

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MINUTES OF SPECIAL COUNCIL MEETING – OCTOBER 20, 2021 AT 2:00 P.M.
VIA WEB CONFERENCING <https://www.youtube.com/watch?v=nhyINtr3Vqw>

Members Present:

Mayor: Andrew Lennox
Councillors: Sherry Burke
Lisa Hern
Steve McCabe

Member Absent:

Councillor: Dan Yake

Staff Present:

Chief Administrative Officer: Michael Givens
Director of Legislative Services/Clerk: Karren Wallace
Deputy Clerk: Catherine Conrad
Director of Finance: Adam McNabb
Payroll Administrator: Laura Rooney
Finance Clerk: Christine Quirke
Community Recreation Coordinator: Mandy Jones
Economic Development Officer: Dale Small
Chief Building Official: Darren Jones
Human Resources Manager: Chanda Riggi
Director of Fire Services: Chris Harrow
Manager of Recreation Services: Tom Bowden
Manager of Environment and Development Services: Corey Schmidt
Manager of Transportation Services: Dale Clark

CALLING TO ORDER

Mayor Lennox called the meeting to order.

ADOPTION OF THE AGENDA

RESOLUTION: 2021-339

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the October 20, 2021 Special Meeting of Council be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

ITEMS FOR CONSIDERATION

1. FINANCE

- a. Roop Lutchman and Elaine Chang, SLBC Advisory Group
 - Asset Management Overview Training

Adam McNabb, Director of Finance, provided background and chronology of asset management. The Township is currently working with an asset management plan from 2013. We have received a notification from the province, who drafted O.Reg. 588/17, which provided a framework with which Ontario municipalities must be compliant and have a roadmap effectively enabling the maturation of management and financial planning for Ontario municipalities. In 2018 the Township of Wellington North was successful with an application through the Federation of

Canadian Municipalities (FCM) to conduct asset management work, specifically an engagement whereby we did an asset management maturity assessment, a strategic asset management policy and a roadmap in terms of how we would become compliant with O.Reg. 588/17. We continued with a secondary round of application funding through FCM for their second intake of the municipal asset plan funding, which would see some initial steps on the heels of the road map that was conducted in 2019. This training session was part of the application through FCM. In 2020 we completed a development of risk management strategy and data readiness in terms of maturation of our asset management initiative for the Township. We are working at updating our Asset Management Plan for 2021 to be compliant with the first step of O.Reg. 588/17 beyond the policy which would require us to have an Asset Management Plan in place for our core assets by July 2022. This training session for Council and Staff was hosted by SLBC. Mr. McNabb introduced Roop Lutchman and Elaine Chang.

Roop Lutchman provided Asset Management Overview training. The Project objectives are to advance the Township's asset management capabilities; to be able to make information-based decisions on OPEX and CAPEX for budgeting and long-term planning; to update the Asset Management Plan in compliance with O.Reg. 588/17; and to be better positioned to communicate asset management needs to Council. The Project began in April with data assessment and risk management frameworks; collection of asset data in May; core assets from June to September. They are on track with the deadline, which is the presentation in November. Asset management planning is the process of making the best possible decisions regarding the building, operation, maintenance, renewal, replacement, and disposition of assets. Comprehensive asset management achieves an optimal balance of level of service, risk, and cost. With risk based planning there tend to be less surprises to service. The asset management plan for all assets is due in 2024. In 2025 there is a requirement to look ahead to what the proposed level of service will be. The ISO 55000 Standard for Asset Management includes monitoring, line of sight, review, and enablers.

Elaine Chang reviewed the contents of an asset management plan. Staff complete condition assessments and managing assets. The asset management plan pulls the information into one place and puts a consistent lens on it to understand what we need the assets for, what is the level of service we are trying to deliver, what condition do we need the assets to be in, and what is the risks of not improving the assets. The asset management plan provides a way to prioritize assets. Township assets and their condition were reviewed. O.Reg. 588/17 requires that core assets of roads, bridges, water, wastewater and storm water have defined specific level of service indicators that need to be reported. The 2022 deadline does not require the Township to define targets. The Township needs to become aware of the level of service it is providing to understand the cost implication of what the existing level of service is and work towards formalizing Council approved targets going into the 2025 asset management plan.

Regulatory Compliance O.Reg. 588/17 requirements include:

- a) Asset Management Plan for non-core assets by July 1, 2024
- b) Asset Management Plan incorporating proposed levels of service (all assets) by July 1, 2025
- c) Asset Management Plan to be updated at least every 5 years
- d) Asset Management Plan to be reviewed annually by July 1

- The Municipality's progress in implementing its asset management plan;
- Any factors impeding the municipality's ability to implement its asset management plan; and
- A strategy to address those factors

RESOLUTION: 2021-340

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information the training session materials regarding asset management.

CARRIED

CONFIRMING BY-LAW

RESOLUTION: 2021-341

Moved: Councillor Burke

Seconded: Councillor Hern

THAT By-law Number 100-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on October 20, 2021 be read a First, Second and Third time and enacted.

CARRIED

ADJOURNMENT

RESOLUTION: 2021-342

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Special Council meeting of October 20, 2021 be adjourned at 3:24 p.m.

CARRIED

CLERK

MAYOR