or train fare to determine the most cost-



Conference Expense Guide Township Advisory Committees

effective means of travel. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

- Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.
- When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.
- Parking fees for your vehicle while engaged in Township business are reimbursable, as required.
- 407 ETR trip toll charges are reimbursable, as required. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
- If a personal vehicle is not the most cost-effective means of travel, ground transportation via taxi, bus or train fare is reimbursable.

Other Conference Expenses

The following are reimbursable expenses and must be supported by original detailed receipts and shall be included in the annual budget of the Committee:

- Meals while attending a conference, seminar or training session will be reimbursed only if they are not included in the registration fees.
- Gratuities (within reason and no greater than fifteen percent).

The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

The above list is a guideline and may not cover all possibilities of non-reimbursable items.



Conference Expense Guide Township Advisory Committees

Expense Approval

An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted for a claim to be processed, unless provided otherwise by this Policy. The receipt must include date, description of goods/services and a breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

The Expense Report is to be submitted to the appropriate support staff by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

Upon submission of a signed Expense Report including all original receipts, Committee Members warrant all claims are related to Township business and are eligible in accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy



REPORT YOU-2025-006

TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: May 5, 2025

SUBJECT: Committee Goals and Objectives Update & Working on our Projects

RECOMMENDATION

That report YOU-2025-006 entitled Committee Goals and Objectives & Working on our Projects be received; and,

That the presentations by Jasmine Coburn and Xander Wineberg be received.

Purpose

The purpose of this report is to review the Youth Advisory Committee's Goals and Objectives and to receive presentations from two Youth Advisory Committee members.

Background

The purpose of this report is to review the goals and objectives that have been approved for 2025. Staff have also prepared an ice breaker and presentation schedule for the Committee to follow during the 2024/2025 school year.

At the December 18, 2024 Council meeting, Council approved the goals and objectives for the Committee for the 2025 calendar year. The approved 2025 goals and objectives include:

Approved Goal and Objective	Sub-committee Members	Date
Optimist Club of Puslinch Bike Rodeo	Councillor Bailey, Carter Devries, Oliver Van Gerwen	Saturday May 10, 2025
Aberfoyle Agricultural Society Fall Fair	Kaiden Wineberg, Kenzo Szatori, Aaron Dochstader	Saturday September 6, 2025
Puslinch Community Showcase	Aaron Dochstader, Katey Whaling, Jasmine Coburn, Oliver Van Gerwen, Kenzo Szatori	Saturday October 4, 2025
Local Government Week	Aaron Dochstader, Kenzo Szatori	October 2025

Comments

The ice breaker schedule is noted below:

Meeting Date	Committee Member #1	Committee Member #2
October 2024	Talia Wineberg	
November 2024	Carter Devries	Katey Whaling
December 2024	Aaron Dochstader	Xander Wineberg
February 2025	Jasmine Coburn	Kenzo Szatori
March 2025	Oliver Van Gerwen	Talia Wineberg
April 2025	Kaiden Wineberg	Xander Wineberg
May 2025	Township Staff	
June 2025	Aaron Dochstader	Oliver Van Gerwen

The presentation schedule is noted below:

Meeting Date	Committee Member #1	Presentation Topic	Committee Member #2	Presentation Topic
October 2024	Kenzo Szatori, Aaron Dochstader, Talia Wineberg	Local Government Presentation		
November 2024	Xander Wineberg	Five things about me	Jasmine Coburn	Five things about me
December 2024	Oliver Van Gerwen	Fast Five of Puslinch	Carter Devries	Five things about me
February 2025	Aaron Dochstader	Fast Facts about my exchange	Katey Whaling	Five things about me
March 2025	Kaiden Wineberg	Five things about me	Kenzo Szatori	Five things about me
April 2025	Nimrit Basi	Five things about me	Talia Wineberg	Five things about me
May 2025	Jasmine Coburn		Xander Wineberg	
June 2025	Katey Whaling		Oliver Van Gerwen	

Presentations should be between 3 to 5 minutes. Different presentation ideas include:

- Fast Five of Volunteering: 5 Benefits to Volunteering in Your Community
 - Give reasons as to why it is important to volunteer in the community
 - Discuss the advantages of socializing in communities, sense of fulfillment and satisfaction gained from volunteering
- Pitch an Object Shark Tank Style: Bring an Object from Home and Sell it to the Committee
 - Decide on a simple object, pitch why the Committee should buy it, the importance of the object etc.
- Five Year Bucket List: 5 Things You Want to Accomplish in The Next Five Years
 - Discuss five different aspects (career, individual, personal, athletic) big or small that you see for yourself in the next 5 years
- Under the Influence: Most Influential Person in Your Life
 - Choose one person who is the most influential to you in your life right now and share who they are, their relationship to you and why they are so influential

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

None