The Corporation of the Township of Malahide
REGULAR COUNCIL MEETING AGENDA
June 6, 2024 – 7:30 p.m.

Springfield & Area Community Services Building – Council Chambers
51221 Ron McNeil Line, Springfield & via Zoom

(A) Call Meeting to Order

(B) Disclosure of Pecuniary Interest

(C) Approval of Previous Minutes **RES 1**

(D) Presentations/Delegations/Petitions

- Public Hearing - Minor Variance Application – Charles Terry and Lori Latvala relating to the property located at Part Unnumbered Lot, N/S Water St. E/S Victoria St. PL55, Township of Malahide Pt2 11R6342, Pt3 11R6923 (49332 Dexter Line) **RES 2-4**

- Meeting to Consider – Ketchabaw Drain relating to parts of Lots 20 to 22, Concessions 9 and 10 (geographic South Dorchester) **RES 5-7**

- Meeting to Consider – Priester Drain serving parts of Lot A, Concessions 10 to 12 (geographic South Dorchester) in the Township of Malahide and parts of Lots 27 and 28, Concessions 10 and 11 (geographic Dereham) in the Township of South-West Oxford **RES 8-10**

(E) Reports of Departments

(i) Director of Fire & Emergency Services
- Fire Apparatus Replacement **RES 11**

(ii) Director of Public Works
- Petition for Drainage – Wagler, Bender **RES 12**
- Petition for Drainage – Fehr **RES 13**
- College Line Reconstruction – Change of Scope **RES 14**

(iii) Director of Corporate Services/Treasurer
- Asset Management Plan Update **RES 15**

(iv) Building/Planning/By-law

- Application for Consent to Sever No. E 12-24 of Buehlmann Farms Inc**. RES 16**
- Application for Consent to Sever No. E38-24 of Kenneth Drabick, on behalf of Ankor Farm Ltd. **RES 17**
- Geographical Information Systems – Shared Services Agreement **RES 18**

(v) Clerk

(vi) CAO

(F) Reports of Committees/Outside Boards **RES 19**

- EECC – Draft Minutes of May 8, 2024
- Kettle Creek Conservation Authority – Minutes of April 17, 2024

(G) Correspondence **RES 20**

1. Association of Municipalities of Ontario - WatchFile – May 16, 2024, May 23, 2024, and May 30, 2024
2. Elgin County Council Highlights – May 14, 2024
3. St. Thomas – Elgin Health Recruitment Partnership – Correspondence regarding request for presentation
4. Municipality of Bayham – Notice of Official Plan Review Open House
5. Aylmer-Malahide Museum May-June Newsletter
6. Springfield Family Fun Day Committee - Notice of Event
7. Western Ontario Wardens Caucus – ERO Posting 019-8462 Submission in regards to proposed development changes to Development Charges Act
8. Township of Lake of Bays – Request for Royal Assent of Administrative Monetary Penalty System in the Ontario Building Code Act
9. Correspondence Received (Non-Resident) - Environmental Concern for Roundup use throughout Canada

(H) Other Business

(I) By-laws **RES 21**

- By-law-24-30-Appoint CBO & Building Inspectors
- By-law-24-27-GIS Services Agreement

(J) Closed

(K) Confirmatory By-law **RES 22**

(L) Adjournment **RES 23**

PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.

1. THAT the minutes of the regular council meeting of Council held on May 16, 2024 be adopted as printed and circulated.

2. THAT the Committee of Adjustment for the Township of Malahide be called to order at ____p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".

3. THAT Report No. DS-24-27 entitled "Minor Variance Application of Charles Terry and Lori Latvala relating to the property located at Part Unnumbered Lot, N/S Water St. E/S Victoria St. PL55, Township of Malahide Pt2 11R6342, Pt3 11R6923 (49332 Dexter Line)" be received;

   AND THAT the Minor Variance Application No. D13-MV-03-24 of Charles Terry and Lori Latvala relating to the property located at Part Unnumbered Lot, N/S Water St. E/S Victoria St. PL55, Township of Malahide Pt2 11R6342, Pt3 11R6923 (49332 Dexter Line)", BE APPROVED for the reasons set out in this Report.

AND THAT the approval shall be subject to the following condition(s):

1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,
2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

4. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at ____p.m.

5. THAT the Engineer's Report for the Ketchabaw Municipal Drain be accepted;

   AND THAT By-law No. 24-29 being a by-law to provide for the Ketchabaw Municipal drainage works be read a first and second time and provisionally adopted.

6. THAT the Court of Revision for the Ketchabaw Municipal Drain be scheduled to be held on July 4, 2024, at 7:30 p.m.

7. THAT the tenders for the construction of the Ketchabaw Municipal Drain be requested for June 24, 2024 at 11:00 a.m.

8. THAT the Engineer's Report for the Priester Drain be accepted;

   AND THAT By-law No. 24-31 being a by-law to provide for the Priester drainage works be read a first and second time and provisionally adopted.

9. THAT the Court of Revision for the Priester Drain be scheduled to be held on July 4, 2024, at 7:30 p.m.

10. THAT the tenders for the construction of the Priester Drain be requested for June 24, 2024 at 11:00 a.m.

11. THAT Report No F24-05 entitled "Fire Apparatus Replacement" be received;

    AND THAT the Municipal Staff be authorized and directed to purchase, from Commercial Emergency Equipment Company, one (1) Maxi-Metal Pumper Tanker based on the specifications outlined in the attached proposal, in the amount of $738,491.23 (plus applicable taxes), to replace the 2004 Tanker currently in service at Station 3;

    AND THAT the purchase of such Pumper-Tanker for Station 3 be financed wholly from the approved 2024 Capital Budget.

12. THAT Report No. PW- 24-20 entitled "Petition for Drainage – Wagler, Bender" be received;

    AND THAT John Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer's Report for the Wagler Petition.

13. THAT Report No. PW- 24-22 entitled "Petition for Drainage – Fehr" be received;

    AND THAT John Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer's Report for the Fehr Petition.

14. THAT Report No. PW- 24-25 entitled "College Line Reconstruction – Change of Scope" be received;

    AND THAT the change of scope for the 2024 reconstruction of College Line be approved as outlined in this report.

15. THAT Report No. FIN-24-17 entitled "Asset Management Plan Update" be received;

    AND THAT Council approve and endorse the Township's 2024 Asset Management Plans, as appended.

16. THAT Report No. DS-24-13 entitled "Application for Consent to Sever No. E 12-24 of Buehlmann Farms Inc (Authorized Agent: David Roe c/o Civic Planning Solutions Inc)" be received;

    AND THAT the Application for Consent to Sever of Buehlmann Farms Inc (Authorized Agent: David Roe C/O Civic Planning Solutions Inc), relating to the property located at

Part of Lots 11 and 12, Concession 9, Township of Malahide and known municipally as 11960 and 11980 Imperial Road, be supported for the reasons set out in this Report;

AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.

17. THAT Report No. DS-24-29 entitled “Application for Consent to Sever No. D10-E38-24 of Kenneth Drabick, on behalf of Ankor Farm Ltd. (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe)” be received;

    AND THAT the Application for Consent to Sever of Kenneth Drabick, on behalf of Ankor Farm Ltd. (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe), relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, Former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48028 Wilson Line, be supported for the reasons set out in this Report;

    AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.

18. That Report No. DS-24-26 entitled “Geographical Information Systems – Shared Services Agreement”, be received;

    AND THAT Malahide Council authorize to execute the Geographical Information Systems Shared Services Agreement with the County of Elgin.

19. THAT the following Reports of Committees/Outside Boards be noted and filed:

    - EECC – Draft Minutes of May 8, 2024
    - Kettle Creek Conservation Authority – Minutes of April 17, 2024

20. THAT the following correspondence be noted and filed:

    1. Association of Municipalities of Ontario - WatchFile – May 16, 2024, May 23, 2024, and May 30, 2024

    2. Elgin County Council Highlights – May 14, 2024

    3. St. Thomas – Elgin Health Recruitment Partnership – Correspondence regarding request for presentation

    4. Municipality of Bayham – Notice of Official Plan Review Open House

    5. Aylmer-Malahide Museum May-June Newsletter

    6. Springfield Family Fun Day Committee - Notice of Event

    7. Western Ontario Wardens Caucus – ERO Posting 019-8462 Submission in regards to proposed development changes to Development Charges Act

8. Township of Lake of Bays – Request for Royal Assent of Administrative Monetary Penalty System in the Ontario Building Code Act

9. Correspondence Received (Non-Resident) - Environmental Concern for Roundup use throughout Canada

21. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:

    - By-law-24-30-Appoint CBO & Building Inspectors
    - By-law-24-27-GIS Services Agreement

22. THAT By-law No.24-32, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

23. THAT the Council adjourn its meeting at _____ p.m. to meet again on June 20, 2024, at 7:30 p.m.

The Corporation of the Township of Malahide
May 16, 2024 – 5:00p.m.

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 5:00p.m. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Chief Administrative Officer/Deputy Clerk N. Dias, Director of Corporate Services A. Boylan, Director of Public Works J. Godby, and Director of Fire & Emergency Services J. Spoor.

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 5:10p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

CLOSED:

No. 24-171
Moved By: Rick Cerna
Seconded By: Sarah Leitch

THAT Council move into Closed Session at 5:12p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- **Training and education for the purpose of educating or training of its members- Strategic Vision Workshop (Section 239(3.1)).**

Carried

No. 24-172
Moved By: Rick Cerna
Seconded By: Chester Glinski

THAT Council move out of Closed Session and reconvene at 7:31p.m. in order to continue with its deliberations.

Carried

MINUTES:

No. 24-173
Moved By: Rick Cerna
Seconded By: John H. Wilson

THAT the minutes of the regular council meeting of Council held on May 2, 2024 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

- Public Hearing - Minor Variance Application – Owner Johan Friesen & Dave Remple (Agent: Travis Leschied c/o Balan Engineering Corp.) relating to property located at Part of Lot 79, South of Talbot Road East (48291 Talbot Line)

No. 24-174
Moved By: Rick Cerna
Seconded By: Scott Lewis

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:35p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".

Carried

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by Johan Friesen and Dave Remple (Agent: Travis Leschied), relating to the property located at Part of Lot 79, South of Talbot Road East, Township of Malahide, and known municipally as 48291 Talbot Line.

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provided an overview of the application.

Chair Giguère asked if any additional comments were received and the Deputy Clerk advised there were none.

Chair Giguère asked if any person in attendance wished to make any comments and they did not.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Glinski inquired about the building permits for this location. Chair Giguère stated that this committee was for the minor variance process but that staff could follow-up with that inquiry later.

No. 24-175
Moved By: John H. Wilson
Seconded By: Mark Widner

THAT Report No. DS-24-22 entitled "Minor Variance Application of Johan Friesen and Dave Remple (Authorized Agent: Travis Leschied c/o Balan Engineering Corp.) relating to the property located at Part of Lot 79, South of Talbot Road East, Township of Malahide (48291 Talbot Line) (550 Talbot Street West)" be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No D13-MV-04-24 to facilitate the development of a restaurant use;

AND THAT the approval shall be subject to the following condition(s):

1) **That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,**
2) **That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.**

Carried

- Public Hearing - Minor Variance Application – Owner Cornelius Vanderelst, Catherine Vanerelst, and Brenda Vanderelst (Agent: Lloyd Vermeer c/o VS Design Studio) relating to property at Lot 40, Plan 226 (3225 Imperial Road)

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by Cornelius, Catherine and Brenda Vanderelst (Agent: Lloyd Vermeer c/o VS Design Studio) relating to the property located at Lot 40, Plan 226, Township of Malahide, and known municipally as 3225 Imperial Road.

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provided an overview of the application.

Chair Giguère asked if any person in attendance wished to make any comments. The contractor of the project, Derek Vanderelst, noted the intention of the project being that it would restore the building and ensure it would be protected against a future flood.

Chair Giguère asked if any additional comments were received and the Deputy Clerk advised there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application and they did not.

No. 24-176
Moved By: Rick Cerna
Seconded By: Sarah Leitch

THAT Report No. DS-24-26 entitled "Minor Variance Application of Cornelius, Catherine and Brenda Vanderelst (Authorized Agent: Lloyd Vermeer c/o VS Design Studio) relating to the property located at Lot 40, Plan 226, Township of Malahide (3225 Imperial Road)" be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-04-23 to permit the reconstruction of an existing dwelling on an existing undersized lot;

AND THAT the approval shall be subject to the following condition(s):

1) **That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,**
2) **That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.**
3) **That a lot grading and drainage plan be provided to the satisfaction of the Chief Building Official and Director of Public Works.**

Carried

No. 24-177
Moved By: Scott Lewis
Seconded By: John H. Wilson

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:43p.m.

Carried

- Public Meeting – Zoning By-law Amendment - Application of the Ben & Bonnie Anckaert (Agent: Civic Planning Solutions c/o David Roe) relating to property located at Part of Lot 26, Concession 8 (11088 Walker Road)

No. 24-178
Moved By: John H. Wilson
Seconded By: Sarah Leitch

THAT the Public Meeting relating to the Zoning By-Law Amendment Application of Ben & Bonnie Anckaert (Authorized Agent: Civic Planning Solutions c/o David Roe) relating to

the property located at Part of Lot 26, Concession 8, Township of Malahide, known municipally as 11088 Walker Road be called to order at 7:44p.m.

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Deputy Clerk to advise and confirm on the method and date of notice given for this meeting. The Deputy Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on April 24th and May 1st. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if anyone in attendance had any questions and they did not. Agent David Roe concurred with Mr. Steele's summary and explanation of the application, having no Additional comments to contribute.

Mayor Giguère asked if any Council Members wished to make any comments and they did not.

No. 24-179
Moved By: Scott Lewis
Seconded By: Sarah Leitch

THAT the Public Meeting relating to the Zoning By-Law Amendment Application of Ben & Bonnie Anckaert (Authorized Agent: Civic Planning Solutions c/o David Roe) relating to the property located at Part of Lot 26, Concession 8, Township of Malahide, known municipally as 11088 Walker Road be adjourned at 7:49p.m.

Carried

No. 24-180
Moved By: Rick Cerna
Seconded By: Mark Widner

THAT Report No. DS-24-23 entitled "Zoning By-Law Amendment Application of Ben & Bonnie Anckaert (Authorized Agent: Civic Planning Solutions c/o David Roe) relating to the property located at Part of Lot 26, Concession 8, Township of Malahide (11088 Walker Road)" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z06-24 of Ben & Bonnie Anckaert (Authorized Agent: Civic Planning Solutions c/o David Roe) relating to the property located at Part of Lot 26, Concession 8, Township of Malahide (11088 Walker Road)" BE APPROVED for the reasons set out in this Report.

Carried

- Public Meeting – Official Plan Amendment Application & Zoning By-law Amendment Application –1975455 Ontario Ltd (Agent: Esher Planning Inc) relating to property Part of Lots 31 and 32, Concession 5, Parts 1 & 2 RP 11R9951 (52870 John Wise Line and 7900 Carter Road)

No. 24-181
Moved By: Rick Cerna
Seconded By: Scott Lewis

THAT the Public Meeting relating to Official Plan and Zoning By-Law Amendment Applications Of 1975455 Ontario Ltd (Authorized Agent: Esher Planning Inc) relating to the properties located at Part of Lots 31 and 32, Concession 5, Parts 1 & 2 RP 11R9951, Township of Malahide, known municipally as 52870 John Wise Line and 7900 Carter Road be called to order at 7:51p.m.

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider applications to amend the official plan and zoning of the subject property.

Mayor Giguère asked the Deputy Clerk to advise and confirm on the method and date of notice given for this meeting. The Deputy Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on April 24th and May 1st. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if anyone in attendance had any questions or anything to add. Agent Melanie Horton provided an overview of the proposal and scope of the project.

Additional comments were received from the Long Point Region Conservation Authority that were received after the submission deadline, but they did not raise any objections.

Mayor Giguère asked if any Council Members wished to make any comments. Councillor Leitch inquired about the types of species chosen for the planting buffers and if there could be a greater diversity provided. Ms. Horton confirmed that the list of species was chosen in consultation with Ministry of Natural Resources and Forestry and were required through the aggregate license process.

No. 24-182
Moved By: Rick Cerna
Seconded By: Scott Lewis

THAT the Public Meeting relating to Official Plan and Zoning By-Law Amendment Applications Of 1975455 Ontario Ltd (Authorized Agent: Esher Planning Inc) relating to the properties located at Part of Lots 31 and 32, Concession 5, Parts 1 & 2 RP 11R9951, Township of Malahide, known municipally as 52870 John Wise Line and 7900 Carter Road be adjourned at 8:03p.m.

Carried

No. 24-183
Moved By: Rick Cerna
Seconded By: John H. Wilson

THAT Report No. DS-24-23 entitled "Official Plan and Zoning By-Law Amendment Applications Of 1975455 Ontario Ltd (Authorized Agent: Esher Planning Inc) relating to the properties located at Part of Lots 31 and 32, Concession 5, Parts 1 & 2 RP 11R9951, Township of Malahide (52870 John Wise Line and 7900 Carter Road)" be received;

AND THAT Official Plan Amendment Applications No. D09-OPA01-24 of 1975455 Ontario Ltd (Authorized Agent: Esher Planning Inc) relating to the properties located at Part of Lots 31 and 32, Concession 5, Parts 1 & 2 RP 11R9951, Township of Malahide (52870 John Wise Line and 7900 Carter Road) BE ADOPTED for the reasons set out in this Report.

AND THAT Official Plan Amendment Applications No. D09-OPA01-24 be forwarded to the County of Elgin for approval;

AND THAT Zoning By-law Amendment Applications No. D14-Z04-24 of 1975455 Ontario Ltd (Authorized Agent: Esher Planning Inc) relating to the properties located at Part of Lots 31 and 32, Concession 5, Parts 1 & 2 RP 11R9951, Township of Malahide (52870 John Wise Line and 7900 Carter Road) BE APPROVED for the reasons set out in this Report;

AND THAT the final passing of the By-law be deferred until the Official Plan Amendment is approved by the County of Elgin.

Carried

REPORTS OF DEPARTMENTS:

Director of Public Works

- Tender Results – 2024 Microsurfacing & Surface Treatment

No. 24-184
Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Report No. PW-24-19 entitled "Tender Results – 2024 Microsurfacing & Surface Treatment" be received;

AND THAT the 2024 Microsurfacing & Surface Treatment contract be awarded to Duncor Enterprises Inc.;

AND THAT the Mayor and Clerk be authorized to enter into agreement with Duncor Enterprises Inc. of Barrie, Ontario for the purpose of completing the 2024 Microsurfacing & Surface Treatment Program.

Carried

Building/Planning/By-law

- Applications for Consent to Sever No. E13-23 & E18-23 of John & David Loewen (Authorized Agent: David Roe)

No. 24-185
Moved By: Scott Lewis
Seconded By: Rick Cerna

THAT Report No. DS-24-25 entitled "Applications for Consent to Sever No. E13-23 & E18-23 of John & David Loewen (Authorized Agent: David Roe) relating to the property located at Part of Lots 96 & 97, Concession 7, North Talbot Road ("NTR"), and Part of Lot 24, Concession Gore NTR (specifically described as Part 2 on 11R-7037) (51432 Woolleyville Line)" be received;

AND THAT the Applications for Consent to Sever of John & David Loewen (Authorized Agent: David Roe) relating to the property located at Part of Lots 96 & 97, Concession 7, North Talbot Road ("NTR"), and Part of Lot 24, Concession Gore NTR (specifically described as Part 2 on 11R-7037) (51432 Woolleyville Line) be supported for the reasons set out in this Report.

AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.

Carried

- Property Standards & Lot Maintenance By-law

No. 24-186
Moved By: Scott Lewis
Seconded By: Sarah Leitch

THAT Report No. BL-24-24 entitled "Property Standards & Lot Maintenance By-laws" be

received;

AND THAT Staff be directed to take the necessary steps to formulate a Property Standards Appeal Committee in the Township of Malahide.

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS:

No. 24-187
Moved By: Rick Cerna
Seconded By: Scott Lewis

THAT the following Reports of Committees/Outside Boards be noted and filed:

- **Long Point Conservation Authority Minutes – April 3, 2024**
- **Long Point Region Source Protection Authority Minutes– April 5, 2023**
- **Catfish Creek Conservation Authority Minutes – April 11, 2024**
- **Catfish Creek Conservation Authority – 2023 Financial Statements**

Carried

CORRESPONDENCE:

No. 24-188
Moved By: John H. Wilson
Seconded By: Sarah Leitch

THAT the following three correspondence items be noted and filed:

1. **Association of Municipalities of Ontario - WatchFile – May 2, 2024, and May 9, 2024**
2. **Elgin County Council Highlights – April 30, 2024**
3. **Ministry of Municipal Affairs & Housing - Affordable Housing Bulletin**

Carried

OTHER BUSINESS:

- Council Chamber Layout – Verbal Update

CAO/Deputy Clerk Dias asked Council for feedback on the chamber layout and whether they had any preferences for adjustments before it is finalized. The general consensus was that the layout worked well other than a few minor adjustments to desks being needed.

BY-LAWS:

No. 24-189
Moved By: John H. Wilson
Seconded By: Scott Lewis

THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:

- **By-law-24-28 – Port Bruce Provincial Park Agreement**
- **By-law-24-21– 1975455 Ontario Ltd.(Antonissen) Official Plan Amendment**
- **By-law-24-23 – Anckaert Rezoning**

Carried

CLOSED:

No. 24-190
Moved By: Rick Cerna
Seconded By: Scott Lewis

THAT Council move into Closed Session at 8:42p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- **A proposed or pending acquisition or disposition of land by the municipality or local board – unopened road allowance (Section 239 (2)(c)).**
- **Training and education for the purpose of educating or training of its members- Strategic Vision Workshop (Section 239(3.1)).**

Carried

- A proposed or pending acquisition or disposition of land by the municipality or local board – unopened road allowance (Section 239 (2)(c)).

CAO/Deputy Clerk Dias advised during closed session, Council provided direction to Municipal Staff regarding a proposed or pending acquisition or disposition of land by the municipality or local board relating to an unopened road allowance. There is nothing further to report.

- Training and education for the purpose of educating or training of its members- Strategic Vision Workshop (Section 239(3.1)).

CAO/Deputy Clerk Dias advised during closed session that Council completed its training and education session. There is nothing further to report.

CONFIRMATORY:

No. 24-191
Moved By: Mark Widner
Seconded By: Sarah Leitch

THAT By-law No.24-26, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 24-192
Moved By: Mark Widner
Seconded By: Rick Cerna

THAT Council adjourn its meeting 9:44p.m to meet again on June 6, 2024.

Carried

_____
Mayor – D. Giguère

_____
CAO/Deputy Clerk – D. Dias

REPORT NO. **DS-24-27**

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: June 6, 2024
SUBJECT: **Minor Variance Application of Charles & Lori Latvala, relating to the property located at Part Unnumbered Lot, N/S Water St. E/S Victoria St. PL55, Township of Malahide Pt2 11R6342, Pt3 11R6923 (49332 Dexter Line)**

RECOMMENDATION:

THAT Report No. DS-24-27 entitled “Minor Variance Application of Charles Terry and Lori Latvala relating to the property located at Part Unnumbered Lot, N/S Water St. E/S Victoria St. PL55, Township of Malahide Pt2 11R6342, Pt3 11R6923 (49332 Dexter Line)” be received;

AND THAT the Minor Variance Application No. D13-MV-03-24 of Charles Terry and Lori Latvala relating to the property located at Part Unnumbered Lot, N/S Water St. E/S Victoria St. PL55, Township of Malahide Pt2 11R6342, Pt3 11R6923 (49332 Dexter Line)”, BE APPROVED for the reasons set out in this Report.

AND THAT the approval shall be subject to the following condition(s):

1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,
2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

PURPOSE & BACKGROUND:

The Application seeks to permit a reduced side yard setback for an existing detached garage. The garage has been in existence prior to 2006 with approved building permits. The owner is proposing an addition that would connect the existing garage to the existing dwelling between the second storeys of the buildings, changing its status from an accessory structure to being a part of the main dwelling. The Zoning By-law requires a minimum setback of 1.2 metres for accessory structures. A variance is required to address the existing deficient setback of 0.52 meters whereas 2.0m is the minimum

permitted for a dwelling in the VR2 zone. Additionally, the variance addresses an increase in lot coverage from 39% to 43%, whereas the by-law permits a maximum lot coverage of 30% in the VR2 Zone.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the June 6, 2024 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-03-24.

COMMENTS & ANALYSIS:

The subject property is approximately 434 m^2 (0.11 acres) in area, has approximately 19 metres (62 feet) of frontage along Dexter Line, and has a depth of approximately 23 metres (75 feet). The subject property contains an existing single detached dwelling and detached garage and is bound by the Lower Catfish Creek to the north. To the east, west, and south across Dexter Line of the subject lands, are single detached residential dwellings in the Village of Port Bruce.

County of Elgin Official Plan

The subject lands are designated "Tier 2 Settlement Area" on Schedule 'A', Land Use Plan, along with having frontage along a "County Collector" and being in a "Tourism Corridor" on Schedule 'B', "Transportation Plan". For lands designated as "Tier 2 Settlement Areas", the County Official Plan permits a mix of land uses including a variety of housing types, commercial and employment uses, institutional uses, community and recreational facilities, and open space (Section B1).

Malahide Official Plan

The subject lands are designated 'Recreational Residential', with a majority of the property being in the 'Floodway (250 yr)' and a small portion in the 'Floodfringe (100 yr)' constraints on Schedule 'C' Land Use and Constraints. In the Recreational Residential designation in Port Bruce, the Official Plan permits uses including single detached dwellings, existing mobile homes on individual lots, and clustered or condominium cottage developments which may be situated on a large, individual land holding.

Within Floodways, the extension or enlargement of existing buildings and structures shall not involve an increase in the total ground floor area of those buildings and structures beyond that which existed on the effective date of the Zoning By-law. Floodproofing elevations and measures shall be considered mandatory for any new buildings or

structures and development on hazard lands is not permitted without a permit or written clearance obtained from the Conservation Authority.

Malahide Zoning By-law No. 18-22

The subject property is within the 'Village Residential (VR2)' zone on Key Map O1 of the Township's Zoning By-law No. 18-22.

Table 1, below, identifies the development standards within the Zoning By-law for the lands zoned 'Village Residential (VR2)' as they relate to the proposed development. It is important to note that the detached garage was an accessory structure, but due to it being proposed to be attached, would form part of the main building (Section 6.3.2j).

Table 1 - Rural Industrial (M2) Zone Requirements

Provision – VR2 Zone	Required	Proposed
Permitted Uses	Single unit dwelling, accessory building	Single unit dwelling
Min. Lot Area	1850 m^2	434m^2
Min. Lot Frontage	25m	19m
Min. Front Yard	6.0 m	5.98 m
Min. Side Yard	2.0 m	***0.52 m***
Min. Exterior Yard	6.0 m	n/a
Min. Rear Yard	7.5 m	~15m
Max. Lot Coverage	30 %	***42.4%***
Max. Height	10.5 m	4.9m
Min. Dwelling Floor Area	75 m^2	184m^2
Max. Accessory Floor Area	120 m^2	n/a

***Indicates zoning deficiency**

The minor variance application proposes to permit **a reduced side yard setback** of 0.5 meters where 2.0 meters is the minimum permitted. Further, it proposes to permit a maximum lot coverage of 43% whereas the by-law prescribes a maximum of 30%.

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

1. **The variance maintains the general intent and purpose of the Official Plan.**

   The subject lands are designated as 'Settlement Area' under the County Official Plan and 'Recreational Residential' under the Township Official Plan. Both Official Plans permit residential land use in the form of single detached dwellings. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific so as to address details such as setback or lot coverage requirements.

The Township Official Plan directs that the extension or enlargement of existing buildings and structures in the “Floodway” shall not involve an increase in the total ground floor area of those buildings and structures beyond that which existed on the effective date of the Zoning By-law. The ground floor area is the area of the buildings located at ground level. Since the two existing structures are to be attached between the second storeys, there would be no increase to the total ground floor area of existing structures.

The minor variance maintains the general intent and purpose of the Official Plans.

2. The requested variance maintains the general intent and purpose of the By-law.

The intent of a side yard setback is to ensure properties have adequate access to the rear yard, and a consistent built form is maintained in a neighbourhood. The property has access to the rear yard on the east side of the dwelling and through the breezeway between the attached garage and dwelling. Additionally, it is noted that a 0.5 metre setback to the existing structure currently exists and that there would be no physical change that would reduce the existing setback further.

Maximum lot coverage requirements are intended to ensure a lot has sufficient outdoor amenity space while keeping a consistent built form in a neighbourhood. The subject lands have a yard with outdoor amenity areas, and the built form is similar to that of the neighbouring property. Additionally, the area beneath the proposed addition is currently paved, and as a result, there would be no increase to the amount of impervious surface on the property. The proposed minor variance maintains the general intent and purpose of the Malahide Zoning By-law 18-22.

3. The application is "minor" in nature.

Whether a variance is considered minor is evaluated upon the size and impact of the proposed variance from the Zoning By-law. The proposed variance seeks relief from the by-law for an existing garage. The garage has existed at this location for over ten years. As the variance request has come as a result of connecting the garage to the dwelling, thus changing its status from accessory structure to part of the primary dwelling, it is not anticipated that there would be any greater impact than what currently exists. The proposed variance is minor in nature.

4. **The proposed development is desirable for the appropriate development or use of the subject property.**

   The attachment of an existing garage to the primary dwelling has allowed for expanded living space for the residents of the property. The proposed development would not increase the ground floor area of the existing structures. As previously noted, the development may require a permit from the Conservation Authority. As this addition enhances the use of the property, the attachment of the garage is desirable for the appropriate development and use of the subject property.

Typical conditions are recommended (building permit(s) issued within two years and in accordance with the drawings provided with the minor variance application).

FINANCIAL IMPLICATIONS:

The full cost of the minor variance process is at the expense of the Applicant and has no implications to the Township's Operating Budget.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	**Unlock Responsible Growth**
Tangible Results:	**Policy Driven Decision Making**

CONSULTATION:

Notice of Public Meeting was given in accordance with Planning Act regulations. As of the date of writing this report, the following has been received:

- There have been no comments received from the general public as of the date of writing this report.

ATTACHMENTS:

1. Report Photo; and
2. Application Site Plan

Prepared by: E. Steele, MBPC, Consulting Planner for the Township

Reviewed by: J. McGuffin, MBPC, VP & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR A MINOR VARIANCE
Owners: Charles Terry and Lori Latvala

49332 Dexter Line
Township of Malahide

Township of Malahide Figure 1

OFFICIAL PLAN DESIGNATION
RECREATIONAL RESIDENTIAL

ZONING
Village Residential 2 (VR2)

Subject Property

Garage Proposed to be Attached to Dwelling

PLAN OF SURVEY

OF PART OF

UNNUMBERED BLOCK

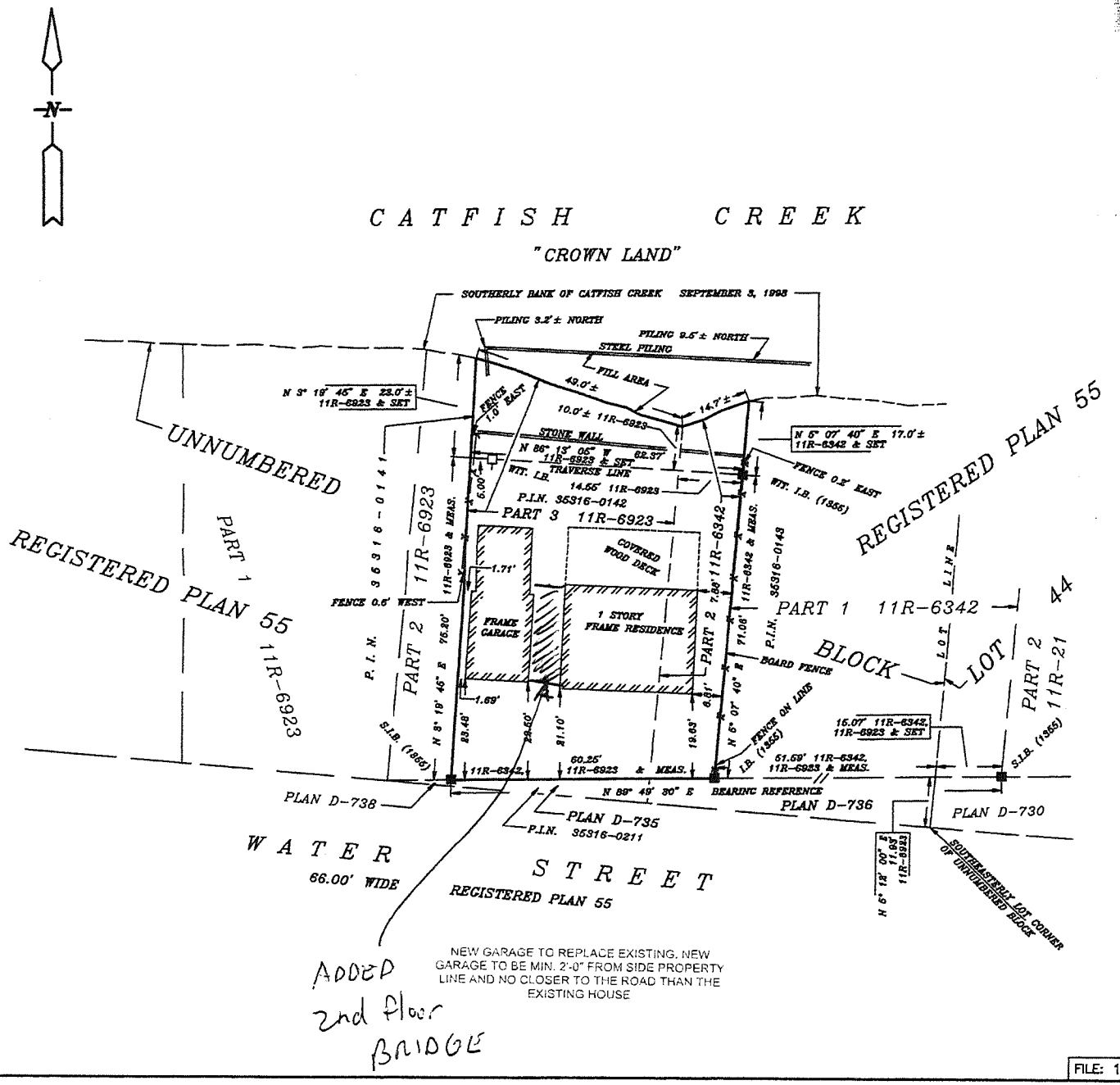
NORTH SIDE OF WATER STREET & EAST SIDE OF VICTORIA STREET

REGISTERED PLAN 55
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN

0 10 20 30 40 50 FEET

SCALE 1" = 20'

DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048



NEW GARAGE TO REPLACE EXISTING. NEW GARAGE TO BE MIN. 2'-0" FROM SIDE PROPERTY LINE AND NO CLOSER TO THE ROAD THAN THE EXISTING HOUSE

ADDED 2nd Floor BRIDGE

NOTES:

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE NORTHERLY LIMIT OF PLANS D-735, D-736 & D-738, AS SHWN ON REFERENCE PLAN 11R-6923, HAVING A BEARING OF N 89° 49' 30" E.

LEGEND:

■	– DENOTES	SURVEY MONUMENT FOUND
□	– DENOTES	SURVEY MONUMENT PLANTED
S.I.B.	– DENOTES	STANDARD IRON BAR
R.I.B.	– DENOTES	ROUND IRON BAR
I.B.	– DENOTES	SQUARE IRON BAR
INST.	– DENOTES	INSTRUMENT
WIT.	– DENOTES	WITNESS
REG.	– DENOTES	REGISTERED
MEAS.	– DENOTES	MEASURES
1355	– DENOTES	BRIAN VAUGHAN, O.L.S.

24

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 30th. DAY OF MAY, 2014

ST. THOMAS, ONT.,
JUNE 3, 2014

BRIAN VAUGHAN
ONTARIO LAND SURVEYOR

FILE: 14-30

BRIAN VAUGHAN SURVEYING LIMITED
124 CENTRE STREET ST. THOMAS, ONT. N5R 2Z9
PH. (519) 631-5057 FAX (519) 631-8255
E-MAIL bvaughan@golden.net

TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 24-29

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Ketchabaw Drain
in the Township of Malahide,
in the County of Elgin

****

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Parts of Lots 20 to 22
Concessions 9 and 10
In the Township of Malahide
(geographic South Dorchester)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is $211,000.00.

AND WHEREAS $211,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS $211,000.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated May 3, 2024, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.

2.

(a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of $211,000.00 being the amount necessary for construction of the drainage works.

(b) The Corporation may issue debentures for the amount borrowed less the total amount of,

i. Grants received under section 85 of the Act;
ii. Commuted payments made in respect of lands and roads assessed within the municipality;
iii. Moneys paid under subsection 61(3) of the Act; and
iv. Moneys assessed in and payable by another municipality,

(c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.

3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.

4. All assessments of $500.00 or less are payable in the first year in which the assessment is imposed.

5. This By-law comes into force on the passing thereof and may be cited as the “Ketchabaw Drain”.

READ a **FIRST** and **SECOND** time this 6th day of June, 2024 .

_____ _____

Mayor Clerk

READ a **THIRD** time and **FINALLY PASSED** this day of , 2024.

_____ _____

Mayor Clerk

TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 24-31

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Priester Drain
in the Township of Malahide,
in the County of Elgin

****

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lot A
Concessions 10, 11 and 12
In the Township of Malahide (geographic South Dorchester)

AND

Lot 28
Concession 11
In the Township of Southwest Oxford (geographic Dereham)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is $532,600.00.

AND WHEREAS $532,600.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS $319,214.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated May 6, 2024, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.

2.

(a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of $532,600.00 being the amount necessary for construction of the drainage works.

(b) The Corporation may issue debentures for the amount borrowed less the total amount of,

i. Grants received under section 85 of the Act;
ii. Commuted payments made in respect of lands and roads assessed within the municipality;
iii. Moneys paid under subsection 61(3) of the Act; and
iv. Moneys assessed in and payable by another municipality,

(c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.

3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.

4. All assessments of $500.00 or less are payable in the first year in which the assessment is imposed.

5. This By-law comes into force on the passing thereof and may be cited as the “Priester Drain”.

READ A FIRST AND SECOND TIME THIS 6th day of June, 2024.

_____ _____

Mayor Clerk

READ A THIRD TIME AND FINALLY PASSED THIS day of , 2024.

_____ _____

Mayor Clerk

REPORT NO. **F-24-05**

TO: Mayor & Members of Council
DEPARTMENT: Fire & Emergency Services
MEETING DATE: June 6, 2024
SUBJECT: **FIRE APPARATUS REPLACEMENT**

RECOMMENDATION:

THAT Report No F24-05 entitled “Fire Apparatus Replacement” be received;

AND THAT the Municipal Staff be authorized and directed to purchase, from Commercial Emergency Equipment Company, one (1) Maxi-Metal Pumper Tanker based on the specifications outlined in the attached proposal, in the amount of $738,491.23 (plus applicable taxes), to replace the 2004 Tanker currently in service at Station 3;

AND THAT the purchase of such Pumper-Tanker for Station 3 be financed wholly from the approved 2024 Capital Budget.

PURPOSE & BACKGROUND:

The Malahide Fire Department prides itself on delivering excellent and reliable emergency services to residents and visitors of the Township. In the 2023 Capital Budget council approved the replacement of a Tanker in Station 3 in Springfield.

The Pumper-Tanker has been in service since 2004. It was due to be replaced based on the Townships Council approved Asset Management Plan as well as replacement requirements for the *Superior Tanker Shuttle Accreditation*.

In the 2024 capital budget, Council allocated funds towards the purchase of the new Pumper-Tanker.

COMMENTS & ANALYSIS:

In the past several years there has been a tremendous increase in fire truck pricing caused by high inflation rates, supply chain shortages and a weaker Canadian dollar. Staff investigated cost savings options that still allowed us to reach operational goals required from the apparatus.

In a county Fire Chiefs meeting in later in 2023 it was identified that West Elgin and Bayham were also in need of a very similar apparatus, and in collaboration with the municipalities apparatus committees, it was determined that there was a possibility of cost savings by making a multi-truck purchase.

The three Fire Chiefs, collectively contacted and met with several apparatus manufacturers with the goal of securing a multi-truck order that would provide significant savings for each municipality and still meet each fire department's tanker replacement needs. Quotes were received as high as one-million six hundred and sixty-seven dollars ($1,000,667.00). The truck proposed was the lowest bid.

Ultimately Canoe/Sourcewell Procurement was utilized to source suitable proposals for the purchase of this apparatus. As the Township of Malahide is a member of the Local Authority Services (LAS) organization through the Association of Ontario Municipalities (AMO), Malahide had the opportunity to participate in the Canoe Procurement Group Program, which Public Works are currently working on to source snow removal equipment.

The cost savings by participating in this group purchase are one-hundred and six-thousand three hundred and fifty-two dollars ($106,352.00). This divided between the three (3) trucks amounts to a savings of thirty-five thousand four-hundred and fifty dollars ($35,450.00) per municipality. These savings will only be realized upon a signed contract from all three participating municipalities. West Elgin, at their May 23rd, 2024 regular meeting of council approved their purchase with Bayham's going forward on June 6th, 2024.

Not only does purchasing these trucks help financially, it also helps operational functions with our mutual aid partners to improve interoperability at large scale events.

The delivery date on the new Pumper Tanker is set for 725 days from the time of executing the purchase order.

FINANCIAL IMPLICATIONS:

The approved 2024 Capital budget has a combined approved amount of seven hundred twenty-seven thousand five hundred dollars ($727,500.00) to fund this apparatus. The approximate eleven thousand difference will be covered by the sale of the surplus tanker once the new tanker has been placed into service.

The payment terms are outlined in the proposal and are the same for all three municipalities. The chassis is expected to arrive to the manufacturer in late 2024, or early 2025.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Replacement of the Tanker aligns with both the Asset Management Plan and the principles of the strategic plan in the following ways:

Mission:	Essential services that are timely, cost effective, easy to access and aligned with policies
Priorities:	Maximize the utilization of all assets: People, facilities and technology

CONSULTATION:

N/A

ATTACHMENTS:

1. Supply Contract for one (1) Maxi-Metal 3000G Tandem Axle Tanker

Prepared by: J. Spoor, Director of Fire & Emergency Services

Reviewed by: N. Dias, Chief Administrative Officer

Approved by: N. Dias, Chief Administrative Officer

COMMERCIAL EMERGENCY EQUIPMENT CO.

COMMERCIAL EMERGENCY EQUIPMENT CO.

Malahide Fire Services

EQUIPMENT QUOTATION & SUPPLY CONTRACT OF ONE (1) Maxi Metal 3000G TANDEM AXLE TANKER

2024/14/05

(Truck pictured above is a representation only)

COMMERCIAL
EMERGENCY EQUIPMENT CO.

May 14, 2024

7355 Imperial Rd
Aylmer, ON
N5H 2R2

Attention: Chief Jeff Spoor

Dear Chief Spoor,

Thank you for the opportunity to quote the supply and delivery of one (1) Maxi Metal 3000G tandem axle tanker.

Commercial Emergency Equipment Co. (part of The Commercial Group of Companies) is Canada's largest supplier of truck mounted equipment. We've been in business since 1947 providing sales, service and parts support to our valued customers. Commercial Emergency Equipment represents the industry's leading products, Pierce Manufacturing and Maxi Fire.

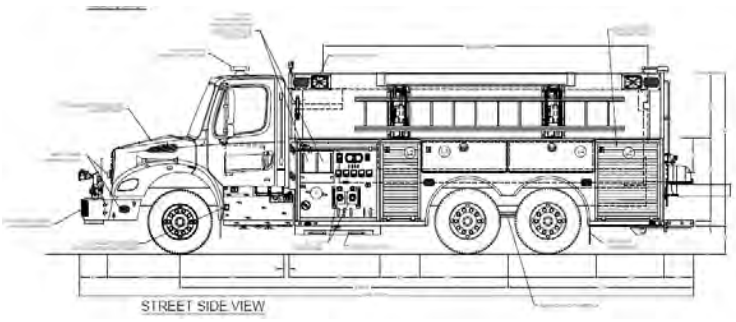
Commercial Emergency Equipment has the largest service and parts network in Canada. We have five Pierce, Oshkosh and Maxi Certified locations to service and support your equipment and the largest quantity of locally stocked parts in the industry. Our onsite EVTs are experienced industry veterans and have been trained by Pierce, Oshkosh & Maxi to outfit and service your apparatus and equipment with the highest attention to detail and quality. We also offer mobile EVT service from our fleet of fully equipped service trucks, a 24-hour emergency service hotline, the best warranty support, and detailed training programs to ensure that every aspect of our customer support is the best in Canada. Together, Commercial Emergency Equipment, Pierce Manufacturing and Maxi Fire form an ideal partnership with an unmatched customer service footprint and the best fire apparatus in the world.

We are pleased to offer the following for your consideration.

COMMERCIAL EMERGENCY EQUIPMENT CO.

Key Points on the Maxi Metal 3000G Tandem Axle Tanker:

- Freightliner M2-112, 6x4 Tandem axle
- Detroit Diesel DD13, 450HP
- Allison 4500EVS PTO Transmission
- 64,000 Front and Rear Axles
- Darley 1000GPM Pump
- 3000USG Water Tank
- Front Bumper trash line
- Front Bumper Turret



Delivery

Delivery for this unit is estimated at 725 days from the time of executing the purchase order. Timeline is subject to changes based on manufacturer's discretion.

Maxi Metal Canoe/Sourcewell #: 113021-MAX
Malahide Canoe/Sourcewell #: LAS 1013

QUOTATION

3000G Tandem Axle Tanker:

Maxi Metal List Price:	**$773,941.98 CAD**
Sourcewell Discount:	**$ -35,450.75 CAD**
Selling Price:	**$738,491.23 CAD plus applicable taxes**

Payment Terms Schedule:

10% Down Payment on Body at Issuance of PO:	$53,431.02 CAD
Cost of Chassis on Receipt at Manufacturing Facility:	$204,181.00 CAD
Balance Due Upon Delivery:	$480,879.21 CAD

COMMERCIAL
EMERGENCY EQUIPMENT CO.

NOTE

- Plus Applicable Taxes
- Quote Valid until May 30, 2024
- Due to extended lead times and impending 2027 EPA standards revision, unknown product impacts based on 2027 EPA compliant engines, unknown specifications of 2027 EPA compliant engines, and not having firm product costs for 2027 EPA compliant engines, pricing of the engine is subject to change without notice. Customer shall be responsible for any engine pricing changes incurred prior to delivery of the completed apparatus.
- Due to extended lead times on commercial chassis, the final pricing and delivery timeframes are strictly an estimate. Should any additional levies be applied to the commercial chassis order by the chassis manufacturer, those levies will be communicated, and the customer will be responsible for said cost increases on delivery.
- Payment Terms: 10% deposit at time of booking, cost of chassis and aerial on receipt at manufacturing facility, balance on delivery
- FOB: Aylmer, ON
- Pre-construction conference and final inspection for **one (1)** fire department representatives accompanied by one (1) Commercial Project Manager to the Pierce Manufacturing Facility
- Additional people can be added to final inspection at additional cost
- Training and Orientation on the operation, care and maintenance of the apparatus
- Parts, service and warranty are available through our local service centers and mobile service department
- Terms and conditions below

We trust the above meets with your approval.

Should you wish to proceed, please note the general conditions below and sign under order acceptance.

Yours very truly,

Adrian Butcher
Apparatus Specialist, Fire & Emergency
Commercial Emergency Equipment

COMMERCIAL
EMERGENCY EQUIPMENT CO.

Commercial Truck Equipment Corp.
DBA Commercial Emergency Equipment Co.
(part of The Commercial Group of Companies)

1. APPLICATION OF GENERAL CONDITIONS. These general conditions (the "**General Conditions**") govern the supply of goods and services by Commercial Truck Equipment Corp. ("**CTE**") unless modified or supplemented by a term expressly set out in a CTE job order ("J**ob Order**"). These General Conditions, together with a Job Order and invoice, collectively form a legally binding contract between CTE and its customer ("**Customer**") (the "**Supply Contract**"). Any change to the terms of the Supply Contract must be agreed in writing by CTE.

2. ENTIRE AGREEMENT. The Supply Contract is the complete and entire agreement between the parties with respect to the subject matter therein. No understandings or communications between the parties, whether written or verbal, form part of the Supply Contract or will have any legal effect between the parties unless expressly agreed in writing by CTE. If Customer's purchase order is attached as a schedule to the Supply Contract, other than any technical specifications that may be set out therein, it will have no legal effect.

3. SUPPLY OF GOODS AND SERVICES. CTE will supply, and Customer will purchase the goods and services at the price and in accordance with the other terms and conditions of the Supply Contract

4. DELIVERY, PICK UP AND SHIPPING. Goods supplied by CTE and Customer equipment on which CTE services are performed will be deemed to have been delivered to Customer once CTE places such goods or Customer equipment at the disposal of Customer at a CTE branch. Upon delivery by CTE, Customer will be required to immediately pick up such goods and equipment at Customer's risk and expense. CTE may, upon Customer's request, arrange for shipping at Customer's risk and expense. Risk of loss or damage to goods and equipment will transfer to Customer once such goods and equipment are delivered to Customer at a CTE branch.

5. PAYMENT. Customer will pay the price of CTE's goods and services in cash on delivery by CTE. Title to goods shall remain with CTE and shall not pass to Customer until all amounts owing by Customer to CTE, including all applicable taxes, have been paid in full by Customer. If Customer does not fully pay all amounts owing when due, CTE may, without limiting its remedies under the Supply Contract and the law, (a) suspend delivery and other CTE performance until such amounts are fully paid and (b) terminate the Supply Contract.

6. DEPOSIT. If Customer has paid CTE a deposit on the Supply Contract price (the "Deposit") and Customer fails to complete the Supply Contract in accordance with the terms thereof (including, without limitation, failing to pick up goods and equipment and failing to fully pay all amounts when due) through no fault of CTE, CTE may terminate the Supply Contract and in such event the deposit will be absolutely forfeited to CTE on account of damages without limiting CTE's right to pursue Customer for additional damages and other remedies under the Supply Contract and the law.

7. LIMITED WARRANTY.

7.1 Goods – Manufacturer's Warranty. Goods supplied by CTE will be warranted by the manufacturer in accordance with the terms of the manufacturer's warranty (if any). CTE may, in its sole discretion and on terms acceptable to CTE, perform any warranty repair or replacement on goods covered by a manufacturer's warranty and in such event the terms of this Supply Contract (except section 7.2, unless CTE agrees in its sole discretion) will govern the warranty repair or replacement.

7.2 Services – CTE's Limited Warranty. CTE warrants, subject to the following limitations and conditions, that its services will be free from defects in workmanship for 90 days after service completion: (a) CTE will determine, in CTE's sole discretion, whether the workmanship is defective, (b) CTE's sole responsibility will be to repair the defective workmanship and, if necessary as determined by CTE, repair or replace a part that is damaged by the defective workmanship, at a CTE branch during its regular business hours, (c) Customer is responsible for shipping, at Customer's risk and expense, applicable equipment to and from a CTE branch for CTE's assessment and repair, (d) no further warranty is provided on any service warranty work, (e) prior to the discovery of the defect, the applicable equipment was being used and maintained properly by Customer and in accordance with CTE's and the equipment manufacturer's guidelines. All CTE service warranty work will be governed by the terms of this Supply

7.3 No Other Warranty. Other than the warranties expressly provided in sections 7.1 and 7.2 hereof, no other warranties, conditions, guarantees or similar obligations, whether express or implied by fact, by law, including any statute or regulation, by custom or trade usage, or by any course of dealing, including but not limited to any implied warranties or conditions of merchantability or fitness for purpose or fitness for a particular purpose, are applicable to goods and services supplied by CTE.

8. PROPERTY/GOODS LEFT ON CTE PREMISES. Any Customer property and CTE supplied goods left on CTE premises will be left at Customer's risk and expense and if any of the foregoing are left on CTE's premises more than 30 days after delivery at a CTE branch, CTE may store such property and goods at a third party site at Customer's risk and expense. If any Customer property and CTE supplied goods are left more than 90 days after delivery at a CTE branch, CTE may, at Customer's risk and expense, sell such property and goods, apply the proceeds of such sale to any amounts owed by Customer and hold the remaining proceeds (if any) in trust for Customer.

9. FORCE MAJEURE. "Force Majeure" means an event or circumstance that is beyond the reasonable control of a party and that prevents or delays that party in the performance of any of its obligations under the Supply Contract, including but not limited to a delay or failure by a subcontractor, or sub-supplier, in each case of any tier, to perform and complete their obligations in accordance with their respective contracts that is caused by an event that, if it occurred with respect to a party to this Supply Contract, would constitute Force Majeure. If a party is prevented or delayed in performing its obligations (other than a payment obligation) by Force Majeure, that party is not liable to the other party for failure to perform those obligations. The time for performance is deferred to the extent and for so long as performance is prevented or delayed and the completion, delivery and other dates contemplated under the Supply Contract shall be adjusted if necessary to accommodate the effects of Force Majeure.

10. LIMITATIONS OF LIABILITY. CTE is not liable to Customer under or in relation to the Supply Contract for any loss of use, loss of production, loss of profits, loss of markets, additional or incremental costs of operation, economic loss, or special, indirect or consequential loss or damage, or punitive and exemplary damages suffered or incurred by Customer, or by any third party who makes a claim against Customer for which Customer seeks recovery from CTE, whether Customer's claim, or that of the third party, is in contract, or tort, including negligence, or under any other theory of law or of equity. CTE's total liability arising out of or in relation to the Supply Contract, whether in contract, warranty, tort (including negligence), strict liability or otherwise, shall be limited to the price of the goods and services supplied under such Supply Contract.

COMMERCIAL
EMERGENCY EQUIPMENT CO.

11. APPLICABLE LAW. The Supply Contract shall be governed by and construed in accordance with the laws of the Province in which the Supply Contract is entered into and the laws of Canada applicable in such Province, excluding any conflict of laws principles or rules that would impose a law of another jurisdiction for the construction of the Supply Contract. The parties to the Supply Contract hereby irrevocably and unconditionally attorn to the non-exclusive jurisdiction of the courts of the Province in which the Supply Contract is entered into and all courts competent to hear appeals therefrom. The United Nations Convention on Supply Contracts for the International Sale of Goods (1980) shall not apply to the Supply Contract and is hereby excluded in its entirety.

12. CONSORTIUMS ORDERS. Prices are subject to change. Pricing will be determined at the time of invoicing based upon the Sourcewell contract.

13. SUPPLIER SURCHARGES. CTE may pass on supplier surcharges with documentation from vendor.

14. MISCELLANEOUS. Any additional supply or work performed by CTE in relation to the original supply of goods or services contemplated under this Supply Contract will be governed by the terms of this Supply Contract. The remedies available to CTE hereunder are in addition to any other remedy available under the law. If any provision of the Supply Contract is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability attaches only to such provision and everything else in the Supply Contract continues in full force and effect

Order acceptance:

Customer acknowledges having read the conditions in this document and agrees to purchase

Signature: _____

Print Name: _____

Title: _____

Date (Year/Month/Day**): 20_____/_____/_____**

P/O#: _____

Upon completion, please return to Commercial Emergency Equipment for order processing.

REPORT NO. **PW- 24-20**

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: June 6, 2024
SUBJECT: **Petition for Drainage – Wagler, Bender**

RECOMMENDATION:

THAT Report No. PW- 24-20 entitled “Petition for Drainage – Wagler, Bender” be received;

AND THAT John Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the Wagler Petition.

PURPOSE & BACKGROUND:

The Township of Malahide has received petitions for drainage from several landowners along Glencolin Line. The petitions are to construct a new drain to service the properties at 52525, 52921 and 52711 Glencolin Line which are currently assessed into the watershed for the existing Eicher Drain. Currently, these areas of land do not have direct connections to outlet their water into the drain.

The Eicher Drain was constructed pursuant to a report done by J. R. Spriet, P Eng. dated May 23, 2008, and consists of 1345m of enclosed tile drain. The estimated length of the project is 800 meters.

COMMENTS & ANALYSIS:

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

Section 4(1) of the *Drainage* Act states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situated by,

(a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;

(b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
(c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);

(d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed then written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the "area requiring drainage". Initially, the petitioner(s) define the area on the petition they submit, however, the area must be defined by an engineer at the "on-site meeting" to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

(a) to each petitioner;
(b) the clerk of each local municipality that may be affected;
(c) the conservation authority that has jurisdiction over any lands in the area;
(d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an "on-site meeting". The notice must be served seven days prior to the proposed site meeting.

Therefore, Staff is recommending that John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer's report.

FINANCIAL IMPLICATIONS:

The Township has lands which contribute to the drainage area, and thus, will likely be a party to the Report.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

Petitioners

ATTACHMENTS:

1. Drain location map

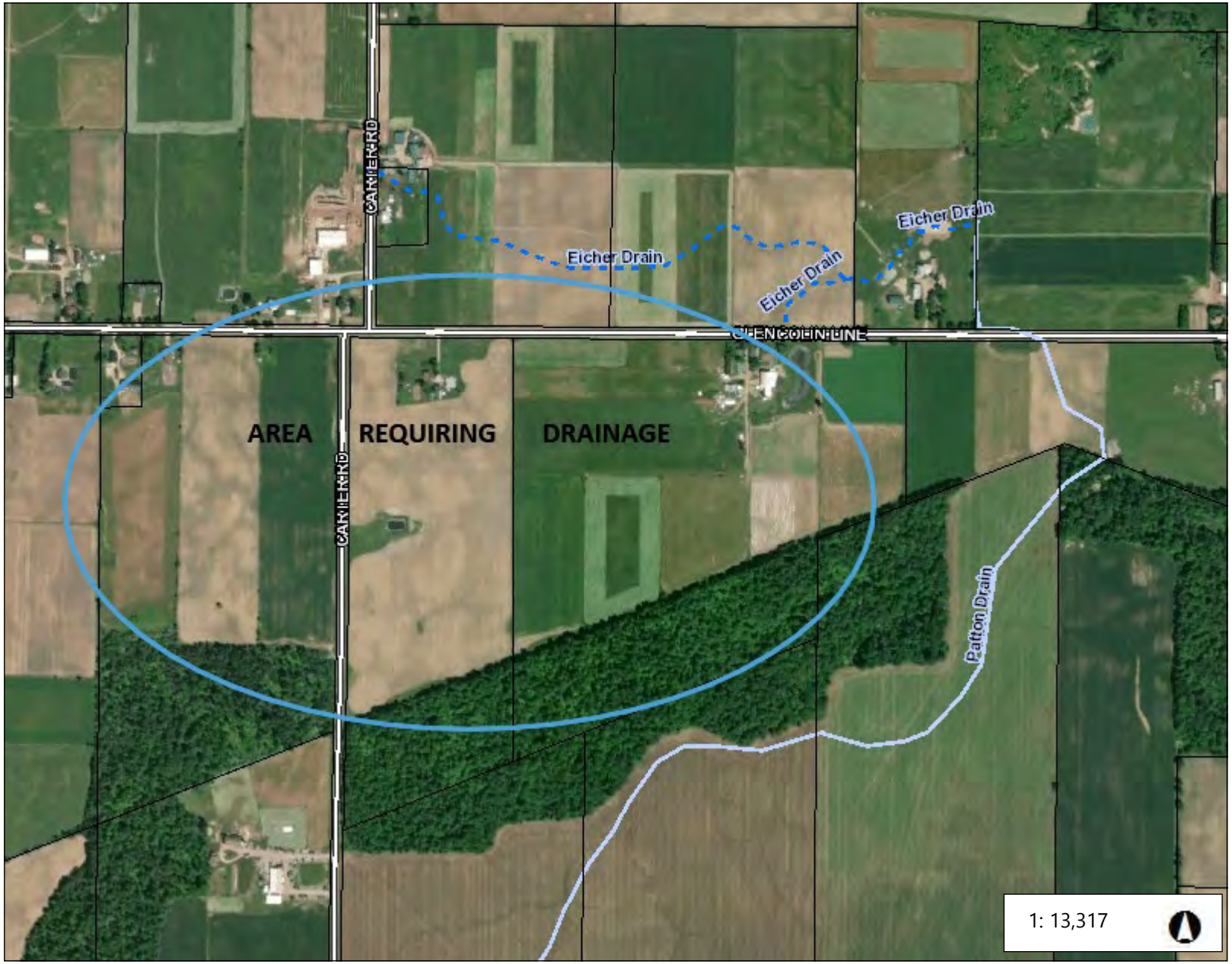
Prepared by: B. Lopez, Engineering Technologist/Drainage Superintendent

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

ELGIN MAPPING

PETITION FOR DRAINAGE



Legend

- Elgin County Parcels
- OMAFRA Constructed Drains
  - Unclassified
  - Closed/Tiled
  - Open
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

Notes

0.7 0 0.34 0.7 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

REPORT NO. **PW- 24-22**

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: June 6, 2024
SUBJECT: **Petition for Drainage – Fehr**

RECOMMENDATION:

THAT Report No. PW- 24-22 entitled “Petition for Drainage – Fehr” be received;

AND THAT John Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the Fehr Petition.

PURPOSE & BACKGROUND:

The Township of Malahide has received a petition for drainage. The petition is to construct a new drain as a condition of severance that was previously approved by Malahide Council and the Elgin County Land Division Committee. This is a typical severance requirement which provides development with a legal and adequate outlet for surface/subsurface water.

The landowner, Ben Fehr, has petitioned the Township to have a new drain constructed at 8483 Imperial Road, to accommodate two new residential building lots. The estimated length of the project is 50 meters in order to extend a drain outlet southerly the existing Leonard Jones Drain. An overview drawing is provided at the end of this report showing the location of the proposed severance and existing Leonard Jones Drain.

COMMENTS & ANALYSIS:

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

Section 4(1) of the *Drainage* Act states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situated by,

(a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;

(b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
(c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);

(d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed then written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the "area requiring drainage". Initially, the petitioner(s) define the area on the petition they submit, however, the area must be defined by an engineer at the "on-site meeting" to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

(a) to each petitioner;
(b) the clerk of each local municipality that may be affected;
(c) the conservation authority that has jurisdiction over any lands in the area;
(d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an "on-site meeting". The notice must be served seven days prior to the proposed site meeting.

Therefore, Staff is recommending that John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer's report.

FINANCIAL IMPLICATIONS:

¶

N/A

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

Petitioner

ATTACHMENTS:

1. Drain location map

Prepared by: B. Lopez, Engineering Technologist/Drainage Superintendent

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

ELGIN MAPPING

Fehr Petition for Drainage

Legend

- Elgin County Parcels
- Drainage
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

Notes

0.1 0 0.04 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

REPORT NO. **PW- 24-25**

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: June 6, 2024
SUBJECT: **College Line Reconstruction – Change of Scope**

RECOMMENDATION:

THAT Report No. PW- 24-25 entitled “College Line Reconstruction – Change of Scope” be received;

AND THAT the change of scope for the 2024 reconstruction of College Line be approved as outlined in this report.

PURPOSE & BACKGROUND:

The approved 2024 Capital Budget, Roads Project #4 – Surface Treatment identified that the Township intended to complete surface treatment on College Line from Springwater Road to Rogers Road and Dorchester Road from Mapleton Line to College Line.

The purpose of this report is to seek Council approval for a change in scope of the surface treatment program.

COMMENTS & ANALYSIS:

The Township is currently working with a landowner at the intersection of College Line and Dorchester Road on a development proposal. This will be presented to Council later in 2024.

Should this development proceed, there may be local area road and drainage impacts that will need to be addressed through the engineering design stages. With this in mind, staff do not want to complete road works on College Line and Dorchester Road which could ultimately need to be revised or re-done as a result of the development. As such staff are proposing the following change of scope for the surface treatment program.

Surface treatment of College Line from Springwater Road to Rogers Road, and Dorchester Road from College Line to Ron McNeil Line will be removed from the 2024 program, to be completed at a later date.

Surface treatment of College Line from Imperial Road to Hacienda Road will be added to the 2024 program.

For clarity, Dorchester Road from Ron McNeil Line to Mapleton Line will remain part of the 2024 surface treatment program.

Affected property owners along these stretches of road will be notified.

FINANCIAL IMPLICATIONS:

The construction estimates provided by staff indicate that the requested change of scope will be fully accommodated within the approved 2024 capital budget allocations.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

Roads Department and Planning Staff

ATTACHMENTS:

None

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

REPORT NO. **FIN-24-17**
TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: June 6, 2024
SUBJECT: **Asset Management Plan Update**

RECOMMENDATION:

THAT Report No. FIN-24-17 entitled “Asset Management Plan Update” be received;

AND THAT Council approve and endorse the Township’s 2024 Asset Management Plans, as appended

PURPOSE & BACKGROUND:

In 2015, the Province passed the Infrastructure for Jobs and Prosperity Act with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure. The regulation sets out detailed requirements for municipalities to ensure the long-term sustainability of municipal infrastructure through the preparation of an Asset Management Plan, achieved through various milestones, by July 1, 2025. An overview of the Township’s progress towards these milestones is provided in the table below.

Deadline	Legislative Requirements	Status
July 1, 2022	An approved asset management plan which identifies core assets, their current levels of service and the cost to maintain those levels of service.	Complete
July 1, 2024	An approved asset management plan which identifies all assets, their current levels of service and the cost to maintain those levels of service.	Council Approval Required
July 1, 2025	An approved asset management plan which identifies all assets, their proposed levels of service and the cost to maintain those levels of service.	In Progress

The Township's 2024 Asset Management Plans, as appended to this report, expands the Township asset planning beyond core assets, such as roads, bridges, water and sewer, to all Township owned assets as legislatively required by July 1, 2024. Asset categories added to the 2024 Asset Management Plan include: fleet, guiderails, streetlights, sidewalks, facilities, open spaces and equipment.

A list of improvements made from the Township's 2022 Asset Management Plan is provided below:

- Expansion of asset inventory from core assets to all assets including their respective features, replacement values, ages and condition.
- Road asset conditions and lifecycle activities updated using the Township's 2022 Roads Needs Study
- Bridges & culverts condition and lifecycle activities updated using the Township's 2022 bi-annual inspection report
- Facility inventory, condition and lifecycle management activities formulated using the 2023 facility inspection report which covers: Administrative building, Malahide Community Place, South Dorchester Community Hall and Springfield Fire Hall/Council Chambers.
- Asset lifecycle management activities reviewed and aligned with municipal and industry best practices
- Establishment of preliminary current levels of service and condition performance indicators
- Long-term modelling of the effects of the Township's recommended lifecycle strategies on service levels
- Improved accuracy of asset inventories using staff reviews
- Costing information updated to account for recent inflationary pressures and market prices
- Asset funding strategies integrated with the Township's 2023 water and sewer rate study and annual budgeting process

COMMENTS & ANALYSIS:

STATE OF LOCAL INFRASTRUCTURE

The Township's $645 million in capital assets were historically constructed, purchased or acquired to provide services to the community. Ontario Regulation 588/17 requires the Township to identify the current levels of service by each of its asset categories. The 2024 Asset Management Plan primarily uses asset condition to measure current service levels. Over 80% of the Township's assets (roads and bridges) have had their conditions professionally assessed within the last two years. The remainder of asset conditions are based on their respective ages and their expected useful lives based on historical trends.

An aggregate condition scoring for each asset class is provided in the subsequent table. For more information, asset conditions are provided in further detail within the 2024 Asset Management Plan.

Condition Score	Asset Category	Condition Description
Brand New		Recently constructed; no signs of deterioration
Very Good	Sidewalks & Streetlights Sewer	Only a few elements show general signs of deterioration
Good	Bridges & Culverts Facilities & Open Spaces Guiderails Water	Some elements show signs of deterioration; a few elements have significant deficiencies
Fair	Roads Equipment Fleet	General signs of deterioration; some elements have significant deficiencies
Poor		Mostly below standards, approaching end of service life; large portion of elements have significant deficiencies
Very Poor		Unacceptable condition with widespread signs of advanced deterioration; elements show signs of imminent failure affecting service
End of Life		Failure has occurred; asset no longer providing service

In addition to condition assessments, core municipal infrastructure assets require the tracking of technical service levels as prescribed by O. Reg. 588/17. These mandatory technical service levels, and how the Township's assets scored in them, are further detailed within the 2024 Asset Management Plan.

Future updates will be required to the Township's asset management plan to determine proposed levels of service for each asset category by July 1st, 2025 per O. Reg 588/17. This entails developing a set of asset service standards and metrics to measure performance against those standards. Staff will be seeking input from Council in regards to the formulation of these standards for the next version of the Township's asset management plan.

LIFECYCLE MANAGEMENT

A lifecycle management strategy identifies the recommended activities required to achieve desired levels of service through an asset's useful life. Lifecycle activities are the specified actions that can be performed on assets in order to maintain service levels and extend service life thereby minimizes long-term costs. Each asset category within the 2024 Asset Management includes staff's recommended lifecycle strategy, lifecycle activity timing, their effect on asset longevity and their associated costs. These lifecycle management strategies are applied against the Township's asset inventory to forecast service level trends and establish long-term budgeting requirements.

FUNDING STRATEGY

Similar to the Township's capital budgeting philosophy, the 2024 Asset Management Plan recommends the replacement of assets be paid for by those who use them while they're in service. From a practical perspective, this means a portion of Township taxes and user fees are collected for the sole purpose of being retained in a reserve until assets require replacement. This results in a fair distribution of costs amongst current and future rate payers. Investment earnings on reserves and cost savings from debt avoidance result in lower taxes and rates in the long-term under this funding model.

Based on the Township's aforementioned lifecycle management strategies and their respective costs, property tax and user fee contributions to reserves for infrastructure replacement are expected to be insufficient. The Township's 2024 Asset Management Plan details a long-term strategy to correct this trend, as required by O. Reg. 588/17. Three separate long-term financial plans are included within the Asset Management Plan, each of which is summarized below.

Water Distribution System

The funding strategy for the water distribution system proposes a 100% reserve funding model which can be implemented by increasing the transfer to reserves annually, and through investment income. The proposed strategy would not increase the average annual fixed user fee rates by more than 5% per year, which aligns with the current Rate Study Report (2022).

Annual % increase	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fixed User Fees	4.0%	5.0%	5.0%	4.9%	5.0%	5.0%	4.5%	4.6%	4.6%	4.7%

Wastewater Collection System

The funding strategy for the wastewater collection system also proposes a 100% reserve funding model which can be implemented by increasing the transfer to reserves to increase annually, and through investment income. The proposed strategy would not increase the average annual user fees by more than 3.5% per year, which aligns with the current Rate Study Report (2022).

Annual % increase	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fixed User Fees	3.9%	3.4%	3.5%	3.4%	3.5%	3.5%	2.5%	2.5%	2.5%	2.5%

Property Tax Funded Assets

The funding strategy for the general tax levy-based assets identifies a mix of capital reserve and provincial/federal funding sources. This model would be implemented through an increase to transfers to the Capital Reserve annually. The proposed strategy requires a dedicated annual property tax levy increase solely for asset replacement at an average 2% each year.

Annual % increase	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Tax Levy Rate	1.8%	1.7%	1.9%	2.1%	2.3%	2.3%	2.5%	2.6%	2.7%	2.8%

NEXT STEPS

To attain legislative compliance and maintain grant eligibility, it is recommended Council approve, in principle, the Township's 2024 Draft Asset Management Plan prior to July 1, 2024. Council is encouraged to provide feedback and direction where it deems appropriate to help guide the next version of the Township's Asset Management Plan. Capital project selection and the setting of taxes and user fees are explicitly determined by Council through its annual budgeting process, not through approval of its Asset Management Plan. However, staff draw upon the Township's Asset Management Plan to establish its annual budgets, therefore, Council may consider the 2024 Draft Asset Management Plan as an early pre-view of staff's recommendations for upcoming budgets.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

ATTACHMENTS:

1. Asset Management Plan - Presentation
2. Asset Management Plan – Water Distribution System
3. Asset Management Plan – Wastewater Collection System
4. Asset Management Plan – General Tax Levy

Prepared by: T. Jones, Asset Management Analyst

Reviewed by: A. Boylan, Director of Corporate Services/Treasurer

Approved by: N. Dias, Chief Administrative Officer

2024

ASSET MANAGEMENT PLAN

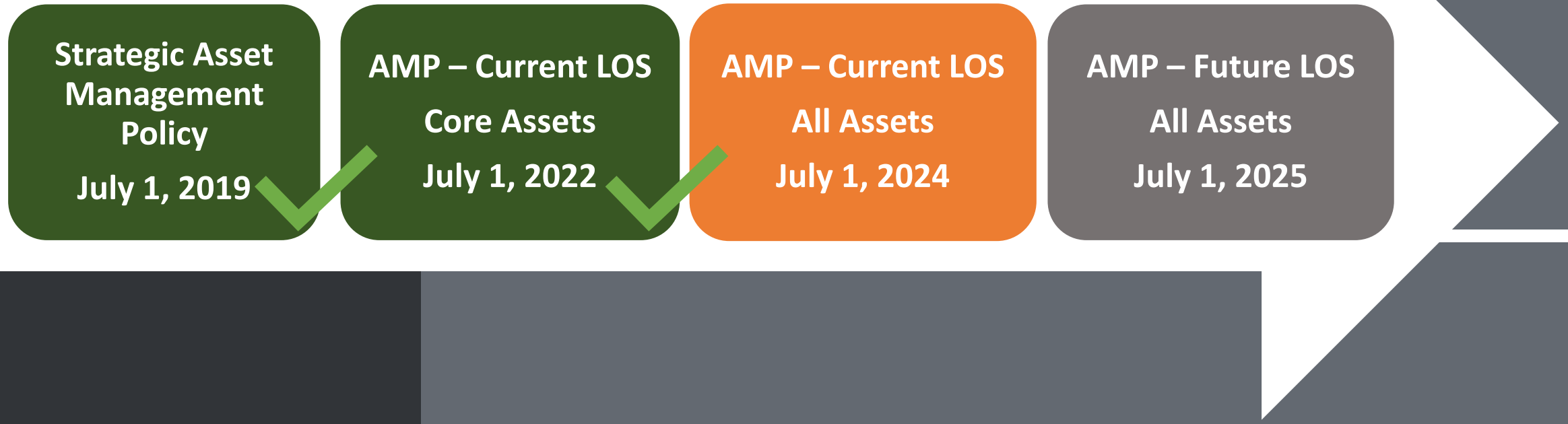
The TOWNSHIP of

MALAHIDE

A proud tradition, a bright future.

TIMELINE

O. Reg 588/17: Asset Management Planning for Municipal Infrastructure



CHANGES

CORE ASSET UPDATE

- Roads
- Bridges & Structural Culverts
- Water Assets
- Wastewater Assets

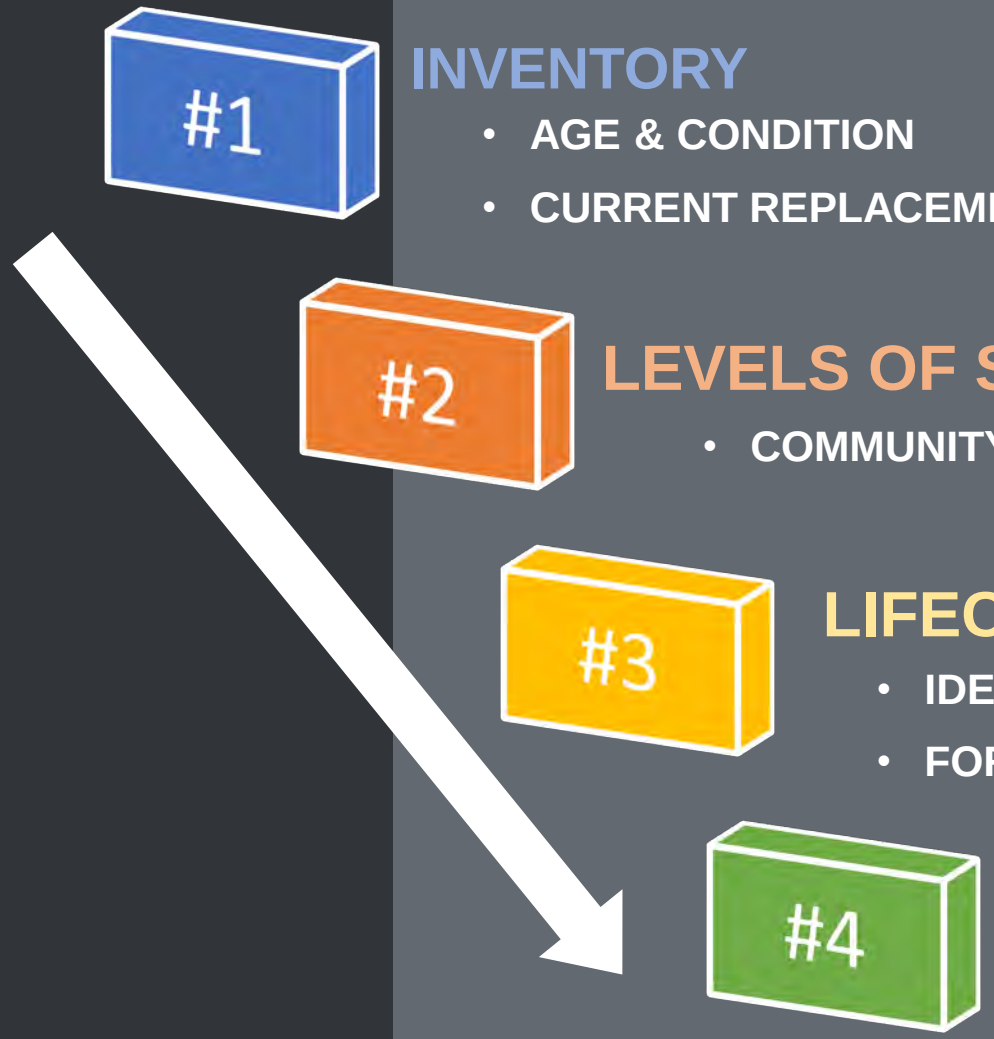
NEW ASSETS

- Fleet
- Guiderail
- Streetlights & Sidewalks
- Facilities & Open Spaces
- Equipment

SEPARATE PLANS

- WATER ASSETS
- WASTEWATER ASSETS
- TAX LEVY ASSETS

AMP



INVENTORY

- AGE & CONDITION
- CURRENT REPLACEMENT VALUE

LEVELS OF SERVICE

- COMMUNITY & TECHNICAL

LIFECYCLE MANAGEMENT

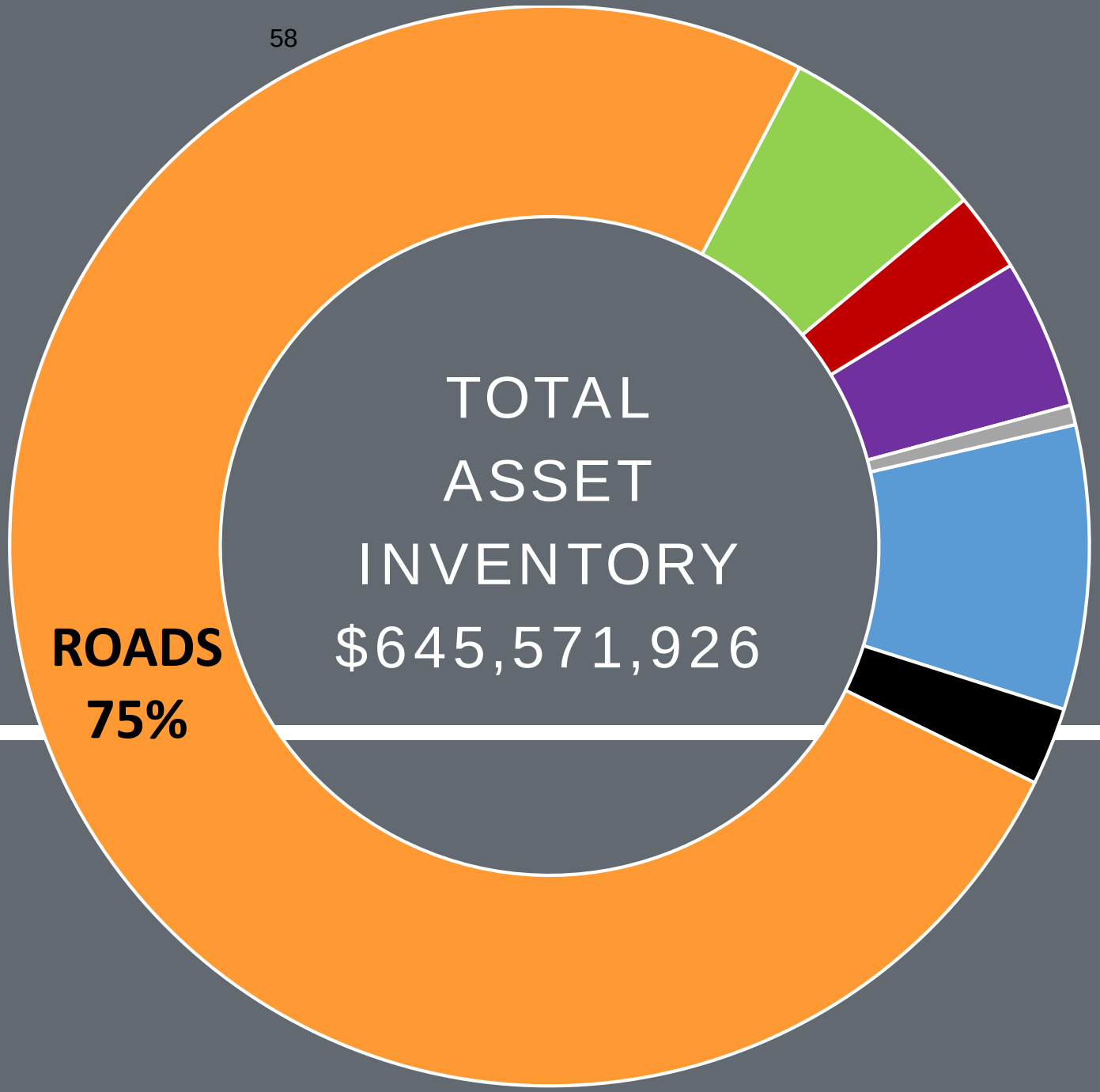
- IDENTIFY CURRENT ACTIVITIES & COSTS
- FORECAST COSTS FOR A MINIMUM OF 10 YEARS

FUNDING STRATEGY

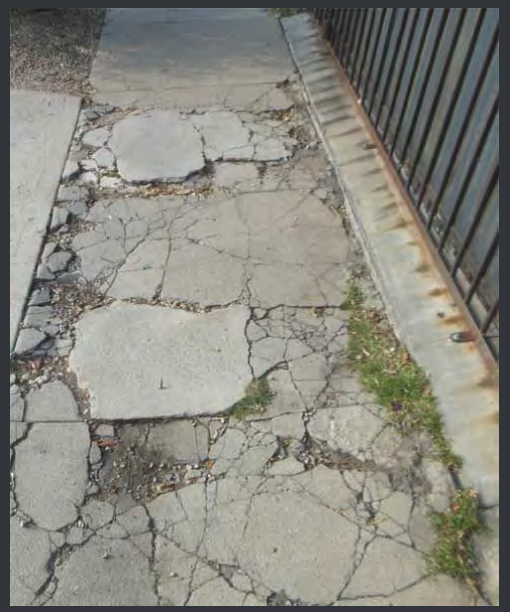
- SOURCES
- SHORTFALLS
- TAX LEVY/USER FEE IMPACTS

INVENTORY

- WATER
- WASTEWATER
- ROADS
- BRIDGES & CULVERTS
- FLEET & EQUIPMENT
- FACILITIES & PUBLIC SPACES
- SIDEWALKS/STREETLIGHTS & GUIDERAIL



INVENTORY



“Brand New”
(Recently constructed; no signs of deterioration)

“Very Good”
(Only a few elements show general sings of deterioration.)

“Good”
(Some elements show signs of deterioration;
a few elements have significant deficiencies.)

“Fair”
(General signs of deterioration;
some elements have significant deficiencies.)

“Poor”
(Mostly below standards, approaching end of service life;
large portion of elements have significant deficiencies.)

“Very Poor”
(Unacceptable condition with widespread signs of advanced deterioration;
elements show signs of imminent failure affecting service.)

“End of Life”
(Failure has occurred; asset no longer providing service.)

CURRENT LEVELS OF SERVICE

2023

ROAD SEGMENTS

PAVED ROADS "GOOD"

UNPAVED ROADS "FAIR"

1.33 Lane KM per square KM of land

BRIDGES & CULVERTS

BRIDGES "VERY GOOD"

CULVERTS "FAIR"

No Traffic Usage Restrictions

SIDEWALKS & STREETLIGHTS

SIDEWALKS "VERY GOOD"

STREETLIGHTS "GOOD"

CURRENT LEVELS OF SERVICE

FACILITIES & PUBLIC SPACES

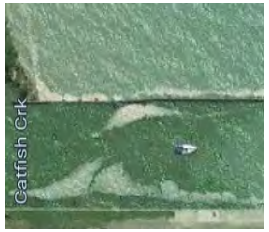
FACILITIES "GOOD"

PARKS "VERY GOOD"

BALL DIAMONDS "GOOD"

CEMETERIES "POOR"

PIER "BRAND NEW"



WATER DISTRBUTION SYSTEM

MAINS "VERY GOOD"

BOOSTER STATION "GOOD"

No Boil Advisories or Main Breaks

26% Connection Rate

WASTEWATER COLLECTION SYSTEM

MAINS "VERY GOOD"

PUMP STATIONS "GOOD"

No Overflows or Basement Backups

9% Connection Rate

CURRENT LEVELS OF SERVICE

EQUIPMENT ASSETS

FIRE SERVICE "FAIR"

PUBLIC WORKS "FAIR"

ADMIN "POOR"

FACILITIES/PARKS "GOOD"

FLEET ASSETS

FIRE SERVICE "FAIR"

HEAVY TRUCKS "FAIR"

LIGHT TRUCKS "FAIR"

CONSTRUCTION "FAIR"

GUIDERAIL ASSETS

STEEL GUIDERAIL "VERY GOOD"

CABLE GUIDERAIL "GOOD"

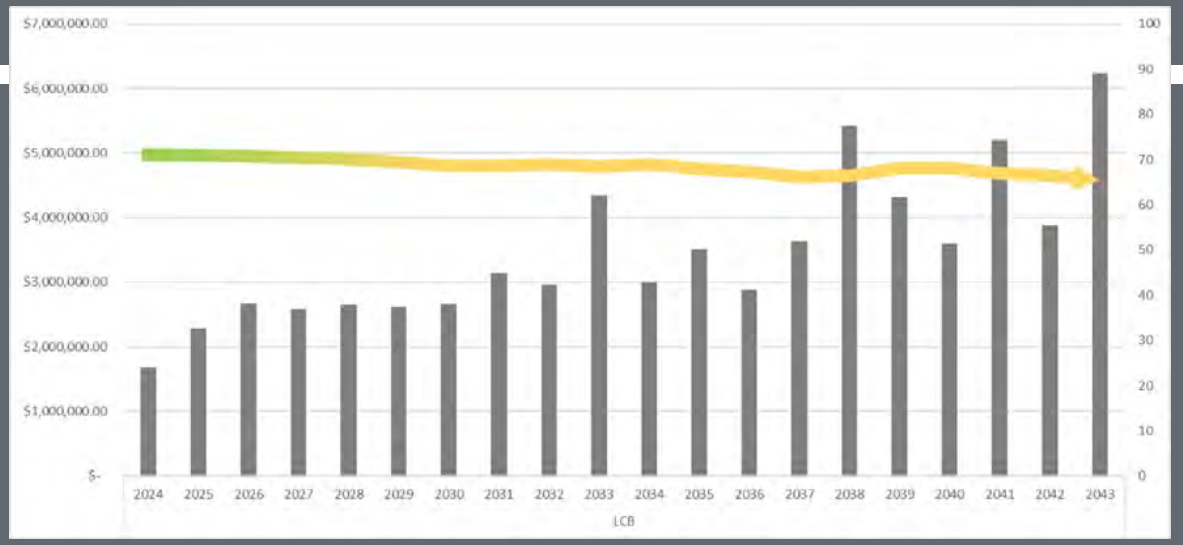
LIFECYCLE MANAGEMENT

LCB TREATMENT ACTIVITIES

TREATMENT	COST PER KM
SST – Single Surface Treatment	$38,000
SSTedge – Single Surface Treatment with Edge Padding	$53,000
DSTrehab – Double Surface Treatment Rehabilitation	$279,700

LCB LIFECYCLE STRATEGY - BEST PRACTICES

LCB COST & CONDITION FORECAST

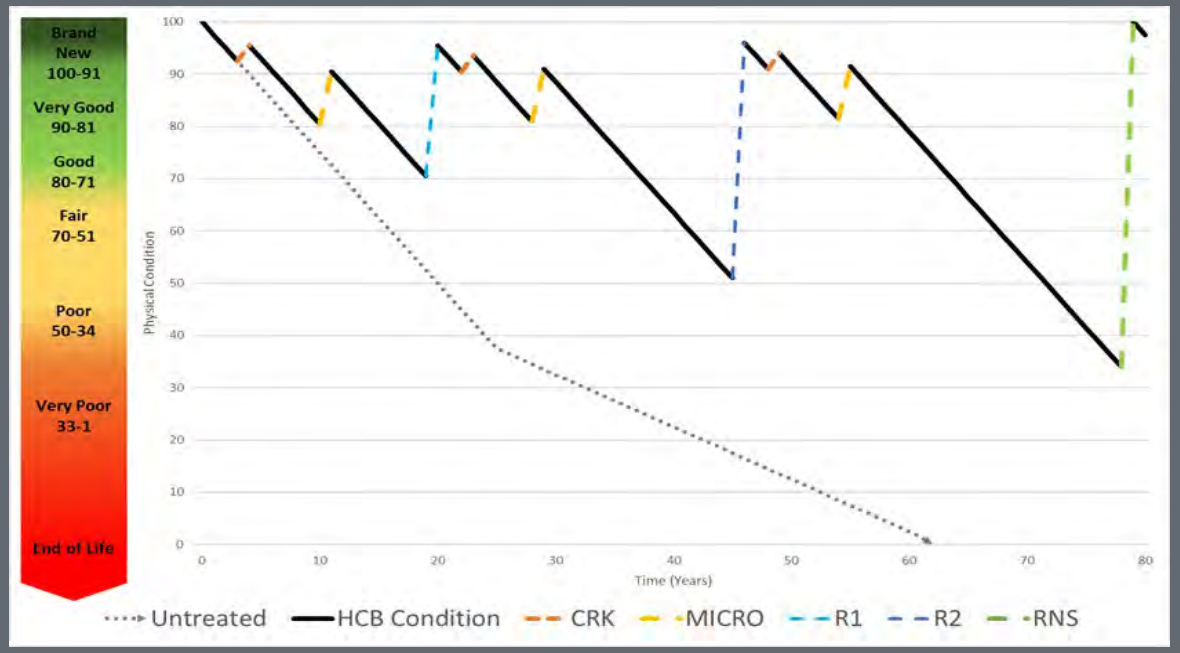


LIFECYCLE MANAGEMENT

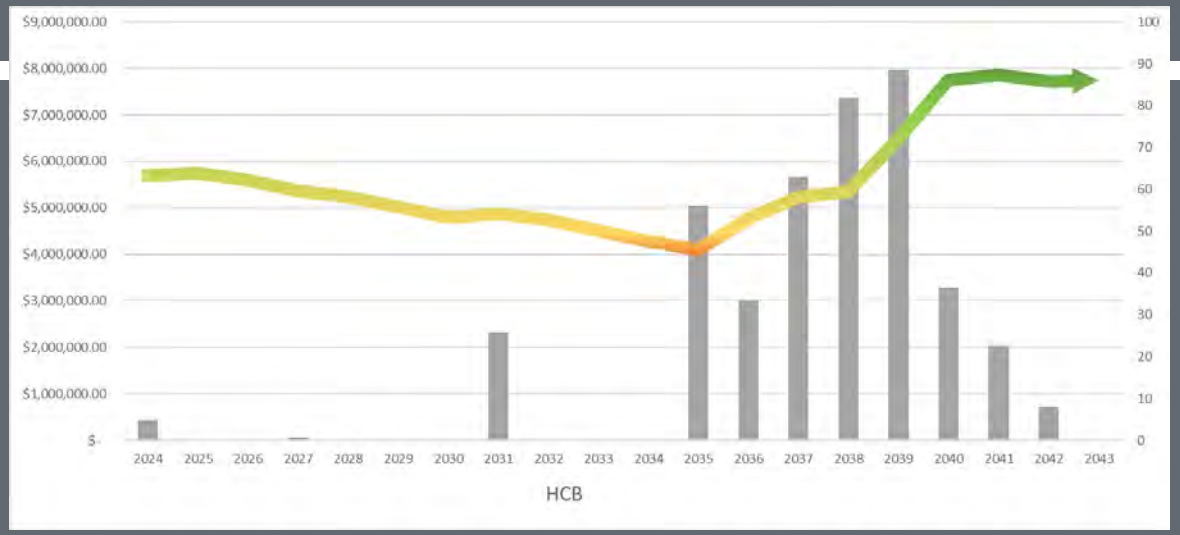
HCB TREATMENT ACTIVITIES

TREATMENT	COST PER KM
CRK – Crack Sealing	$5,000
MICRO – Microsurfacing	$43,000
R1 – Resurfacing	$510,000
R2 – Resurfacing	$372,000

HCB LIFECYCLE STRATEGY - BEST PRACTICES



HCB COST & CONDITION FORECAST



FUNDING STRATEGY

STRATEGY:

100% RESERVE FUNDING

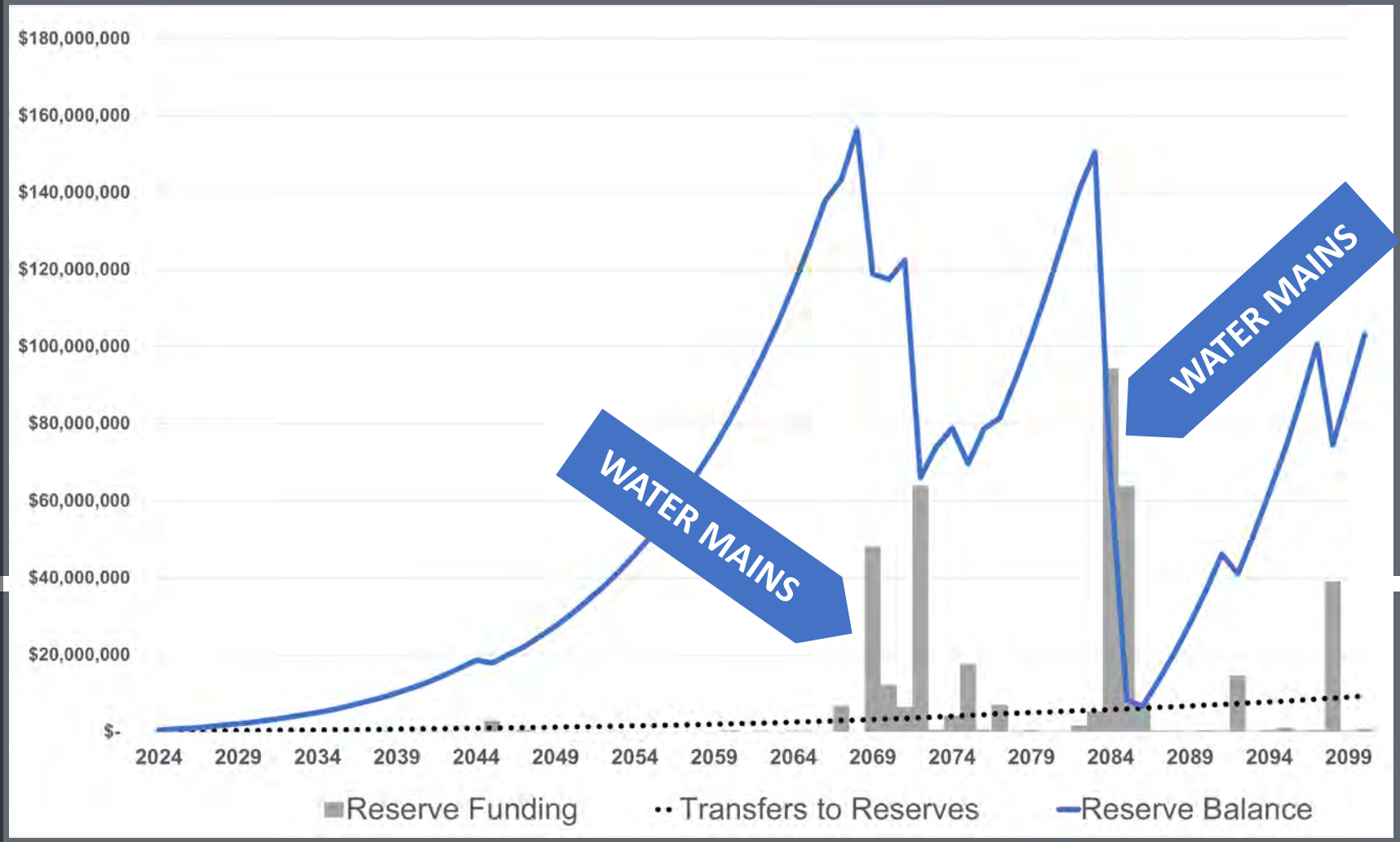
TOOLS:

1. TRANSFER TO RESERVES
2. INVESTMENTS

IMPACT:

<5% ANNUAL INCREASE TO USER FEE RATES

DRINKING WATER SYSTEM



FUNDING STRATEGY

STRATEGY:

100% RESERVE FUNDING

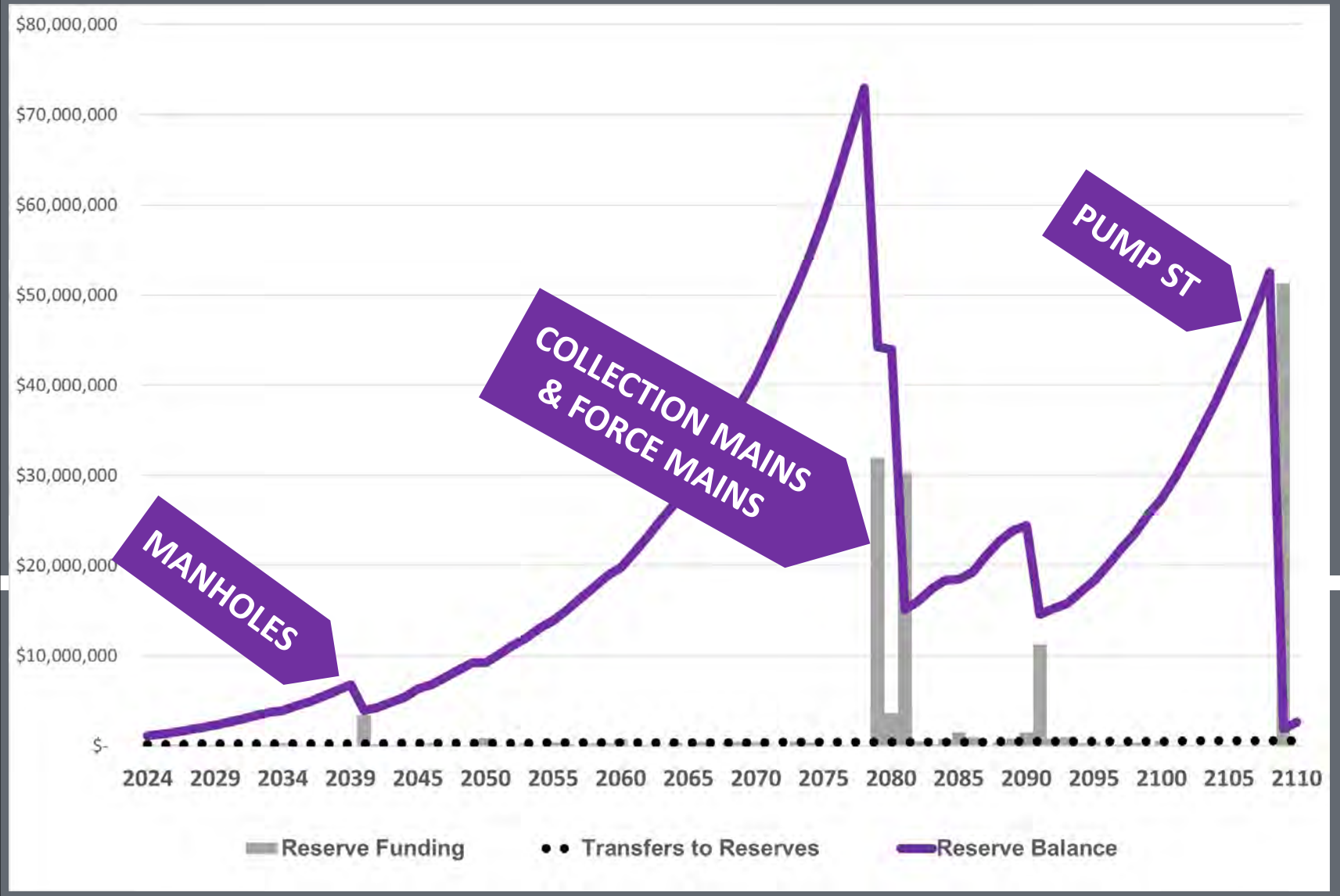
TOOLS:

1. TRANSFER TO RESERVES
2. INVESTMENTS

IMPACT:

3.5% ANNUAL INCREASE TO USER FEE RATES

WASTEWATER SYSTEM



FUNDING STRATEGY

STRATEGY:

RESERVE FUNDING

GAS TAX &
OCIF FUNDING

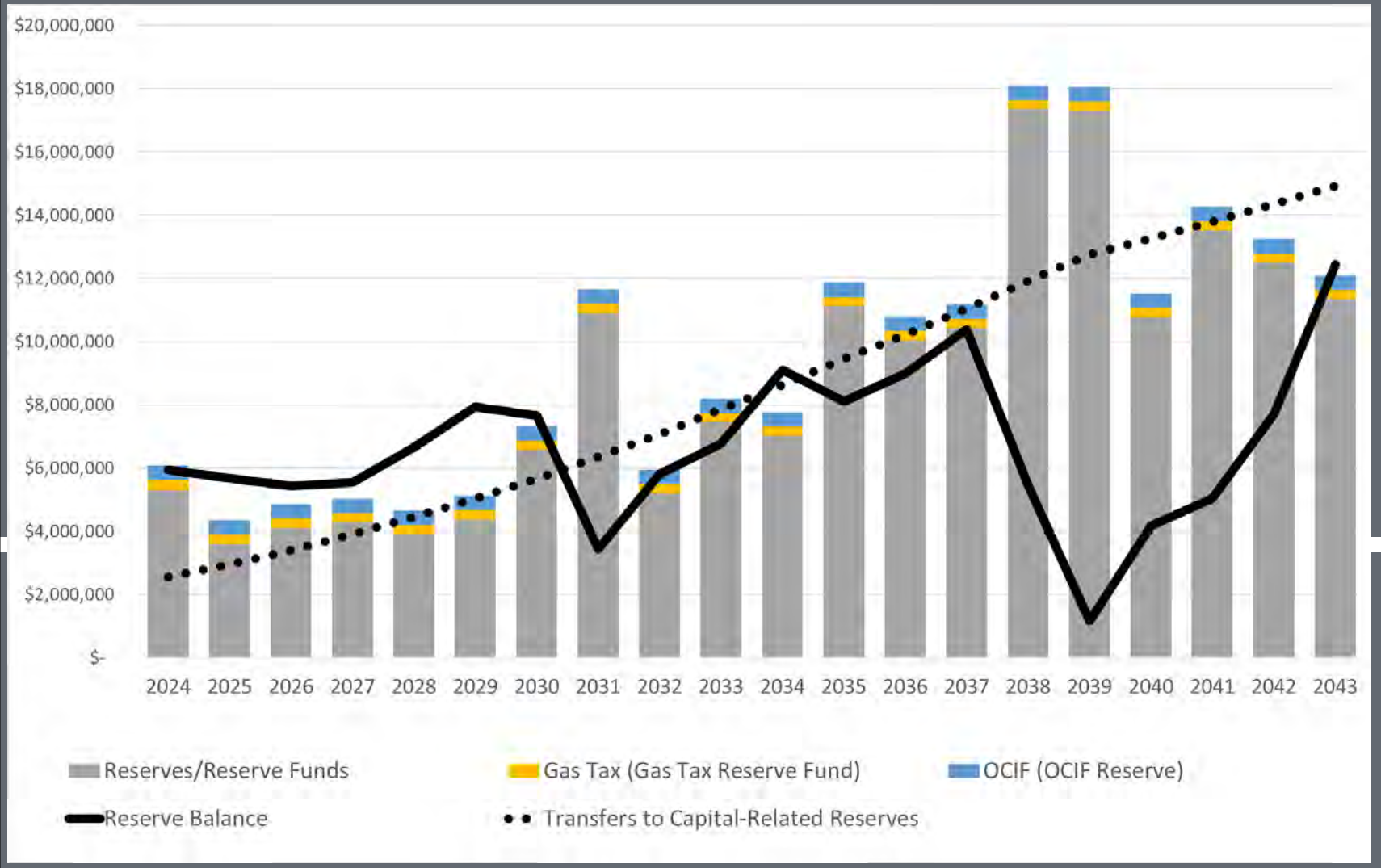
TOOLS:

1. TRANSFER TO RESERVES
2. INVESTMENTS

IMPACT:

2%
AVERAGE ANNUAL INCREASE TO GENERAL TAX LEVY

GENERAL TAX LEVY



NEXT STEPS

- **COUNCIL ENDORSEMENT OF 2024 ASSET MANAGEMENT PLANS**

- **STAFF TO UNDERTAKE FUTURE IMPROVEMENTS INCLUDING:**

  - Explore impacts of future growth;
  - Analysis of future levels of service;
  - Inclusion of ongoing consultant condition inspections of facilities, and OSIM bridge and structural culvert inspections;
  - Inclusion and analysis of new asset acquisitions;
  - Annual review of AMP status;
  - Prepare AMP for next O. Reg 588/17 compliance step on July 1st, 2025.

2024

ASSET MANAGEMENT PLAN

WATER DISTRIBUTION SYSTEM

The TOWNSHIP of MALAHIDE

A proud tradition, a bright future.

TABLE OF CONTENTS

Definitions, Abbreviations, and Acronyms

ULR	Useful Life Remaining
IJPA	Infrastructure for Jobs and Prosperity Act
KPI	Key Performance Indicator
LOS	Levels of Service
SCADA	Supervisory Control and Data Acquisition System
SFD	Single Family Dwelling
kWh	Kilowatt-hour

The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

INTRODUCTION

OVERVIEW

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.

Township's goals and objectives with respect to asset management are identified in the Township's Strategic Asset Management Policy. A major theme within that policy is for the Township's physical assets to be managed in a manner that will support the sustainable provision of municipal services to Township residents.

Through the implementation of the asset management plan, the Township's practice should evolve to provide services at levels proposed within this document. Moreover, infrastructure and other capital assets should be maintained at condition levels that provide a safe and functional environment for its residents. Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

The following assets are included in this asset management plan:

- Watermains;
- Hydrants;
- Water Meters;
- Booster Stations;
- Sample Stations;
- SCADA; and
- Equipment

LEGISLATIVE CONTEXT

ASSET MANAGEMENT

Asset management planning in Ontario has evolved significantly over the past decade. Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.

In 2012, the province launched the Municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax agreement requirements.

To assist in defining the components of an asset management plan, the Province produced a document entitled Building Together: Guide for Municipal Asset Management Plans. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative. The province's Infrastructure for Jobs and Prosperity Act, 2015 (IJPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. IJPA also gave the province the authority to guide municipal asset management planning by way of regulation.

In late 2017, the province introduced O. Reg. 588/17 under IJPA. The intent of O. Reg. 588/17 is to establish a standard format for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current and proposed levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. This plan has been developed to address the requirements of O. Reg. 588/17 utilizing the best information available to the Township at this time.

Watson & Associates Economists Ltd. (Watson) was retained by the Township of Malahide (Township) in 2018 to update the Township's Strategic Asset Management Policy and Asset Management Plan (dated November 29, 2013). In 2022, Township Staff undertook an update of the Watson plan (dated February 20, 2019), ensuring the Township's asset management practices were compliant with Ontario Regulation 588/17.

Due July 1, 2024, O. Reg. 588/17 requires municipal asset management plans to be updated for all capitalized assets. This update should include updated asset inventories, current levels of service, lifecycle activities, and funding strategies. This plan will be a tool for Township staff and Council to use during various decision-making processes, including the annual budgeting and future capital grant applications. This plan will serve as a road map for sustainable infrastructure planning going forward. With this current update to the asset management plan, the intent is to continue compliance with Ontario Regulation 588/17.

WATER

The Ontario Water Resources Act focuses on both groundwater and surface water throughout the province. The Water Resources Act regulates well construction, operation and abandonment in addition to the approval, construction and operation of “water works”.

Ontario’s Environmental Assessment Act generally requires an environmental assessment of any major public or designated private undertaking in order to determine the ecological, cultural, economic and social impact of the project. The Act also establishes a “Class Environmental Assessment” process for planning certain municipal projects. Municipal projects that may be affected include municipal road, water, and sewage and storm water projects. For wastewater projects, the purpose of the municipal class environmental assessment is to ensure that projects will be "undertaken to address problems affecting the operation and efficiency of existing systems, to accommodate future growth of communities, or to address water source contamination problems".

The Sustainable Water and Sewage Systems Act outlines the framework for implementing full cost accounting to ensure long term sustainability of municipal water supplies. The Act requires municipalities to assess the costs of water and to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems.

The Clean Water Act is a major part of the Ontario government's commitment to ensuring that every Ontarian has access to safe drinking water. Protecting water at its source is the first step in the multi-barrier approach to source water protection. By stopping contaminants from getting into sources of drinking water — lakes, rivers and aquifers — we can provide the first line of defence in the protection of our environment and the health of Ontarians. For the first time, communities will be required to create and carry out a plan to protect the sources of their municipal drinking water supplies.

Like the Clean Water Act, the Safe Drinking Water Act was initiated by Justice O’Connor’s inquiry into the Walkerton tragedy in 2000. As a result of the Act, all municipal drinking water systems must obtain an approval from the Director of the Ministry of the Environment in order to operate, and operators must be trained and certified to provincial standards. The Act also provides a framework for testing with legally-binding standards for contaminants in drinking water and the mandatory use of licensed and accredited laboratories for drinking water testing.

PLAN DEVELOPMENT

The asset management plan was developed using a program that leverages the Township's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input in identifying current and proposed levels of service, as informed by the Council, as well as proposed asset management strategies.

The development of the Township's asset management plan is based on the steps summarized below:

Inventory	Compile available information pertaining to the Township's capital assets to be included in the plan, including attributes such as size/material type, useful life, age, accounting valuation and current valuation. Update current valuation, where required, using benchmark costing data or applicable inflationary indices.
State of Local Infrastructure	Define and assess the state of local infrastructure through current asset conditions, based on a combination of Township staff input, existing asset reports, and an asset age-based condition analysis.
Levels of Service	Define and document current levels of service, as well as proposed levels of service, based on discussions with Township Council and staff, and consideration of various background reports.
Lifecycle Activities	Develop a strategy that provides for the activities required to sustain the levels of service discussed above. The strategy summarizes these activities in the forecast of annual capital and operating expenditures required to achieve these level of service outcomes.
Financing Strategy	Develop a financing strategy to support the lifecycle management strategy. The funding strategy informs how the capital and operating expenses arising from the asset management strategy will be funded over the forecast period, and may be accommodated in the annual budget process.
Document	Document the comprehensive Asset Management Plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.
Publish	Make the Asset Management Plan and all relevant background information and reports available to the public. The Asset Management Plan, Strategic Asset Management Policy, and relevant reports to Council will be available on the Township's website, in addition to all background information made available upon request.

STATE OF LOCAL INFRASTRUCTURE

This is an analysis of the Township's assets, the current service levels provided by those assets, and the service levels the Township intends to deliver into the future. O. Reg. 588/17 requires that for each asset category included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the Regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate)

LEVELS OF SERVICE

Asset management plans must identify the current levels of service being provided for each asset category by July 1st, 2024 per O. Reg. 588/17. For core municipal infrastructure assets (Bridges and Culverts, Roads, Wastewater, and Water), both the qualitative descriptions pertaining to community levels of service, and metrics pertaining to technical levels of service, are prescribed by O. Reg. 588/17. Current community and technical levels of service are based on data from the 2023 data collection period.

Proposed levels of service will need to be identified for each asset category by July 1st, 2025 per O. Reg 588/17. The proposed service levels will require a detailed explanation of why they are appropriate, give options with associated risks in regards to long-term sustainability, explain why they differ from current service levels and whether they are achievable and affordable. The proposed service levels for each asset category have not been included in this version of the plan, to be identified in future versions to maintain compliance with O. Reg. 588/17.

LIFECYCLE MANAGEMENT

Lifecycle management strategies are required to maintain the current and proposed levels of service. A lifecycle management strategy identifies the recommended lifecycle activities required to achieve desired levels of service. Lifecycle activities are the specified actions that can be performed on assets in order to increase service level and extend service life. These actions can be carried out on a planned schedule in a prescriptive manner, or through a reactionary approach where the treatments are only carried out when specified conditions are met. O. Reg. 588/17 requires that all potential lifecycle activity options be presented, with the aim of analyzing these options in search of

identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service or to provide proposed levels of service.

Asset management plans must include a 10-year capital plan that forecasts the lifecycle activities resulting from the lifecycle management strategy. What follows are the lifecycle management strategies for all asset classes contained within this asset management plan, with each section focusing on an individual asset category. Although a considerable amount of effort has been spent on developing lifecycle management strategies informed by observed asset conditions, there are still some assets for which the lifecycle management strategy is age-based. The expenditure forecasts resulting from the lifecycle management strategies for each asset category are also included and have been developed for a 20-year forecast period.

FUNDING STRATEGY

A funding strategy should sustainably fund the lifecycle management strategies of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service. The strategies presented are a suggested approach which should be examined and re-evaluated during the annual budgeting processes to ensure the sustainability of the Township's financial position as it relates to its assets.

O. Reg. 588/17 requires a 10-year capital plan that forecasts the costs of implementing the lifecycle management strategy and the lifecycle activities required therein. The funding strategy in this asset management plan has been developed for a 20-year forecast period, where adequate data allowed, to enable the Township to evaluate the sustainability of its assets over a longer-term horizon. The funding strategy forecast (including both expenditure and revenue sources) was prepared consistent with the Township's departmental budget structure so that it can be used in conjunction with the annual budget process. Various financing options, including reserve funds, debt, and grants were considered. The recommended financing strategy identifies rehabilitation and replacement activities required over the forecast period.

GROWTH

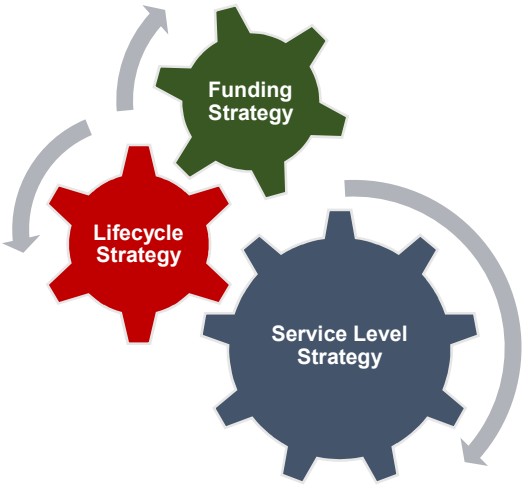
For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, assumptions need to be made regarding future changes in population and how those changes will affect asset lifecycle activities required to maintain current levels of service. The 2021 population estimate of the Township of Malahide, as reported by Statistics Canada, was 9,308. This represents an increase of 0.2% from the previous census estimate in 2016. Assuming that growth remains at this

level for the next ten years, the current lifecycle activities outlined in this report will remain sufficient to maintain the current levels of service.

MAINTENANCE AND INTEGRATION

It should be noted, that while this report covers a forecast period of 20 years, the full lifecycle of the Township's assets were considered in the calculations. In this context, the asset management plan should be updated as the strategic priorities and capital needs of the Township change. This can be accomplished in conjunction with specific legislative requirements (i.e. 5-year review of asset management plan under Infrastructure for Jobs and Prosperity Act), as well as the Township's annual budget process. Further integration into other Township financial/planning documents would assist in ensuring the ongoing accuracy of the asset management plan, as well as the integrated financial/planning documents. The asset management plan has been developed to allow linkages to a number of strategic documents, as identified in the Township's Strategic Asset Management Policy. Township staff have the tools available to perform updates to the asset management plan as necessary.

In the future, the asset management plan will continue to be updated by Township staff to more closely integrate with other studies and reports pertaining to Township assets. For example, the strategies identified in this asset management plan should be updated to include the biennial OSIM and Road Needs Study reports. When updating the asset management plan, it should be noted that the state of local infrastructure, proposed levels of service, lifecycle management strategy, and financing strategy are integrated and impact each other. For example, the financing strategy outlines how the asset management strategy will be funded. The lifecycle management strategy illustrates the costs required to maintain expected levels of service at a sustainable level. The proposed levels of service component summarize and link each service area to specific assets contained in the state of local infrastructure section and thus determines how these assets will be used to provide expected service levels.



WATER DISTRIBUTION SYSTEM

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 22.3 kilometres of water mains, 47 hydrants, 639 water meters, 1 booster station, 12 sample stations, a Supervisory Control and Data Acquisition System (SCADA), and water meter reading equipment, with a 2023 total replacement value totaling approximately $54.9 million. The water provided to this system flows through one of three other systems: Port Burwell Area or Aylmer Area Secondary Water Supply Systems, or the Towns of Aylmer Water System, and is treated at the Elgin Primary Water System.

Table 1 provides a summary of count, age, and replacement value for the current water distribution system assets. The average age of the Township's water distribution system is approximately 15 years. Figure 1 maps the water distribution system to visualize the Township's current asset network.

Table 1

Water Distribution System Infrastructure Summary

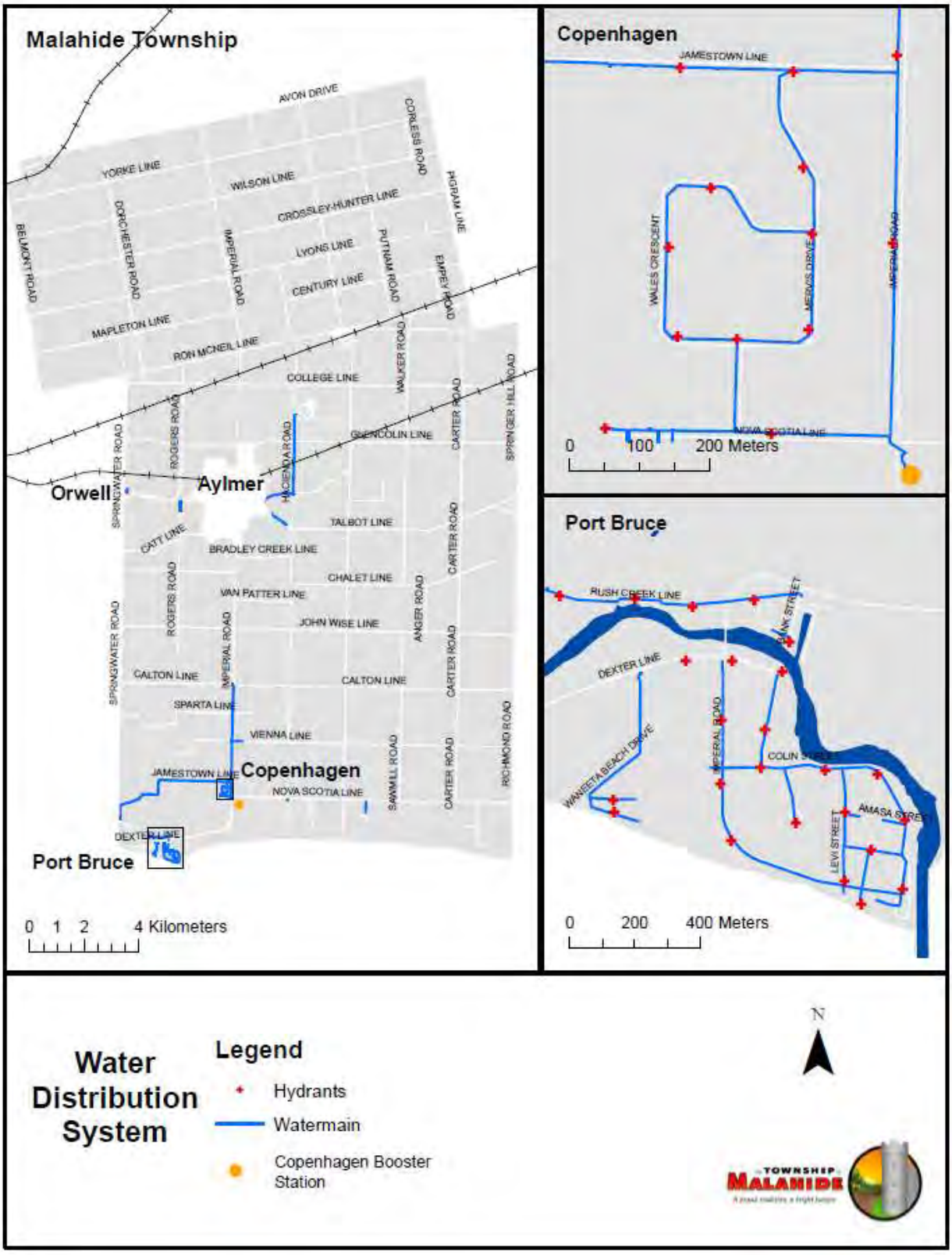
Type	Quantity	Average Age	Replacement Cost (2023 $)
Water Mains	22.3 km	25	$53,571,504
Hydrants	47 units	14	$402,780
Water Meters	639 units	12	$397,856
Booster Station	1	10	$389,044
Sample Stations	12	12	$77,128
SCADA	1	6	$59,540
Equipment	6 units	3	$26,304
TOTAL			$54,924,156

ASSET CLASS PERFORMANCE

The performance of the water asset class is currently tracked by energy consumption at the Copenhagen Booster Station. In 2023, the hydro used by the booster station was approximately 58,589 kWh. This represents a 2% increase in hydro consumption from 57,446 kWh in 2022.

Figure 1

Water Distribution System Map



CONDITION

The Township Staff assessed the condition of the water distribution system, applying a condition state for the percentage of useful life remaining for assets. The percentage of useful life remaining is based on a predetermined useful life for water mains, hydrants, water meters, sample stations, for the booster station. To better communicate the condition of the water distribution system, the numeric condition ratings have been segmented into qualitative condition states as summarized in Figure 2.

Figure 2

Water Distribution System Condition States Defined with Respect to Useful Life

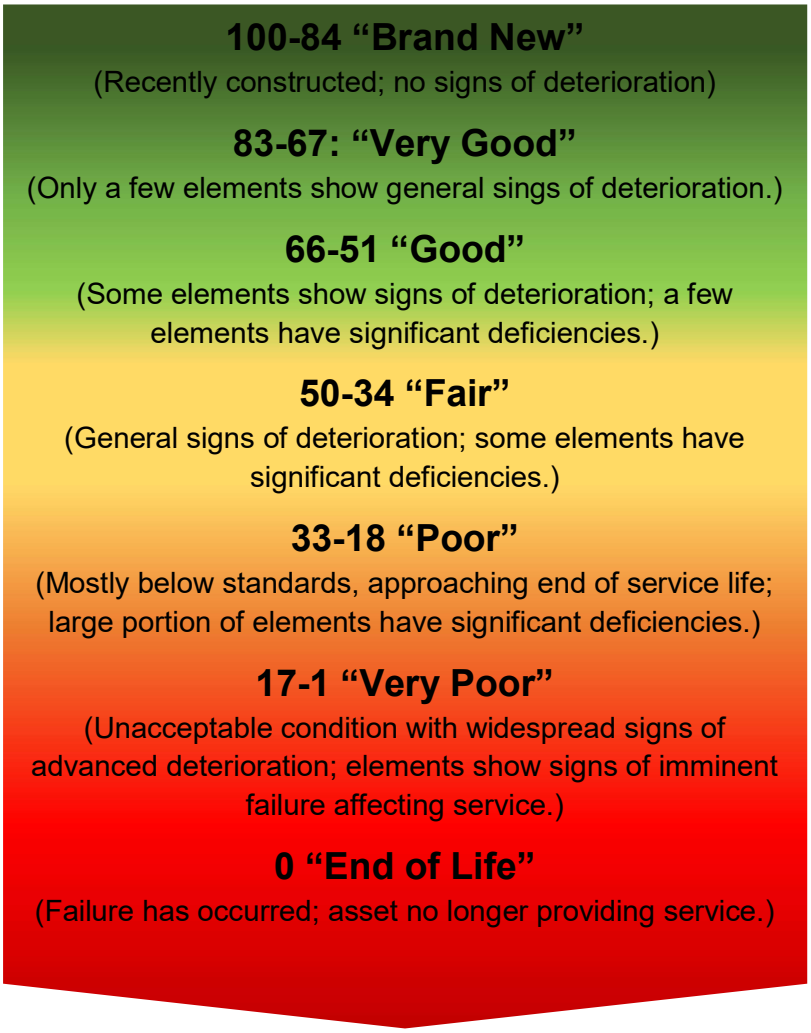


Table 2 examines the average condition rating of water distribution system. The average condition of the assets comes from the percentage of useful life remaining, and is identified for each water asset category. Figure 3 displays the condition ratings within each water asset category. The only assets falling within an “End of Life” condition state rating are a portion of the water meters, which have failed and are awaiting replacement.

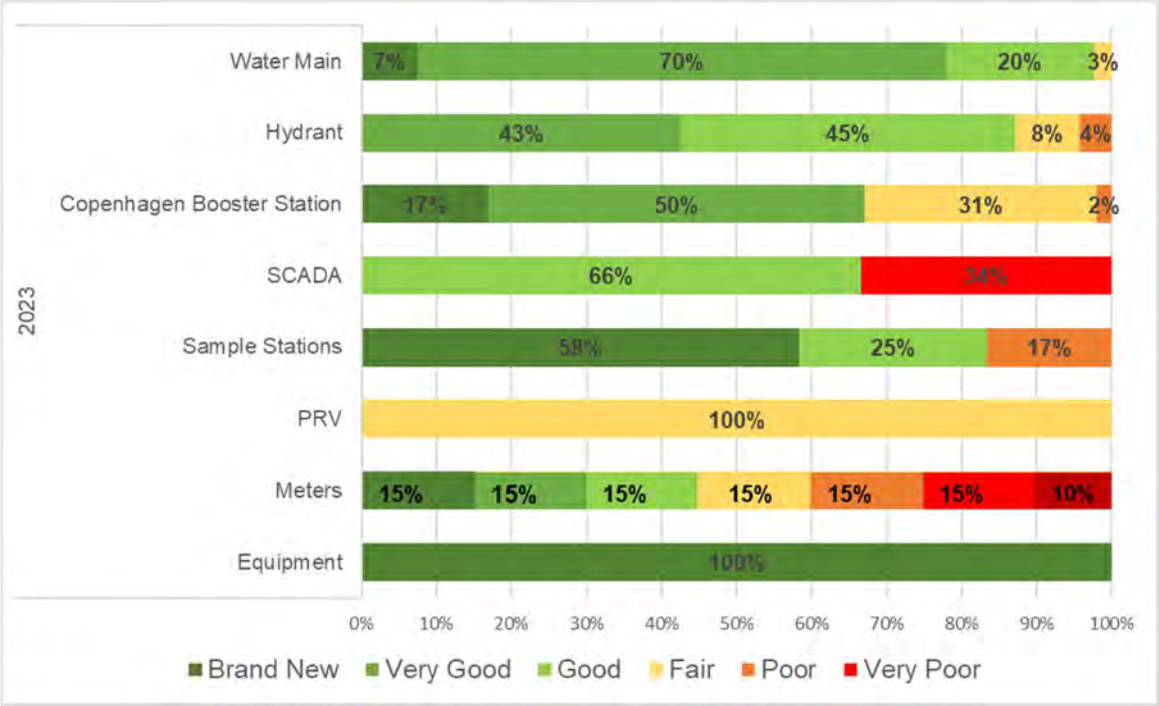
Table 2

Water Distribution System Condition Analysis

Type	Quantity	Average % of Useful Life Remaining (ULR)	Average Condition State
Water Mains	22.4 km	74%	Very Good
Hydrants	47	60%	Good
Meters	650	52%	Good
Booster Station	1	66%	Good
Sample Stations	12	70%	Very Good
SCADA	1	66%	Good
Equipment	1	61%	Good

Figure 3

Water System Asset Component Condition States



LEVELS OF SERVICE

CURRENT LEVELS OF SERVICE

The levels of service currently provided by the Township's water distribution system are a result of the state of local infrastructure identified above. A level of service analysis defines the current levels of service and enables the Township to periodically evaluate these service levels. Water distribution system assets have prescribed levels of service reporting requirements under O. Reg. 588/17. These requirements include levels of service reporting from two different levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the water distribution system. Technical levels of service describe the scope and quality of Township water distribution mains, hydrants, and meters, through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services.

Table 3 presents the current levels of service, as set by the Township, or as mandated by O. Reg. 588/17, indicated by an asterisk.

Table 3

Water Distribution System - Current Level of Service (2023)

COMMUNITY LEVELS OF SERVICE	TECHNICAL LEVELS OF SERVICE
Watermains are currently in a "very good" condition state on average. 	Average watermain condition:* **74%**

Booster station is in a “good” condition state on average. 	Average booster station condition: **66%**
Areas connected to the water distribution system include: Port Bruce, Waneeta Beach, Copenhagen, Orwell, Candyville, Dunboyne, Dingle College, Grovesend, Ontario Police College, Talbot Line (East & West of the Town of Aylmer)	Percentage of total number of properties connected to the community’s water supply and distribution system: **26%**
Available/adequate fire flow coverage is described as a minimum 90-meter distance from a property to a fire hydrant.	Percentage of total properties with available/adequate fire flow coverage:* **18%**
A boil water advisory is issued when authorities suspect or have confirmed the presence of harmful microorganisms in the drinking water supply. There were no boil water advisory events that took place in 2023.	Number of connection-days per year of boil water advisories compared to the total number of properties connected to the water distribution system:* **0 Days per Year**
There were no service interruptions due to watermain break events that took place in 2023.	Number of connection-days per year due to watermain breaks compared to the total number of properties connected to the water distribution system:* **0 Days per Year**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

This section will detail the lifecycle activities (capital treatments) as prescribed by Township staff. The treatments that the Township currently employs in the management of its water distribution system include:

- Rehabilitation – Replacement of Critical Asset Components; and
- Reconstruction – Replacement of Asset.

Table 4 details the costs for the lifecycle activities listed above. These costs are presented as a percentage of estimated replacement cost or as flat rates per treatment. Rehabilitation of a hydrant involves the replacement of critical internal components. Hydrants are inspected every two years by the Ontario Clean Water Agency (OCWA) who may make recommendations for such rehabilitations. The full replacement of an asset is the costliest treatment and therefore is only recommended after all other rehabilitation treatments have been exhausted.

Table 4

Water Distribution System Treatment Costs

Treatment	Applies To	Cost (%)
Rehabilitation (Component Replacement)	Hydrants, Booster Station, SCADA	100% of Component Cost
Replacement	All	100% of Replacement Cost

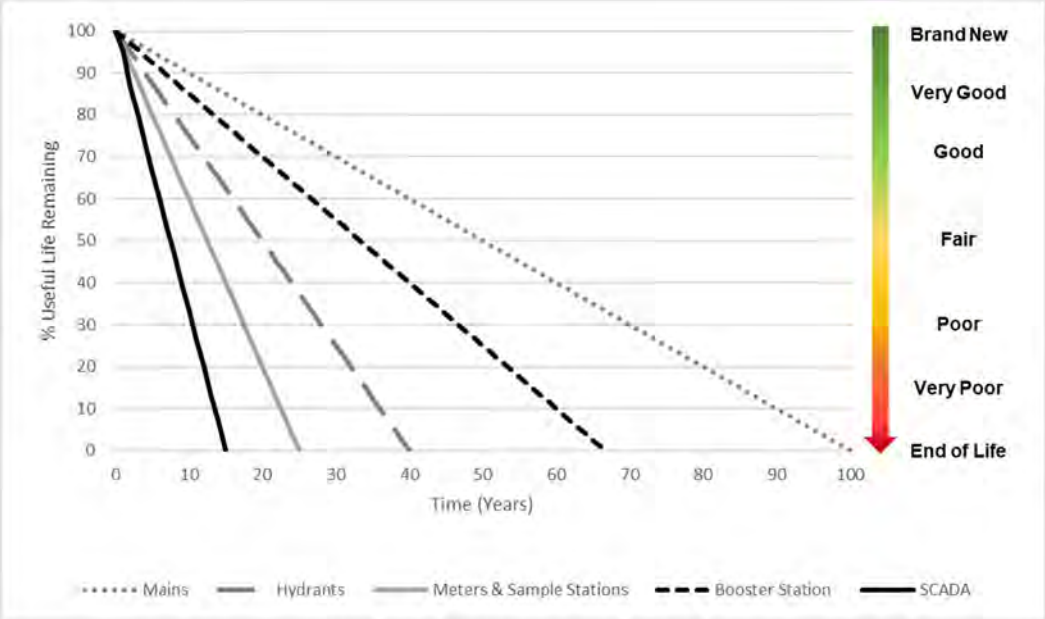
DEGRADATION PROFILES

Assets deteriorate over time, eventually reaching a point where they have no remaining service life left. However, the path each asset takes in reaching its end of life differs, even for assets of the same type. A condition rating identifies where along the path any particular asset lays, or in other words, how long an asset has left before it reaches its end of life. Therefore, condition and service life are linked, and can be plotted graphically to visually represent the degradation curve of an asset.

Figure 4 presents the degradation profile for the full replacement of water distribution system assets that has been developed based on a straight-line approach per manufacturer recommendations. Through the process of conducting condition assessments, the Township will be able to collect data to further refine the degradation profile.

Figure 4

Water Distribution System - Degradation Profile



DECISION CRITERIA

Table 5 presents the decision criteria—developed through discussions amongst Township staff—for triggering specific asset treatments. When the decision criteria for a given asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the percentage of useful life remaining of the asset is improved by the amount specified in the "Gain to Condition" column, but not to exceed the amount listed in the "Maximum Condition Threshold" column.

Table 5

Water Distribution System Treatment Decision Criteria

Asset Type	Treatment	%ULR Range	Gain to Condition	Maximum Threshold
Water Mains	Replacement	20-0	+100	100
Hydrants	Rehabilitation	20-10	+100	99
	Replacement	20-10	+100	100
Meters & Sample Stations	Replacement	0	+100	100
Booster Station	Rehabilitation	60-30	+45	75
	Replacement	10-0	+100	100
SCADA	Rehabilitation	20-10	+100	100
Equipment	Replacement	10-0	+100	100

EXPECTED LIFECYCLE AND ASSOCIATED RISK

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 5, 6, and 7 present illustrative examples of the expected lifecycles for water mains, hydrants, and meters and sample stations, respectively. Figure 8 presents the expected lifecycle for the component-based booster Station and Figure 9 presents the lifecycle for the component-based SCADA system. Other water distribution system equipment assets are to be replaced on an as-needed basis, as such, the lifecycle strategy has not been depicted visually.

The dashed, vertical lines represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above. Finally, the dotted line demonstrates the expected lifecycle of an asset were it to not receive any treatments over the course of its service life.

Ensuring these schedules are adhered to will result in the overall asset continuing to provide current levels of service and will minimize the risk of failure. In addition to the age-based approach to condition assessments, enhanced reviews will be conducted on assets as they approach the forecasted treatment/replacement periods. The enhanced reviews will consider the condition of individual asset components as well as environmental factors, and other risks. Reviewing these associated risks will ensure that the recommended treatment or replacement period reflects all elements of the asset and the level of service it provides.

The lifecycle strategy for watermains is a replacement prior to the asset degrading to a point where the risk of failure becomes statistically more likely to occur. For example, a watermain will continue to degrade from a ULR of 100% to a ULR of 20% at which time it will be triggered for replacement. If the replacement does not occur, the water main will continue to degrade from the URL of 20% to the URL of 0% in a condition state of "very poor". Water mains are triggered for replacement at 20% useful life remaining to minimize the risk of failure which could cause a significant threat to public safety.

The lifecycle strategy as defined for hydrants is a combination of a preservation and replacement strategy, which means that an asset will receive a rehabilitation treatment before its eventual replacement. If budgetary constraints prevent a hydrant rehabilitation from occurring as it becomes due, the asset will continue to degrade to a point that it needs to be replaced.

Figure 5

Lifecycle Strategy – Water Mains

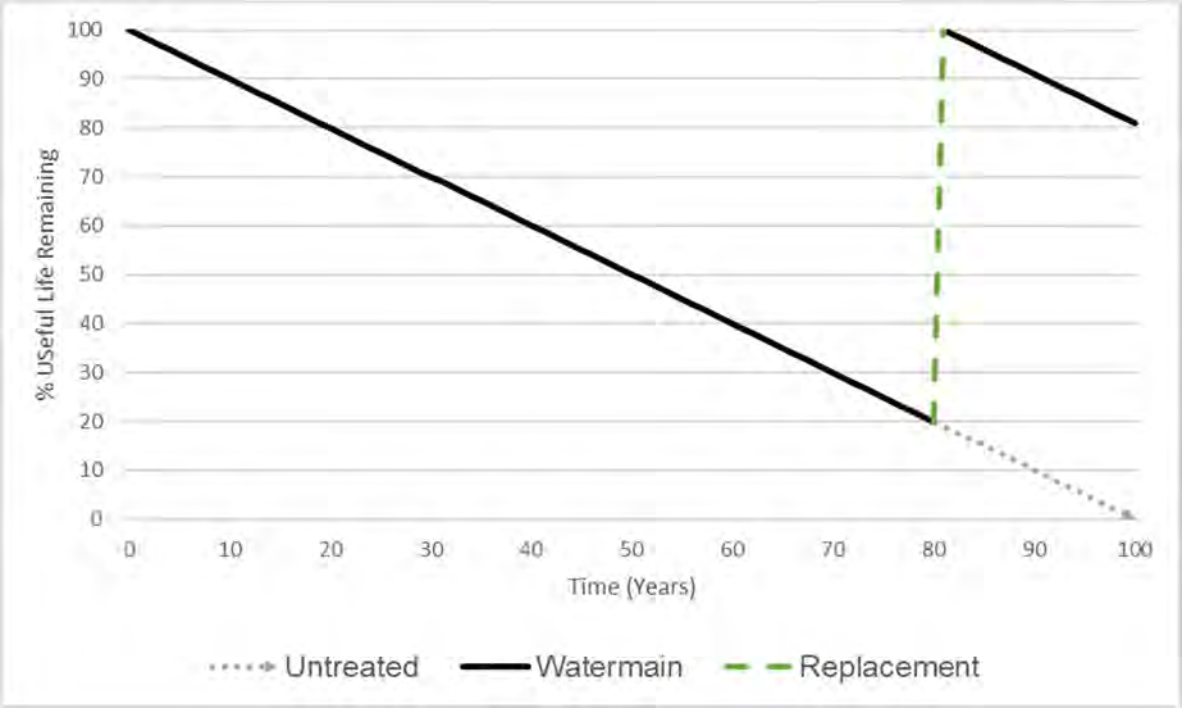
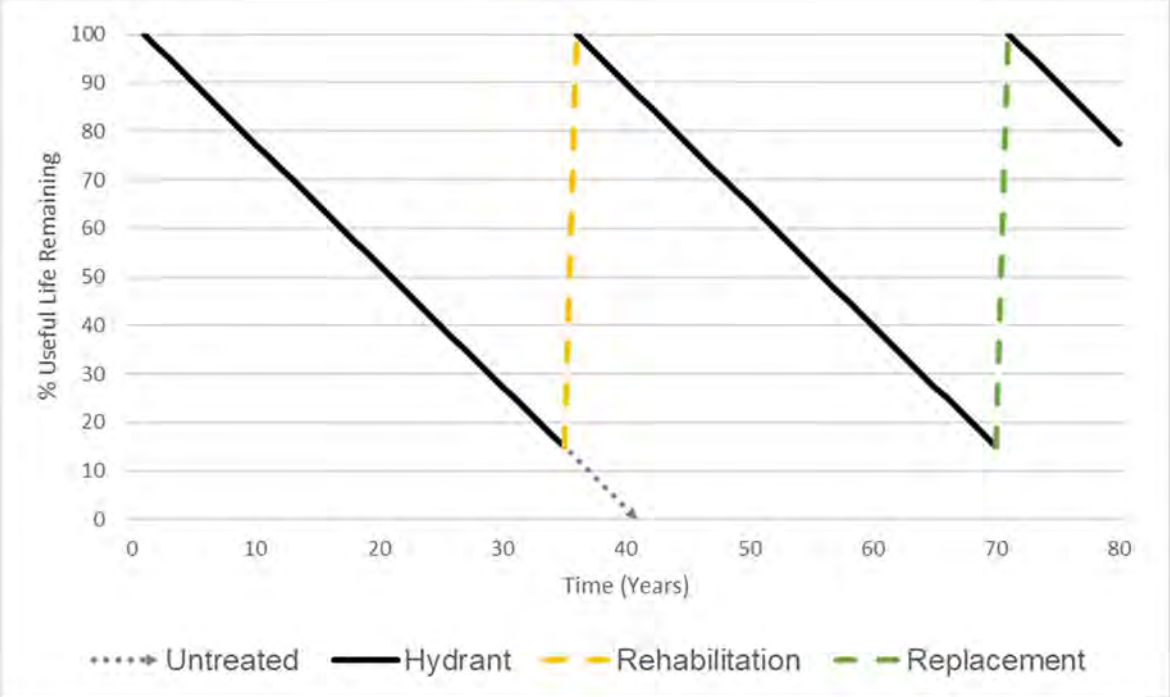


Figure 6

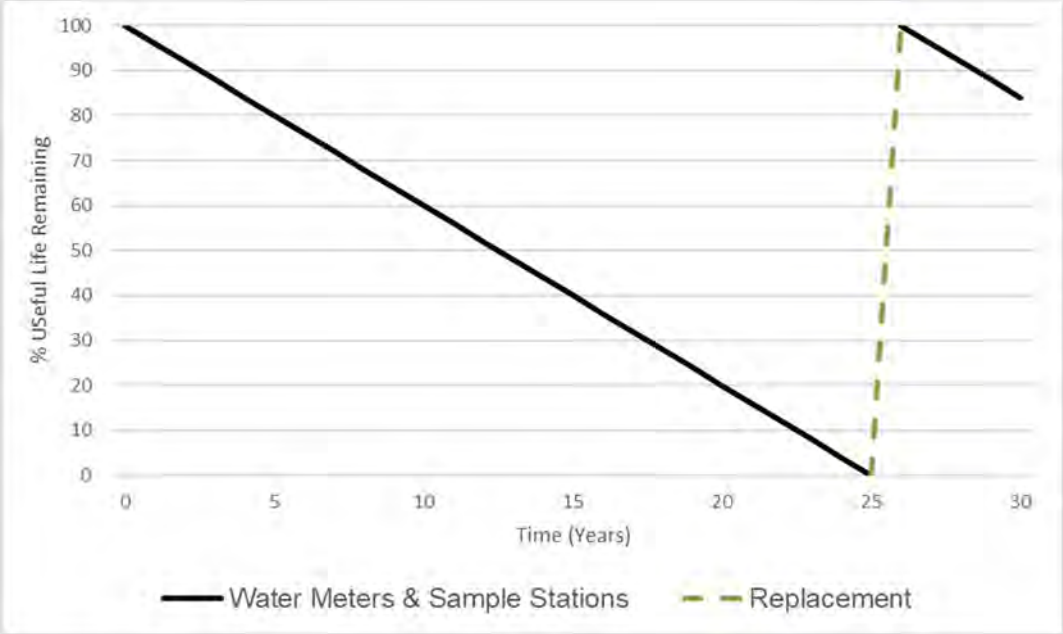
Lifecycle Strategy – Hydrants



The lifecycle strategy for water meters, and sample stations is to replace them when they have failed. While this strategy is simple—and may not appear to be significantly different from an age-based replacement strategy—because it is informed by the failure of an asset this strategy results in less accurate forecasting. As the individual asset's condition is degraded over time, the timing of the eventual replacement could vary significantly from one asset to another due to unique internal and environmental factors. For example, if the environment in which a meter resides causes it to degrade faster or slower than the expected average, then the eventual replacement at the time of failure will be different than an average age-based approach. Water meter efficacy is monitored on a regular basis with a superficial review being done monthly and a more in-depth review being undertaken on a quarterly basis.

Figure 7

Lifecycle Strategy – Meters and Sample Stations



The lifecycle strategies for the booster station and SCADA will be to address individual components of the asset in a combination of rehabilitation and replacement strategy. If budgetary constraints prevent a component replacement from occurring as it becomes due, the asset will continue to degrade to a point that it needs to be replaced. Individual components will have specific replacement schedules and contribute to an overall asset condition. For example, Booster Station component useful life remaining percentages are weighted based on risk of failure, to form an overall useful life remaining for the asset. The components with the highest risk of failure (i.e. electrical system, check valves) will contribute larger gains to the overall asset condition than lower risk components that are included in the lifecycle strategy (i.e. individual pumps, PRVs).

Figure 8

Lifecycle Strategy – Booster Station

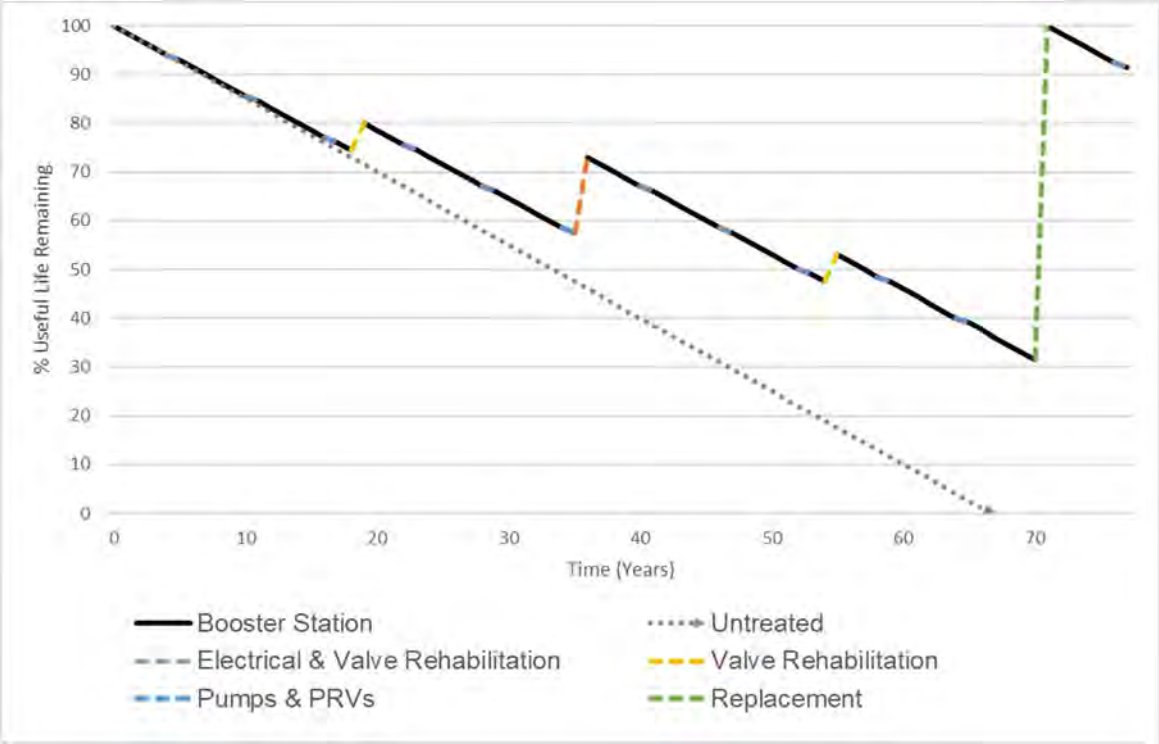
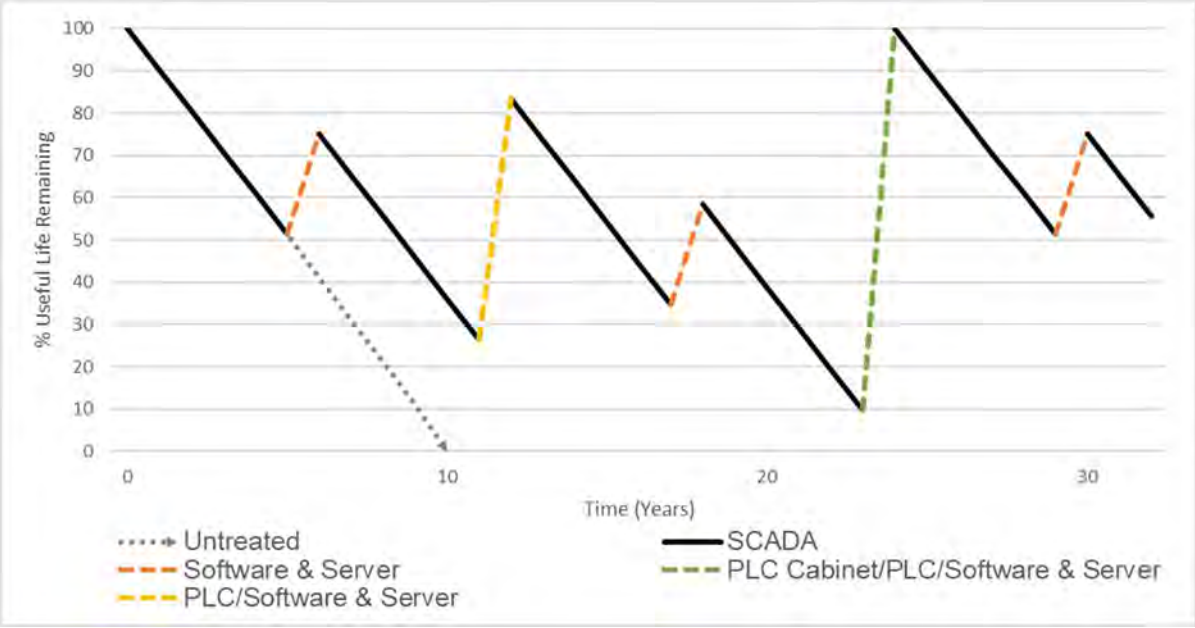


Figure 9

Lifecycle Strategy – SCADA



NETWORK FORECASTS

COST FORECASTS

The lifecycle replacement activities planned for current guiderail assets are projected to cost approximately $1,480,600 over the 20-year forecast period.

Figure 10 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $74,029.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index. The forecast also includes a 20% estimated cost for engineering, environmental assessments, and geotechnical studies, etc., for major projects.

Figure 10

Water Distribution System Expenditure Forecast

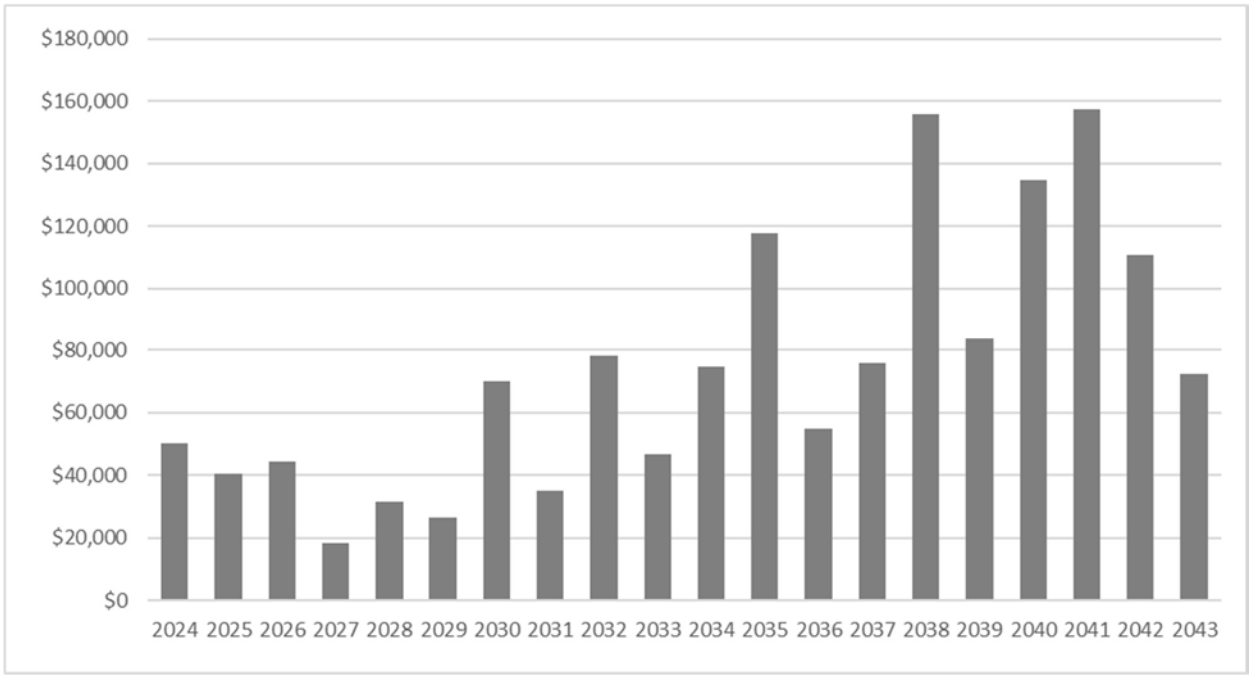


Table 6 details the capital expenditure forecast for water distribution system assets over the 20-year forecast period. This itemized expenditure forecast is based on the current lifecycle activities identified this plan.

Table 6

Water Distribution System Expenditure Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Watermains	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water meters	16,471	17,048	17,644	18,262	18,901	19,563	20,247	20,956	21,689	22,449	23,234	24,048	24,889	25,760	26,662	27,595	28,561	29,561	30,595	31,666
Hydrants	-	-	-	-	-	-	21,806	-	23,360	12,089	-	-	13,403	-	129,217	-	61,520	111,428	16,475	-
Booster Station	16,906	11,494	-	-	12,744	6,885	13,652	14,129	-	-	23,843	-	16,781	17,369	-	56,149	24,830	-	20,628	21,350
Sample Stations	14,000	-	-	-	-	-	-	-	-	-	-	-	-	32,843	-	-	-	-	-	-
PRV	-	12,000	-	-	-	-	14,252	-	-	-	-	16,927	-	-	-	-	20,104	-	-	-
SCADA	3,000	-	9,727	-	-	-	-	-	-	12,376	-	76,712	-	-	-	-	-	16,296	-	-
Equipment	-	-	-	-	-	-	-	-	13,286	-	7,820	-	-	-	-	-	-	-	-	19,397
Misc. Studies	-	-	17,000	-	-	-	-	-	20,000	-	20,000	-	-	-	-	-	-	-	43,000	-
Total	**50,377**	**40,542**	**44,372**	**18,262**	**31,645**	**26,448**	**69,958**	**35,085**	**78,335**	**46,913**	**74,897**	**117,686**	**55,073**	**75,972**	**155,879**	**83,744**	**135,015**	**157,285**	**110,699**	**72,413**

CONDITION FORECASTS

Figure 11 displays the average annual condition forecast for watermains that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The average condition trend of watermains is expected to move from a “Very Good” condition state to a “Good” condition state by 2030. Lifecycle activity expenditures are not projected within the 20-years forecast period.

Figure 11

Condition Forecast – Watermains

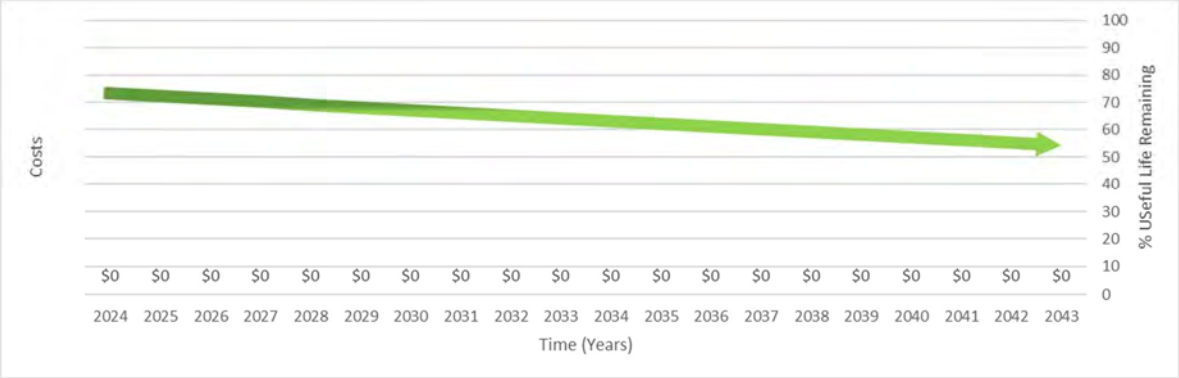


Figure 12 displays the condition forecast for hydrants that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The average condition trend of hydrants is expected to move from a “Good” condition state to a “Fair” condition state by 2028. Large expenditures are projected for 2038-2041 for the replacement of hydrants on Imperial Road, Hacienda Road, and in Copenhagen, which will increase average the condition.

Figure 12

Condition Forecast - Hydrants

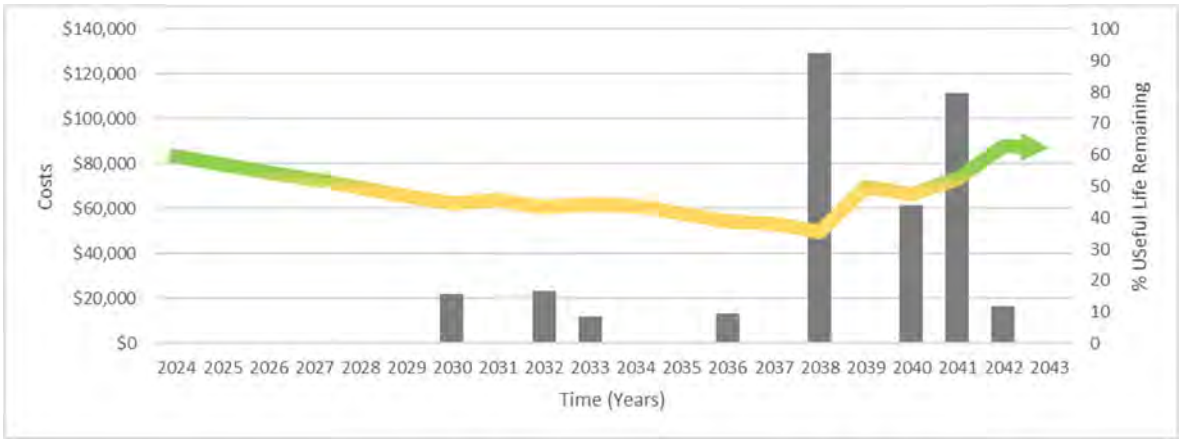


Figure 13 displays the condition forecast for water meters and sample stations that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The average condition trend of water meters and sample stations is expected to move from a “Good” condition state to a “Fair” condition state by 2037. A large expenditure is projected for 2037 for the replacement of 3 sample stations which will increase average the condition.

Figure 13

Condition Forecast – Water Meters/Sample Stations

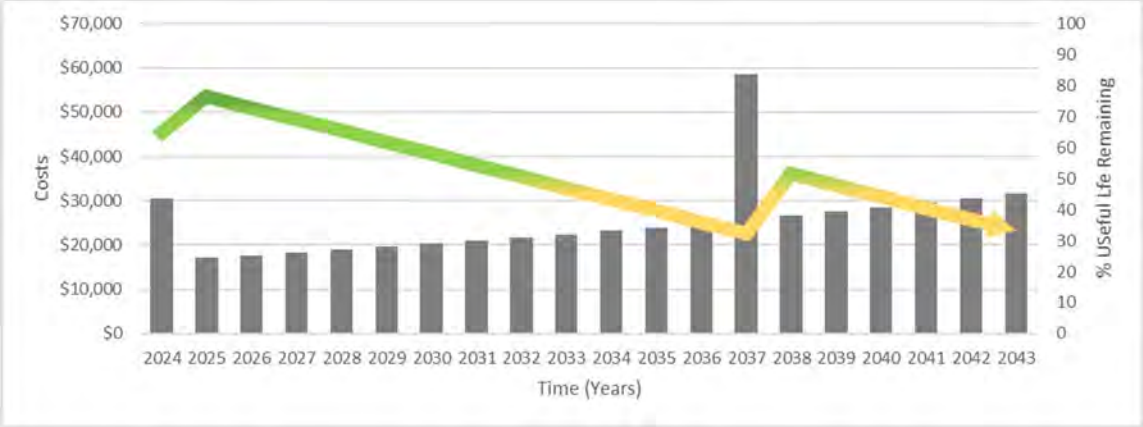


Figure 14 displays the condition forecast for the booster station that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The average condition trend of the booster station is expected to move from a “Good” condition state to a “Poor” condition state by 2032. A large expenditure is projected for 2039 for an electrical rehabilitation which will increase the average condition, and as a result, prolong the life of the asset beyond the end of the forecast period.

Figure 14

Condition Forecast - Booster Station

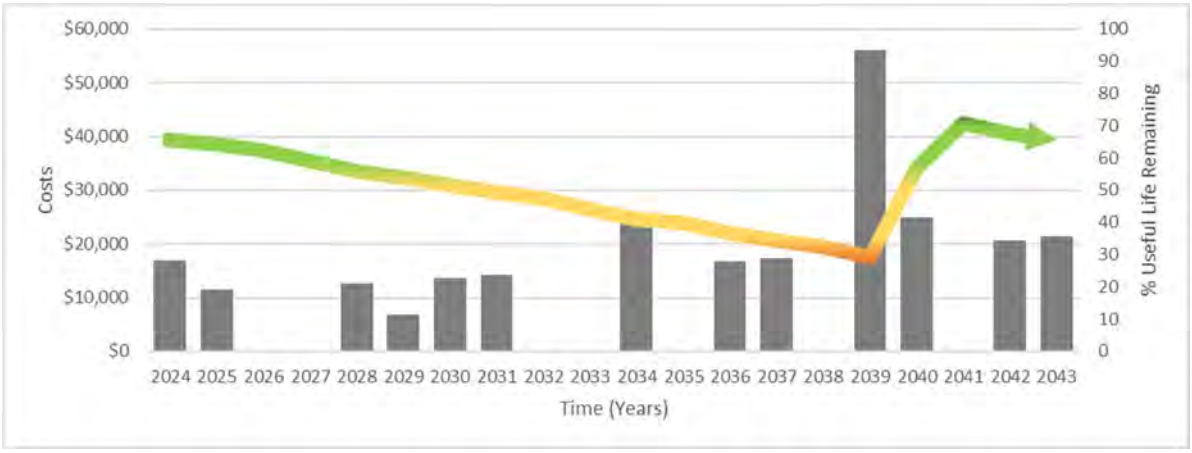


Figure 15 displays the condition forecast for the SCADA network that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The average condition trend of the SCADA network is expected to move from a “Good” condition state to a “Poor” condition state by 2031. A large expenditure is projected for 2035 for the replacement of both the PLC and the PLC Cabinet, which will increase the average condition, and as a result, prolong the life of the asset beyond the end of the forecast period.

Figure 15

Condition Forecast - SCADA

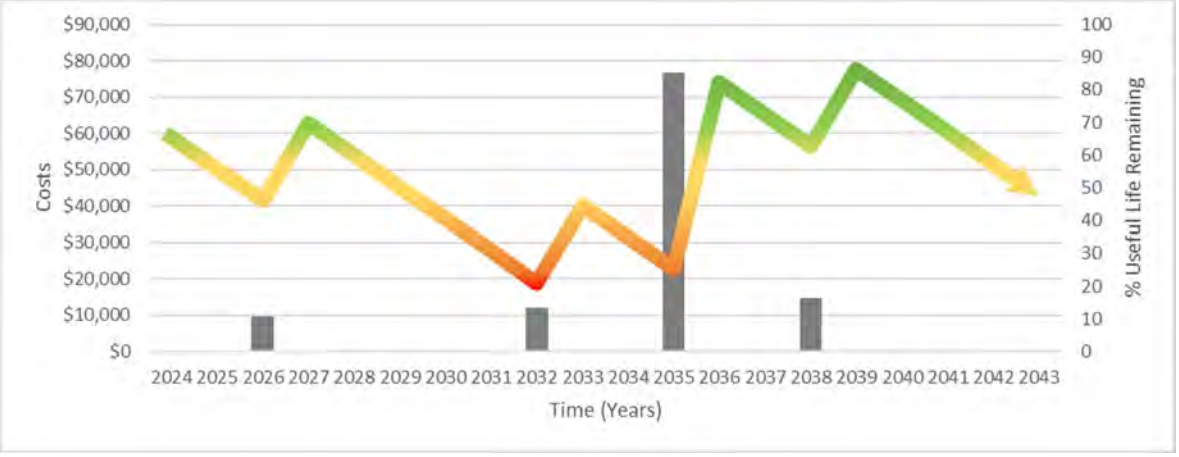
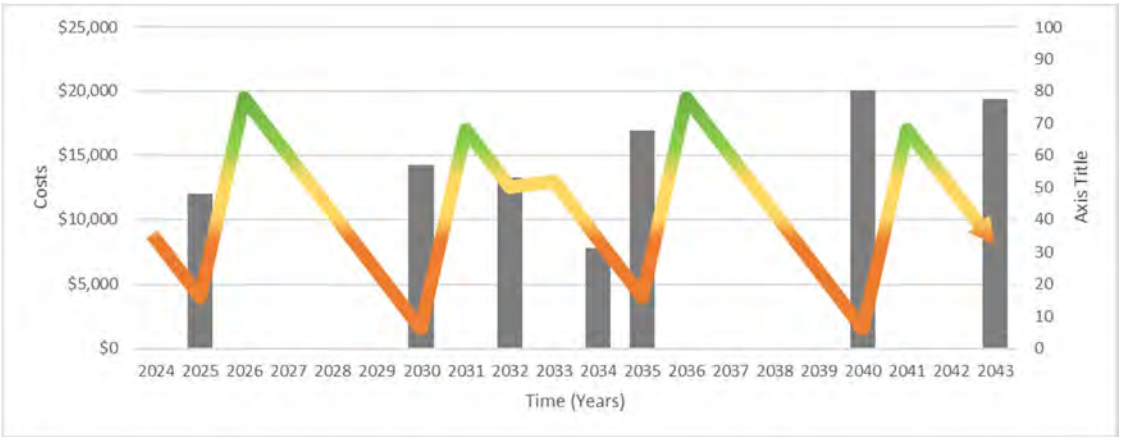


Figure 16 displays the condition forecast for other equipment assets that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The average condition trend of the other equipment assets is expected to move from a “Poor” condition state to a “Good” condition state with each equipment asset replacement.

Figure 16

Condition Forecast – Equipment Assets



FUNDING STRATEGY

FUNDING SOURCES

The following summarizes the recommended strategies to fund the asset lifecycle costs identified for the wastewater collection system assets. These funding forecasts were based on the funding sources identified in the Township's 2024 budget. Table 7 presents these funding strategies.

The lifecycle costs required to sustain established levels of service are being funded through reserves. The Township will be dependent upon maintaining healthy capital reserves/reserve funds in order to provide the remainder of the required lifecycle funding over the forecast period. This will require the adjustment of amounts being transferred to these capital reserves during the annual budget process. Provincial/Federal grant funding has not been included in the forecast for wastewater works as there are no available grants at this time, and debt financing is not required, the financing strategy does not include debt financing over the forecast period.

Table 7

Water Distribution System Funding Forecast ($Millions)

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Capital Costs	$0.05M	$0.04M	$0.04M	$0.02M	$0.03M	$0.03M	$0.07M	$0.04M	$0.08M	$0.05M	$0.07M	$0.12M	$0.06M	$0.08M	155,879	$0.08M	$0.14M	$0.16M	$0.11M	$0.07M
% Grant Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% Debt Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% Reserve Funding	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Operating Costs	$0.85M	$0.89M	$0.92M	$0.96M	$1.00M	$1.03M	$1.06M	$1.10M	$1.13M	$1.16M	$1.20M	$1.23M	$1.27M	$1.31M	$1.35M	$1.39M	$1.43M	$1.47M	$1.52M	$1.56M
Revenue	$1.06M	$1.11M	$1.17M	$1.23M	$1.29M	$1.35M	$1.41M	$1.47M	$1.54M	$1.60M	$1.67M	$1.75M	$1.82M	$1.91M	$1.99M	$2.08M	$2.18M	$2.29M	$2.37M	$2.46M
Transfer to Reserves	$0.21M	$0.22M	$0.24M	$0.27M	$0.29M	$0.32M	$0.34M	$0.38M	$0.41M	$0.44M	$0.47M	$0.51M	$0.55M	$0.60M	$0.64M	$0.70M	$0.75M	$0.81M	$0.85M	$0.89M
Reserve Balance	$0.46M	$0.69M	$0.96M	$1.29M	$1.66M	$2.08M	$2.52M	$3.06M	$3.63M	$4.30M	$5.03M	$5.80M	$6.74M	$7.77M	$8.83M	$10.11M	$11.48M	$12.98M	$14.68M	$16.59M
User Fee Impact	**4.0%**	**5.0%**	**5.0%**	**4.9%**	**4.9%**	**5.0%**	**4.4%**	**4.5%**	**4.3%**	**4.3%**	**4.4%**	**4.4%**	**4.5%**	**4.5%**	**4.6%**	**4.6%**	**4.7%**	**4.7%**	**3.7%**	**3.7%**

FUNDING SHORTFALL

This funding strategy has been developed to be fully funded by reserves, and therefore no funding shortfall has been identified. However, this means that if identified user fee increases are not implemented at expected amounts then shortfalls may present themselves if current service levels are maintained.

USER FEE IMPACT

While the annual funding requirement may fluctuate, it is important for the Township to implement a consistent, yet increasing, annual investment in capital so that the excess annual funds can accrue in capital reserve funds. In 2022, an in-depth analysis of user fees was completed by Watson & Associates Economists Ltd. The adopted report has guided the asset management plan for the water distribution systems.

A 5% annual increase in fixed user fee rates was recommended by the Water Rate Study 2022, for the forecast period of 2022-2032. The funding strategy identified in Table 7 presents a 20-year funding forecast that is based solely on capital reserves. As such, it is recommended that the same annual increase of 5% as proposed in the Water Rate Study 2022, be continued over the 20-year forecast period. This will allow the Township of Malahide to maintain the reserves necessary to fund water distribution system asset lifecycle activities and maintain current service levels.

FUNDING STRATEGY

Figure 17 and 18 presents the 20-year funding strategy and the resulting reserve balance for the expenditure forecast detailed above. The lifecycle rehabilitation and renewal activities planned for the water distribution system are projected to cost, on average, approximately $74,029 per year over the forecast period. The funding strategy for these costs is to finance from reserves. There will be an annual increase to the transfer to reserves from operating, as well as investment income, which will allow for the reserve balance to sufficiently fund expenditures during and beyond the forecast period.

Reserve investments are projected to earn an additional 7% in investment interest annually, increasing the overall reserve balance and contributing to future infrastructure projects.

Figure 17

Water Distribution System Funding Strategy

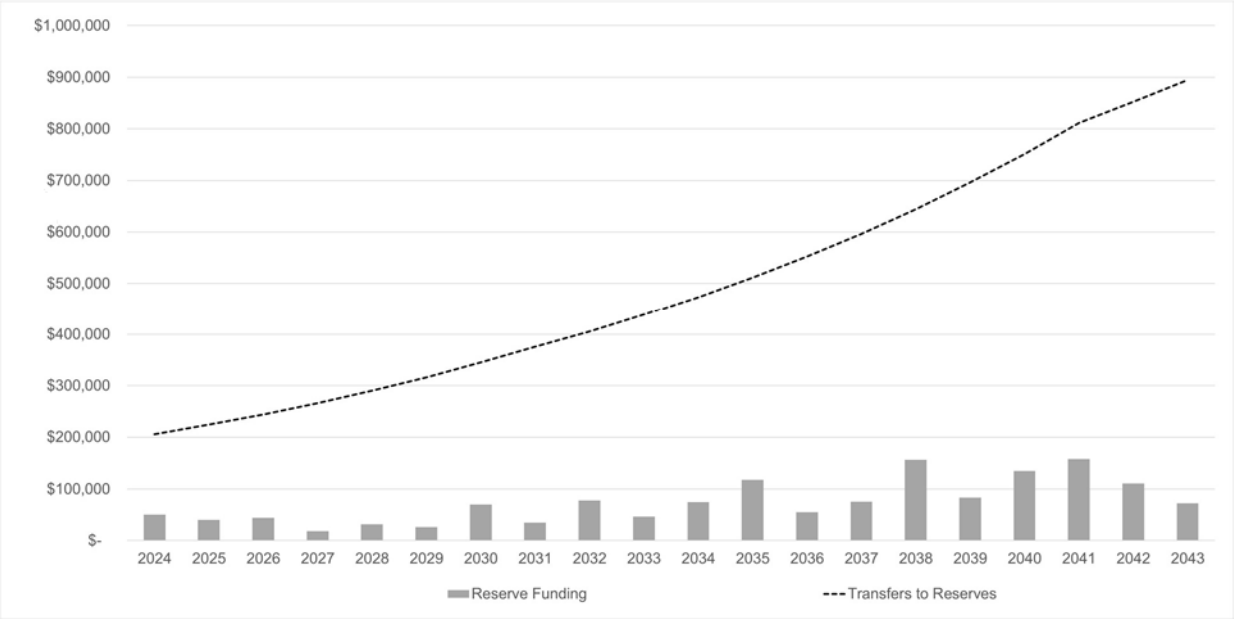
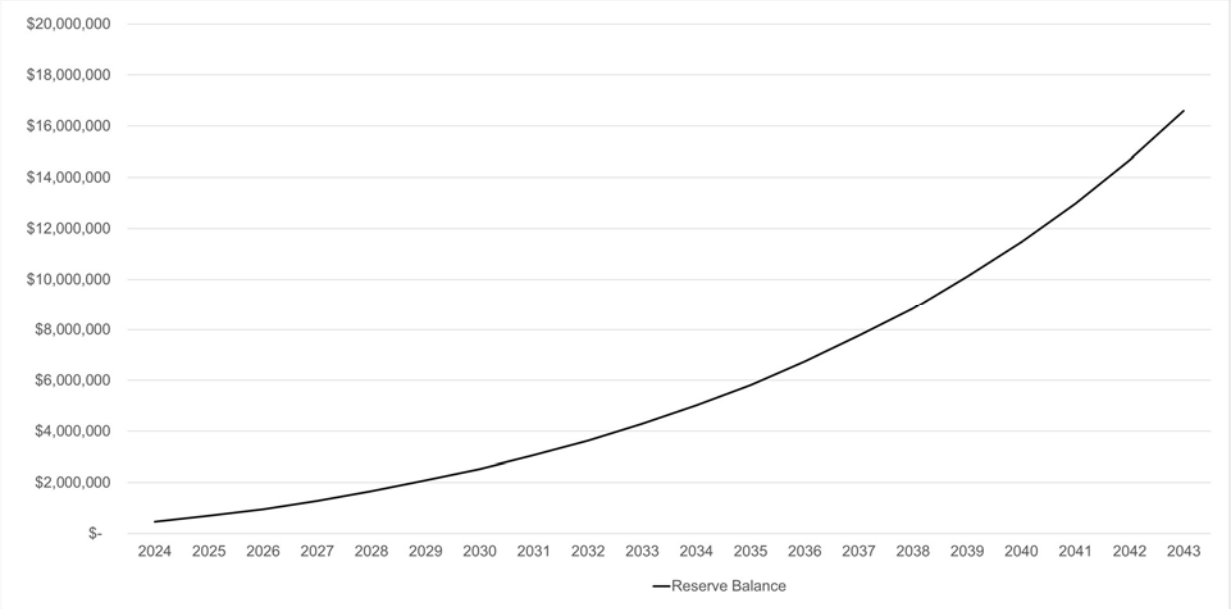


Figure 18

Water Distribution System Reserve Strategy



RECOMMENDATIONS

CURRENT CONSIDERATIONS

The following recommendations have been provided for consideration:

- That the Township of Malahide Water Distribution System Asset Management Plan be received and endorsed by Council;
- That consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed over time to reflect the current priorities of the Township.

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's water distribution system network of assets.

Funding has been recommended to meet the annual lifecycle funding target, which identifies the long-term annual investment level necessary to meet the current levels of service. This funding takes the form of transfers to capital reserves, and is reflected in the sizeable positive balances reached in the final years of the forecast period.

FUTURE IMPROVEMENTS

Areas of future enhancement to the Township's asset management plan have been noted, and a summary of these improvements has been listed below:

- Levels of Service - Images that illustrate the different condition states of assets can be helpful in communicating levels of service to stakeholders. A number of representative condition sample images could be provided for each asset category. The Township should seek to provide additional images in future iterations of this asset management plan.

- Proposed Levels of Service – This plan only includes an analysis of the current levels of service being provided by the municipal water distribution system. In future versions of this plan, proposed level of service options should be included along with an explanation of why they would be appropriate for the municipality, and an examination of the funding levels that would be required to implement them.

- Water Condition Assessments: The condition assessment of water assets was largely based on age-based degradation models. Future improvements to these plans should include a more detailed condition review and inspection program. More detail regarding condition assessments is especially important for assets that have been componentized. Componentized assets require an enhanced level of review of the costs of lifecycle activities required by individual components.

- Age-Based Assets – Modified Remaining Useful Life: The lifecycle needs for a number of the Township's asset categories and are currently assessed based on asset age. In the future, it would be beneficial for the Township to assign a remaining useful life to these various assets, based on observed condition and performance. This would enable the Township to more accurately plan for required interventions, such as replacements, based on observed asset characteristics.

- Growth-Related Capital: This plan does not currently include the costs associated with the lifecycle activities and maintenance of expansionary capital. Future updates to this plan should incorporate the expected costs of the acquisition, rehabilitation, and replacement of these assets to more fully explore the sustainability of the Township's network of assets. Examining these growth-related capital needs and their impacts on the financing strategy will provide for a comprehensive assessment of the sustainability of the Township's overall asset management system.

2024

ASSET MANAGEMENT PLAN

WASTEWATER COLLECTION SYSTEM

The TOWNSHIP of MALAHIDE

A proud tradition, a bright future.

TABLE OF CONTENTS

Definitions, Abbreviations, and Acronyms

ULR	Useful Life Remaining
IJPA	Infrastructure for Jobs and Prosperity Act
KPI	Key Performance Indicator
LOS	Levels of Service
SCADA	Supervisory Control and Data Acquisition System
SFD	Single Family Dwelling
kWh	Kilowatt-hour

The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

INTRODUCTION

OVERVIEW

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term. The Township's goals and objectives with respect to asset management are identified in the Township's Strategic Asset Management Policy.

A major theme within that policy is for the Township's physical assets to be managed in a manner that will support the sustainable provision of municipal services to Township residents. Through the implementation of the asset management plan, the Township's practice should evolve to provide services at levels proposed within this document. Moreover, infrastructure and other capital assets should be maintained at condition levels that provide a safe and functional environment for its residents. Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

The following assets are included in this asset management plan:

- Collection Mains;
- Manholes;
- Force Mains;
- Pump Stations; and
- SCADA

LEGISLATIVE CONTEXT

ASSET MANAGEMENT

Asset management planning in Ontario has evolved significantly over the past decade. Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.

In 2012, the province launched the Municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax agreement requirements. To assist in defining the components of an asset management plan, the Province produced a document entitled Building Together: Guide for Municipal Asset Management Plans. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative. The province's Infrastructure for Jobs and Prosperity Act, 2015 (IJPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. IJPA also gave the province the authority to guide municipal asset management planning by way of regulation.

In late 2017, the province introduced O. Reg. 588/17 under IJPA. The intent of O. Reg. 588/17 is to establish a standard format for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current and proposed levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. This plan has been developed to address the requirements of O. Reg. 588/17 utilizing the best information available to the Township at this time.

Watson & Associates Economists Ltd. (Watson) was retained by the Township of Malahide (Township) in 2018 to update the Township's Strategic Asset Management Policy and Asset Management Plan (dated November 29, 2013). In 2022, Township Staff undertook an update of the Watson plan (dated February 20, 2019), ensuring the Township's asset management practices were compliant with Ontario Regulation 588/17.

Due July 1, 2024, O. Reg. 588/17 requires municipal asset management plans to be updated for all capitalized assets. This update should include updated asset inventories, current levels of service, lifecycle activities, and funding strategies. This plan will be a tool for Township staff and Council to use during various decision-making processes, including the annual budgeting and future capital grant applications. This plan will serve as a road map for sustainable infrastructure planning going forward. With this current update to the asset management plan, the intent is to continue compliance with Ontario Regulation 588/17.

WASTEWATER

The Ontario Water Resources Act focuses on both groundwater and surface water throughout the province. The Water Resources Act regulates sewage disposal and “sewage works” and prohibits the discharge of polluting materials that may impair water quality.

The Environmental Protection Act is the primary pollution control legislation in Ontario and can be used interchangeably with the Water Resources Act. The legislation prohibits discharge of any contaminants in to the environment that cause or are likely to cause adverse effects. Amounts of approved contaminants must not exceed limits prescribed by the regulations. The Act also requires that spills of pollutants are reported and cleaned up promptly. The Environmental Protection Act also has the authority to establish liability on the party at fault. One section of the Act imposes a duty on corporate officers and directors to take all reasonable care to prevent the corporation from causing or permitting unlawful discharges of contaminants into the natural environment.

Ontario’s Environmental Assessment Act generally requires an environmental assessment of any major public or designated private undertaking in order to determine the ecological, cultural, economic and social impact of the project. The Act also establishes a “Class Environmental Assessment” process for planning certain municipal projects. Municipal projects that may be affected include municipal road, water, and sewage and storm water projects. For wastewater projects, the purpose of the municipal class environmental assessment is to ensure that projects will be "undertaken to address problems affecting the operation and efficiency of existing systems, to accommodate future growth of communities, or to address water source contamination problems". The municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) replaces the numerous pipe-by-pipe Environmental Compliance Approvals (ECAs) that were previously required for components of municipal sewage collection systems under the Environmental Assessment Act. This approval applies to all the sewage works components of a municipal sewage collection system and includes any new sewage works that may be added to the system and any alterations to structures or equipment within the system.

The Sustainable Water and Sewage Systems Act outlines the framework for implementing full cost accounting to ensure long term sustainability of municipal water supplies. The Act requires municipalities to assess the costs of water and to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems.

PLAN DEVELOPMENT

The asset management plan was developed using a program that leverages the Township's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input in identifying current and proposed levels of service, as informed by the Council, as well as proposed asset management strategies.

The development of the Township's asset management plan is based on the steps summarized below:

Inventory	Compile available information pertaining to the Township's capital assets to be included in the plan, including attributes such as size/material type, useful life, age, accounting valuation and current valuation. Update current valuation, where required, using benchmark costing data or applicable inflationary indices.
State of Local Infrastructure	Define and assess the state of local infrastructure through current asset conditions, based on a combination of Township staff input, existing asset reports, and an asset age-based condition analysis.
Levels of Service	Define and document current levels of service, as well as proposed levels of service, based on discussions with Township Council and staff, and consideration of various background reports.
Lifecycle Activities	Develop a strategy that provides for the activities required to sustain the levels of service discussed above. The strategy summarizes these activities in the forecast of annual capital and operating expenditures required to achieve these level of service outcomes.
Financing Strategy	Develop a financing strategy to support the lifecycle management strategy. The funding strategy informs how the capital and operating expenses arising from the asset management strategy will be funded over the forecast period, and may be accommodated in the annual budget process.
Document	Document the comprehensive Asset Management Plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.
Publish	Make the Asset Management Plan and all relevant background information and reports available to the public. The Asset Management Plan, Strategic Asset Management Policy, and relevant reports to Council will be available on the Township's website, in addition to all background information made available upon request.

STATE OF LOCAL INFRASTRUCTURE

This is an analysis of the Township's assets, the current service levels provided by those assets, and the service levels the Township intends to deliver into the future. O. Reg. 588/17 requires that for each asset category included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the Regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate)

LEVELS OF SERVICE

Asset management plans must identify the current levels of service being provided for each asset category by July 1st, 2024 per O. Reg. 588/17. For core municipal infrastructure assets (Bridges and Culverts, Roads, Wastewater, and Water), both the qualitative descriptions pertaining to community levels of service, and metrics pertaining to technical levels of service, are prescribed by O. Reg. 588/17. Current community and technical levels of service are based on data from the 2023 data collection period.

Proposed levels of service will need to be identified for each asset category by July 1st, 2025 per O. Reg 588/17. The proposed service levels will require a detailed explanation of why they are appropriate, give options with associated risks in regards to long-term sustainability, explain why they differ from current service levels and whether they are achievable and affordable. The proposed service levels for each asset category have not been included in this version of the plan, to be identified in future versions to maintain compliance with O. Reg. 588/17.

LIFECYCLE MANAGEMENT

Lifecycle management strategies are required to maintain the current and proposed levels of service. A lifecycle management strategy identifies the recommended lifecycle activities required to achieve desired levels of service. Lifecycle activities are the specified actions that can be performed on assets in order to increase service level and extend service life. These actions can be carried out on a planned schedule in a prescriptive manner, or through a reactionary approach where the treatments are only carried out when specified conditions are met. O. Reg. 588/17 requires that all potential lifecycle

activity options be presented, with the aim of analyzing these options in search of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service or to provide proposed levels of service.

Asset management plans must include a 10-year capital plan that forecasts the lifecycle activities resulting from the lifecycle management strategy. What follows are the lifecycle management strategies for all asset classes contained within this asset management plan, with each section focusing on an individual asset category. Although a considerable amount of effort has been spent on developing lifecycle management strategies informed by observed asset conditions, there are still some assets for which the lifecycle management strategy is age-based. The expenditure forecasts resulting from the lifecycle management strategies for each asset category are also included and have been developed for a 20-year forecast period.

FUNDING STRATEGY

A funding strategy should sustainably fund the lifecycle management strategies of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service. The strategies presented are a suggested approach which should be examined and re-evaluated during the annual budgeting processes to ensure the sustainability of the Township's financial position as it relates to its assets.

O. Reg. 588/17 requires a 10-year capital plan that forecasts the costs of implementing the lifecycle management strategy and the lifecycle activities required therein. The funding strategy in this asset management plan has been developed for a 20-year forecast period, where adequate data allowed, to enable the Township to evaluate the sustainability of its assets over a longer-term horizon. The funding strategy forecast (including both expenditure and revenue sources) was prepared consistent with the Township's departmental budget structure so that it can be used in conjunction with the annual budget process. Various financing options, including reserve funds, debt, and grants were considered. The recommended financing strategy identifies rehabilitation and replacement activities required over the forecast period.

GROWTH

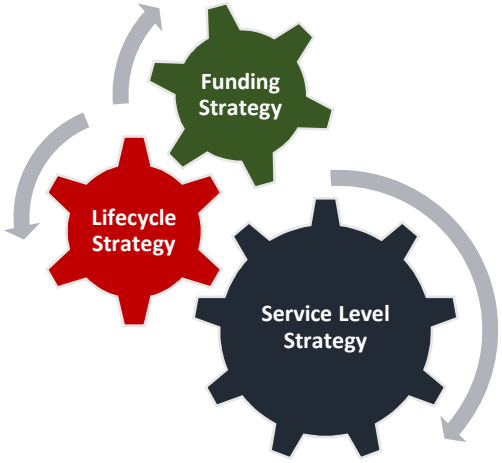
For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, assumptions need to be made regarding future changes in population and how those changes will affect asset lifecycle activities required to maintain current levels of service. The 2021 population estimate of the Township of Malahide, as reported by Statistics Canada, was 9,308. This represents an increase of

0.2% from the previous census estimate in 2016. Assuming that growth remains at this level for the next ten years, the current lifecycle activities outlined in this report will remain sufficient to maintain the current levels of service.

MAINTENANCE AND INTEGRATION

It should be noted, that while this report covers a forecast period of 20 years, the full lifecycle of the Township's assets was considered in the calculations. In this context, the asset management plan should be updated as the strategic priorities and capital needs of the Township change. This can be accomplished in conjunction with specific legislative requirements (i.e. 5-year review of asset management plan under Infrastructure for Jobs and Prosperity Act), as well as the Township's annual budget process. Further integration into other Township financial/planning documents would assist in ensuring the ongoing accuracy of the asset management plan, as well as the integrated financial/planning documents. The asset management plan has been developed to allow linkages to a number of strategic documents, as identified in the Township's Strategic Asset Management Policy. Township staff have the tools available to perform updates to the asset management plan as necessary.

In the future, the asset management plan will continue to be updated by Township staff to more closely integrate with other studies and reports pertaining to Township assets. For example, the strategies identified in this asset management plan should be updated to include the biennial OSIM and Road Needs Study reports. When updating the asset management plan, it should be noted that the state of local infrastructure, proposed levels of service, lifecycle management strategy, and financing strategy are integrated and impact each other. For example, the financing strategy outlines how the asset management strategy will be funded. The lifecycle management strategy illustrates the costs required to maintain expected levels of service at a sustainable level. The proposed levels of service component summarize and link each service area to specific assets contained in the state of local infrastructure section and thus determines how these assets will be used to provide expected service levels.



WASTEWATER COLLECTION SYSTEM

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 7.5 kilometres of wastewater collection mains, 3.6 Kilometres of wastewater force mains (including 4 air release chambers), 2 Pump Stations, and 80 manholes, with a 2023 total replacement value totaling approximately $15 million. The collected wastewater is pumped to a wastewater treatment facility owned by the Town of Aylmer. Table 1 provides a summary of count, age, and replacement value for the current wastewater collection system assets. The oldest average age of the Township's wastewater collection system belongs to the collection mains, averaging 24 years, while the youngest average age belongs to the pump stations, averaging 8 years. Figure 1 maps the wastewater collection system to visualize the Township's current asset network.

Table 1

Wastewater Collection System Infrastructure Summary

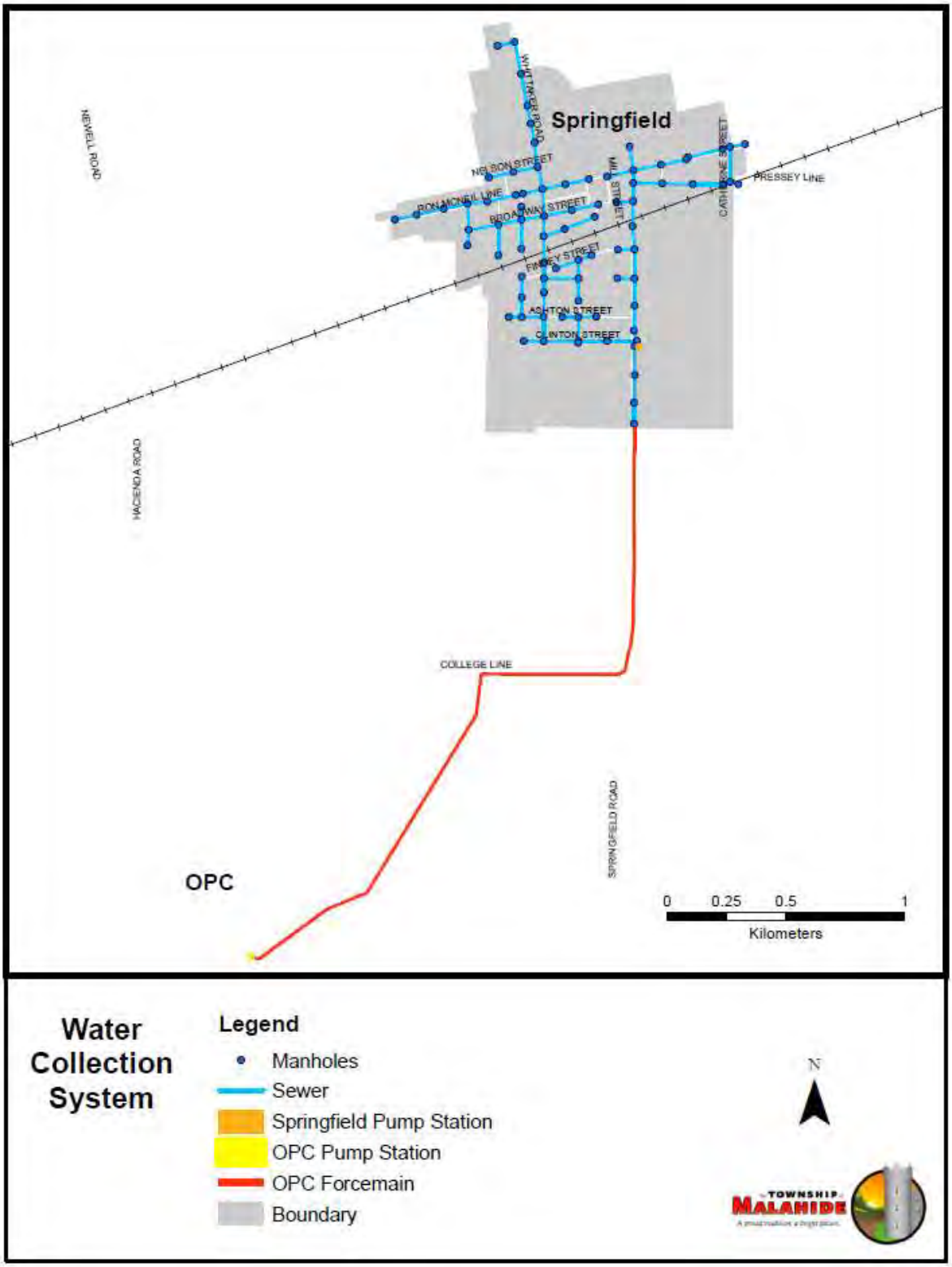
Type	Quantity	Average Age	Replacement Cost (2023 $)
Collection Mains	7.5 km	24	$5,598,837
Manholes	80 units	19	$1,713,960
Pump Stations	2 stations	9	$4,795,454
Force Mains	3.6 km	11	$2,814,066
SCADA	2 Sites	4	$115,413
TOTAL			$15,037,730

ASSET CLASS PERFORMANCE

The performance of the wastewater asset class is currently tracked by energy consumption at the Springfield Pump Station. In 2023, the hydro used by the pump station was approximately 27,357 kWh. This represents a 7% decrease in hydro consumption from 29,407 kWh in 2022.

Figure 1

Wastewater Collection System Map



CONDITION

The Township Staff assessed the condition of the wastewater collection system, applying a condition state for the percentage of useful life remaining for assets. The percentage of useful life remaining is based on a predetermined useful life for collection mains, force mains, manholes, and the pump station components. To better communicate the condition of the wastewater collection system, the numeric condition ratings have been segmented into qualitative condition states as summarized in Figure 2.

Figure 2

Wastewater System Condition States Defined with Respect to Useful Life

Table 2 examines the average condition rating of wastewater collection system. The average condition of the assets comes from the percentage of useful life remaining, and is identified for each wastewater asset category. Figure 3 displays the condition ratings within each wastewater asset category. The only category with elements falling below a "Fair" condition state rating are found within the Springfield Pump Station.

Table 2

Wastewater System Condition Analysis

Type	Quantity	Average % of Useful Life Remaining (ULR)	Average Condition State
Collection Mains	7.2 km	76	Very Good
Force Mains	3.6 km	72	Very Good
Pump Stations	2	62	Good
Manholes	80	43	Fair
SCADA	2 Sites	75	Very Good

Figure 3

Wastewater System Asset Component Condition States

LEVELS OF SERVICE

CURRENT LEVELS OF SERVICE

The levels of service currently provided by the Township's wastewater collection system is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines the current levels of service and enables the Township to periodically evaluate these service levels. Wastewater collection system assets have prescribed levels of service reporting requirements under O. Reg. 588/17. These requirements include levels of service reporting from two different levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the wastewater collection system. Technical levels of service describe the scope and quality of assets through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. The Township has also set performance measures for levels of service beyond the requirements under regulation. Table 3 presents the current levels of service, as set by the Township, or as mandated by O. Reg. 588/17, indicated by an asterisk.

Table 3

Wastewater Collection System - Current Levels of Service (2023)

COMMUNITY LEVELS OF SERVICE	TECHNICAL LEVELS OF SERVICE
Wastewater collection pipes are in a "Very Good" condition state on average.	Average network pipe condition: **URL 75**
Pump stations are in a "Good" condition station on average.  (OPC Pump Station, Hacienda Rd)	Average pump station condition: **URL 62**

Areas connected to the wastewater collection system include: The village of Springfield Ontario Police College	Percentage of total number of properties connected to the community's wastewater system:* **9%**
There were no incidents of sewer overflows that took place in 2023.	Total number of incidents and volume of combined sewer flows exceeding system capacity (overflows):* **0 Overflows**
There were no incidents of basement back-ups that took place in 2023.	Total number of connection-days per year due to basement back-ups:* **0 Back-Ups**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

This section will detail the lifecycle activities (capital treatments) as prescribed by Township staff. The treatments that the Township currently employs in the management of its wastewater collection system include:

- Rehabilitation – Replacement of Critical Asset Components; and
- Reconstruction – Replacement of Asset.

Table 4 details the costs for the lifecycle activities listed above. These costs are presented as a percentage of estimated replacement cost or as flat rates per treatment.

Rehabilitation of the components of a force main includes the replacement of the four air release valves, as well as sections of pipe. Rehabilitation of the components of a pump station include replacement of pumps, pipes, electrical, valves, vents, meters, generators, and structural components. Rehabilitation of SCADA includes the upgrade of software and the replacement of servers, PLCs and cabinets. The full replacement of an asset is the costliest treatment and therefore is only recommended after all other rehabilitation treatments have been exhausted.

Table 4

Water Distribution System Treatment Costs

Treatment	Applies To	Cost (%)
Rehabilitation (Component Replacement)	Pump Stations, Force mains, SCADA	100% of Component Cost

Replacement	All (excluding SCADA)	100% of Replacement Cost

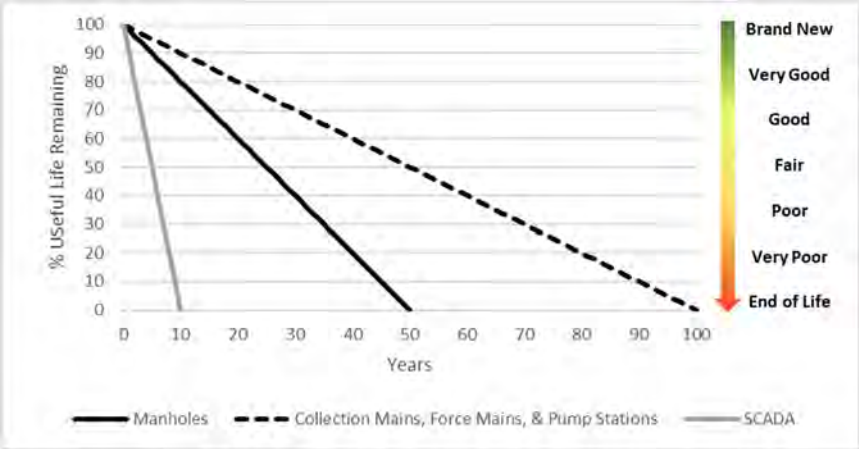
DEGRADATION PROFILES

Assets deteriorate over time, eventually reaching a point where they have no remaining service life left. However, the path each asset takes in reaching its end of life differs, even for assets of the same type. A condition rating identifies where along the path any particular asset lays, or in other words, how long an asset has left before it reaches its end of life. Therefore, condition and service life are linked, and can be plotted graphically to visually represent the degradation curve of an asset.

Figure 4 presents the degradation profile of wastewater assets that has been developed based on a straight-line approach per manufacturer recommendations. Through the process of conducting condition assessments, the Township will be able to collect data to further refine the degradation profile.

Figure 4

Collection and Force Main Degradation Profile



DECISION CRITERIA

Table 5 presents the decision criteria—developed through discussions amongst Township staff—for triggering specific wastewater collection asset treatments. When the decision criteria for a given asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the percentage of useful life remaining of the asset is improved by the amount specified in the “Gain to Condition” column, but not to exceed the amount listed in the “Maximum Threshold” column.

Table 5

Wastewater Collection System Treatment Decision Criteria

Asset Type	Treatment	%ULR Range	Gain to Condition	Maximum Threshold
Collection Mains	Replacement	20-0	+100	100
Force Mains	Rehabilitation	95-34	+1	96
	Replacement	34-0	+100	100
Manholes	Replacement	20-0	+100	100
SCADA	Rehabilitation	20-0	+100	100
Pump Stations	Rehabilitation	75-45	+10	85
	Replacement	20-0	+100	100

EXPECTED LIFECYCLE AND ASSOCIATED RISK

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 5 and 6 present illustrative examples of the expected lifecycles for wastewater collection mains and manholes, respectively. Figure 7, 8 and 9 present the expected lifecycles for the component-based force main, pump stations, and SCADA system. The dashed, vertical lines represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above. Finally, the dotted line demonstrates the expected lifecycle of an asset were it to not receive any treatments over the course of its service life.

In addition to the age-based approach to condition assessments, enhanced reviews will be conducted on assets as they approach the forecasted treatment/replacement periods. The enhanced reviews will consider the condition of individual asset components as well as environmental factors, and other risks. Reviewing these associated risks will ensure that the recommended treatment or replacement period reflects all elements of the asset and the level of service it provides. As the individual asset's condition is degraded over time, the timing of the eventual replacement could vary significantly from one asset to another due to unique internal and environmental factors. For example, if the environment in which a collection main resides causes it to degrade faster or slower than the expected average, then the eventual replacement may be different than an average age-based approach. Collection main conditions are monitored on a regular basis with a flushing and camera review being done on a four-year basis.

The lifecycle strategy for wastewater collection mains and manholes is a replacement prior to the asset degrading to a point where the risk of failure becomes statistically more likely to occur. For example, a collection main will continue to degrade from a ULR of

100% to a ULR of 20% at which time it will be triggered for replacement. If the replacement does not occur, the water main will continue to degrade from the URL of 20% to the URL of 0% in a condition state of “very poor”. Collection mains are triggered for replacement at 20% useful life remaining to minimize the risk of failure which could cause a moderate threat to public safety.

Figure 5

Lifecycle Strategy – Wastewater Collection Mains

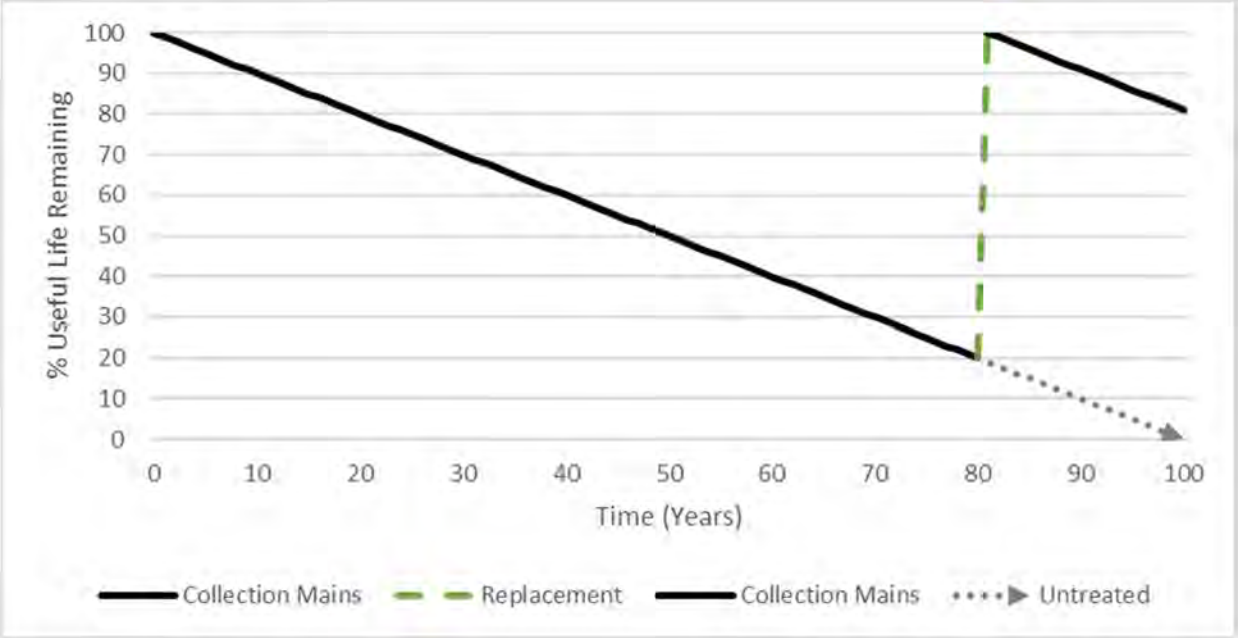
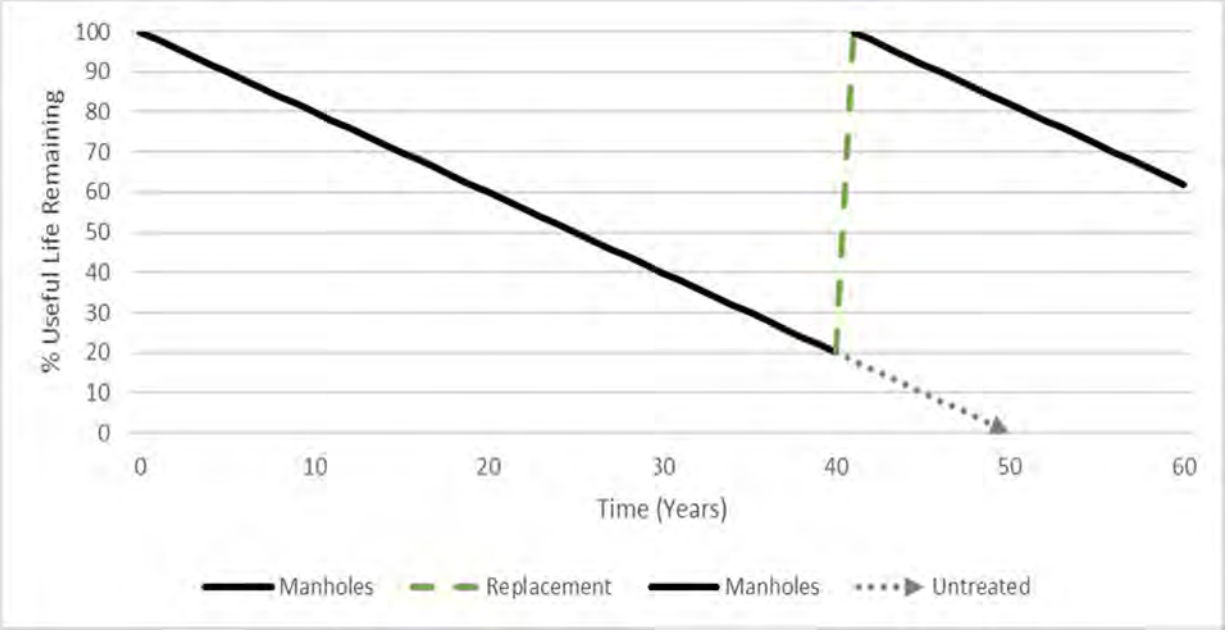


Figure 6

Lifecycle Strategy – Manholes



The lifecycle strategies for force mains, pump stations, and SCADA will be to address individual components of the asset in a combination of rehabilitation and replacement strategy. If budgetary constraints prevent a component replacement from occurring as it becomes due, the asset will continue to degrade to a point that it needs to be replaced. Individual components will have specific replacement schedules and contribute to an overall asset condition. Ensuring these schedules are adhered to will result in the overall asset continuing to provide current levels of service and will minimize the risk of failure.

For example, the force main will continue to degrade from a ULR of 100% to a ULR of 40% at which time it will be triggered for replacement. If the replacement does not occur, the water main will continue to degrade from the URL of 34% to the URL of 18%, in a condition state of “poor”, then from the URL of 18% to 0%, in a condition state of “very poor”. Force mains are triggered for replacement at 34%, prior to entering a state of “Poor” condition to minimize the risk of failure which could cause a significant threat to public safety.

Figure 7

Lifecycle Strategy – Force Mains

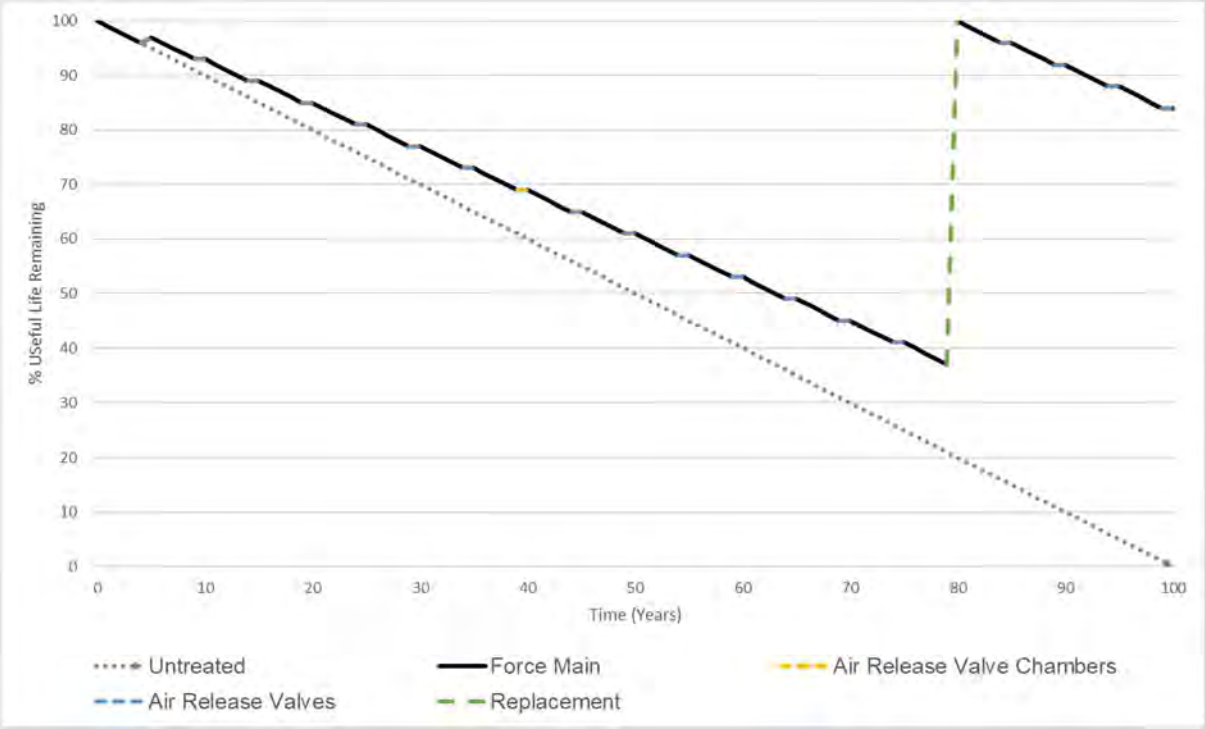


Figure 8

Lifecycle Strategy – Pump Stations

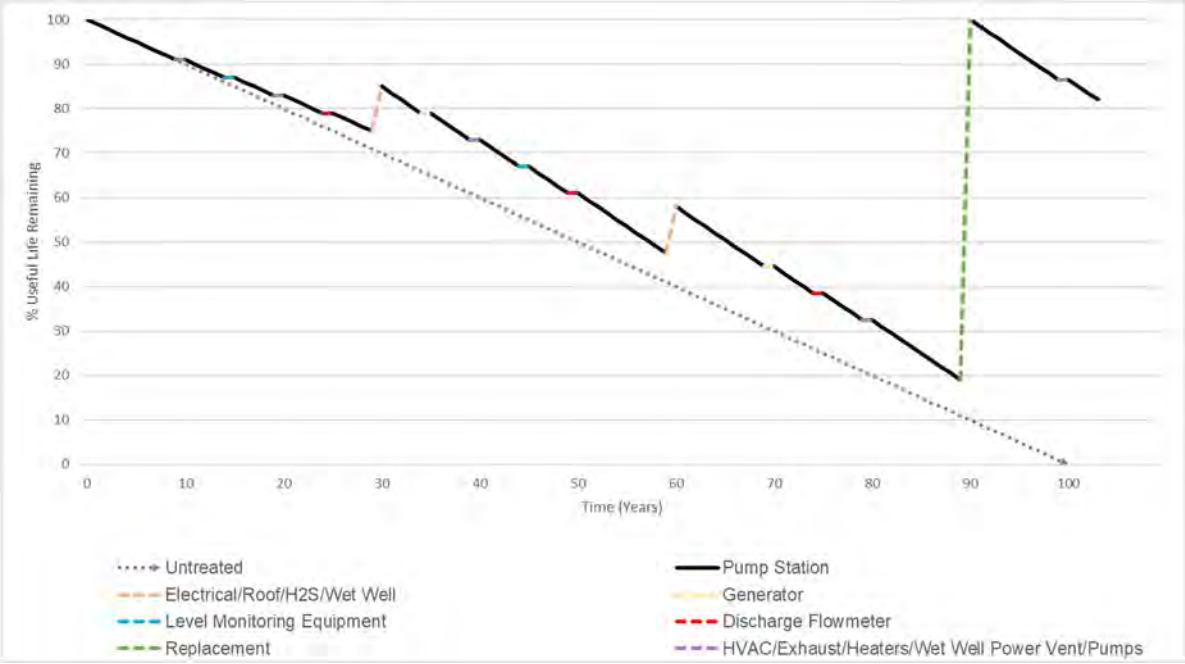
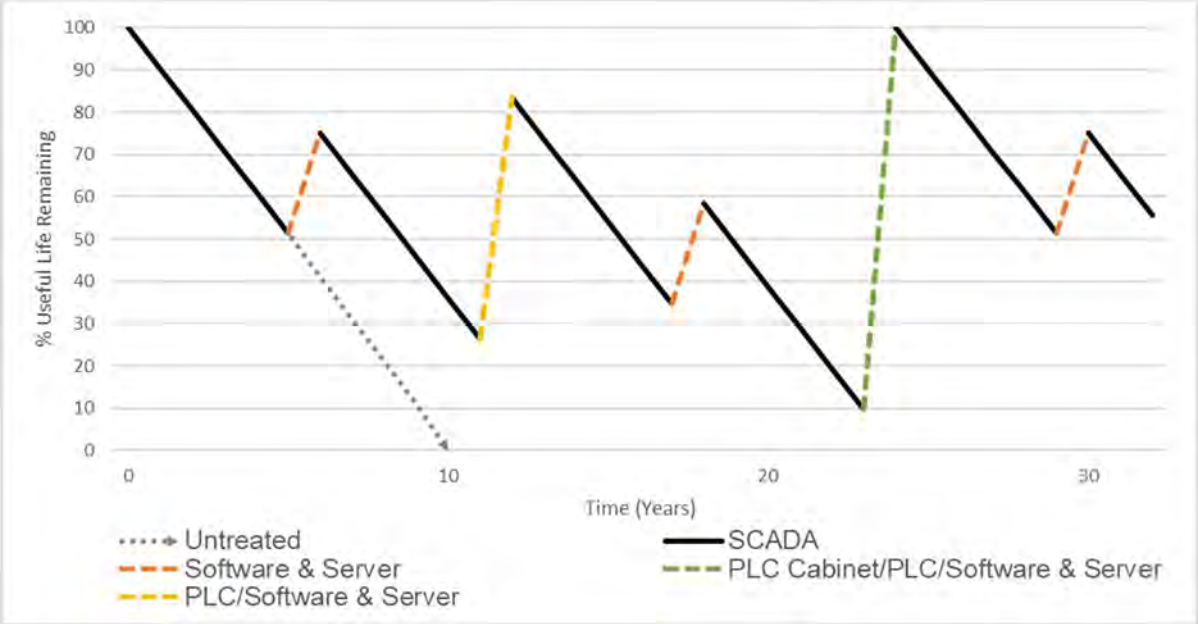


Figure 9

Lifecycle Strategy – SCADA



NETWORK FORECASTS

NETWORK COST FORECAST

The lifecycle replacement activities planned for current guiderail assets are projected to cost approximately $4,648,147 over the 20-year forecast period.

Figure 10 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $232,407.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index. The forecast also includes a 20% estimated cost for engineering, environmental assessments, and geotechnical studies, etc., for major projects.

Figure 10

Wastewater Collection System Expenditure Forecast

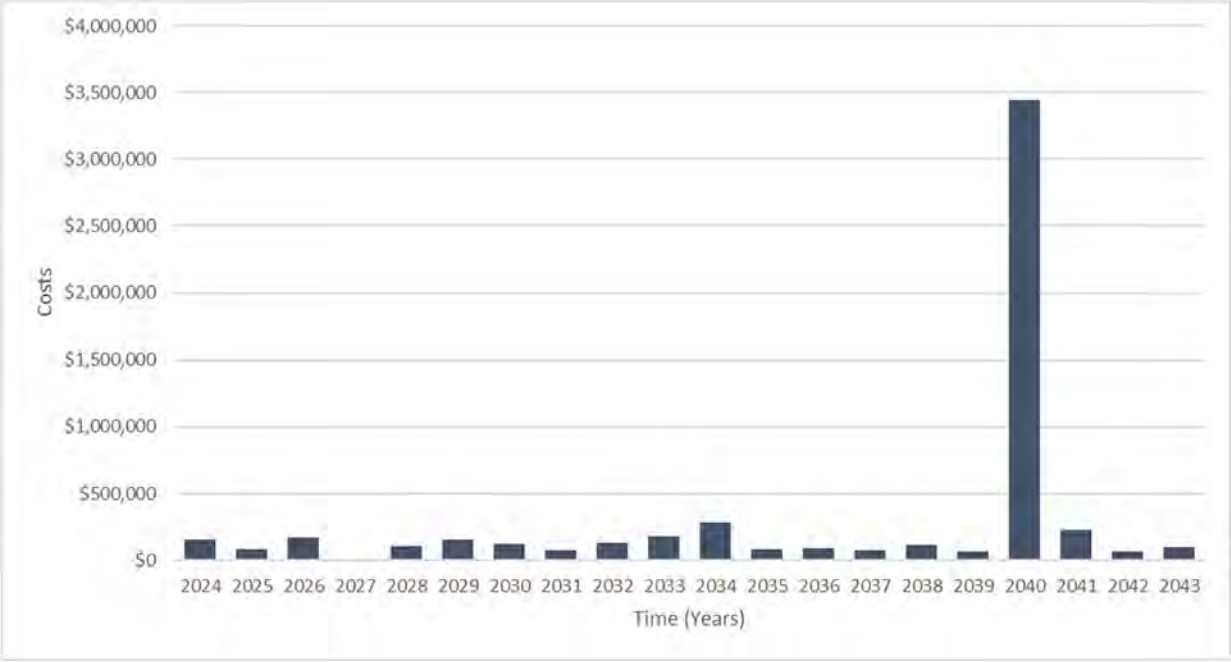


Table 6 details the capital expenditure forecast for wastewater collection system assets over the 20-year forecast period. This itemized expenditure forecast is based on the current lifecycle activities identified this plan.

Table 6

Wastewater Collection System Expenditure Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Manholes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,037,552	-	-	-
Collection Mains	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Force Main	5,500	5,693	5,892	-	6,311	6,532	6,761	6,998	-	7,496	7,758	8,030	8,311	-	8,903	9,214	9,537	158,470	-	10,574
Springfield P.S.	82,800	17,213	88,697	-	31,807	94,152	-	10,579	7,300	112,848	147,016	-	23,459	13,872	-	-	-	14,923	10,297	29,847
OPC P.S.	10,000	-	-	-	-	-	58,612	-	-	-	-	19,424	-	-	-	-	344,823	-	-	-
SCADA	-	-	20,001	-	-	-	-	-	47,142	-	71,081	-	-	-	30,222	-	-	-	-	-
Misc. Studies	-	-	-	-	15,000	-	-	-	22,500	-	-	-	-	-	15,000	-	-	-	-	-
Total	**98,300**	**22,905**	**114,590**	**-**	**53,118**	**100,684**	**65,373**	**17,577**	**76,942**	**120,344**	**225,856**	**27,454**	**31,770**	**13,872**	**54,125**	**9,214**	**3,391,912**	**173,393**	**10,297**	**40,421**

CONDITION FORCASTS

Figure 11 displays the average annual condition forecast for wastewater collection mains that results from implementing the lifecycle activities as set forth in the lifecycle management strategy. The average condition trend is expected to move from a “Very Good” condition states to a “Good” condition state by the end of the forecast period. There are no forecasted lifecycle activity costs during the forecasted 20-year period.

Figure 11

Condition Forecast - Wastewater Collection Mains

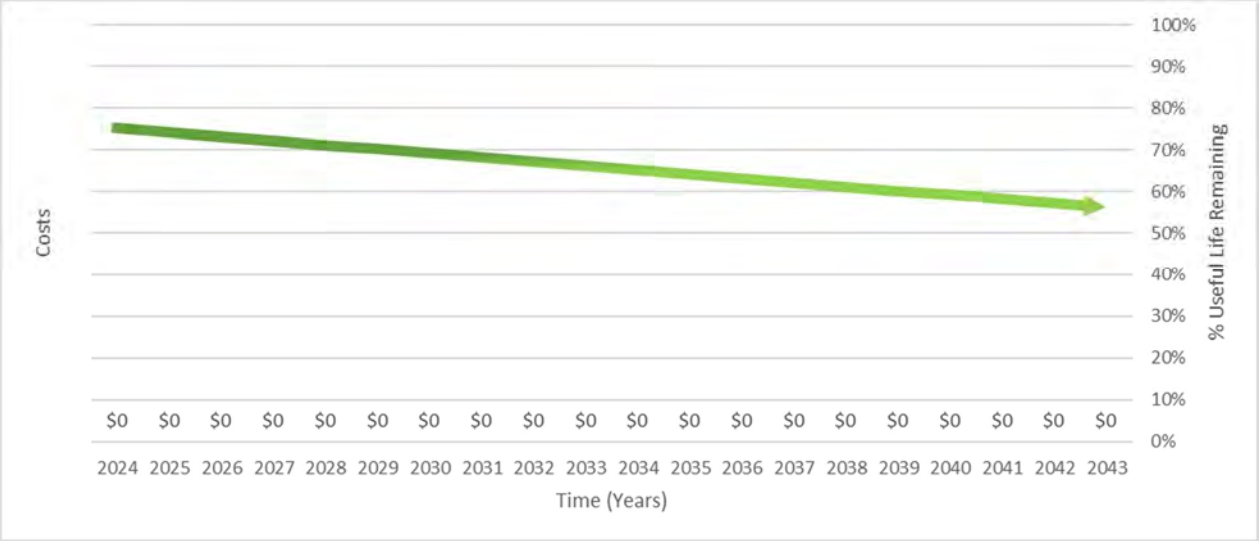


Figure 12 displays the average annual condition forecast for manholes that results from executing the lifecycle activities as set forth in the lifecycle management strategy. The average condition trend is expected to move from a “Fair” condition state to a “Poor” condition state by 2040, at which time manhole assets will be triggered for replacement.

Figure 12
Condition Forecast - Manholes

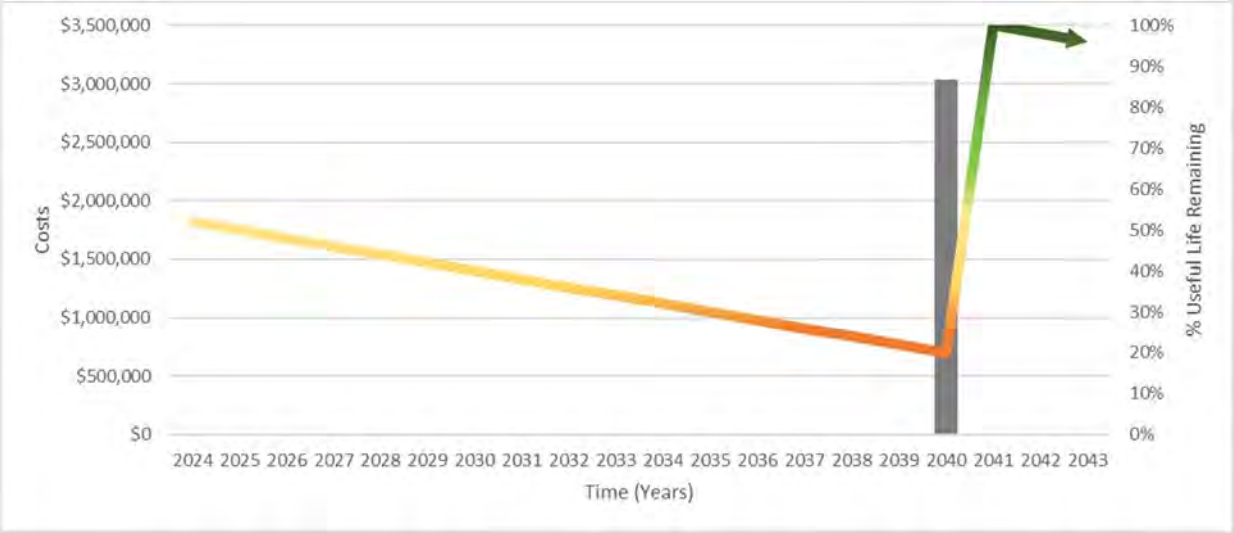


Figure 13 displays the average annual condition forecast for force mains that results from implementing the lifecycle activities as set forth in the lifecycle management strategy. The average condition trend of force main assets is expected to move from a “Very Good” condition states to a “Good” condition state by the end of the forecast period. There are no forecasted lifecycle activity costs during the forecasted 20-year period.

Figure 13
Condition Forecast - Force Mains

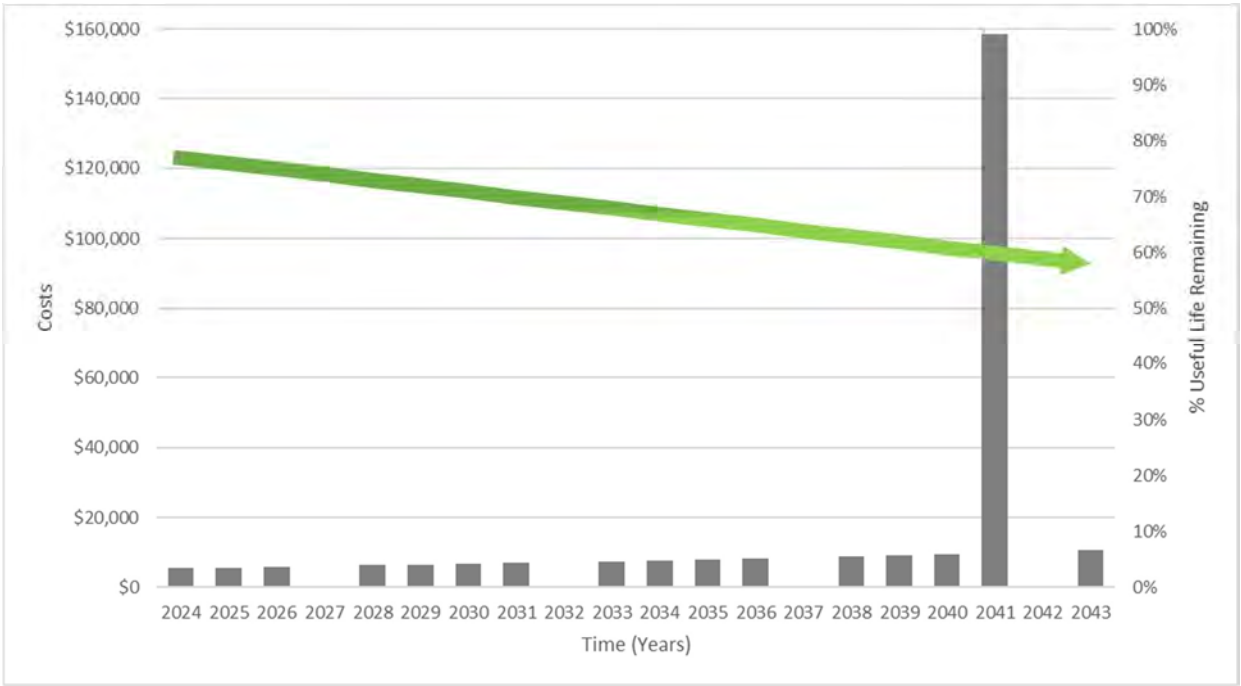


Figure 14 displays the average annual condition forecast for the pump stations that results from executing the lifecycle activities as set forth in the lifecycle management strategy. The average condition trend of the OPC Pump Station is expected to move from a “Good” condition state to a “Fair” condition state by 2040, at which time a component-based rehabilitation will be triggered, resulting in a increase to the overall condition. The average condition trend of the Springfield Pump Station is expected to move from a “Fair” condition state to a “Good” condition state as component-based rehabilitations occur throughout the 20-year forecast period.

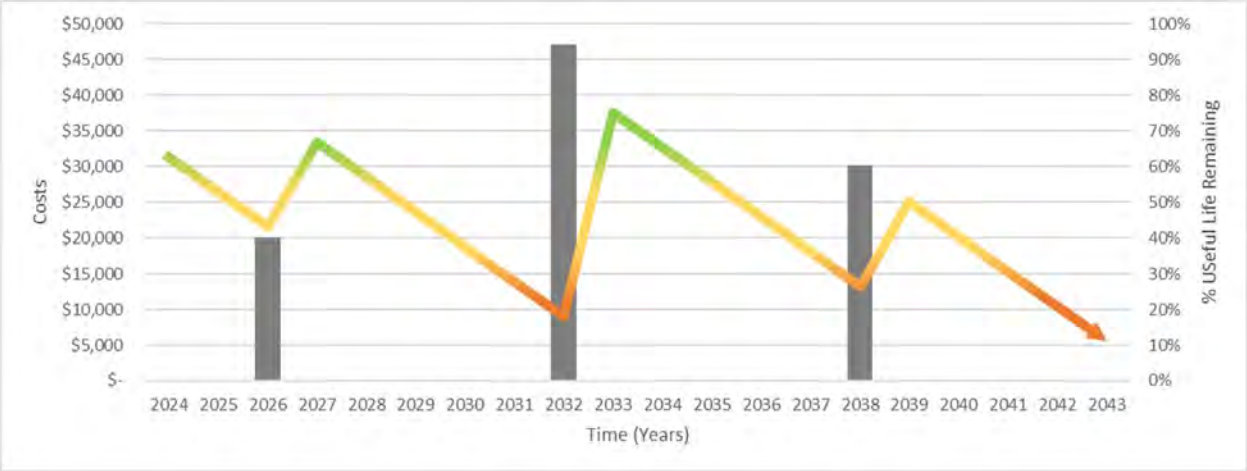
Figure 14

Condition Forecast – Pump Stations

Figure 15 displays the average annual condition forecast for the SCADA network that results from executing the lifecycle activities as set forth in the lifecycle management strategy. The average condition trend of the SCADA network is expected to move from a “Poor” condition state to a “Good” condition state as component-based rehabilitations occur throughout the 20-year forecast period.

Figure 15

Condition Forecast – SCADA



FUNDING STRATEGY

FUNDING SOURCES

The following summarizes the recommended strategies to fund the asset lifecycle costs identified for the wastewater collection system assets. These funding forecasts were based on the funding sources identified in the Township’s 2024 budget. Table 7 presents these funding strategies.

The lifecycle costs required to sustain established levels of service are being funded through reserves. The Township will be dependent upon maintaining healthy capital reserves/reserve funds in order to provide the remainder of the required lifecycle funding over the forecast period. This will require the adjustment of amounts being transferred to these capital reserves during the annual budget process. Provincial/Federal grant funding has not been included in the forecast for wastewater works as there are no available grants at this time, and debt financing is not required, the financing strategy does not include debt financing over the forecast period.

Table 7

Wastewater Collection System Funding Forecast ($Millions)

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Total Capital Costs	$0.09M	$0.02M	$0.11M	-	$0.05M	$0.10M	$0.06M	$0.02M	$0.07M	$0.12M	$0.23M	$0.03M	$0.03M	$0.01M	$0.05M	$0.01M	$3.39M	$0.17M	$0.01M	$0.04M
% Grant Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% Debt Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% Reserve Funding	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Reserve Balance	$1.10M	$1.32M	$1.48M	$1.77M	$2.04M	$2.29M	$2.60M	$2.99M	$3.34M	$3.68M	$3.93M	$4.42M	$4.94M	$5.52M	$6.10M	$6.78M	$3.89M	$4.25M	$4.82M	$5.39M
Operating Costs	$0.21M	$0.21M	$0.22M	$0.22M	$0.23M	$0.23M	$0.24M	$0.25M	$0.26M	$0.26M	$0.27M	$0.28M	$0.29M	$0.30M	$0.31M	$0.31M	$0.32M	$0.33M	$0.34M	$0.35M
Revenue	$0.37M	$0.38M	$0.39M	$0.41M	$0.42M	$0.43M	$0.45M	$0.46M	$0.47M	$0.48M	$0.49M	$0.50M	$0.52M	$0.53M	$0.54M	$0.56M	$0.57M	$0.59M	$0.60M	$0.62M
Transfer to Reserves	$0.16M	$0.16M	$0.17M	$0.18M	$0.19M	$0.20M	$0.20M	$0.21M	$0.21M	$0.22M	$0.22M	$0.23M	$0.23M	$0.23M	$0.24M	$0.24M	$0.25M	$0.25M	$0.26M	$0.26M
User Fee Impact	3.9%	3.4%	3.5%	3.4%	3.5%	3.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%

FUNDING SHORTFALL

This funding strategy has been developed to be fully funded by reserves, and therefore no funding shortfall has been identified. However, this means that if identified user fee increases are not implemented at expected amounts then shortfalls may present themselves if current service levels are maintained.

USER FEE IMPACT

While the annual funding requirement may fluctuate, it is important for the Township to implement a consistent, yet increasing, annual investment in capital so that the excess annual funds can accrue in capital reserve funds. In 2022, an in-depth analysis of user fees was completed by Watson & Associates Economists Ltd. The adopted report has guided the asset management plan for the wastewater collection systems.

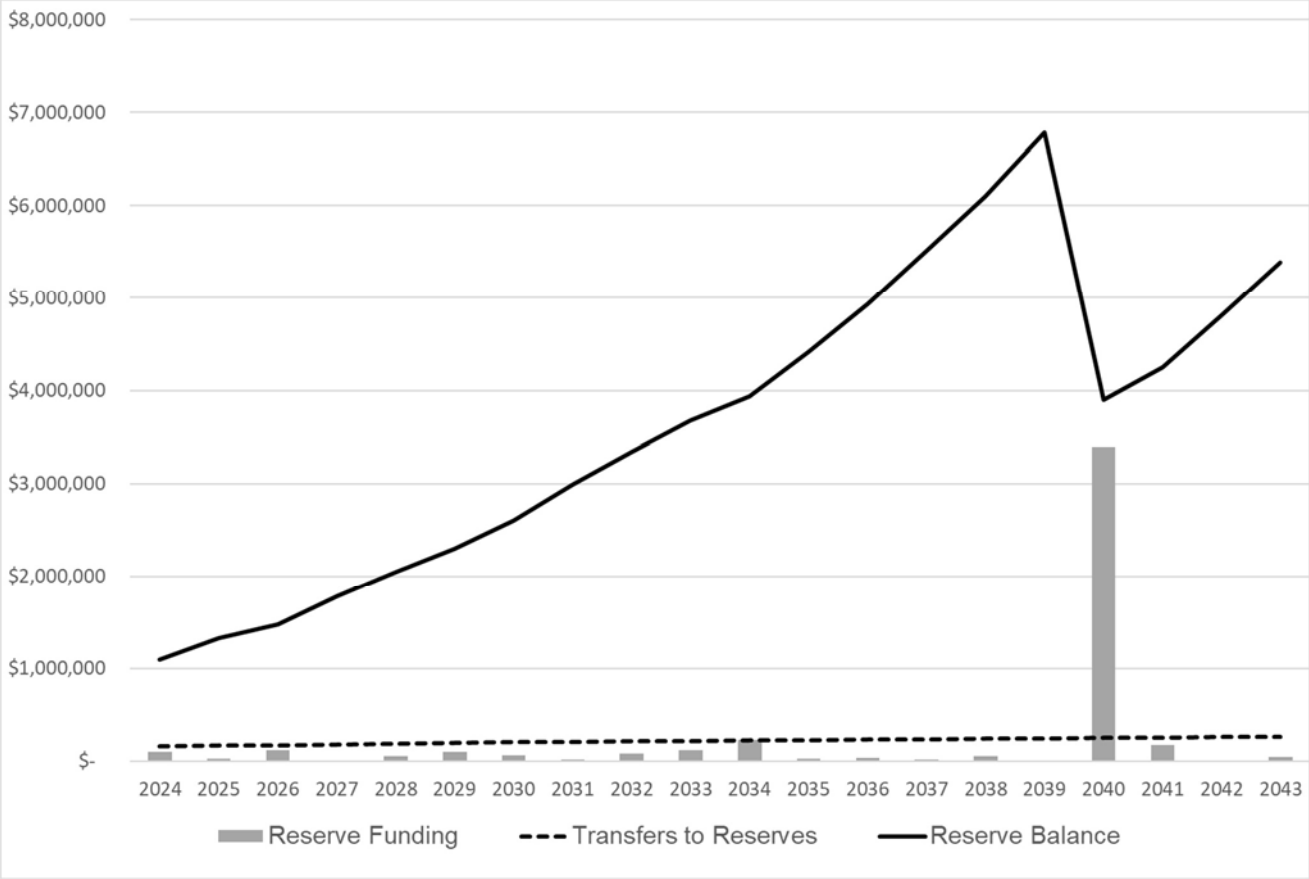
A 3.5% annual increase in fixed user fee rates was recommended by the Wastewater Rate Study 2022, for the forecast period of 2022-2032. The funding strategy identified in Table 7 presents a 20-year funding forecast that is based solely on capital reserves. As such, it is recommended that the same annual increase of 3.5% as proposed in the Wastewater Rate Study 2022, be decreased to 2.5% over the 20-year forecast period. This will allow the Township of Malahide to maintain the reserves necessary to fund wastewater collection system asset lifecycle activities and maintain current service levels.

FUNDING STRATEGY

Figure 16 presents the 20-year funding strategy for the expenditure forecast detailed above. The lifecycle rehabilitation and renewal activities planned for the wastewater collection system are projected to cost, on average, approximately $232,407 per year over the forecast period. The funding strategy for these costs is to finance from reserves. There will be an annual increase to the transfer to reserves from operating for the reserve balance to sufficiently fund the forecasted expenditures.

Reserve investments are projected to earn an additional 7% in investment interest annually, increasing the overall reserve balance and contributing to future infrastructure projects.

Figure 16
Wastewater Collection System Funding Strategy



RECOMMENDATIONS

CURRENT CONSIDERATIONS

The following recommendations have been provided for consideration:

- That the Township of Malahide Asset Management Plan be received and approved by Council;
- That consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed over time to reflect the current priorities of the Township.

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

Funding has been recommended to meet the annual lifecycle funding target, which identifies the long-term annual investment level necessary to meet the current levels of service. This funding takes the form of transfers to capital reserves, and is reflected in the sizeable positive balances reached in the final years of the forecast period.

FUTURE IMPROVEMENTS

Areas of future enhancement to the Township's asset management plan have been noted, and a summary of these improvements has been listed below:

- Levels of Service - Images that illustrate the different condition states of assets can be helpful in communicating levels of service to stakeholders. A number of representative condition sample images could be provided for each Asset Class. The Township should seek to provide additional images in future iterations of this asset management plan.

- Proposed Levels of Service – This plan only includes an analysis of the current levels of service being provided by the municipal wastewater collection system. In future versions of this plan, proposed level of service options should be included along with an explanation of why they would be appropriate for the municipality, and an examination of the funding levels that would be required to implement them.

- Wastewater Condition Assessments: The condition assessment of wastewater assets was largely based on age-based degradation models. Future improvements to these plans should include a more detailed condition review and inspection program. More detail regarding condition assessments is especially important for assets that have been componentized. Componentized assets require an enhanced level of review of the costs of lifecycle activities required by individual components, not currently tracked separately.

- Age-Based Assets – Modified Remaining Useful Life: The lifecycle needs for a number of the Township's asset categories and are currently assessed based on asset age. In the future, it would be beneficial for the Township to assign a remaining useful life to these various assets, based on observed condition and performance. This would enable the Township to more accurately plan for required interventions, such as replacements, based on observed asset characteristics.

- Growth-Related Capital: This plan does not currently include the costs associated with the lifecycle activities and maintenance of expansionary capital. Future updates to this plan should incorporate the expected costs of the acquisition, rehabilitation, and replacement of these assets to more fully explore the sustainability of the Township's network of assets. Examining these growth-related capital needs and their impacts on the financing strategy will provide for a comprehensive assessment of the sustainability of the Township's overall asset management system.

2024

ASSET MANAGEMENT PLAN

GENERAL TAX LEVY

The **TOWNSHIP** *of*

MALAHIDE

A proud tradition, a bright future.

TABLE OF CONTENTS

Definitions

CL	Centreline
BCI	Bridge Condition Index
UL	Useful Life
GTF	Federal Gas Tax Fund
G/S	Gravel
HCB	High-Class Bituminous
HVAC	Heating, Ventilation, and Air Conditioning
IJPA	Infrastructure for Jobs and Prosperity Act
KPI	Key Performance Indicator
LCB	Low-Class Bituminous
LOS	Levels of Service
MMS	Minimum Maintenance Standards
OCIF	Ontario Community Infrastructure Fund
OSIM	Ontario Structure Inspection Manual
ULR	Useful Life Remaining

The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

1. INTRODUCTION

OVERVIEW

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.

The Township's goals and objectives with respect to asset management are identified in the Township's Strategic Asset Management Policy. A major theme within that policy is for the Township's physical assets to be managed in a manner that will support the sustainable provision of municipal services to Township residents.

Through the implementation of the asset management plan, the Township's practice should evolve to provide services at levels proposed within this document. Moreover, infrastructure and other capital assets should be maintained at condition levels that provide a safe and functional environment for its residents. Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

The following assets are included in this asset management plan:

- Roads;
- Bridges and structural culverts;
- Streetlights and sidewalks;
- Guiderails;
- Fleet;
- Facilities & public spaces (buildings, parks, and cemeteries); and
- Equipment

LEGISLATIVE CONTEXT

Asset management planning in Ontario has evolved significantly over the past decade. Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.

In 2012, the province launched the Municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax agreement requirements.

To assist in defining the components of an asset management plan, the Province produced a document entitled Building Together: Guide for Municipal Asset Management Plans. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative. The province's Infrastructure for Jobs and Prosperity Act, 2015 (IJPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. IJPA also gave the province the authority to guide municipal asset management planning by way of regulation.

In late 2017, the province introduced O. Reg. 588/17 under IJPA. The intent of O. Reg. 588/17 is to establish a standard format for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current and proposed levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. This plan has been developed to address the requirements of O. Reg. 588/17 utilizing the best information available to the Township at this time.

Watson & Associates Economists Ltd. (Watson) was retained by the Township of Malahide (Township) in 2018 to update the Township's Strategic Asset Management Policy and Asset Management Plan (dated November 29, 2013). In 2022, Township Staff undertook an update of the Watson plan (dated February 20, 2019), ensuring the Township's asset management practices were compliant with Ontario Regulation 588/17.

Due July 1, 2024, O. Reg. 588/17 requires municipal asset management plans to be updated for all capitalized assets. The changes should include updated asset inventories, current levels of service, lifecycle activities, and funding strategies. This plan will be a tool for Township staff and Council to use during various decision-making processes, including the annual budgeting and future capital grant applications. This plan will serve as a road map for sustainable infrastructure planning going forward. With this current update to the asset management plan, the intent is to continue compliance with Ontario Regulation 588/17.

PLAN DEVELOPMENT

The asset management plan was developed using a program that leverages the Township's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input in identifying current and proposed levels of service, as informed by the Council, as well as proposed asset management strategies.

The development of the Township's asset management plan is based on the steps summarized below:

Inventory	Compile available information pertaining to the Township's capital assets to be included in the plan, including attributes such as size/material type, useful life, age, accounting valuation and current valuation. Update current valuation, where required, using benchmark costing data or applicable inflationary indices.
State of Local Infrastructure	Define and assess the state of local infrastructure through current asset conditions, based on a combination of Township staff input, existing asset reports, and an asset age-based condition analysis.
Levels of Service	Define and document current levels of service, as well as proposed levels of service, based on discussions with Township Council and staff, and consideration of various background reports.
Lifecycle Activities	Develop a strategy that provides for the activities required to sustain the levels of service discussed above. The strategy summarizes these activities in the forecast of annual capital and operating expenditures required to achieve these level of service outcomes.
Financing Strategy	Develop a financing strategy to support the lifecycle management strategy. The funding strategy informs how the capital and operating expenses arising from the asset management strategy will be funded over the forecast period, and may be accommodated in the annual budget process.
Document	Document the comprehensive Asset Management Plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.
Publish	Make the Asset Management Plan and all relevant background information and reports available to the public. The Asset Management Plan, Strategic Asset Management Policy, and relevant reports to Council will be available on the Township's website, in addition to all background information made available upon request.

STATE OF LOCAL INFRASTRUCTURE

This is an analysis of the Township's assets, the condition of these assets, and the current replacement costs of the assets.

O. Reg. 588/17 requires that for each asset category included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the Regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate)

LEVELS OF SERVICE

Asset management plans must identify the current levels of service being provided for each asset category by July 1st, 2024 per O. Reg. 588/17. For core municipal infrastructure assets (Bridges and Culverts, Roads, Wastewater, and Water), both the qualitative descriptions pertaining to community levels of service, and metrics pertaining to technical levels of service, are prescribed by O. Reg. 588/17. Current community and technical levels of service are based on data from the 2023 data collection period.

Proposed levels of service will need to be identified for each asset category by July 1st, 2025 per O. Reg 588/17. The proposed service levels will require a detailed explanation of why they are appropriate, give options with associated risks in regards to long-term sustainability, explain why they differ from current service levels and whether they are achievable and affordable. The proposed service levels for each asset category have not been included in this version of the plan, to be identified in future versions to maintain compliance with O. Reg. 588/17.

LIFECYCLE MANAGEMENT

Lifecycle management strategies are required to maintain the current and proposed levels of service. A lifecycle management strategy identifies the recommended lifecycle activities required to achieve desired levels of service. Lifecycle activities are the specified actions that can be performed on assets in order to increase service level and extend service life. These actions can be carried out on a planned schedule in a prescriptive manner, or through a reactionary approach where the treatments are only carried out when specified conditions are met. O. Reg. 588/17 requires that all potential lifecycle

activity options be presented, with the aim of analyzing these options in search of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service or to provide proposed levels of service.

Asset management plans must include a 10-year capital plan that forecasts the lifecycle activities resulting from the lifecycle management strategy. What follows are the lifecycle management strategies for all asset classes contained within this asset management plan, with each section focusing on an individual asset category. Although a considerable amount of effort has been spent on developing lifecycle management strategies informed by observed asset conditions, there are still some assets for which the lifecycle management strategy is age-based. The expenditure forecasts resulting from the lifecycle management strategies for each asset category are also included and have been developed for a 20-year forecast period.

FUNDING STRATEGY

A funding strategy should sustainably fund the lifecycle management strategies of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service. The strategies presented are a suggested approach which should be examined and re-evaluated during the annual budgeting processes to ensure the sustainability of the Township's financial position as it relates to its assets.

O. Reg. 588/17 requires a 10-year capital plan that forecasts the costs of implementing the lifecycle management strategy and the lifecycle activities required therein. The funding strategy in this asset management plan has been developed for a 20-year forecast period, where adequate data allowed, to enable the Township to evaluate the sustainability of its assets over a longer-term horizon. The funding strategy forecast (including both expenditure and revenue sources) was prepared consistent with the Township's departmental budget structure so that it can be used in conjunction with the annual budget process. Various financing options, including reserve funds, debt, and grants were considered. The recommended funding strategy identifies rehabilitation and replacement activities required over the forecast period. An overall funding strategy was prepared for all assets contained within this plan.

GROWTH

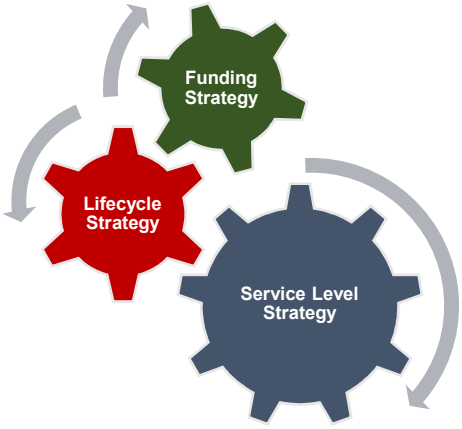
For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, assumptions need to be made regarding future changes in population and how those changes will affect asset lifecycle activities required to maintain current levels of service. The 2021 population estimate of the Township of Malahide, as reported by Statistics Canada, was 9,308. This represents an increase of

0.2% from the previous census estimate in 2016. Assuming that growth remains at this level for the next ten years, the current lifecycle activities outlined in this report will remain sufficient to maintain the current levels of service.

MAINTENANCE AND INTEGRATION

It should be noted, that while this report covers a forecast period of 20 years, the full lifecycle of the Township's assets were considered in the calculations. In this context, the asset management plan should be updated as the strategic priorities and capital needs of the Township change. This can be accomplished in conjunction with specific legislative requirements (i.e. 5-year review of asset management plan under Infrastructure for Jobs and Prosperity Act), as well as the Township's annual budget process. Further integration into other Township financial/planning documents would assist in ensuring the ongoing accuracy of the asset management plan, as well as the integrated financial/planning documents. The asset management plan has been developed to allow linkages to a number of strategic documents, as identified in the Township's Strategic Asset Management Policy. Township staff have the tools available to perform updates to the asset management plan as necessary.

In the future, the asset management plan will continue to be updated by Township staff to more closely integrate with other studies and reports pertaining to Township assets. For example, the strategies identified in this asset management plan should be updated to include the biennial OSIM and Road Needs Study reports. When updating the asset management plan, it should be noted that the state of local infrastructure, proposed levels of service, lifecycle management strategy, and financing strategy are integrated and impact each other. For example, the financing strategy outlines how the asset management strategy will be funded. The lifecycle management strategy illustrates the costs required to maintain expected levels of service at a sustainable level. The proposed levels of service component summarizes and links each service area to specific assets contained in the state of local infrastructure section and thus determines how these assets will be used to provide expected service levels.



2. ROAD NETWORK

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 273 centreline kilometres of road assets with a 2023 replacement value totaling approximately $487 million. The replacement value has been estimated based on market prices collected through the Township of Malahide's procurement process. The road network consists of roads with various surface types, including high-class bituminous (HCB), low-class bituminous (LCB), and gravel (G/S). These assets reside in urban, semi-urban, and rural roadside environments. Table 2-1 and Table 2-2 provide breakdowns of the road network by surface type and environment.

The entirety of the road network, on average, was 24 years old in 2023. There are relatively few HCB (4%) roads in the network, with the majority of the road network consisting of LCB roads (76%), and gravel roads (20%). In the context of roadside environment, the majority of the network is comprised of rural roads (94%). Figure 2-1 maps the road network by surface material in order to visualize the Township's current circumstances.

Table 2-1

Road Network – surface Type

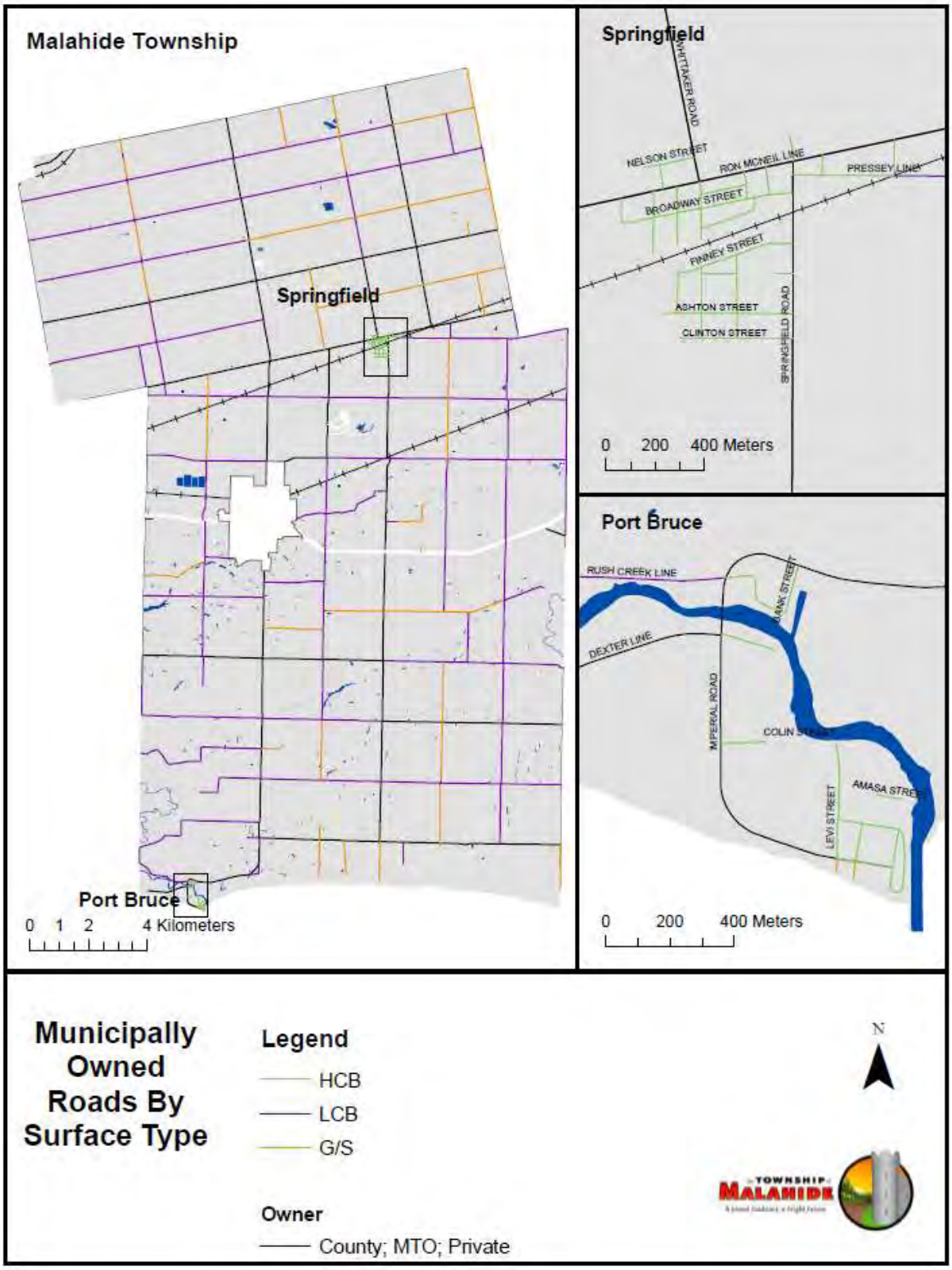
Surface Type	Centreline Kilometers	Percentage (%) of Total Centerline Kilometers	Average Age	Replacement Cost (2023 $)
HCB	11	4%	19	$26,110,850
LCB	206	76%	24	$433,246,000
G/S	56	20%	32	$27,673,006
TOTAL	273	100%	24	$487,029,856

Table 2-2

Road Network – Roadside Environment

Roadside Environment	Centreline Kilometers	Percentage (%) of Total Centerline Kilometers	Average Age	Replacement Cost (2023 $)
Urban	2	1%	9	$3,597,850
Semi-Urban	14	5%	23	$32,075,134
Rural	257	94%	25	$451,356,872
TOTAL	273	100%	24	$487,029,856

Figure 2-1
Roads by Surface Type Map



CONDITION

While asset age may provide some limited context to the functional state of an asset, an assessed physical condition is a better measure of where an asset is in its lifecycle. Physical condition therefore provides a more accurate estimate of an asset's remaining service life. The Township's Asset Management Plan provides a physical condition rating for each road segment in the network. This physical condition rating is provided on a scale of 0-100, with 100 being a perfect condition and 0 indicating an asset at the end of its service life. To better communicate the condition of the road network, these numeric condition ratings have been segmented into qualitative condition states. Figure 2-2 summarizes the various physical condition ratings and the condition state they represent.

Figure 2-2

Road Condition States Defined with Respect to Physical Condition

Table 2-3 examines the average condition of the road network by surface type, which is weighted based on centreline kilometres. Adjustments to the physical condition are performed annually based on the lifecycle degradation profiles developed in the Township's Asset Management Plan, or set to known values when capital improvements are completed (i.e. rehabilitation), or upon inspection. The physical condition ratings utilized in this plan are estimated to represent condition states as of mid-2023.

As illustrated in Table 2-3, high-class and low-class bituminous roads are in a "Good" condition state on average, while gravel roads are in a "Fair" condition state. Assessed across the entire road network, all road segments are at an average physical condition rating of 71, or currently in a "Good" condition state.

Table 2-3

Road Condition Analysis

Surface Type	Centreline Kilometers	Physical Condition (Weighted Average)	Average Condition State
HCB	11	66	**Fair**
LCB	206	72	**Good**
G/S	56	53	**Fair**
TOTAL	273	67	**Fair**

LEVELS OF SERVICE

CURRENT LEVEL OF SERVICE

The level of service currently provided by the Township's road network is, in part, a result of the state of local infrastructure identified above. A levels of service analysis defines the current levels of service and enables the Township to periodically evaluate these service levels.

Road assets have prescribed levels of service reporting requirements under O. Reg. 588/17. These requirements include levels of service reporting from two different levels, i.e. community levels of service and technical levels of service. Community levels of service describe service levels in terms that residents understand and reflect their scope and quality expectations of the road network. Technical levels of service describe the scope and quality of Township roads through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. Table 2-4 presents the current levels of service measures, (*) as mandated by O. Reg. 588/17.

Table 2-4

Road Network - Current Level of Service (2023)

COMMUNITY LEVELS OF SERVICE	TECHNICAL LEVELS OF SERVICE
Paved roads are in “good” condition on average. 	Average Network Pavement Condition Index (PCI) Value for paved roads:* **PCI 71**
Unpaved roads are in “fair” condition on average. 	Average Network Surface Condition for unpaved roads:* **PCI 53**
The municipality is well-connected by the road network. **Refer to *Figure 2-1 Roads by Surface Type Map* on page 12 for detailed road network visual aid.**	Total number of lane-kilometres as a proportion of square kilometres of land area of the community:* **1.33 KM** Arterial (MMS 1 to 2): **0.00 KM/KM²** Collector (MMS 3 to 4): **1.02 KM/KM²** Local (MMS 5 to 6): **0.37 KM/KM²**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

This section pertains to the lifecycle activities that the Township currently employs in the management of its roads network. Table 2-5 details the costs associated with undertaking road network lifecycle activities, by surface type. The costs are presented on a cost per center lane kilometre basis, as identified through the Township's procurement process.

Table 2-5

Average Road Treatment Costs by Surface Type (per cl-km)

Treatment	Surface Type	Cost/cl-km (2023 $)
Resurfacing - R1	HCB	$371,815
Resurfacing - R2	HCB	$512,650
Micro-surfacing - MICRO	HCB	$42,750
Crack sealing - CRK	HCB	$5,000
Single Surface Treatment - SST	LCB	$37,620
Single Surface Treatment - SSTedge	LCB	$52,610
Double Surface Treatment – DSTrehab	LCB	$279,700
Reconstruction - REC	HCB/LCB	$1,668,000
Reconstruction - RNS	HCB	$2,350,000
Reconstruction - BS	G/S	$495,932
Gravel Surface - GRR	G/S	$31,554

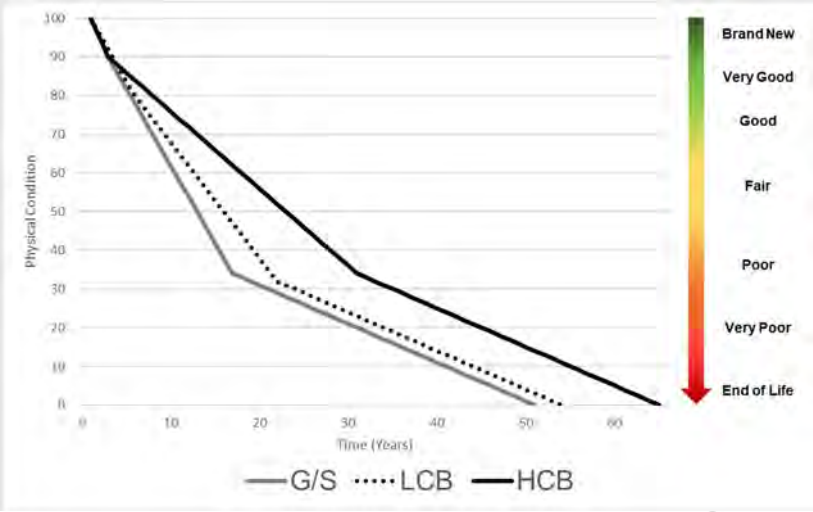
DEGRADATION PROFILES

Assets deteriorate over time, eventually reaching a point where they have no remaining service life left. However, the path each asset takes in reaching its end of life differs, even for assets of the same type. A condition rating identifies where along the path any particular asset lays, or in other words, how long an asset has left before it reaches its end of life. Therefore, condition and service life are linked, and can be plotted graphically to visually represent the degradation curve of an asset.

Figure 2-3 presents the degradation profile of roads by surface type. Through the process of conducting regular road condition inspections, the Township will be able to further refine these degradation profiles.

Figure 2-3

Road Degradation Profiles



DECISION CRITERIA

Table 2-6 presents the decision criteria for triggering a specific road treatment. When the decision criteria for a given road asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the condition of the asset is improved by the amount specified in the “Gain to Condition” column, but not to exceed the amount listed in the “Maximum Condition Threshold” column.

Table 2-6

Roads Treatment Decision Criteria

Treatment	Surface Type	Decision (Condition Range)	Gain to Condition	Maximum Condition Threshold
R1	HCB	71-69	+30	99
R2	HCB	54-52	+45	99
MICRO	HCB	81-79	+9	90
CRK	HCB	95-93	+3	97
SST	LCB	95-96	+3	99
SSTedge	LCB	90-40	+3	90
DSTrehab	LCB	33-0	+100	100
REC	HCB/LCB	36-0	+100	100
RNS	HCB	34-0	+100	100
BS	G/S	40-0	+100	100
GRR	G/S	80-40	+12	96

EXPECTED LIFECYCLE AND ASSOCIATED RISK

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 2-4, Figure 2-5, and Figure 2-6 present an illustrative example of the expected lifecycle of HCB, LCB, and gravel roads, respectively. The dashed, vertical lines represent points of intervention in the representative road's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profiles presented above. Finally, the dotted line demonstrates the expected lifecycle of a road segment were it to not receive any treatments over the course of its service life.

For an HCB road, one R1 and one R2 resurfacing treatments would be performed on a road segment before a full reconstruction takes place. Further, between the resurfacing cycles, crack sealing and micro-surfacing treatments would be carried out as an efficient means of improving the service levels provided. For an LCB road, one SST and six SSTedge surface treatments would be performed on a road segment before a DSTrehab rehabilitation treatment takes place. For gravel roads, twelve GRR gravel resurfacing treatments would be performed on a road segment before a BS rehabilitation takes place.

Figure 2-4

Lifecycle Strategy Example – High-Class Bituminous Roads (HCB)

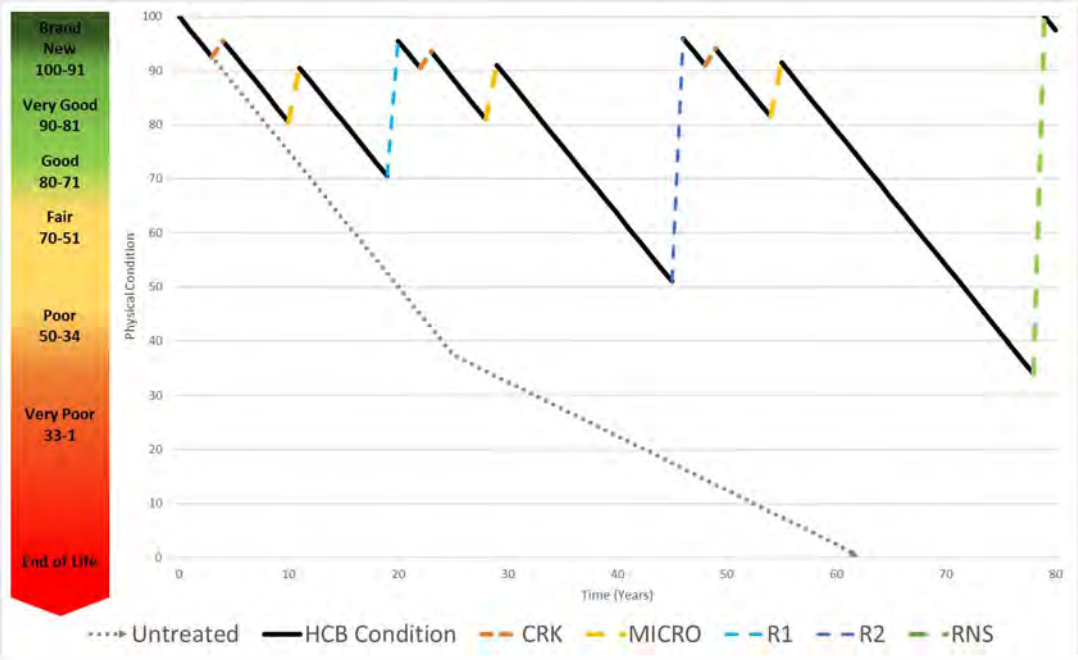


Figure 2-5

Lifecycle Strategy Example – Low-Class Bituminous Roads (LCB)

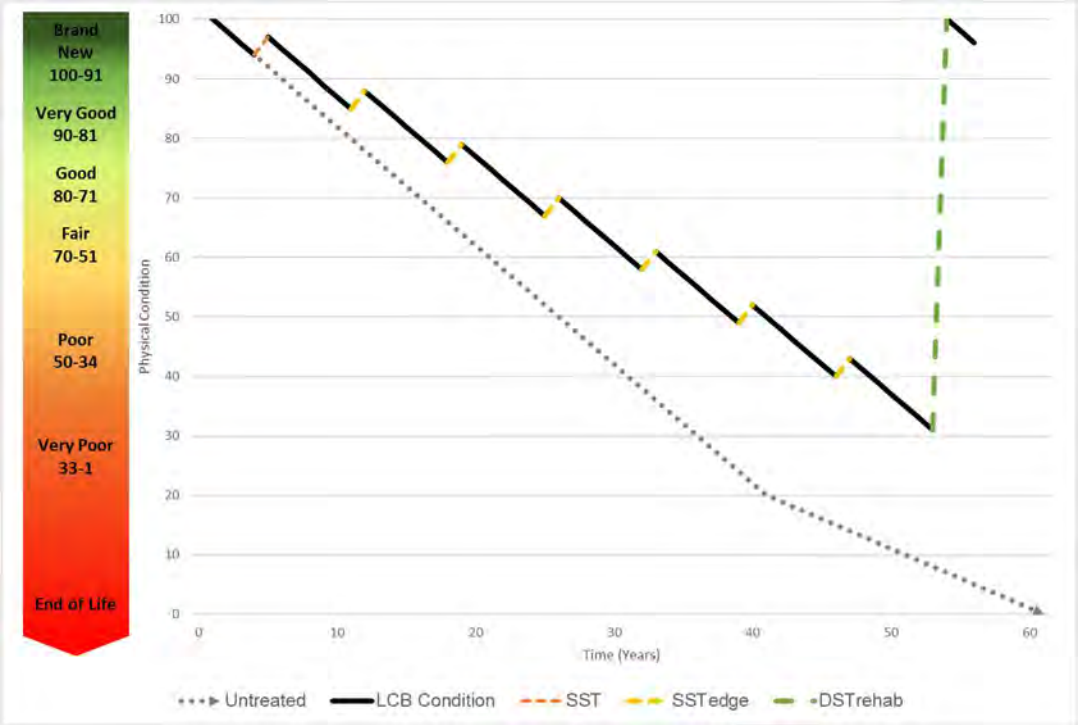
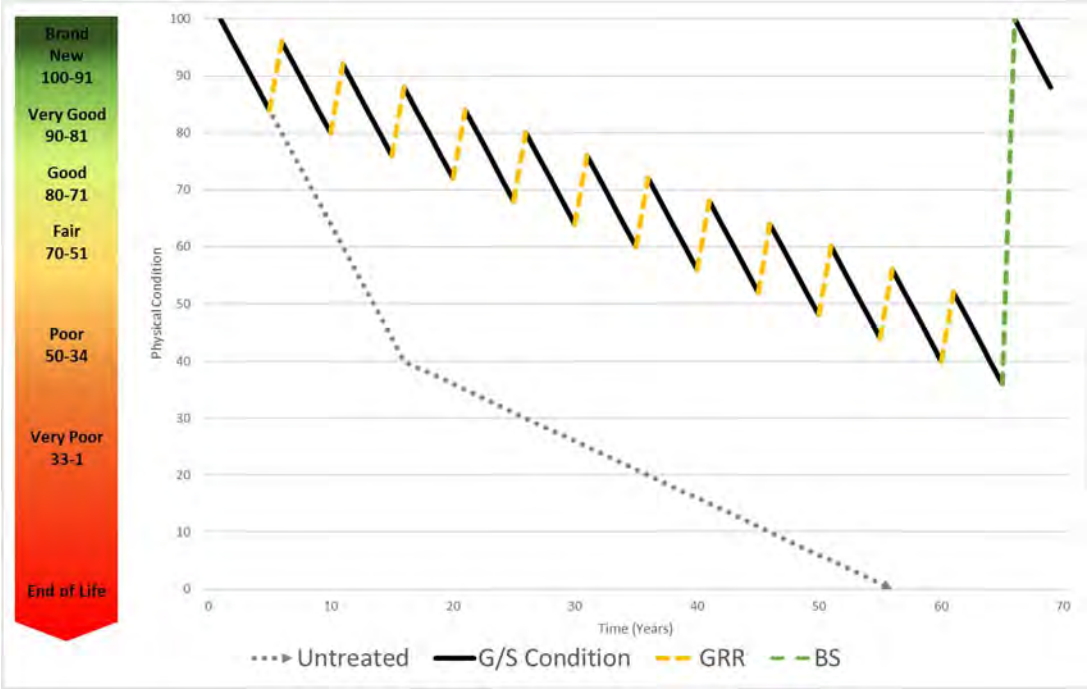


Figure 2-6

Lifecycle Strategy Example – Gravel Roads



FORECASTS

NETWORK FORECASTS

The lifecycle replacement activities planned for road segment assets are projected to cost approximately $121.4 million over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-1 in Appendix A: Network Cost Forecasts.

Figure 2-7 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditures would be approximately $6 million, following the work plan as outlined. Substantial investment in road segment assets in urban environments is forecasted for the villages of Springfield, Port Bruce, and Orwell during the 20-year forecast period.

In recent years, increases and decreases in fuel, asphalt, and sand have been disproportionate to the Consumer Price Index. As such, consideration should be given to annual adjustments in road funding, which are more reflective of the actual experience.

Figure 2-7

Road Network Expenditure Forecast

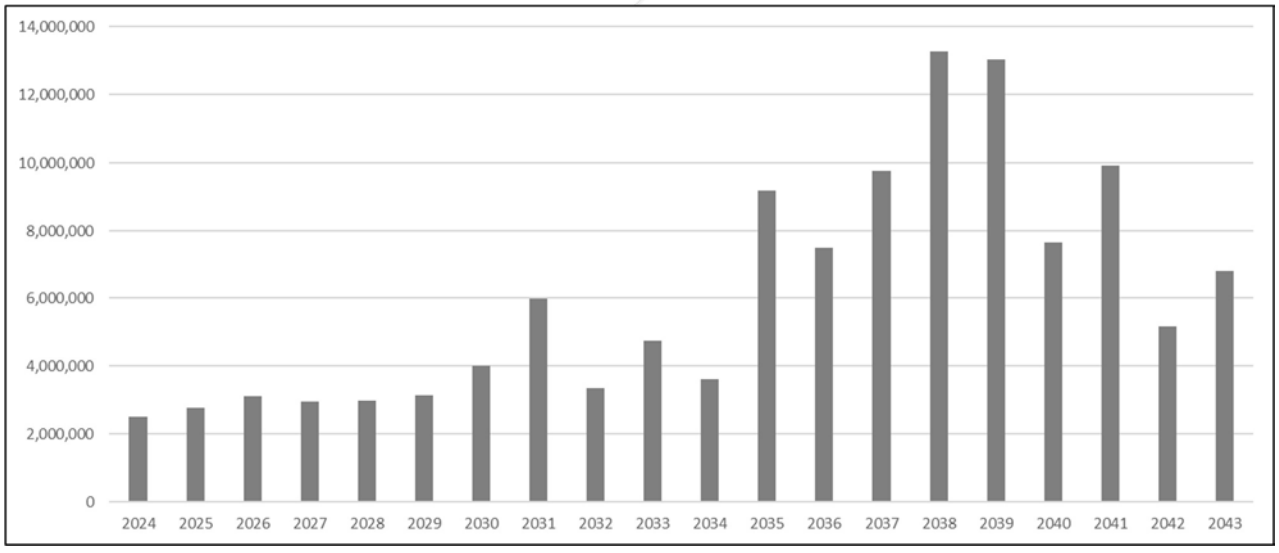
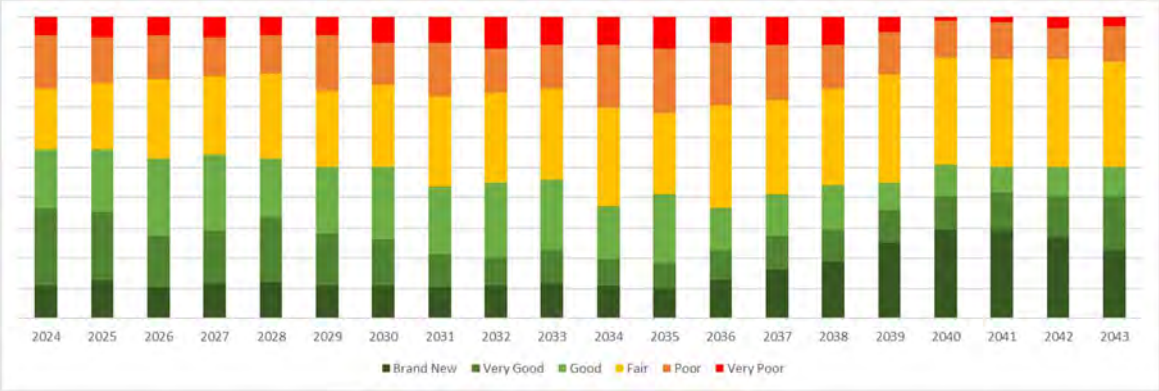


Figure 2-8 demonstrates the roads network service levels over the forecast period as a result of implementing the current lifecycle management strategy. This strategy will enable the Township to move towards a sustainable position of maintaining the current levels of service for roads assets.

Figure 2-8

Road Network Condition Forecast



ELEMENT FORECASTS

Figures 2-9, 2-10, and 2-11 display the average condition trend that results from executing the lifecycle management strategy over the 20-year forecast period for each road surface type. The average condition trend of the gravel surface roads and low-class bituminous surface roads maintain a “good” to “fair” condition state, on average, during the forecast period. High-class bituminous surface roads move from a “poor” condition state to a “very good” condition state with significant investment in reconstruction during the forecast period.

Figure 2-9

Element Forecast - Gravel Surface Roads

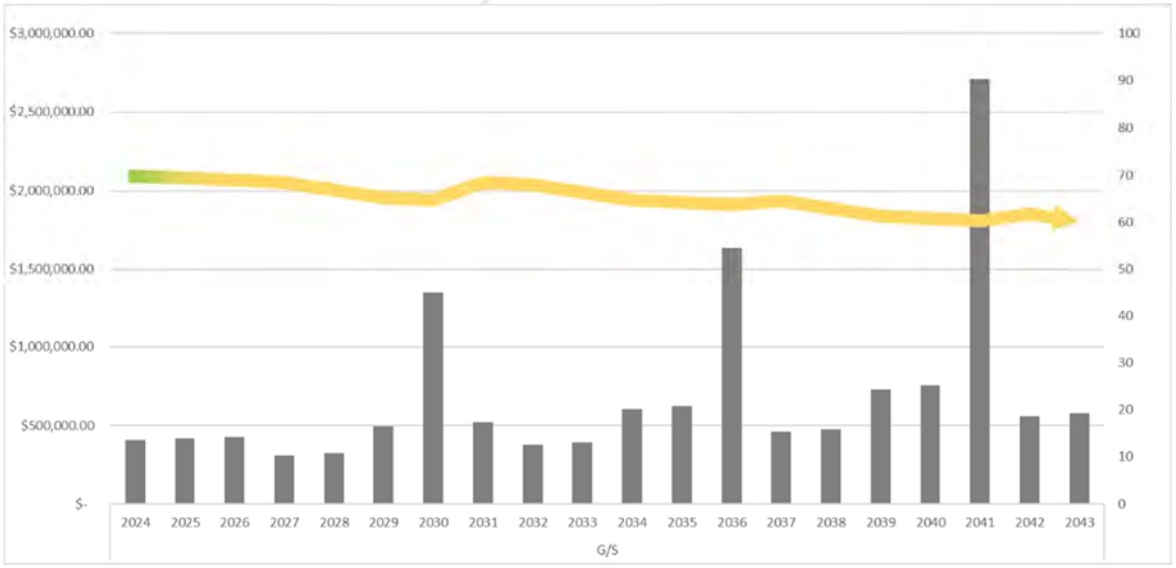


Figure 2-10

Element Forecast – Low-Class Bituminous Surface Roads

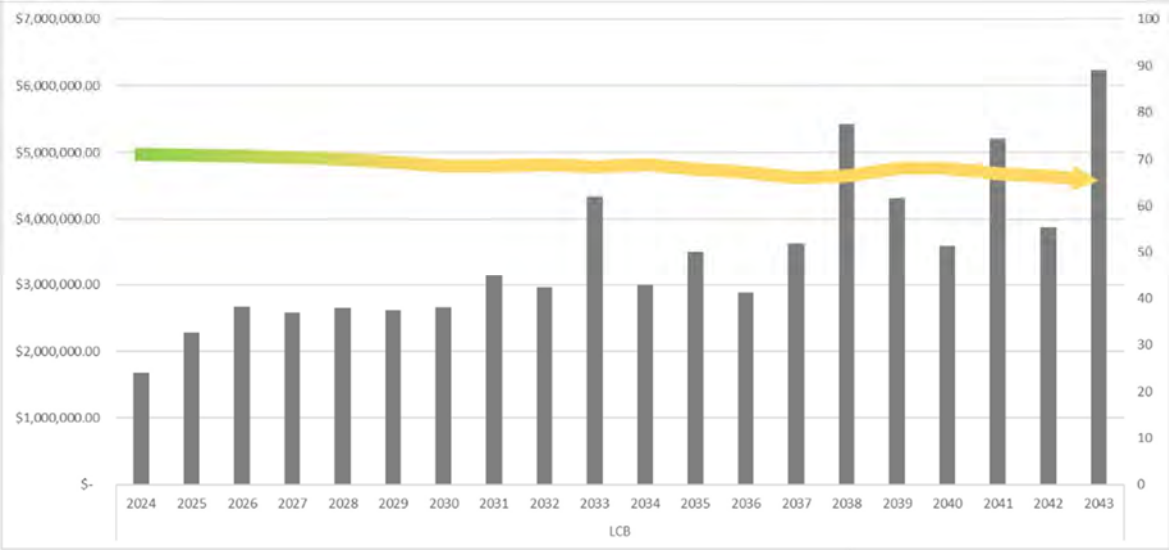
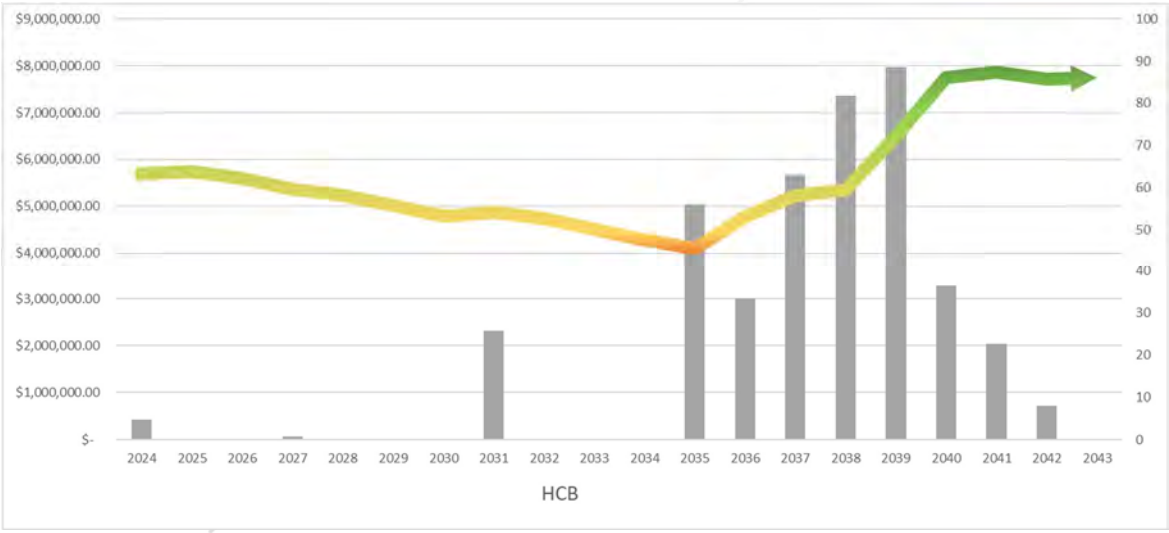


Figure 2-11

Element Forecast – High-Class Bituminous Surface Roads



3. BRIDGES AND STRUCTURAL CULVERTS

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 14 bridges and 19 structural culverts, with a 2023 total replacement value totaling approximately $40.4 million. The replacement value has been estimated based on replacement costs from the Township's 2020 Bridge and Culvert Inspection (OSIM) report as prepared by MEDA Engineering & Technical Services (dated October, 2020).

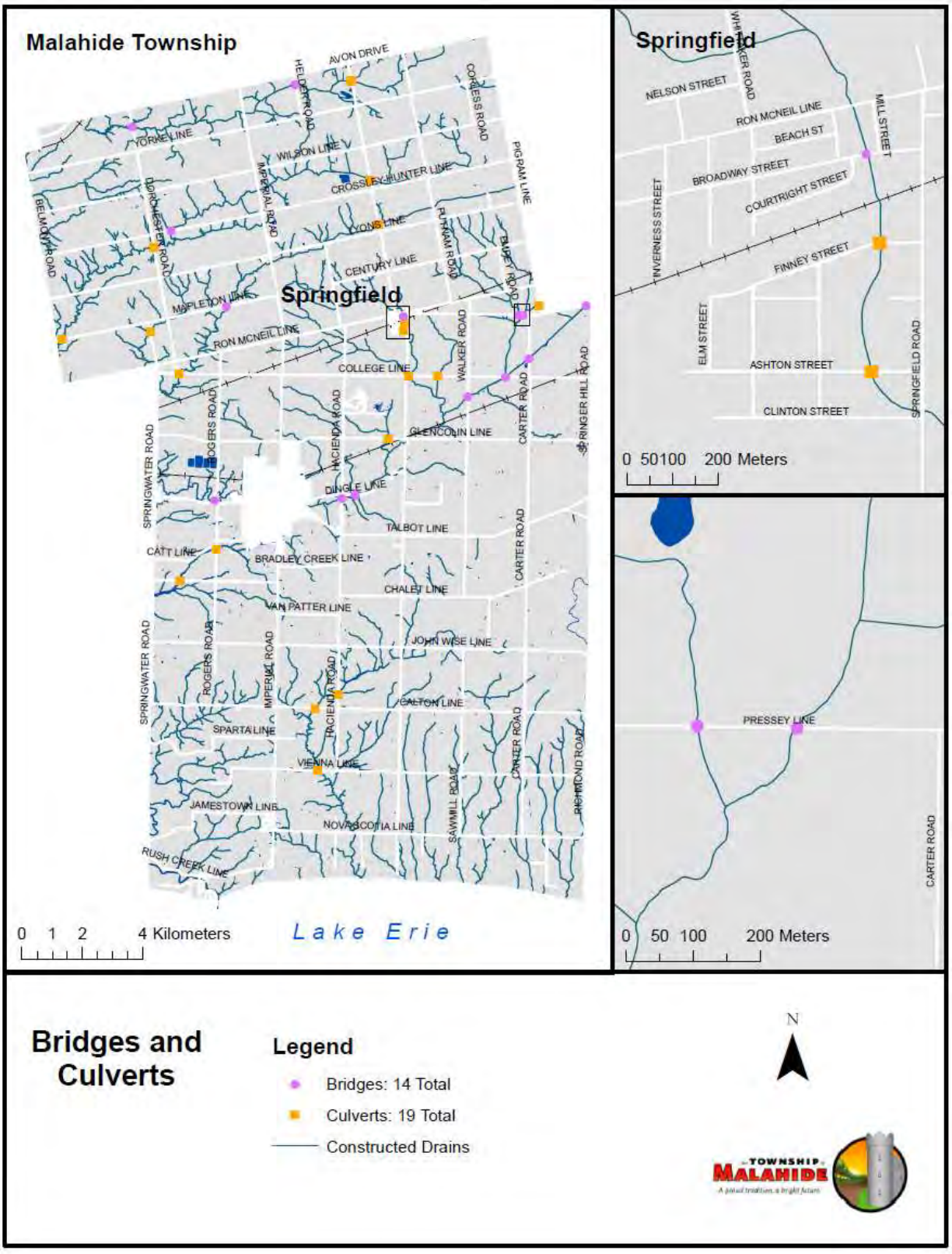
Table 3-1 provides a summary of count, age, and replacement value for the current bridge and culvert network. The average age of the Township's 19 culverts averages 40 years, while the average age of the 14 bridges is 21 years.

Figure 3-1 maps the bridge and culvert network to visualize the Township's current asset distribution.

Table 3-1
Bridge and Culvert Infrastructure Summary

Type	Quantity	Average Age	Replacement Cost (2023 $)
Bridges	14	21	$21,116,700
Culverts	19	40	$19,292,600
TOTAL	33	32	$40,409,300

Figure 3-1
Bridges and Culverts Map



CONDITION

The Township's 2022 Bridge and Culvert Inspection and Assessment Report (OSIM), as prepared by Spriet Associates Engineers & Architects (dated July, 2022), assessed the condition of the bridge and culvert network, applying a bridge condition index (BCI) for assets. A BCI score is provided on a numeric scale of 0-100, and is a measure of the overall condition of the structure based on an evaluation of individual components. To better communicate the condition of the bridge and culvert network, the numeric condition ratings have been segmented into condition states as summarized in Figure 3-2.

Figure 3-2

Bridge and Culvert condition States Defined with Respect to BCI

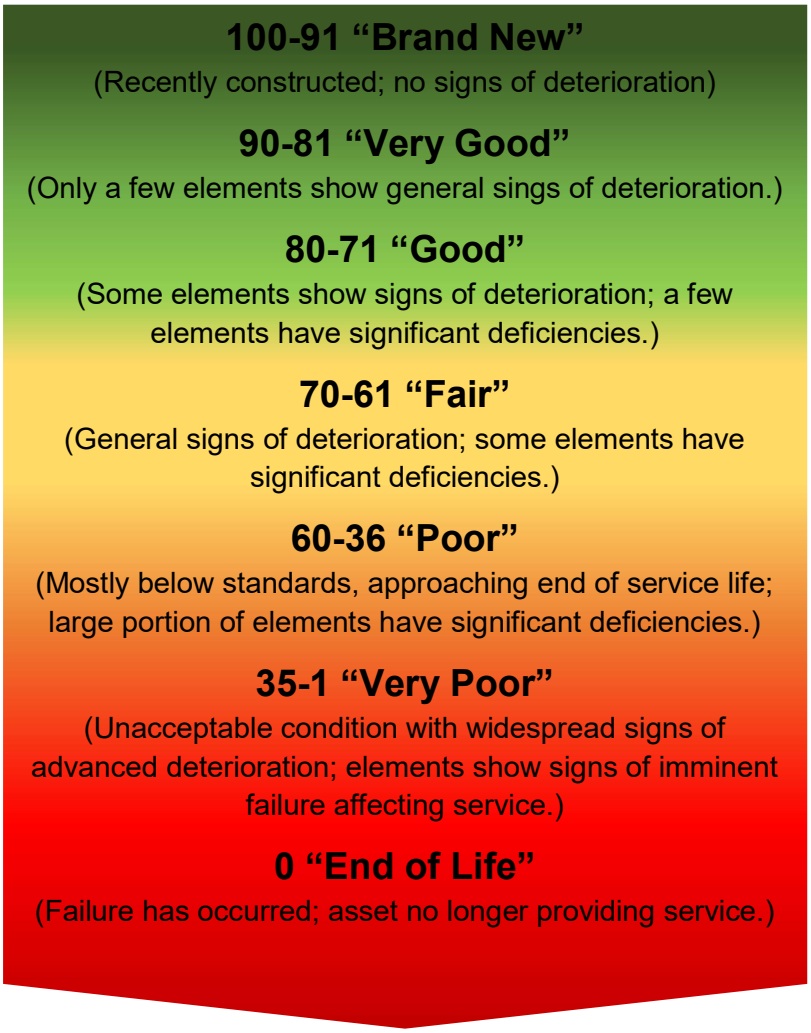


Table 3-2 examines the average condition rating of the bridge and culvert network. The condition of the structures comes from the Township's 2022 OSIM report. On average, bridges and culverts are in a "Good" condition state. Assessed for the entire bridge and culvert network, all structures provide an average BCI of 73.

Table 3-2

Bridge and Culvert Condition Analysis

Type	Quantity	Average BCI	Lowest Observed BCI	Average Condition State
Bridge	14	81	64	Very Good
Culvert	19	68	49	Fair
TOTAL	33	73	49	Good

LEVELS OF SERVICE

CURRENT LEVEL OF SERVICE

The levels of service currently provided by the Township's bridge and culvert network is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines the current levels of service and enables the Township to periodically evaluate these service level objectives. Bridges and culverts are utilized by all levels of vehicles, i.e. passenger vehicles, emergency vehicles, pedestrians, cyclists, slow-moving vehicles, heavy transport vehicles, etc., and allow the passage of drainage throughout the Township.

Bridge and culvert assets have prescribed levels of service reporting requirements under O. Reg. 588/17. These requirements include levels of service reporting from two different levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that residents understand and reflect their scope and quality expectations of the bridge and culvert network. Technical levels of service describe the scope and quality of Township bridges and culverts through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. Table 3-3 presents the current levels of service as mandated by O. Reg. 588/17 (*) and as set by the Township.

Table 3-3

2023 Bridge and Culvert Current Levels of Service

COMMUNITY LEVELS OF SERVICE	TECHNICAL LEVELS OF SERVICE
Bridge assets are currently in a “Very Good” condition on average, and meet the requirements of Ontario Regulation 104/97: Standards for Bridges.  (RCRO0020 Crossley Hunter)	Average Bridge Condition Index (BCI) value for bridge assets: * **BCI 81**
Structural culvert assets are currently in a “Fair” condition on average, and meet the requirements of Ontario Regulation 104/97: Standards for Bridges.  (RCOL0050 College Line)	Average Bridge Condition Index (BCI) value for structural culvert assets: * **BCI 68**
There are no bridge or structural culvert assets with traffic usage restrictions (e.g. heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists, etc.).	Percentage of assets with traffic usage restrictions: * **0%**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

This section will detail the lifecycle activities (capital treatments) as set forth in the 2020 OSIM report. The treatments that the Township currently employs in the management of its bridges and culverts include:

Bridge	Culvert
Rehabilitation – Standard	Reconstruction
Rehabilitation – Including Jacking the Deck	
Reconstruction	

Table 3-4 details the costs for the lifecycle activities listed above. These costs are presented as a percentage of estimated replacement cost for the entire bridge, which are derived from averages present in the 2020 OSIM report. The “Rehabilitation – Includes Jacking the Deck” treatment is a flag from the 2020 OSIM report, where this treatment is only performed if the recommended rehabilitation treatment for a bridge required jacking of the deck. As this is a costly endeavour, the percent of replacement cost attributed to this treatment is greater than standard rehabilitations. After completing a rehabilitation treatment that includes jacking of the deck, or a reconstruction, this flag is removed, and all subsequent rehabilitations will be standard rehabilitations, until such a time as it is deemed that a jacking of the deck treatment would be necessary again.

Table 3-4

Bridge and Culvert Treatment Costs as Percent of Total Replacement

Treatment	Applies To	% of Replacement Cost
Rehabilitation – Standard	Bridge	22%
Rehabilitation – Includes Jacking the Deck	Bridge	43%
Reconstruction	Bridge & Culvert	100%

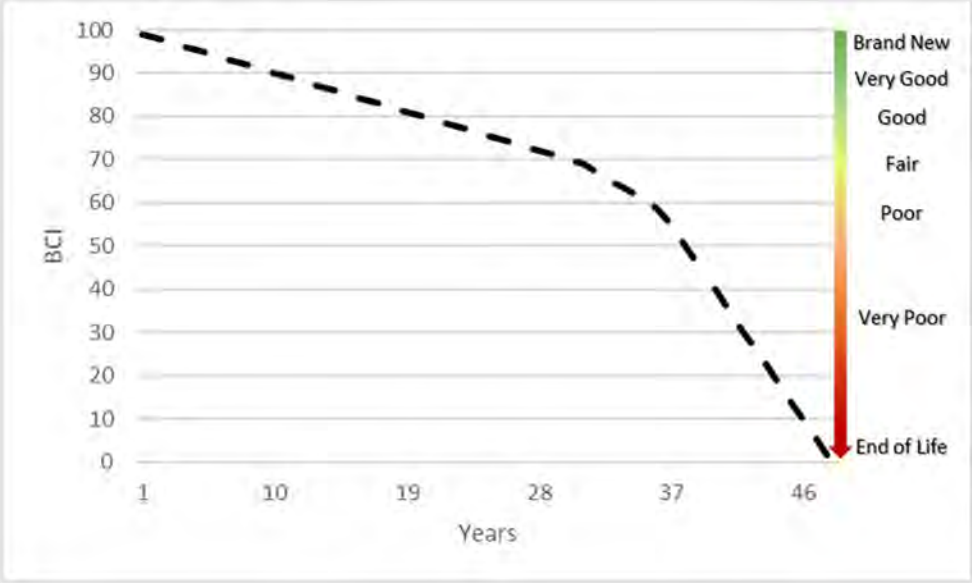
DEGRADATION PROFILES

Assets deteriorate over time, eventually reaching a point where they have no remaining service life left. However, the path each asset takes in reaching its end of life differs, even for assets of the same type. A condition rating identifies where along the path any particular asset lays, or in other words, how long an asset has left before it reaches its end of life. Therefore, condition and service life are linked, and can be plotted graphically to visually represent the degradation curve of an asset.

Figure 3-2 presents the degradation profile of bridges and culverts that has been developed based on information contained in the Township's 2020 OSIM report. Through the process of conducting the required bi-annual bridge and culvert inspections, the Township will be able to further refine the degradation profile associated with these assets.

Figure 3-3

Bridges & Culverts Degradation Profile



DECISION CRITERIA

Table 3-5 presents the decision criteria, developed by referencing the 2020 OSIM report, for triggering specific bridge and culvert treatments. When the decision criteria for a given asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the BCI of the asset is improved by the amount specified in the "Gain to Condition" column, but not to exceed the amount listed in the "Maximum Condition Threshold" column.

Table 3-5

Bridge and Culvert Treatment Decision Criteria

Asset Type	Treatment	BCI Range	Flag – Requires Jacking of Deck	Gain to Condition	Maximum Condition Threshold
Bridge	Rehabilitation – Incl. Jacking of Deck	45-36	True	+99	99
	Rehabilitation – Standard	45-36	False	+99	99
	Reconstruction	35-0	N/A	+100	100
Culvert	Reconstruction	35-0	N/A	+100	100

EXPECTED LIFECYCLE AND ASSOCIATED RISK

Combining the treatments, degradation profiles, and decision criteria results in a complete lifecycle management strategy. Figure 3-4 and 3-5 present illustrative examples of the expected lifecycle for bridges and culverts, respectively. The dashed, vertical lines represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above. Finally, the dotted line demonstrates the expected lifecycle of an asset were it to not receive any treatments over the course of its service life.

The lifecycle strategy as defined for bridges is a preservation strategy, which means that an asset will only receive rehabilitation treatments and not be reconstructed, assuming the window of opportunity to conduct the rehabilitation treatments has not passed. In other words, as long as budgetary constraints never prevent a bridge rehabilitation from occurring as it becomes due, a bridge will never degrade to a point that it needs to be reconstructed. For example, a representative bridge will degrade from some BCI greater than 45, and upon reaching a BCI of 45, the bridge will be triggered for a rehabilitation, which in turn increases its BCI to 99. This process will loop ad infinitum until such a time as budgetary pressures prevent the rehabilitation from occurring. If the fiscal limits prevent the bridge from being treated for some time period that the bridge's BCI falls to 35 or below, only then will a reconstruction be triggered.

The lifecycle strategy for culverts is to reconstruct (replace) when the designated BCI is reached. While this strategy is simple—and may not appear to be significantly different from an age-based replacement strategy—because it is informed by the assessed condition this strategy results in more accurate forecasting. As the asset's condition is regularly re-assessed biennially, the timing of the eventual reconstruction could vary significantly from an age-based approach. For example, if the environment that the culvert resides in causes it to degrade quicker or slower than the expected average, and the

assessed condition rating reflects this, then the eventual replacement will be triggered at a different time than an age-based approach.

In addition to the biennially scheduled OSIM inspections, an enhanced review will be conducted on structures as they approach the forecasted rehabilitation/reconstruction period. The enhanced review will consider the condition of individual structure components as well as environmental factors, traffic, and other risks. Reviewing these associated risks will ensure the recommended rehabilitation or reconstruction period optimizes budget requirements and reflects the level of service an asset provides.

Figure 3-4

Lifecycle Strategy – Bridges

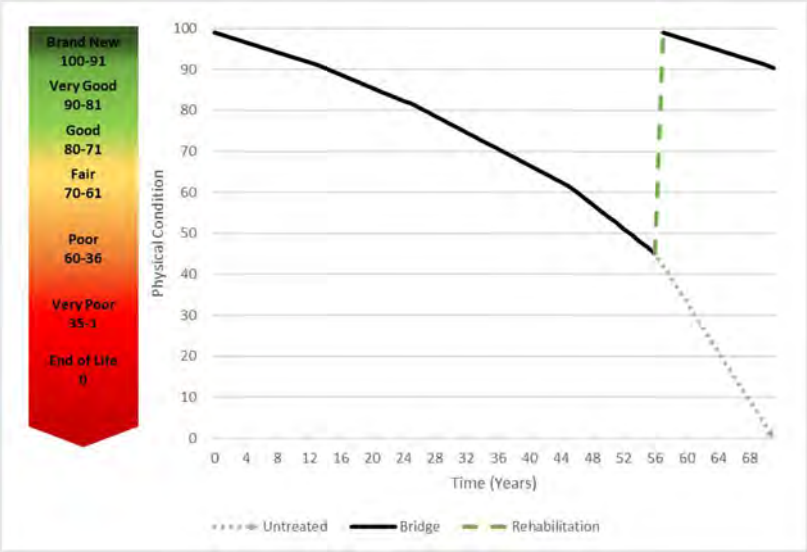
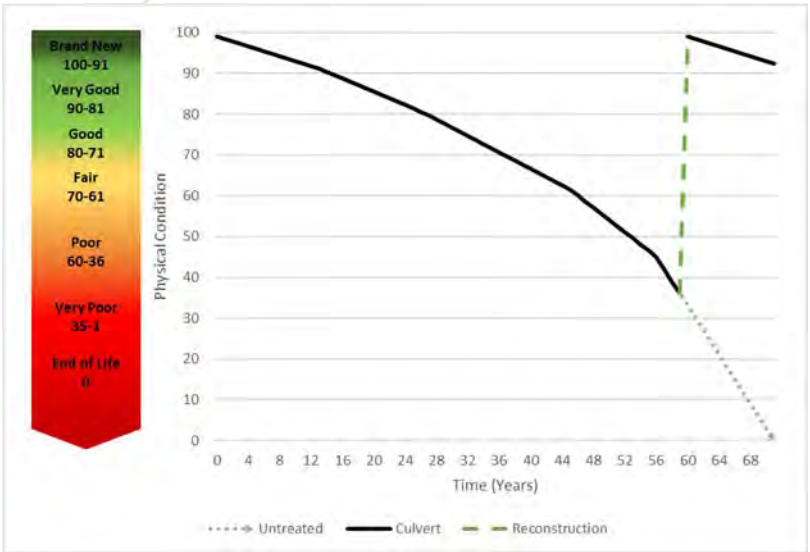


Figure 3-5

Lifecycle Strategy – Structural Culverts



FORECASTS

NETWORK FORECASTS

The lifecycle replacement activities planned for road segment assets are projected to cost approximately $20.7 million over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-2 in Appendix A: Network Cost Forecasts.

Figure 3-6 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $1 million.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index. The forecast also includes a 20% estimated cost for engineering, environmental assessments, and geotechnical studies, etc., for major projects.

Figure 3-6
Bridge & Culvert Expenditure Forecast

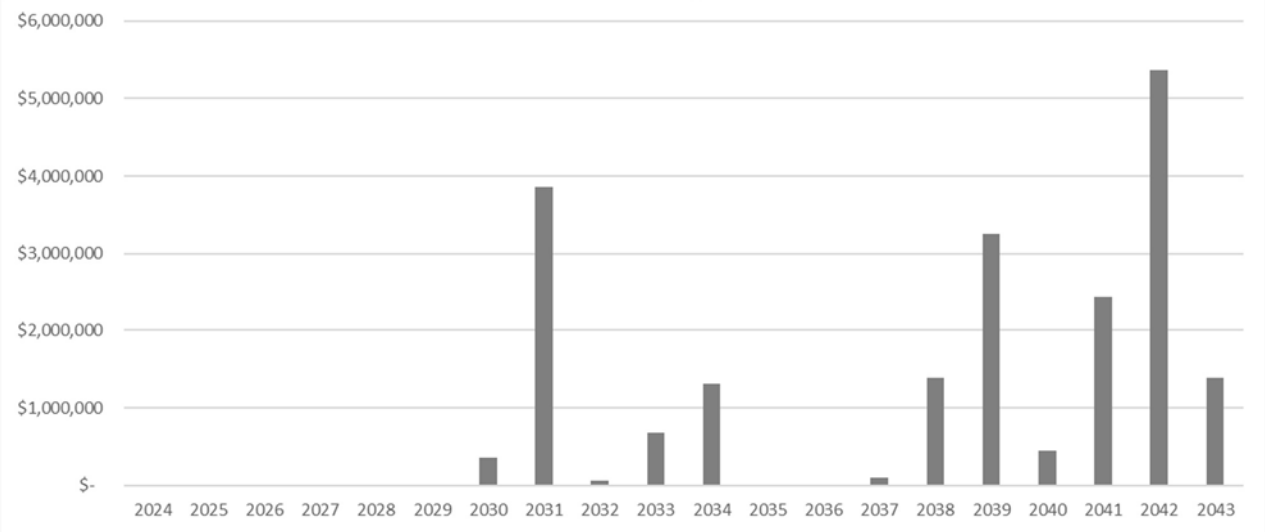
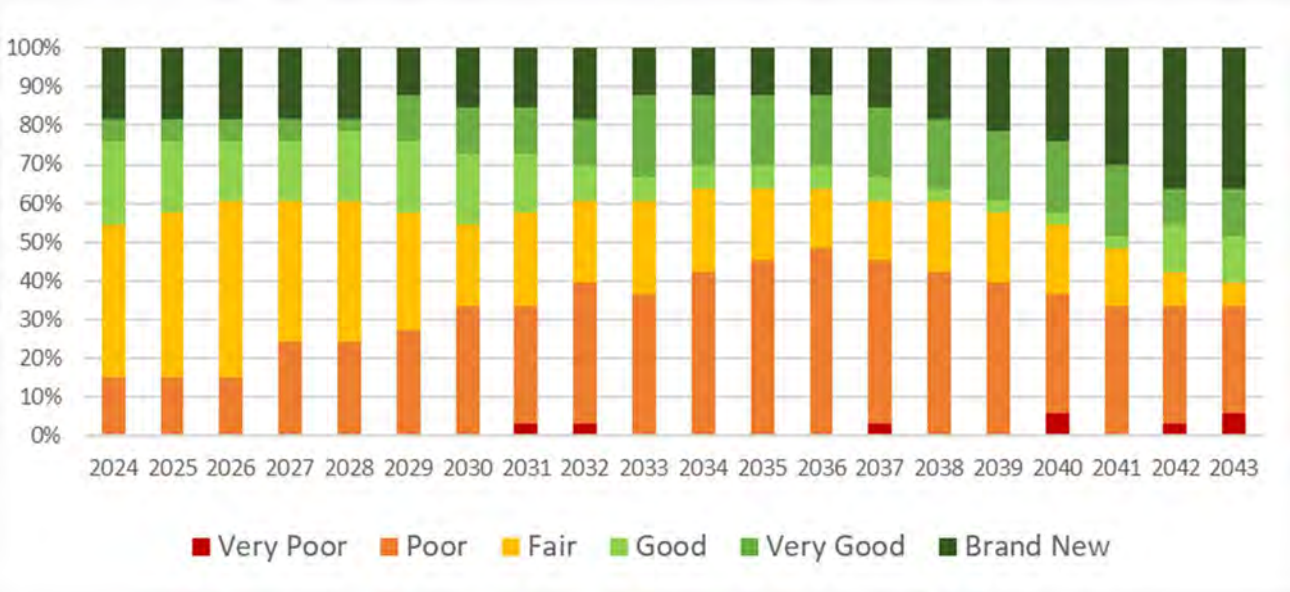


Figure 3-7 demonstrates the bridge and culvert network percentage of service level states over the forecasted period as a result of implementing this lifecycle management funding strategy. This funding strategy will enable the Township to move towards a sustainable position of maintaining the current levels of service for bridge and culvert assets.

Figure 3-7
Bridge & Culvert Network Service Level States



ASSET TYPE FORECASTS

Figures 3-8 and 3-9 display the average condition trend that results from executing the lifecycle management strategy over the 20-year forecast period for each asset type. Structural culvert assets maintain a “fair” condition state during the forecast period, and the average condition of bridges moves from a “good” to “fair” condition state during the forecast period. Significant investment in bridge and structural culvert assets during the forecast period will result in a return to a “good” condition state on average for bridges and will maintain the “fair” condition state for structural culverts.

Figure 3-8

Asset Type Forecast – Bridges

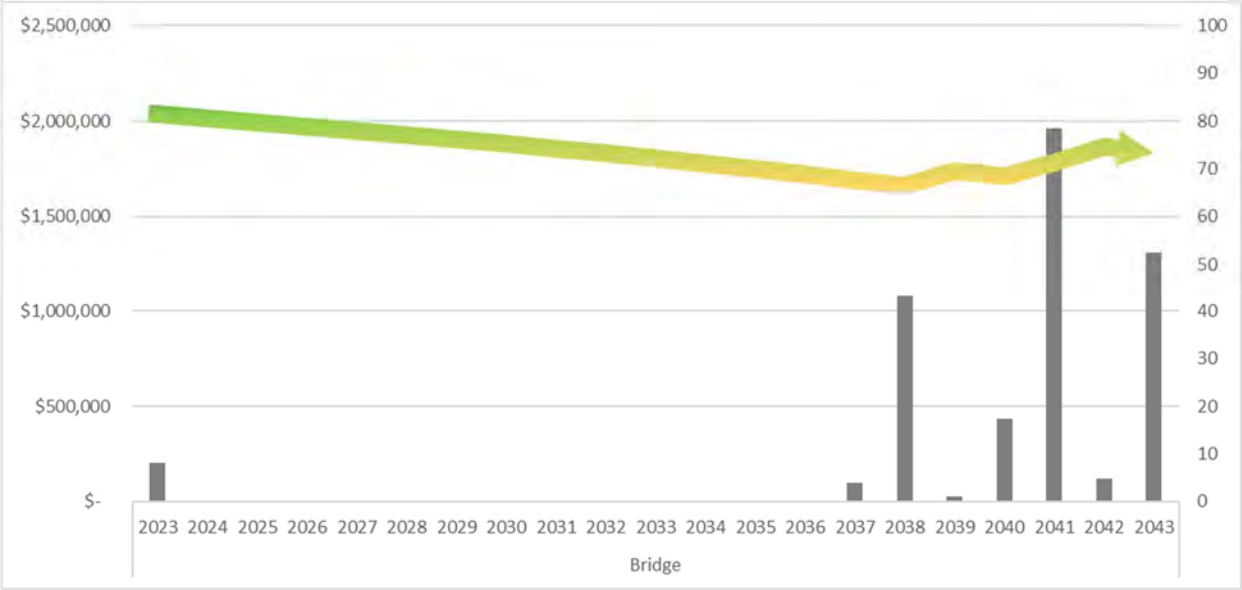
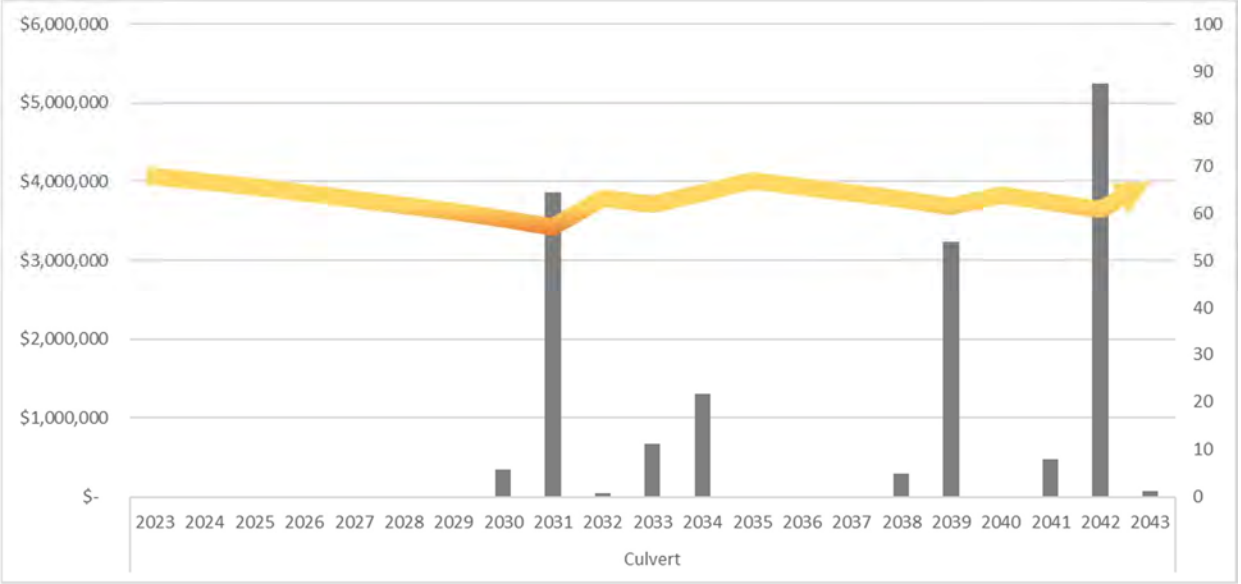


Figure 3-9

Asset Type Forecast – Structural Culverts



4. SIDEWALKS AND STREETLIGHTS

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns 5 km of sidewalks, and 144 street lights—each consisting of a head and an arm. The 2023 replacement value totaling approximately $937,000. The replacement value has been estimated based on inflating historical cost. Table 4-1 provides a summary of quantity, age, and replacement value for the current sidewalk and streetlight network.

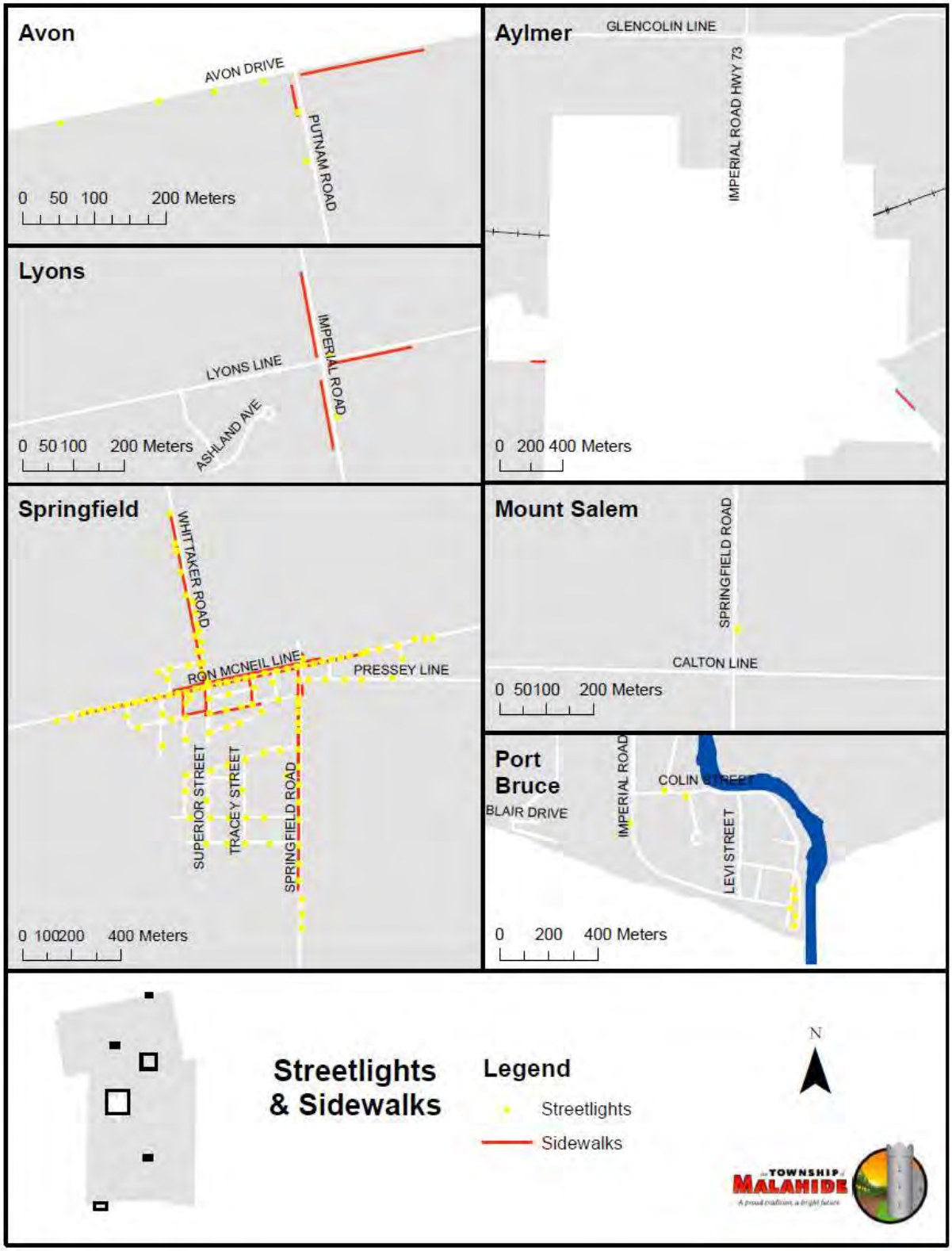
Figure 4-1 maps the sidewalk and streetlight assets to visualize the Township's current asset network.

Table 4-1

Sidewalk and Streetlight Infrastructure Summary

Type	Quantity	Average Age	Replacement Cost (2023 $)
Sidewalk	4.996 km	13	$802,800
Streetlights – Head & Arm	144	9	$134,200
TOTAL			$937,000

Figure 4-1
Sidewalk and Streetlight Network Map



CONDITION

The Township Staff assessed the condition of the sidewalk and streetlight network, applying a condition state for the percentage of useful life remaining for assets. The percentage of useful life remaining is based on a predetermined useful life for sidewalks is 50 years, and for streetlights is 20 years. To better communicate the condition of the sidewalk and streetlight network, the numeric condition ratings have been segmented into qualitative condition states as summarized in Table 4-2.

Figure 4-2

Sidewalk and Streetlight Condition States Defined with Respect to Useful Life

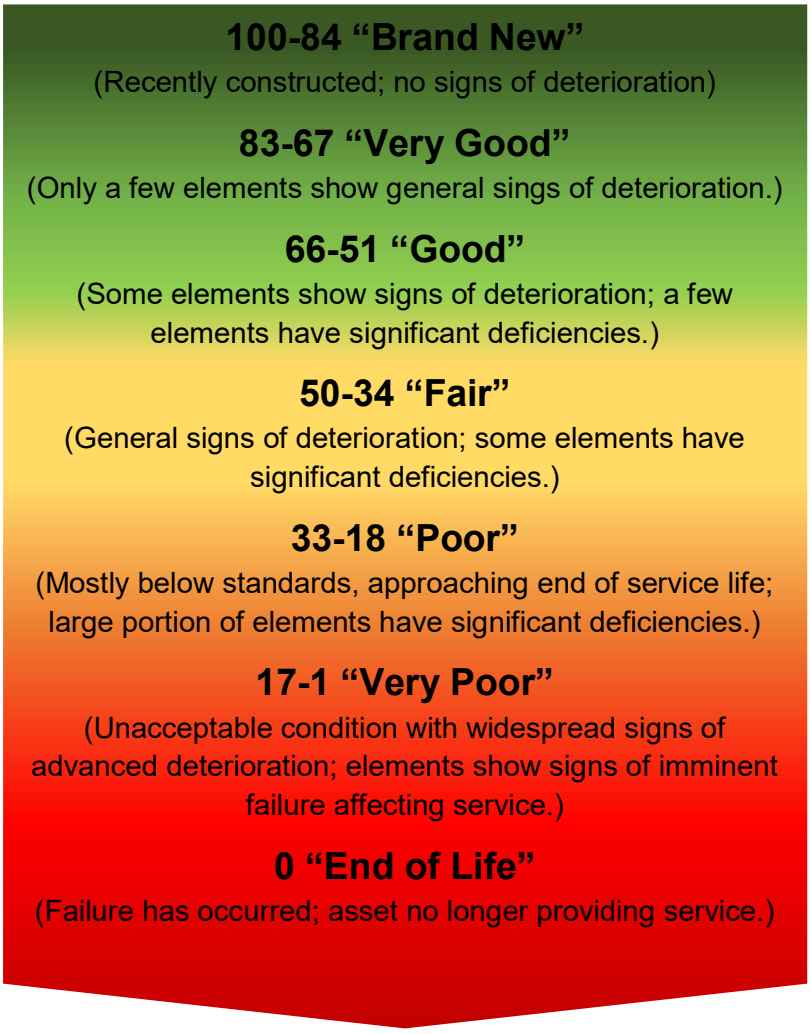


Table 4-2 details the weighted average condition rating of sidewalks (based on length) and streetlights (overall unit). The condition of the assets comes from a combination of the percentage of useful life remaining and visual condition inspections. On average, the network is in a "Very Good" condition state. The lowest observed condition in the sidewalk and streetlight network is 37 "Fair" in the asset category of Sidewalks.

Table 4-2

Sidewalk and Streetlight Condition Analysis

Type	Quantity	Average % of Useful Life Remaining (ULR)	Average Condition State
Sidewalks	4.996 km	76	"Very Good"
Streetlights	144	56	"Good"
TOTAL			"Very Good"

LEVELS OF SERVICE

CURRENT LEVELS OF SERVICE

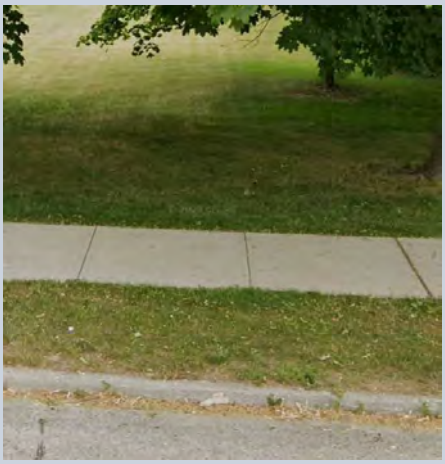
The levels of service currently provided by the Township's sidewalk and streetlight network is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines the current levels of service and enables the Township to periodically evaluate these service levels.

Sidewalks and streetlight assets do not have prescribed levels of service reporting requirements under O. Reg. 588/17. The Township has set performance measures for levels of service beyond the requirements under regulation. These performance measures will follow the format of two different service levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the sidewalk and streetlight network. Technical levels of service describe the scope and quality of Township sidewalks and streetlights, through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services.

Table 4-3 presents the current levels of service as set by the Township.

Table 4-3

2023 Sidewalk and Streetlight Network Current Levels of Service

COMMUNITY LEVELS OF SERVICE	TECHNICAL LEVELS OF SERVICE
Sidewalk assets are in a “Very Good” condition on average.  (Ron McNeil Line)	Average sidewalk condition: **76**
Streetlight assets are in a “Good” condition on average.  (Ron McNeil Line)	Average streetlight condition: **56**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

This section will detail the lifecycle activities (capital treatments) as prescribed by Township staff. The Township currently only performs reconstruction treatments in the management of its sidewalk assets, and replacement of streetlights – arms and head. The costs to perform a reconstruction treatment on a sidewalk or a replacement of a component of a streetlight are therefore simply the currently evaluated replacement cost, as of 2023.

DEGRADATION PROFILES

Assets deteriorate over time, eventually reaching a point where they have no remaining service life left. However, the path each asset takes in reaching its end of life differs, even for assets of the same type. A condition rating identifies where along the path any particular asset lays, or in other words, how long an asset has left before it reaches its end of life. Therefore, condition and service life are linked, and can be plotted graphically to visually represent the degradation curve of an asset.

Figure 4-3 and 4-4 present the degradation profiles of sidewalks and streetlights, respectively. Through the process of conducting annual sidewalk condition assessments, the Township will be able to collect data to further refine the degradation profile. For example, a sidewalk will degrade from a condition of “Brand New” to “Very Good” and from “Very Poor” to “End of Life” very rapidly.

Figure 4-3

Sidewalk Degradation Profile

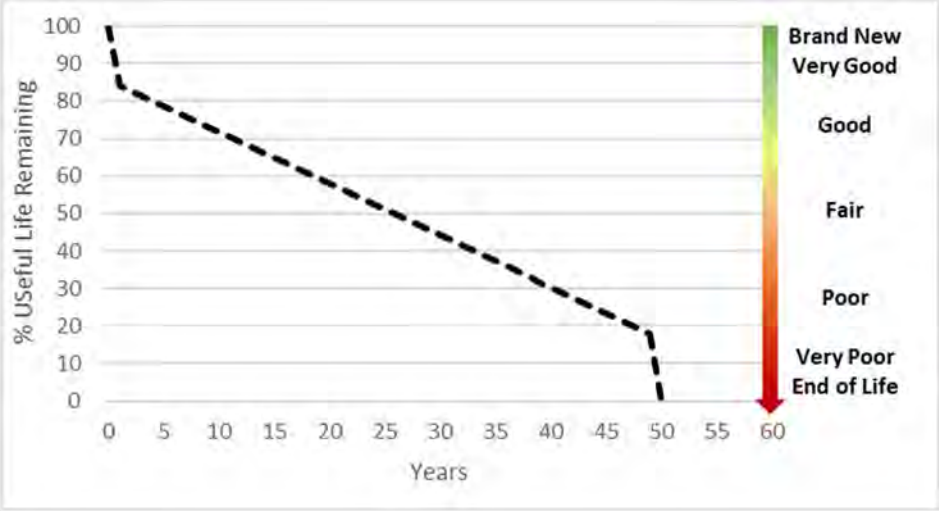
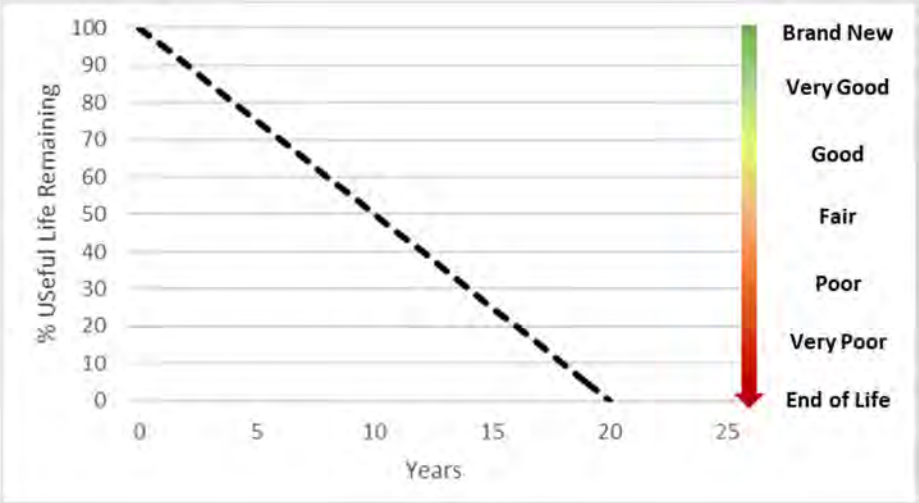


Figure 4-4
Streetlight Degradation Profile



DECISION CRITERIA

Table 4-4 presents the decision criteria—developed through discussions amongst Township staff—for triggering sidewalk reconstruction and streetlight replacements. When the decision criteria for a given asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the condition of the asset is improved by the amount specified in the "Gain to Condition" column, but not to exceed the amount listed in the "Maximum Condition Threshold" column.

Table 4-4
Sidewalk and Streetlight Treatment Decision Criteria

Treatment	Condition Range	Gain to Condition	Maximum Condition Threshold
Reconstruction - Sidewalks	18-0	+100	100
Replacement - Streetlights	5-0	+100	100

EXPECTED LIFECYCLE

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 4-5 and 4-6 present an illustrative example of the expected lifecycle for sidewalks and streetlights, respectively. The dashed, vertical lines represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above. Finally, the dotted-line represents what would happen to the asset if left untreated.

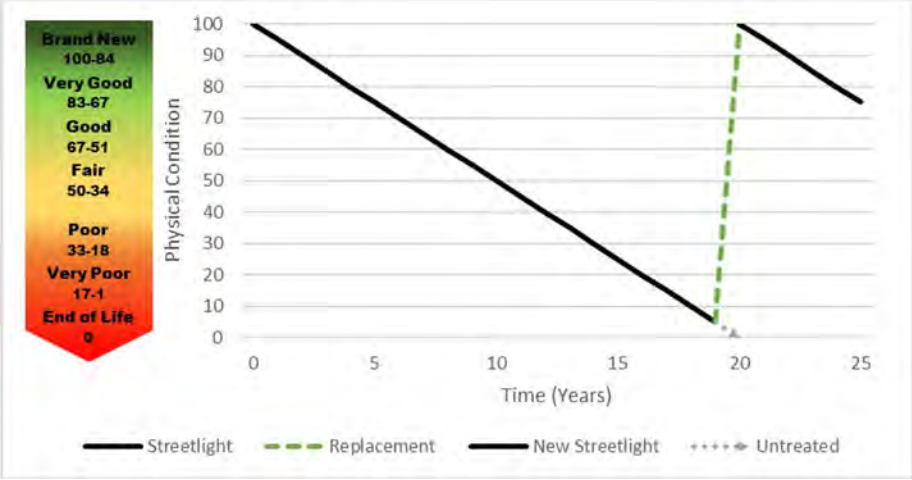
The lifecycle strategy for sidewalks is to reconstruct when an asset reaches a condition of “Very Poor” or “End of Life”. The strategy for streetlights is to replace the two components of a streetlight when they fail. While these strategies are simple, they are informed by the assessed condition and thus results in more accurate forecasting. As the sidewalk asset’s condition is re-assessed over time, the eventual timing of reconstruction could vary significantly from an age-based approach. The streetlight asset’s condition is age-based, however the failure could vary significantly from the forecasted average. For example, if the environment that the asset resides in causes it to degrade quicker or slower than the expected average, and the assessed condition rating reflects this, then the eventual replacement will be triggered at a different time than would be indicated by an age-based approach.

Figure 4-5

Lifecycle Strategy – Sidewalks

Figure 4-6

Lifecycle Strategy – Streetlights



FORCASTS

NETWORK FORECASTS

The lifecycle replacement activities planned for road segment assets are projected to cost approximately $249,000 over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-3 in Appendix A: Network Cost Forecasts.

Figure 4-7 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $12,500.

Significant capital expenditures would not be expected for approximately 30 years. Streetlights in Springfield and Avon reach their 20-year estimated useful life expectancy in 2034. While they are forecasted to be replaced at that time, condition assessments will be undertaken to determine at more accurate replacement schedule.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index.

Figure 4-7

Sidewalk & Streetlight Network Expenditure Forecast

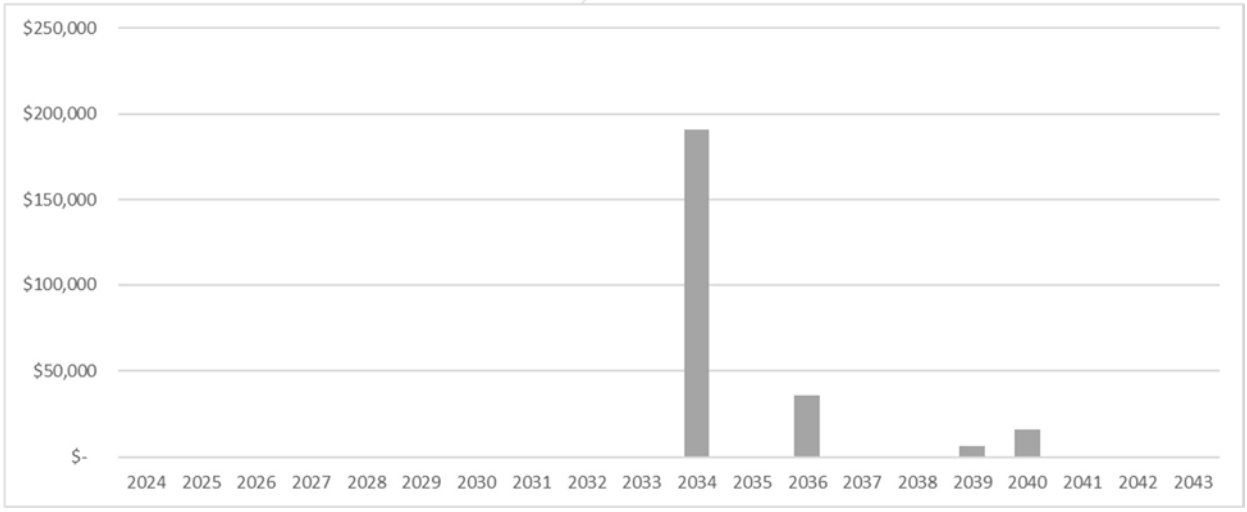
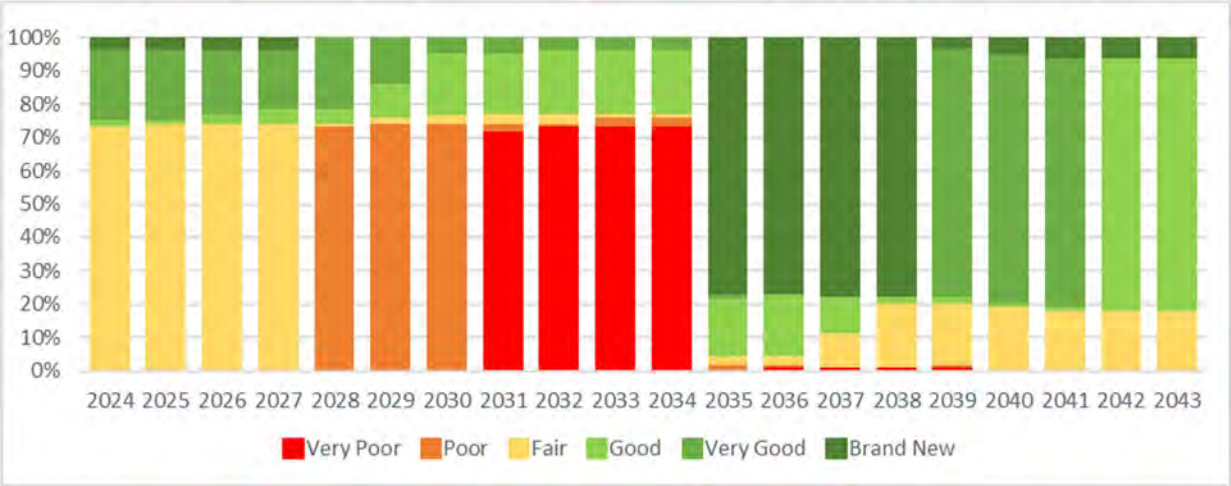


Figure 4-8 demonstrates the sidewalk and streetlight network service levels over the forecast period as a result of implementing this lifecycle management funding strategy. This funding strategy will enable the Township to move towards a sustainable position of maintaining the current levels of service for sidewalk and streetlight assets.

Figure 4-8

Sidewalk & Streetlight Network Condition Forecast

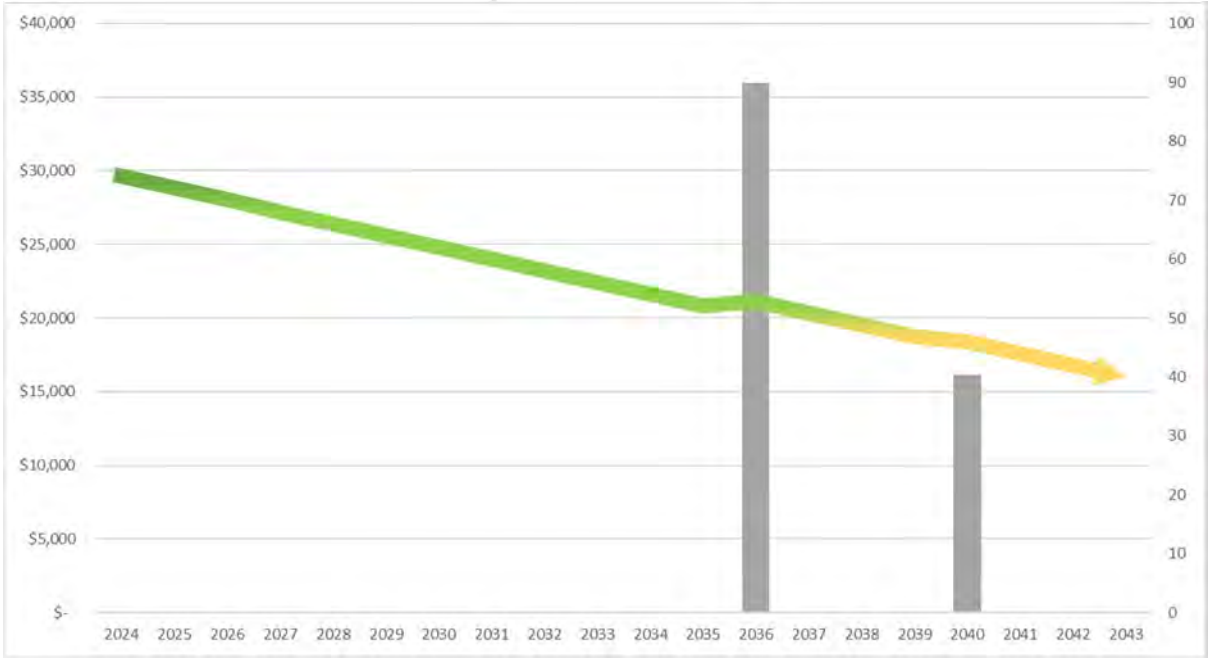


ASSET TYPE FORECASTS

Figures 4-9 and 4-10 display the overall average annual condition state of streetlight and sidewalk assets that result from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. The sidewalk network is expected to move from a “Very Good” condition state to a “Fair” condition state by the end of the forecast period.

Figure 4-9

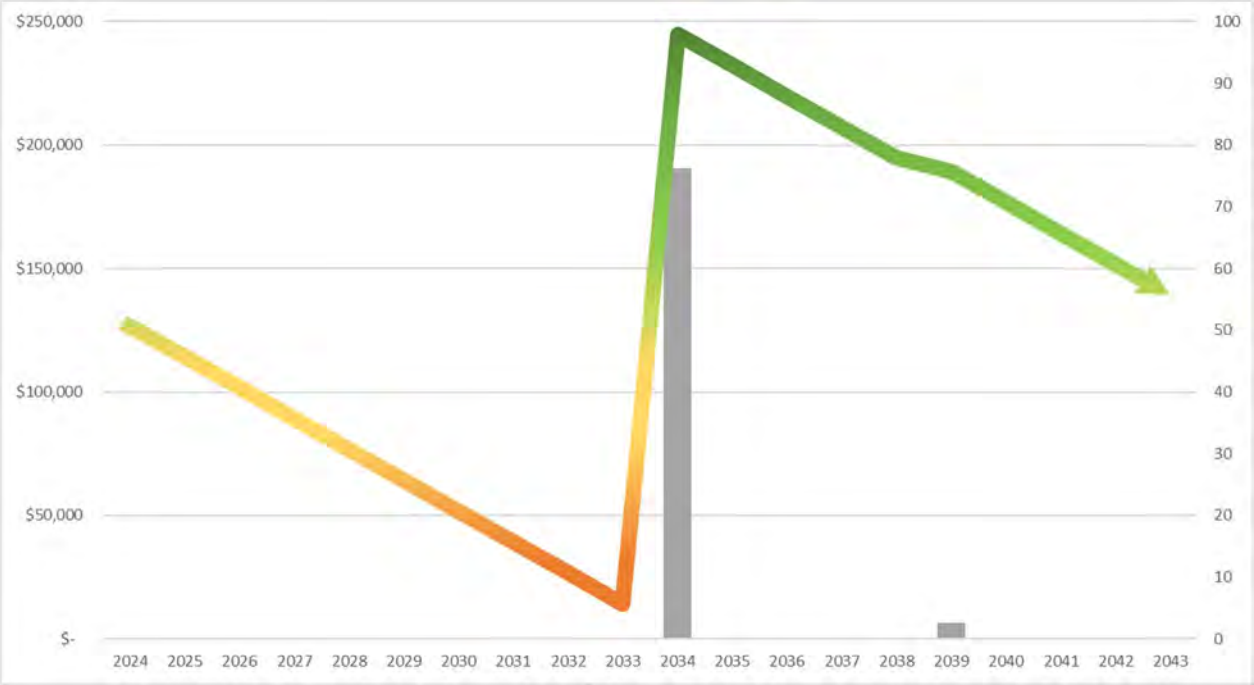
Asset Type Forecast - Sidewalks



The streetlight network is expected to move from a “Fair” condition state to a “Brand New” condition state in 2034 as a result of significant investment in streetlight assets in the village of springfield and Avon.

Figure 4-10

Asset Type Forecast - Streetlights



5. FACILITIES AND PUBLIC SPACES

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 7 Facilities, 7 parks, 3 ball diamonds, and 10 cemeteries, and a pier with a 2023 replacement value totaling approximately $29 million. The asset class summary has been informed by the Township's prior Asset Management Plan, by estimates provided from Township staff, by the Facilities Consolidation and Optimization Plan as prepared by Stirling Rothesay Consulting Inc. (November 22, 2021), and by the Building Condition Assessments as prepared by McIntosh Perry (October 24, 2023). Figure 5-1 maps the facility network to visualize the Township's current asset locations.

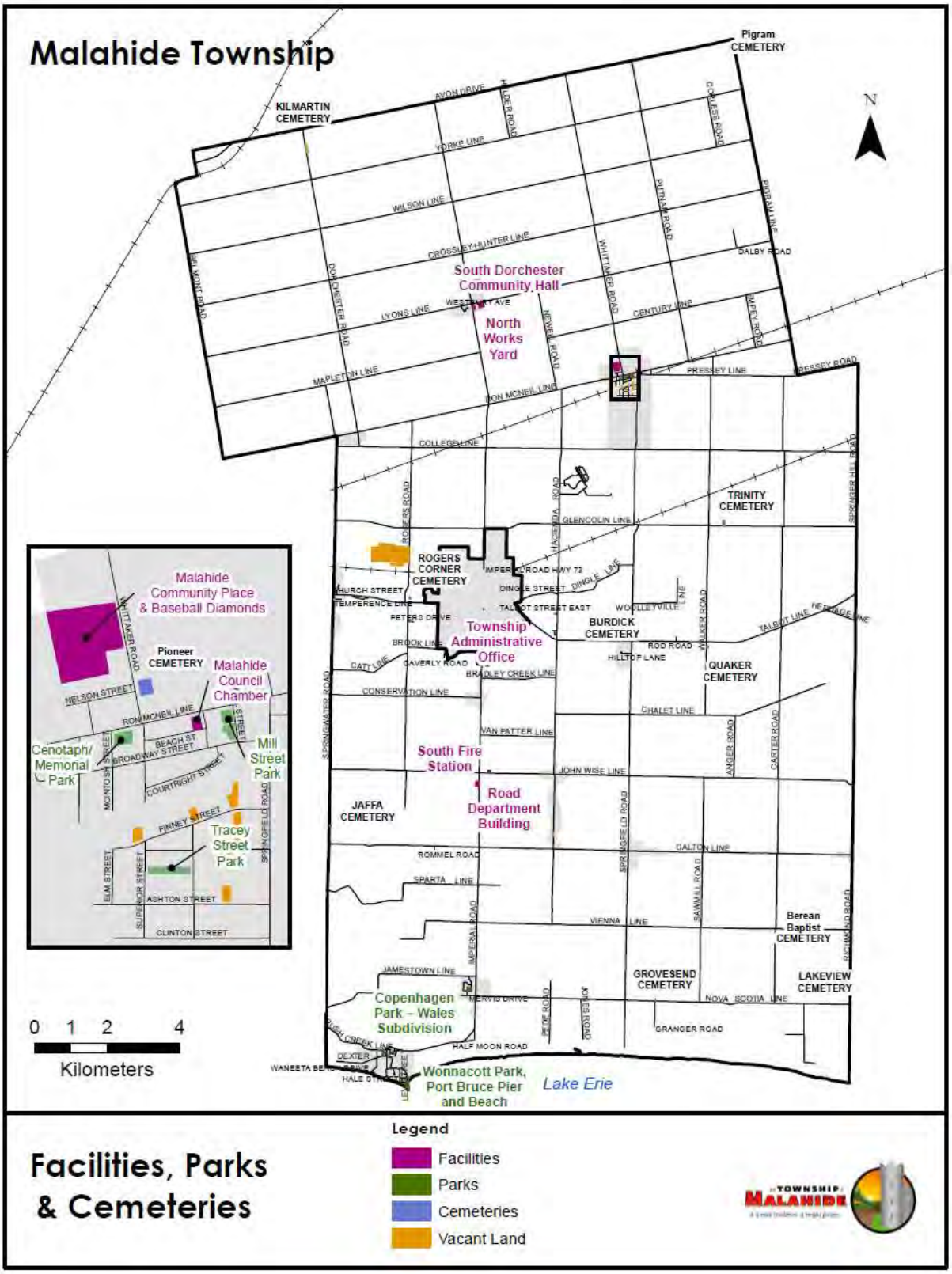
Table 5-1 summarizes the state of facilities, ball diamonds, parks, cemeteries, open space, and vacant land. The category "open space" pertains to areas servicing facilities or parks that are located on the same property (e.g. parking lots, curbs, etc.). The average age of the networks is just over 9 years old, with building components averaging 16 years, ball diamond components averaging 7 years, and park components averaging 7 years. The average age of cemetery components is currently unknown.

Table 5-1

Facility & Public Space Infrastructure Summary

Type	Number of Sites	Average Age	Replacement Cost (2023 $)
Facilities	7	16	$22,584,300
Ball Diamonds	3	7	$280,450
Parks	7	7	$656,200
Cemeteries	10	Unknown	$324,000
Pier	1	4	$2,814,000
Open Space	8	12	$1,971,100
Vacant Land	10	Unknown	$422,800
TOTAL	46	9	$29,052,850

Figure 5-1
Facility Network Map



CONDITION

The condition of facilities and public spaces is assessed in a combination of third-party consultant assessments, internal Township staff condition assessments, and age-based assessments based on industry best practices. Condition assessments are made both of the overall asset and of the defined components of an asset, which differ by asset type. Each component is assigned a condition rating based on a numeric scale of 0-100, with 51 or above being “Good” or better, and 50 or below being “Fair” or worse. For the purposes of this report, the individual components evaluated by Township staff have been aggregated into higher-level overall asset conditions to match the treatments that can be modelled.

These high-level component groupings are:

- Facilities – Exterior and interior building elements, mechanical and electrical equipment, overall condition;
- Ball Diamonds - Surface, lighting, fencing;
- Parks - Playground structures and surfaces, trails, fences, picnic tables, etc.;
- Cemeteries – fences only;
- Pier – Surface, shore protection, benches;
- Open Space – Parking lot surfaces, walkway surfaces, signage, curbs, and fences;
- Vacant Land – Condition is not assessed.

To better communicate the condition of these assets, the numeric condition ratings have been segmented into qualitative condition states, as summarized in Figure 5-2. Table 5-2 examines the average condition of these assets. The condition inspections were carried out in the summer of 2023, and represent the most up-to-date information available to the Township at this time.

Figure 5-2

Facility & Public Space Condition States Defined with Respect to Condition

100-84 "Brand New"
(Recently constructed; no signs of deterioration)

83-67 "Very Good"
(Only a few elements show general sings of deterioration.)

66-51 "Good"
(Some elements show signs of deterioration; a few elements have significant deficiencies.)

50-34 "Fair"
(General signs of deterioration; some elements have significant deficiencies.)

33-18 "Poor"
(Mostly below standards, approaching end of service life; large portion of elements have significant deficiencies.)

17-1 "Very Poor"
(Unacceptable condition with widespread signs of advanced deterioration; elements show signs of imminent failure affecting service.)

0 "End of Life"
(Failure has occurred; asset no longer providing service.)

Table 5-2

Facility & Public Space Condition Analysis

Facility Type	Number of Sites	Average Condition	Average Condition State
Facilities	7	55	Good
Ball Diamonds	3	64	Good
Parks	7	80	Very Good
Cemeteries	10	33	Poor
Open Space	8	74	Very Good
Pier	1	91	Brand New
TOTAL	36	66	Good

LEVELS OF SERVICE

CURRENT SERVICE LEVELS

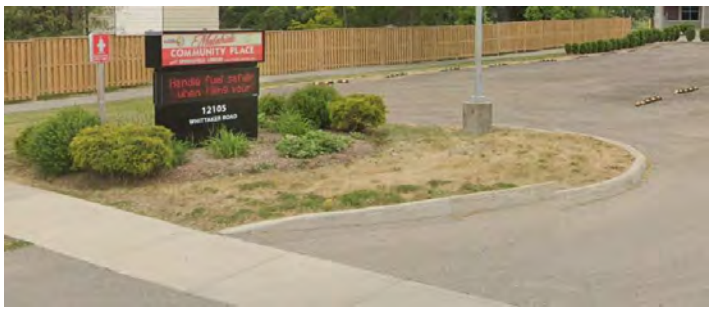
The levels of service currently provided by the Township's facility & public space network is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines the current levels of service and enables the Township to periodically evaluate these service level objectives.

Facility & public space assets do not have prescribed levels of service reporting requirements under O. Reg. 588/17. The Township has set performance measures for levels of service beyond the requirements under regulation. These performance measures will follow the format of two different service levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the facility network. Technical levels of service describe the scope and quality of Township facilities & public spaces, through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. Table 5-3 presents the current levels of service as set by the Township.

Table 5-3

2023 Facility & Public Space Network Current Levels of Service

COMMUNITY SERVICE LEVELS	TECHNICAL PERFORMANCE MEASURES
Facilities are in "Good" condition on average.  (Malahide Community Place, Springfield)	Average facility condition: **55**
Parks are in "Very Good" condition on average.  (Wonnacott Park, Port Bruce)	Average park condition: **80**

Ball Diamonds are in "Good" condition on average.  (Malahide Community Place, Springfield)	Average ball diamond condition: **64**
Cemeteries are in "Poor" condition on average.  (Burdick Cemetery, Talbot Line)	Average cemetery condition: **33**
The pier is in "Brand New" condition on average.  (Port Bruce)	Average pier condition: **91**
Open spaces are in "Very Good" condition on average.  (Malahide Community Place, Springfield)	Average open space condition: **74**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

The treatments that the Township currently employs in the management of its facilities and public spaces consists of the replacement of components that fall into the categories described in the *Condition* section above. This strategy is intended to replace the common high-level components of an asset that deteriorate over time. It is assumed that by replacing these components over time, and through continual maintenance activities of the asset as a whole, the overall condition of an asset will remain in fair or better condition. This implies that the core structural and sub-structural components of a facility or public space asset will not degrade appreciably. Therefore, the reconstruction or relocation of a facility or public space asset has not been modeled within this plan.

If circumstances arise in which a reconstruction is deemed necessary, then the outputs of this strategy would need to be modified in light of these changes. As some examples, a building's capacity could be deemed insufficient for Township needs or some event could harm the structural or sub-structural elements of a building, both of which could necessitate the reconstruction or relocation of an asset. In such cases, the existing capital plans for these assets would need to be readdressed through an update to this asset management plan.

Table 5-4 details the costs of these replacement treatments for facilities, by facility type. For all components except for core structural, sub-structural, siteworks, or the purchase of land, these costs are presented as a percentage of the total estimated replacement cost of the entire building. These percentages were estimated from the 2023 Building Condition Assessment report as prepared by McIntosh Perry, which provides replacement costs of the elements of various building types, and through discussions with Township staff.

Table 5-4
Component Costs as Percent of Total Replacement Cost

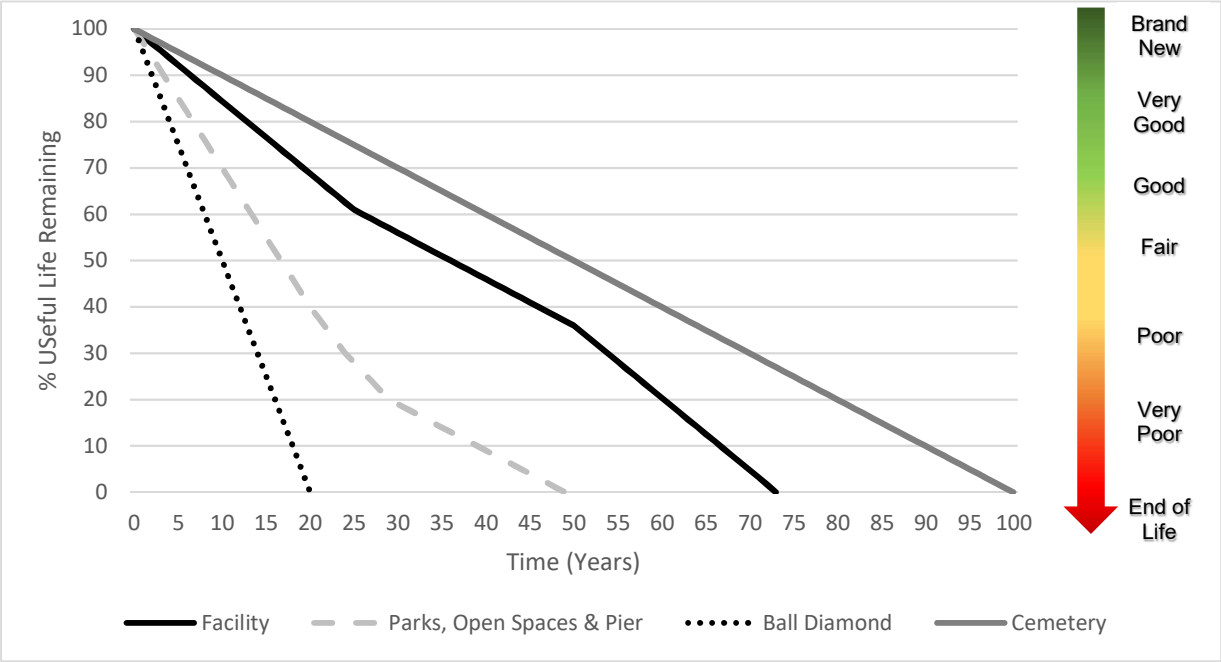
Treatment	Applies To	% of Total Replacement Cost
Exterior Building Elements	Facilities	5%-15%
Interior Building Elements	Facilities	2%-4%
Mechanical Equipment	Facilities	10%-20%
Electrical Equipment	Facilities	5%-10%
Surface	Ball Diamond	5%-10%
Lighting	Ball Diamond	5%-10%
Fencing	Ball Diamond	10%-20%
Playground Equipment & Surfaces	Parks	10%-20%
Shelters, Benches & Picnic Tables	Parks	5%-10%
Trails & Fences	Parks	10%-20%
Fences	Cemeteries	100%

DEGRADATION PROFILES

Assets deteriorate over time, eventually reaching a point where they have no remaining service life left. However, the path each asset takes in reaching its end of life differs, even for assets of the same type. A condition rating identifies where along the path any particular asset lays, or in other words, how long an asset has left before it reaches its end of life. Therefore, condition and service life are linked, and can be plotted graphically to visually represent the degradation curve of an asset. As some of high-level components consist of a variety of elements, of which there may be differing timeframes to reach the end of life condition state, some assumptions had to be made. For example, the Interior – Flooring component of buildings can consist of many different flooring types (i.e. tile, vinyl, carpets, etc.) which may have different expected useful lives. In these cases, an attempt was made to set the expected time to the predominant type.

Figures 5-3 presents the degradation profiles of facility and public space assets that have been developed. Through the process of conducting subsequent facility condition assessments, the Township will be able to further refine these degradation profiles. As mentioned in the *Condition* section, the condition assessments are on a 0-100 scale, with “Brand New” (100) and “End of Life” (0) start- and end-points.

Figure 5-3
Facility Degradation Profile



DECISION CRITERIA

Table 5-5 presents the decision criteria—developed through discussions with Township staff—for triggering facility component rehabilitation. When all of the decision criteria for a given asset are met, the corresponding component treatment is eligible to be applied. When a treatment is applied, the condition of the asset component is improved by the amount specified in the "Gain to Condition" column, but not to exceed the amount listed in the "Maximum Condition Threshold" column. Decision criteria are set to minimize risk of failure and risk to public safety.

Table 5-5
Facility Component Treatment Decision Criteria

Treatment	Condition Range	Gain to Condition	Maximum Condition Threshold
Facility & Ball Diamond Component Replacement	33-18	+100	100
Pier Component Replacement	33-18	+100	100
Park & Cemetery Component Replacement	17-1	+100	100
Open Space Component Replacement	17-1	+100	100

EXPECTED LIFECYCLE

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 5-4 to 5-6 present illustrative examples of the expected lifecycle of facility and public space asset components. The dashed, vertical line represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above. Finally, the grey, dotted line demonstrates the expected lifecycle of an asset were it to not receive any treatments over the course of its service life. The lifecycle strategy for facility, ball diamond, and pier components is to reconstruct when a condition 33 ("Poor") to condition 0 ("End of Life") is reached. The lifecycle strategy for park, cemetery, and open space components is to reconstruct when a condition 17 ("Very Poor") to condition 0 ("End of Life") is reached. While this strategy is simple, it is informed by the assessed condition and thus results in more accurate forecasting. As the asset's condition is assessed over time, the eventual reconstruction could vary significantly from an age-based approach. For example, if the environment that the component resides in causes it to degrade quicker or slower than the expected average, and the assessed condition rating reflects this reality, then the timing of an eventual replacement will be different time than would be indicated by an age-based approach.

Figure 5-4
Lifecycle Strategy – Facility Components

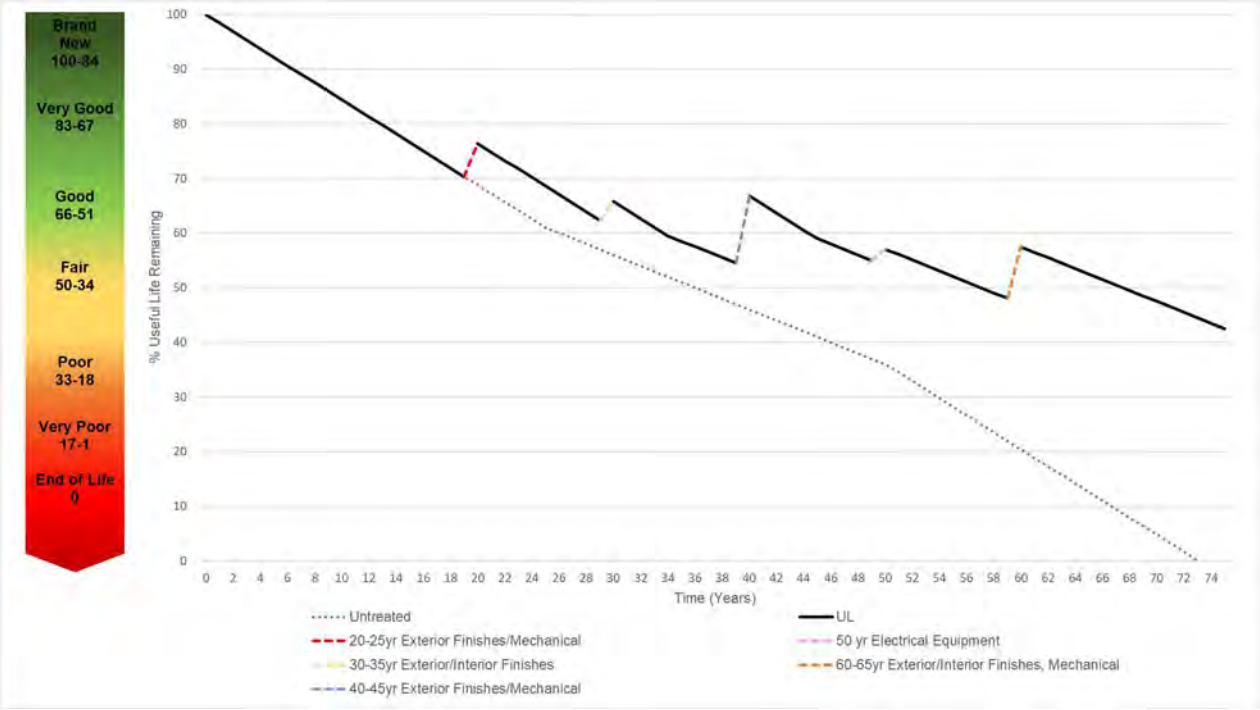


Figure 5-5
Lifecycle Strategy - Open Spaces

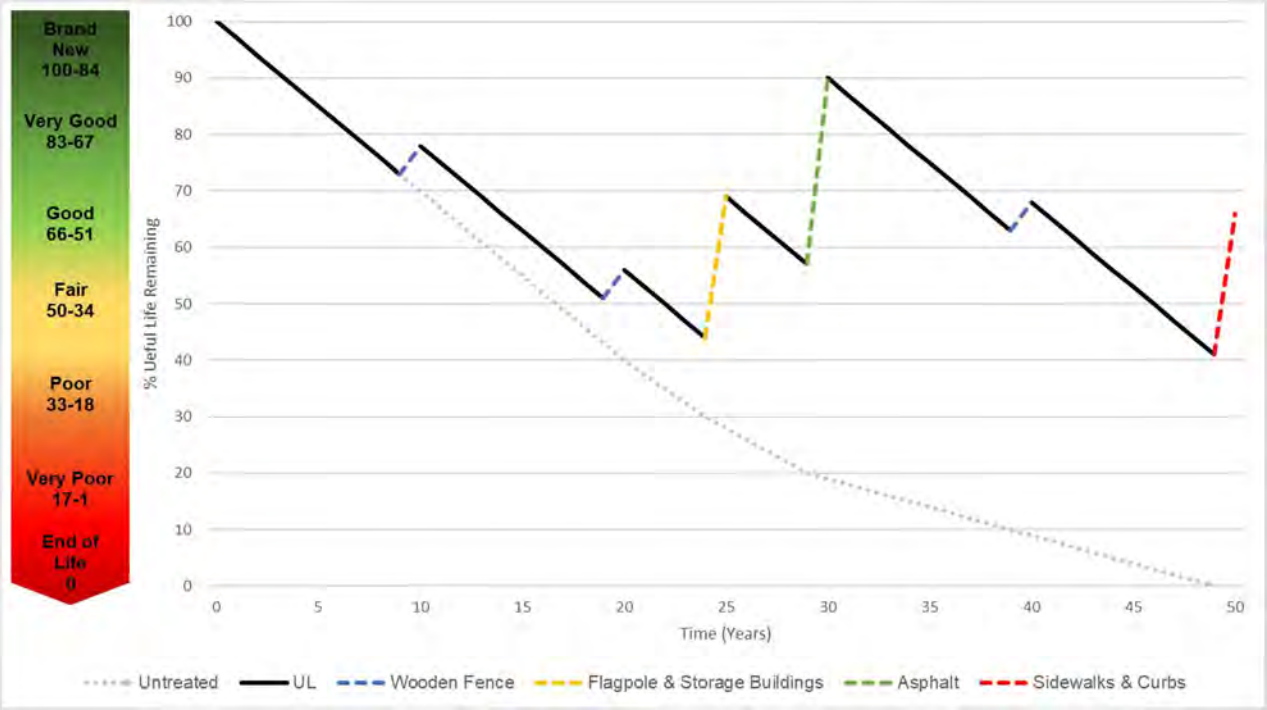
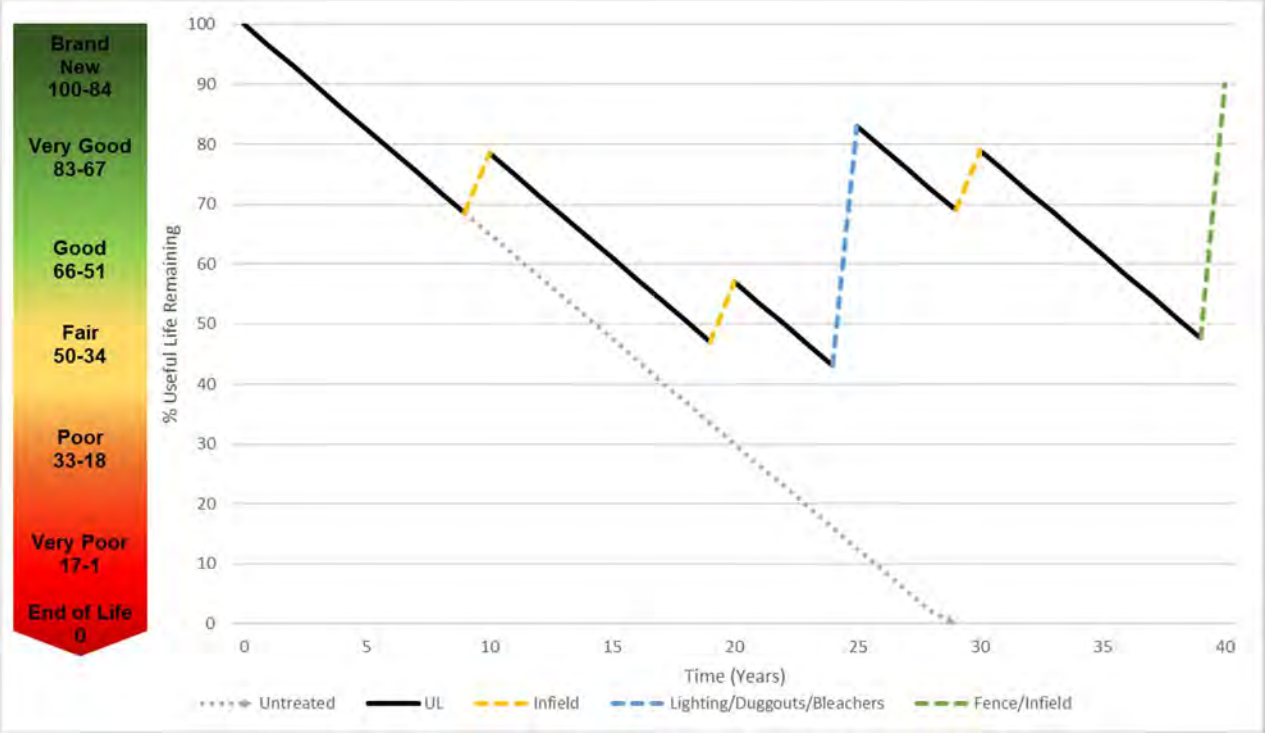


Figure 5-6
Ball Diamond Degradation Profile



FORECASTS

NETWORK FORECASTS

The lifecycle replacement activities planned for facility & public space assets are projected to cost approximately $9.8 million over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-4 in Appendix A: Network Cost Forecasts.

Figure 5-7 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $488,900.

Significant capital expenditures are expected towards the end of the forecast period with investments in facility rehabilitations being projected. While rehabilitations are forecasted at that time, condition assessments will be undertaken to determine at more accurate replacement schedule.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index.

Figure 5-7

Facility & Public Space Management Strategy – Funding Requirements

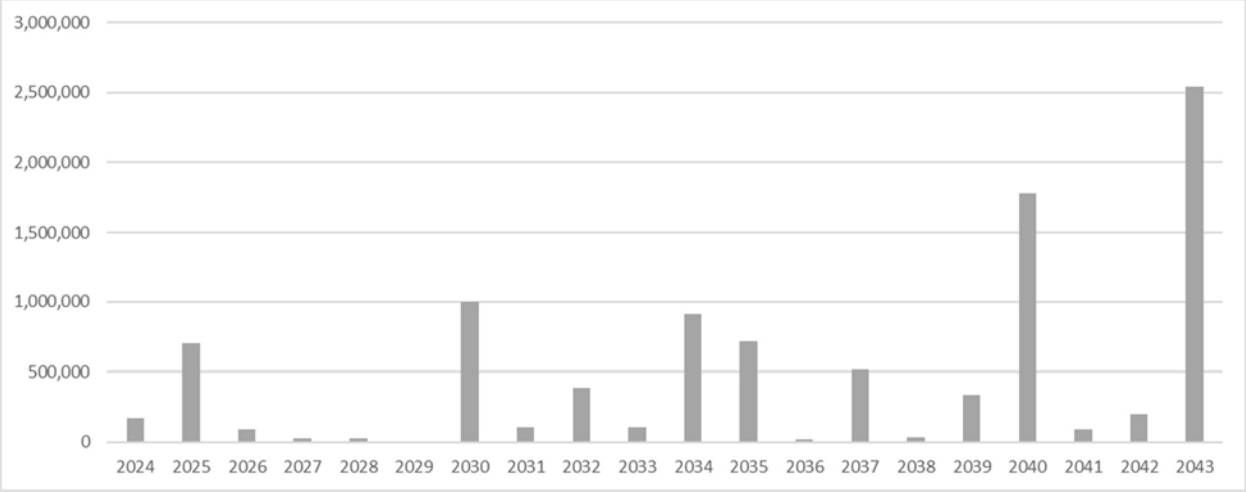
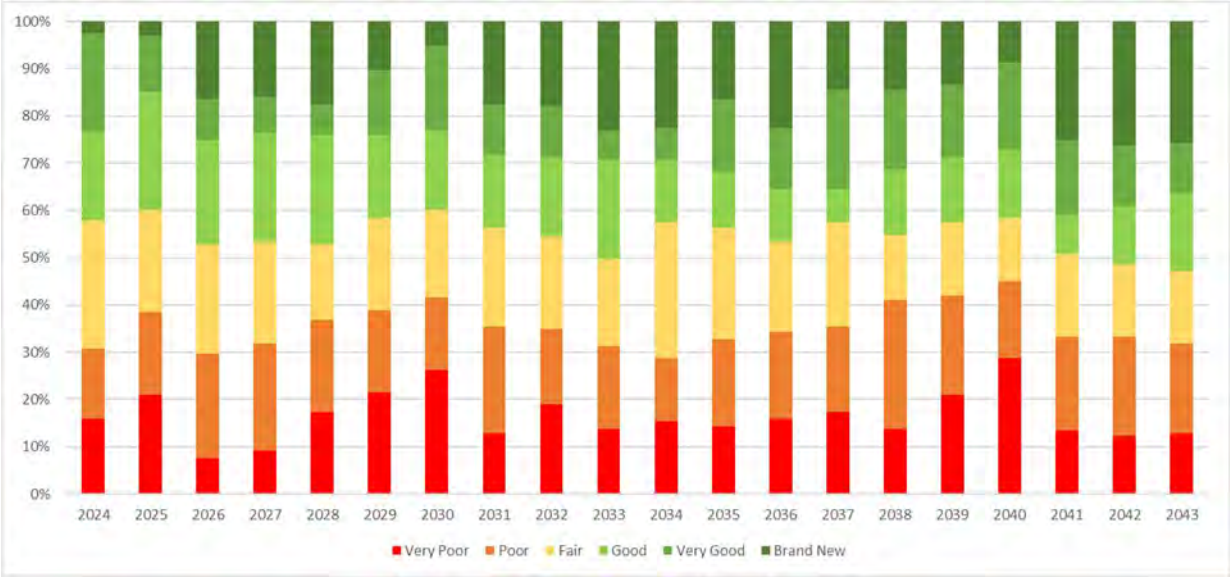


Figure 5-8 demonstrates the equipment asset network service levels over the forecast period as a result of implementing this lifecycle management funding strategy. This funding strategy will enable the Township to move towards a sustainable position of maintaining the current levels of service for facility & public space assets.

Figure 5-8

Facility & Public Space Lifecycle Management Strategy – Network Service Levels

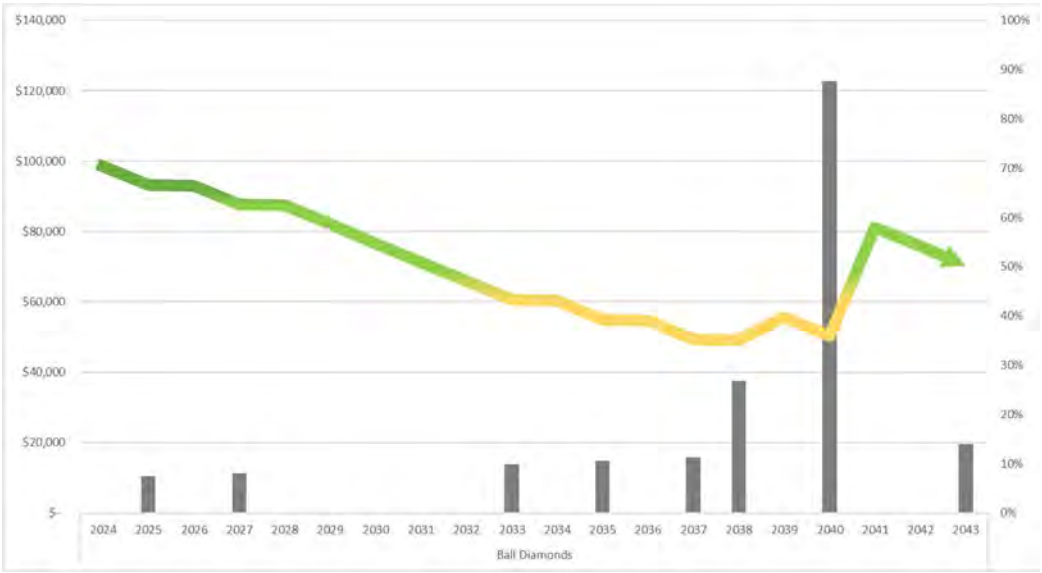


CATEGORY FORECASTS

Figure 5-9 displays average condition trend of the ball diamonds that results from executing the lifecycle activities over the 20-year forecast period. This asset category moves from a condition state of “very good” to “fair by 2040 when the infield lighting and dugout shelters are forecasted to be replaced. After this rehabilitation the ball diamonds are projected to return to a ‘good’ condition state.

Figure 5-9

Element Forecast – Ball Diamonds



6. EQUIPMENT

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages approximately 2000 pieces of tangible asset equipment, with a 2023 replacement value totaling approximately $2.7 million. The replacement value has been based on inflating historical cost.

Table 6-1 provides a summary of quantity, and current replacement value of Township equipment assets, by department of ownership. The average age of equipment is 9 years, with Fire equipment averaging 9 years, Roads equipment averaging 11 years, Facility equipment averaging 9 years, and Administrative equipment averaging 6 years.

Table 6-1

Equipment Infrastructure Summary

Type	Quantity	Average Age	Replacement Cost (2023 $)
Fire Equipment	1000	9	$1,737,600
Roads Equipment	70	11	$536,200
Facility Equipment	850	9	$326,400
Administrative Equipment	70	6	$130,200
TOTAL	2000	9	$2,730,400

CONDITION

The Township currently employs a combination of visual inspections, physical inspections, and age-based condition ratings to inform the condition states of equipment assets. As identified herein, some of the asset classes covered within this plan do not have assessed conditions. For those assets without an assessed condition, the analysis focuses on an asset's age relative to its theoretical useful life. For purposes relevant to the Lifecycle Management Strategy (please see the following chapter), instead of relying on condition to describe the degradation profiles of these assets, the percentage of remaining useful life has been utilized. To better communicate where these assets are in their lifecycle, the percentage of remaining useful life has been segmented into qualitative condition states.

Figure 6-1 details how the percentage of remaining useful life is converted to these condition states. It is important to note that a condition state of “Very Poor” for these types of assets does not necessarily mean that the asset is performing poorly. It simply signals that the “End of Life” is approaching, and a replacement or other corrective treatment will be required soon.

There are legislated service lives for several types of firefighting equipment, including bunker gear and self-contained breathing apparatuses. The National Fire Protection Association, Occupational Health & Safety regulations, and the Minister of Labour all set industry-wide best practices on the useful life of firefighting equipment. Therefore, it is imperative that firefighting equipment be replaced as the remaining useful life reaches zero percent.

Figure 6-1

Condition States Defined with Respect to Percentage of Remaining Useful Life

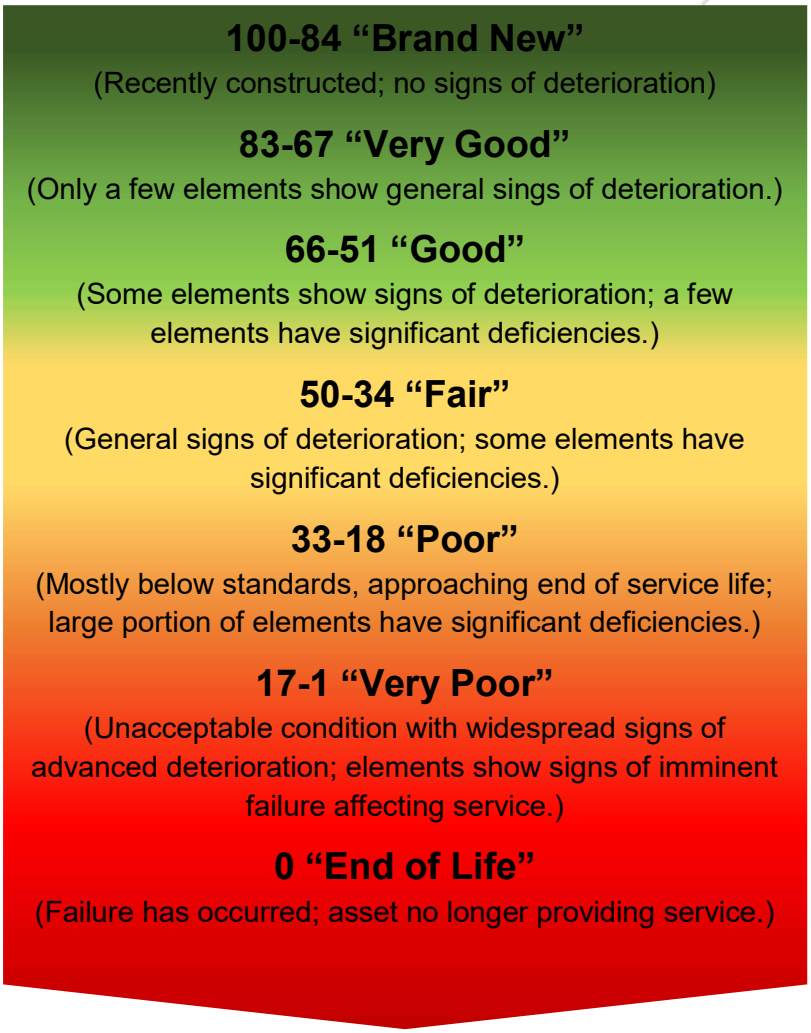


Table 6-2 details the average percentage of equipment assets that are in a condition state of “End of Life.” As presented, the average percentage of remaining useful life of all equipment assets is currently 47%, or a “Fair” condition state. Fire and Roads equipment are averaging a “Fair” condition state, with 46% and 39% remaining useful life respectively. Facility equipment is, on average, in a “Good” condition state, with 52% remaining useful life. Administrative equipment is, on average, in a “Poor” condition state, with 33% remaining useful life. Overall, 11% of the Township’s equipment is past its useful life, but may still be in usable condition as a “back-up” to in-service assets.

Table 6-2

Equipment Condition Analysis

Type	Quantity	% Remaining Useful Life	Average Condition State	% of Equipment Past Useful Life
Fire Equipment	1000	46%	Fair	3%
Roads Equipment	70	39%	Fair	1%
Facility Equipment	850	52%	Good	0%
Administrative Equipment	70	33%	Poor	7%
TOTAL	2000	47%	Fair	11%

LEVELS OF SERVICE

CURRENT LEVELS OF SERVICE

The level of service currently provided by the Township’s equipment assets is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines current levels of service and enables the Township to periodically evaluate these service levels. Equipment assets have no prescribed level of service reporting requirements under O. Reg. 588/17. The Township has set performance measures for levels of service beyond the requirements under regulation. These performance measures will follow the format of two different service levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the fleet network. Technical levels of service describe the scope and quality of the fleet network, through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. Table 6-3 presents the current levels of service as set by the Township.

Table 6-3

2023 Equipment Level of Service

COMMUNITY SERVICE LEVELS	TECHNICAL SERVICE LEVELS
Equipment assets utilized by the Fire Department are in "Fair" condition on average. 	Average Fire Department equipment condition: **ULR: 46%**
Equipment assets utilized by the Roads Department are in "Fair" condition on average. 	Average Roads Department equipment condition: **ULR: 39%**
Equipment assets utilized by the Administrative Department are in "Poor" condition on average. 	Average Administrative Department equipment condition: **ULR: 33%**
Equipment assets utilized by the Facility Department are in "Good" condition on average. 	Average Facility Department equipment condition: **ULR: 52%**

LIFECYCLE MANAGEMENT

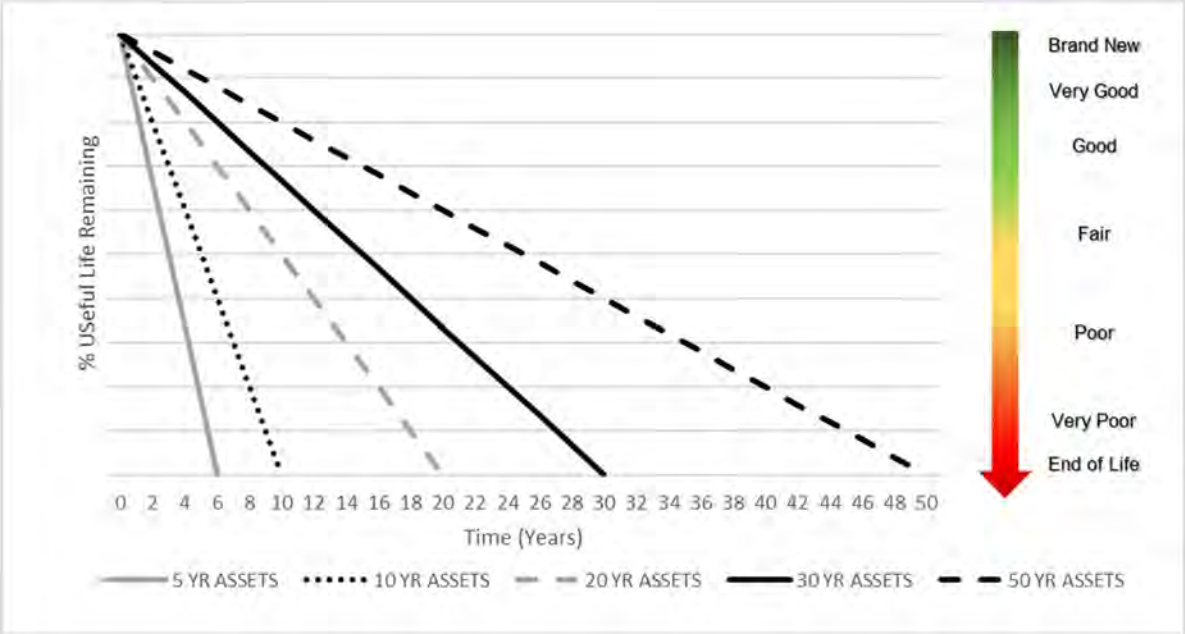
LIFECYCLE ACTIVITIES

The Township currently only performs replacement treatments in the management of its age-based assets. The costs to perform a replacement treatment is therefore simply the currently evaluated replacement cost, as of 2023.

DEGRADATION PROFILES

For equipment assets, a straight-line degradation profile simply details what percentage of service life is left in light of an expected useful life. Figure 6-2 depicts the degradation profile that applies to all equipment assets (i.e. inspected and age-based assets).

Figure 6-2
Equipment Asset Degradation Profile



DECISION CRITERIA

Table 6-4 depicts the decision criteria with respect to equipment asset lifecycle activities. For equipment assets, when an asset reaches the end of its service life, either by reaching the end of it's expected lifecycle through usage failure or as a result of an inspection, a replacement treatment is triggered, resulting in the acquisition of a new equipment asset. When the decision criteria for a given asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the condition of the asset is improved by the amount specified in the "Gain to Condition" column, but not to exceed the amount listed in the "Maximum Condition Threshold" column.

Table 6-4

Equipment Asset Decision Criteria

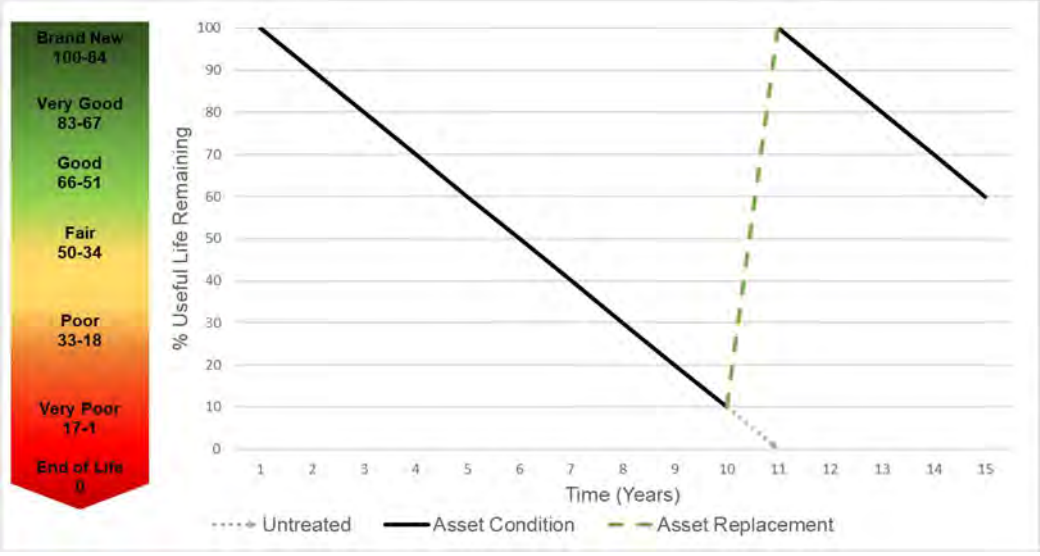
Treatment	Condition Range	Gain to Condition	Maximum Condition Threshold
Equipment Asset Replacement	17-0	+100	100

EXPECTED LIFECYCLE

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 6-3 presents an illustrative example of the expected lifecycle for age-based assets with an expected useful life of 10 years. The dashed, vertical line represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above.

Figure 6-3

Lifecycle Strategy – Equipment Assets (10-year lifecycle example)



FORECASTS

NETWORK FORECASTS

The lifecycle replacement activities planned for equipment assets are projected to cost approximately $5.67 million over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-5 in Appendix A: Network Cost Forecasts.

Figure 6-4 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $283,500.

Significant capital expenditures are expected in approximately 10 years. Fire services breathing apparatus (cylinders and packs) will reach their 15-year estimated useful life expectancy in 2033. While they are forecasted to be replaced at that time, condition assessments will be undertaken to determine at more accurate replacement schedule.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index.

Figure 6-4

Equipment Management Strategy – Funding Requirement

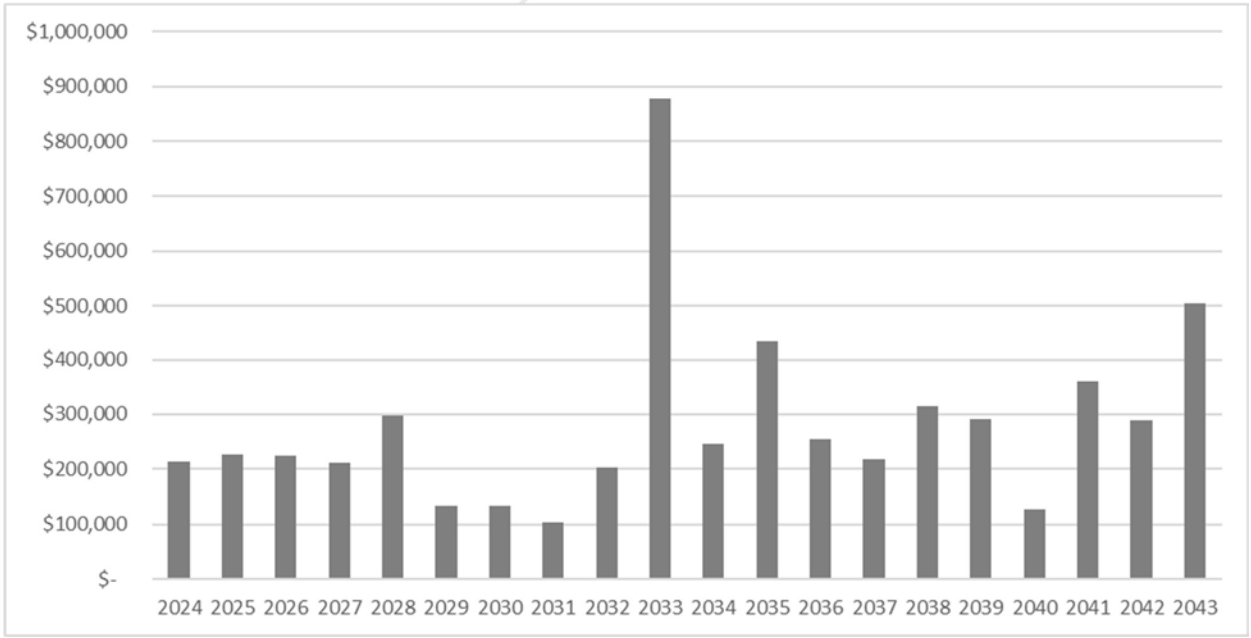
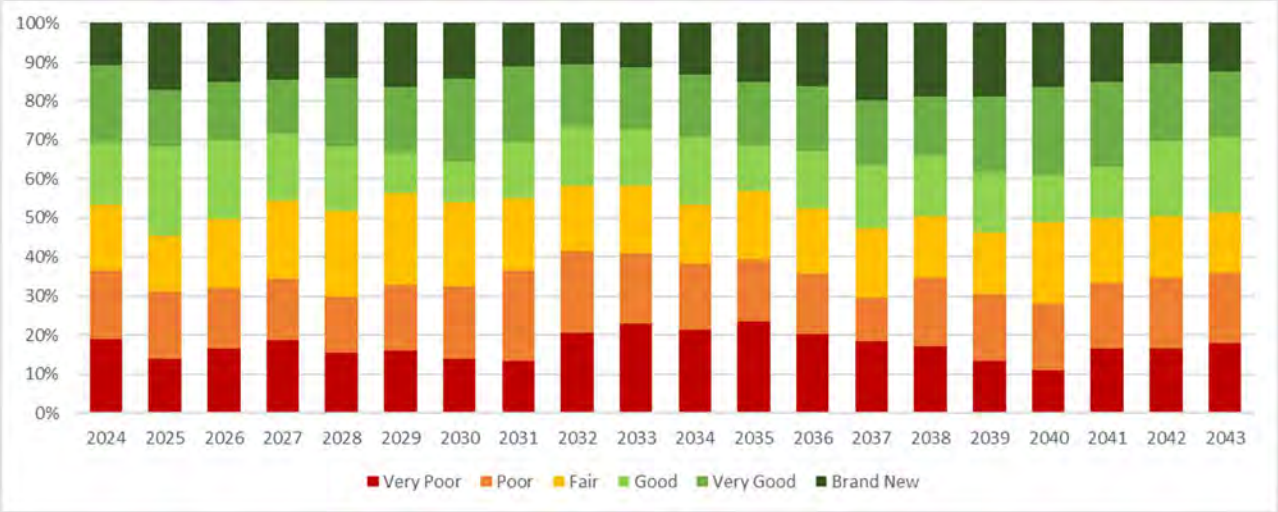


Figure 6-5 demonstrates the equipment asset network service levels over the forecast period as a result of implementing this lifecycle management funding strategy. This funding strategy will enable the Township to move towards a sustainable position of maintaining the current levels of service for equipment assets.

Figure 6-5

Equipment Management Strategy – Network Service Levels



EQUIPMENT BY OWNERSHIP FORECASTS

Figures 6-6 to 6-9 display the equipment asset average condition trend that results from executing the lifecycle activities over the 20-year forecast period by each equipment ownership department respectively.

Figure 6-6

Asset Ownership Forecast – Fire Department

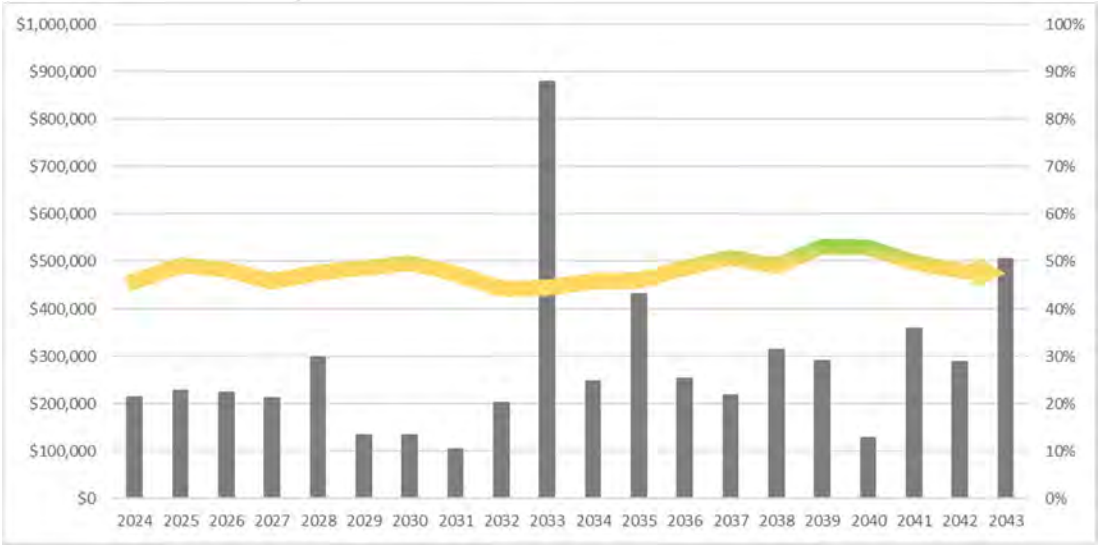


Figure 6-7

Asset Ownership Forecast – Roads Department

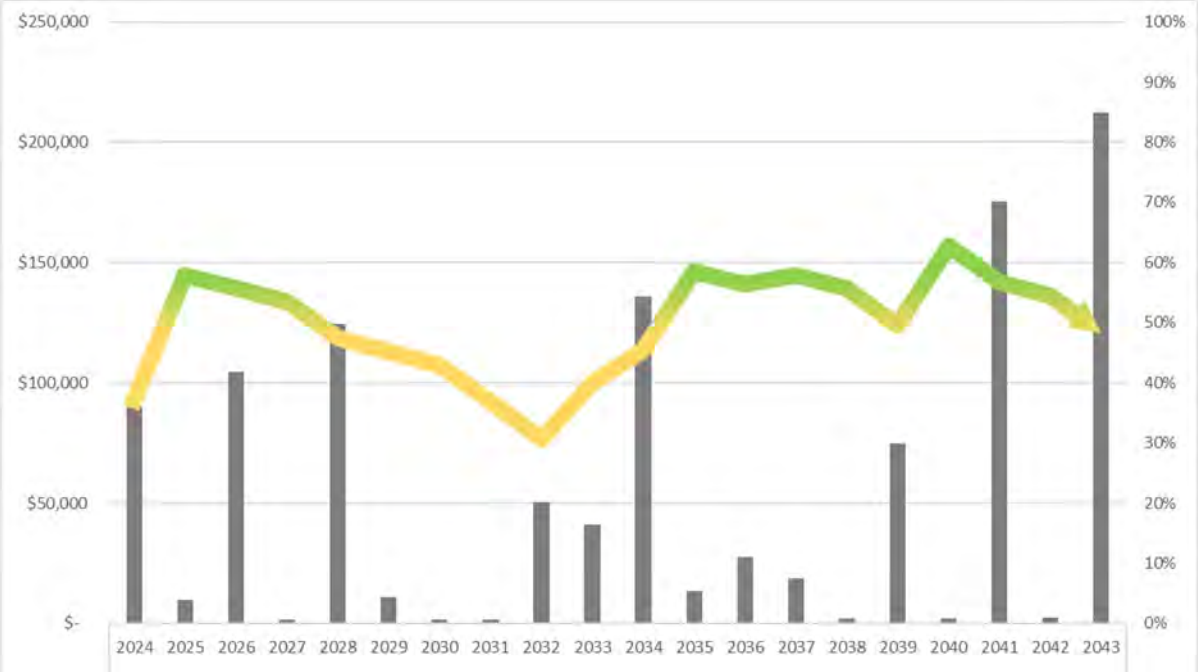


Figure 6-8

Asset Ownership Forecast – Facility Department

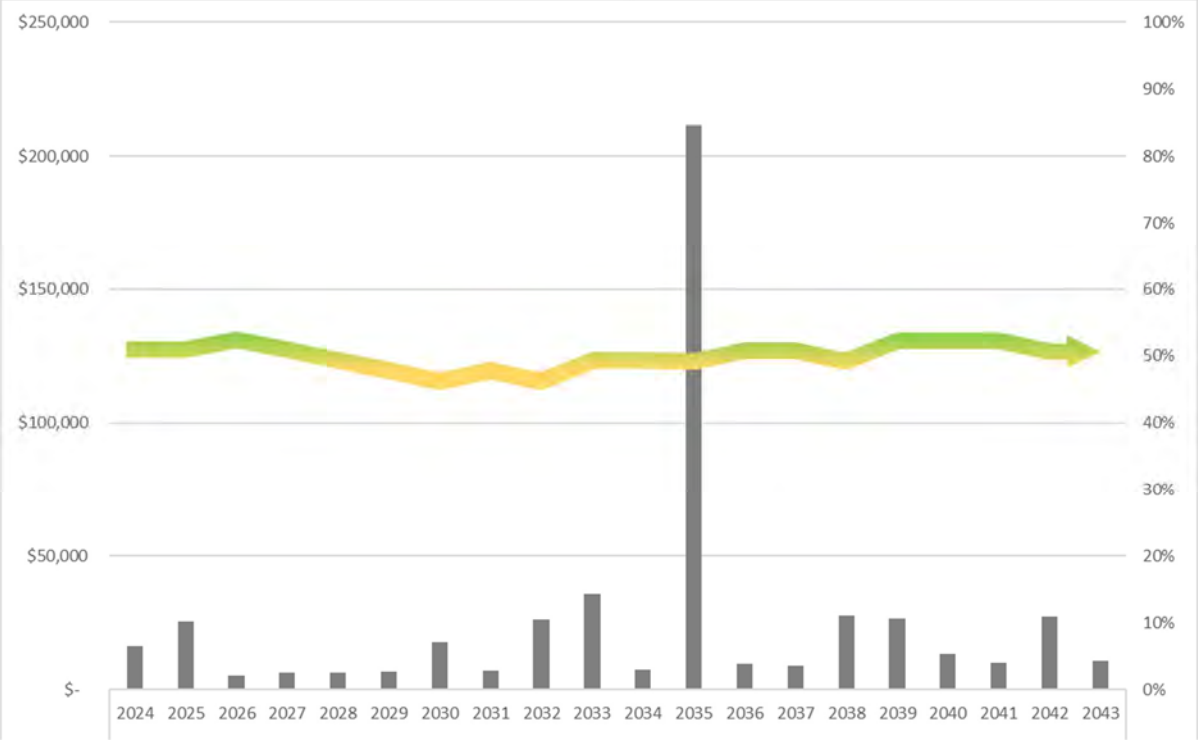
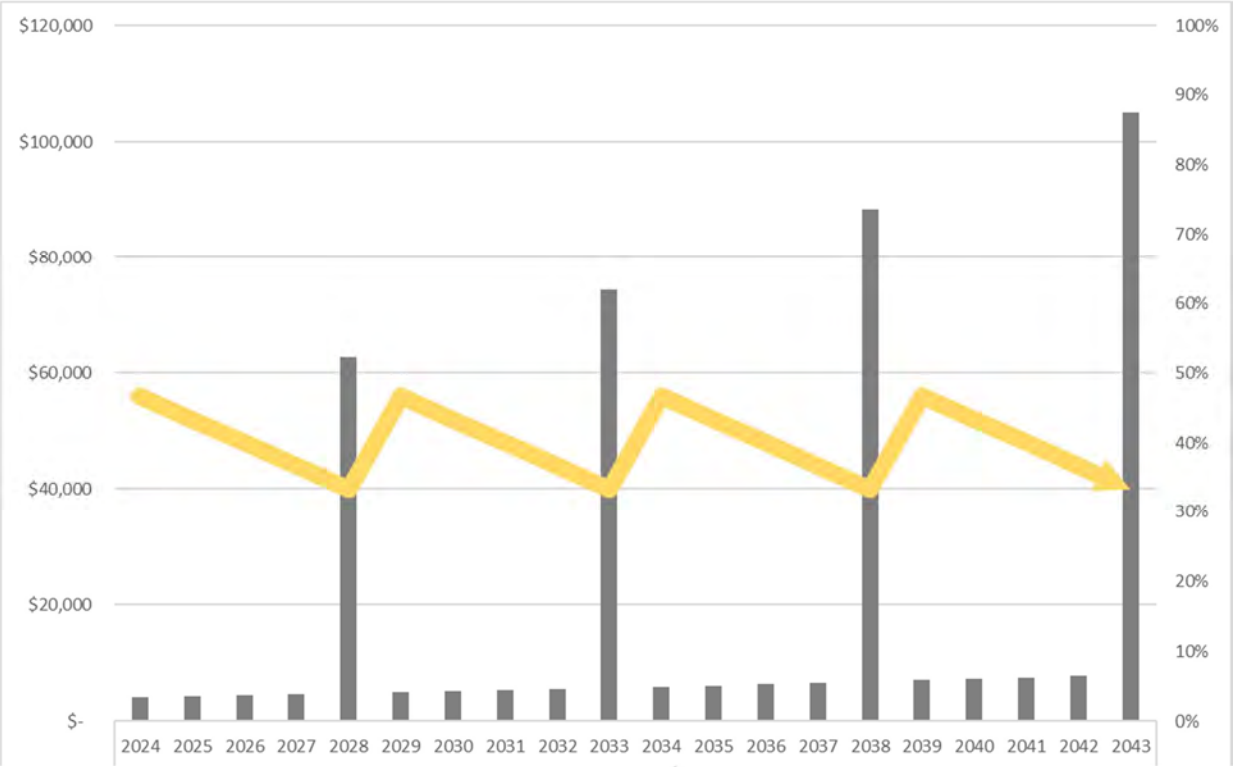


Figure 6-9

Asset Ownership Forecast – Admin Department



7. FLEET

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 41 vehicles, with a 2023 replacement value totaling approximately $12.6 million. The replacement value has been based on current market value. Table 7-1 provides a summary of quantity, age, and replacement value of the current fleet network, by department of ownership. The average age of the vehicles in the network is 8 years old, with Fire vehicles averaging 12 years, and all other vehicles averaging 7 years. There is currently one fire service vehicle, and one other vehicle that were in-service in 2023 and included in the total replacement cost below, but are not to be replaced upon the end of their useful life.

Table 7-1

Fleet Infrastructure Summary

Type	Quantity	Average Age	Replacement Cost (2023$)
Fire Service Vehicles	11	12	$5,832,900
Light Vehicles	15	5	$989,700
Heavy Vehicles	9	8	$3,979,000
Construction Vehicles	6	8	$1,772,500
TOTAL	41	8	$12,574,100

CONDITION

Traditionally, the condition analysis of fleet has been focused solely on an asset's age relative to its theoretical useful life. For purposes relevant to the Lifecycle Management Strategy (please see the following section), the percentage of remaining useful life will continue to be used as a description of condition, however age will be one of several relevant factors used to describe the degradation profiles of these assets.

A condition analysis of vehicles may include age, mileage, engine hours, annual maintenance costs, and relevant recommendations by insurance underwriters, to determine the percentage of remaining useful life. Mileage, as an indicator of the degree of vehicle usage, is a more significant parameter than age as it indicates relative wear and tear on the power train as well as the electrical, mechanical and hydraulic systems on the vehicle. In some cases, more constant usage can be more beneficial to a vehicle

than incidental use throughout the year, as moving parts are continuously lubricated. In other cases, such as on construction sites, the increased usage in a rough environment puts a much greater strain on all the vehicle components. Some vehicles are mostly used for site-specific work, such as backhoes and front-end loaders, so a better measure of use for these type vehicles are the hours they have been operating.

Annual maintenance costs will also be evaluated when considering the condition of a fleet asset. Evaluating the cost to repair a vehicle in most recent two years, helps to define investments in extending the life of the vehicle. The higher the expenditure, the more incentive to retain the vehicle in order to capture a return on the investment. For instance, it would not be fiscally prudent to spend $15,000 to replace hydraulics with the expectation to replace the vehicle the following year. Estimating next year's repair costs is also important as replacing the vehicle before incurring large anticipated expenses is usually a good practice, assuming the vehicle is beginning to meet or exceed other criteria such as life expectancy, mileage, and reliability. An analysis of annual cost trends is an important part of a fleet condition analysis.

While there are no legislative requirements with respect to service lives of fire vehicles (i.e. tankers, rescue trucks, and pumpers), specific age-based service life schedules are recommended by insurance underwriters. Failure to follow the replacement schedules of fire vehicles as recommended by insurance underwriters can result in increased insurance premiums for the Township and its residents. Therefore, it is imperative that fire vehicles be replaced according to these recommendations. From a level of service perspective, the intent is to ensure that no fire vehicles fall beyond their useful lives.

To better communicate where fleet assets are in their lifecycle, the condition has been segmented into qualitative condition states. Figure 7-1 details how the percentage of remaining useful life is converted to these condition states. It is important to note that a condition state of "Very Poor" for these types of assets does not necessarily mean that the asset is performing poorly. It simply signals that the "End of Life" is approaching, and a replacement or other corrective treatment will be required soon.

Figure 7-1

Condition States Defined with Respect to Percentage of Remaining Useful Life

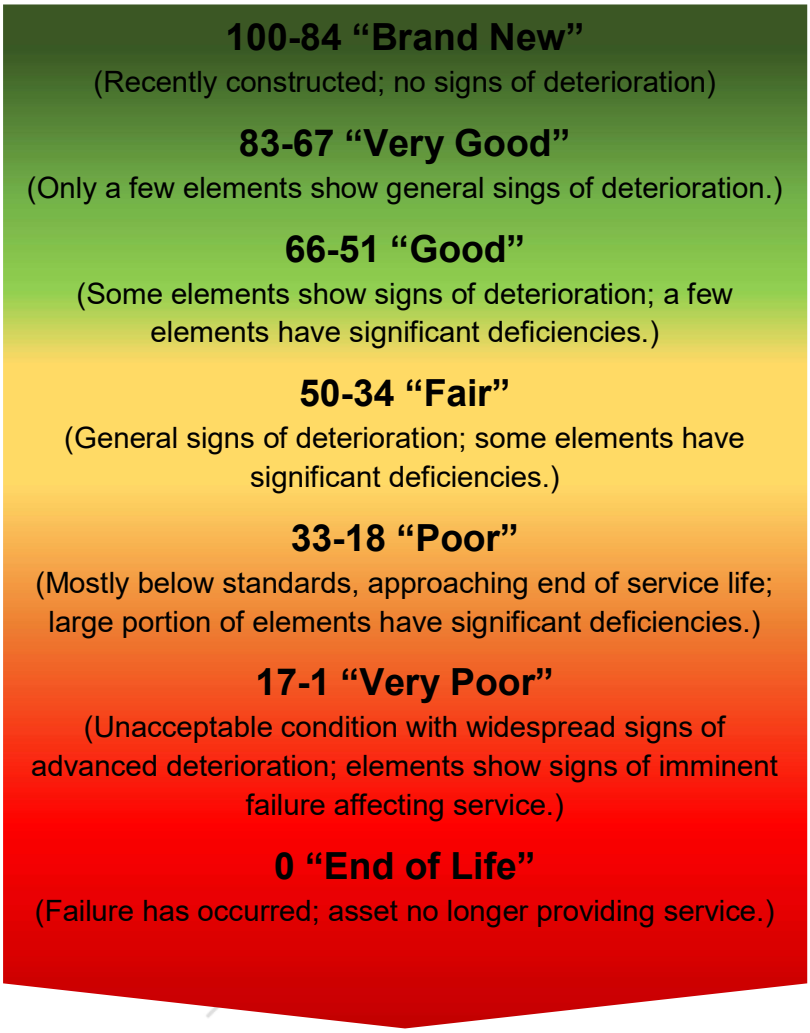


Table 7-2 details the average condition rating of the fleet network. As presented, the average percent remaining useful life of the fleet network is currently 40%, or a "Fair" condition state. Fire vehicles are, on average, in a "Fair" condition state, with approximately 48% remaining useful life. All other vehicles are, on average, in a "Fair" condition state with approximately 38% remaining useful life.

Table 7-2

Fleet Condition Analysis

Type	Quantity	% Remaining Useful Life	Average Condition State
Fire	11	48%	"Fair"
Other Vehicles	30	38%	"Fair"
TOTAL	41	40%	"Fair"

LEVELS OF SERVICE

CURRENT LEVEL OF SERVICE

The levels of service currently provided by the Township's fleet network is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines the current levels of service and enables the Township to periodically evaluate these service levels. Fleet assets are used to provide a variety of services ranging from transportation, emergency services, construction and maintenance activities, snow removal, to the patrolling of road assets throughout the Township.

Fleet assets have no prescribed levels of service reporting requirements under O. Reg. 588/17. The Township has set performance measures for levels of service beyond the requirements under regulation. These performance measures will follow the format of two different service levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the fleet network. Technical levels of service describe the scope and quality of the fleet network, through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. Table 7-3 presents the current levels of service as set by the Township.

Table 7-3
2023 Fleet Levels of Service

COMMUNITY SERVICE LEVELS	TECHNICAL SERVICE LEVELS
Fleet assets utilized by the Fire Department are in "Fair" condition on average. 	Average condition of Fire Vehicles: **ULR: 48%**

Fleet assets categorized as "Heavy" are in "Fair" condition on average. 	Average condition of Heavy Vehicles: **ULR: 35%**
Fleet assets categorized as "Light" are in "Fair" condition on average. 	Average condition of Light Vehicles: **ULR: 36%**
Fleet assets categorized as "Construction" are in "Fair" condition on average. 	Average condition of Construction Vehicles: **ULR: 40%**

LIFECYCLE MANAGEMENT

LIFECYCLE ACTIVITIES

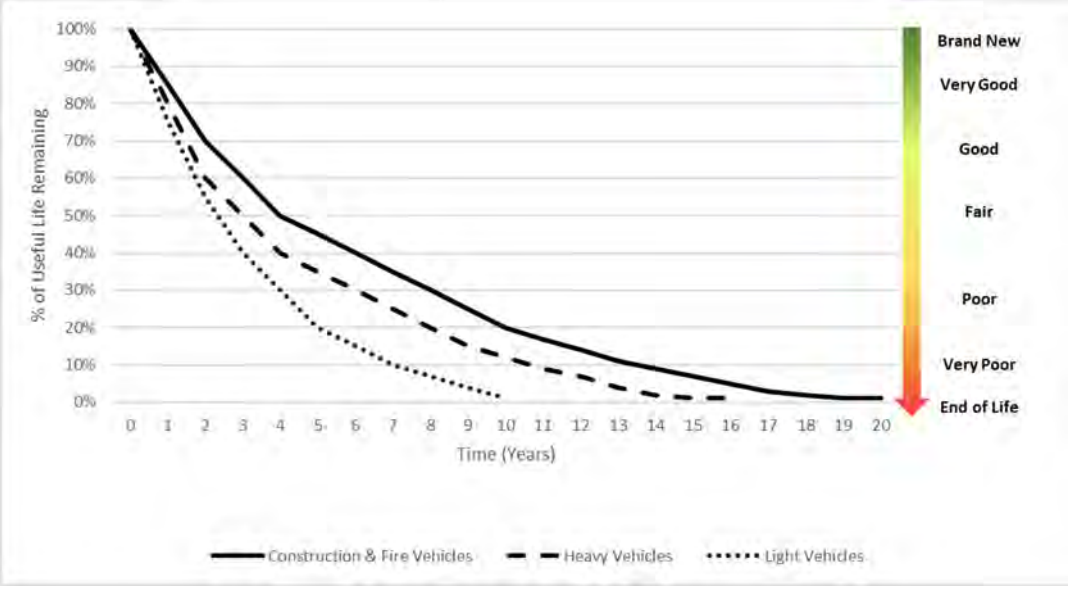
The Township currently only performs replacement treatments in the management of its fleet assets. The costs to perform a replacement treatment is therefore simply the currently evaluated replacement cost, as of 2023. There are many maintenance activities performed on a fleet asset throughout its useful life, however these activities are described and assessed as operational repair costs, and not capital treatments.

DEGRADATION PROFILES

For fleet assets, prioritization for replacement is a cumulative result derived from age and mileage as the highest risk factors, but also incorporates operational considerations to identify expected deterioration. Preventative maintenance activities and annual repair costs are analysed to help quantify the impact that operations are having on the useful life of a vehicle. This evaluation will need to be updated annually in conjunction with the replacement forecasts to capture the most recent assessment of each vehicle's cost and performance. This method is intended to help make an informed decision as to when it is prudent to replace a specific vehicle in the fleet. Figure 7-2 depicts the average degradation profiles that apply to fleet vehicles covered in this section.

Figure 7-2

Age-Based Asset Degradation Profile



DECISION CRITERIA

Table 7-4 presents the decision criteria for triggering replacements of fleet assets. When the decision criteria for a given asset are met, the corresponding treatment is eligible to be applied. When a treatment is applied, the condition of the asset is improved by the amount specified in the “Gain to Condition” column, but not to exceed the amount listed in the “Maximum Condition Threshold” column.

Fire vehicles are also subject to an age-based decision criteria, therefore the Useful Life Remaining range may be overridden by the age of the vehicle.

Table 7-4
Fleet Treatment Decision Criteria

Asset Type	Treatment	Useful Life Remaining % Range	Age	Gain to Condition	Maximum Condition Threshold
Fire Vehicles	Replacement	17-0	Maximum 20 Years	+100	100
Other Vehicles	Replacement	17-0	N/A	+100	100

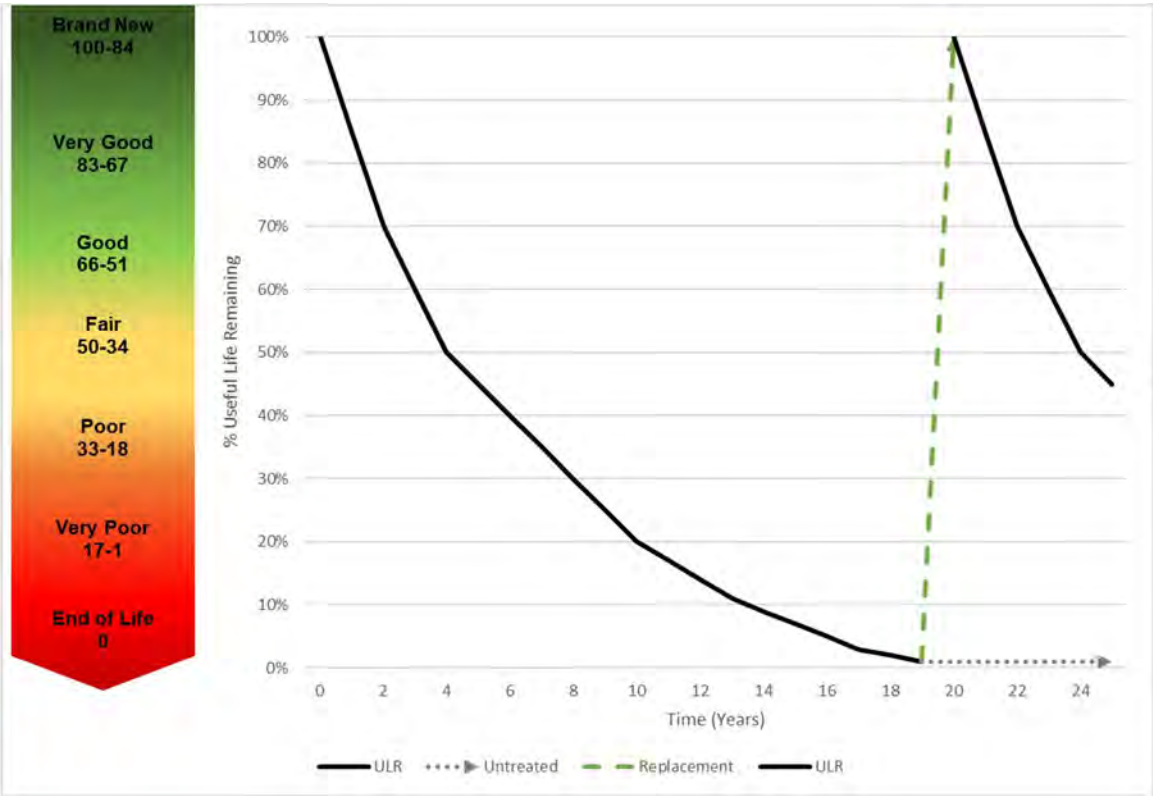
EXPECTED LIFECYCLE AND ASSOCIATED RISK

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. An enhanced review will be conducted on fleet as they approach the forecasted replacement period. The enhanced review will consider the condition of individual fleet assets as well as environmental factors, services provided by the asset, and other risks. Reviewing these associated risks will ensure that the recommended replacement period optimizes budget requirements and reflects all elements of the asset and the level of service it provides.

Figure 7-3 presents an illustrative example of the expected lifecycle for fleet assets with an expected useful life of 20 years (fire vehicles). The dashed, vertical line represent points of intervention in the representative asset’s expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above. The grey, dotted line represents the path of the asset if left untreated.

Figure 7-3

Lifecycle Strategy – Fleet (Fire Vehicle example)



FORECASTS

NETWORK FORECASTS

The lifecycle replacement activities planned for fleet assets are projected to cost approximately $1.1 million over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-6 in Appendix A: Network Cost Forecasts.

Figure 7-4 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $21,900.

Significant capital expenditures are expected in approximately 12 years when two Fire services fleet Tankers will reach their 20-year estimated useful life expectancy. The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns

closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index.

Figure 7-4

Fleet Management Strategy – Funding Requirements

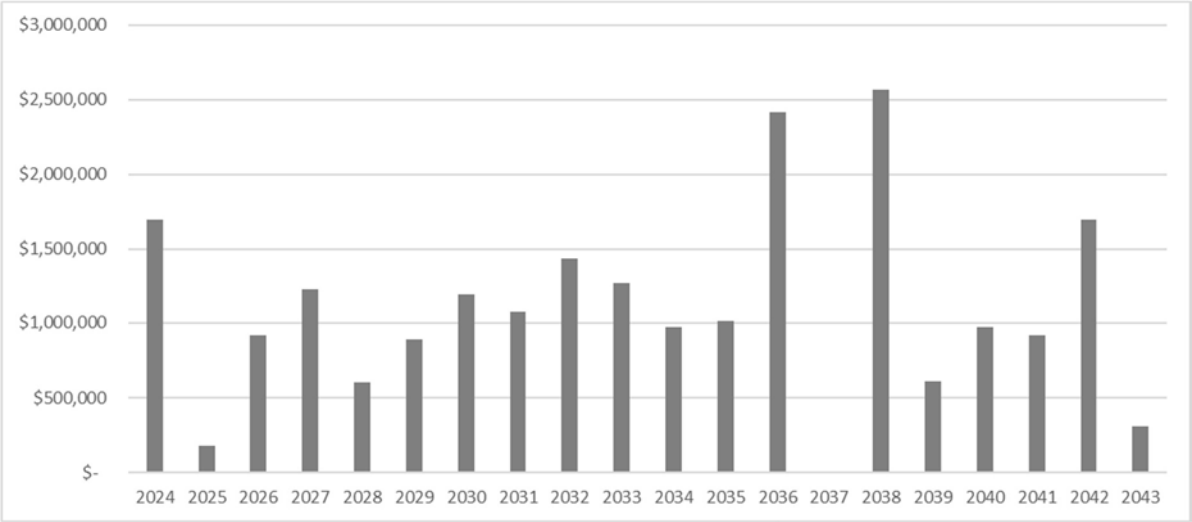
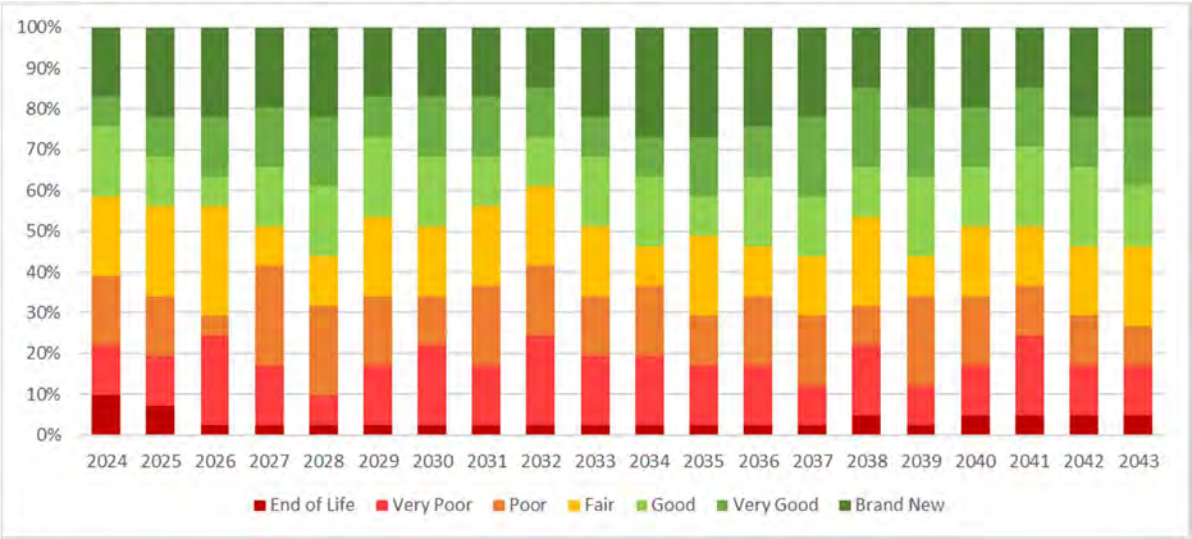


Figure 7-5 demonstrates the fleet network service levels over the forecast period as a result of implementing this lifecycle management funding strategy. This funding strategy will enable the Township to move towards a sustainable position of maintaining the current levels of service for fleet assets.

Figure 7-5

Network Condition Forecast



FLEET TYPE FORECASTS

Figures 7-6 to 7-7 display the fleet average condition trends, by fleet type, that results from executing the lifecycle activities forecast period. The average condition trend of the network is expected to remain in the “Fair” to “Good” condition state range during the forecast period.

Figure 7-6

Fleet Type Forecast – Fire Vehicles

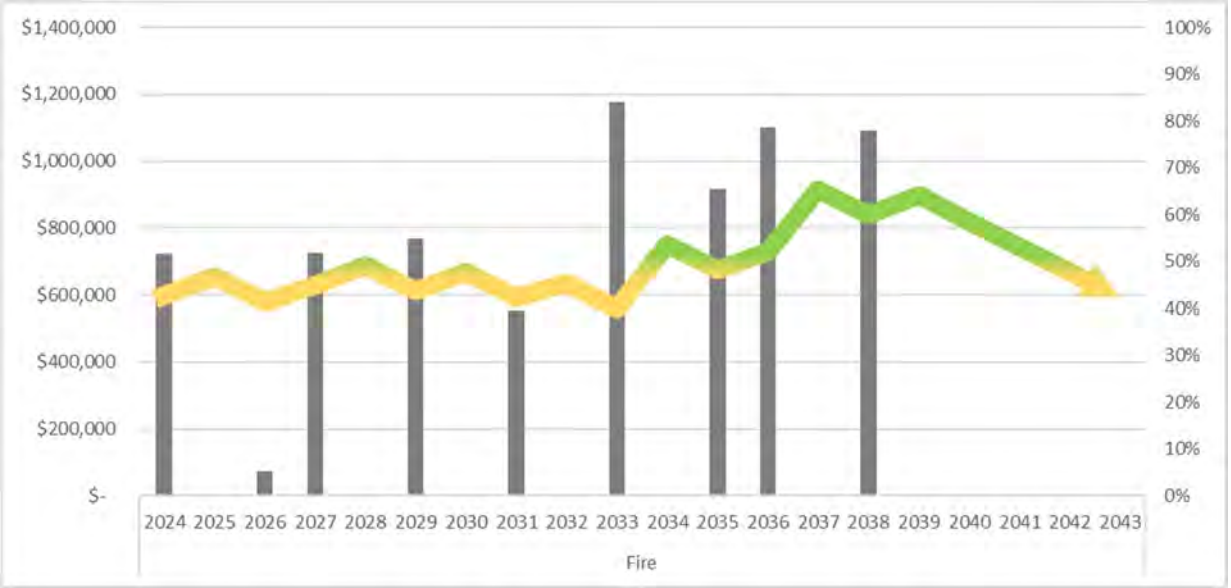
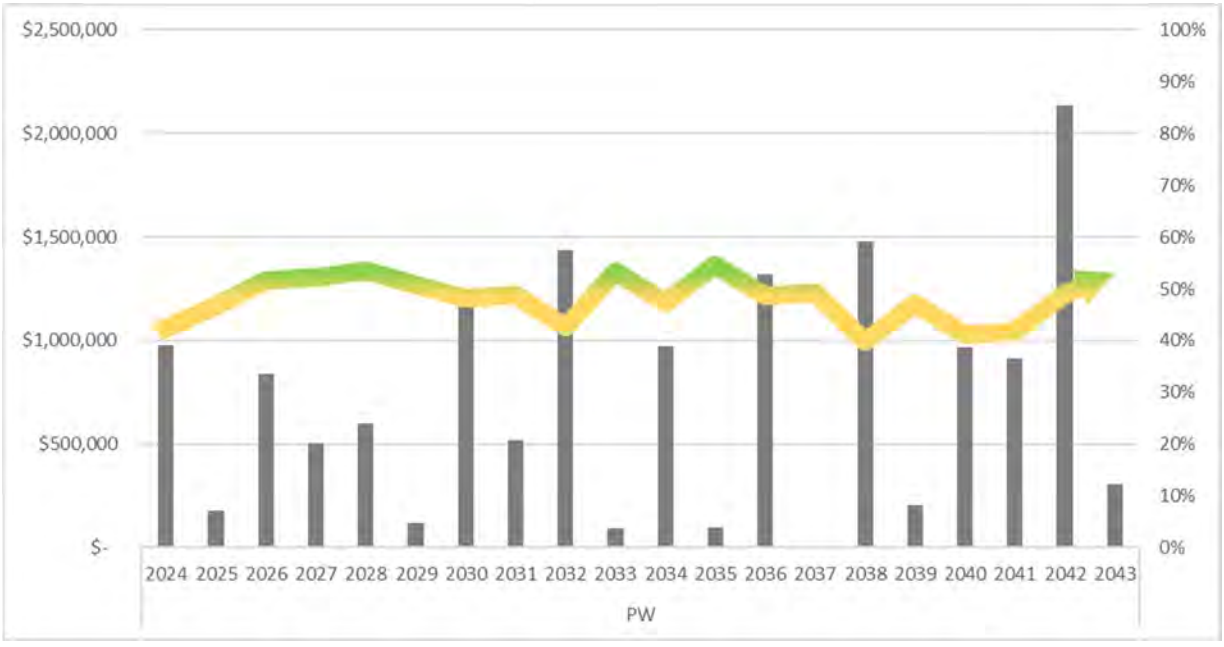


Figure 7-7

Fleet Type Forecast – Other Vehicles



8. GUIDERAIL

STATE OF LOCAL INFRASTRUCTURE

ASSET CLASS SUMMARY

The Township currently owns and manages 6281 metres of guiderails, with a 2023 replacement value totaling approximately $2,876,700. The replacement value has been based on current market cost.

Table 8-1 provides a summary of quantity, expected useful life, age, and replacement value of the current guiderail network, by material type. It should be noted that total replacement of a guiderail asset segment will require conformity with applicable regulations.

While Table 8-1 describes the current replacement cost of guiderail as a like-for-like replacement, future replacement costs projected for cable guiderail assets will be at the steel guiderail unit costs.

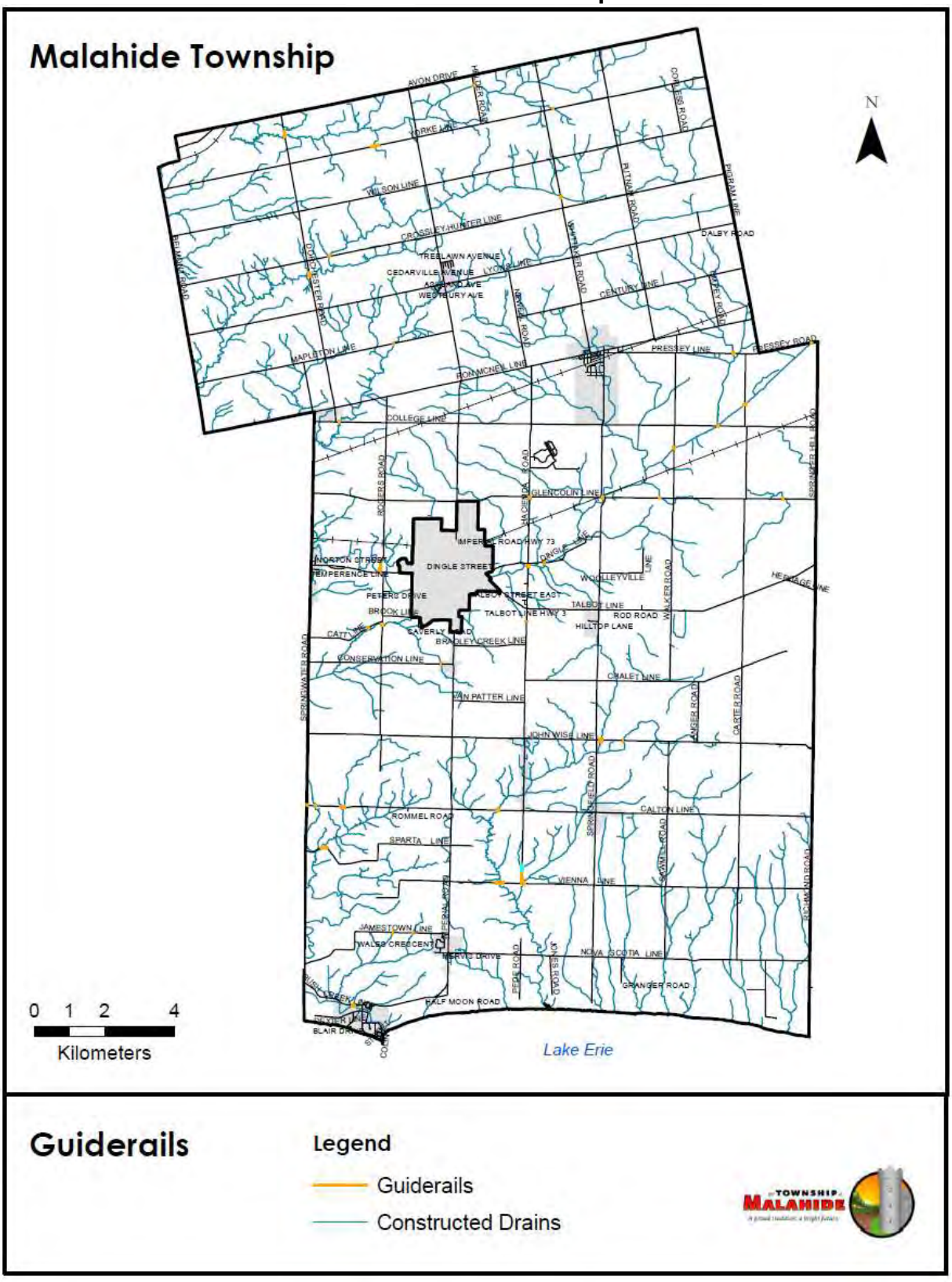
Table 8-1

Guiderail Infrastructure Summary

Type	Quantity (m)	Replacement Cost (2023$)
Cable Guiderail	3,785	$1,543,100
Steel Guiderail	2,497	$1,333,600
TOTAL	6,281	$2,876,700

Figure 8-1

Guiderail Network Map

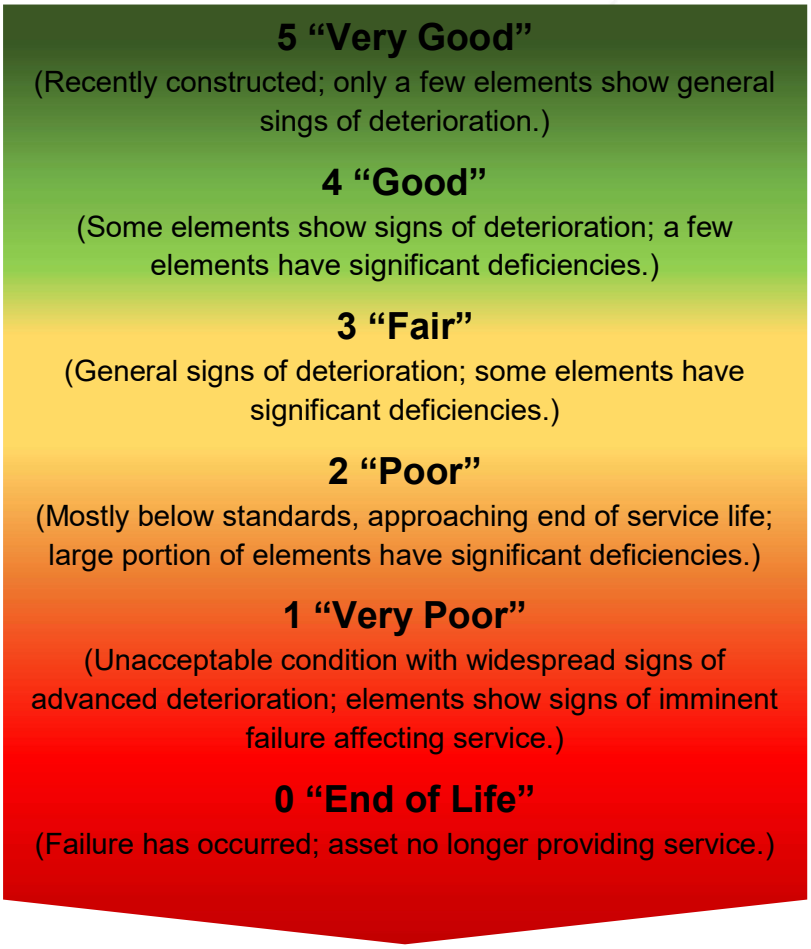


CONDITION

Township staff have developed methodology to conduct condition assessments of guiderail network assets. The condition assessments consist of visual inspections of several defined components, such as cable, posts, and end treatments, etc., that differ for cable and steel guiderail assets. For the purposes of this report, the individual components evaluated by Township staff have been aggregated into a higher-level overall condition score. Each guiderail asset is assigned a condition rating based on a numeric scale of 0-5, with 4 or above being “Good” or better, and 3 or below being “Fair” or worse. Figure 8-2 details how the 0-5 condition rating is converted to these condition states. It is important to note that a condition state of “Very Poor” for these types of assets does not necessarily mean that the asset is performing poorly. It simply signals that the “End of Life” is approaching, and a replacement or other corrective treatment will be required soon.

Figure 8-2

Condition States Defined with Respect to Condition Ratings



The Township currently uses visual inspections only to inform condition. Table 8-2 details the weighted average percentage (based on length) of the guiderail network that is in a condition state of “Poor” or worse. As presented, the average condition state of the guiderail network is “Good”. However, 3% of cable guiderail are in a “Poor” condition state or worse. On average, steel guiderail is in better condition than cable guiderail.

Table 8-2

Guiderail Current Condition

Type	Quantity (m)	Average Condition Rating	Average Condition State
Cable Guiderail	3,900	4	Good
Steel Guiderail	1,323	5	Very Good
TOTAL	5,223	4.5	Good

LEVELS OF SERVICE

CURRENT LEVELS OF SERVICE

The level of service currently provided by the Township’s guiderail network is, in part, a result of the state of local infrastructure identified above. A level of service analysis defines current levels of service and enables the Township to periodically evaluate these service levels.

Guiderail assets have no prescribed level of service reporting requirements under O. Reg. 588/17. The Township has set performance measures for levels of service beyond the requirements under regulation. These performance measures will follow the format of two different service levels, i.e. community levels of service and technical levels of service. Community levels of service objectives describe service levels in terms that customers understand and reflect their scope and quality expectations of the fleet network. Technical levels of service describe the scope and quality of the fleet network, through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services. Table 8-3 presents the current levels of service as set by the Township.

Table 8-3

2023 Guiderail Network Level of Service

COMMUNITY LEVELS OF SERVICE	TECHNICAL LEVELS OF SERVICE
Cable guiderails are in "Good" condition on average. 	Average condition of Cable Guiderails: **4**
Steel guiderails are in "Very Good" condition on average. 	Average condition of Steel Guiderails: **5**

LIFECYCLE MANAGEMENT

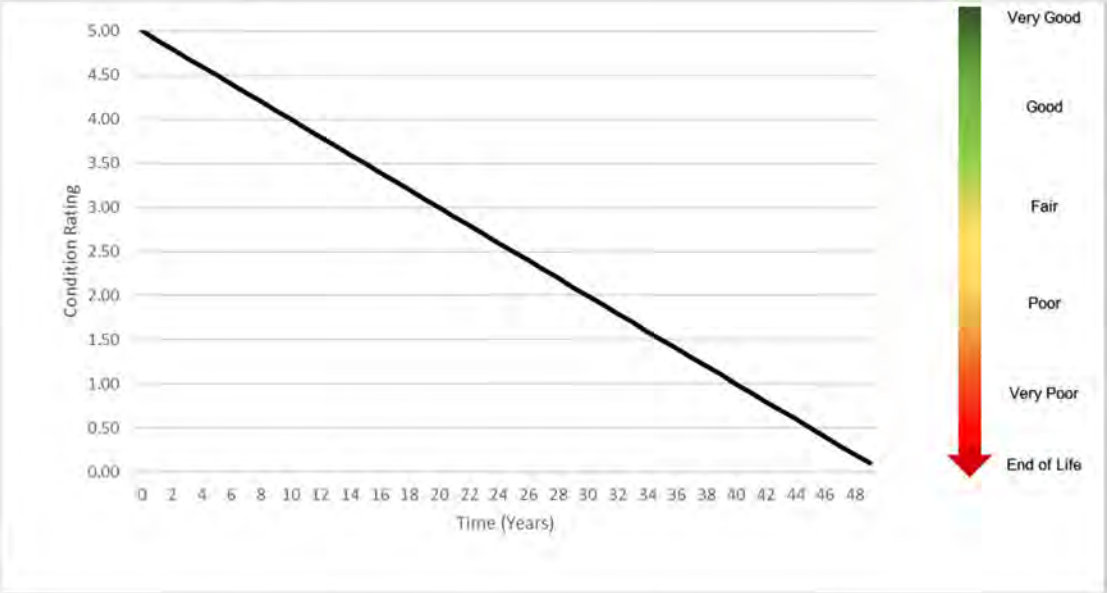
LIFECYCLE ACTIVITIES

The Township currently only performs replacement treatments in the management of its guiderail assets. The costs to perform a replacement treatment is therefore simply the currently evaluated replacement cost, as of 2023.

DEGRADATION PROFILE

For guiderail assets, a straight-line degradation profile simply details what percentage of service life is left in light of an expected useful life. Figure 8-3 depicts the degradation profile that applies to assets covered in this section.

Figure 8-3
Guiderail Asset Degradation Profile



DECISION CRITERIA

For guiderail assets, when an asset reaches a condition state of “Poor” or worse a replacement treatment is triggered, resulting in the reconstruction of the asset. It should be noted, guiderail assets may be subject to replacement as a result of a vehicle collision. A replacement treatment on a guiderail asset will result in the same gain to condition, regardless of cause.

Table 8-4

Guiderail Treatment Decision Criteria

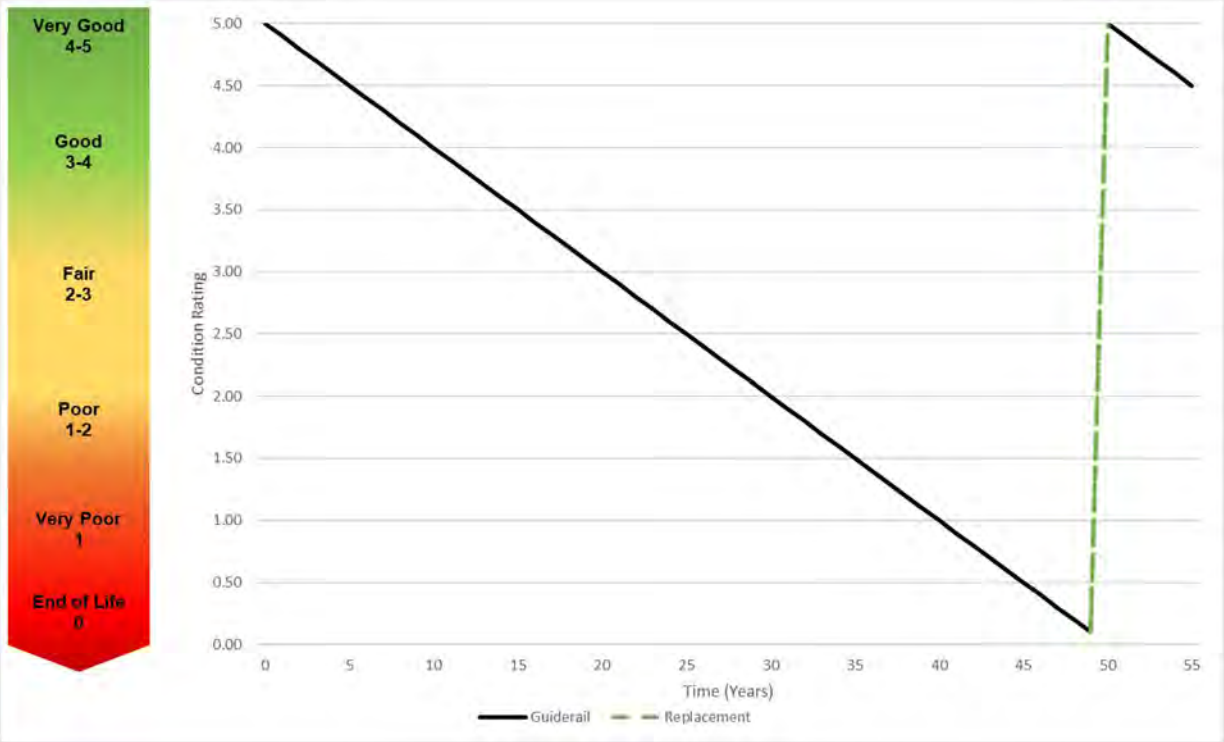
Asset Type	Treatment	Condition Rating Range	Gain to Condition
Guiderail	Replacement	2-0	+5

EXPECTED LIFECYCLE AND ASSOCIATED RISK

Combining the treatments, degradation profiles, and decision criteria presented herein results in a complete lifecycle management strategy. Figure 8-4 presents an illustrative example of the expected lifecycle for guiderail assets with an expected useful life of 50 years. The dashed, vertical line represent points of intervention in the representative asset's expected life. The lifecycle path of the asset is represented by the solid lines, following the degradation profile presented above.

Figure 8-4

Lifecycle Strategy – Guiderail Assets (50-year lifecycle example)



FORECASTS

NETWORK FORECAST

The lifecycle replacement activities planned for guiderail assets are projected to cost approximately $53,900 over the 20-year forecast period. For a detailed breakdown of costs, refer to Table A-7 in Appendix A: Network Cost Forecasts.

Figure 8-5 presents the 20-year expenditure forecast that results from following the lifecycle management strategy detailed above. This forecast illustrates the annual expenditures without any consideration to budgetary constraints. Over the 20-year forecast period, the average annual expenditure would be approximately $2,700. Significant capital expenditures are expected in approximately 13 years when guiderail on Jamestown line are projected to approach an end of life condition rating. While they are forecasted to be replaced at that time, condition assessments will be undertaken to determine at more accurate replacement schedule.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns closely with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index.

Figure 8-5
Network Funding Requirements

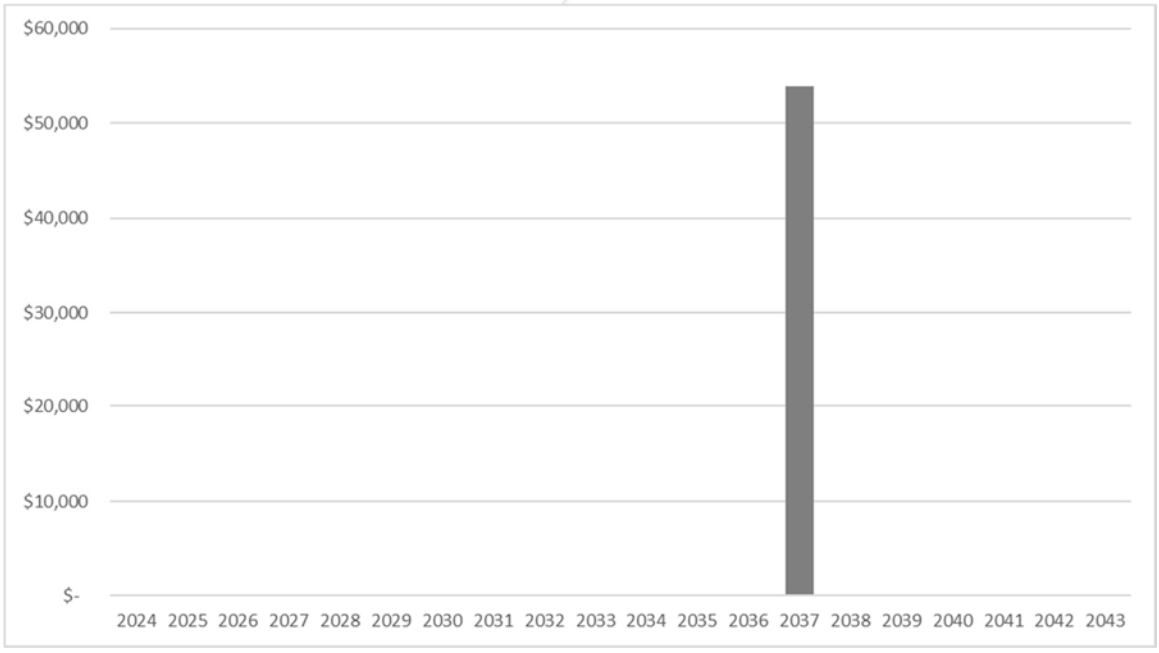
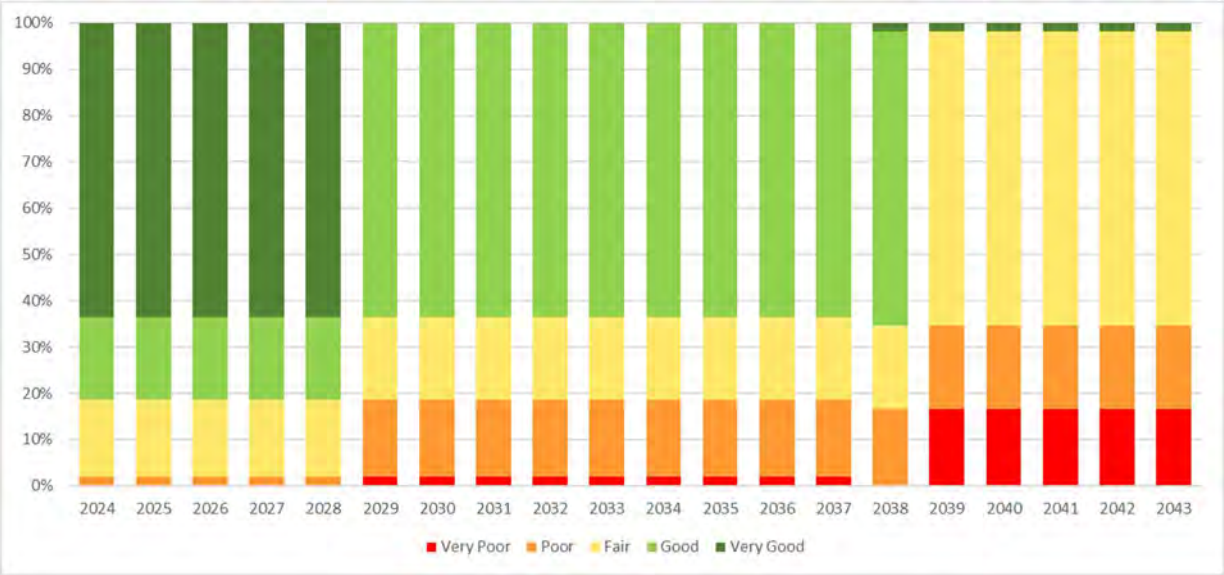


Figure 8-6 displays the condition states of guiderail assets, as a percentage of the total metres of assets, that result from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period.

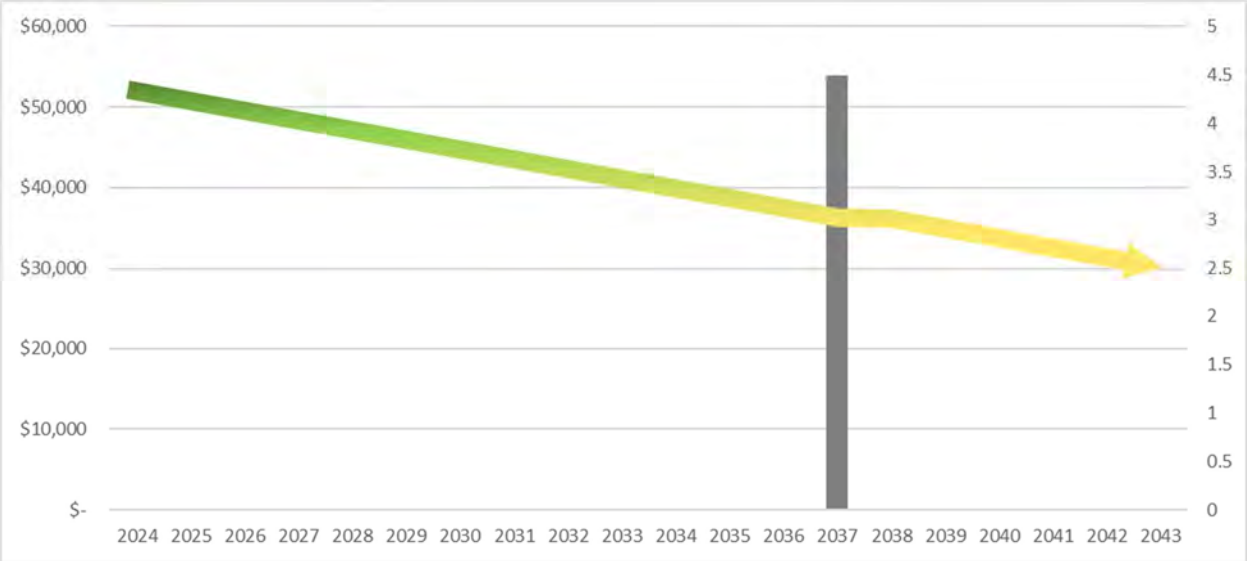
Figure 8-6
Network Condition Forecast



ASSET FORECAST BY TYPE

Figure 8-6 displays the guiderail average condition trend that results from executing the lifecycle activities as set forth in the lifecycle management strategy over the 20-year forecast period. Guiderail assets that have a total replacement will be replaced with steel beams per regulation. The average condition trend of the guiderail network is expected to move from a “Very Good” condition state to a “Fair” condition state at the end of the forecast period.

Figure 8-6
Asset Type Forecast – Steel Guiderail



9. OVERALL FUNDING STRATEGY

FUNDING SOURCES

Table 9-1 summarizes the recommended strategy to fund the asset lifecycle costs identified for taxy levy-based. These funding forecasts were based on the funding sources identified in the Township's 2024 budget.

The lifecycle costs required to sustain established levels of service are being recovered through several methods:

- Ontario Community Infrastructure Fund (OCIF) formula-based funding is identified for years in which the funding amount is known (2023-2024). The 2024 level of OCIF funding is then maintained for the remaining years of the forecast, recognizing the OCIF as a stable and long-term funding source for capital projects.
- Gas tax funding has been shown as a stable and long-term funding source for eligible capital projects. Annual funding estimates are based on Township's 2024 budget, the funding in subsequent years has been maintained at the 2024 level.
- Provincial/Federal grant funding has not been included in this forecast as its future availability is unknown.
- Debt financing is not required, the financing strategy does not include debt financing over the forecast period.
- The Township will be dependent upon maintaining healthy capital reserves/reserve funds in order to provide the remainder of the required lifecycle funding over the forecast period. This will require the Township to proactively adjust amounts being transferred to these capital reserves during the annual budget process.

FUNDING SHORTFALL

This funding strategy has been developed to be fully funded, and therefore no funding shortfall has been identified. However, this means that if identified grants are not received at expected amounts then shortfalls may present themselves if service level expectations are maintained. In such an event, the difference could be made up through increases to the revenue streams over-and-above those presented hereafter.

TAX LEVY IMPACT

While the annual funding requirement may fluctuate, it is important for the Township to implement a consistent, yet increasing, annual investment in capital so that the excess annual funds can accrue in capital reserve funds. Table 9-1 presents a summary of the impacts on the tax levy as a result of this funding strategy. These impacts layer on assessment increases resulting from new assessment growth, assumed to be approximately 1% annually.

In order to fund the recommended asset lifecycle activities over the forecast period using the Township's own available funding sources (i.e. using taxation, Gas Tax funding, OCIF funding, and grants), an increase in the Township's taxation levy would be required. The average annual taxation levy increase for capital assets is 2% for the forecast period.

The taxation impacts identified above include inflationary adjustments to the Township's operating costs and revenues as identified in its 2024 budget (e.g. general operating inflation of 3% annually). However, if other funding sources become available (as mentioned above) or if maintenance practices allow for the deferral of capital works, then the impact on the Township's taxation levy would potentially decrease or smooth out over the forecast period.

FUNDING STRATEGY

Figure 9-1 presents the 20-year funding strategy for all forecasted, tax levy-based, capital expenditures. The lifecycle rehabilitation and renewal activities planned for road assets are projected to cost, on average, approximately $9.6 million per year over the forecast period. The funding strategy for these costs is to primarily finance from reserves with contributions from additional funding streams, when available. There will be an annual increase to the transfer to reserves from operating for the forecast period.

Reserve investments are projected to earn an additional 7% in investment interest annually, increasing the overall reserve balance and contributing to future infrastructure projects.

Table 9-1 presents the funding strategy for capital assets over the 2024-2043 forecast period. This funding forecast is based on the current lifecycle activities identified this plan.

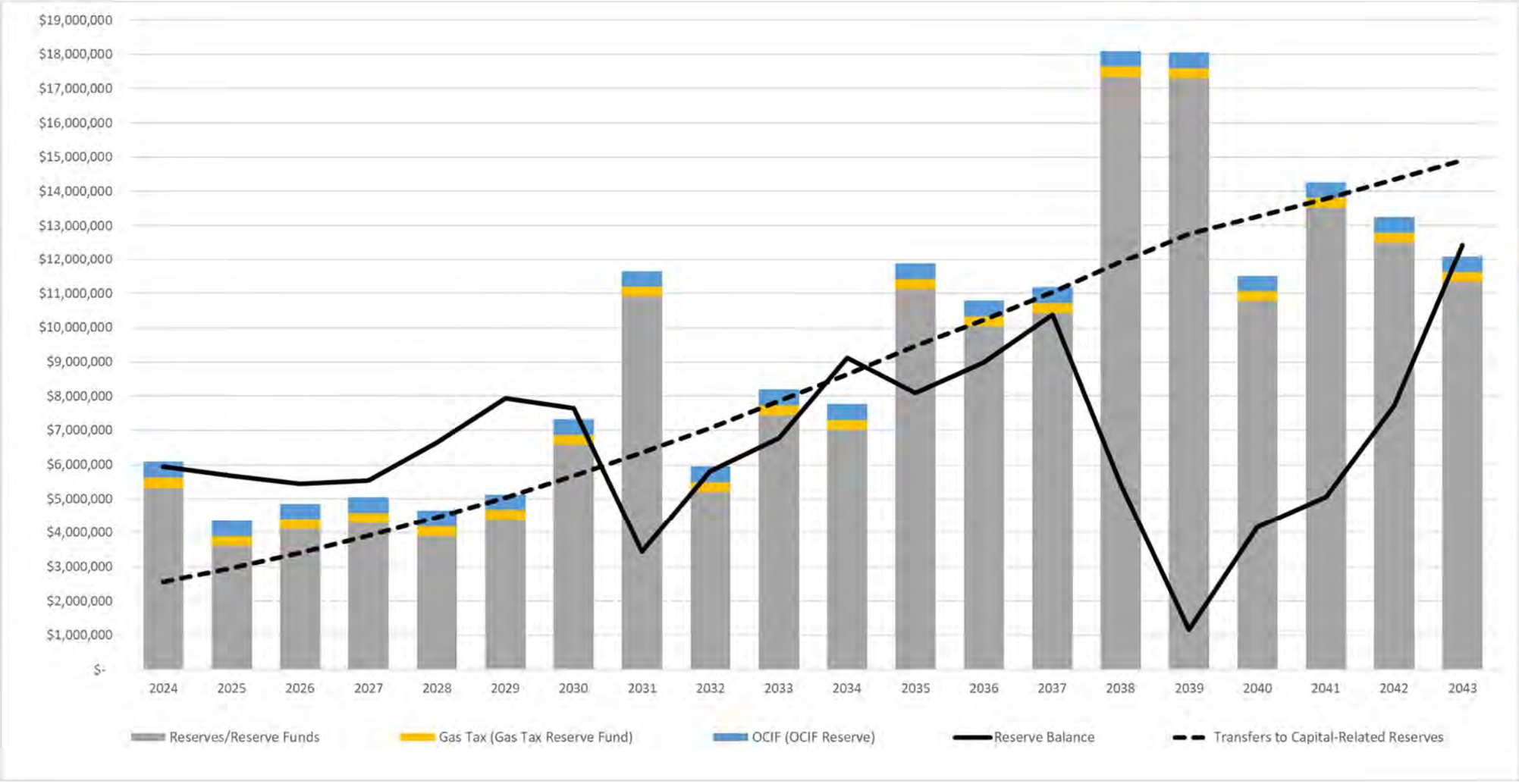
Table 9-1

Capital Budget Funding Strategy – Tax Levy ($Millions)

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Capital Costs	$6.1M	$4.3M	$4.9M	$5.0M	$4.6M	$5.1M	$7.3M	$11.7M	$5.9M	$8.2M	$7.8M	$11.9M	$10.8M	$11.2M	$18.1M	$18.0M	$11.5M	$14.3M	$13.2M	$12.1M
% Gas Tax Funding	5%	7%	6%	6%	6%	6%	4%	3%	5%	4%	4%	2%	3%	3%	2%	2%	3%	2%	2%	2%
% OCIF Funding	7%	10%	9%	9%	10%	9%	6%	4%	8%	6%	6%	4%	4%	4%	3%	3%	4%	3%	3%	4%
% Grant Funding	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% Debt Funding	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% Reserve Funding	87%	83%	85%	85%	84%	85%	90%	93%	87%	90%	90%	94%	93%	93%	95%	95%	93%	95%	95%	94%
Operating Costs	$6.3M	$6.5M	$6.7M	$6.9M	$7.1M	$7.3M	$7.5M	$7.7M	$7.9M	$8.1M	$8.4M	$8.6M	$8.9M	$9.1M	$9.4M	$9.7M	$9.9M	$10.2M	$10.5M	$10.8M
Revenue	$8.9M	$9.5M	$10.1M	$10.8M	$11.5M	$12.3M	$13.2M	$14.0M	$15.0M	$16.0M	$17.0M	$18.1M	$19.1M	$20.2M	$21.3M	$22.4M	$23.2M	$24.0M	$24.9M	$25.8M
Transfer to Reserves	$2.5M	$3.0M	$3.4M	$3.9M	$4.5M	$5.0M	$5.7M	$6.3M	$7.1M	$7.9M	$8.6M	$9.5M	$10.2M	$11.0M	$11.9M	$12.8M	$13.3M	$13.8M	$14.3M	$14.9M
Reserve Balance	$5.9M	$5.7M	$5.4M	$5.5M	$6.6M	$7.9M	$7.7M	$3.4M	$5.8M	$6.8M	$9.1M	$8.1M	$9.0M	$10.4M	$5.4M	$1.2M	$4.2M	$5.0M	$7.7M	$12.4M
Tax Levy Impact	1.8%	1.7%	1.9%	2.1%	2.3%	2.3%	2.5%	2.6%	2.7%	2.8%	2.7%	2.7%	2.4%	2.5%	2.6%	2.4%	1.4%	1.4%	1.4%	1.5%

Figure 9-1

Capital Budget Funding Strategy – Tax Levy



10. RECOMMENDATIONS

CURRENT CONSIDERATIONS

The following recommendations have been provided for consideration:

- That the Township of Malahide Asset Management Plan be received and endorsed by Council;
- That consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed to reflect the current priorities of the Township.

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

Funding has been recommended to meet the annual lifecycle funding target, which identifies the long-term annual investment level necessary to meet the current levels of service. This funding takes the form of transfers to capital reserves, and is reflected in the sizeable positive balances reached in the final years of the forecast period.

FUTURE IMPROVEMENTS

Areas of future enhancement to the Township's asset management plan have been noted, and a summary of these improvements has been listed below:

- Levels of Service – Images that illustrate the different condition states of assets can be helpful in communicating levels of service to stakeholders. A number of representative condition sample images could be provided for each Asset Class. The Township should seek to provide additional images in future iterations of this asset management plan.

- Proposed Levels of Service – This plan only includes an analysis of the current levels of service being provided by municipal assets. In future versions of this plan, proposed level of service options should be included along with an explanation of why they would be appropriate for the municipality, and an examination of the funding levels that would be required to implement them.

- Age-Based Assets – Modified Remaining Useful Life: The lifecycle needs for a number of the Township's asset categories and are currently assessed based on asset age. In the future, it would be beneficial for the Township to assign a remaining useful life to these various assets, based on observed condition and performance. This would enable the Township to more accurately plan for required interventions, such as replacements, based on observed asset characteristics.

- Lifecycle Activities – The lifecycle activities included in this plan are a like-for-like rehabilitation or replacement. In light of evolving best practices, and the introduction of new technology, contingencies should be included for enhancements to assets at the time of rehabilitation or replacement. This would not include growth-related capital, only enhancements that maintain current service levels.

- Growth-Related Capital – This plan does not currently include the costs associated with the lifecycle activities and maintenance of expansionary capital. Future updates to this plan should incorporate the expected costs of the acquisition, rehabilitation, and replacement of these assets to more fully explore the sustainability of the Township's network of assets. Examining these growth-related capital needs and their impacts on the financing strategy will provide for a comprehensive assessment of the sustainability of the Township's overall asset management system.

- Port Bruce Harbour – This plan includes lifecycle activities associated with the Port Bruce Harbour and associated assets based on what is included in the Township's 4-year budget. Future updates to this plan should endeavour to incorporate these assets more comprehensively into this plan, including an analysis of levels of service and required lifecycle activities over a long-term horizon.

- Facility Condition Assessments – In 2023 the Township engaged a consultant to inspect and make recommendations regarding 4 facilities; MCP, SDCH, SCH, and the administrative office. The recommendations have been reviewed by staff and appropriate inclusions have been made in this plan. The consultant was also engaged in 2024 to compete inspections on the remaining Township facilities; north works yard, south works yard, and the south firehall. Once these 2024 inspections have been completed and reviewed, the appropriate inclusions should be made to future revisions of this plan. The Township Staff should evaluate available options for staff-conducted inspections in a manner consistent with consultant inspections, on an ongoing basis. This is especially important to ensure

that facility recommendations align with desired service levels, and that facility usage is optimized per the Township's identified strategic priorities.

- Bridges and Culverts: The analysis presented in this report with respect to the Township's bridges and culverts has been based on information contained in the Township's 2022 OSIM report. The next update to this plan should incorporate the findings of the Township's latest biennial 2024 OSIM report. Included in the next biennial 2026 OSIM RFP, should be a review non-structural culverts that don't qualify for the legislated inspection (less than 3m span) but which still represent a significant financial risk to the Township. There are large diameter culverts or culverts with a significant amount of overburden which should be inspected and shown on a replacement schedule. The replacement of these culverts (which, for the most part, are located at the bottom of ravines) may be financially challenging for the Township in the near future. A full inventory and inspection of all non-structural culverts should be completed so that a determination can be made to include specific culverts that represent a high financial risk and/or to include all non-structural culverts as a pooled asset in future plan revisions.

- Guiderail Assets - A roads safety audit is an integral component of the Township's Road Design and Planning Program. A comprehensive road safety audit reviews the as-is condition of the Township road network safety and signage program and advises on required enhancements to safety elements on specific road segments. A road safety audit was initiated in 2017 to be conducted in three phases by a consulting engineer. The first and second phases of the audit have been completed and plans have been made to integrate the guiderail recommendations into the asset management plan. Phase 2 of the road safety audit was received by Council in 2022, identified several locations requiring installation of new steel beam guiderail. Staff proposed a phased approach to address the locations requiring guiderail, to be completed over an eight-year period, which was endorsed by Council (Resolution No. 22-203). The steel beam guiderail requirements identified in Phase 2 of the road safety audit have an estimated cost of $850,000. The phased approach to address the locations requiring guiderail proposes a $100,000 annual capital budget until the requirements have been met. As of 2023, only 30% of the phase 2 recommended new guiderail assets have been installed and included in this plan. As the remaining assets are installed, they should be incorporated into future versions of the Asset Management Plan.

APPENDIX A: NETWORK COST FORECASTS

Table A- 1

Road Segment Asset Network – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
HCB - Reconstruction	428,000	0	0	0	0	0	0	2,317,234	0	0	0	5,017,412	3,004,709	5,672,918	7,350,351	7,950,862	3,280,002	2,000,000	591,275	0
HCB - Microsurfacing	0	0	0	60,273	0	0	0	0	0	0	0	27,927	0	0	0	0	0	0	91,427	0
HCB - Crack Sealing	0	13,104	0	3,459	0	0	0	0	0	0	11,324	0	0	0	17,403	24,191	9,271	32,433	37,984	11,377
LCB - Double Surface Treatment Rehabilitation	1,016,112	743,643	804,700	674,070	690,872	704,419	1,549,334	2,194,271	1,045,936	1,940,686	0	815,553	0	2,188,385	4,927,818	2,137,560	0	417,285	0	2,823,897
LCB - Single Surface Treatment Every 7 Years	662,612	1,540,198	1,870,351	1,905,385	1,958,547	1,915,091	1,112,350	941,447	1,918,167	2,403,328	2,993,437	2,698,474	2,877,583	1,444,301	490,186	2,177,997	3,605,874	4,780,298	3,881,953	3,409,502
G/S - Reconstruction	0	0	0	0	0	0	841,070	0	0	0	0	0	1,068,331	0	0	0	0	2,069,663	0	0
G/S - Gravel Resurfacing Every 5 years	405,944	416,747	428,119	310,054	321,692	493,893	507,037	520,872	377,228	391,387	600,896	621,915	565,747	458,956	476,183	731,082	756,655	639,334	558,390	579,349
Roads Needs Study	0	30,000	0	10,000	0	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Roads Safety Study	0	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**2,512,667**	**2,773,692**	**3,103,170**	**2,963,240**	**2,971,111**	**3,133,403**	**4,009,791**	**5,973,824**	**3,341,331**	**4,735,402**	**3,605,657**	**9,181,281**	**7,516,370**	**9,764,559**	**13,261,941**	**13,021,692**	**7,651,802**	**9,939,012**	**5,161,029**	**6,824,124**

Table A- 2
Bridge & Structural Culvert Asset Network – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
B-1 Dorchester	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-10 Dingle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-11 Hacienda	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	178,207	1,960,273	0	0
B-12 Rogers South	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-13 Pressey Line	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-14 Broadway	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-2 Helder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21,731	239,039
B-3 Crossley Hunter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-4 Mapleton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	97,472	1,072,189
B-5 Pressey West	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-6 Pressey East	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-7 Carter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23,529	258,822	0	0	0
B-8 College	0	0	0	0	0	0	0	0	0	0	0	0	0	98,325	1,081,570	0	0	0	0	0
B-9 Walker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-1 Whittaker Con. 7 N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	125,036	1,375,398	0
C-10 College Middle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	294,120	3,235,316	0	0	0	0
C-11 College East	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76,472
C-12 Glencolin	0	0	0	0	0	0	0	0	51,099	562,088	0	0	0	0	0	0	0	0	0	0
C-13 Rogers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

C-14 Conservation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-15 Hacienda	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-16 Calton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-17 Vienna	0	0	0	0	0	0	305,725	3,362,976	0	0	0	0	0	0	0	0	0	0	0	0
C-19 Finney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-2 Whittaker Con. 7 S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-20 Ashton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-21 Springwater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-3 Whittaker Con. 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-4 Dorchester	0	0	0	0	0	0	0	0	0	118,351	1,301,856	0	0	0	0	0	0	0	0	0
C-5 Whittaker Con. 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-6 Mapleton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	351,283	3,864,112	0
C-7 Pigram	0	0	0	0	0	0	45,433	499,758	0	0	0	0	0	0	0	0	0	0	0	0
C-9 College West	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OSIM Report	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0
Total	**10,000**	**0**	**10,000**	**0**	**10,000**	**0**	**361,158**	**3,862,735**	**61,099**	**680,439**	**1,311,856**	**0**	**10,000**	**98,325**	**1,385,690**	**3,258,845**	**447,028**	**2,436,592**	**5,368,712**	**1,387,700**

Table A- 3
Streetlight & Sidewalk Asset Network – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Streetlights - Avon	0	0	0	0	0	0	0	0	0	0	8,164	0	0	0	0	0	0	0	0	0
Streetlights - Pt. Bruce	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,464	0	0	0	0
Streetlights - Springfield	0	0	0	0	0	0	0	0	0	0	182,326	0	0	0	0	0	0	0	0	0
Sidewalks - Avon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,149	0	0	0
Sidewalks - Aylmer East	0	0	0	0	0	0	0	0	0	0	0	0	35,936	0	0	0	0	0	0	0
Sidewalks - Lyons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sidewalks - Springfield	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**190,490**	**0**	**35,936**	**0**	**0**	**6,464**	**16,149**	**0**	**0**	**0**

Table A- 4
Facility & Public Space Asset – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Admin Office	45,018	10,696	17,972	0	7,273	0	157,332	0	21,498	0	30,773	84,220	23,944	0	0	0	107,103	30,110	0	0
Firehall #3/ Council	40,986	97,365	0	14,725	19,825	0	0	25,138	68,244	30,054	30,336	30,233	0	126,959	0	28,160	49,398	2,915	106,191	0
Firehall #4/ SDCH	6,568	71,589	0	0	0	0	280,245	0	78,287	0	9,265	46,311	0	0	0	0	464,382	19,738	0	0
MCP	6,568	162,124	0	11,246	0	0	263,255	73,381	215,890	20,303	9,265	100,681	0	51,578	37,528	0	824,164	24,073	96,125	22,883
North Works Yard	0	75,000	0	0	0	0	0	0	0	0	283,000	0	0	0	0	36,000	140,000	0	0	0
South Works Yard	0	0	0	0	0	0	0	0	0	60,000	0	0	0	0	0	0	0	0	0	2,400,000
Firehall #5	0	289,000	75,000	0	0	0	277,000	0	0	0	499,000	447,000	0	253,000	0	0	56,000	0	0	0
Pier Parking Lot	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	270,502	0	0	0	0
Parks	21,632	0	0	0	0	0	0	10,008	0	0	50,077	6,256	0	81,744	0	0	26,193	14,117	0	115,905
Cemeteries	12,023	0	0	0	0	0	23,155	0	0	0	0	0	0	0	0	0	114,411	0	0	0
Port Bruce Waterfront Master Plan	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**172,795**	**705,775**	**92,972**	**25,971**	**27,098**	**0**	**1,000,987**	**108,526**	**383,919**	**110,357**	**911,716**	**714,702**	**23,944**	**513,282**	**37,528**	**334,662**	**1,781,651**	**90,952**	**202,316**	**2,538,788**

Table A- 5

Equipment Asset – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Roads	89,929	9,590	104,597	1,366	124,339	11,005	1,514	1,567	50,288	41,098	135,921	13,528	27,761	18,680	1,994	74,748	2,136	175,236	2,288	212,430
Fire Services	103,124	187,839	109,726	199,182	104,880	111,711	109,848	89,842	119,788	727,094	97,356	201,303	210,521	184,489	196,742	183,234	104,800	167,296	251,549	175,711
Facilities & Public Spaces	16,181	25,356	5,330	6,259	6,325	6,705	17,652	7,182	26,385	35,725	7,623	211,556	9,623	8,829	27,752	26,687	13,197	10,132	27,151	10,853
Admin	4,207	4,355	4,507	4,665	62,603	4,997	5,172	5,353	5,540	74,353	5,935	6,142	6,357	6,580	88,308	7,049	7,295	7,551	7,815	104,882
Total	**213,442**	**227,140**	**224,160**	**211,472**	**298,147**	**134,418**	**134,186**	**103,945**	**202,001**	**878,270**	**246,835**	**432,530**	**254,262**	**218,579**	**314,796**	**291,718**	**127,428**	**360,214**	**288,803**	**503,876**

Table A- 6
Fleet Asset – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Pickup 1 (2016) 10Yr Fire	0	0	74,618	0	0	0	0	0	0	0	0	0	74,411	0	0	0	0	0	0	0
Pumper 3 (2007) 20Yr	0	0	0	724,546	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumper 4 (2015) 20Yr	0	0	0	0	0	0	0	0	0	0	0	917,834	0	0	0	0	0	0	0	0
Pumper 5 (2010) 20Yr	0	0	0	0	0	768,671	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rescue 3 (2013) 20Yr	0	0	0	0	0	0	0	0	0	588,299	0	0	0	0	0	0	0	0	0	0
Rescue 4 (2013) 20Yr	0	0	0	0	0	0	0	0	0	588,299	0	0	0	0	0	0	0	0	0	0
Rescue 5 (2013) 20Yr	0	0	0	0	0	0	0	554,529	0	0	0	0	0	0	0	0	0	0	0	0
Squad 5 (2000) Not Replacing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tanker 3 (2004) 20Yr	721,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tanker 4 (2018) 20Yr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,090,577	0	0	0	0	0
Tanker 5 (2017) 20Yr	0	0	0	0	0	0	0	0	0	0	0	0	1,027,974	0	0	0	0	0	0	0
Grader 34 (2011) 20Yr	0	0	0	0	0	0	0	521,909	0	0	0	0	0	0	0	0	0	0	0	0
Grader 35 (2012) 20Yr	0	0	0	0	0	0	0	0	537,567	0	0	0	0	0	0	0	0	0	0	0
Tractor Backhoe 40 (2011) 15Yr	0	0	273,182	0	0	0	0	0	0	0	0	0	0	0	0	0	0	425,608	0	0

Tractor Backhoe 42 (2011) 15Yr	0	0	0	281,377	0	0	0	0	0	0	0	0	0	0	0	401,177	0	0	0	0
Loader 45 (2023) 15Yr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	514,129	0	0	0	0	0
Tractor 52 (2021) 20Yr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	201,653	0	0
Single 10 (2011) 12Yr	390,370	0	0	0	0	0	0	0	0	0	0	0	556,574	0	0	0	0	0	0	0
1T Single 11 (2023) 12Yr	0	0	0	0	0	0	0	0	0	0	114,061	0	0	0	0	0	0	0	0	0
Tandem 17 (2003) Not Replacing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tandem 22 (2012) 12Yr	463,500	0	0	0	0	0	0	0	0	0	0	0	660,840	0	0	0	0	0	0	0
Tandem 23 (2014) 12Yr	0	0	491,727	0	0	0	0	0	0	0	0	0	0	0	701,085	0	0	0	0	0
Tandem 24 (2016) 12Yr	0	0	0	0	521,673	0	0	0	0	0	0	0	0	0	0	0	743,781	0	0	0
Tandem 25 (2018) 12Yr	0	0	0	0	0	0	553,443	0	0	0	0	0	0	0	0	0	0	0	789,078	0
Tandem 26 (2018) 12Yr	0	0	0	0	0	0	553,443	0	0	0	0	0	0	0	0	0	0	0	789,078	0
Tandem 27 (2020) 12Yr	0	0	0	0	0	0	0	0	587,148	0	0	0	0	0	0	0	0	0	0	0
Tandem 28 (2022) 12Yr	0	0	0	0	0	0	0	0	0	0	622,905	0	0	0	0	0	0	0	0	0
3T Sign 88 (2015) 12 Yr	0	0	0	144,909	0	0	0	0	0	0	0	0	0	0	0	206,606	0	0	0	0
Pickup 71 (2009) 9Yr Parks	0	53,756	0	0	0	0	0	0	0	0	70,140	0	0	0	0	0	0	0	0	91,516
Pickup 73 (2016) 9Yr Patrol	0	53,756	0	0	0	0	0	0	0	0	70,140	0	0	0	0	0	0	0	0	91,516

Pickup 74 (2016) 8Yr Patrol	55,000	0	0	0	0	0	0	0	89,098	0	0	0	0	0	0	0	112,866	0	0	0
Pickup 75 (2018) 8Yr Patrol	0	0	74,618	0	0	0	0	0	0	0	94,524	0	0	0	0	0	0	0	119,740	0
Pickup 76 (2018) 8Yr Foreman	0	0	0	76,857	0	0	0	0	0	0	0	97,360	0	0	0	0	0	0	0	123,332
Pickup 77 (2020) 8Yr Manager	0	0	0	0	79,162	0	0	0	0	0	0	0	100,280	0	0	0	0	0	0	0
Pickup 78 (2020) 9Yr Water	0	0	0	0	0	60,503	0	0	0	0	0	0	0	0	78,943	0	0	0	0	0
Pickup 79 (2020) 9Yr Facilities	0	0	0	0	0	60,503	0	0	0	0	0	0	0	0	78,943	0	0	0	0	0
Pickup 80 (2022) 8Yr Foreman	0	0	0	0	0	0	83,983	0	0	0	0	0	0	0	106,387	0	0	0	0	0
Pickup 81 (2023) 9Yr Building	0	0	0	0	0	0	0	0	66,113	0	0	0	0	0	0	0	0	86,263	0	0
Pickup 82 (2023) 9Yr Drains	0	0	0	0	0	0	0	0	66,113	0	0	0	0	0	0	0	0	86,263	0	0
Pickup 85 (2023) 8Yr Foreman	70,335	0	0	0	0	0	0	0	89,098	0	0	0	0	0	0	0	112,866	0	0	0
Pickup 87 (2013) 8Yr Patching	0	72,445	0	0	0	0	0	0	0	91,771	0	0	0	0	0	0	0	116,252	0	0
Total	1,700,205	179,957	914,145	1,227,689	600,836	889,677	1,190,870	1,076,438	1,435,137	1,268,370	971,769	1,015,193	2,420,080	0	2,570,065	607,783	969,514	916,040	1,697,895	306,365

Table A- 7
Guiderail Asset Network – Detailed Cost Forecast ($)

Assets	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
CALTON LINE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARTER RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CATT LINE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COLLEGE LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSERVATION LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CROSSLEY-HUNTER LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DINGLE LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DORCHESTER RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GLENCOLIN LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HACIENDA RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HELDER RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JAMESTOWN LN	0	0	0	0	0	0	0	0	0	0	0	0	0	53,872	0	0	0	0	0	0
JOHN WISE LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPLETON LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRESSEY LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROGERS RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RUSH CREEK LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPARTA LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VIENNA LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WALKER RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WHITTAKER RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YORKE LN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,872**	**0**	**0**	**0**	**0**	**0**	**0**

REPORT NO. **DS-24-28**

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: June 6, 2024
SUBJECT: **Application for Consent to Sever No. D10-E12-24 of Buehlmann Farms Inc (Authorized Agent: David Roe C/O Civic Planning Solutions Inc), relating to the property located at Part of Lots 11 and 12, Concession 9, Township of Malahide (11960 and 11980 Imperial Road)**

RECOMMENDATION:

THAT Report No. DS-24-13 entitled “Application for Consent to Sever No. E 12-24 of Buehlmann Farms Inc (Authorized Agent: David Roe c/o Civic Planning Solutions Inc)” be received;

AND THAT the Application for Consent to Sever of Buehlmann Farms Inc (Authorized Agent: David Roe C/O Civic Planning Solutions Inc), relating to the property located at Part of Lots 11 and 12, Concession 9, Township of Malahide and known municipally as 11960 and 11980 Imperial Road, be supported for the reasons set out in this Report;

AND THAT this report be forwarded to the Land Division Committee for its review and consideration.

PURPOSE & BACKGROUND:

The subject application for Consent to Sever (the “Application”) has been submitted by Buehlmann Farms Inc (Authorized Agent: David Roe c/o Civic Planning Solutions Inc in order to sever an existing dwelling as a result of a farm consolidation.

The Application relates to the property located at Part of Lots 11 and 12, Concession 9, Township of Malahide, and known municipally as 11960 and 11980 Imperial Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on June 26, 2024.

COMMENTS & ANALYSIS:

The subject farm property is approximately 44.2 hectares (109.3 acres) in area, has approximately 444.5 metres (1458.3 feet) of frontage along Ron McNeil Line, and has approximately 543 metres (1781.5 feet) of frontage along Imperial Road. There are two

existing single-detached dwellings, and several accessory structures. The subject property is bounded by Ron McNeil Line to the north, agricultural land to the east, industrial and agricultural land to the south, and Imperial Road to the west.

The proposed severed parcel is approximately 0.6 hectares (1.4 acres) in area, has 88 metres of frontage on Imperial Road, and would contain an existing dwelling.

The proposed retained parcel is approximately 43.6 hectares in size, has 526 metres of frontage along Imperial Road, and would contain the other existing dwelling and accessory structures.

An easement is also proposed for a shared access between the proposed severed and retained parcels onto Imperial Road (County Road 73). While planning staff would generally discourage shared access via easements, it is noted that County Road 73 is under the jurisdiction of the County, which would regulate access. As a result, staff will defer to the County on matters relating to access.

Provincial Policy Statement (PPS)

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) permits lot creation for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as it is ensured that no new residential uses are permitted on any remnant parcel of farmland (Section 2.3.4.1c).

The proposed severed parcel is of a minimum size (0.6 ha) to accommodate the existing dwelling and private septic, and no land would be removed from agricultural production. A Zoning By-law Amendment will be required as a condition of consent approval to rezone the proposed retained parcel to prohibit future residential uses on the farmland.

It is noted that under proposed changes to the Provincial Policy Statement, consents for surplus farm dwellings would be limited to the severance of one surplus farm dwelling per farm consolidation.

County of Elgin Official Plan

The subject lands are designated “Agriculture Area” on Schedule ‘A’, Land Use Plan.

Lot creation is permitted for lands within this designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b).

As a condition of approval, a Zoning By-law Amendment will be required to rezone the proposed retained farmland to ‘Special Agriculture Zone (A2)’ that would prohibit the construction of a dwelling along with rezoning the severed dwelling to ‘Small Lot Agriculture (A4)’ to reflect the surplus farm dwelling.

Malahide Official Plan

The subject lands are designated “Agriculture” on Schedule ‘A1’ (Land Use Plan).

Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be built and occupied for a minimum of ten years and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7.1). The existing dwelling has been in existence for more than 10 years and is not anticipated to create a land use conflict with surrounding agricultural operations. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan.

The Official Plan requires that the severed parcel is able to be serviced by a private sanitary waste disposal system and a potable water supply that is situated within the severed lot; is located within 100 metres of an opened travelled road; and the severed parcel be rezoned to a Special Agricultural zone that permits surplus farm dwellings (Section 2.1.7.2). The proposed severed lot meets the minimum lot area requirements of the Zoning By-law, has municipally piped water and the existing septic system and is appropriately setback from the proposed lot boundaries. A letter supporting the good working condition of the septic system has been provided alongside the application. Further, the proposed lot and existing dwelling are located within 100 metres of a public road.

The Official Plan also requires that the proposed retained farm parcel be of suitable size to support agricultural uses and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). The retained farm parcel exceeds the minimum lot area requirements of the Zoning By-law and is of suitable size to support agriculture. A Zoning by-law Amendment to prohibit new residential dwellings is recommended as a condition of consent approval.

Malahide Zoning By-law No. 18-22

The subject property is within the “Special Agricultural (A2) Zone” on Key Map 26 of Schedule “A” to the Township’s Zoning By-law No. 18-22, and a portion of the subject property is identified as “Regulated Area”. It is noted that the subject lands were subject to a previous surplus farm severance application in 2013, which received conditional approval, but lapsed before all of the conditions were fulfilled. It is staff’s opinion that the A2 zone that currently applies to the subject lands was applied through the conditions of the previous severance. However, when the severance lapsed, the consent did not take place resulting in the property’s current zoning.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. It is anticipated that the proposed retained parcel would be rezoned to the ‘Special Agricultural (A2)’ zone to prohibit a new residential dwelling. The proposed retained parcel meets the minimum lot area (20 ha) and frontage (150 m) requirements of the ‘A2’ zone.

It is also anticipated that the proposed severed parcel be rezoned to 'Small Lot Agriculture Special (A4)'. The 'A4' zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot for residential purposes.

FINANCIAL IMPLICATIONS:

The full cost of the consent and associated rezoning process is at the expense of the Applicant and has no implications to the Township's Operating Budget.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	Unlock Responsible Growth
Tangible Results:	Policy Driven Decision Making

CONSULTATION:

N/A

ATTACHMENTS:

1. Report Photo;
2. Application Sketch; and
3. Recommended Conditions

Prepared by: E. Steele, MBPC, Consulting Planner for the Township

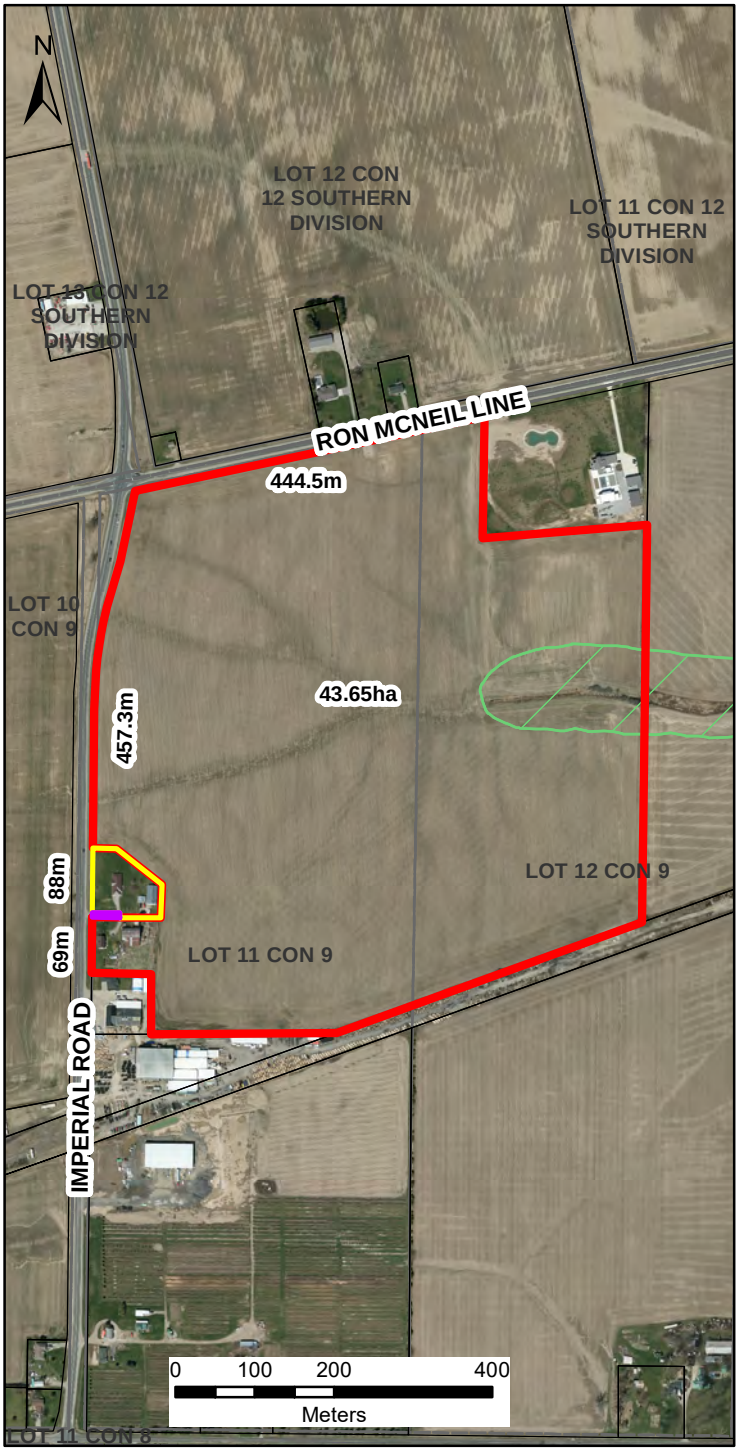
Reviewed by: J. McGuffin, MBPC, VP & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER
OWNER: BUEHLMANN FARMS INC
AUTHORIZED AGENT: DAVID ROE C/O CIVIC PLANNING SOLUTIONS INC

Part of Lots 11 and 12, Concession 9
Township of Malahide
(11960 and 11980 Imperial Road)

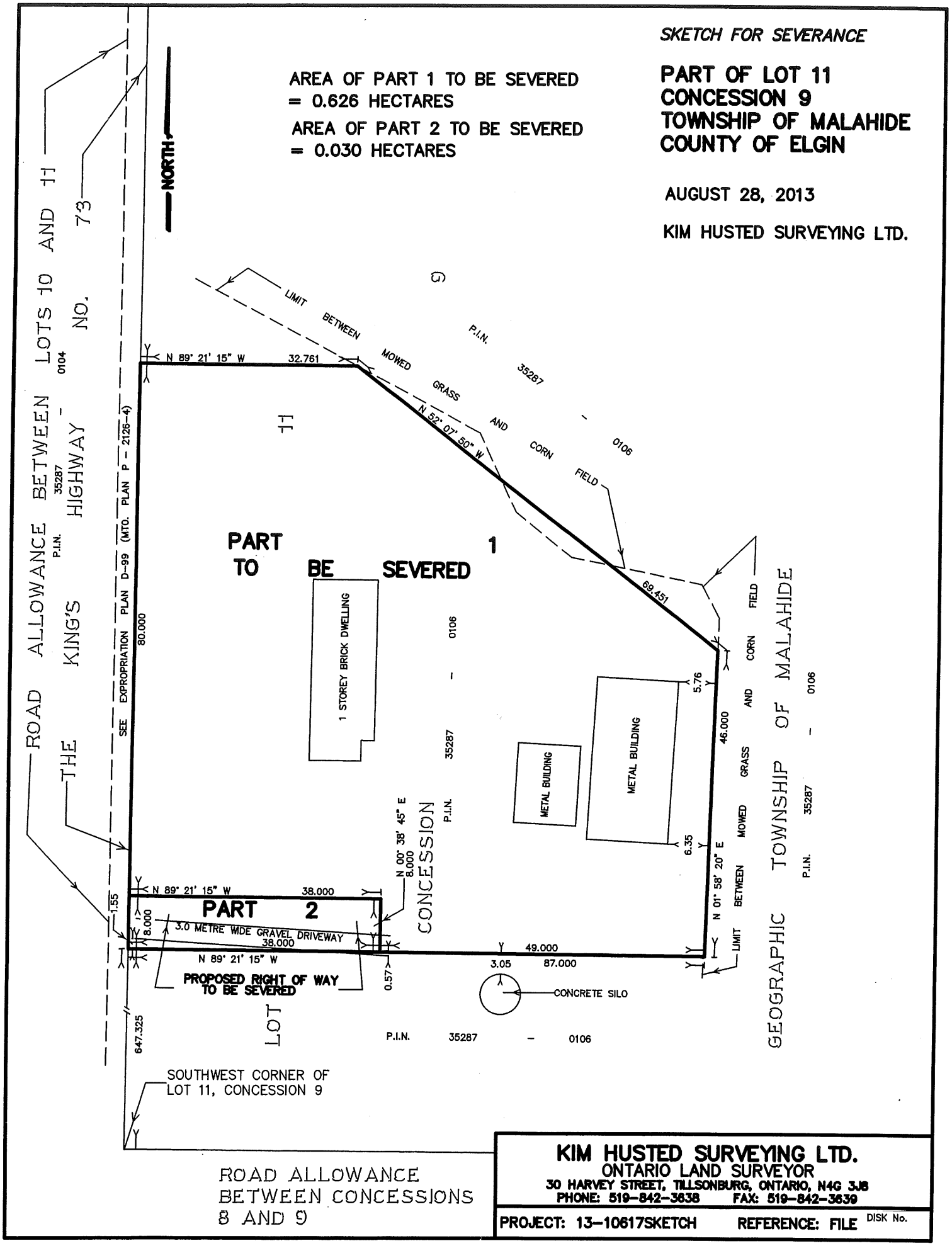
Township of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
Agriculture

ZONING
A2 SPECIAL AGRICULTURAL

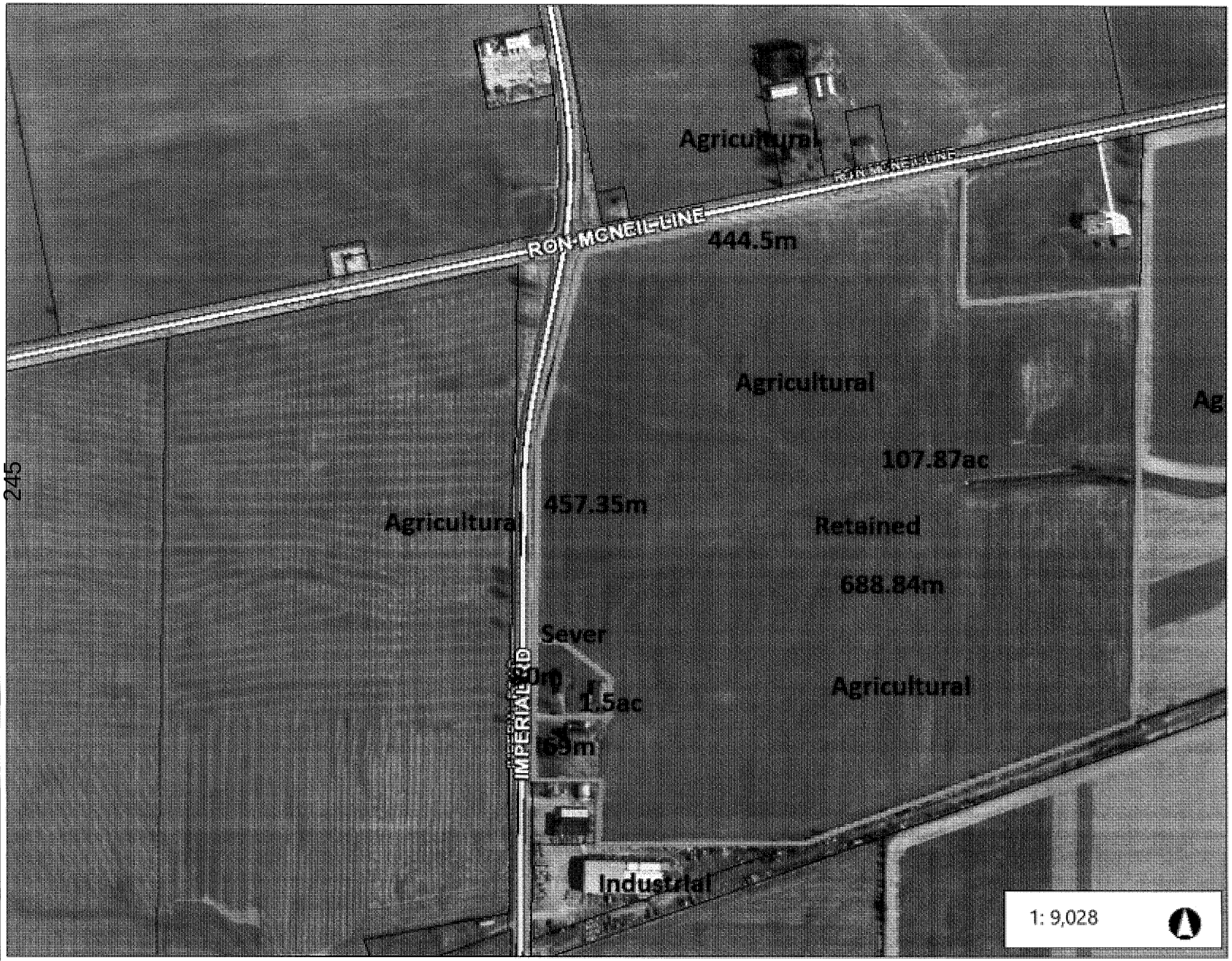
Easement
Severed
Retained
Conservation Authority Regulated Lands



KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
30 HARVEY STREET, TILLSONBURG, ONTARIO, N4G 3J8
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 13-10617SKETCH REFERENCE: FILE DISK No.

ELGIN MAPPING 11980 and 11960 Imperial Road



Legend

- Elgin County Parcels
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Local
- Arterial
- Highways
- Boundary
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

Notes

0.5 0 0.23 0.5 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

1. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
2. That the applicant be required to retain the services of a professional designer and have an engineered Lot grading development plan and ditch grading plan prepared in accordance with good engineering practices, that are suitable to the Township prior to the condition being deemed fulfilled.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
5. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
6. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed.
7. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
8. That an electronic version of the reference plan be submitted to the satisfaction of the Township.
9. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.

REPORT NO. **DS-24-29**

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: June 6, 2024
SUBJECT: **Application for Consent to Sever No. D10-E38-24 of Kenneth Drabick, on behalf of Ankor Farm Ltd. (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe) relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, Former Geographic Township of South Dorchester, Township of Malahide (48028 Wilson Line)**

RECOMMENDATION:

THAT Report No. DS-24-29 entitled “Application for Consent to Sever No. D10-E38-24 of Kenneth Drabick, on behalf of Ankor Farm Ltd. (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe)” be received;

AND THAT the Application for Consent to Sever of Kenneth Drabick, on behalf of Ankor Farm Ltd. (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe), relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, Former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48028 Wilson Line, be supported for the reasons set out in this Report;

AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.

PURPOSE & BACKGROUND:

The subject Consent to Sever Application (the “Application”) has been submitted by Kenneth Drabick and Ankor Farm Ltd. (Authorized Agent: David Roe c/o Civic Planning Solutions Inc) to sever an area of approximately 402 m^2 from 48028 Wilson Line (“subject property”) and convey it to 48024 Wilson Line to accommodate the construction of a new home occupation structure.

The Application relates to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, Former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48028 Wilson Line.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on June 26, 2024.

COMMENTS & ANALYSIS:

The subject lands are approximately 41.0 hectares (101.3 acres) in area and have approximately 168 metres (551 feet) of frontage along Wilson Line. The subject property is an agricultural parcel that was previously subject to a surplus farm dwelling severance in 2015. The applicant (Kenneth Drabick) owns the residential parcel previously deemed surplus and is proposing to sever a portion of land from the agricultural parcel, with an area of approximately 402.3 square meters, conveying it to their property to facilitate the construction of a new building to accommodate a home occupation use for motor vehicle repair.

The applicant previously applied for a Zoning By-law Amendment (D14-Z12-23) to rezone the residential property from A3 to A4-27, to permit the nature and scale of the home occupation use. The Zoning By-law Amendment has been given two readings by Council but is waiting for the approval of this consent application before being given final approval.

The result of this severance would enlarge the residential parcel to an approximate area of 5,087 square meters while reducing the agricultural parcel to approximately 40.9 hectares (101.2 acres).

Provincial Policy Statement (PPS)

The PPS directs that agricultural lands shall be protected for long-term use for agriculture and permits a range of agricultural, agriculture-related, and on-farm diversified uses within prime agricultural areas (s. 2.3.1, 2.3.3.1).

Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons (s. 2.3.4.2). As the area proposed to be conveyed from the agricultural lot to the residential lot is 4 metres wide with an area of 402 m^2, and has not been historically used for agricultural production, the boundary adjustment is viewed as minor in size and impact.

County of Elgin Official Plan

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, and is identified as having frontage along a “Local” Road on Schedule ‘B’, “Transportation Plan”.

The County Official Plan states that, in agricultural areas, consents may be granted for legal or technical reasons such as minor boundary adjustments that do not result in the creation of a new lot (s. E1.2.3.4). The proposed boundary adjustment does not create a new lot and can be seen as minor in both scale and impact.

Malahide Official Plan

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan) and no noted areas on Schedule ‘A2’ (Constraints Plan).

The Official Plan provides guidance on consents, stating that consents for lot additions are permitted in any designation provided the severed and retained parcels comply with the applicable requirements of the Official Plan and Zoning By-law (s. 8.7.1.7). A Zoning By-law Amendment has been introduced to council and is expected to be approved after the passing of this consent, ensuring the area to be conveyed is rezoned for its appropriate use.

Malahide Zoning By-law

Currently, both the agricultural and residential parcel are zoned as A3 on Key Map 3 of Schedule “A” to the Township’s Zoning By-law No. 18-22. At the March 7th Council Meeting, Township Council approved a Zoning By-law Amendment and gave two readings of the proposed By-law to rezone the land to be conveyed to align with the zoning of the receiving lands, as well as permit the size and scale of the home occupation use. The By-law would be brought back to Council for a third and final reading should the consent application be approved. The retained agricultural parcel will remain zoned as “Large Lot Agricultural (A3)”. The agricultural parcel will meet the minimum lot area and frontage requirements of the A3 zone.

FINANCIAL IMPLICATIONS:

The full cost of the application and associated process is at the expense of the Applicant and has no implications to the Township’s Operating Budget.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	**Unlock Responsible Growth**
Tangible Results:	**Policy Driven Decision Making**

CONSULTATION:

N/A

ATTACHMENTS:

1. Report Photo;
2. Application Sketch; and
3. Recommended Conditions.

Prepared by: E. Steele, MBPC, Consulting Planner for the Township

Reviewed by: J. McGuffin, MBPC, VP & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR CONSENT TO SEVER
Owners: Ankor Farm Ltd.

48028 Wilson Line
Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007
Township of Malahide

Township of Malahide
Figure 1

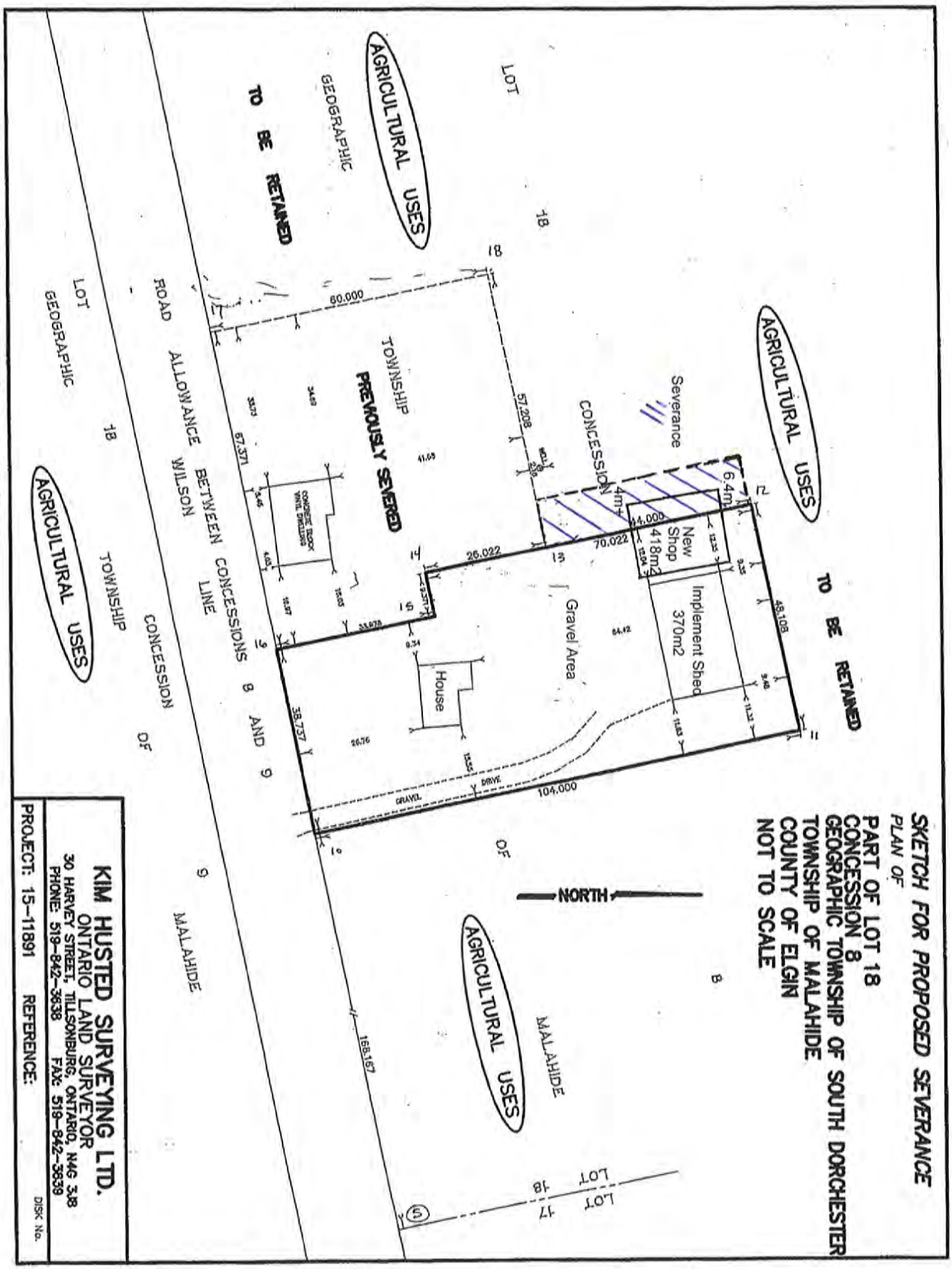
OFFICIAL PLAN DESIGNATION
AGRICULTURAL

ZONING
Large Lot Agricultural (A3)

Subject Property

Receiving Lands

Area to be Severed and Conveyed



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ELGIN MAPPING 48024 Wilson Line

Legend

- Elgin County Parcels
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Malahide Zoning
- E911
- Local
- Arterial
- Highways
- Boundary
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

Notes

0.1 0 0.06 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

E38-24 – Recommended Conditions

1. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.
2. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
5. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
6. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
7. That an electronic version of the reference plan be submitted to the satisfaction of the Township.

REPORT NO. DS-24-26

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: June 6, 2024
SUBJECT: **Geographical Information Systems – Shared Services Agreement**

RECOMMENDATION:

That Report No. DS-24-26 entitled “Geographical Information Systems – Shared Services Agreement”, be received;

AND THAT Malahide Council authorize to execute the Geographical Information Systems Shared Services Agreement with the County of Elgin.

PURPOSE & BACKGROUND:

Since 2021, the County of Elgin has established and operated a web-based Geographic Information System (GIS) platform (called “Elgin GeoHub”) to meet the County’s needs, provide a service to all municipal partners (LMPs) and the public.

A web-based GIS platform is an online system that allows users to create, share, analyze, and visualize spatial data and maps through a web browser. Key features of utilizing a GIS platform include:

- Data Storage: To upload and store different kinds of location data, like points on a map, lines, and shapes.
- Creating Maps: To make interactive maps where we can add different layers of information such as roads or property boundaries.
- Analysis Tools: To analyze data for example how far two points are from each other, or all the properties within a certain distance of a location.
- Visualizing Data: To see data in different ways such as maps or charts.
- Sharing and Collaboration: To share maps and data with others, making it easy to work together.

We embrace GIS technology solutions to store and utilize our data that integrates into daily operations and the delivery of public services. As one example, an expected increased use of GIS internet-based mapping applications is required for municipalities to maintain compliance indefinitely with the Municipal Asset Management Planning Regulation (O.Reg. 588/17). Land use planning, Municipal Drainage, 911 property addressing, Conservation Authority regulated areas, and public works asset

maintenance/work orders are some other examples of regularly utilized data sets and tools that we rely upon daily.

A shared service agreement has been prepared to formalize the current arrangement, define service expectations, and provide mechanisms for additional services that could be provided by the County.

COMMENTS & ANALYSIS:

In 2021, County Council approved the establishment a secure web-based enterprise GIS platform (https://geohub.elgin.ca/) for the County's own needs and for use of its member municipalities who wished to participate and at the County's cost. Now, after 3 years of experience, all of Elgin's partner municipalities are utilizing this system to varying degrees. Over the last 12 months, approximately 15,000 people accessed the system verifying that the public and other stakeholders utilize this portal and the information and tools it provides.

This regional service has been provided by the County since 2021 without formal agreement. In order to formalize the GIS data hosting, management and administration services the County provides, a formal agreement has been prepared and attached to this report for Council's information. The agreement includes a standard list of ongoing services provided by the County (Schedule 'A').

These base services will establish a consistent platform across the County and set service expectations. Currently, the Township hosts municipal datasets on our GIS server and continues to operate "Elgin Mapping" on Geocortex. Definitions and functions of GIS terms are provided below to clarify the expanded County Services:

- Geohub: Elgin County's GIS webpage that provides access to web and PDF maps.
- Geocortex: online software that hosts interactive web maps. Malahide Township uses Geocortex to host ElginMapping with the County's subscription, and the County uses Geocortex to host a range of web maps.
- Portal for ArcGIS: a website and repository for GIS content that sits on the County server. Township GIS staff currently do not utilize this software.
- ESRI provides GIS products that are interconnected and work as a system:
    - ArcGIS Pro: Desktop GIS application used to manage and manipulate GIS data stored on a GIS server, perform analysis and create maps. Township GIS staff primarily use this product to complete GIS tasks.
    - ArcGIS Online: is an online data storage, mapping and spatial analysis software as a service platform used to collect and manage data, perform analysis, and improve decision-making by easily sharing maps and applications. Township GIS staff currently do not utilize this software.
- GIS server: server that stores GIS datasets. Malahide Township stores GIS data on our GIS server.

- Municipal Dataset: a group of municipal GIS data, ie: road network, parcel fabric, E911 addresses.

The impacts of the services provided by the County on Malahide Township are provided in the table below.

County Services	**Impacts**
1. Provide secure access to the GIS server, Municipal Databases, ArcGIS Online, Geocortex and Portal.	Township plans to transfer municipal datasets from our GIS server to the County's GIS server permanently and will no longer host a GIS server.
2. Act as the administrator of the GIS server, providing permissions/licenses and access credentials to municipal users.	Township utilizes permissions and licenses.
3. Ensure data backups are completed and software licenses are renewed.	Township ensures municipal data backups on our servers. Township plans to transfer municipal datasets from our GIS server to the County's GIS server for permanent storage and backup.
4. Maintain and update as required: property parcel fabric, municipal addressing and road network shapefiles.	County to maintain and update specific datasets: parcel fabric, municipal addressing and road network shapefiles. Township will continue to maintain and update municipal datasets.
5. Add datasets to the Geocortex internal and external facing websites, as requested.	Township utilizes Elgin County's Geocortex licensing to host "Elgin Mapping".
6. Provide training for municipal staff to access and navigate GIS products.	Township to optimize training opportunities.
7. Circulate County-wide GIS data to approved third party agencies (e.g. MOH, OPP, OMAFRA, Tillsonburg Dispatch)	Township will continue to circulate data to required agencies and the County.
8. On-going maintenance of GIS datasets including addresses, highways and property information;	Township will provide County with any addressing changes.

9. GIS data creation, maintenance, updating and quality control/quality assurance; and	Township GIS staff will continue to be responsible for municipal GIS data creation, maintenance, updating and quality control/quality assurance.
10. GIS data entry, attributing, and metadata creation.	Township GIS staff will continue to be responsible for municipal GIS data entry, attributing, and metadata creation.

FINANCIAL IMPLICATIONS:

The full cost of the access to the County's GIS portal and use of ArcGIS Online Geocortex software is provided at no additional cost. Schedule 'A' details the scope of standard services provided.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	Maximize the utilization of all assets: people, facilities, and technology
Tangible Results:	Easy access to more information relevant to constituents, landowners, businesses

ATTACHMENTS:

1. Agreement

Prepared by: C. Strupat, Development Services Technician/Assistant Planner

Approved by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 24-27

Being a By-law to Authorize the Execution of an Agreement between The Corporation of the Township of Malahide and The Corporation of the County of Elgin for the purpose of Geographic Information Systems ("GIS") services.

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS it is deemed expedient that The Corporation of the Township of Malahide enters into an Agreement with The Corporation of the County of Elgin for the purpose of Geographic Information Systems ("GIS") services**.**; and

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the Corporation of the Township of Malahide hereby authorizes the agreement with The Corporation of the County of Elgin for the purpose of Geographic Information Systems ("GIS") services., identified as Schedule "A" attached hereto and forming an integral part of this By-law.

2. THAT the Mayor and the Clerk are hereby authorized and directed to execute such agreement and any related documents and affix thereto the corporate seal of the Township of Malahide.

3. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 6th day of June, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of June, 2024.

_____
Mayor, D. Giguère

_____
Clerk, A. Adams

THIS AGREEMENT made the day of , 2024

B E T W E E N:

Corporation of the County of Elgin

(hereinafter referred to as “Elgin”)

and

Township of Malahide

(hereinafter referred to as the

“Municipality")

WHEREAS:

1. The Corporation of the County of Elgin is an upper-tier municipal corporation incorporated pursuant to the *Municipal Act, 2001* R.S.O. c. M. 25, as amended or replaced (the “*Municipal Act, 2001”*).

2. The Municipality is a lower-tier municipal corporation incorporated pursuant to the *Municipal Act, 2001* and is one of the constituent local municipalities within the geographic limits of Elgin County.

3. The Municipality, from time to time, requires certain on-demand Geographic Information Systems (“GIS”) services with regard to its operations.

4. Elgin is prepared to provide GIS services to the Municipality.

5. Elgin and their GIS staff have the requisite skill, experience and knowledge necessary to carry out the GIS services required;

6. The parties wish to formalize their contractual relationship through this Agreement.

IN CONSIDERATION of the mutual covenants and other terms and conditions hereinafter contained, the parties hereby covenant, promise and agree each with the other as follows:

Definitions

1. In this Agreement,

   a) **“Confidential Information”** means any information that is supplied in confidence explicitly or should be reasonably understood to have been supplied in confidence and includes, but is not limited to, Personal Information as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, and information that is subject to confidentiality requirements due to third-party agreements, licences or other instruments;

   b) “**Director”** means the person holding the position of the Director of Engineering of Elgin;

   c) **"Elgin"** means the Corporation of the County of Elgin;

   d) **"Elgin CAO"** means the person holding the position of Chief Administrative Officer of Elgin;

   e) **“Elgin Council”** means the municipal Council of Elgin;

   f) **“GIS System”** means the system for capturing, storing, checking and displaying data in a geographic manner, including the hardware and software that, in conjunction, is used to provide the Services, including but not limited to the locally hosted servers, software, software as a service, licences and data;

   g) **“LMP CAO”** means the person holding the position of Chief Administrative Officer of the Municipality;

   h) **"Services"** means the registered professional planner services to be provided by the County pursuant to this Agreement and as specified in clause 5 of this Agreement.

General

2. Elgin is a municipal corporation governed by Warden and Council and operated by administration, who is hereby authorized to administer this Agreement save for those areas specifically limited herein.

3. The Municipality is a municipal corporation governed by Mayor and Council and operated by administration, who is hereby authorized to administer this Agreement save for those areas specifically limited herein.

4. The Schedules attached hereto are incorporated into and form part of this Agreement.

Elgin GIS Services

5. Elgin agrees to perform the GIS services described in Schedule “A” to this Agreement. For clarity, the services identified in Schedule “A” are provided by the County without any additional fees or charges as set out in Schedule “B”. Any services requested by the Municipality that are not included in Schedule “A” or otherwise described as an inclusive service within this Agreement (“Additional Services”) shall be subject to the fee(s) set out in Schedule “B”.

6. Elgin has the unfettered right pursuant to this Agreement to:
    a) Establish procedures and protocols for how requests for GIS Services are initiated by the Municipality;
    b) Determine the timing and method of performing the GIS Services;
    c) Assigning personnel to the GIS Services;
    d) Determine the deliverables that the County can offer;

7. Elgin will use commercial reasonable efforts, having regard to all of the circumstances including existing workload, personnel availability, the complexity of the GIS Services request and any other factor it deems relevant, to provide timely GIS Services.

8. The Municipality specifically acknowledges that the GIS Services of the County are provided to other local municipal partners within the geographic area of Elgin County and that GIS Services that are requested that are similar in nature to requests by other local municipal partners may be grouped together, the deliverables and work product may be shared with other local municipal partners and the ser

Elgin GIS System and Hosting

9. Elgin hosts the Municipality’s GIS data on Elgin servers and provides access to the Municipality to its GIS system. The Municipality hereby acknowledges and agrees that such hosting and access is subject to the following terms and conditions:
    a) The Municipality shall have the ability to access the GIS system through credentials provided to it by Elgin. The Municipality is solely responsible for restricting access to such credentials as needed and shall do so at its sole risk and shall release, save harmless and indemnify Elgin from any damages or claim arising out of access to the GIS system by its credentials whether authorized or unauthorized.
    b) Elgin disclaims, provides no warranties, assurances or representations with regard to GIS data hosting.
    c) The Municipality acknowledges and agrees that the GIS System is provided on an “as is” and “where available” basis and Elgin makes no guarantee, warranty, representation or condition of accuracy,

completeness or usefulness of the GIS System for the Municipality's purpose or intent, save and except where Elgin has agreed to create specific data or layers pursuant to a GIS Service retainer as set out herein or otherwise described in Schedule "A".

d) The Municipality acknowledges and agrees that Elgin makes no representation, warranty or condition that its server will be continuously available or will function without interruption; that access to its server or GIS system will be compatible with the Municipality's equipment or software; that its server or GIS system will be error free or that errors will be corrected; that access to its server will be free of viruses or other destructive or disruptive components.

Retainer Process

10. In order for the Municipality to retain the Elgin GIS Services for Additional Services, a request will be made in writing by the Municipal CAO to the Director of Engineering or designate. The written request shall include, at minimum, a detailed description of the issue, the deliverable or goal sought by the Municipality and a timeline for completion. The Director shall give best efforts to respond within two (2) business days acknowledging the request and indicating whether or not the Additional Service can be performed and whether the requested timeline can be met.

11. The Director may decline to provide the GIS Services at Elgin's sole and unfettered discretion. Without limiting the generality of the foregoing, the Director will have regard to the nature of the issue, the timeline for completion, any potential conflicts of interest and the workload of Elgin's GIS Department.

12. Elgin retains the right to terminate any particular file or Service(s) if (i) circumstances arise which create an actual or potential conflict of interest with the best interests of the Municipality or Elgin, as determined in the Director's sole and absolute discretion; and/or, (ii) loss of personnel, qualification and/or experience to render the Service(s). In the event that any Service(s) are terminated pursuant to this provision it shall be without recourse by, or compensation to, the Municipality.

13. The Municipality retains the right to terminate any particular retainer, file or Service(s) at its sole and absolute discretion, by providing written notice from the Municipality's CAO to the Director. If any particular file or Service(s) are terminated by the Municipality then Elgin shall immediately cease work on the file or Service(s) and invoice for all Service(s) rendered up to the time Elgin received the written notice.

Non-Exclusive Services

14. The Municipality shall not be required to retain Elgin to provide all or any of the Municipality's GIS Services.

15. Elgin is permitted to provide GIS Services to entities other than the Municipality.

Fees and Disbursements

Services

16. The Municipality shall pay to Elgin for Additional Services the rates set out in Schedule "B" to this Agreement which shall be the effective rate for the calendar year of 2024.

17. The Parties agree that Elgin shall be permitted, pursuant to its unfettered discretion, to increase the said hourly rates, effective as of January 1 in any calendar year during which this Agreement is effective, commencing January 1, 2025, provided that Elgin delivers written notice of such intended rate increase prior to November 1 of the prior calendar year thereof, commencing November 1, 2024.

18. The Municipality agrees that Elgin shall be entitled to obtain reimbursement of all disbursements and expenses incurred by Elgin in relation to any Service(s) for which it is retained by the Municipality, provided that, for any specific disbursement in an amount anticipated to be in excess of $500.00, Elgin shall obtain prior written authorization from the Municipality before incurring such expense, including but not limited to any third-party fee(s).

19. Elgin shall provide detailed accounts for the Services on a quarterly basis. If requested by the CAO, the County will make available to Elgin such accounts, records, receipts, vouchers and documents for the purpose of substantiating its billings.

20. The Municipality shall pay each invoice within 30 days of receipt of the invoice.

Capital – GIS Hosting and Licences

21. The County shall host a GIS server, and pursuant to an ESRI Enterprise Licence, obtain licences necessary to operate a GIS system that shall, subject to the terms and conditions of such licence, be made available for use by the Municipality.

22. Pursuant to the arrangement initiated by the County in 2021, in consultation with its local municipal partners, the Municipality shall not be required to pay to

Elgin any annual fee for GIS server or Elgin ESRI Enterprise licence costs during the Term of this Agreement.

23. Notwithstanding sections 21 and 22, should the Municipality require Elgin to obtain any licence for provision of a specific GIS service requested by the Municipality, or should Elgin be requested by its local municipal partners to increase its hardware or software beyond the level of service offered at the commencement of this Agreement, the Municipality agrees that the County shall not be required to comply with such request at Elgin's own cost.

Elgin Covenants

24. Elgin hereby covenants as follows:

a) to comply with all applicable laws, legislation, directives, rules and orders, whether International, Federal, Provincial, or local in providing the Services;

b) to comply with the Workplace Safety and Insurance requirements (WSIA) and Human Rights policies;

c) to obtain and keep current WSIB insurance;

d) to ensure that the persons in their organizations who deal with members of the public or other third parties on behalf of the Municipality or who participate in developing the Municipality's policies, practices and procedures governing the provision of goods and services to members of the public or other third parties receive training about the provision of goods or services to persons with disabilities as required by the *Accessibility for Ontarians with Disabilities Act*, 2005, S.O. 2005, c.11, as amended;

e) to supply at its sole cost and expense all staff, equipment, accommodations and technical assistance necessary to perform the Services and assume all overhead expenses in connection with the Services, save and except those specifically specified in this agreement as being at the cost of the Municipality;

f) to co-operate with the Municipality CAOs, or his or her designate, and to do all things necessary to enable the Municipality's CAO to evaluate the Services as required.

Elgin Representations

25. Elgin hereby represents as follows:

a) that it will employ competent GIS staff to render the Services;

b) that it will assign qualified GIS staff to perform the GIS Service(s) associated with any particular matter;

c) that it will not render Services that intentionally create a conflict of interest between Elgin and the Municipality and/or any Third Party or any combination thereof;

d) that where a conflict of interest is foreseeable in the provision of Services, it will identify the potential conflict as soon as practicable to the Municipality's CAO;

Municipality Covenants

26. The Municipality hereby covenants as follows:

a) that it will communicate with Elgin GIS staff in a timely manner, including with respect to the initial request for Service(s);

b) to provide Elgin GIS staff with all relevant information and documentation, as may be requested, and to otherwise provide any assistance requested by Elgin and its GIS staff;

c) that it warrants that it has the right, ability and licence to provide Elgin with all data and information that it provides to Elgin for the purpose of this Agreement;

d) that it warrants that notwithstanding the generality of section 25(c), it is specifically satisfied that Elgin is a consultant for the purpose of sharing MPAC data and that in forming this agreement the Municipality is further satisfied that it meets all criteria required by MPAC to share data with Elgin;

e) that it will provide Elgin with current, relevant data or policies of the Municipality that are applicable to any Service(s) that are requested;

f) to at all times act honestly, ethically, and with integrity in any and all of its dealings with Elgin in respect of any Service(s) being delivered;

g) that it acknowledges and agrees that Elgin County does not warrant, and specifically disclaims, the GIS Services as being fit for any particular purpose beyond any specific representations that Elgin County may make in delivering the Services;

h) if required, it will enter into any licence agreement necessary by any third-party in order for the Municipality to receive GIS Services;

i) that it acknowledges that in requesting the services of Elgin pursuant to this agreement that Elgin is acting as a service provider to the Municipality and that such provision of service does not violate any licence agreement that the Municipality has with any third-party;

Dispute Resolution

27. In the event of a dispute between Elgin and the Municipality relating to any provision, covenant, commitment and/or obligation contemplated herein, or any

other dispute with regard to the delivery of the Service(s), the parties hereto agree that the following process shall be used:

a) The party identifying the dispute will provide written notice to the other party, including sufficient detail for the party receiving the notice to respond and, where necessary, investigate the issue. Where the Municipality is providing written notice, it shall be from the Municipality's CAO to the Director. Where Elgin is providing written notice, it shall be from the Director to the Municipality's CAO.

b) The parties agree to discuss the dispute as between the Director and the Municipality's CAO and otherwise reach consensus on a resolution of the dispute within a period of thirty (30) days, or shorter period if there is an applicable time sensitivity to the dispute.

c) Should the parties not reach a consensus resolution then the dispute may be escalated to the Elgin CAO. The parties agree to discuss the dispute as between Elgin's CAO and the Municipality's CAO and otherwise reach consensus on a resolution of the dispute within a period of thirty (30) days, or shorter period if there an applicable time sensitivity to the dispute.

d) Should the parties not reach a consensus resolution, either or both parties shall be at liberty to assert and/or protect their respective legal rights and interests in any manner permitted at law.

28. The parties will meet annually to review delivery of the Services and address any issues that remain outstanding that were not addressed through the formal dispute resolution process set out immediately above.

Term and Termination

29. The term of this Agreement shall be from the effective date of this Agreement noted at the top of page one and shall continue until it is terminated pursuant to the provisions of this Agreement (the "Term").

30. Either party may, in its sole discretion, terminate this Agreement by providing the other party with one hundred an eighty (180) days' written notice of termination.

31. Elgin may terminate this Agreement immediately, without Notice, on the occurrence of any of the following:

a) Elgin no longer has qualified or competent staff to perform the Services;

b) Elgin does not appropriate the required funds to operate the GIS Services in any budget year;

c) The Municipality materially breaches its obligations pursuant to this agreement including, but not limited to, failing to pay the required fees in a timely manner;

d) The Municipality has materially misrepresented or warranted any thing or covenant at the time this Agreement was formed;

32. Upon termination, the annual fee paid by the Municipality shall be prorated to actual number of days in the year, to the termination date.

Indemnity

33. Subject to section 34, the Parties hereby agree that they will, from time to time, and at all times, well and truly save, keep harmless and fully indemnify the other party (the "Indemnified Party"), its successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Indemnified Party and against all loss, liability, judgments, claims, costs, demands or expenses which the Indemnified Party may sustain, suffer or be put to:

a) resulting from or arising out of any breach, violation or non-performance of any covenant, condition, agreement or other obligation in this Agreement to be fulfilled, kept, observed and performed by the Indemnifying Party; and

b) resulting or occasioned by any wrongful act, default, omission or negligence of the Indemnifying Party and those for whom it is in law responsible, including but not limited to any damage to property and any injury to any person (including death).

34. The Municipality acknowledges and agrees that it shall release and hold harmless Elgin from any damages, whether direct, indirect, incidental, consequential or special, including any costs associated with any claim or demand, arising out of a cyberattack, ransomware or other malicious attack by a third-party on Elgin information technology hardware or software including the GIS System and any licensed or SaaS product utilized by Elgin. In no event shall Elgin be liable to the Municipality in any manner whatsoever for any damages arising out of third-party interference with Elgin IT systems, including the GIS System, unless the third-party is the approved and authorized agent or contractor of Elgin.

Insurance

35. The Parties shall each maintain a policy of Municipal/Commercial General Liability insurance that shall:

a) have a limit of liability of not less than Five Million Dollars ($5,000,000) inclusive for any occurrence;

b) include damage caused by vehicles owned by the Party and used in conjunction with the work either within or outside the contract limits, and shall have a limit of liability of not less than $2,000,000 inclusive for any one occurrence;

Subcontractors

36. Elgin will be solely responsible for the payment of any subcontractors, consultants, agents or other third-parties employed, engaged or retained by it for the purpose of assisting it in the discharge of its obligations in providing the Services under this Agreement. The employment, engagement or retainer of any subcontractors and/or sub-consultants must have received prior written approval from the Municipality.

Confidential Information

37. Elgin shall take all reasonable steps to keep all Confidential Information received from the Municipality confidential and not disclose any such Confidential Information to Elgin's Warden, Councillors, administration, staff, employees, servants, agents, consultants or contractors, other than to its GIS staff and associated support or supervisory staff.

38. The parties hereby agree and acknowledge that all rights, obligations and responsibilities set out in this Agreement with regard to confidentiality are subject to the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M 56, as may be amended or replaced (*"MFIPPA"*).

39. For the purposes of the *MFIPPA* and any amendments thereto, and except as expressly provided in this clause, the parties hereby acknowledge and agree that any GIS records in Elgin's possession as a result of providing the Services are within the custody and control of Elgin. Should Elgin receive an access to information request regarding records that were supplied to Elgin by the Municipality for the purpose of receiving GIS Services, then Elgin shall notify the Municipality of the request for access to the information, unless ordered otherwise by the Information and Privacy Commissioner or other authority of competent jurisdiction. No confidential information shall be disclosed by Elgin in any manner whatsoever, save and except as required by law, without the approval in writing of the Municipality's CAO, and:

a) Elgin shall hold all confidential information obtained in trust and confidence for the Municipality and shall not disclose any such confidential information, by publication or other means, to any person, company or other government agency unless required by law so ordered by an authority of competent jurisdiction or unless the information is already public or has been otherwise disclosed by any party that is not Elgin;

b) any request for approval by Elgin to the Municipality's CAO to use confidential information shall specifically state the benefit to the Municipality of the disclosure of the confidential information;

c) any use of the confidential information shall be limited to the express purposes as set out in the approval of the Municipality's CAO; and

d) Elgin shall not, at any time during or after the term of this Agreement, use any confidential information for the benefit of anyone other than the Municipality.

No Agency or Employment Relationship

40. The Municipality and Elgin agree that Elgin, its servants, agents and employees shall under no circumstances be deemed agents or representatives of the Municipality and except as the Municipality may specifically authorize in writing, shall have no right to enter into any contracts or commitments in the name of or on behalf of the Municipality or to bind the Municipality in any respect whatsoever.

Force Majeure

34. The performance of the respective parties hereto or their respective obligations hereunder shall be subject to force majeure, including, but not limited to, insurrections, riots, wars and warlike operations, explosions, governmental acts, epidemics, strikes, fires, accidents, acts of any public enemy, or any similar occurrence beyond the reasonable control of the party affected. Any party temporarily excused from performance hereunder by any such circumstances shall use its best efforts to avoid, remove or cure such circumstances and shall resume performance with utmost dispatch when such circumstances are removed or cured. Any party claiming circumstances as an excuse for delay in performance shall give prompt notice in writing thereof to the other party.

Notices

35. Any notification or written communication required by or contemplated under the terms of this Agreement shall be in writing and sent by electronic mail, in which case the electronic mail shall be deemed to have been delivered the day after it is sent to an e-mail address specified below, or Registered Mail, Return Receipt Requested and which shall be deemed to have been delivered five business days after the date of mailing. Addresses for such notices shall be:

If to the Municipality:

If to Elgin: Director, Engineering Services
450 Sunset Drive,
St. Thomas, ON, N5R 5V1
engineering@elgin.ca

Miscellaneous

36. The waiver of any provision hereof or the failure of any party hereto to enforce any right hereunder shall apply to that provision or right only and shall not be deemed to affect the validity of the remainder hereof.

37. No departure from or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver and neither party shall not be obligated to continue any departure or waiver or to permit any subsequent departure or waiver.

38. This Agreement shall be constructed with all changes in number and gender as may be required by the context. Any titles used within this document are for reference purposes only and not an aid to interpretation.

39. All obligations herein contained, although not expressed to be covenants, shall be deemed to be covenants.

40. Whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as “without limiting the generality of the foregoing” do not precede such list or reference.

41. The parties agree that all covenants and conditions contained in this Agreement shall be severable, and that should any covenant or condition in the Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the remaining covenants and conditions and the remainder of the Agreement shall remain valid and not terminate thereby.

42. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

43. This Agreement embodies the entire agreement between the parties with

regard to the provision of the Services and associated deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise with respect to the provision of the deliverables and additional deliverables, existing between the parties at the date of execution of the agreement.

44. The parties have entered into this Agreement voluntarily and have had the opportunity to seek independent professional and legal advice prior to the execution of this Agreement. Where such advice has not been sought or received the party is deemed to have intentionally waived such opportunity.

45. This Agreement shall not be assignable by the either party without the prior written consent of the other party, and such written consent may be refused at the other party's sole and absolute discretion.

46. This Agreement may be signed electronically, may be executed in counterpart, and may be exchanged by scanned or faxed copy. A combination of counterparts, including counterparts bearing electronic signatures, shall be deemed to be an original.

47. This Agreement shall enure to the benefit of, and be binding upon, the heirs, executors, administrators, successors and permitted assigns of the parties hereto.

IN WITNESS WHEREOF, Elgin and the City have respectively executed and delivered this Agreement on the date set out above.

Corporation of the County of Elgin

_____ _____

Date Ed Ketchabaw, Warden

_____ _____

Date Blaine Parkin, Chief Administrative Officer

I/We have the authority to bind the Corporation.

Malahide Township

_____	_____
Date	Name/Title:
_____	_____
Date	Name/Title:

I/We have authority to bind the Corporation.

SCHEDULE “A”
SERVICES

- Provide secure access to the GIS server, Municipal Databases, ArcGIS Online, Geocortex and Portal.
- Act as the administrator of the GIS server, providing permissions/licenses and access credentials to municipal users.
- Ensure data backups are completed and software licenses are renewed.
- Maintain and update as required: property parcel fabric, municipal addressing and road network shapefiles.
- Add datasets to the Geocortex internal and external facing websites, as requested.
- Provide training for municipal staff to access and navigate GIS products.
- Circulate County-wide GIS data to approved third party agencies (e.g. MOH, OPP, OMAFRA, Tillsonburg Dispatch);
- On-going maintenance of GIS datasets including addresses, highways and property information;
- GIS data creation, maintenance, updating and quality control/quality assurance;
- GIS data entry, attributing, and metadata creation;

* The above Services are provided by Elgin County without the Municipality incurring the fee(s) set out in Schedule “B”:

SCHEDULE “B”
FEES

All Fees below are expressed on a per-hour basis, exclusive of HST and any disbursements, and are applicable to Additional Services:

$75/hr

Present are:	**Aylmer Council**	**Malahide Council**
	Mayor J. Couckuyt	Mayor D. Giguère
	Deputy Mayor P. Barbour	Deputy Mayor M. Widner
	Councillor A. Oslach	Councillor R. Cerna
	Councillor J. Chapman	Councillor C. Glinski
	Councillor J. Rauhe	Councillor S. Leitch
		Councillor S. Lewis
		Councillor J. Wilson
	Aylmer Staff	**Malahide Staff**
	Director of Financial Services, H. Sachs	CAO, N. Dias
	Director of Operations, R. Johnson	Clerk, A. Adams
	Clerk, O. Jaggard	
	Manager of Parks & Recreation, S. Wray	
Absent:	Councillor K. Desrosiers	
	Councillor W. Vanraes	
	CAO A. Grozelle	

1. WELCOME - Chair - Mayor Giguère

Watch the meeting here: https://youtube.com/live/shtOxSwkgzY?feature=share

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Resolution No. 31-24

Moved by Member Oslach and seconded by Member Chapman:
That the Board adopts the Agenda for the meeting of May 8, 2024.

The motion is Carried.

3. DECLARATION OF PECUNIARY INTEREST

4. DELEGATIONS

(a) Christene Scrimgeour, of Scrimgeour & Company – Presentation of Draft Audited 2023 Financial Statements.

Resolution No. 32-24

Moved by Member Deputy Mayor Barbour and seconded by Member Rauhe:
THAT the Report respecting the 2023 Audited Statements be received as information; and,
THAT the Board approve the 2023 Audited Statements provided by Christene Scrimgeour of Scrimgeour and Company.

The motion is Carried.

(b) Michael Ische and Monique Clark of Garland Canada Inc. regarding the Roof Asset Management Program and Condition Report

Resolution No. 33-24

Moved by Co-Chair Couckuyt and seconded by Member Leitch:
That the presentation of Michael Ische and Monique Clark of Garland Canada Inc. regarding the Roof Asset Management Program and Condition Report be received for information.

The motion is Carried.

(c) Director of Operations - Report Rec 11-24 - Member Update EECC Roof Condition Report

Resolution No. 34-24

Moved by Member Deputy Mayor Widner and seconded by Member Glinksi:
That Report REC 11-24 entitled Garland Canada Roof Condition Report 2024 be received for information; and,
THAT the EECC Board of Management approve Garland Canada Inc to undertake a thermal scan of the flat roofs as outlined in condition report dated April 5, 2024.

The motion is Carried.

5. APPROVAL OF PREVIOUS MINUTES

(a) Minutes of the EECC Board Meeting held on March 13, 2024

Resolution No. 35-24

Moved by Member Oslach and seconded by Member Chapman:
That the EECC Board adopt the minutes of the March 13, 2024 meeting.

The motion is Carried.

6. ACTION ITEMS

6.1 CORRESPONDENCE

(a) Municipal Partners Operating and Capital Budget Approval Correspondence

Resolution No. 36-24

Moved by Member Leitch and seconded by Member Lewis:
That the Municipal Partners Operating and Capital Budget Approval Correspondence be received for information.

The motion is Carried.

6.2 STAFF REPORTS

(a) Director of Financial Services - Report CAO 26-24 - Quarterly Financial Summary Report – Q1

Resolution No. 37-24

Moved by Member Deputy Mayor Barbour and seconded by Member Rauhe:
That Report CAO 26-24 entitled East Elgin Community Complex Quarterly Financial Summary Report –Q1be received for information.

The motion is Carried.

(b) Manager of Parks and Recreation - Report REC 08-24 Member Update

Resolution No. 38-24

Moved by Member Chapman and seconded by Member Leitch:
That Report REC 08-24 entitled Member Update be received for information; and,
That the Board provide direction to staff to proceed with a further report on the hand railing.

The motion is Carried.

(c) Manager of Parks and Recreation - Report REC 09-24 - Ice User Group Meeting Room Subsidy

Resolution No. 39-24

Moved by Member Wilson and seconded by Member Leitch:
That Report REC 09-24 entitled Ice User Group Meeting Room Subsidy be received for information; and,
That the EECC Board of Management approve the recommendations at outlined within the staff report.

The motion is Carried.

(d) Manager of Parks and Recreation - Report REC 10-24 ATM Contract

Resolution No. 40-24

Moved by Member Glinski and seconded by Member Leitch:
That Report REC 10-24 entitled ATM Contract be received for information; and,
That the Board grant a 3-year extension to ASB Services for the provision and operation of automatic teller machines (ATM) at the East Elgin Community Complex.

The motion is Carried.

(e) Manager of Parks and Recreation - REC 12-24 - Update: 2024 Canada Day Celebrations

Resolution No. 41-24

Moved by Member Rauhe and seconded by Member Leitch:
That Report REC 12-24 entitled Event Update: 2024 Canada Day Celebrations be received for information.

The motion is Carried.

(f) Director of Legislative Services/Clerk - Report CLRK 11-24 - EECC Sound System Modernization & Upgrades

Resolution No. 42-24

Moved by Member Deputy Mayor Barbour and seconded by Member Wilson:
That Report CLRK 11-24 RFP: EECC Sound System Modernization & Upgrades be received for information; and,
That staff be directed to proceed with advertising a Request for Proposal (RFP) for sound system modernization and upgrades at the East Elgin Community Complex.

The motion is Carried.

6.3 **NOTICE OF MOTION**

6.4 **MOTIONS**

7. INQUIRIES BY MEMBERS

8. CLOSED SESSION

9. NEXT MEETING AND ADJOURNMENT

(a) The next EECC Board meeting is schedule for Wednesday, July 3, 2024 at 7:00pm

(b) Adjournment

Resolution No. 43-24

Moved by Member Chapman and seconded by Member Deputy Mayor Widner:

That the Board do now adjourn at 8:17 p.m.

The motion is Carried.

_____

Clerk

_____

Mayor

Kettle Creek Conservation Authority

Full Authority Minutes

April 17, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday April 17, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. A roll call of members was taken. As some members attended virtually all votes were recorded and are included in the Recorded Vote Registry. Sam Trosow joined the meeting at 10:03 a.m.

Audio/Video Record Notice

The Audio/Video Recording Notice was posted and made available to the public.

Land Acknowledgement

Kettle Creek Conservation Authority wishes to acknowledge the treaty and traditional lands originally occupied by the Indigenous First Nation peoples of the Anishinabek, Attiwonderonk and Haudenosaunee nations. KCCA strives to build meaningful relationships with Indigenous communities and recognizes the importance of respecting these treaties and lands.

Members Present:

Lori Baldwin-Sands (Vice Chair)	St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Grant Jones (Chair)	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Todd Noble	Central Elgin	In Person
Jerry Pribil	London	Virtual
Sam Trosow	London	Virtual

Members Absent:

Jim Herbert	St. Thomas
John Wilson	Malahide

Staff Present:

Jennifer Dow	Water Resources Supervisor	In Person
Joe Gordon	Manager of Planning and Development	In Person
Jessica Kirschner	GIS/Information Services Coordinator	Virtual
Brandon Lawler	Forestry and Lands Technician	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Marianne Levogiannis	Public Relations Supervisor	In Person
Betsy McClure	Stewardship Program Supervisor	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

As some members were joining the meeting electronically all votes were recorded and are included in the Recorded Vote Registry.

Introductions & Declarations of Pecuniary Interest
There were no declarations of pecuniary interest.

Delegations
There were no delegations.

Minutes of Meeting

FA61/2024
Moved by: Todd Noble
Seconded: Frank Berze
THAT the minutes of the March 27, 2024 Full Authority Meeting be approved.

Carried

Matters Arising
a) Media Report
b) Project Tracking
c) Watershed Conditions
d) Insurance Renewal
e) Conservation Ontario Update

FA62/2024
Moved by: Lori Baldwin-Sands
Seconded: Sharron McMillan
THAT the staff reports on Matters Arising (a) through (e) be received.

Carried

Correspondence
a) From MNRF to Mayor Josh Morgon (City of London) Re: Municipal CA Appointment April 5, 2024

FA63/2024
Moved by: Frank Berze
Seconded: Sharron McMillan
THAT the correspondence be received.

Carried

Statement of Revenue and Expenses

FA64/2024
Moved by: Lori Baldwin-Sands
Seconded: Frank Berze
THAT the Statement of Revenues and Expenses for March 31, 2024 be approved.

Carried

New Business

a) Elgin Clean Water Program Annual Report

FA65/2024
Moved by: Lori Baldwin-Sands
Seconded: Todd Noble
THAT the Elgin Clean Water Program Annual Report be received.

Carried

b) Kettle Creek Clean Water Initiative

The Kettle Creek Clean Water Initiative was established in 2012 to provide financial assistance to watershed residents in implementing stewardship projects. Annually, the Authority provides $12,000 in funding from the Stewardship Reserve.

McClure presented one project for funding consideration.

Project 24-01 - A wetland creation project in the City of St. Thomas. The total estimated project cost is $30,437. The grant request is $3,000.

FA66/2024
Moved by: Frank Berze
Seconded: Todd Noble
THAT project 24-01 in the amount of $3,000 be supported through the Kettle Creek Clean Water Initiative.

Carried

c) St. Thomas-Elgin Children's Water Festival

FA67/2024
Moved by: Todd Noble
Seconded: Sharron McMillan
THAT the KCCA Administration Centre be closed as required from May 6-10, 2024, to walk in clients to accommodate staff participation in the St. Thomas-Elgin Children's Water Festival.

Carried

d) "New regulation to focus municipal environmental assessment requirements" (ERO#019-7891) March 18, 2024

FA68/2024
Moved by: Todd Noble
Seconded: Frank Berze
THAT the staff report on the Regulation Detailing new Minister's Permit and Review Powers under the Conservation Authorities Act be received.

Carried

e) April Planning and Regulations Report

FA69/2024
Moved by: Sharron McMillan
Seconded: Todd Noble
THAT the April 2024 Planning and Regulations Activity Report be received.

Carried

The Full Authority meeting recessed at 10:45 a.m. to conduct the Kettle Creek Source Protection Authority meeting. The Kettle Creek Source Protection Authority adjourned at 10:54 a.m. and members resumed the Full Authority meeting moving immediately into Closed Session.

FA70/2024
Moved by: Todd Noble
Seconded: Frank Berze
THAT the Full Authority meeting recess to conduct the April 2024 Kettle Creek Source Protection meeting.

Carried

Closed Session

The Closed Session meeting began at 10:55 a.m.

FA71/2024
Moved by: Lori Baldwin-Sands
Seconded: Sharron McMillan
THAT the Full Authority move to Closed Session to discuss legal, personnel or property matters.

Carried

FA72/2024
Moved by: Lori Baldwin-Sands
Seconded: Sharron McMillan
THAT the Full Authority revert to open session and report.

Carried

The Open Session resumed at 10:56 a.m.

a) Minutes

FA73/2024
Moved by: Sharron McMillan
Seconded: Frank Berze
THAT the minutes of the Closed Session meeting of the March 27, 2024 Full Authority Meeting be approved.

Carried

FA74/2024
Moved by: Todd Noble
Seconded: Lori Baldwin-Sands
THAT staff proceed as directed on a property matter.

Carried

Upcoming Meetings
Full Authority Meeting
May 15, 2024 10:00 a.m.

St. Thomas-Elgin Children's Water Festival Partner Recognition
Pinafore Park
May 9, 2024 10:30 a.m.

Deer Ridge Grand Opening
Deer Ridge Conservation Area
May 30, 2024 2:30 pm.

FA75/2024
Moved by: Lori Baldwin-Sands
Seconded: Frank Berze
THAT the meeting adjourn at 11:30 a.m.

Carried

Elizabeth VanHooren
General Manager/Secretary Treasurer

Grant Jones
Chair

Recorded Vote Registry FA61/2024 to FA66/2024
A=Absent Y=Yes N=No

Board Member	FA61/2024	FA62/2024	FA63/2024	FA64/2024	FA65/2024	FA66/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	A	A	A	A	A	A
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Trosow	A	Y	Y	Y	Y	Y
Wilson	A	A	A	A	A	A
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA67/2024 to FA72/2024
A=Absent Y=Yes N=No

Board Member	FA67/2024	FA68/2024	FA69/2024	FA70/2024	FA71/2024	FA72/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	A	A	A	A	A	A
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	A	Y
Wilson	A	A	A	A	A	A
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA73/2024 to FA75/2024
A=Absent Y=Yes N=No

Board Member	FA73/2024	FA74/2024	FA75/2024
Baldwin-Sands	Y	Y	Y
Berze	Y	Y	Y
Herbert	A	A	A
Jones	Y	Y	Y
McMillan	Y	Y	Y
Noble	Y	Y	Y
Pribil	Y	Y	Y
Trosow	Y	Y	Y
Wilson	A	A	A
Result	Carried	Carried	Carried

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 24-30

Being a By-law to appoint a Chief Building Official, and Building Inspector(s) under the Building Code Act for the Township of Malahide

WHEREAS Sections 3(1) and 3(2) of the *Building Code Act, S.O. 1992, c. 23,* as amended, authorizes the Council of a local municipality to appoint a Chief Building Official and Building Inspectors;

AND WHEREAS Section 227(c) of the Municipal Act, 2001, c. 25, as amended, stipulates that it is the role of the officers and employees of a municipality to carry out duties assigned by the municipality;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to update and consolidate its By-laws to appoint a Chief Building Official and Building Inspectors to act with the full authority and power of the Chief Building Official for all purposes of the Building Code Act and to assist the appointed Chief Building Official;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT Scott Sutherland be and he is hereby appointed Chief Building Official for The Corporation of the Township of Malahide.

2. THAT the said Chief Building Official shall carry out the duties imposed upon him pursuant to the Building Code Act, and shall submit such reports and carry out such other duties as may be required of him by the Council from time to time.

5. THAT pursuant to the Building Code Act, Gerald Moore, Devon Staley, Eugenio Dimeo, Barbara Mocny, Megan Opersko, Margaret Lawson, Laura Elliott, Gage Sachs, Michael McKean, Grant Schwartzentruber, John Drahorat, Donald Johnson, John “Kip” Rennick, Andy Lamers, and Richard Ryan of RSM Building Consultants, are hereby appointed as Building Official(s) under the Building Code Act for the Corporation of the Township of Malahide for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act.

5. THAT By-law 23-62 and any other by-laws or provisions in other by-laws found to be inconsistent with this By-law are hereby deemed to be repealed.

6. That these appointments shall come into force and take effect on May 27th and shall remain in effect until such appointments are rescinded or successors are appointed.

READ a **FIRST** and **SECOND** time this 6th day of June, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of June, 2024.

_____
Mayor, D. Giguère

_____
Clerk, A. Adams

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 24-32

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on June 6, 2024 in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.

2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.

3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.

4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 6th day of June, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of June, 2024.

_____
Mayor, D. Giguère

_____
Clerk, A. Adams