



Recreation Committee
Tuesday, April 23, 2019
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Election of Chair and Vice Chair
3. Disclosure of Pecuniary Interest
4. Approval of Minutes
5. Delegations/Presentations
6. Regular Business ≠
 1. Puslinch Community Newsletter update
 - At the January 30, 2019 Council Meeting, Council directed staff to obtain feedback from the Recreation Committee on the value of the monthly production of the Puslinch Community Newsletter.
 - Social media
 2. Notice of Public Meeting- Puslinch Community Centre Park Master Plan – Phase 1 and Phase 2
 3. Fox Run Park (upcoming Public Meeting, date to be determined)
 4. REC-2019-001 - Puslinch Community Centre Park - Back Soccer Fields – Update and associated Council Minutes
 5. Promotion of Facility rentals (Daina)
6. Closed Meeting
7. Adjournment



MINUTES

DATE: Wednesday, January 30, 2019

CLOSED MEETING: 8:30 A.M.

REGULAR MEETING: 9:00 A.M

The January 30, 2019 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 James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
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:**

None

3. **CLOSED MEETING**

Council was in closed session from 8:30 a.m. to 8:51 a.m.

Council recessed from 8:51 a.m. to 9:00 a.m.

Resolution No. 2019-054: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

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

- (a) **Confidential Report FIN-2019-006 and Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to OMERS.**

CARRIED

Resolution No. 2019-055: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Council moves into open session.

CARRIED

Council resumed into open session at 8:51 a.m.

Resolution No. 2019-056: Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Council receives the:

- (a) Confidential Report FIN-2019-006 and Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to OMERS;

And that staff proceed as directed.

CARRIED

4. **COMMUNICATIONS:**

- (1) Verbal update from Karen Landry, CAO/Clerk with respect to the Ontario Trillium Foundation Grant

Resolution No. 2019-057:

Moved by Councillor Sepulis and
Seconded by Councillor Roth

That the start date of the Puslinch Community Centre Park – Back Soccer Fields be May 1, 2020.

CARRIED

5. **DELEGATIONS/PRESENTATIONS**

11:00 a.m. - Wayne Wood – Senior Consulting Engineer & Project Manager, Urban and Environmental Management Inc. and John Murphy - Municipal Finance Specialist, DFA Infrastructure International Inc. with respect to Puslinch Asset Management

Resolution No. 2019-058:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the presentation by Wayne Wood – Senior Consulting Engineer & Project Manager, Urban and Environmental Management Inc. and John Murphy - Municipal Finance Specialist, DFA Infrastructure International Inc. with respect to Puslinch Asset Management.

CARRIED

6. **REPORTS:**

Finance Department

1. Report FIN-2019-001 Ontario Regulation 588/17, Associated Strategic Asset Management Policy and Asset Management Plans

Resolution No. 2019-059:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report Fin 2019-001 regarding Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure be received.

CARRIED

2. Report FIN-2019-007 - 2019 Capital and Operating Budget Update

Council directed staff to report back in the summer of 2019 with respect to shift work in the Public Works Department, additional funds for a position to assist with snow clearing including the justification for the position and what the funding implications would be.

Council directed staff to obtain feedback from the Recreation Committee on the value of the monthly production of the Puslinch Community Newsletter.



Council advised it would like to consider amendments to the Grant Application Policy and that this be facilitated as part of Council's review and setting of its Goals and Objectives which includes prioritizing the list of policies scheduled for review.

Resolution No. 2019-060: Moved by Councillor Bulmer and
Seconded by Councillor Goyda

That Council removes from the proposed budget the gravel roads study from GM Blue Plan as outlined on page 357 of the January 30, 2019 agenda as the service levels in the Asset Management Plan achieve similar goals.

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer	1			
Councillor Roth		1		
Mayor Seeley	1			
Councillor Sepulis		1		
Councillor Goyda		1		
TOTAL	2	3		

LOST

Resolution No. 2019-061: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That an additional 1% tax impact be added to the proposed 1.8%, for a proposed total of 2.8% Township tax impact on the median/typical single family detached dwelling in order to address future financial implications associated with the Asset Management Plan and uncertainties with government funding;

And that the additional 1% be allocated to an Asset Replacement Discretionary Reserve.

CARRIED

Council gave the following direction with respect to the Asset Management Plan:

- With respect to Hard Surface Roads, Council directed that Class 3 roads be rehabilitated or reconstructed at a PCI of 65.
- With respect to the implementation date, Council directed that the implementation date of the Asset Management Plan be deferred to 2020 in order to align Asset Management with the 2020 Capital Budget and Forecast.
- With respect to street trees, Council directed that this section be changed to look at trees in general (including roadside trees), and that staff bring forward information in the future with respect to an overall tree program including a roadside tree listing. The development of a program should consider the commencement of inspections once a tree is a certain number of years of age, and that inspections should be carried out at regular intervals subsequent to that.
- Council directed that staff obtain clarification on the proposed service level policy for streetlights and poles including the inspections of poles, fixtures and arms of streetlights including the external costs for these inspections.

Resolution No. 2019-062: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2019-007 regarding the 2019 Capital and Operating Budget Update be received; and

That staff work with the Recreation Committee to negotiate a use/cost sharing agreement with the Puslinch Tennis Club that outlines responsibilities for court care and maintenance, as well as cost sharing; and



**That the Township's agreement with the County of Wellington for the Puslinch Historical Society Library Lease be facilitated as part of the Township's 2021 Grant Application Program.
CARRIED**

7. CONFIRMING BY-LAW

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution No. 2019-063: Moved by Councillor Bulmer and
Seconded by Councillor Roth

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

By-Law 005-2019 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 30th day of January 2019.

CARRIED

8. ADJOURNMENT:

Resolution No. 2019-064: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby adjourns at 12:57 p.m.

CARRIED

James Seeley, Mayor

Karen Landry, CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

NOTICE OF PUBLIC MEETING

Puslinch Community Centre Park Master Plan – Phase 1 and Phase 2

You are invited to review and provide comments on a long-term vision for the Puslinch Community Centre Park. A **Public Open House** will be held on **May 22, 2019** at the Puslinch Community Centre to review the proposed plan. A presentation will commence at 7:00 pm.

Your attendance and comments at this meeting are welcome as it is your opportunity to learn more about the Puslinch Community Centre Park Master Plan.

Date: Wednesday May 22, 2019

Time: 7:00 p.m.

Place: Puslinch Community Centre, 23 Brock Road South Puslinch

Additional Information:

On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans for the Puslinch Community Centre Park to interested residents and stakeholders. The concept plans and display panels were also posted on the Township's website from late November 2015 to January 31, 2016, during which comments were welcomed by the Township. The phasing and implementation plan including all associated costs were presented to Council at its meeting held on June 28, 2017.

If you are unable to attend the session, you may submit comments to the Township no later than **June 7, 2019**. For more information or to submit written comments about the Puslinch Community Centre Park Master Plan, please contact:

Karen Landry CAO/Clerk

Township of Puslinch

Phone: 519-763-1226 ext. 214

E-mail: klandry@puslinch.ca

Budget Impact:

\$2,043 decrease in expenditures in the Building Department Budget with no tax levy impact.

2. Council at its meeting held on January 16, 2019 approved the following base budget increases:

- Increase of one cleaning session per week (ie. from 2 sessions to 3 sessions) - \$977

Building Department Impacts - No Tax Levy Impact

Outlined below is a reconciliation of the building department operating budget reported on January 16, 2019 to the proposed building department operating budget as a result of the changes outlined in the items discussed above.

Description	Amount	Comments
Total Expenses	\$679,632	January 16, 2019 – FIN-2019-004
COLA	-\$ (2,043)	Item 1 above
Base Budget Increases	\$977	Item 2 above
Adjusted Building Expenses	\$678,567	
Total Revenues	-\$ (438,870)	No Change
Total Reserve Transfers	-\$ (239,697)	Expenses less Revenues (Building revenues must equal Building expenses)

Capital Budget Updates

1. Council at its meeting held on January 16, 2019 directed staff as follows:

- Provided pre-budget approval to commence the planning works related to Fox Run Park and approved estimated costs of \$20,000 for the actual construction costs associated with fixing of the drainage issues; and
- Directed staff to utilize the County of Wellington Trail Funding program to fund the costs associated with the accessible Crushed Stone Trail.

Staff Update:

The Capital Budget Sheet for Fox Run Park has been updated with the most recent information as it relates to Fox Run Park including updated costing.

In addition, the County Trail funding program is proposed to fund the accessible crushed stone trail in Fox Run Park. Therefore, this has resulted in a change in the funding proposed for the Puslinch Community Centre Park – Back Soccer Fields.

Budget Impact:

There is no tax levy impact associated with the changes described above.

See the following Capital Budget Sheets for further information regarding the proposed funding for these two projects:

- Puslinch Community Centre Park – Back Soccer Fields
 - Fox Run Park – Survey, Drainage, Accessible Crushed Stone Trail, and Benches
2. Staff obtained an estimate from GM BluePlan for the gravel roads study discussed by Council at the January 16, 2019 meeting.

Staff Update:

GM BluePlan has provided an estimated cost of \$25,000 based on the following:

- Meeting with staff and/or Council to confirm scope and expectations.
- Review of available pavement maintenance technologies which may be applied to double lift asphalt roads.
- Provide recommendations for implementation of pavement, if opportunities to extend life of existing pavement are available.
- Review of options for surface treating or paving of gravel roads.
- Provide recommendations for additional assessments required for implementation such as drainage improvements, geotechnical investigation, surveying, culvert assessments, etc.
- Provide recommendations for implementing a program for paving of gravel roads based on the criteria established in the Asset Management Plan (input from Township staff required).
- Meeting with Council/staff to review findings/draft report.
- Prepare and submit a final report.

TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET

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Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Fox Run Park - Survey, Drainage, Accessible Crushed Stone Trail, and Benches
Project Type - Parks Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

At the September 19, 2018 Council Meeting, Council directed staff through Council Resolution No. 2018-283 to include funds in the 2019 budget for consideration to maintain the park to the current standard, identify the park with signage upon completion of the Township's logo and branding project, proceed with the installation of an accessible walking path and benches to be completed in 2019, address the drainage issues of the park, and report back on the feasibility of the completion of the above without the use of a consultant."

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fox Run Park

4 - Project Description

1.) Completion of a survey to note the boundaries of the property and any encroachments on Block 55, Plan 795 - \$4,000

GM BluePlan Costs:

2.) Comparing the current drainage with what was approved as part of the original subdivision for Fox Run Phase 1 which includes completion of a topographic survey, preparing base plan and comparing to approved plan - \$3,300

3.) Preparation of a drainage design and drawing. The drainage design and drawing to include an accessible crushed stone trail design from one side of the park to the other side of the park on a Site Plan that would be presented at a Public Meeting for Public Input - \$5,200

4.) Fixing drainage issues including preparation of quotation package, obtaining quotes, and overseeing construction - \$3,000

5.) Council at its meeting held on January 16, 2019 provided pre-budget approval for the commencement of the works identified in items 1 to 4 above. Also, Council approved estimated costs of \$20,000 for the actual construction costs associated with fixing of the drainage issues. The extent of work required at this time is not determinable.

6.) Facilitating an accessible crushed stone trail from one side of the park to the other side of the park including preparation of quotation package, obtaining quotes, and overseeing construction - \$3,000

Township staff have not determined the costs associated with other alternatives for designing the accessible crushed stone trail (ie. University of Guelph).

Other Costs:

7.) Signage - costs are included in the Capital Budget and Forecast in 2019 and 2020 titled "Marketing and Branding Implementation" for all signage identifying Township facilities, parks, trails and vehicles.

8.) Crushed Stone Trail - unit price per metre for crushed stone trail is approximately \$150/metre. It is expected that the trail design may still include a paved approach into the park from the road at each access point, as well as potentially a smaller paved area at the rest areas to accommodate the accessibility requirements. The previous unit price provided of \$230/metre would apply to these paved areas. Not knowing the final trail design (ie. length and number of rest stops), GM BluePlan has estimated construction costs including an approximately 450 metre trail, one or two benches at approximately \$80,000. This cost excludes major drainage modifications if required.

5 - Capital Funding for 2019 Expenditures

Wellington County	10,000
Accessibility Funding	
Wellington County Trails	43,404
Funding	

Cash in Lieu of Parkland	15,096	Additional information related to DC's		
Discretionary Reserve		Project # and Description in DC	3 - Provision for Trail Development	
Development Charges Note A	50,000	Year in DC Study	2015	
Other (grants)		% of DC Funding allowed in DC	90%	
Total Funding	118,500	Service Area in DC	Parks and Recreation Services	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019				2019	Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC		2020	2021	2022	2023
Survey - Boundary and Encroachments	4,000				4,000				
Drainage including Trail Design on Site Plan - GM BluePlan Costs	11,500				11,500				
Drainage Construction Costs - Estimate		20,000			20,000				
Accessible Trail - GM BluePlan Costs		3,000			3,000				
Crushed Stone Trail with 2 Benches Construction Costs - Estimate			80,000		80,000				
Total Cost	15,500	23,000	80,000	-	118,500	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				

Total Incr. Exp./(Rev.)

-

-

In 2018, Fox Run Park was cut bi-weekly by an outside contractor. Therefore, the non-incremental costs associated with maintaining the park to its current standard are budgeted in Contract Services - 01-0110-4320 as part of the Operating Budget at an amount of \$3,240.



MINUTES

DATE: Wednesday, January 16, 2019

CLOSED MEETING: 8:30 A.M.

REGULAR MEETING: 9:00 A.M

The January 16, 2019 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 James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
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

1. Mary Christidis
2. Art Zymerman
3. Mark Wineberg
4. Barb Redmon

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

Councillor Bulmer declared a conflict of interest with respect to the grant applications from Friends of Mill Creek and the Aberfoyle Farmer's Market as he has outstanding expenses and activities with those groups.

3. CLOSED MEETING

Council was in closed session from 8:33 a.m. to 8:52 a.m.
Council recessed from 8:52 a.m. to 9:00 a.m.

Resolution No. 2019-018:

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 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to OMERS.**

CARRIED

Resolution No. 2019-019:

Moved by Councillor Roth and
Seconded by Councillor Sepulis

THAT Council moves into open session.

CARRIED

Council resumed into open session at 8:52 a.m.



Resolution No. 2019-020:

Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Council receives the:

- (a) **Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to OMERS.**

CARRIED

4. COMMUNICATIONS:

1. Township of Puslinch- Future Satellite Fire Station Site
 - a. Correspondence from S.W. Irvine & Associates dated April 3, 2018.
2. Fox Run Parkette
 - a. Correspondence from John Arnold.

Council directed staff that the Engineering drainage design and drawing include an accessible crush stone trail design on a Site Plan that would be presented at a Public Meeting for Public Input.

5. DELEGATIONS/PRESENTATIONS

9:05 a.m.- Art Zymerman and Lorne Wallace from the Puslinch Lake Conservation Association with respect to a grant request for \$25,000 in support of lake dredging

Resolution No. 2019-021:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the presentation by Art Zymerman and Lorne Wallace from the Puslinch Lake Conservation Association with respect to a grant request for \$25,000 in support of lake dredging.

CARRIED

9:15 a.m.- Mary Christidis, Mark Wineberg, Barbara Redmond with respect to the Fox Run Park.

Resolution No. 2019-022:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council receives the presentation by Mary Christidis, Mark Wineberg, Barbara Redmond with respect to the Fox Run Park.

CARRIED

6. REPORTS:

1. Finance Department

1. Report FIN-2018-036 - 2019 Proposed Operating Budget (Previously provided at the December 12, 2018 Meeting)

Resolution No. 2019-023:

Moved by Councillor Sepulis and
Seconded by Councillor Bulmer

That Council approves a 2.33 % Cost of Living Adjustment for staff.

CARRIED

Resolution No. 2019-024:

Moved by Councillor Sepulis and



Seconded by Councillor Roth

That Council approves a permanent base budget increase of \$3,256 for an increase of one cleaning session per week for janitorial services in the Municipal Office.
CARRIED

Resolution No. 2019-025: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council approves a permanent base budget increase of \$6,000 for equipment replacement in Fire & Rescue.
CARRIED

Resolution No. 2019-026: Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Council approves a one-time base budget increase of \$4,605 for the Blue Card Incident Command Instructors Course for a Training Officer in Fire & Rescue Services.
CARRIED

Resolution No. 2019-027: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council approves a one-time base budget increase of \$4,898 (net of grant funding) for a summer student for the Heritage Committee.
CARRIED

Resolution No. 2019-028: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council approves a permanent base budget increase of \$12,400 for Calcium Chloride for dust control in Public Works.
CARRIED

Council directed staff to look into partnering opportunities, in the future, with other municipalities in order to obtain better pricing on Calcium Chloride.

Council directed staff that for the Voice over Internet Protocol (VOIP) implementation, that the status quo be in effect for Council Members and that the implementation not include Members of Council.

Council directed staff to include a review of the Uniform and Special Clothing Budget including a consistent uniform for all Public Works staff and the current taxable benefit implications as part of the Expense Policy review as an item in Council's Goals and Objectives.

2. Report FIN-2019-003 - 2019 Grant Application Program

Resolution No. 2019-029: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives Report FIN-2019-003 regarding the 2019 Grant Application Program; and

That Section 7.0 of the Grant Application Policy be amended to include an option to submit completed grant applications electronically on the Township's website; and



That Council approves the grant allocations amounting to \$33,803.40 as outlined below:

Organization	2019 Approved Grant Allocation
Aberfoyle Agricultural Society	\$3,000
Optimist Club of Puslinch	\$2,636.90
Puslinch Lake Conservation Association	\$25,000
Sunrise Therapeutic Riding and Learning Centre	\$2,000
Wellington Farm and Home Safety Association	\$500
Whistle Stop Cooperative Preschool	\$666.50

CARRIED

Councillor Bulmer disclosed a pecuniary conflict of interest with respect to the grants from the Aberfoyle Farmers' Market and the Friends of Mill Creek and refrained from discussions and voting on that item.

Resolution No. 2019-030: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council approves the grant allocations amounting to \$3,750 as outlined below:

Organization	2019 Approved Grant Allocation
Aberfoyle Farmers' Market	\$2,500
Friends of Mill Creek – Grand River	\$1,250

CARRIED

3. Report FIN-2019-004 - 2019 Capital and Operating Budget Update

Council directed staff to utilize the County of Wellington Trail Funding program to fund the costs associated with the accessible crushed stone trail and to request an extension to this program.

Resolution No. 2019-031: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council approves estimated costs of \$20,000 for the actual construction costs associated with fixing of the drainage issues at Fox Run Park; and

That staff proceed with the survey and drainage plans and that funds are hereby approved as part of the 2019 Budget to facilitate commencement of work; and

That the trail be included on a site plan with the drainage design and drawings and be accessible and consist of crushed stone.

CARRIED

Resolution No. 2019-032: Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Council directs staff to approach other aggregate companies to obtain another quote for Gravel Maintenance in Public Works due to the increase in the environmental fee.

CARRIED

Resolution No. 2019-033: Moved by Councillor Goyda and
Seconded by Councillor Sepulis



That staff proceed with the phased in costs associated with the Cambridge Fire Services Contract with one quarter of the cost to be phased into 2019 as part of the Fire & Rescue Services Operating Budget Account No. 01-0040-4320.

CARRIED

Resolution No. 2019-034: Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Council approves a 2.33 % Cost of Living Adjustment for Council.

CARRIED

Council directed staff to defer any costs related to additional resourcing requirements in order to effectively implement and maintain a Social Media/Tourism Strategy to the 2020 budget and to obtain estimated remuneration for the designated Recreation Committee member responsible for preparing the monthly Puslinch Community Newsletter.

Council directed staff to ensure that the net present value calculation for the Fire Station analysis includes the following:

- Issuance of a 20-year debenture inclusive of the operating costs associated with a new Fire Station; compared to
- The operating costs of the current Cambridge Fire Contract compared to
- The operating costs of a Cambridge Fire Contract extended to all of the West End.

Council directed staff to obtain a quote from other vendors for the website upgrade with the new logo and brand.

Resolution No. 2019-035: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report FIN-2019-004 regarding the 2019 Capital and Operating Budget Update be received.

CARRIED

7. NOTICE OF MOTION:

1. Councillor Sepulis with respect to the paving of Township roads

Resolution No. 2019-036: Moved by Councillor Sepulis and
Seconded by Councillor Bulmer

WHEREAS the Township has approximately 200km of paved roads and 50km of unpaved roads;

AND WHEREAS road works are a significant portion of the Capital Budget and it is highly desirable to reduce these costs;

AND WHEREAS new technologies are available for extending the life of paved roads and which are being used by various municipalities in Ontario;

AND WHEREAS it is desirable to pave unpaved roads with appropriate pavement;

NOW THEREFORE that staff obtain a funding estimate from an Engineering company to produce a report to:

1. Identify an appropriate and cost effective method of extending the life of paved roads;



2. Develop criteria to prioritize the paving of unpaved roads, including the trigger points/ criteria suggested by the asset management plan; as well as impact to the area residents;
3. Identifying an appropriate and cost effective pavements (such as tar and chip) to be used for unpaved roads;
4. Developing a listing and schedule for the paving of unpaved roads.

And that these costs be identified at the earliest opportunity for inclusion in the Capital Budget, with a commitment to pave the roads at the earliest opportunity.

CARRIED

8. CONFIRMING BY-LAW

- (a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution No. 2019-037: Moved by Councillor Bulmer and
Seconded by Councillor Roth

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

By-Law 005-2019 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 16th day of January 2019.

CARRIED

9. ADJOURNMENT:

Resolution No. 2019-038: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council hereby adjourns at 1:13 p.m.

CARRIED

James Seeley, Mayor

Karen Landry, CAO/Clerk



REPORT REC-2019-001

TO: Mayor and Members of Council

FROM: Don Creed, Director, Public Works and Parks

MEETING DATE: March 6, 2019

SUBJECT: Puslinch Community Centre Park – Back Soccer Fields - Update
File No. R04 PUS

RECOMMENDATIONS

THAT Staff Report REC-2019-001, regarding the Puslinch Community Centre Park – Back Soccer Fields – Update, be received;

AND THAT Council approves the final design, as attached as Schedule B to this report, in order to finalize the contract documents and to proceed with the issuance of the Request for Tender.

Background

Council, at its Council Workshop held on June 26, 2018, received Report REC-2018-002 regarding the Puslinch Community Centre - Back Soccer Fields. Council authorized the single source retainer of Landscape Planning Limited to coordinate the OLS Survey, Geotechnical Investigation, and other design works related to the soccer field design at an upset limit of \$25,000 to be funded from the Cash in Lieu of Parkland Restricted Reserve and the Parks and Recreation Services Development Charges Restricted Reserves including (Council Resolution No. 2018-218):

- A Category 5 - School Yard Soccer Field - With Lights (lights were authorized by Council Resolution No. 2018-238 on July 18, 2018 after confirmation was received by the Grand River Conservation Authority)
- Granular Parking Lot Upgrades Without Lights
- Drainage Culvert Works at Maple Leaf Lane
- Completion of all Underground Services
- Completion of Landscaping and Grading Works for the Soccer Field

- Separate Costing for the Supply and Installation of Player's Benches and Bleachers
- Asphalt Walkway Connections - (contingent on receiving Wellington County Trail Funding as identified in Council Resolution No. 2018-238 on July 18, 2018)

At the July 18, 2018 Council Meeting, Council passed the following resolution with respect to the Back Soccer Fields at the Puslinch Community Centre:

That Report REC-2018-005 regarding the Puslinch Community Centre Park – Back Soccer Fields – Update be received; and

That Council authorizes the single source retainer of Landscape Planning Limited to complete the detailed 2018 design works related to the back soccer fields to be funded from the Cash in Lieu of Parkland Restricted Reserve and the Parks and Recreation Services Development Charges Restricted Reserve at an additional amount to an upset limit of:

- **\$45, 000 for a category 5- School Yard soccer field – with lights and asphalt walkway connections (contingent on receiving Wellington County Trail funding) as identified in the area highlighted in orange in the attached image;**

That Council directs staff to apply to the following grant funding programs:

- **Canada Infrastructure Program – Phase 2; and**
- **Ontario Trillium Fund – Capital Grants; and**

That Council directs staff to provide this information to the Puslinch Minor Soccer Club; and

That the Puslinch Minor Soccer Club advise the Township by September 15, 2018 regarding:

- **Potential contributions from any organization to be made to this project in order for staff to outline funding for the selected option in the 2019 Capital Budget and to facilitate upon budget approval construction in 2019; and**
- **The timing of construction impacts and how scheduling challenges will be addressed; and**

That staff be directed to negotiate and obtain a reduced rate on the landscape architectural consulting fee.



Subsequent to that meeting, as part of the 2019 Capital Budget, the capital budget sheet for the Puslinch Community Centre Park – Back Soccer Fields is attached as Schedule A to this Report. The construction cost estimate incorporated in the 2019 Capital Budget of \$602,051 is based on a cost estimate obtained from Landscape Planning Limited as of August 15, 2018.

The Township received notification of grant funding approval from the Ontario Trillium Fund for an amount of \$150,000. The Ontario Trillium Fund requested a construction start date for this project. Township Council at its meeting held on January 30, 2019 directed staff to communicate a construction start date of May 1, 2020 to provide sufficient time to seek funding opportunities from third party sources.

The program details and application for the Canada Infrastructure Program - Phase 2 have not yet been announced. The Puslinch Minor Soccer Club has established a "Field Development Fund" and have contributed \$5,000 to this fund.

Township staff met with the Puslinch Minor Soccer Club on February 8, 2019 to provide an update on the matter including that the Township will continue to monitor additional grant funding opportunities, however, at this time, there is a funding shortfall of approximately \$400,000. The fundraising efforts of the Puslinch Minor Soccer Club are appreciated and essential to moving this project forward in accordance with the May 2020 timeline for construction commencement. The Township communicated that it is imperative for the Township to secure funding for this project in advance of its 2020 budget deliberations scheduled for September 2019.

Purpose

The purpose of this report is to obtain Council approval of the design drawings to facilitate issuing of the Request for Tender.

Attached as Schedule B to this Report is the current tender design drawings to be incorporated in the tender document. Attached as Schedule C to this Report is the current construction cost estimate as of January 18, 2019.

Financial Implications

The tender documentation will include a clause that the awarding of the project is contingent on receiving funding from third party sources.

In 2018, through Council Resolution No. 2018-218 and 2018-238, Council authorized a total amount of \$70,000 for the design works. The total costs of the design works related to the tender documentation have amounted to \$54,655 based on 2018 and 2019 costs incurred. It is recommended that the remaining amount of \$15,344 fund the Landscape Planning Contract Administration Fee (3% of the construction estimate) as outlined in the table below.

The table below depicts the 2019 Capital Budget as compared to the January 18, 2019 construction cost estimate:

	2019 Capital Budget	January 18, 2019 Construction Cost Estimate
Estimated Construction Cost	\$550,510	\$587,208
Permit and Testing Allowance	\$7,500	\$7,500
8% Contingency	\$44,041	\$46,977
Total Estimated Construction Costs	\$602,051	\$641,685
Landscape Planning Contract Administration Fee (3% of the construction estimate)	\$15,344	\$19,250
Total (net of HST)	\$617,395	\$661,115
Add non-refundable portion of HST	Did not include	\$11,638
Total Costs	\$617,395	\$672,753

Please note that there is a funding shortfall of \$55,358 from the 2019 Capital Budget compared to the most recent cost estimate of January 18, 2019.

APPLICABLE LEGISLATION AND REQUIREMENTS

Township Purchasing and Procurement of Goods and Services and Disposal of Surplus Policy Purchasing By-law 60/08.

ATTACHMENTS

Schedule A – 2019 Capital Budget Sheet
 Schedule B – Tender Design Drawings
 Schedule C – Cost Estimate – January 18, 2019

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

[Back to Index](#)

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Puslinch Community Centre Park - Back Soccer Fields Upgrade

Project Type - Parks Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

2014 and 2015

The Township of Puslinch undertook, with the assistance of its consultant Monteith Brown Planning Consultants a project to research, develop and produce a fiscally responsible Master Plan document for recreation, parks, open space and trails including their respective services and facilities. The Master Plan engaged the community, municipal representatives, and other stakeholders throughout the process to gain an understanding of the broad range of leisure interest and to raise awareness for the Master Plan and the recreation and park opportunities that are available within the Township. Throughout the body of the Recreation and Parks Master Plan, recommendations were identified at the end of each subsection or topic area. The Master Plan contained 49 recommendations which have been divided into three (3) categories including:

- Service Delivery;
- Facility Needs; and
- Parks, Open Space.

The Master Plan also included an Implementation Strategy which indicated priority, timing and any considerations including potential operating and capital costs.

On May 20, 2015, Council passed Resolution No. 2015-213, stating that Council:

....adopt in principle the 2015 Township of Puslinch Recreation and Parks Master Plan prepared by Monteith Brown dated May 20, 2015 attached as Schedule "A" to report REC-2015-004; and

That Council consider any recommendations made in the 2015 Township of Puslinch Recreation and Parks Master Plan which contain budget implications during the 2016 Budget process.

On October 2015, Phase 1 of the Park Master Plan was launched (recommendation No. 32 in the Recreation and Parks Master Plan). The purpose of Phase 1 of the Puslinch Community Centre Park Master Plan was to more closely examine options for the site informed by public input.

The design of the park has changed as new features have been added over time. Designing the expansion provides an ideal opportunity to examine the functionality of the entire park, such as the potential relocation of the playground and/or the re-purposing of other uses.

The draft concept plans were presented by municipal staff to the Township's Recreation Committee on November 17, 2015 for initial review and based on comments received from the Committee, were revised prior to presentation to the public. On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans to interested residents and stakeholders. The concept plans and display panels were also posted on the Township's website from late November 2015 to January 31, 2016, during which comments were welcomed by the Township.

2016

The Parks Master Plan (Phase 1) was presented to Council by the Township's Consultant, Monteith Brown Planning Consultants on March 16, 2016. By Council Resolution 2016-115: Council received the presentation from Mr. Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding the Puslinch Community Centre Park Master Plan (Phase 1).

On July 21, 2016, Council directed staff to have the consultants prepare, for their consideration, a Concept Plan and costing that:

- Includes a Lit Ball Diamond
- The addition of a 9x9 soccer field
- The addition of a 11x11 soccer field
- Accessible playground area
- Removal of the Horseshoe Pits
- Removal of the cement block building (booth)
- No splash pad
- Tennis courts remaining where they are currently located
- Horse paddock and pull track remaining where they are currently located
- Consideration for the Fall Fair requirements

2017

The new concept plan and costing was presented to Council by the Director of Public Works and Parks on February 24, 2017. By Council Resolution 2017-057: Council received the presentation from the Director of Public Works and Parks and directed staff to have the consultants prepare, for their consideration, a Phasing and Implementation Plan including all associated costs. The phasing and implementation plan including all associated costs was presented to Council at its meeting held on June 28, 2017. By Council Resolution No. 2017-234: Council received Report REC-2017-009

regarding Service Levels and Recreation and Parks Master Phasing and Implementation Plan and Costing and directed staff to report back on the funding options during the 2018 Capital Budget. The funding options for Phase 1 and Phase 2 of the Parks Master Plan was presented to Council at its 2018 Capital Budget meeting held on September 27, 2017 through Report FIN-2017-029. The funding strategy noted in the 2018 Capital Budget and Forecast included 65% of the funds required for the completion of Phase 1 and Phase 2 of the Parks Master Plan to be funded from provincial and/or federal grants and community fundraising efforts. At the September 27, 2017 Council Meeting, Council directed staff to hold the Public Meeting regarding the Parks Master Plan in 2019 and to report back during the 2019 budget deliberations on the costs to upgrade the back fields to a soccer pitch. Council at its Council Workshop held on June 26, 2018 received Report REC-2018-002 regarding the Puslinch Community Centre - Back Soccer Fields and authorized through Council Resolution No. 2018-218 the single source retainer of Landscape Planning Limited to coordinate the OLS Survey, Geotechnical Investigation, and other design works related to the soccer field including:

- A Category 5 - School Yard Soccer Field - With Lights (lights were authorized by Council Resolution No. 2018-238 on July 18, 2018 after confirmation was received by the Grand River Conservation Authority)
- Granular Parking Lot Upgrades Without Lights
- Drainage Culvert Works at Maple Leaf Lane
- Completion of all Underground Services
- Completion of Landscaping and Grading Works for the Soccer Field
- Separate Costing for the Supply and Installation of Player's Benches and Bleachers
- Asphalt Walkway Connections - (contingent on receiving Wellington County Trail Funding as identified in Council Resolution No. 2018-238 on July 18, 2018)

Council at its Council Meeting held on July 18, 2018 received Report REC-2018-005 regarding the Puslinch Community Centre Park - Back Soccer Fields - Update and authorized through Council Resolution No. 2018-238 to apply to the Canada Infrastructure Program - Phase 2 Grant Funding Program and the Ontario Trillium Fund - Capital Grants Program.

Township staff have received notification from the Ontario Trillium Fund for approval of a \$150,000 grant. The program details and application for the Canada Infrastructure Program - Phase 2 have not yet been announced. The Puslinch Minor Soccer Club has established a "Field Development Fund" and have contributed \$5,000 to this fund.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Puslinch Community Centre Park

4 - Project Description

The tender documentation will include a clause that the awarding of the project is contingent on receiving funding from third party sources. The construction cost estimate obtained from Landscape Planning Limited as of August 15, 2018 associated with this project is outlined below:

Description	Amount	Subtotal	Comments
A: Division 1 Requirements			
Bonding	\$ 6,000		
Mobilization/Demolition	\$ 5,000		
Site Preparations	\$ 10,000	\$ 21,000	
B: Site Servicing			
Storm Drainage Systems			
CBs/MHs/Culverts/LID	\$ 20,000		
Electrical Site Servicing			
Electrical Service, Conductors and Connections	\$ 45,000		Tender to include separate costing.
Supply & Install Empty Electrical Conduit	\$ 20,000	\$ 85,000	
C: Grading Works			
Rough Grade/Topsoil (Replace, Spread and Fine Grade)	\$ 50,000	\$ 50,000	
D: Paving/Hard Surfacing			
Granular Parking Lot	\$ 76,875		
150 mm h.t. Concrete Curb (parking lot ends)	\$ 25,875		
Concrete Bumper Blocks (parking lot)	\$ 5,100		
Asphalt Walkway Connections	\$ 23,460		
Concrete Bleacher Pads	\$ 13,000	\$ 144,310	Tender to include separate costing.
E: Sports Facilities Items/Fencing			
Senior Soccer Field with Lights	\$ 150,000		Tender to include separate costing for lights.
Portable Bleachers (soccer field only)	\$ 17,800		Tender to include separate costing.
Players Benches (21'-0") (soccer field only)	\$ 2,400	\$ 170,200	Tender to include separate costing.
F: Soft Landscape			
Edge Management Planting (naturalization)	\$ 15,000		

Sod	\$ 40,000	
Description	Amount	Subtotal
Seed	\$ 25,000	\$ 80,000
Estimated Construction Cost		\$ 550,510
Permit & Testing Allowance		\$ 7,500
8% Contingency		\$ 44,041
Total Estimated Construction Cost		\$ 602,051
Consulting Fees		
Landscape Architectural - Civil and Electrical (7% of Cost Estimate excl. site furnishings)	\$ 40,730	Council Resolution No.'s 2018-218 and 238
OLS Surveying Fees	\$ 5,300	Council Resolution No.'s 2018-218 and 238
Geotechnical Investigation Fees	\$ 6,175	Council Resolution No.'s 2018-218 and 238
		\$ 52,205
Grandtotal - Construction Cost and Consulting Fees		\$ 654,255

5 - Capital Funding for 2019 Expenditures

Tax Levy		
Capital Carryforward	25,416	Council Resolution No.'s 2018-218 and 238
Ontario Trillium Fund - Capital Grants	150,000	Approval of funding received.
Cash in Lieu of Parkland Canada Infrastructure Program - Phase 2	43,404	
	301,025	Funding application available in late 2018
Donations	89,826	
Discretionary Reserve		
Gas Tax		
Development Charges Note A		
Total Funding	609,671	

Additional information related to DC's

Project # and Description in DC	1. Provision for Parkland Development
Year in DC Study	2014-2023
% of DC Funding allowed in DC	90%
Service Area in DC	Parks and Recreation Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019				2019	Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC		2020	2021	2022	2023
Consulting Fees	52,205				52,205				
Construction Costs			301,025	301,025	602,051				
Total Cost	52,205	-	301,025	301,025	654,255	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2019	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs	4,375			
Total Incr. Exp./(Rev.)	4,375	-		

Non-Incremental Operating Costs

Description	Hours/Week	No. of Weeks	Rate/Hour	Cost/Season
Equipment - Truck, Trailer, Mower	2	24	\$50	\$2,400
Labour & Benefits	2	24	\$31.72	\$1,523
Non-Incremental Costs				\$3,923

The above costs are considered non-incremental as the Township is currently completing these services (ie. lawn mowing) for the back soccer fields.

Incremental Operating Costs

Description	Hours/Week	No. of Weeks	Rate/Hour	Cost/Season
Hydro				\$2,000
Portable Toilets				\$2,000
Rolling				\$125
Fertilizing				\$250
Incremental Costs				\$4,375

Puslinch Community Centre Soccer Field & Parking Lot

The Township of Puslinch

Contract No.: PK20-001

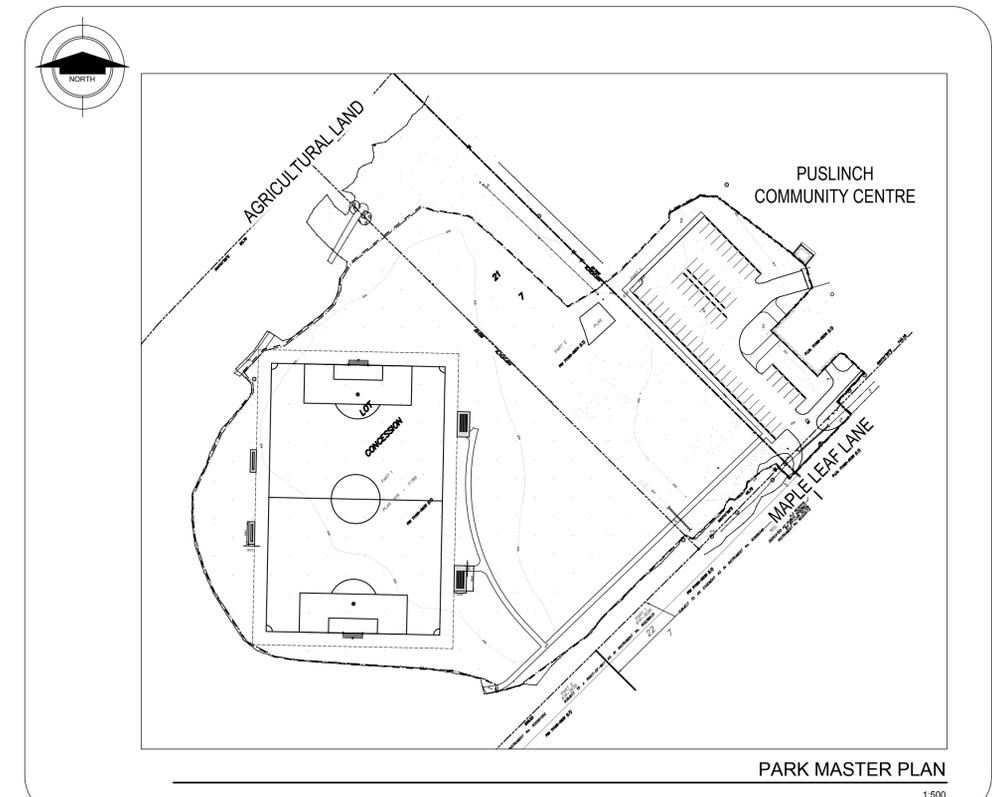
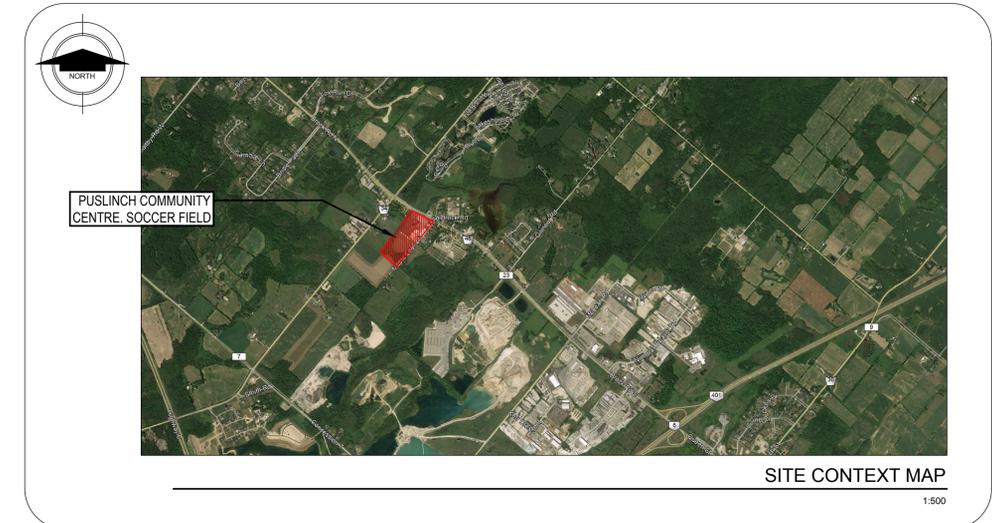
Pg No.	Sheet No.	Title
1.	C-1	COVER PAGE
2.	EX-1	EXISTING SITE SURVEY
3.	EX-2	EXISTING CONDITIONS / SITE PREPARATION PLAN
4.	L1	LANDSCAPE / SURFACE MATERIALS PLAN
5.	L2	LAYOUT PLAN
6.	L3	GRADING & SERVICING PLAN

SITE ELECTRICAL

7.	E-1	ELECTRICAL/LIGHTING PLAN
8.	E-2	ELECTRICAL NOTES & DETAILS

DETAILS

9.	D-1	DETAILS
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CLIENT:



The Township of Puslinch
Parks and Open Space Development

7404 Wellington Rd 34,
Puslinch, Ontario
N0B 2J0
Tel: 519.763.1226 ext. 222
Attn: Ms. Mary Hasan, Director of Finance / Treasurer

SUB-CONSULTANTS:

ELECTRICAL
MJS Consultants Inc.
420 Main Street East, Suite 473
MILTON ONTARIO
L9T 1P9
TEL: 416.402.1525

PRIME CONSULTANT:

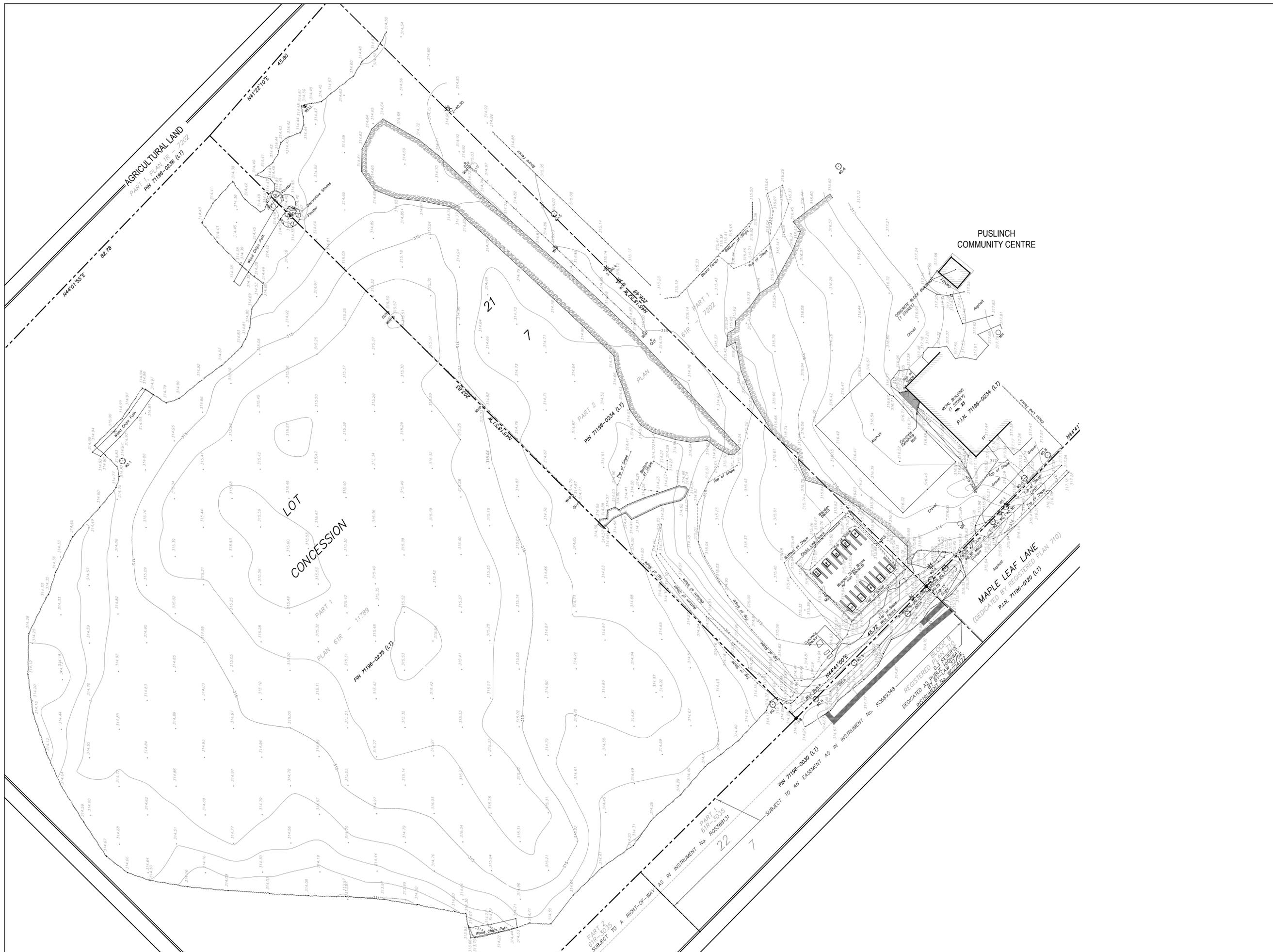


Paul Gardner, OALA, CSLA, Partner
95 Mural Street, Suite 207, Richmond Hill, ON L4B 3G2
Tel: 905.669.6838, www.landscapeplan.ca

ISSUED FOR:
Tender Construction
Review

LPL No. 2018-109

TENDER DRAWINGS



- LEGEND:**
- DENOTES SURVEY MONUMENT FOUND
 - WIT WITNESS MONUMENT
 - SB STANDARD IRON BAR
 - SSIB SHORT STANDARD IRON BAR
 - IB IRON BAR
 - CC CUT CROSS
 - N,S,E,W NORTH, SOUTH, EAST, WEST
 - OU ORIGIN UNKNOWN
 - SWG SWEIGHT, VAN NOSTRAND & GIBSON
 - MH MANHOLE
 - HW HAND WELL
 - WHP WOODEN HYDRO POLE
 - M.S. METAL LIGHT STANDARD
 - B BOLLARD
 - DECIDUOUS TREE
 - CONIFEROUS TREE
 - CONCRETE
 - GRAVEL

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RD	Issued for Tender	JAN 06 2020	CB
no.	revision	date	by

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reviewed by **P.G.** drawn by **C.B.**

date **OCTOBER 2018**

scale **1:400**



drawing title
SITE SURVEY

drawing number
EX-1

client
TOWNSHIP OF PUSLINCH

project title
PUSLINCH C.C. SOCCER FIELD & PARKING LOT

project number
2018-109



Suite 207, 95 Mural Street, Richmond Hill, Ontario L4B 3G2, Tel. 905.669.6838, www.landscapeplan.ca



LEGEND:

- | | |
|-----|----------|
| 1 | DETAIL # |
| D-0 | SHEET # |
- PROPERTY LINE
 - - - LIMIT OF CONTRACT
 - ASPHALT PAVING - MEDIUM DUTY
 - CONCRETE PAVING
 - GRANULAR PAVING - VEHICULAR
 - GRANULAR PAVING - LIMESTONE S
 - INFILTRATION TRENCH
 - SEED
 - SOD

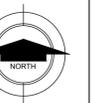
RD	Issued for Tender	revision	date	by
			JAN 06 2020	CB

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reviewed by P.G. drawn by C.B.

date OCTOBER 2018

scale 1:400



drawing title
LANDSCAPE / SURFACE MATERIALS PLAN

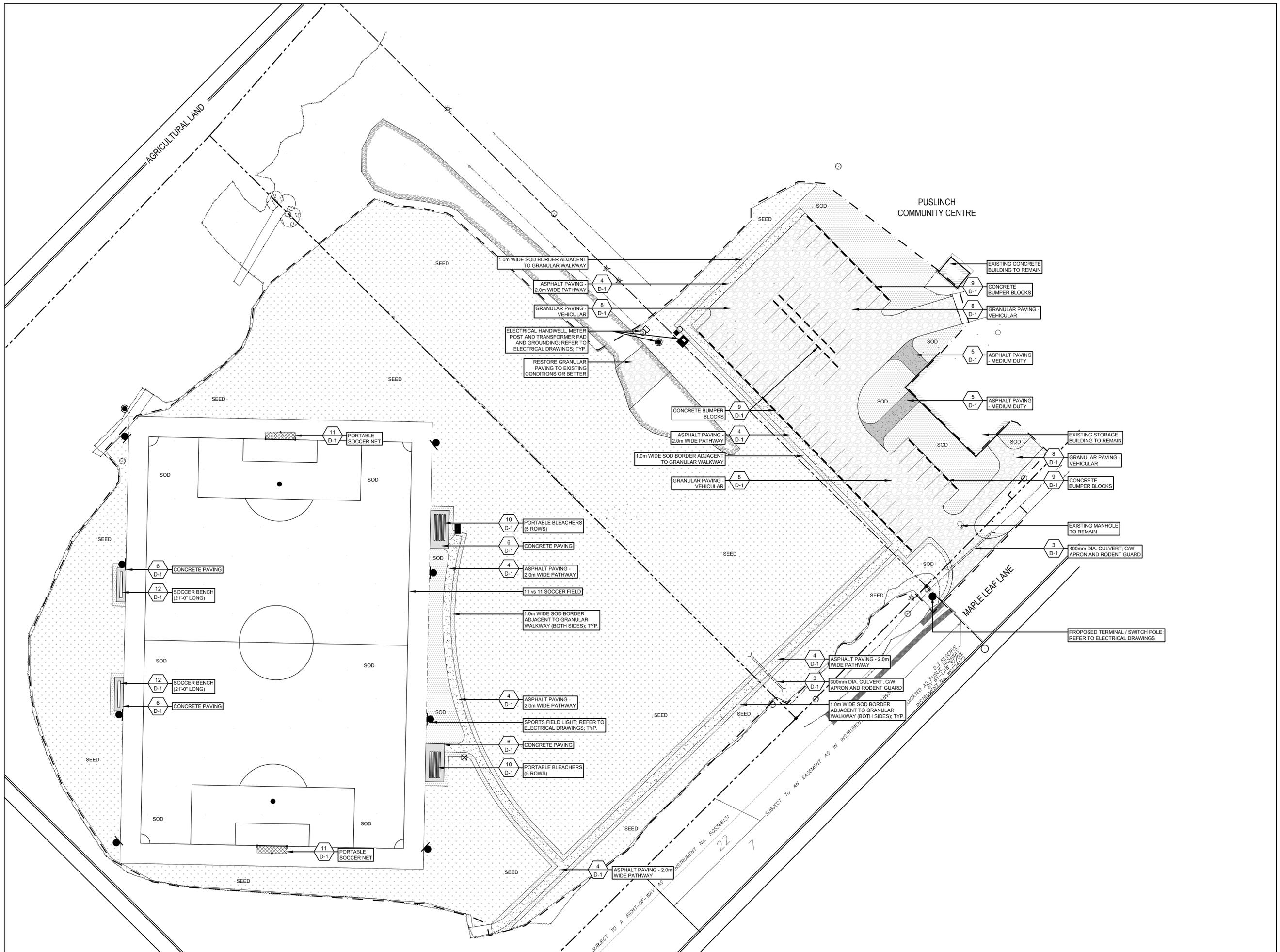
drawing number
L-1
 client
TOWNSHIP OF PUSLINCH

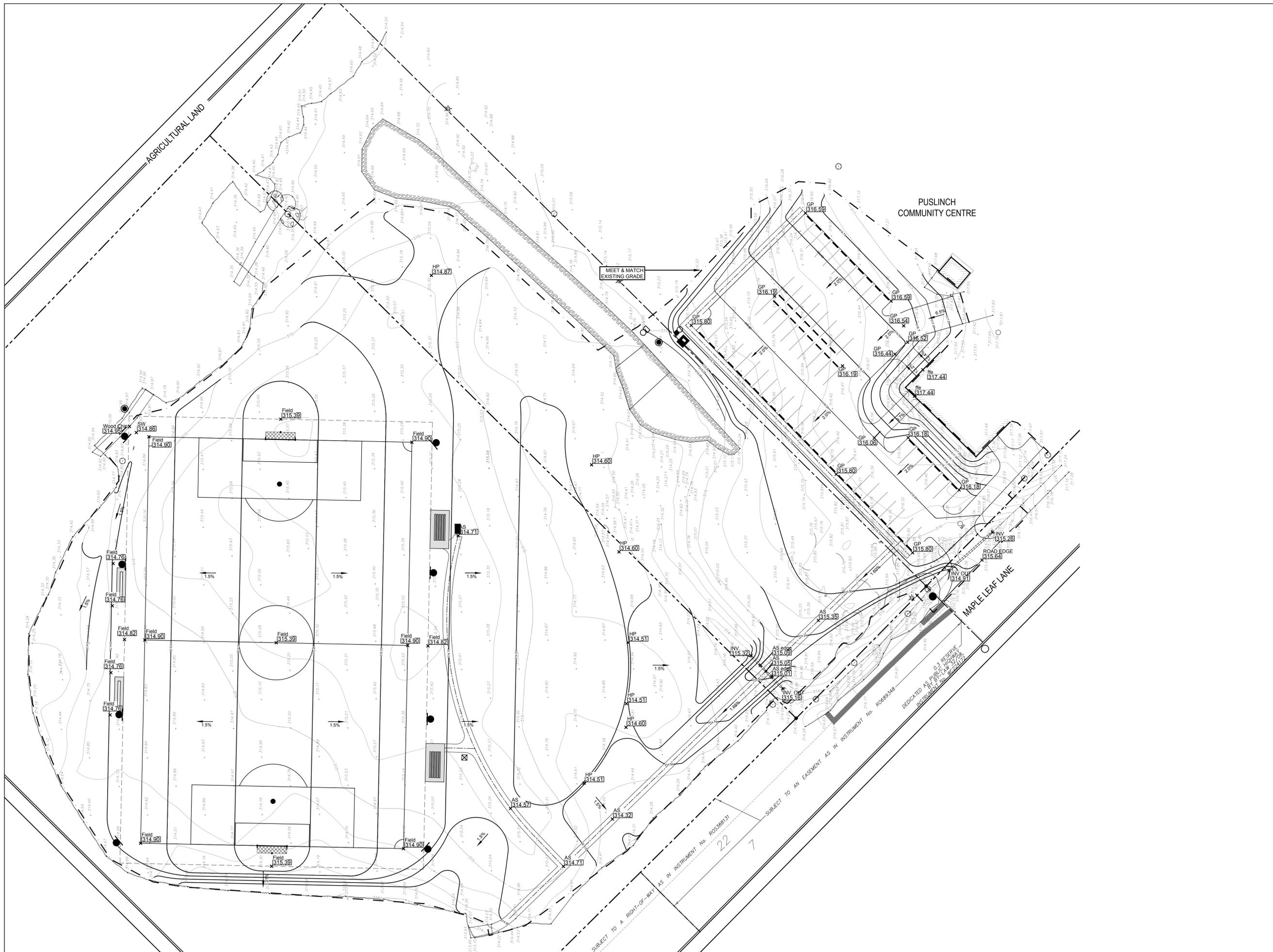
project title
PUSLINCH C.C. SOCCER FIELD & PARKING LOT

project number
2018-109



landscape planning
 LANDSCAPE ARCHITECTS
 Suite 207, 95 Mural Street, Richmond Hill, Ontario L4B 3G2,
 Tel. 905.669.6838, www.landscapeplan.ca





LEGEND:

1	DETAIL #
D-0	SHEET #
---	PROPERTY LINE
---	LIMIT OF CONTRACT
~	EXISTING CONTOUR
~	EXISTING SPOT ELEVATION
~	PROPOSED SPOT ELEVATION
TC	- TOP OF CURB
BC	- BOTTOM OF CURB
SW	- SWALE
HP	- HIGH POINT
AS	- ASPHALT SIDEWALK
GP	- GRANULAR PAVING
~	PROPOSED CONTOUR
2.0%	SWALE GRADIENT
---	PERFORATED DRAINAGE LINE 100mm Ø
---	RIGID DRAINAGE LINE 100mm Ø

RD	Issued for Tender	JAN 06 2020	CB
no.	revision	date	by

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reviewed by P.G. drawn by C.B.
 date OCTOBER 2018
 scale 1:400



drawing title
GRADING & SERVICING PLAN

drawing number
L-3
 client
TOWNSHIP OF PUSLINCH

project title
PUSLINCH C.C. SOCCER FIELD & PARKING LOT

project number
2018-109



landscape planning
 LANDSCAPE ARCHITECTS
 Suite 207, 95 Mural Street, Richmond Hill, Ontario L4B 3G2,
 Tel. 905.669.6838, www.landscapeplan.ca



Electrical Consultant

MJS CONSULTANTS INC.
 420 Main Street East, Suite 473
 Milton, Ontario
 L9T 5G3
 TEL: 416-402-1525
 mjscons@total.net

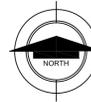
no.	revision	date	MJS
RD	Issued for Tender	JAN. 06, 2020	MJS

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reviewed by MJS - RN drawn by MJS - ACAD

date JANUARY 2019

scale 1: 400



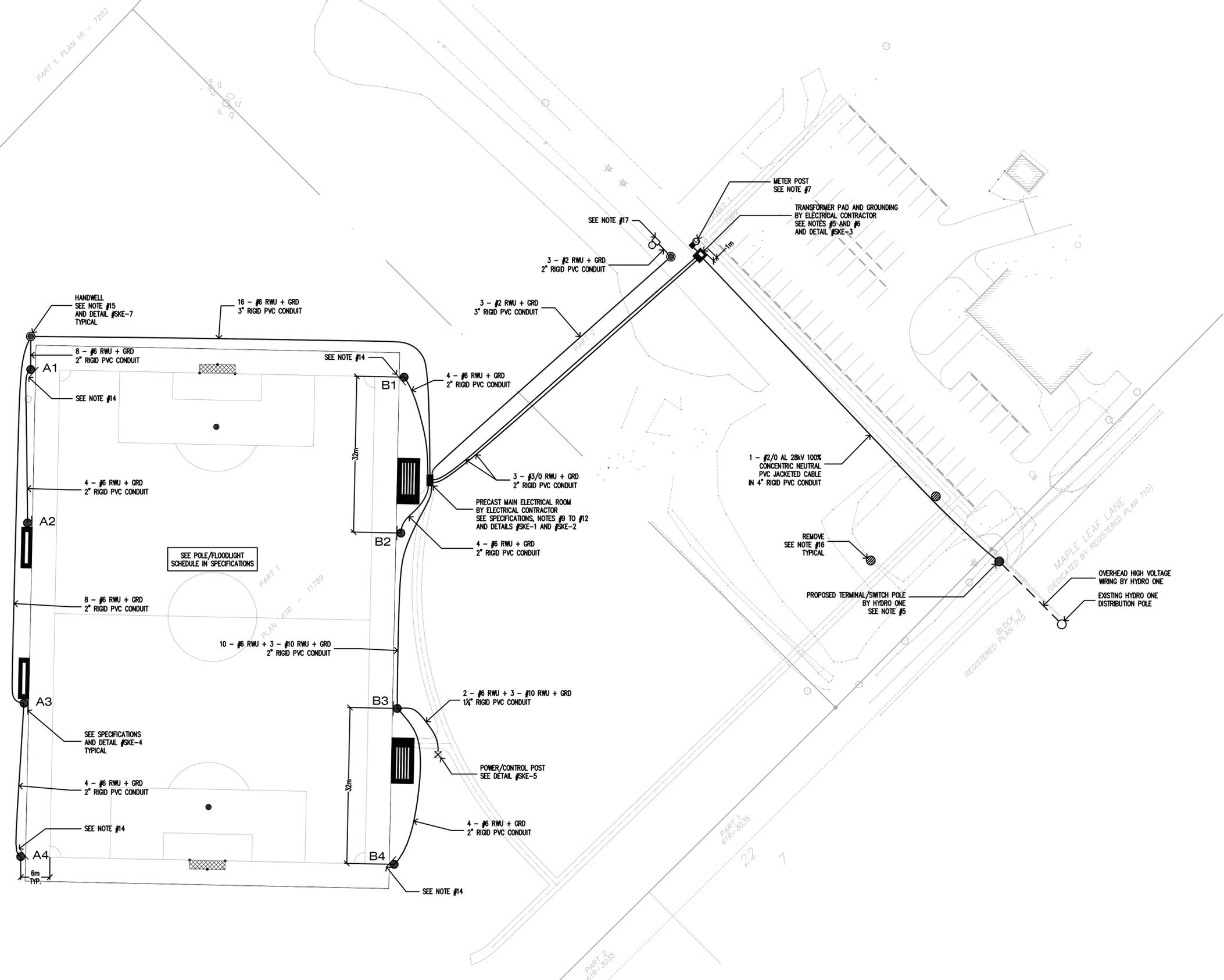
drawing title
ELECTRICAL/LIGHTING PLAN

drawing number
E-1

client
TOWNSHIP OF PUSLINCH

project title
PUSLINCH C.C. SOCCER FIELD & PARKING LOT

project number
2018-109

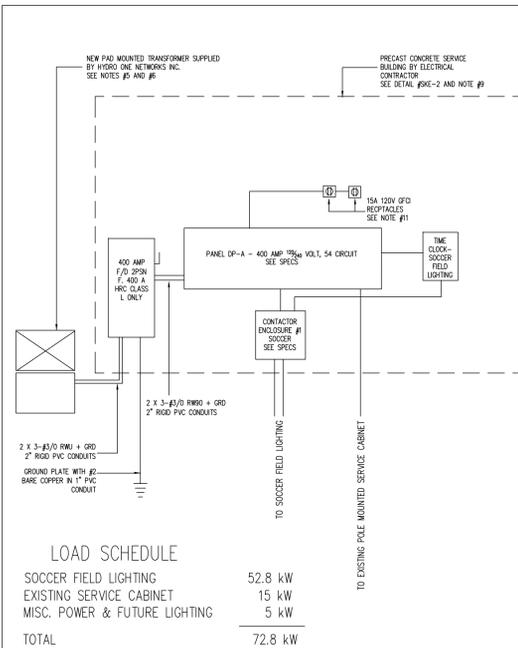


PART 1, PLAN 1R - 7202

PART 1
 PLAN 61R - 11789

PART 1
 61R-5035

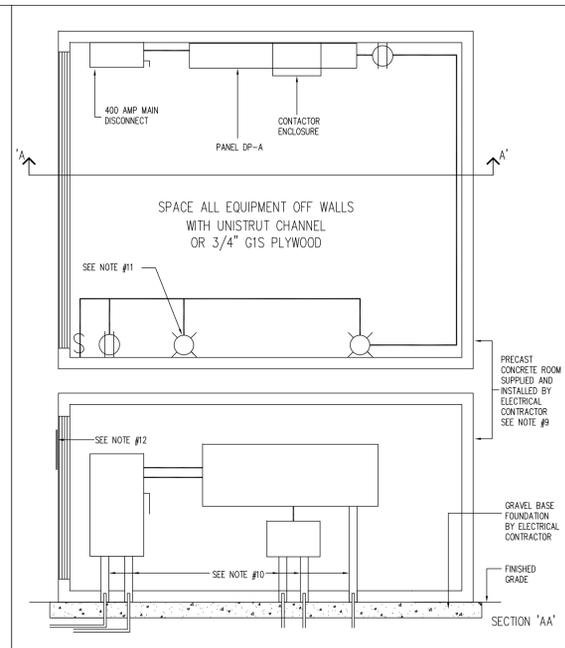
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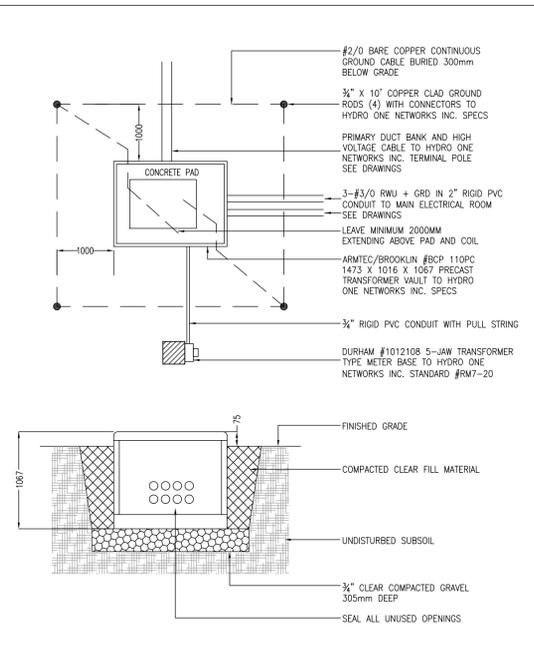
LOAD SCHEDULE

SOCCER FIELD LIGHTING	52.8 kW
EXISTING SERVICE CABINET	15 kW
MISC. POWER & FUTURE LIGHTING	5 kW
TOTAL	72.8 kW

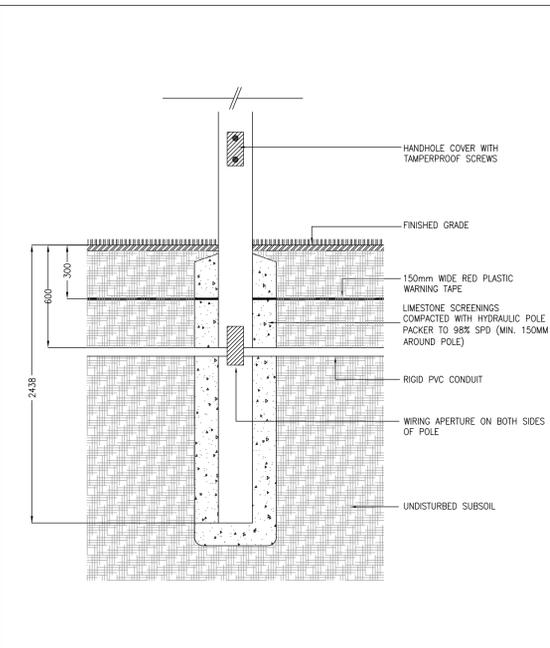
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DATE: JANUARY, 2019	SINGLE LINE DISTRIBUTION	
SCALE: NOT TO SCALE		



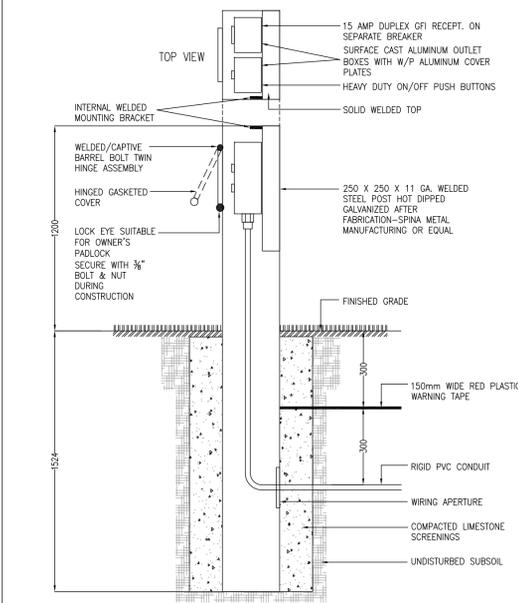
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DATE: JANUARY, 2019	MAIN ELECTRICAL ROOM DETAIL	
SCALE: NOT TO SCALE		



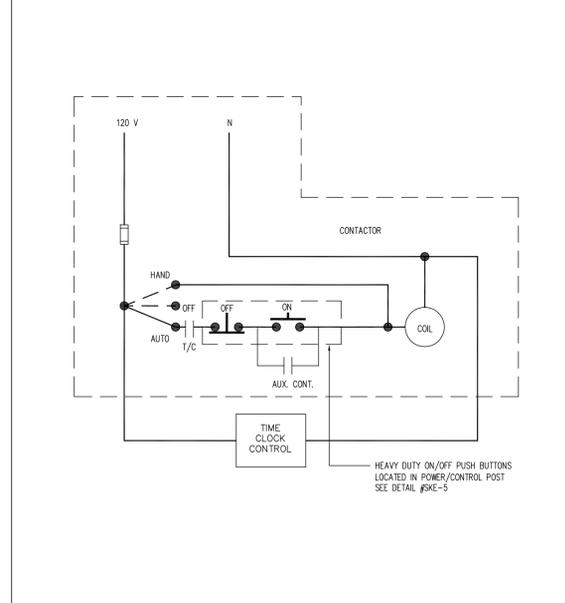
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DATE: JANUARY, 2019	TRANSFORMER PAD AND GROUNDING	
SCALE: NOT TO SCALE		



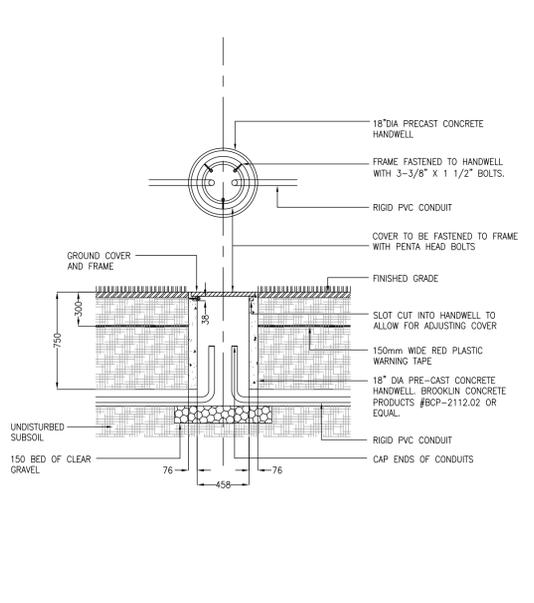
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DATE: JANUARY, 2019	POLE BASE DETAIL	
SCALE: NOT TO SCALE		



MJS CONSULTANTS INC. 420 MAIN STREET EAST, SUITE 473 MILTON, ONTARIO L9T 5G3	PUSLINCH COMMUNITY CENTRE SOCCER	SKE-5
DATE: JANUARY, 2019	POWER/CONTROL POST	
SCALE: NOT TO SCALE		



MJS CONSULTANTS INC. 420 MAIN STREET EAST, SUITE 473 MILTON, ONTARIO L9T 5G3	PUSLINCH COMMUNITY CENTRE SOCCER	SKE-6
DATE: JANUARY, 2019	LIGHTING CONTROL SCHEMATIC	
SCALE: NOT TO SCALE		



MJS CONSULTANTS INC. 420 MAIN STREET EAST, SUITE 473 MILTON, ONTARIO L9T 5G3	PUSLINCH COMMUNITY CENTRE SOCCER	SKE-7
DATE: JANUARY, 2019	PRE-CAST CONCRETE HANDWELL	
SCALE: NOT TO SCALE		

ELECTRICAL NOTES

- Electrical contractors quoting on this project must visit the Puslinch Community Park site located on the northwest corner of Brock Road South and Maple Leaf Lane prior to the submission of their quotation, to familiarize themselves with the existing conditions. No allowance will be made later for any expense incurred through failure to make this examination.
- Arrange and pay for locates for all buried services before starting any work in accordance with TSSA requirements. Any damaged services, trees or other plant materials will be replaced or repaired to the satisfaction of the contract inspector. All costs for this work will be the responsibility of the electrical contractor.
- The conduit routing indicated on the drawing is to be considered schematic only. Do not route conduits under the bases of any structures, under bleacher footings or proposed fence posts. Generally, where possible route all conduits 2000mm offset of all proposed services and the playing surfaces. Keep all of the trenches as far away as possible from the drip lines of all existing and proposed trees to avoid damaging their root systems. All costs for this work will be the responsibility of the electrical contractor.

- The electrical contractor is responsible for the co-ordination of the new primary service and the new 400 Amp 120/240 volt single-phase, 3-wire electrical service supply to this site from an existing distribution pole located in the road allowance on the south side of Maple Leaf Lane where detailed on the drawings. Contact the Hydro One Networks Inc. Engineering Department through their website www.hydroone.com to download and file a Service Order Request for a New Service Layout to confirm the primary duct bank route, the transformer pad location and installation (grounding) requirements, the main service location and their metering requirements prior to the start of the work on site. If the electrical contractor proceeds with the work and has failed to co-ordinate with Hydro One, any servicing or location changes required by Hydro One will be at the expense of the electrical contractor. The General Contractor will pay the Hydro One service connection costs to Hydro One from the cash allowance as directed by the Landscape Architect. The electrical contractor will co-ordinate the work of Hydro One to insure that the service is connected in a timely fashion.
- The electrical contractor will supply and install the transformer pad with foundation base, transformer pad grounding, the primary duct structure and the 2/0 AL 28kV 100% concentric neutral PVC jacketed high voltage cable from the designated terminal/switch pole located on the road allowance on the north side of Maple Leaf Lane. Terminate the duct structure approximately 1000MM from the Hydro One terminal pole as directed by Hydro One. Leave a sufficient length of high voltage cable coiled at the base of the Hydro One terminal pole for the installation and terminations on the pole by Hydro One. The electrical contractor will backfill above and below the cable with screened sand as directed by Hydro One after the cable has been installed onto the pole. Hand excavate or hydro-vac over all existing services and restore all excavations within the road allowance with 150mm of topsoil and Number 1 nursery sod. Leave 6000mm of high voltage cable in the transformer pad as directed by Hydro One. Hydro One will terminate the high voltage cable onto the primary bushings of their 75 kVA transformer. All high voltage terminations will be by Hydro One.
- The electrical contractor will terminate the two (2) 2" rigid PVC secondary conduits inside the base of the transformer pad as directed by Hydro One. Leave 6000mm of secondary service conductor and the ground coiled within the transformer pad for termination by Hydro One. Supply Hydro One with six (6) #3/0 NEMA two-hole compression lugs to the approval of Hydro One for their termination of the secondary cables onto the transformer bushings.
- Supply and install a Durham #1012108 5-jaw transformer type meter base on a direct buried 6"x6"x8" pressure treated wood post located where detailed on the drawing and in accordance with Hydro One Standard #RM7-20. Provide a 3/4" rigid PVC conduit and pull string from the bottom of the meter base into the side of the transformer vault below grade as directed by Hydro One.
- After all of the service locates have been completed, stake out all proposed lighting pole locations to confirm that there are no conflicts with existing or proposed services. If conflicts occur, notify the consultant, prior to excavating for the pole bases or the conduit installation.
- The precast concrete Main Electrical Room will be supplied and installed by the electrical contractor. See the specifications and detail sheet #SKE-2. The building will be placed and levelled on a foundation base of compacted 3/4" clear limestone gravel. (Approximately 3000mm long X 2000mm wide X 450mm deep)
- Provide oversized rigid PVC conduit sleeves or expansion fittings for all conduits entering or exiting the precast concrete Main Electrical Room through the base slab. Turn all conduits up inside the larger sleeves, to a minimum of 300mm to allow for frost movement of the room. The sleeves inside the room will extend below the room concrete base slab. No conduits are to be installed on the exterior of the room. Include for core drilling of the room base slab for the conduits.
- Supply and install two (2) wall mounted 10 watt, 120 volt, 4000K surface mount LED disk lights (NEXLEDS #NXSM4D10W or equal) in 4" sheet steel octagon boxes. Feed with 2-#12 T90 in 1/2" EMT from a 15 Amp 1-pole breaker located in Panel DP-A. Control the circuit with a single pole light switch located inside the door. Supply and install two (2) 15 amp 120 volt GFCI convenience receptacles in surface utility boxes with sheet steel cover plates supplied from dedicated circuits in Panel DP-A. Locate one of the

- receptacles beside the panel and the other 2000mm from the panel. Both receptacles are to be located 1000mm above the room floor.
- Supply and install on the exterior face of the building door a standard metal warning sign with enamel painted letters to read 'Danger High Voltage-Do Not Enter'. Fasten the sign to the door with pan socket head #10 self-tapping screws or pop-rivets.
- All conduits will be rigid, heavywall, PVC with solvent weld fittings buried with a minimum cover of 600mm. All conduits will have a TW stranded copper, green ground wire (sized in accordance with Table 16A of the OESC) installed with the conductors. All conduits will have a 150mm wide red plastic 'Caution' tape buried 300 mm above the conduit, for the full length of the conduit. Polypipe, ENT and Type II PVC duct will not be acceptable. All wire will be RWU stranded copper, 600 volt, 90 degree C rated. Use red, black and white insulated wire to properly identify the phases and the neutral. The use of phasing tape will not be acceptable.
- The crossarms on poles A1, A4, B1 and B4 are to be set at 45 degrees offset from the field play lines. All other crossarms are to be set parallel with the play lines.
- Supply and install precast concrete handwells where located on the drawing (see detail #SKE-7). The precast concrete handwells will be Brooklin Concrete Products #BCP-2112.02 or equal with an 18" diameter cast iron cover. Cable splicing within the precast concrete handwells will be with T&B compression butt splicing sleeves insulated with T&B epoxy-filled heat shrink tubing. No other method of cable splicing will be acceptable.
- The electrical contractor will remove and dispose of off-site two (2) existing 40 foot long, direct buried sectional steel poles each with a crossarm and two (2) HID floodlights along with their poured concrete bases where noted on the drawings. Co-ordinate with Township of Puslinch staff to locate the existing source of supply and permanently disconnect, remove and dispose of the existing underground supply conductors. All removal and disposal work will be included in the total tendered quotation. Immediately after removing the poles and concrete bases, fill the pole base holes with limestone screenings to finished grade. Compact the material to 98% SPD with a hydraulic pole packer. The ballast capacitors and the lamps must be disposed of offsite by a recycling contractor licensed by Environment Canada. The electrical contractor will be required to provide copies of the receipts with the supply of the final documentation to confirm that the materials have been properly handled and disposed of.
- Co-ordinate with Township of Puslinch staff to locate the existing source of supply to the wood pole mounted service cabinet where shown on the drawings and permanently disconnect, remove and dispose of the existing underground supply conductors. Remove and dispose of the existing 2" rigid PVC underground supply conduit and terminate the new supply conduit from the Main Electrical Room with a rigid PVC expansion fitting into the bottom of the combination panelboard inside of the cabinet. Terminate the new supply conductors onto the line side lugs of the 100 amp main breaker. Secure the conduit to the wood pole with galvanized steel 2-hole straps fastened with 2"x #12 wood screws.
- The electrical contractor will complete a night time site visit to verify the correct operation of the lighting system and the control sequence prior to the request for final site verification by the consultant.
- All work must be in accordance with the Ontario Electrical Safety Code, 26TH Edition (2015). The electrical contractor will be required to submit a copy of the Electrical Safety Authority Certificate of Inspection, issued in the name of the ECRA licensed electrical contractor, at the completion of the project. Final acceptance and certification of this project by the electrical consultant will not be provided prior to the receipt of the ESA Certificate of Inspection. Provide the 'As-built' drawings, warranty letter and all other required final documentation upon the completion of this project.


 Electrical Consultant
MJS CONSULTANTS INC.
 420 Main Street East, Suite 473
 Milton, Ontario
 L9T 5G3
 TEL: 416-402-1525
 mjscons@total.net

no.	revision	date	MJS
10	Issued for Tender	JAN 06, 2020	

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reviewed by	MJS - ACAD
drawn by	MJS - ACAD
date	JANUARY 2019
scale	AS SHOWN

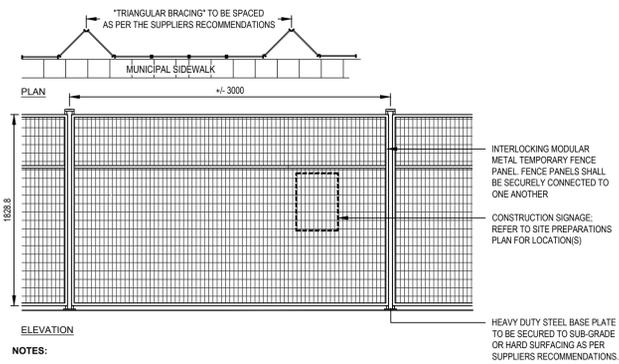
drawing title
ELECTRICAL NOTES & DETAILS

drawing number
E-2
 client
TOWNSHIP OF PUSLINCH

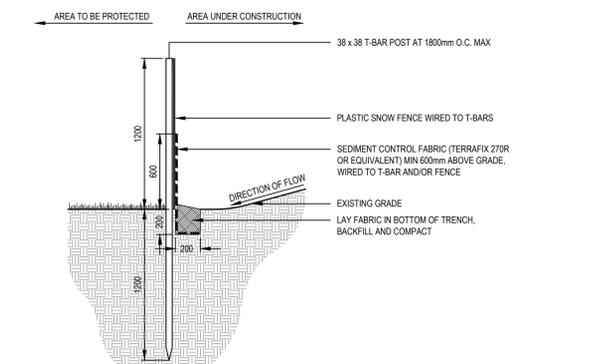
project title
PUSLINCH C.C. SOCCER FIELD & PARKING LOT

project number
2018-109

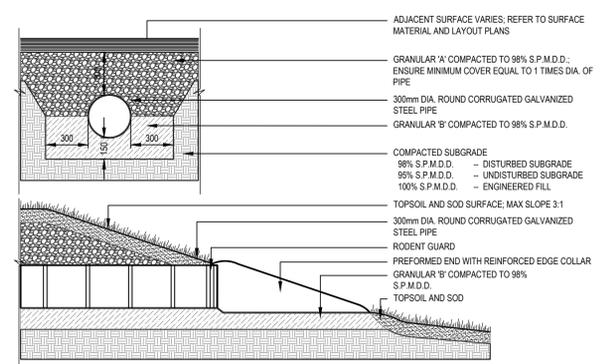

 Suite 207, 95 Mural Street, Richmond Hill, Ontario L4B 3G2,
 Tel. 905.669.6838. www.landscapeplan.ca



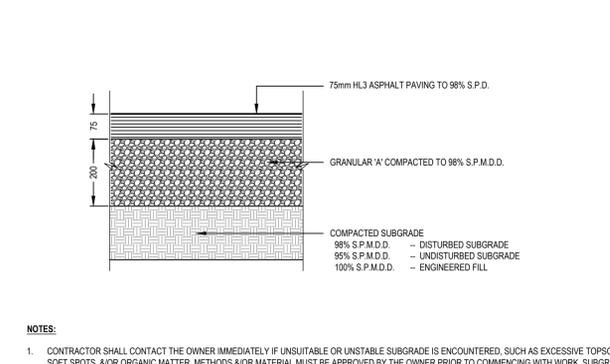
- NOTES:**
- CONSULTANT TO REVIEW AND APPROVE PROPOSED TEMPORARY FENCE SYSTEM BEFORE INSTALLATION COMMENCES.
 - FENCING TO BE INSTALLED PRIOR TO START OF CONSTRUCTION AND MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF CONSTRUCTION.
 - FENCING TO BE INSTALLED ALONG INSIDE EDGE OF CONSTRUCTION LIMIT LINE OR AS OTHERWISE DIRECTED BY CONSULTANT. **NO FENCING SHALL BE INSTALLED ON THE MUNICIPAL SIDEWALK.**
 - FENCING MAY REQUIRE RELOCATION FROM TIME TO TIME TO FACILITATE CONSTRUCTION AND CO-ORDINATION WITH ADJACENT PROPERTIES.
 - TEMPORARY FENCING TO BE INSTALLED BY THE SUPPLIER AS PER MANUFACTURER'S RECOMMENDATION AND INSTALLATION PROCEDURES. PROVIDE ALL NECESSARY HARDWARE AND ACCESSORIES FOR EXTRA SUPPORT AND STABILITY TO FENCE SYSTEM. PROVIDE FENCE SUPPLIER RECOMMENDATIONS ON "TRIANGULAR BRACING".
 - ATTACHMENT OF FENCE TO TREES IS NOT ALLOWED. ENSURE FENCE IS LOCATED BEYOND THE DRIP LINE OF TREES.
 - CONTRACTOR TO SUPPLY CONSTRUCTION SIGN UNLESS OTHERWISE DIRECTED.
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO SITE PREPARATION AND DEMOLITION PLAN FOR HOARDING FENCE LOCATION.



- NOTES:**
- CONSULTANT TO REVIEW AND APPROVE PROPOSED TEMPORARY FENCE SYSTEM BEFORE INSTALLATION COMMENCES.
 - FENCING TO BE INSTALLED PRIOR TO START OF CONSTRUCTION AND MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF CONSTRUCTION.
 - SEDIMENT CONTROL FABRIC TO HAVE HORIZONTAL OVERLAP OF 1000mm AT ALL JOINTS.
 - CREATE A 1.5m x 1.5m SQUARE AROUND UTILITY STRUCTURES.
 - INSTALL SEDIMENT CONTROL FABRIC INSIDE ALL CATCH BASINS.
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO SITE PREPARATION AND DEMOLITION PLAN FOR SEDIMENT CONTROL FENCE LOCATION.



- NOTES:**
- CORRUGATED STEEL PIPE CULVERT SHALL BE GALVANIZED, 1.6mm THICK, COMPLETE WITH PREFABRICATED GALVANIZED STEEL APRON, WITH COLLAR BOLTS BURIED BELOW GRADE.
 - APRON COLLAR BOLTS TO BE LOCATED FLUSH OR BELOW GRADE.
 - CULVERT TO BE 300mm DIA. MINIMUM SIZE OR AS SPECIFIED.
 - INVERT ELEVATIONS OF CULVERTS MUST MATCH ELEVATIONS OF SWALE CENTER.
 - 1% MINIMUM SLOPE OF CULVERT.
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO GRADING & SURFACE MATERIALS PLANS.



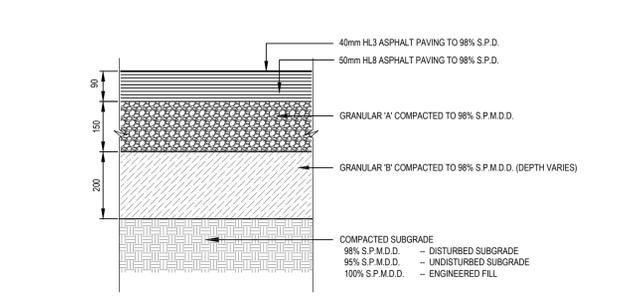
- NOTES:**
- CONTRACTOR SHALL CONTACT THE OWNER IMMEDIATELY IF UNSUITABLE OR UNSTABLE SUBGRADE IS ENCOUNTERED, SUCH AS EXCESSIVE TOPSOIL, SOFT SPOTS, AOR ORGANIC MATTER. METHODS & AOR MATERIAL MUST BE APPROVED BY THE OWNER PRIOR TO COMMENCING WITH WORK. SUBGRADE TO BE CONSOLIDATED & TESTED TO 98% S.P.M.D.D. MIN. ENGINEERED FILL TO BE CONSOLIDATED & TESTED TO 100% S.P.M.D.D.
 - ASPHALT EDGE TO BE 45 DEGREES, TAMPED TO FORM UNIFORMITY, SMOOTH, CLEAN EDGES, WITHOUT LATERAL DEVIATIONS.
 - GRANULAR EDGE TO EXTEND MIN. 150mm BEYOND ASPHALT.
 - SOD TO MEET & MATCH EXISTING GRADES, WITH SMOOTH TRANSITIONS AT A MAXIMUM SLOPE OF 4:1.
 - ALL SEEDS & AOR SODDED AREAS SHALL BE 25mm BELOW THE FINISH ELEVATION OF ASPHALT.
 - GRADE WALKWAY WITH A 2% CROSS-SLOPE OR AS DIRECTED ON SITE. **PONDING WATER ON ASPHALT WALKWAYS WILL NOT BE ACCEPTED.**
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO GRADING & SURFACE MATERIALS PLANS.

1 CONSTRUCTION HOARDING FENCE N.T.S.

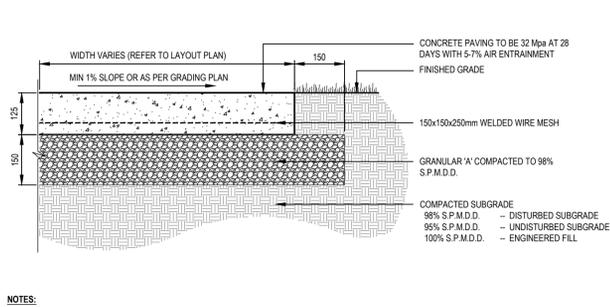
2 SEDIMENT CONTROL FENCE N.T.S.

3 PATHWAY CULVERT N.T.S.

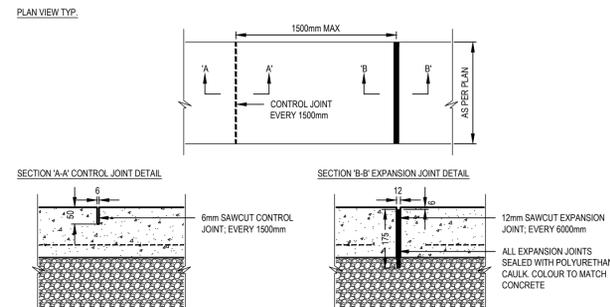
4 ASPHALT PAVING - 2.0m WIDE PATHWAY N.T.S.



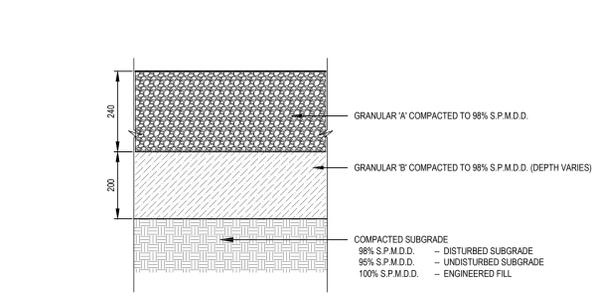
- NOTES:**
- CONTRACTOR SHALL CONTACT THE OWNER IMMEDIATELY IF UNSUITABLE OR UNSTABLE SUBGRADE IS ENCOUNTERED, SUCH AS EXCESSIVE TOPSOIL, SOFT SPOTS, AOR ORGANIC MATTER. METHODS & AOR MATERIAL MUST BE APPROVED BY THE OWNER PRIOR TO COMMENCING WITH WORK. SUBGRADE TO BE CONSOLIDATED & TESTED TO 98% S.P.M.D.D. MIN. ENGINEERED FILL TO BE CONSOLIDATED & TESTED TO 100% S.P.M.D.D.
 - ASPHALT EDGE TO BE 45 DEGREES, TAMPED TO FORM UNIFORMITY, SMOOTH, CLEAN EDGES, WITHOUT LATERAL DEVIATIONS.
 - GRANULAR EDGE TO EXTEND MIN. 150mm BEYOND ASPHALT.
 - SOD TO MEET & MATCH EXISTING GRADES, WITH SMOOTH TRANSITIONS AT A MAXIMUM SLOPE OF 4:1.
 - ALL SEEDS & AOR SODDED AREAS SHALL BE 25mm BELOW THE FINISH ELEVATION OF ASPHALT.
 - GRADE WALKWAY WITH A 2% CROSS-SLOPE OR AS DIRECTED ON SITE. **PONDING WATER ON ASPHALT WALKWAYS WILL NOT BE ACCEPTED.**
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO GRADING & SURFACE MATERIALS PLANS.



- NOTES:**
- CONTRACTOR SHALL CONTACT THE OWNER IMMEDIATELY IF UNSUITABLE OR UNSTABLE SUBGRADE IS ENCOUNTERED, SUCH AS EXCESSIVE TOPSOIL, SOFT SPOTS, AOR ORGANIC MATTER. METHODS & AOR MATERIAL MUST BE APPROVED BY THE OWNER PRIOR TO COMMENCING WITH WORK. SUBGRADE TO BE CONSOLIDATED & TESTED TO 98% S.P.M.D.D. MIN. ENGINEERED FILL TO BE CONSOLIDATED & TESTED TO 100% S.P.M.D.D.
 - CONTINUOUS BROOM FINISH ACROSS PATH OR AS OTHERWISE STATED ON PLANS.
 - CONTRACTOR TO PROVIDE SAMPLES (TEST FOURS) IN ACCORDANCE WITH SPECIFICATION.
 - REFER TO JOINTING DETAIL FOR CONTROL AND EXPANSION JOINTS.
 - GRANULAR EDGE TO EXTEND MIN. 150mm BEYOND CONCRETE.
 - CONCRETE EDGE TO BE FORMED UNIFORMLY, SMOOTH WITH CLEAN EDGES, WITHOUT LATERAL DEVIATIONS.
 - SOD TO MEET & MATCH EXISTING GRADES, WITH SMOOTH TRANSITIONS AT A MAXIMUM SLOPE OF 4:1.
 - ALL SEEDS & AOR SODDED AREAS SHALL BE 25mm BELOW THE FINISH ELEVATION OF CONCRETE.
 - GRADE WALKWAY WITH A MIN. 1% CROSS-SLOPE OR AS DIRECTED ON SITE. **PONDING WATER ON CONCRETE WALKWAYS WILL NOT BE ACCEPTED.**
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO GRADING & SURFACE MATERIALS PLANS.



- NOTES:**
- EXPANSION JOINTS:
 - REQUIRED WHERE CONCRETE PAVING ABUTS STRUCTURES.
 - TO BE SPACED AT 6000mm O.C. UNLESS OTHERWISE SHOWN ON DRAWINGS.
 - TO BE SEALED WITH POLYURETHANE CAULK. COLOUR TO MATCH CONCRETE. PROVIDE SAMPLE TO CONSULTANT FOR APPROVAL.
 - CONTROL JOINTS:
 - TO BE SPACED AT 1500mm O.C. UNLESS OTHERWISE SHOWN ON DRAWINGS.
 - REFER TO SEPARATE DETAIL FOR CONCRETE PAVING.
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO LAYOUT PLAN.



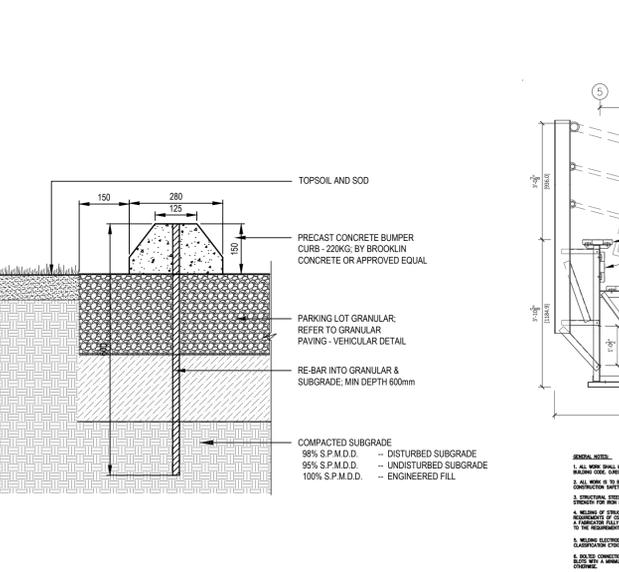
- NOTES:**
- CONTRACTOR SHALL CONTACT THE OWNER IMMEDIATELY IF UNSUITABLE OR UNSTABLE SUBGRADE IS ENCOUNTERED, SUCH AS EXCESSIVE TOPSOIL, SOFT SPOTS, AOR ORGANIC MATTER. METHODS & AOR MATERIAL MUST BE APPROVED BY THE OWNER PRIOR TO COMMENCING WITH WORK. SUBGRADE TO BE CONSOLIDATED & TESTED TO 98% S.P.M.D.D. MIN. ENGINEERED FILL TO BE CONSOLIDATED & TESTED TO 100% S.P.M.D.D.
 - SOD TO MEET & MATCH EXISTING GRADES, WITH SMOOTH TRANSITIONS AT A MAXIMUM SLOPE OF 4:1.
 - ALL SEEDS & AOR SODDED AREAS SHALL BE 25mm BELOW THE FINISH ELEVATION.
 - GRADE GRANULAR WITH A 2% CROSS-SLOPE OR AS DIRECTED ON SITE.
 - ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
 - REFER TO GRADING & SURFACE MATERIALS PLANS.

5 ASPHALT PAVING - MEDIUM DUTY N.T.S.

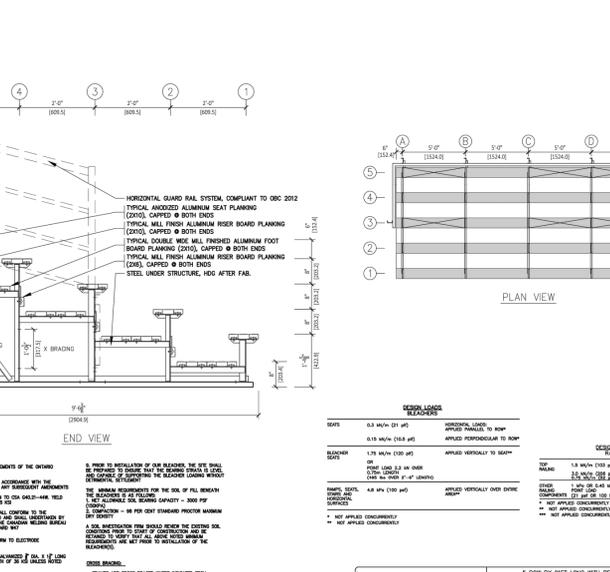
6 CONCRETE PAVING N.T.S.

CONCRETE PAVING - JOINTING N.T.S.

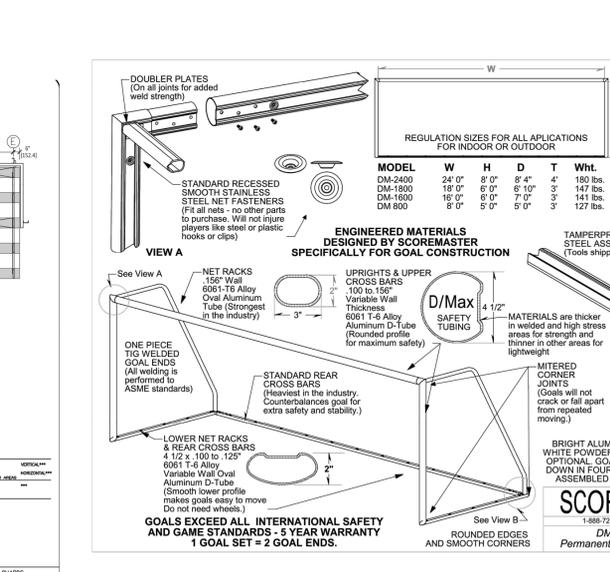
8 GRANULAR PAVING - VEHICULAR N.T.S.



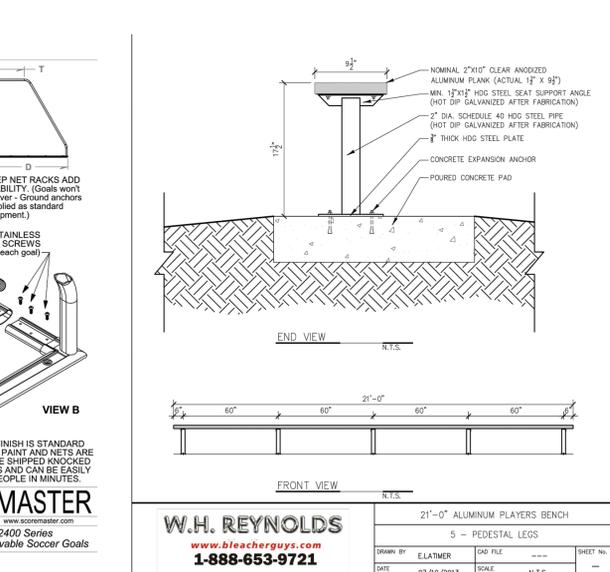
9 PRECAST CONCRETE BUMPER CURB N.T.S.



10 SOCCER BLEACHER (5 ROWS) N.T.S.



11 SOCCER NET N.T.S.



12 SOCCER BENCH (21') N.T.S.

RD	Issued for Tender	JAN 06 2020	CB
no.	revision	date	by

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reviewed by P.G. drawn by C.B.
 date OCTOBER 2018
 scale N.T.S.

drawing title
DETAILS

drawing number
D-1

client
TOWNSHIP OF PUSLINCH

project title
PUSLINCH C.C. SOCCER FIELD & PARKING LOT

project number
2018-109



COST ESTIMATE: PK19-001
PUSLINCH COMMUNITY CENTRE SOCCER FIELD PARKING LOT
January 18, 2019

This section MUST be completed in its entirety to be considered for contract award. In the case of no charge, a "0" (zero) must be entered.

Any items not specifically mentioned in the following descriptions but shown on the drawings and/or specified or required to complete the Work as shown on the drawings will be considered to be included in the price. Pricing shall exclude all taxes.

Quantities shown below are estimated. For items designated as lump sum (Is), the Contractor shall be paid the lump sum price unless the Township authorizes changes to the Work. For items designated as unit price, the Contractor shall be paid the sum of the products of the actual quantities that are incorporated in, or made necessary by the Work, as confirmed by the count and measurement, and the quoted Unit Price, together with any adjustments that are made in accordance with the provisions of the Contract Documents.

Item	Description	Units	Quantity	Unit Price	Sub-Total	Section Total
A	SITE PREPARATION AND REMOVALS					
1.0	Mobilization, Demobilization and all other works not itemized	Is	X	LUMP SUM	\$ 7,000.00	
2.0	Removals & Demolition	Is	X	LUMP SUM	\$ 20,000.00	
3.0	Supply & Install Modular 1.8m Construction Fence / Tree Preservation Fence	lm	155	\$ 25.00	\$ 3,875.00	
4.0	Supply & Install Sediment Control Fence	lm	625	\$ 18.00	\$ 11,250.00	
SECTION TOTAL - ITEM A						\$ 42,125.00
B	GRADING					
1.0	Strip, Stockpile and Screen topsoil for re-use (28695m ² x 0.15m)	m ³	4305	\$ 5.00	\$ 21,525.00	
2.0	Excavation, rough grading, subgrade preparation; cut to fill to meet design grade	Is	X	LUMP SUM	\$ 50,000.00	
3.0	Spread and fine grading topsoil	m ²	16965	\$ 1.75	\$ 29,688.75	
SECTION TOTAL - ITEM B						\$ 101,213.75
C	DRAINAGE and SITE SERVICING					
1.0	300mm dia. CSP Culvert (includes apron, rodent guard and connections)	lm	16	\$ 180.00	\$ 2,880.00	
2.0	400mm dia. CSP Culvert (includes apron, rodent guard and connections)	lm	13	\$ 210.00	\$ 2,730.00	
SECTION TOTAL - ITEM C						\$ 5,610.00
D	ELECTRICAL					
1.0	Electrical: Connection - ALLOWANCE	Allow	X	ALLOWANCE	\$ 20,000.00	
2.0	Supply & Install Electrical: Main Service Cabinet and Meter - New Service Required	Is	X	LUMP SUM	\$ 45,000.00	
3.0	Supply & Install Electrical: Conduit and Wiring	Is	X	LUMP SUM	\$ 20,000.00	
4.0	Supply & Install Electrical: Sports Field Area Lighting	Is	X	LUMP SUM	\$ 120,000.00	
SECTION TOTAL - ITEM D						\$ 205,000.00
E	PAVING / CURBS / FENCE					
1.0	Asphalt Paving					
1.1	Supply & Install Asphalt Paving - Medium Duty	m ²	96	\$ 52.00	\$ 4,992.00	
1.2	Supply & Install Asphalt Paving - 2.0m Wide Pathway	m ²	711	\$ 46.00	\$ 32,706.00	
2.0	Concrete Paving					
2.1	Supply & Install Concrete Paving - Bleacher Pads	m ²	88	\$ 100.00	\$ 8,800.00	
2.2	Supply & Install Concrete Paving - Bench Pads	m ²	38	\$ 100.00	\$ 3,800.00	
3.0	Granular Paving					
3.1	Supply & Install Granular Paving - Vehicular	m ²	2555	\$ 32.00	\$ 81,760.00	
4.0	Curbs and Walls					
4.1	Supply & Install Concrete Bumper Blocks (Parking Lot) in compacted granular base	ea	56	\$ 75.00	\$ 4,200.00	
SECTION TOTAL - ITEM E						\$ 136,258.00



F SPORTS AMENITIES						
1.0	Supply & Install Sod (Socer Field)	m ²	8250	\$ 4.00	\$ 33,000.00	
2.0	Supply & Install Portable Soccer Goals (set)	set	1	\$ 7,850.00	\$ 7,850.00	
3.0	Supply & Install Soccer Benches (21'-0" long, 5 leg, backless)	ea	2	\$ 2,250.00	\$ 4,500.00	
4.0	Supply & Install Portable Soccer Bleachers (5 rows, side and back rail, entry alley)	ea	2	\$ 8,900.00	\$ 17,800.00	
SECTION TOTAL - ITEM F						\$ 63,150.00

G SOFT LANDSCAPE						
1.0	Supply and Install Sod	m ²	1850	\$ 4.00	\$ 7,400.00	
2.0	Supply and Install Seed	m ²	15115	\$ 1.75	\$ 26,451.25	
SECTION TOTAL - ITEM G						\$ 33,851.25

SUMMARY

Item	Description	Section Totals
A	SITE PREPARATION AND REMOVALS	\$ 42,125.00
B	GRADING	\$ 101,213.75
C	DRAINAGE and SITE SERVICING	\$ 5,610.00
D	ELECTRICAL	\$ 205,000.00
E	PAVING / CURBS / FENCE	\$ 136,258.00
F	SPORTS AMENITIES	\$ 63,150.00
G	SOFT LANDSCAPE	\$ 33,851.25
TOTAL CONTRACT PRICE - Sections A through G (exclusive of all applicable taxes)		\$ 587,208.00
	Permit & Testing Allowance	\$ 7,500.00
	8% Contingency	\$ 46,976.64
TOTAL ESTIMATES PARK CONSTRUCTION COST		\$ 641,684.64



MINUTES

DATE: Wednesday, March 6, 2019

REGULAR MEETING: 1:00 P.M.

The March 6, 2019 Regular Council Meeting was held on the above date and called to order at 1:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor James Seeley
Councillor Matthew Bulmer
Councillor Jessica Goyda
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

1. Doug Smith
2. Bruce Joy
3. Kathy White

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

None

3. **CLOSED MEETING**

4. **ADOPTION OF THE MINUTES:**

- (a) Asset Management Public Meeting- February 5, 2019
- (b) Budget Public Meeting- February 5, 2019
- (c) Council Meeting – February 20, 2019
- (d) Closed Council Meeting – February 20, 2019

Resolution No. 2019-093:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That the minutes of the following meetings be adopted as written and distributed:

- (a) **Asset Management Public Meeting- February 5, 2019, as amended**
- (b) **Budget Public Meeting- February 5, 2019**
- (c) **Council Meeting – February 20, 2019**
- (d) **Closed Council Meeting – February 20, 2019**

CARRIED

5. **BUSINESS ARISING OUT OF THE MINUTES:**

6. **PUBLIC MEETINGS:**

7. **COMMUNICATIONS:**

1. Jet fuel spill cleanup efforts.

(a) Correspondence from the Ministry of the Environment, Conservation and Parks dated February 14, 2019.

2. Notice of submission of design and construction report, Highway 401 Interchange & Highway Improvements from Hespeler Road to Townline Road, City of Cambridge

(a) Correspondence from Stantec dated February 26, 2019

3. CBM Neubauer Pit, License No. 625284, Proposed Trigger Level Thresholds.

(a) Correspondence from Groundwater Science Corp. dated February 1, 2019.

(b) Neubauer Groundwater Threshold Review dated February 25, 2019.

Council directed staff to obtain clarification from Neubauer Pit as to whether the thresholds change seasonally.

7. Intergovernmental Affairs

Resolution No. 2019-094: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the Intergovernmental Affairs correspondence items listed on the Council Agenda for the March 6, 2019 Council meeting be received.

CARRIED

8. DELEGATIONS/PRESENTATIONS

1:05 p.m. – Sarah Wilhelm and Jameson Pickard, Wellington County with respect to the mapping of a Natural Heritage System in the County of Wellington.

Resolution No. 2019-095: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receives the presentation by Wellington County with respect to the mapping of a Natural Heritage System in the County of Wellington.

CARRIED

1:30 p.m. – Martin Keller, Source Protection Program Manager, Grand River Conservation Authority with respect to the Guelph/Guelph-Eramosa water quantity policy development study- Draft Water Quantity Policy Approaches.

Resolution No. 2019-096: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Council receives the presentation by Martin Keller, Grand River Conservation Authority with respect to the Guelph/Guelph-Eramosa water quantity policy development study- Draft Water Quantity Policy Approaches.

CARRIED

2:00 p.m. - Bruce Joy, Puslinch Minor Soccer with respect to REC-2019-001 Puslinch Community Centre Park – Back Soccer Fields - Update

Resolution No. 2019-097: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council receives the presentation by Bruce Joy, Puslinch Minor Soccer with respect to REC-2019-001 Puslinch Community Centre Park – Back Soccer Fields – Update.

CARRIED

9. REPORTS:

1. **Puslinch Fire and Rescue Services**

None

2. **Finance Department**

(a) FIN-2019-011 Ontario Trillium Foundation – Execution of Grant Contract

Resolution No. 2019-098: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2019-011 regarding the Ontario Trillium Foundation – Execution of Grant Contract be received; and

That Council enact a By-law authorizing the entering into a Grant Contract with the Ontario Trillium Foundation for the building of a lit soccer field at the Puslinch Community Centre Park. **CARRIED**

(b) FIN-2019-013 Ontario Regulation 284/09 – 2019 Budget

Resolution No. 2019-099: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Report FIN-2019-013 regarding Ontario Regulation 284/09 – 2019 Budget be received; and

That Council adopts Report FIN-2019-013 which meets the requirements of Ontario Regulation 284/09 and outlines the preparation of the 2019 Operating and Capital budgets to a Public Sector Accounting Board compliant format.

CARRIED

3. **Administration Department**

(a) ADM-2019-007 Council-Staff Relations Policy

Resolution No. 2019-100: Moved by Councillor Roth and
Seconded by Councillor Bulmer

THAT Staff Report ADM-2019-007 regarding the Council-Staff Relations Policy be received for information;

And that Council adopts the Council-Staff Relations Policy attached to this report.

CARRIED

(b) ADM-2019-009 Pregnancy and Parental Leave of Members of Council Policy

Resolution No. 2019-101: Moved by Councillor Bulmer and
Seconded by Councillor Roth

THAT Staff Report ADM-2018-009 regarding the Pregnancy and Parental Leave of Members of Council Policy be received for information;

And that the Policy attached as Appendix A to this report be approved.

CARRIED

(c) ADM-2019-010 Tree Canopy and Natural Vegetation Protection and Enhancement Policy

Resolution No. 2019-102: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

THAT Staff Report ADM-2019-010 regarding a Tree Canopy and Natural Vegetation Protection

and Enhancement Policy be received; and

THAT Council adopt the Tree Canopy and Natural Vegetation Protection and Enhancement Policy attached as Schedule A to Report ADM-2019-010.

CARRIED

(d) ADM-2019-011 Source Protection Annual Reports - 2018

Resolution No. 2019-103: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Report ADM-2019-011 regarding Source Protection Annual Reports for 2018 be received for information.

CARRIED

4. Planning and Building Department

(a) BLDG-2019-002 Building Department Monthly Update- January 2019

Resolution No. 2019-104: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report BLDG-2019-002 with respect to the Building Department Monthly Update- January 2019 be received for information.

CARRIED

(b) 855 and 927 Victoria Road S Rezoning, Traffic Impact Study

Resolution No. 2019-105: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives the Traffic Impact Study for the 855 and 927 Victoria Road S Rezoning.

CARRIED

(c) PD-2019-001 To accept conveyance of a road widening designated as Part 2 on Reference Plan 61R-21503 as part of the Township of Puslinch public highway system and dedicate as part of Gilmour Road.

Resolution No. 2019-106: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Report PD-2019-001 regarding the acceptance of a conveyance of a road widening designated as Part 2 on Reference Plan 61R-21503 (the "subject lands") from the owners of the property municipally known as 77 Gilmour Road (the "Transferor") and to dedicate it as a public highway to be known as and to form part of Gilmour Road, be received; and

That Council pass a by-law to authorize the dedication of the subject lands as part of the Township's public highway system.

CARRIED

(d) PD-2019-002 To lift and assume the 0.3m Reserve, Block 22 on Registered Plan 61M-16 as part of the Township of Puslinch's public highway system on Boreham Drive.

Resolution No. 2019-107: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Report PD-2019-002 be received regarding the lifting and assumption of a 0.3m reserve, being Block 22 on Registered Plan 61M-16 as part of the Township of Puslinch's public

highway system on Boreham Drive and that Council pass a by-law to authorize the lifting and assumption of the one foot reserve.

CARRIED

5. **Roads & Parks Department**

None

6. **Recreation Department**

(a) REC-2019-001 Puslinch Community Centre Park – Back Soccer Fields - Update

Resolution No. 2019-108: Moved by Councillor Sepulis and
Seconded by Councillor Bulmer

That the staff resolution outlined in Rec-2019-001 be amended to read that “Council approves the scope and general arrangement of the final design”.

CARRIED

Resolution No. 2019-109: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Staff Report REC-2019-001, regarding the Puslinch Community Centre Park – Back Soccer Fields – Update, be received;

AND THAT Council approves the scope and general arrangement of the final design, as attached as Schedule B to this report, in order to finalize the contract documents and to proceed with the issuance of the Request for Tender.

CARRIED

7. **Mayor’s Updates**

The Mayor provided an overview of:

- The Ontario Good Roads Association (OGRA) Conference;
- Private Member’s bill from MPP Mike Schreiner;
- Grand River Conservation Authority general meeting.

10. **NOTICE OF MOTION:**

11. **COMMITTEE MINUTES**

- (a) Heritage Committee December 3, 2018
- (b) Planning and Development Advisory Committee January 8, 2019
- (c) Committee of Adjustment January 8, 2019
- (d) Heritage Committee January 22, 2019

Resolution No. 2019-110: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council approves the following Committee Minutes:

- (a) **Heritage Committee December 3, 2018**
- (b) **Planning and Development Advisory Committee January 8, 2019**
- (c) **Committee of Adjustment January 8, 2019**
- (d) **Heritage Committee January 22, 2019**

CARRIED

12. **MUNICIPAL ANNOUNCEMENTS**

- (a) Council congratulated Don Creed, Director of Public Works and Parks for a 30 year service award at the OGRA Conference.



16. ADJOURNMENT:

Resolution No. 2019-115:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

That Council hereby adjourns at 3:26 p.m.

CARRIED

James Seeley, Mayor

Karen Landry, CAO/Clerk