



**November 8, 2023 Regular Council Meeting**

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**Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the November 8, 2023 Council agenda items.**

Responses Appreciated Prior to Meeting

Hello Council, please see the November 8 Council Agenda Questions and Staff Responses below:

Re: LAS delegation

Q – Can I get some background information on where in the process the County of Wellington is with respect to acquiring Automated Speed Enforcement and how that can potentially impact lower tier municipalities acquiring ASE. What would the partnership look like? What would cost sharing look like?

*LAS has provided the following response:*

*The County of Wellington is aware of the LAS ASE Service. In August Wellington was in the research phase. We are not aware of where they are currently at. LAS continues to wait for an opportunity to present our Service to the County. The LAS ASE Service can be independently operated by upper and/or lower tiers, and there is no requirement for a lower tier to participate in an upper tier's program (or vice versa). Lower tiers may require permission if they wished to place a camera on a county-owned road and may be asked to share some of the revenue with the upper tier – this would depend on your relationship.*

LAS presentation mentions partnering with Conduent but the County roads meeting had a delegation from Redflex. Are these competing providers of similar products?

*LAS has provided the following response:*

*Redflex is the camera supplier for Toronto's JPC, similar to how Conduent is the camera supplier for LAS' ASE Service. Each provides similar products and services. LAS' program is geared to small and medium municipalities.*



What is the Joint Municipal Service Board? Who is on this? Who can be on this?

*LAS has provided the following response:*

*The JMSB will be the legal structure created under the Municipal Act, 2001 to coordinate and oversee the joint processing centres for the LAS ASE Service across the province. The Board will be made up of a group of processing municipalities and operated on a revenue-neutral structure to provide ticket processing services to the Ontario municipal sector.*

Re: Service Levels:

#8 Heritage Grant Funding – do we have the staff capacity to implement Option #2?

*Additional staff capacity may be required depending on the number of applications received for any of the options presented. Implementing option #2 would be a coordinated effort between the Clerks and Finance team.*

#9 What is staff recommendation in regards to the \$100k from the

Traffic Calming- Streetscaping Morriston project for 2028? (Increase the amount? Defer it to a later date?)

*Staff recommend that further consultation with the County Ec. Dev team take place as noted in the staff report, in order to determine the scope of the project, estimated costs, funding options, and timelines. Staff do not recommend increasing/decreasing or defer the project until staff have the opportunity to report back to Council.*

#12 Is staff thinking the proposed Seniors Committee be formatted as a Township committee?

With staff participation, prepared agendas, per diems, a representative from Council to sit on this committee? Similar to the Youth Advisory Committee?

*This is a multi-step process as staff would also need to assess the added workload of an additional committee and whether existing staff can accommodate the added workload. The first step is the gauge community interest and then report to Council with information including budget impacts. If the Committee was developed as a Township Advisory Committee to Council, the composition would be similar to the Youth and Recreation Committees.*

#14 Is this aerial survey quote a one time use?

Yes.

How often does staff suggest repeating the aerial survey?

*This depends on how closely the Township intends to monitor the aggregate activities in the Township. As a part of the ARA licences requirements, aggregate operators are required to*



*complete Compliance Assessment reports annually, in addition to any other reporting required by the license and annual reporting to TOARC.*

#16 If we increase the hall capacity to 150 attendees how will this compare to the proposed capacity of 100?

*It would allow more rental opportunities as current rentals with capacity limits of less than 150 amount to 70% of rentals based on the analysis completed in Report ADM-2023-062. A full time Facility Operator is highly recommended to be present when the facility is being rented to ensure compliance with rental agreements including adhering to capacity limits as outlined in Report REC-2023-004.*

6.9 Township of McKellar Council Resolution Call for Amendment to the Legislation Act, 2006 and

6.10 Town of Plympton-Wyoming Council Resolution Call for Amendment to Legislation Act, 2006

-would like to support

*Staff will have a draft motion prepared.*

Administration Department

9.3.1 Report ADM-2023-059 – Review of IT Infrastructure and Services .

-what type of IT services do the County and other County municipalities use?

- *Centre Wellington, County of Wellington, and Erin – in-house IT*
- *Centre Wellington and Minto have a shared service agreement where CW staff provide IT services to Minto (CW currently there is no further capacity to take on further municipalities)*
- *Mapleton, Wellington North, Guelph Eramosa – outside Managed IT Service Provider*

-any consideration given to piggy back onto either County's or other municipalities' IT services?

*See above. There is no interest at this time to collaborate with member municipalities on an outside Managed IT Service Provider. CW has indicated that they may look into expanding their IT services in the future to expand their service to more member municipalities.*

-p. 113 re “Managed IT Services – Staff recommend that fully Managed IT Services be implemented in 2024 to provide IT Services at an estimated cost of \$73,500”; isn't the budget increase the difference between \$73.5k and what is being paid currently to Onserve and what would be the net increase to the budget?



*Yes this is correct. The net increase would be approximately \$47.1K*



-p.113 re “Replacement of Network Infrastructure” will staff consult with the new IT service manager before purchase is made?

Yes

-p. 116 and 117 re Schedules A and B; which line items are operating, funded from the Provincial Fund, County grant and Capital levy funded?

*The operating recurring expenditures include the Microsoft 365 Licences, Managed IT Services, and Onsite and Offsite Backups for Servers. All other non-recurring expenditures are capital in nature and will be proposed to be funded by the Ontario Municipal Modernization Funding and the Corporate Information Technology Discretionary Reserve. A reasonable building allocation will also be determined for all operating and capital expenditures to be funded by the Building Surplus Reserve.*

-p. 116 Schedule B; same comment as above re the \$73.5k

*Yes this is correct. The net increase would be approximately \$47.1K*

9.3.3 Report ADM-2023-061 – Parking Enforcement Officer By-law Repeal and Replace

-should consideration be given to include the bylaw officer or does he already have the authority?

*The By-law Officer already has authority under his existing appointment by-law.*

9.3.4 Report ADM-2023-063 Service Level Review – Outstanding Items

-p. 130 re “25% being funded through tax levy and the by-law cost centre.” Is site alteration a building permit matter? If so why shouldn’t all of it be funded from the Buildings budget?

*The Site Alteration by-law is not considered applicable law and therefore does not qualify to be funded through the building budget. There is often site alteration work as a result of the building permit, but this work does not require a site alteration permit. Only work outside of the scope of the building permit would require a site alteration permit.*

-p.131 re “This resulted in a savings of \$10,600 being allocated to the Heritage Discretionary Reserve.”; how much will now be in the Heritage Discretionary Reserve and can a portion of it be used to decrease the 2024 operating budget for one time line items?

*Council at its meeting held on September 27, 2023 passed Council Resolution No. 2023-300 “that the funds of \$10,800 approved in the 2023 budget for advertising related to Ontario Heritage Act designations be transferred to a newly developed Heritage discretionary reserve to fund future heritage financial incentive programs and that \$200 of the funding be utilized in 2023 for a one time advertisement in the Wellington Advertiser.” Therefore, given \$200 has been utilized in 2023 and \$200 will be utilized in 2024, the amount to be contributed to this*



*newly established discretionary reserve is \$10,600 based on Council Resolution No. 2023-300. If there are one-time operating items proposed for 2024, staff will provide a recommendation to Council on the funding strategy for these one-time items as part of operating budget deliberations. Should there be a corporate surplus anticipated, then the surplus from the department requesting a one-time operating base budget increase could be utilized to fund any one-time operating items.*

*-p. 132 re “8. Heritage Grant Funding / Heritage CIP”; what approach do staff recommend? Staff recommend option #2 through the Ontario Heritage Act due to the flexibility this option provides. Additional staff capacity may be required depending on the number of applications received for any of the options presented. Implementing option #2 would be a coordinated effort between the Clerks and Finance team.*

*-p. 134 re “Revitalization of Aberfoyle and Morriston”; what was the outcome of the site visit on Oct. 18<sup>th</sup>?*

*This was incorporated in Report ADM-2023-062 (see excerpt below):*

*Township staff obtained the following update from County of Wellington Economic Development staff related to the October 18, 2023 site visit*

*Earlier this year, County Economic Development staff met with a preliminary group including members of the Economic Development Committee, Mayor Seeley and Councillor Sepulis to discuss opportunities related to Business Retention and Expansion activities in Puslinch. Downtown revitalization was identified as an area of need. County Economic Development staff conducted a site visit in Aberfoyle and Morriston on October 18 to gain a deeper understanding of these communities and to assess their respective strengths and challenges. Staff is currently developing an asset map/business mix analysis geared towards both Aberfoyle and Morriston, followed by reviewing findings within the Roger Brooks Assessment. Once this has been completed, County staff will present to Puslinch Township staff and outline a suggested scope of work, including specifics regarding business visits and interviews.*

*-p.136 re 14. Aerial Survey work relating to aggregate operations; is this cost an operating budget item?*

*Staff recommend that Council incorporate these costs to be funded by the already approved gravel extraction study that was approved as part of the 2023 capital budget at a cost of \$25k.*



-p. 138 re table at top of page 11 of report; what are the total rental hours for each category?  
*This was not included in the analysis. Staff felt that rental fees collected and the number of rentals was sufficient information on this matter. This will take staff time to consolidate if Council requires the number of rental hours for each category. The majority of PCC rentals fees are charged as flat fees and not hourly fees.*

-for a decision to be made it is important to understand the operation budget savings if firstly the 201 to 250 category for non-residents was cancelled, secondly if the 150 to 250 categories for non-residents were cancelled and lastly if the 101 to 250 categories for non-residents were cancelled?

*Staff do not anticipate that savings to operating expenses would occur if capacity limits were reduced. The rationale for a reduced capacity limit is that damage is occurring to the facility and the existing capacity limits are based on Fire Code limits and not necessarily based on the appropriate capacity limits for the building in order to maintain the service levels for the facility. This includes the facility water and wastewater infrastructure which can be costly to maintain and repair.*

### 10.3 County of Wellington - Planning Committee Report - Official Plan Review – Provincial Reversal

-p. 225 re “Deferral of consideration of identifying the historic Hamlet of Puslinch until a future Greenbelt Plan review”; what does this mean?

*Staff have requested a response from the County and hope to hear back in time for the meeting.*

-p. 230 re “2. If there are changes that the municipality would like to see made to the official plan, based on the modifications that the province had previously made, and which you support. Lower-tier municipal feedback on the original official plan submitted to the province will be important to supporting its implementation”; it would be beneficial to have the motion we had previously made available when this agenda item is being discussed. We may wish to reiterate our previous motion.

*Staff will have the resolution available for consideration at the meeting.*