**October 9, 2024 Council Meeting**                              October 9, 2024

**Addition to the Agenda Questions received from Council seeking additional information and the corresponding responses provided by staff regarding the October 9, 2024 Council agenda items.**

9.3 Administration Department
9.3.1 Report ADM-2024-046 Heritage Financial Incentive Program
9.3.2 Report ADM-2024-047 2024 Priority Properties Intention to Designate≠
-Typo in the title of all Notices to Designate
<span style="color:red">Staff will correct the type prior to sending the notices.</span>

-although the Notices state "If a notice of objection is received, the Council of the Township of Puslinch shall consider the objection and make a decision whether or not to withdraw the notice of
intention to designate he property within 90 days after the end of the 30-day objection period."
I think that it should be reflected in the recommendations. I will make the following motion "Where objections are received within the prescribed time period, that staff shall prepare a report for Council's consideration whether to or not to withdraw the notice of intention to designate the property within 90 days after the end of the 30 day objection period"
<span style="color:red">Staff will have the amended resolution prepared.</span>

9.3.3 Report ADM-2024-048 Seniors Advisory Committee Engagement and Interest
-what would be the staff costs to create the committee which would meet 6 times a year during the day?
Please comment on the following options including staff costs:
-given that the Rec. Committee meets 6 times a year would a possible option be that the Seniors Advisory Committee meeting 6 times a year during the day on the months when the Rec. Committee does not meet?
-given that Youth Advisory Committee meets 10 times a year would an option be to have it meet 5 times a year and seniors committee meet 5 times a year in the alternate months during the day?

Staff have undertaken an analysis of the current staff resources dedicated to the Township's Heritage, Recreation and Youth Advisory Committees as well as other responsibilities assigned to relevant staff members.

When considering the addition of an Advisory Committee, consideration must be given not only to the frequency of meetings/timing of that committee per year, but also the staff time required to prepare reports, agendas, minutes, and assisting with the facilitation of the Committee's Goals/Objectives.

The majority of the work relating to Committees is associated with supporting Goals/Objectives and the service level changes that may result from the implementation of Goals/Objectives. For example, as a result of Heritage Designation Program, which was included as a Heritage Advisory Committee Goal/Objective, the following were added to staff's workload:

- On-going permanent applicable law review as a part of the building permit process. This review is conducted by the Legislative Assistant and supported by the Deputy Clerk / Clerk.
- Development, implementation, and administration of a Heritage Permit process. This is a permanent service level increase that is added to the job descriptions of the Communication and Committee Coordinator, the Deputy Clerk, and the Clerk.
- Development, implementation, and administration of any financial incentive programs to support property owners with Heritage Designated properties. These programs will be permanent service level increases that are added to the job descriptions of the Communication and Committee Coordinator, the Deputy Clerk, and the Clerk. After development and implementation, staff will be required to administer the program which will involve processing applications, preparing information and reports to Council, preparing necessary agreements, etc.

**Current Staff Time Breakdown:**
*(This total reflects working hours after typical vacation entitlement is deducted.)*

| Communication and Committee Coordinator (total annual working hours 1750) | Deputy Clerk (total annual working hours 1715) | Municipal Clerk (total annual working hours 1960) |
|---|---|---|

| **1. Committee Support** | **1. Committee Support** | **1. Committee Support** |
|---|---|---|
| **Regular Business Hours: 1,313 hours/year** | **Regular Business Hours: 126 hours/year** | **Regular Business Hours: 50 hours/year** |
| • Report Writing<br>• Agenda Preparation<br>• Compose Meeting Minutes & Chair Notes<br>• Daytime Meetings<br>• Goals/Objectives Support<br>• Conferences<br>**Overtime Hours: 175 hours/year**<br>• Evening Meetings<br>• Goals/Objectives Support<br>• Conferences | • Preparing and reviewing reports<br>• Reviewing agendas and minutes<br>• Daytime Meetings<br>• Goals/Objectives Support<br>• Conferences<br>**Overtime Hours: 104 hours/year**<br>• Evening Meetings<br>• Goals/Objectives Support<br>• Conferences | • Preparing Reports<br>• Reviewing Report<br>• Reviewing Agenda<br>• Reviewing Minutes<br>**Overtime Hours: 7 hours/year**<br>• Evening Meetings<br>• Goals/Objectives Support |
| **2. Communications/Ec. Dev. Tasks** | **2. Communications/Ec. Dev. Tasks** | **2. Communications/Ec. Dev. Tasks** |
| **Regular Business Hours: 437 hours/year** | | |
| • Social Media Management<br>• Website Administration<br>• EngagePuslinch Projects<br>• Tax Insert Newsletter<br>• Community Guide and Business Directory<br>• Puslinch Community Showcase<br>• Puslinch Profile Features<br>• Annual Appreciation Night<br>• Supervision of Co-op Students<br>**Overtime Hours: 8 hours/year** | **Overtime Hours: 8 hours/year** | **Overtime Hours: 8 hours/year** |

If we assume that the Heritage, Recreation, and Youth Advisory Committees each receive an equal amount of staff time, adding a Seniors Advisory Committee would necessitate an additional 592 hours of staff time (shared between the 3 responsible staff). Managing the existing Committees requires approximately 1775 hours of staff time annually. This equates to approximately 1 FTE. This workload is primarily the responsibility of the Communications and Committee Coordinator who is supported by the Clerks. However, it is difficult to know whether a Senior Advisory Committee would be on par with the other Committees or require more/less support. Given that the goals and objectives of each committee represent the largest time commitment for staff, it is unlikely that reducing the meeting frequency of an existing committee would sufficiently offset the workload to accommodate an additional committee with the current staff resources. As demonstrated in the chart above, there is no additional staff capacity to add a Committee unless resources are added or workload is reduced in other areas.

Staff do not recommend reducing service levels for Township communications or Ec. Dev. initiatives as these service areas are relatively new for the Township and important for the corporation.

It is staff's recommendation that Council select Option 1 as outlined in the report. Should Council seek to include the Seniors Advisory Committee as an additional Advisory Committee, staff would request direction to present additional staff resourcing options through the 2025 budget.

Alternatively, the Seniors Committee could be formed as an external committee rather than an advisory one. This would allow the committee to operate independently, without direct staff support, similar to other external committees within the Township.

9.3.5 ADM-2024-050 entitled 2025 Conferences and Delegations
-p.97 would like to add The Ontario Association of Committees of Adjustment & Consent Authorities (OACA) to the committee table
Staff are seeking Council's direction to include The Ontario Association of Committees of Adjustment & Consent Authorities (OACA) Fall Forum as an approved conference for the Committee of Adjustment and that staff be directed to incorporate the costs associated with attending the conference in the 2025 Operating Budget for Council's consideration.

-should Foxrun, Bridlepath and associated internal roads be addressed?

Council direction for this study indicates that only roads with speeds 60km/hour or above be included within the scope. None of the roads internal to subdivisions were included in the scope of work as they did not meet the criteria.

-Ellis Road is paved. What is the rationale for a 50kph limit?
There are a number of horizontal curves, no shoulders for the road, a speed hump, water hazards, on-road pick-up and drop off space at Ellis Chapel, a higher number of driveway accesses, poor sightlines (lots of trees and shrubs), it's already posted at 50 km/h, the proximity to the golf course and residential homes, and the presence of a radar feedback sign and other road warning signs.

-SR10N from WR34 to Concession 4 is gravel why is the speed 60kph?
This section of SR10N is recommended to be 40 km/h due to the road conditions and roadside hazards.

-if Downey Road from Laird to Forestell really a Township Road should we consider having County take it over?
This is not a Township road section – City of Guelph is the road authority. The study materials have been updated accordingly.

-page 243 re "It is recommended the Township
conduct a needs assessment to identify locations on the Township
road network that require advisory speed limits and curve warning
signs."; what would be the cost to do this by Change Order to the current consultant?
Paradigm estimates the cost to be $400-$500 per location (one direction) with approximately 50 locations (one direction) in the Township. These locations can be addressed through a phased approach, depending on the number of locations needed.

-apart from the areas recommended to be 40kph would it make sense for consistency and enforcement to make all roads 60kph?
This is an excellent point. The downside of this approach is that not all roads are equal. Motorists drive at different speeds based on conditions. For example, posting at 60 km/h for a narrow road with roadside hazards would be unsafe, and posting at 40 km/h when unnecessary would lead to low speed compliance and a high variance in speeds. As the Township carries out its capital road program, it can endeavor to make all roads (or at least all roads of a certain class (i.e. collector)) have the same desired speed. From there, posted and design speeds can match.

<span style="color:red">For current lower speed roads, this would require updates to widen the right-of-way and protecting against hazards and other safety issues. For current higher speed roads, traffic calming and lower design speed standards could be applied. Ultimately, this goal can be achieved over time through the Township's capital road program without much additional cost, and would create uniform, consistent and safe speeds throughout the Township's road network.</span>

-p.244 re "The TAC CGEPSL recommends that road authorities conduct a review of traffic operations and safety performance approximately 6 to 12 months after a posted speed limit is modified (either increased or decreased). It also recommends that road authorities "adopt a speed management procedure that includes a review of posted speed limits on a regular basis. Consistent monitoring and evaluation of speed limits can determine whether the posted speed accurately reflects driver expectations on the roadway segment, or the target speed desired by the local township"; what would be the cost to have this consultant undertake this on our behalf? <span style="color:red">If Paradigm were to collect speed data and provide recommendations to the Township, we estimate the cost to be ~$500 per location. This would be a high-level approach covering a number of locations, where basic information is provided. There are approximately 49 roads and 175 road segments in the Township. If the Township is seeking a more in-depth study of particular corridors, we could prepare In-Service Road Safety Reviews that would include analysis and recommendations for aspects such as traffic calming, signage and pavement marking updates, design changes, etc. These types of studies are more detailed and typically seek to address specific locations that receive higher amounts of resident feedback. An In-Service Road Safety Review is typically $5,000-$10,000 per corridor.</span>

-is it possible to get an excel version of Appendix B with the last column moved to the 4th column position?
<span style="color:red">This has been provided.</span>

-will suggest to post on Engage Puslinch the maps for review and comment by the residents.
<span style="color:red">Staff will seek direction from Council as to the timing of endorsement of the study in order to include signage costs and other associated costs into the 2025/2026 budget (i.e. when will public engagement take place giving consideration to the budget process and how will public feedback be incorporated into the process).</span>