

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – NOVEMBER 8, 2021 at 2:00 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
VIA WEB CONFERENCING**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/81978743852>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 819 7874 3852

**PAGE  
NUMBER**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

*THAT the Agenda for the November 8, 2021 Regular Meeting of Council be accepted and passed.*

**DISCLOSURE OF PECUNIARY INTEREST**

**PRESENTATIONS**

- |  |     |
|--|-----|
| 1. SLBC Inc.   | 001 |
| • 2021 Asset Management Plan – Transportation, Stormwater, Water, Wastewater |     |

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the 2021 Asset Management Plan – Transportation, Stormwater, Water, Wastewater;*

*AND FURTHER THAT Council endorse the Asset Management Plan as presented by SLBC Inc.*

- |  |     |
|--|-----|
| 2. Hurania Melgar, Emergency Manager/CEMC                                | 178 |
| • Report EM 2021-001 – 2021 Annual Emergency Management Programme Report |     |

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North hereby receives report number EM 2021-001 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2021 for information.*

*AND FURTHER THAT THE Council accepts the annual status report of the Township's Emergency Management Programme for 2021.*

**RECESS TO MOVE INTO PUBLIC MEETING**

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North recess the November 8, 2021 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:*

- *Wayne and Doreen Gingrich, Zoning Amendment*

## RESUME REGULAR MEETING OF COUNCIL

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North resume the November 8, 2021 Regular Meeting of Council at : .*

## PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING

- a. By-law Number 106-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North. (Part Lot 20, Concession 6 and know Municipally as 8891 Concession 7 – Wayne and Doreen Gingrich) 191

Recommendation:

*THAT By-law Number 106-21 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First, Second and Third time and enacted. (Part Lot 20, Concession 6 and know Municipally as 8891 Concession 7 – Wayne and Doreen Gingrich)*

## ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING

1. Special Meeting of Council, October 20 2021 195
2. Regular Meeting of Council, October 25, 2021 198

Recommendation:

*THAT the minutes of the Special Meeting of Council held on October 20, 2021 and the Regular Meeting of Council held on October 25, 2021 be adopted as circulated.*

## BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL

### ITEMS FOR CONSIDERATION

#### 1. ADMINISTRATION

- a. Report EM-2021-002 Emergency Management Committee Structure Update 205

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report EM-2021-002 Emergency Management Committee Structure Update and maintains the 2016 appointments of the Emergency Management Programme Committee for the Township of Wellington North and removes or alternate/as designated language per member as follows;*

- Mayor
- CAO
- Director of Legislative Services/Clerk
- Finance (Director of Finance)
- Deputy Clerk/Duty Officer
- Public Works (Director of Operations)
- Parks and Recreation (Manager of Recreation Services)
- Chief Building Official
- Township Fire Department (Fire Chief)
- Wellington North Power (Chief Operating Officer)

- Wellington County OPP (Inspector or Staff Sergeants, Sergeants)
- Guelph Wellington EMS (Chief, Acting Chief, Supervisors)
- Wellington Dufferin Guelph Public Health (Public Health Managers, Health and Safety Coordinator/Inspectors)
- Wellington County Emergency Management (CEMC)

And any other persons or agency representatives that may be appointed by Council from time to time;

AND FURTHER that Council designates authority to the Committee to appoint the CAO as Chair on behalf of the members;

AND FURTHER that the Committee is responsible for overseeing the development of the Township's Emergency Management Program ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis;

AND FURTHER that the CEMC shall provide Council with an annual report on the status of the Township of Wellington North's Emergency Management Program for their review, consideration, and approval.

- b. Report CLK 2021-027 Mount Forest Historical Cemetery Walking Tour 207

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2021-027 being a report on Mount Forest Historical Cemetery Walking Tour.

- c. Report CLK 2021-028 Volunteer Engagement Program 212

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information report CLK 2021-028 being a report on Volunteer Engagement Program.

AND FURTHER THAT Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, approves a \$10,000 financial contribution to continue the program into 2022.

- d. Report CLK 2021-026 Sale of 525 Dublin Street Medical Clinic 215

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive report CLK 2021-026 being a report on the sale of land, known as 525 Dublin Street-Medical Centre shown as Part 1 on 61R-8529;

AND FURTHER THAT Council declares the land as surplus to their needs;

AND FURTHER THAT the Mayor and the Clerk are authorized to sign the by-law to enter into the agreement of purchase and sale with 2810243 Ontario Inc.;

AND FURTHER THAT the Mayor and Clerk are authorized to sign the by-law to enter into the municipal capital facility agreement with the 2810243 Ontario Inc. and North Wellington Health Care Corporation;

AND FURTHER THAT the Mayor and Clerk are hereby authorized and directed to take such action and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to complete the transaction.

- e. Report CLK 2021-030 being a report on the proposed sale of road allowance (Lover's Lane) 224

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-030 being a report on the proposed sale of a portion of the road allowance on Lover's Lane;*

*AND FURTHER THAT Council does not support the sale of the road allowance at this time.*

2. MINUTES

- a. Arthur Business Improvement Association, October 20, 2021 228

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Business Improvement Association Meeting held on October 20, 2021.*

- b. Grand River Conservation Authority
  - Summary of the General Membership Meeting, October 22, 2021 231
  - 2022 GRCA General Membership Meeting Calendar 232

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Grand River Conservation Authority Summary of the General Meeting held on October 22, 2021 and the 2022 GRCA General Membership Meeting Calendar.*

- c. Saugeen Valley Conservation Authority
  - Authority Meeting, September 16, 2021 233
  - Authority Meeting, September 24, 2021 237

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive minutes of the Saugeen Valley Conservation Authority Meetings held on September 16, 2021 and September 24, 2021.*

- d. Maitland Valley Conservation Authority
  - Board of Directors Meeting #5-21, May 19, 2021 243
  - Board of Directors Meeting #6-21, June 16, 2022 247
  - Board of Directors Meeting #7-21, July 28, 2021 251
  - Board of Directors Meeting #8-21, September 15, 2021 254

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Board of Directors Meetings held on May 19, 2021, July 16, 2021, July 28, 2021 and September 15, 2021.*

- e. Recreation, Parks and Leisure Committee Meeting, November 2, 2021 256

i. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee Meeting held on November 2, 2021.*

ii. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the following appointments to the Skatepark RFP Evaluation Committee, as recommended by the Recreation, Parks and Leisure Committee:*

- *Al Rawlings*
- *Glen Cheyne*
- *Jack Baker*
- *Lisa Hern*
- *A municipal staff member*

iii. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North dedicate the presented lands at 308 Tucker Street, Site Layout Option 6, to be included within the Township's RFP for the Brent Barnes Memorial Skatepark;*

*AND FURTHER THAT Council direct staff to investigate an alternate location / configuration for the existing horseshoe pits at 308 Tucker Street, as required, to accommodate the Brent Barnes Memorial Skatepark, as recommended by the Recreation, Parks and Leisure Committee.*

iv. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North endorse the scope of the work for the Brent Barnes Memorial Skatepark as presented, as recommended by the Recreation, Parks and Leisure Committee.*

v. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the 2022 Recreation Rates & Fees as amended, as recommended by the Recreation, Parks and Leisure Committee.*

vi. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the 2023 Recreation Rates & Fees, as recommended by the Recreation, Parks and Leisure Committee.*

vii. Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North endorse a \$4,000 training budget increase to support costs associated with Lifeguard Certifications, as recommended by the Recreation, Parks and Leisure Committee.*

f. Arthur BMX Skateboard Park Ad-Hoc Advisory Committee

- October 19, 2021 263
- October 27, 2021 266
- October 28, 2021 268

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur BMX Skateboard Park Ad-Hoc Advisory Committee Meetings held on October 19, 2021, October 27, 2021 and October 28, 2021.*

3. PLANNING

- a. Report DC 2021-027, Consent Application B83-21 John and Mary Van Veen 271

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-027 being a report on Consent Application (Lot Line Adjustment) B83-21 known as Part Lot 10, Concession 8 in the former Township of West Luther.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B83-21 as presented with the following conditions:*

- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and*
- *THAT the owner of the retained lands and recipient of the severed lands, enter into an agreement apportioning future maintenance costs on West Luther Drain 62 and the Applicant shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain;*

*AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.*

b. Report DC 2021-028, Consent Application B85-21 James Machan

276

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-028 being a report on Consent Application (Severance) B85-21 known as Lots 39, 40, 41, 42; x/x Mill St., Survey Allan & Geddes, Lots 39, 40, 41; n/s Mill St., Survey Allan & Geddes, Pt George St. and Pt Mill St., Survey Allan & Geddes in the town of Mount Forest.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B85-21 as presented with the following conditions:*

- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;*
- *THAT a Parkland dedication fee be paid (\$1,000.00/lot or part lot created, in 2021);*
- *THAT the metal clad shed be removed from the severed portion of the property to the satisfaction of the Chief Building Official;*
- *THAT driveway access can be provided to the severed and retained lands to the satisfaction of the appropriate road authority;*

- *THAT zoning compliance be achieved to the satisfaction of the local municipality; and*
- *THAT any road or drainage upgrades required by the Township would be the responsibility of the applicant.*

*AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.*

c. Report DC 2021-029, Consent Application B88-21 Brian Smith

281

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive DC Report 2021-029 being a report on Consent Application (Severance) B88-21 known Part Lots 1 & 2, Concession 9 in the former Township of West Luther.*

*AND FURTHER THAT the Council of the Township of Wellington North supports consent application B88-21 as presented with the following conditions:*

- *THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;*
- *THAT a Parkland dedication fee be paid (\$1,000.00/lot or part lot created, in 2021);*
- *THAT the barn on the retained lands be demolished and removed from the property and the area left in a level graded condition to the satisfaction of the Chief Building Official;*
- *THAT zoning relief be obtained to address the reduced interior side yard setback for the drive shed on the retained portion of the property to the satisfaction of the local municipality;*
- *THAT zoning relief be obtained to address the reduced rear side yard setback for the dwelling on the severed portion of the property to the satisfaction of the local municipality;*
- *THAT the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and*
- *THAT the owner enter into an agreement apportioning future maintenance costs on West Luther Drain 19, Branch "1"; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above-mentioned drain.*

*AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.*

- d. Report DC 2021-30, Arthur Green Developments Inc., Site Plan Agreement, 164 George Street, Arthur 286

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-030 being a report on Arthur Green Developments Inc. Site Plan Agreement – 164 George Street, Arthur;*

*AND FURTHER THAT Council authorizes the Mayor and Clerk to sign the By-law to enter into a Site Plan Agreement with Arthur Green Developments Inc.*

#### 4. BUILDING

- a. Report CBO 2021-14 Building Permit Review Period Ending September 30<sup>th</sup>, 2021 289

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-14 being the Building Permit Review for the period ending September 30th, 2021.*

#### 5. FINANCE

- a. Vendor Cheque Register Report, October 28, 2021 291

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 28, 2021.*

- b. Report TR2021-018 Being a report on the 2022 Ontario Municipal Partnership Fund (OMPF) Allocation 294

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR2021-018 being a report on the 2022 Ontario Municipal Partnership Fund (OMPF) Allocation.*

#### 6. OPERATIONS

- a. Report OPS 2021-039 being a report on the MTO Connecting Link Program Application – Intake 7 335

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-039 being a report on the MTO Connecting Link Program Application – Intake 7 be received;*

*AND FURTHER THAT Council support and direct staff to submit an application to the MTO's Connecting Link Program for the resurfacing of Highway 6 (Smith Street), from Conestoga to Wells Street, in Arthur;*

*AND FURTHER THAT Council agree to fund the Township's portion of the project cost, as recommended by Township staff, as well as support the project schedule detailed within the application.*

- b. Report OPS 2021-040 being a report on the Township's Winter Maintenance Program 339



Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-040 being a report on the Township's Winter Maintenance Program be received; and*

*AND FURTHER THAT Council approve the draft Winter Road Maintenance Information dated November 8, 2021;*

*AND FURTHER THAT Council direct staff to publish the updated Winter Road Maintenance Information document on the Township website.*

- c. Report OPS 2021-041 being a report on the design of Preston Street North 353

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-041 being a report on the design of Preston Street North;*

*AND FURTHER THAT Council approve a budget of \$25,000 for this project to be funded from the Wellington North Roads Development Charges Reserve fund;*

*AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with Cachet Development (Arthur) Inc. and Triton Engineering Services Limited required to execute this project.*

## 7. COUNCIL

- a. Lion George Laurencic, Diabetes Chair, Mount Forest Lions Club, correspondence dated October 29, 2021, regarding World Diabetes Day 361

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Lion George Laurencic, Diabetes Chair, Mount Forest Lions Club, dated October 29, 2021, regarding World Diabetes Day;*

*AND FURTHER THAT Council grant permission to install blue lights on the Mount Forest Museum and Archives Building at 102 Main St., Mount Forest to celebrate World Diabetes Day from November 12 to December 1, 2021; and to set up a 10 X 10 shelter on the sidewalk outside the Museum to hand out Diabetes Awareness information on November 20<sup>th</sup> from 12:00 p.m. to 2:00 p.m.*

- b. Fred Hahn, President of CUPE Ontario, correspondence regarding the Ontario Municipal Employees Retirement System (OMERS) 362

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Fred Hahn, President of CUPE Ontario regarding the Ontario Municipal Employees Retirement System (OMERS)*

- c. Sarah Wilhelm, Manager of Policy Planning, County of Wellington, Committee Report, dated October 14, 2021, regarding County Official Plan Review – OPA 119 County Growth Structure 381

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive the Committee Report, dated October 14, 2021, from Sarah Wilhelm, Manager of Policy Planning, County of Wellington, regarding County Official Plan Review – OPA 119 County Growth Structure*

## IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION

## ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION

Recommendation:

*THAT all items listed under Items For Consideration on the November 8, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

## CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION

## NOTICE OF MOTION

## COMMUNITY GROUP MEETING PROGRAM REPORT

Councillor Yake (Ward 1):

- North Wellington Health Care Corporation – Louise Marshall Hospital
- Lynes Blacksmith Shop Committee
- Recreation, Parks and Leisure Committee
- Wellington North Power
- Mount Forest Homecoming Committee (inactive)

Councillor Burke (Ward 2):

- Mount Forest Aquatic Ad Hoc Advisory Committee
- Lynes Blacksmith Shop Committee
- Wellington North Wellness & Team Building Committee
- Mount Forest Business Improvement Area

Councillor Hern (Ward 3):

- Wellington North Cultural Roundtable
- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Arthur BMX/Skateboard Park Advisory Committee
- EarlyON Child and Family Services Committee

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Arthur BMX/Skateboard Park Advisory Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Arthur Trail Committee

Mayor Lennox:

- Committee of Adjustment
  - Wellington North Power
- Ex Officio on all committees

## BY-LAWS

- a. By-law Number 102-21 being a by-law to authorize the sale of real property being Part of Park Lot 6 S/S Princess Street, Mount Forest, Part 1 on 61R- 389

8529 now the Township of Wellington North (PIN 1054-0167 LT) known as 525 Dublin

- |   |     |
|---|-----|
| b. By-law Number 103-21 being a by-law to designate 525 Dublin Street, Mount Forest, as a Municipal Capital Facility                                | 397 |
| c. By-law Number 104-21 being a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 07-2000, 10-2008 and 076-16 | 403 |
| d. By-law Number 105-21 being a by-law to authorize a Site Plan Agreement with Arthur Green Developments Inc.                                       | 419 |

Recommendation:

THAT By-law Number 102-21, 103-21, 104-21 and 105-21 be read a First, Second and Third time and enacted.

### CULTURAL MOMENT

- Celebrating a Kenilworth Soldier's Story of Sorrow and Hope 427

### CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at \_\_\_\_:\_\_\_\_ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:*

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;*
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

#### 1. REPORTS

- a) Report CLK 2021-029 being a report on Lottery Licensing
- b) Report EDO 2021-028 Industrial Land Sale Industrial Drive Mount Forest

#### 2. REVIEW OF CLOSED SESSION MINUTES

- October 25, 2021

#### 3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at \_\_\_\_:\_\_\_\_ p.m.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-029 being a report on Lottery Licensing;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2021-028 Industrial Land Sale Industrial Drive Mount Forest;*

*AND FURTHER THAT Council approve the confidential direction to staff.*

Recommendation:

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the October 25, 2021 Council Meeting.*

#### **CONFIRMING BY-LAW**

428

Recommendation:

*THAT By-law Number 107-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on November 8, 2021 be read a First, Second and Third time and enacted.*

#### **ADJOURNMENT**

Recommendation:

*THAT the Regular Council meeting of November 8, 2021 be adjourned at \_\_: p.m.*

| <b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>  |                                 |           |
|--|---------------------------------|-----------|
| Mount Forest Aquatics Ad-Hoc Advisory Committee – via video conference   | Tuesday, November 9, 2021 (TBC) | 7:00 p.m. |
| Mount Forest Chamber of Commerce Directors Meeting – via video conference  | Tuesday, November 9, 2021       | 7:00 p.m. |
| Arthur Chamber of Commerce – via video conference  | Wednesday, November 10, 2021    | 5:30 p.m. |
| Mount Forest Business Improvement Association Annual General Meeting – Community Hall, Mount Forest Sports Complex | Wednesday, November 17, 2021    | 8:00 a.m. |
| Arthur Business Improvement Association Annual General Meeting – Community Hall – via video conference             | Wednesday, November 17, 2021    | 7:30 p.m. |
| Regular Council Meeting – via video conference   | Monday, November 22, 2021       | 7:00 p.m. |
| Recreation, Parks and Leisure Committee – via video conference   | Tuesday, December 7, 2021       | 4:00 p.m. |
| Regular Council Meeting – via video conference   | Monday, December 13, 2021       | 2:00 p.m. |

**The following accessibility services can be made available to residents upon request with two weeks' notice:**

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427  
- Kitchener location – 1-855-656-3748**

**TTY: 1-877-843-0368 Documents in alternate forms CNIB – 1-800-563-2642**



# 2021 Asset Management Plan

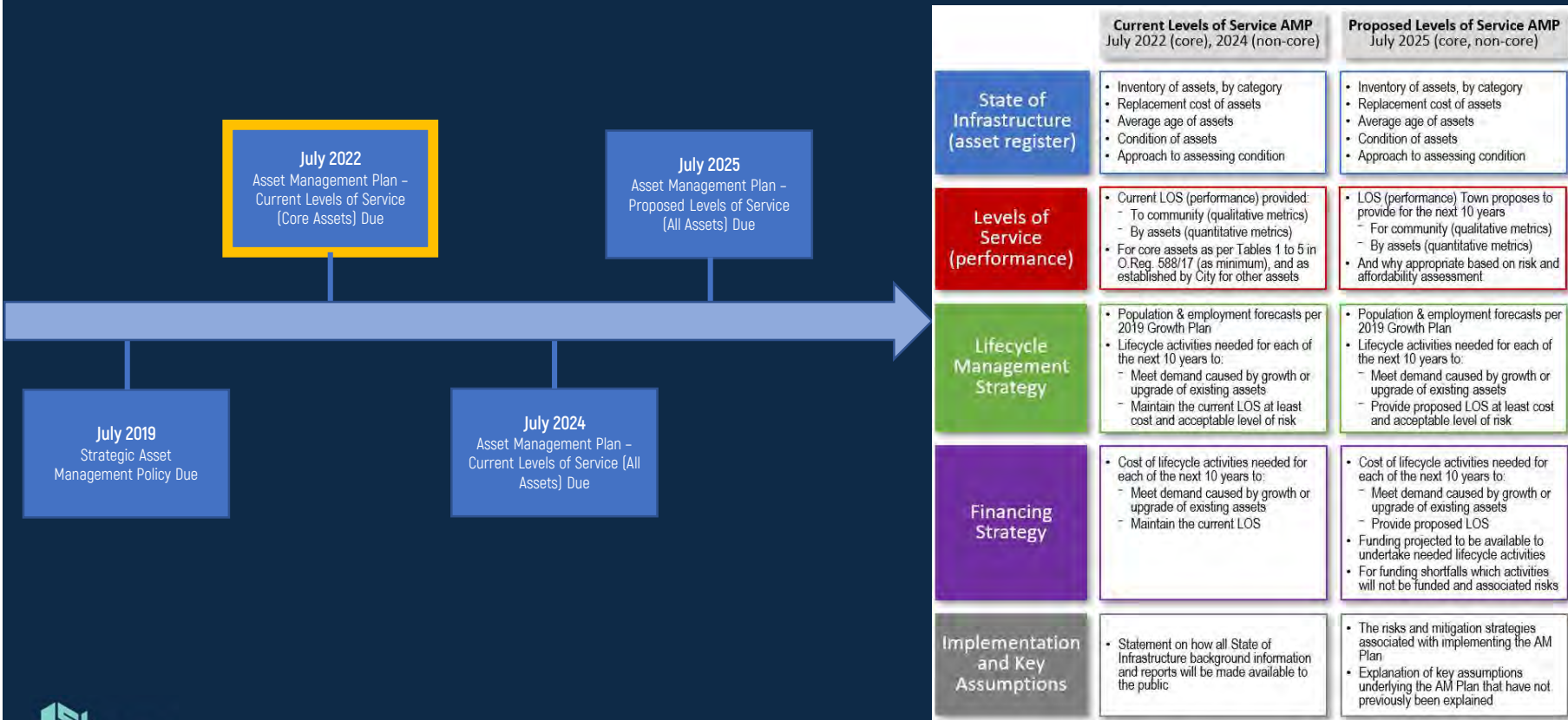
## Transportation, Stormwater, Water, Wastewater

Township of Wellington North  
November 8, 2021

Photo: Mount Forest, 1975  
Credit: Toronto Public Library



# O.Reg. 588/17 Compliance



# Alignment with Strategic Priorities & AM Policy

Organizational Strategic Plan

Vision, mission, values  
strategic priorities

AM Policy

AM principles, requirements,  
roles & responsibilities aligned  
with the Strategic Plan

AM Improvement Strategy & Roadmap

AM objectives,  
actions for AM improvement,  
AM review processes

AM Plans

Asset & service descriptions,  
state of the infrastructure,  
level of service targets & performance,  
risks to service, lifecycle activities,  
financial forecasts

} Drives budgeting



# What does the Township own?

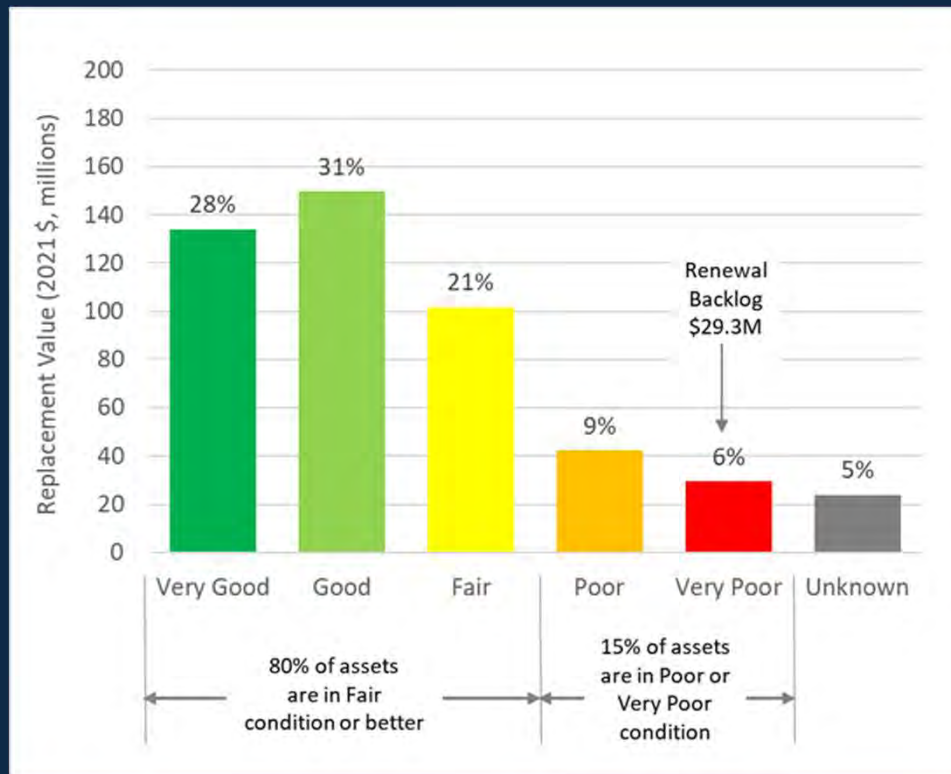
| Service        | Replacement Value<br>(2021 \$, millions) |
|----------------|--|
| Transportation | \$ 215.0                                 |
| Stormwater     | \$ 76.4                                  |
| Water          | \$ 74.3                                  |
| Wastewater     | \$ 114.9                                 |
| <b>TOTAL</b>   | <b>\$ 480.5</b>                          |

Including:

- 237 km gravel roads
- 15 km surface treated roads
- 137 km paved roads
- 27 bridges, 75 culverts
- 54 km of stormwater mains
- 56 km of water mains
- 53 km of wastewater mains



## What condition is it in?



### Assets in Very Poor condition:

- 1,590 m gravel road
- 200 m paved road
- 2 bridges, 7 culverts
- Signals & sidewalks
- 890m cast iron pipes (Arthur)
- 4,164m cast iron pipes (MF)
- Charles St. water tower
- 1.8 km of asbestos cement pipe in Arthur
- Components of vertical assets (wells, treatment plants)

# What Levels of Service (LOS) does the Township provide?

O.Reg. 588/17 mandated LOS indicators - Transportation:

## *Community LOS*

- Description of road network
- Description of traffic that is supported by municipal bridges

## *Additional LOS (non-O.Reg.)*

- % assets in state of Good Repair  
93%
- % sidewalks meeting accessibility standard width of 1.5m  
65.3%
- % sidewalk length as percentage of urban roadside  
59.4%

## *Technical LOS*

- Number of lane-km of arterial, collector and local roads as a proportion of km<sup>2</sup> of are of the municipality
 

|                   |                              |
|-------------------|------------------------------|
| Gravel            | 0.90 lane-km/km <sup>2</sup> |
| Surface Treated   | 0.06 lane-km/km <sup>2</sup> |
| Paved – Local     | 0.38 lane-km/km <sup>2</sup> |
| Paved – Collector | 0.11 lane-km/km <sup>2</sup> |
| Paved – Arterial  | 0.03 lane-km/km <sup>2</sup> |
- Average pavement condition index value
 

|                 |                    |
|-----------------|--------------------|
| Paved           | <b>8.22 – Good</b> |
| Surface Treated | <b>7.86 – Fair</b> |
| Gravel          | <b>7.51 – Fair</b> |
- Bridges with loading restrictions  
3% (3 of 102)
- Average bridge condition index value
 

|          |                    |
|----------|--------------------|
| Bridges  | <b>71.8 – Good</b> |
| Culverts | <b>70.3 – Good</b> |

## What Levels of Service (LOS) does the Township provide?

### O.Reg. 588/17 mandated LOS indicators - Water:

#### *Community LOS*

- Description of user groups served by water systems
- Description of areas that have fire flow
- Description of boil water advisories
- Description of unplanned service outages due to watermain breaks

#### *Technical LOS*

- % of properties connected to the municipal water systems  
66.3 %      [3,410 of 5,140]
- % of properties with fire flow  
66.2 %      [6 properties in MF affected]
- Number of connection-days / year where boil water advisory is in place  
**NONE (2018 – 2020)**
- Number of connection-days / year where water is no available due to watermain break  
**NONE (2018 – 2021)**

#### *Additional LOS (non-O.Reg.)*

- % assets in state of Good Repair  
**63%**

## What Levels of Service (LOS) does the Township provide?

### O.Reg. 588/17 mandated LOS indicators - Wastewater:

#### *Community LOS*

- Description of user groups served by wastewater systems
- Description of effluent discharged from sewage treatment plants

#### *Additional LOS (non-O.Reg.)*

- % assets in state of Good Repair  
**53%**

#### *Technical LOS*

- % of properties connected to the municipal wastewater systems  
64 % (3,290 of 5,140)
- Number of connection-days / year affected by wastewater backups compared to number of properties connected to the municipal wastewater systems
 

|       |   |
|-------|---|
| 2018: | 4 |
| 2019: | 2 |
| 2020: | 2 |
- Number of effluent violations / year
 

|       |  |
|-------|--|
| 2018: | none                                       |
| 2019: | 7 TAN exceedances,<br>1 E.Coli exceedance  |
| 2020: | 4 TAN exceedances,<br>2 E.Coli exceedances |

# What Levels of Service (LOS) does the Township provide?

0.Reg. 588/17 mandated LOS indicators - Stormwater:

## Community LOS

- Description of areas of the municipality protected by flooding

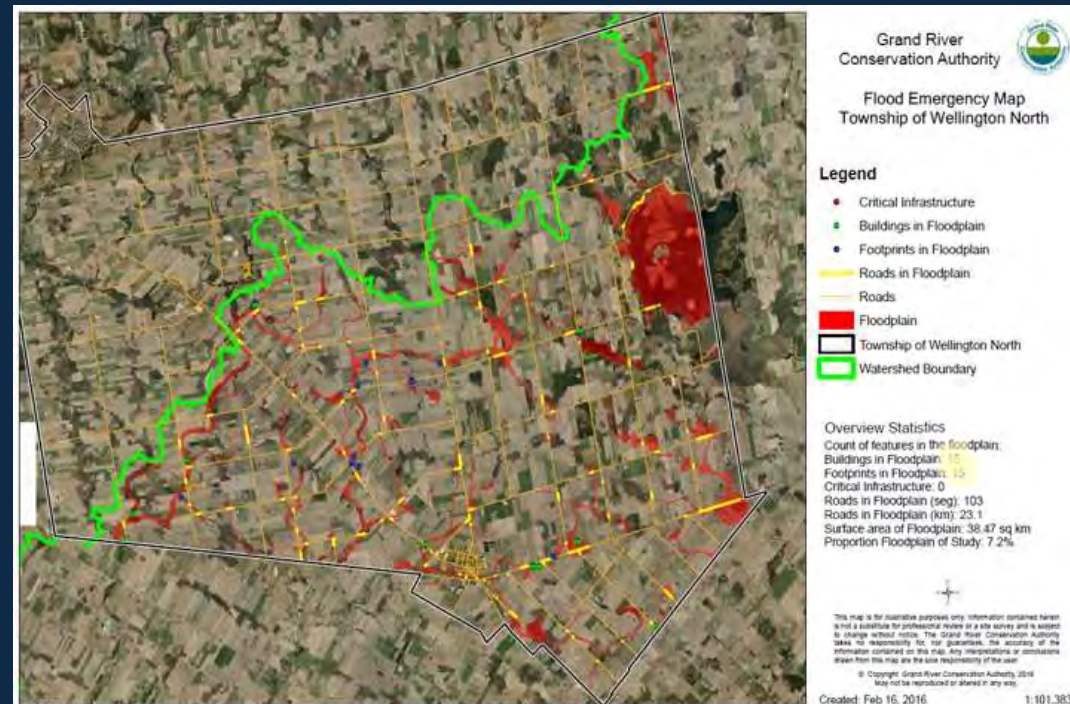
## Technical LOS

- % of properties resilient to a 100-year storm *No data*
- % of the municipal stormwater system resilient to a 5-year storm *No data*

## Additional LOS (non-0.Reg.)

- % assets in state of Good Repair  
90%

Flood Emergency Map from GRCA



## What improvements are needed over the next 10 years?

|                | Expansion & Upgrade Needs<br>(2021 \$, millions) |
|----------------|--|
| Transportation | 6  |
| Stormwater     | 0.2  |
| Water          | 15   |
| Wastewater     | 17   |
| <b>TOTAL</b>   | <b>38</b>  |

- Additional road, water, storm and wastewater links for new development
- Stormwater studies
- Widening of water and wastewater pipes
- Replacement of the water towers in Arthur with one new tower
- Development of a new water source in Arthur
- Construction of a new water tower in MF
- Expansion of Arthur WWTP

## What improvements are needed over the next 10 years?

|                       | Renewal Needs<br>(2021 \$, millions) |
|-----------------------|--------------------------------------|
| <b>Transportation</b> | 21                                   |
| <b>Stormwater</b>     | 3                                    |
| <b>Water</b>          | 10                                   |
| <b>Wastewater</b>     | 35                                   |
| <b>TOTAL</b>          | <b>70</b>                            |

### Including renewal of...

- Gravel roads \$ 11 M
- Surface treated roads \$ 1 M
- Paved roads \$0.5 M
- Bridges & culverts \$ 6 M
- Stormwater mains \$ 2 M

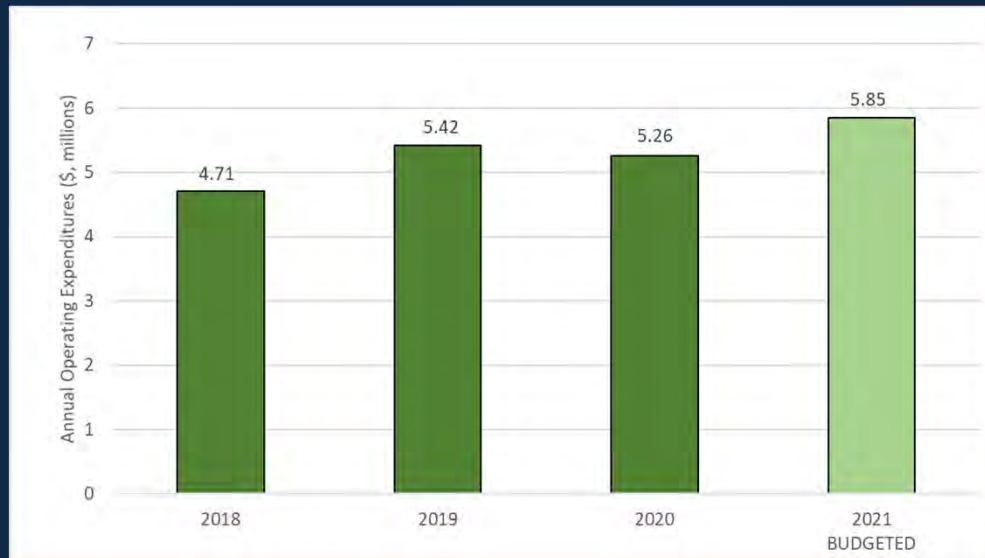
- Water mains (cast iron)
  - Arthur \$ 2 M
  - Mount Forest \$ 3 M
- Renewal of Wells
  - Arthur \$ 2 M
  - Mount Forest \$ 2 M
- Recoat standpipe \$ 1 M

- Wastewater mains (AC) and maintenance holes
  - Arthur \$ 11 M
- Sewage Pump Stations \$ 2 M
- Arthur Lagoons \$ 5 M
- MF WWTP \$ 16 M



## Operations & Maintenance Costs

Operational Expenditures 2018-20 and Op Budget 2021  
Transportation, Stormwater, Water & Wastewater



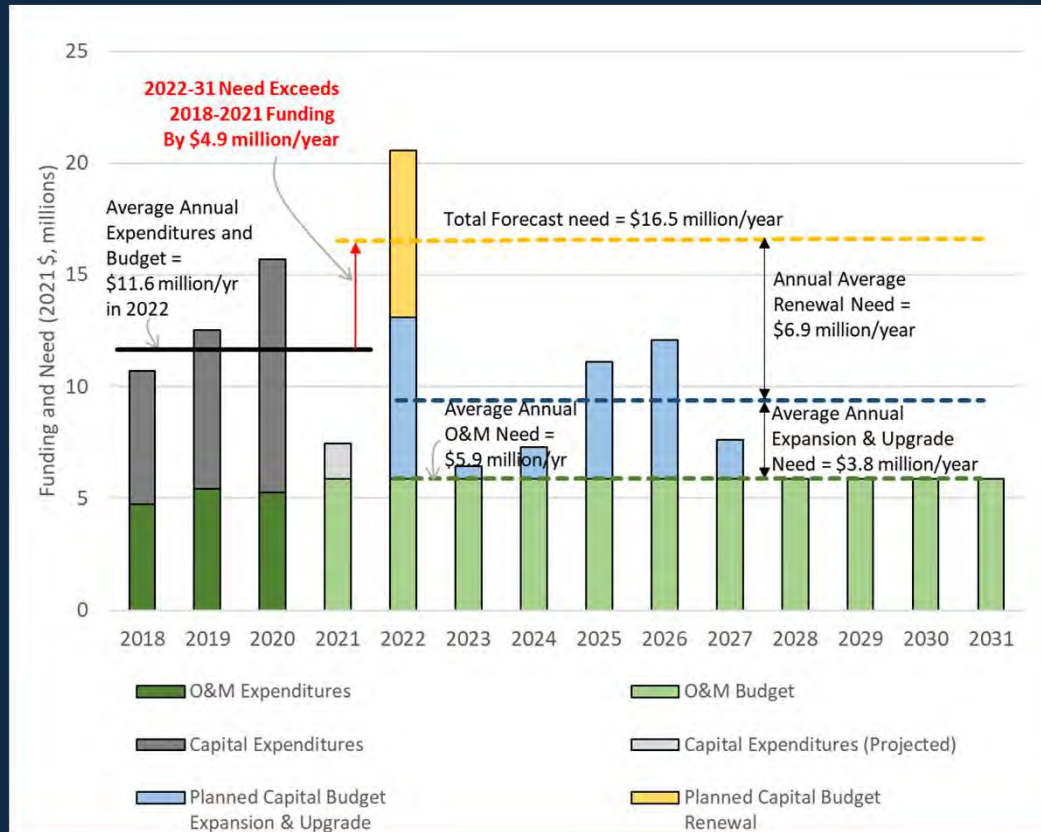
Future Op Budget Needs are assumed to be the same as 2021 budget, with allowances to operate and maintain newly added assets:

- 1 km of roads
- 0.5 km of stormwater mains
- 0.5 km of sidewalks

Additional water & wastewater assets to be absorbed into existing operating budget.

**A Work Order Management System will enable more accurate estimates of future Operating budget needs due to addition of assets, as well as changes to service levels.**

## Forecast Needs compared to Funding 2022-2031



Township may consider:

- Reducing costs by
  - Adjusting life cycle strategies
  - Adjusting service level standards
  - Prioritizing work on high/very high risk assets
- Raising revenues through
  - Taxes
  - User rates
  - Development Charges
  - Stormwater levy
  - Grants

## Regulatory Compliance

O.Reg. 588/17 requirements:

- a) AM Plan for non-core assets by July 1, 2024
- b) AM Plan incorporating proposed Levels of Service (all assets) by July 1, 2025
- c) AM Plan to be updated at least every 5 years
- d) AM 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

# Continuous Improvement

AM Plan should evolve and improve with each iteration. Opportunities include:

1. **Data improvements**
  - Establish authoritative asset database to support AM planning and operations activities
  - Establish data management processes to keep asset data up-to-date
2. **Maintenance Management System / Work Order Management System**
  - System needed to track asset life cycle costs to make better AM decisions
  - System will also streamline maintenance processes (improve efficiency)
3. **AM Decision Support System**
  - System will improve efficiency of AM planning, enable live decision-making, support budgeting scenarios, improve AM communications (graphics, maps)
4. **Stormwater analysis / model**
  - Needed for O.Reg. 588/17 LOS reporting (% properties resilient to 100-year storm, % stormwater infrastructure resilient to 5-year storm)
5. **Work toward establishing Level of Service targets for 2025 AM Plan**
  - Monitor current performance and associated costs
  - Estimate costs of changes to LOS targets
  - Consider obtaining public input on LOS targets



# 2021 ASSET MANAGEMENT PLAN

Transportation, Stormwater, Water and Wastewater Services

## EXECUTIVE SUMMARY

### INTRODUCTION

This AM Plan is a medium- to long-range planning document that is used to support the Township’s infrastructure goals by providing a rational strategy for proactively and effectively managing the Township’s transportation, stormwater, water and wastewater assets. This AM Plan fulfils the 2022 requirements of Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure, specifically to report on current level of service performance for the Township’s roads, bridges, water, wastewater and stormwater infrastructure.

Assets related to recreation and culture, fire protection, cemetery services and municipal planning and administration will be covered in a future AM Plan, to be delivered by July 1, 2024, in accordance with O.Reg. 588/17’s requirement that all municipal assets must be covered in an AM Plan by such date.

This AM Plan is aligned with the Township’s vision and goals for asset management, as defined in the Strategic Asset Management Policy (Policy #009-19), and fulfils the AM Plan development component of initiative P1 defined in the Township’s Asset Management Strategy & Road Map (2019). This AM Plan updates the Town’s 2013 AM Plan, which included roads, bridges and culverts, and stormwater, water and wastewater pipes. The 2021 AM Plan updates the findings for these asset classes, but also expands the plan to include other asset classes in the Transportation Services, such as sidewalks, traffic signals, and streetlights, as well as linear appurtenances and ponds in the Stormwater Service, and linear appurtenances and vertical assets in the Water and Wastewater Services.

In accordance with O.Reg. 588/17, this AM Plan is publicly available at <https://wellington-north.com/content/government/departments/finance/>, along with the background studies and reports used to develop it.

### ASSET INVENTORY

The Township provides transportation, stormwater, water and wastewater services using over \$480.5 million worth of infrastructure assets, as shown in Table ES-1. This portfolio of assets includes 390 km of roads, over 100 bridges and culverts, 35 km of sidewalks, 160 km of underground pipes, 7 wells, 3 water storage facilities, 6 sewage pumping stations, 2 wastewater treatment plants and a 3-cell treatment lagoon.

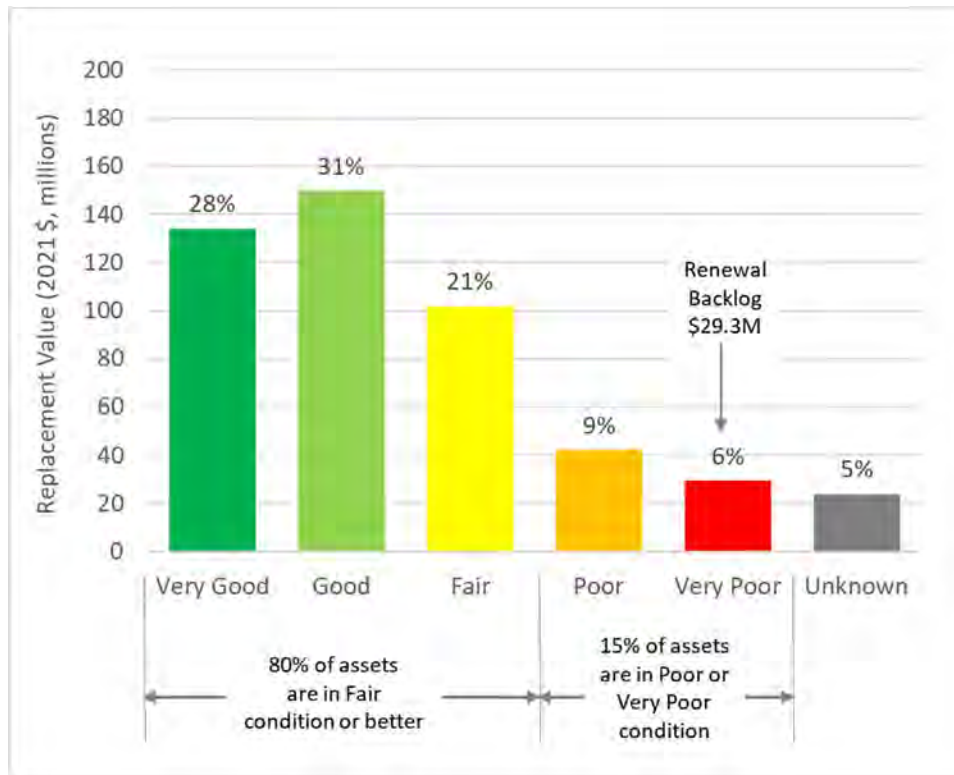
**Table ES-1 Replacement Value of Assets Across the Four Major Services**

| Service        | Replacement Value<br>(2021 \$, millions) |
|----------------|--|
| Transportation | \$ 215.0                                 |
| Stormwater     | \$ 76.4                                  |
| Water          | \$ 74.3                                  |
| Wastewater     | \$ 114.9                                 |
| <b>TOTAL</b>   | <b>\$ 480.5</b>                          |

### CONDITION

As shown in Figure ES-1, 80% (\$385.3 million) of these assets are considered to be in a “State of Good Repair”, meaning that assets are in Fair condition or better, while 15% (\$71.5 million) are in Poor or Very Poor condition. Assets in Very Poor condition are considered due or overdue for renewal. As shown in the Figure, 5% (\$29.3 million) of the assets across the four major services fall into this category.

Figure ES-1: Condition Distribution of Assets Across the Four Major Services



## PERFORMANCE

The Level of Service analysis focused on indicators defined by O.Reg. 588/17 for roads, bridges and culverts, water assets, wastewater assets and stormwater assets. Indicators for sidewalks were also included. The Township has not yet set targets for these indicators. Instead, current performance is being reported as a baseline for future target-setting when more data will have been collected and analyzed to understand the costs and benefits of different potential LOS targets.

For stormwater assets, O.Reg. 588/17 requires municipalities to report the percentage of properties in the municipality resilient to a 100-year storm and the percentage of the stormwater network resilient to a 5-year storm. The Township will work to obtain this data for the next update of the AM Plan.

## LIFECYCLE MANAGEMENT

As shown in Table ES-2, for the next 10 year-period (2022-2031), \$106.07 million of expansion, upgrade and renewal needs have been identified across the four major services. Sixty-five percent (65%, \$69.1 million) of that amount consists of renewal of existing assets, while 35% (\$37.6 million) consists of expansion and upgrade projects. Major expansion and upgrade projects include construction of a new water tower in Arthur, and another one in Mount Forest, as well as upgrade and expansion of the Wastewater Treatment Plant in Arthur.

Table ES-2 Summary of Capital Needs for 2022-2031

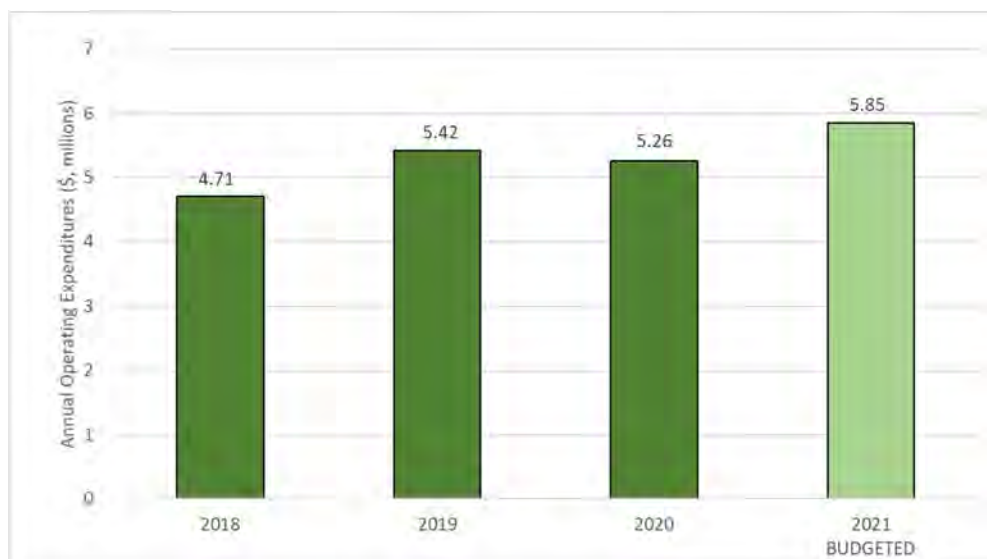
|                       | Expansion & Upgrade<br>Needs (2021 \$, millions) | Renewal Needs<br>(2021 \$, millions) | Total Capital Needs<br>(2021 \$, millions) |
|-----------------------|--|--------------------------------------|--|
| <b>Transportation</b> | 5.50   | 21.06                                | 26.56                                      |
| <b>Stormwater</b>     | 0.16   | 3.02                                 | 3.18                                       |
| <b>Water</b>          | 15.40  | 10.44                                | 25.84                                      |
| <b>Wastewater</b>     | 16.50  | 34.62                                | 51.12                                      |
| <b>TOTAL</b>          | <b>37.56</b>                                     | <b>69.14</b>                         | <b>106.07</b>                              |

Operations and Maintenance (O&M) needs were estimated based on 2021 budget amounts, which each Department reported to be sufficient for the current level of service and asset portfolio. For transportation and stormwater, a small amount was added to the O&M need each year for growth assets. No addition was made to the water and wastewater forecast needs; however, this may be done in the future after the work order system is implemented, and work order data are available to support asset life cycle cost analysis.

Figure ES-2 shows that the combined 2021 budget for all four major service areas was \$5.85 million. As such, this represents the annual O&M need for 2022-2031, with amounts added each year to Transportation Service and Stormwater service to cover O&M costs associated with growth assets. For the Water and Wastewater services, O&M needs associated with growth assets will be absorbed into the existing budget.

In the next few years, the Township is working toward implementing a work order management system, which will provide detailed information on operations and maintenance costs associated with different assets and activities. This will provide a more reliable basis for calculating the operating cost impacts of growth assets.

Figure ES-2: Operating Expenditures 2018-20 and 2021 Budget Across the Four Major Services





## FINANCIAL IMPACT

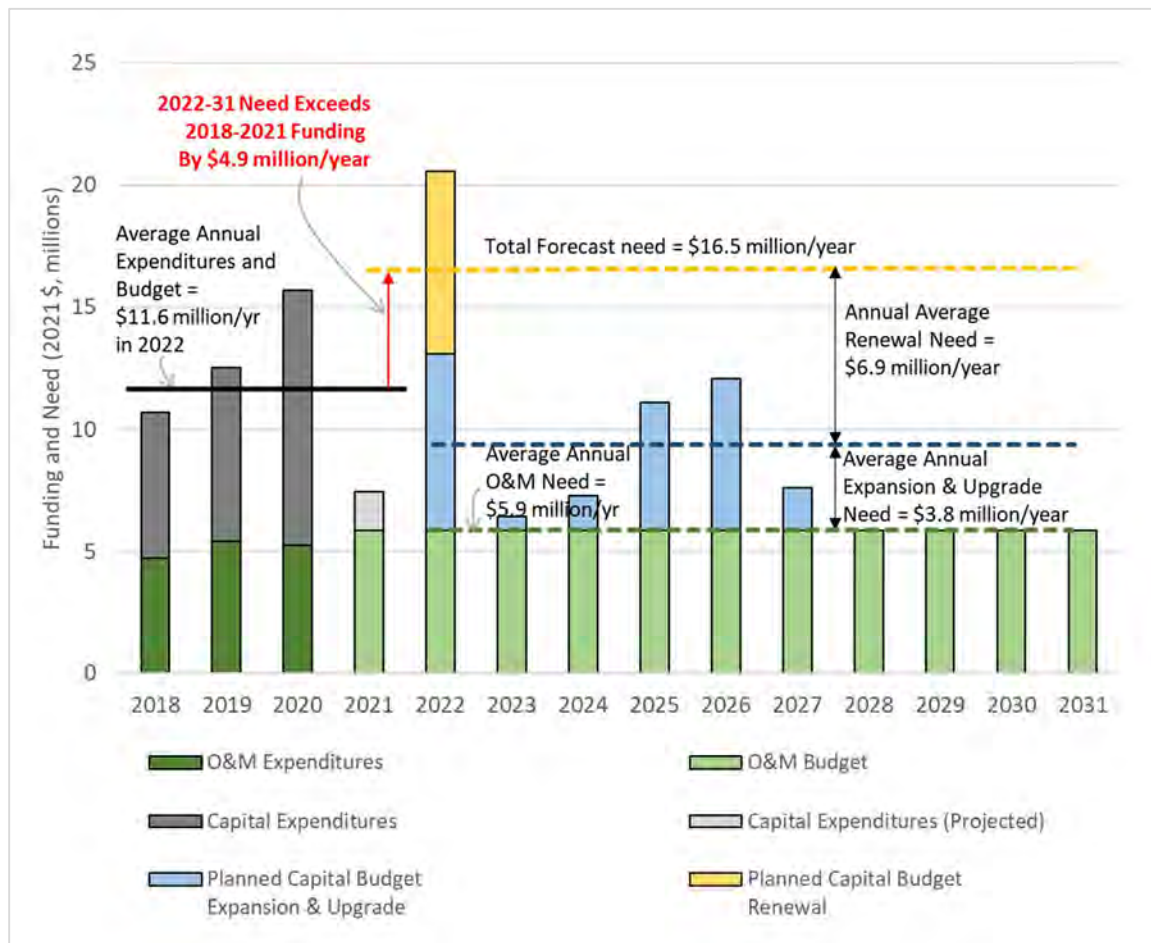
Figure ES-3 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$11.6 million/year. In contrast, the forecast need for O&M, renewal, expansion, and upgrade funding for the next ten-year period (2022-2031) is \$16.5 million/year. This includes the life cycle costs described in the Lifecycle Management section above.

To fund this gap, the Township may:

- Seek opportunities to reduce costs by adjusting life cycle strategies
- Raise revenue (taxes, user rates, grants, Development Charges, Stormwater Levy, etc.)
- Lower service level standards
- Prioritize activities based on risk.

Risks scores are provided in the report to support prioritization.

Figure ES-3: Historical Expenditures and Projected Needs Across the Four Major Services



## CONTINUOUS IMPROVEMENT

The AM plan should evolve and improve with each iteration. Improvements in the next iterations will be driven by requirements of the O.Reg. 588/17, specifically to report on non-core assets by July 1, 2024, and then to incorporate proposed levels of service for all municipal assets by July 1, 2025. To establish proposed levels of service, it will be beneficial to have a computerized work order management system (CWMS) in place to track historical operations and maintenance costs.

For the next iteration that includes stormwater assets, it is recommended that the Township prepare the flood analyses required by the O.Reg. 588/17 Level of Service metrics (number of properties resilient to a 100-year storm, and percent of network resilient to a 5-year storm).

It is also recommended that the Township establish an authoritative asset database with GIS attributes, unique IDs assigned to each asset and other attributes relevant to AM planning. Renewal, reconstruction and expansion activities should be recorded by asset (including updating the asset installation year and condition), to enable more accurate prediction of future condition and renewal need.

# TABLE OF CONTENTS

|   |      |
|---|------|
| EXECUTIVE SUMMARY.....  | i    |
| TABLE OF CONTENTS.....  | vi   |
| LIST OF TABLES.....   | ix   |
| LIST OF FIGURES.....  | xi   |
| LIST OF ABBREVIATIONS.....  | xiii |
| 1 INTRODUCTION.....   | 1    |
| 1.1 WHAT IS ASSET MANAGEMENT?.....  | 3    |
| 1.2 ALIGNMENT WITH ONTARIO REGULATION 588/17.....                           | 4    |
| 1.3 RELATIONSHIP WITH OTHER TOWNSHIP ACTIVITIES AND PLANNING DOCUMENTS..... | 5    |
| 1.4 AM PLAN FRAMEWORK AND METHODOLOGY.....                                  | 6    |
| 1.5 ORGANIZATION OF THE AM PLAN.....  | 6    |
| 1.6 PUBLIC POSTING OF AM PLAN.....  | 6    |
| 2 KEY CONCEPTS IN ASSET MANAGEMENT.....                                     | 7    |
| 2.1 REPLACEMENT VALUE.....  | 8    |
| 2.2 USEFUL LIFE.....  | 9    |
| 2.3 CONDITION.....  | 9    |
| 2.4 LEVELS OF SERVICE.....  | 10   |
| 2.5 LIFECYCLE MANAGEMENT.....   | 11   |
| 2.6 RISK MANAGEMENT.....  | 13   |
| 3 INFRASTRUCTURE SUMMARY.....   | 19   |
| 3.1 TRANSPORTATION SERVICE.....   | 20   |
| 3.1.1 CONDITION.....  | 20   |
| 3.1.2 PERFORMANCE.....  | 21   |
| 3.1.3 LIFECYCLE MANAGEMENT.....   | 21   |
| 3.1.4 FINANCIAL IMPACT.....   | 22   |
| 3.1.5 RISK MANAGEMENT.....  | 22   |
| 3.1.6 CONTINUOUS IMPROVEMENT.....   | 23   |
| 3.2 STORMWATER MANAGEMENT.....  | 24   |
| 3.2.1 CONDITION.....  | 24   |
| 3.2.2 PERFORMANCE.....  | 25   |
| 3.2.3 LIFE CYCLE MANAGEMENT.....  | 25   |
| 3.2.4 FINANCIAL IMPACT.....   | 26   |

|       |                              |    |
|-------|------------------------------|----|
| 3.2.5 | RISK MANAGEMENT .....        | 26 |
| 3.2.6 | CONTINUOUS IMPROVEMENT ..... | 27 |
| 3.3   | WATER SERVICE.....           | 28 |
| 3.3.1 | CONDITION.....               | 28 |
| 3.3.2 | PERFORMANCE.....             | 29 |
| 3.3.3 | LIFECYCLE MANAGEMENT.....    | 29 |
| 3.3.4 | FINANCIAL IMPACT.....        | 29 |
| 3.3.5 | RISK.....                    | 30 |
| 3.3.6 | CONTINUOUS IMPROVEMENT ..... | 31 |
| 3.4   | WASTEWATER SERVICE .....     | 32 |
| 3.4.1 | CONDITION.....               | 32 |
| 3.4.2 | PERFORMANCE.....             | 33 |
| 3.4.3 | LIFECYCLE MANAGEMENT.....    | 33 |
| 3.4.4 | FINANCIAL IMPACT.....        | 33 |
| 3.4.5 | RISK.....                    | 34 |
| 3.4.6 | CONTINUOUS IMPROVEMENT ..... | 35 |
| 4     | ASSET DETAILS .....          | 36 |
| 4.1   | TRANSPORTATION SERVICE.....  | 37 |
| 4.1.1 | INTRODUCTION .....           | 37 |
| 4.1.2 | INVENTORY.....               | 37 |
| 4.1.3 | ESTIMATED USEFUL LIFE .....  | 41 |
| 4.1.4 | CONDITION.....               | 42 |
| 4.1.5 | METHODOLOGY.....             | 47 |
| 4.1.6 | LEVELS OF SERVICE.....       | 50 |
| 4.1.7 | LIFECYCLE MANAGEMENT.....    | 53 |
| 4.1.8 | RISK.....                    | 66 |
| 4.1.9 | FINANCIAL IMPACT.....        | 71 |
| 4.2   | STORMWATER NETWORK .....     | 74 |
| 4.2.1 | INTRODUCTION .....           | 74 |
| 4.2.2 | INVENTORY.....               | 74 |
| 4.2.3 | REPLACEMENT VALUE .....      | 74 |
| 4.2.4 | ESTIMATED USEFUL LIFE .....  | 76 |
| 4.2.5 | CONDITION.....               | 76 |

|   |                             |     |
|---|-----------------------------|-----|
| 4.2.6                                   | LEVELS OF SERVICE .....     | 80  |
| 4.2.7                                   | LIFECYCLE MANAGEMENT.....   | 82  |
| 4.2.8                                   | RISK.....                   | 88  |
| 4.2.9                                   | FINANCIAL IMPACT.....       | 90  |
| 4.3                                     | WATER SERVICE.....          | 92  |
| 4.3.1                                   | INTRODUCTION .....          | 92  |
| 4.3.2                                   | INVENTORY.....              | 92  |
| 4.3.3                                   | REPLACEMENT VALUE .....     | 92  |
| 4.3.4                                   | ESTIMATED USEFUL LIFE ..... | 95  |
| 4.3.5                                   | CONDITION.....              | 96  |
| 4.3.6                                   | LEVELS OF SERVICE .....     | 103 |
| 4.3.7                                   | LIFECYCLE MANAGEMENT.....   | 105 |
| 4.3.8                                   | RISK.....                   | 112 |
| 4.3.9                                   | FINANCIAL IMPACT.....       | 116 |
| 4.4                                     | WASTEWATER SERVICE .....    | 118 |
| 4.4.1                                   | INTRODUCTION .....          | 118 |
| 4.4.2                                   | INVENTORY.....              | 118 |
| 4.4.3                                   | REPLACEMENT VALUE .....     | 118 |
| 4.4.4                                   | ESTIMATED USEFUL LIFE ..... | 121 |
| 4.4.5                                   | CONDITION.....              | 122 |
| 4.4.6                                   | LEVELS OF SERVICE.....      | 126 |
| 4.4.7                                   | LIFECYCLE MANAGEMENT.....   | 130 |
| 4.4.8                                   | RISK.....                   | 134 |
| 4.4.9                                   | FINANCIAL IMPACT.....       | 138 |
| APPENDIX A: REGULATORY COMPLIANCE ..... |                             | 140 |
| APPENDIX B: DATA SOURCES.....           |                             | 142 |
| APPENDIX C: GLOSSARY OF TERMS .....     |                             | 145 |

## LIST OF TABLES

|   |     |
|---|-----|
| Table ES-1 Replacement Value of Assets Across the Four Major Services .....                                     | i   |
| Table ES-2 Summary of Capital Needs for 2022-2031 .....   | iii |
| Table 2-1 Methods for Estimating Replacement Value .....  | 8   |
| Table 2-2 Standardized Condition Ratings.....   | 10  |
| Table 2-3 Asset Lifecycle Management Categories .....   | 12  |
| Table 2-4 Probability of Failure Matrix .....   | 16  |
| Table 2-5 Consequence of Failure (Asset Criticality) Ratings.....   | 17  |
| Table 3-1 Replacement Value of Assets Across the Four Major Services .....                                      | 19  |
| Table 3-2 Transportation Asset Summary – Inventory and Replacement Value .....                                  | 20  |
| Table 3-3 Stormwater Asset Summary – Inventory and Replacement Value .....                                      | 24  |
| Table 3-4 Water Asset Summary – Inventory and Replacement Value .....   | 28  |
| Table 3-5 Wastewater Asset Summary – Inventory and Replacement Value.....                                       | 32  |
| Table 4-1 Transportation Assets – Inventory and Replacement Value .....   | 37  |
| Table 4-2 Inventory and Replacement Value – Bridges .....   | 39  |
| Table 4-3 Inventory and Replacement Value – Culverts.....   | 40  |
| Table 4-4 Transportation Assets – Estimated Useful Life Values .....  | 41  |
| Table 4-5 Assets in Very Poor Condition – Roads .....   | 42  |
| Table 4-6 Average Condition by Road Type.....   | 43  |
| Table 4-7 Assets in Very Poor condition - Bridges & Culverts.....   | 45  |
| Table 4-8 Assets in Very Poor condition – Traffic Signal Components .....                                       | 46  |
| Table 4-9 Assets in Very Poor condition – Sidewalks.....  | 46  |
| Table 4-10 Source of Asset Condition Scores .....   | 47  |
| Table 4-11 Condition Scale Conversions by Asset Type – Transportation .....                                     | 48  |
| Table 4-12 Pavement Condition Scores – Descriptions of Condition.....   | 48  |
| Table 4-13 Bridge Condition Index scores and Associated Work Descriptions.....                                  | 49  |
| Table 4-14 Transportation Assets – Community Levels of Service .....  | 51  |
| Table 4-15 Transportation Assets – Technical Levels of Service .....  | 52  |
| Table 4-16 Transportation Service Asset Renewal Practices & Needs to 2031 .....                                 | 55  |
| Table 4-17 Operating Activities and Frequencies – Transportation Service .....                                  | 64  |
| Table 4-18 Growth Impacts on Operating Budget Need – Transportation Service .....                               | 65  |
| Table 4-19 Projected Operating Budget Need including Estimated Growth Impacts – Transportation Service .....    | 65  |
| Table 4-20 Transportation Assets – Consequence Ratings.....   | 66  |
| Table 4-21 Number of Bridge & Culvert Assets by CoF Rating .....  | 67  |
| Table 4-22 Bridge & Culvert Assets – Very High-Risk Renewal and Repair Needs (from Bridge Inspection Data)..... | 68  |
| Table 4-23 Traffic Signal Assets – Very High-Risk Asset(s) .....  | 69  |
| Table 4-24 Sidewalk Assets – Very High-Risk Asset(s) .....  | 71  |
| Table 4-25 Stormwater Assets – Inventory and Replacement Value.....   | 74  |
| Table 4-26 Stormwater Assets – Unit Costs.....  | 75  |
| Table 4-27 Stormwater Assets – Pond Replacement Values .....  | 75  |
| Table 4-28 Stormwater Assets – Useful Life .....  | 76  |
| Table 4-29 Stormwater Assets – Age-based Condition Index.....   | 76  |

|  |     |
|--|-----|
| Table 4-30 Stormwater Assets – Community Levels of Service .....   | 80  |
| Table 4-31 Stormwater Assets – Technical Levels of Service.....  | 80  |
| Table 4-32 Stormwater Service Asset Renewal Practices & Needs to 2031 .....                              | 83  |
| Table 4-33 Operating Activities and Frequencies – Stormwater Service .....                               | 86  |
| Table 4-34 Growth Impacts on Operating Budget Need – Stormwater Service .....                            | 86  |
| Table 4-35 Projected Operating Budget Need including Estimated Growth Impacts – Stormwater Service ..... | 87  |
| Table 4-36 Consequence of Failure Ratings – Stormwater Assets.....                                       | 88  |
| Table 4-37 Water Assets – Inventory and Replacement Value.....   | 92  |
| Table 4-38 Water Assets – Unit Costs.....  | 93  |
| Table 4-39 Vertical Water Facilities – Replacement Costs Inflated and Escalated from TCA .....           | 94  |
| Table 4-40 Arthur Wells – Replacement Costs by Facility System .....                                     | 94  |
| Table 4-41 Mount Forest Wells – Replacement Costs by Facility System.....                                | 95  |
| Table 4-42 Water Assets – Useful Life .....  | 95  |
| Table 4-43 Water Assets – Age-based Condition Index.....   | 96  |
| Table 4-44 Water Assets – Community Levels of Service .....  | 103 |
| Table 4-45 Water Assets – Technical Levels of Service.....   | 104 |
| Table 4-46 Water Service Asset Renewal Needs to 2031 .....   | 107 |
| Table 4-47 Operating Activities and Frequencies – Water Service .....                                    | 112 |
| Table 4-48 Consequence of Failure Ratings – Water Assets.....  | 112 |
| Table 4-49 Consequence of Failure Ratings – Components of Water Vertical Assets .....                    | 115 |
| Table 4-50 Wastewater Assets – Inventory and Replacement Value .....                                     | 118 |
| Table 4-51 Wastewater Assets – Unit Costs .....  | 119 |
| Table 4-52 Wastewater Facilities – Replacement Values .....  | 119 |
| Table 4-53 Arthur Sewage Pumping Stations – Replacement Costs by Facility System.....                    | 120 |
| Table 4-54 Mount Forest Sewage Pumping Stations – Replacement Costs by Facility System .....             | 120 |
| Table 4-55 Arthur WWTP – Replacement Costs by Facility System.....                                       | 121 |
| Table 4-56 Mount Forest WWTP – Replacement Costs by Facility System .....                                | 121 |
| Table 4-57 Wastewater Assets – Useful Life.....  | 122 |
| Table 4-58 Wastewater Assets – Age-based Condition Index .....   | 122 |
| Table 4-59 Wastewater Assets – Community Levels of Service.....  | 127 |
| Table 4-60 Wastewater Assets – Technical Levels of Service .....   | 128 |
| Table 4-61 Wastewater Service Asset Renewal Needs to 2031.....   | 131 |
| Table 4-62 Operating Activities and Frequencies – Wastewater Service .....                               | 134 |
| Table 4-63 Consequence of Failure Ratings – Wastewater Assets .....                                      | 134 |
| Table 4-64 Wastewater Main Assets, Arthur – Very High-Risk Asset(s) .....                                | 136 |
| Table 4-65 Vertical Wastewater Assets, Building & Process Systems – CoF Ratings .....                    | 137 |
| Table 4-66 Vertical Wastewater Assets – Very High-Risk Asset(s).....                                     | 138 |
| Table A-1 Regulatory Compliance.....   | 140 |
| Table B-1 Data Sources – Transportation Assets .....   | 142 |
| Table B-2 Data Sources – Stormwater Assets.....  | 142 |
| Table B-3 Data Sources – Water Assets.....   | 143 |
| Table B-4 Data Sources – Wastewater Assets .....   | 144 |

## LIST OF FIGURES

|  |     |
|--|-----|
| Figure ES-1: Condition Distribution of Assets Across the Four Major Services.....                | ii  |
| Figure ES-2: Operating Expenditures 2018-20 and 2021 Budget Across the Four Major Services ..... | iii |
| Figure ES-3: Historical Expenditures and Projected Needs Across the Four Major Services .....    | iv  |
| Figure 1-1 Ontario Regulation 588/17 Requirements .....  | 4   |
| Figure 1-2 Relationship of AM Plan to Other Township Documents .....                             | 5   |
| Figure 2-1 Level of Service Framework.....   | 11  |
| Figure 2-2 Conceptual Lifecycle Cost Model .....   | 13  |
| Figure 2-3: Proposed Risk Thresholds .....   | 14  |
| Figure 3-1: Condition Distribution of Assets Across the Four Major Services .....                | 19  |
| Figure 3-2: Transportation Asset Summary – Condition Distribution.....                           | 20  |
| Figure 3-3: Transportation Service – Historical Expenditures and Projected Needs .....           | 22  |
| Figure 3-4: Stormwater Asset Summary – Condition Distribution.....                               | 24  |
| Figure 3-5: Stormwater Service – Historical Expenditures and Projected Needs .....               | 26  |
| Figure 3-6: Water Asset Summary – Condition Distribution.....                                    | 28  |
| Figure 3-7: Water Service – Historical Expenditures and Projected Needs .....                    | 30  |
| Figure 3-8: Wastewater Asset Summary – Condition Distribution .....                              | 32  |
| Figure 3-9: Wastewater Service – Historical Expenditures and Projected Needs.....                | 34  |
| Figure 4-1: Map of Road Network .....  | 38  |
| Figure 4-2: Transportation Assets – Overview of Condition Distribution .....                     | 42  |
| Figure 4-3: Detailed Condition Distribution – Roads by Surface Type .....                        | 43  |
| Figure 4-4: Average Age – Roads by Surface Type.....   | 44  |
| Figure 4-5: Detailed Condition Distribution – Bridges & Culverts.....                            | 44  |
| Figure 4-6: Detailed Condition Distribution – Signals, Signs, Streetlights and Sidewalks.....    | 45  |
| Figure 4-7: Average Age – Transportation Assets (excluding Roads).....                           | 46  |
| Figure 4-8: Pavement Condition Scores – Photo Examples of Condition .....                        | 49  |
| Figure 4-9: Operating Expenditures 2018-20 and 2021 Budget – Transportation Service .....        | 63  |
| Figure 4-10: Road Assets – Risk Exposure Map .....   | 67  |
| Figure 4-11: Bridge & Culvert Assets – Risk Exposure Map .....                                   | 67  |
| Figure 4-12: Traffic Signal Assets – Risk Exposure Map .....                                     | 69  |
| Figure 4-13: Sign Assets – Risk Exposure Map.....  | 69  |
| Figure 4-14: Sidewalk Assets – Risk Exposure Map .....   | 70  |
| Figure 4-15: Historical Expenditures and Projected Needs – Transportation Service .....          | 72  |
| Figure 4-16: Stormwater Pipes – Condition by Replacement Value .....                             | 77  |
| Figure 4-17: Average Age – Stormwater Pipes by Material .....                                    | 78  |
| Figure 4-18: Stormwater Appurtenances and Ponds – Condition by Replacement Value.....            | 79  |
| Figure 4-19: Average Age – Stormwater Appurtenances and Ponds.....                               | 79  |
| Figure 4-20: Stormwater Management – Flood Emergency Map for Grand River Watershed .....         | 81  |
| Figure 4-21: Operating Expenditures 2018-20 and 2021 Budget – Stormwater Service .....           | 85  |
| Figure 4-22: Stormwater Main Assets – Risk Exposure Map .....                                    | 89  |
| Figure 4-23: Stormwater Wet Ponds – Risk Exposure Map .....                                      | 89  |
| Figure 4-24: Historical Expenditures and Projected Needs – Stormwater Service .....              | 90  |
| Figure 4-25: Condition Distribution - Arthur Watermains .....                                    | 97  |
| Figure 4-26: Average Age – Arthur Watermains.....  | 97  |



|   |     |
|---|-----|
| Figure 4-27: Condition Distribution – Mount Forest Watermains .....                         | 98  |
| Figure 4-28: Average Age – Mount Forest Watermains .....                                    | 99  |
| Figure 4-29: Water Valves and Hydrants – Condition Distribution.....                        | 100 |
| Figure 4-30: Water Vertical Facilities – Condition by Replacement Value.....                | 101 |
| Figure 4-31: Water Towers serving the Arthur Community .....                                | 101 |
| Figure 4-32: Average Age – Arthur Water System Appurtenances and Vertical Assets .....      | 102 |
| Figure 4-33: Average Age – Mount Forest Water System Appurtenances and Vertical Assets..... | 102 |
| Figure 4-34: Operating Expenditures 2018-20 and 2021 Budget – Water Service .....           | 111 |
| Figure 4-35: Watermain Assets – Risk Exposure Map .....                                     | 114 |
| Figure 4-36: Water Vertical Facility Assets – Risk Exposure Map .....                       | 115 |
| Figure 4-37: Historical Expenditures and Projected Needs – Water Service .....              | 116 |
| Figure 4-38: Condition by Replacement Value – Arthur Wastewater Mains.....                  | 123 |
| Figure 4-39: Average Age – Arthur Wastewater Mains .....                                    | 123 |
| Figure 4-40: Condition by Replacement Value – Mount Forest Wastewater Mains .....           | 124 |
| Figure 4-41: Average Age – Mount Forest Wastewater Mains.....                               | 124 |
| Figure 4-42: Wastewater Maintenance Holes – Condition by Replacement Value .....            | 125 |
| Figure 4-43: Vertical Wastewater Facilities – Condition by Replacement Value .....          | 125 |
| Figure 4-44: Average Age – Arthur Wastewater Assets (excluding mains).....                  | 126 |
| Figure 4-45: Average Age – Mount Forest Wastewater Assets (excluding mains) .....           | 126 |
| Figure 4-46: Operating Expenditures 2018-20 and 2021 Budget – Wastewater Service .....      | 133 |
| Figure 4-47: Wastewater Main Assets, Arthur – Risk Exposure Map .....                       | 135 |
| Figure 4-48: Wastewater Main Assets, Mount Forest – Risk Exposure Map.....                  | 136 |
| Figure 4-49: Vertical Wastewater Assets – Risk Exposure Map.....                            | 137 |
| Figure 4-50: Historical Expenditures and Projected Needs – Wastewater Service.....          | 139 |

## LIST OF ABBREVIATIONS

|        |  |
|--------|--|
| AM     | Asset Management                                   |
| AC     | Asbestos Cement                                    |
| BCI    | Bridge Condition Index                             |
| BWA    | Boil Water Advisory                                |
| CCTV   | Closed Circuit Television Video                    |
| CI     | Cast Iron  |
| CoF    | Consequence of Failure                             |
| CWMS   | Computerized Work Management System                |
| EUL    | Estimated Useful Life                              |
| FA     | Fixed Asset  |
| GIS    | Geographic Information System                      |
| GRCA   | Grand River Conservation Authority                 |
| HCB    | High Class Bituminous                              |
| ICI    | Industrial / Commercial / Institutional            |
| ID     | Identification                                     |
| IIMM   | International Infrastructure Management Manual     |
| LCB    | Low Class Bituminous                               |
| LED    | Light Emitting Diode                               |
| LOS    | Levels of Service                                  |
| MF     | Mount Forest                                       |
| MFOA   | Municipal Finance Officers' Association of Ontario |
| O&M    | Operations & Maintenance                           |
| O.Reg. | Ontario Regulation                                 |
| PCI    | Pavement Condition Index                           |
| PoF    | Probability of Failure                             |
| PSAB   | Public Sector Accounting Board                     |
| PVC    | Polyvinyl Chloride                                 |
| RoW    | Right-of-Way                                       |
| SPS    | Sewage Pumping Station                             |
| TAN    | Total Ammonia Nitrogen                             |
| TCA    | Tangible Capital Asset                             |
| TSS    | Total Suspended Solids                             |
| WWTP   | Wastewater Treatment Plant                         |

## 2021 ASSET MANAGEMENT PLAN

Transportation, Stormwater, Water and Wastewater Services



PHOTO | DOWNTOWN WELLINGTON NORTH

# 1. INTRODUCTION

# 1 INTRODUCTION

This Asset Management (AM) Plan focuses on assets used to deliver the transportation, stormwater, water and wastewater services in accordance with the Ontario Regulation (O.Reg.) 588/17 requirement for each municipality to deliver a Council-approved AM Plan report on core assets by July 1, 2022. O.Reg. 588/17 defines core assets as roads, bridges and culverts, and assets used to deliver stormwater management, water service and wastewater service. Assets related to recreation and culture, fire protection, cemetery services and municipal planning and administration will be covered in a future AM Plan, to be delivered by July 1, 2024, in accordance with O.Reg. 588/17's requirement that all municipal assets must be covered in an AM Plan by such date.

Assets are things that have potential or actual value to the Township. This includes everything from roads and pipes to stormwater ponds and water wells. All of these things help us provide services to residents, and it is our responsibility to make sure that we are able to provide those services in a cost-efficient and sustainable manner, by maintaining our assets.

The Township provides transportation, stormwater, water and wastewater services using over \$480.5 million worth of infrastructure assets, including 390 km of roads, over 100 bridges and culverts, 35 km of sidewalks, 160 km of underground pipes, 7 wells, 3 water storage facilities, 6 sewage pumping stations, 2 wastewater treatment plants and a 3-cell treatment lagoon. The assets covered in this AM Plan enable the efficient flow of people and products, protect the community from flooding, provide safe drinking water to the communities of Mount Forest and Arthur, and return treated wastewater back to the environment. In short, these assets provide the foundation on which the community's quality of life is built.

This AM Plan is aligned with the Township's vision and goals for asset management, as defined in the Strategy Asset Management Policy (Policy #009-19), and fulfils the AM Plan development component of initiative P1 defined in the Township's Asset Management Strategy & Road Map (2019). This AM Plan updates the Town's 2013 AM Plan, which included roads, bridges and culverts, and stormwater, water and wastewater pipes. The 2021 AM Plan updates the findings for these asset classes, but also expands the plan to include other asset classes in the Transportation Services, such as sidewalks, traffic signals, and streetlights, as well as linear appurtenances and ponds in the Stormwater Service, and linear appurtenances and vertical assets in the Water and Wastewater Services.

## 1.1 WHAT IS ASSET MANAGEMENT?

Asset Management (AM) is an integrated set of processes and practices that minimize the lifecycle costs of owning, operating, and maintaining assets, at an appropriate level of risk, while continuously delivering established levels of service. The core catalysts for the establishment of an organization-wide Asset Management Program include population change, the impacts of climate change, and the increasing costs associated with providing a range of services to our residents within the context of a challenging municipal funding model.

AM planning allows us to make informed asset investment decisions, prioritize our investments, improve our financial performance, manage risk, improve organizational sustainability, and improve efficiency and effectiveness.

As explained in the International Infrastructure Management Manual (IIMM), the key elements of asset management are:

1. Providing a defined level of service and monitoring performance;
2. Managing the impact of demand changes (growth as well as decline) through demand management, infrastructure investment, and other strategies;
3. Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet that defined level of service;
4. Identifying, assessing, and appropriately controlling risks; and
5. Having a long-term financial plan which identifies required expenditures and how they will be funded.

Asset management planning is the process of making the best possible decisions regarding the building, operation, maintenance, renewal, replacement, and disposition of assets.

## 1.2 ALIGNMENT WITH ONTARIO REGULATION 588/17

This AM Plan aligns with the Township’s Corporate AM Policy and fulfils the requirements of Ontario Regulation 588/17 AM Planning for Municipal Infrastructure (O.Reg. 588/17) to report AM financial implications associated with current levels of service for core infrastructure.

Figure 1-1 shows the required sections of the AM Plan down the left column. The columns to the right show O.Reg. 588/17 requirements for current levels of service (centre column) and proposed levels of service (right column). Reporting on current levels of service is required for core assets by July 1, 2022 and for non-core assets by July 1, 2024. Reporting on proposed levels of service for all assets is required by July 1, 2025.

Figure 1-1 Ontario Regulation 588/17 Requirements

|   | Current Levels of Service AMP<br>July 2022 (core), 2024 (non-core)   | Proposed Levels of Service AMP<br>July 2025 (core, non-core)   |
|---|--|--|
| <b>State of Infrastructure (asset register)</b> | <ul style="list-style-type: none"> <li>• Inventory of assets, by category</li> <li>• Replacement cost of assets</li> <li>• Average age of assets</li> <li>• Condition of assets</li> <li>• Approach to assessing condition</li> </ul>  | <ul style="list-style-type: none"> <li>• Inventory of assets, by category</li> <li>• Replacement cost of assets</li> <li>• Average age of assets</li> <li>• Condition of assets</li> <li>• Approach to assessing condition</li> </ul>  |
| <b>Levels of Service (performance)</b>          | <ul style="list-style-type: none"> <li>• Current LOS (performance) provided:                             <ul style="list-style-type: none"> <li>- To community (qualitative metrics)</li> <li>- By assets (quantitative metrics)</li> </ul> </li> <li>• For core assets as per Tables 1 to 5 in O.Reg. 588/17 (as minimum), and as established by City for other assets</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Proposed LOS (performance) for the next 10 years                             <ul style="list-style-type: none"> <li>- For community (qualitative metrics)</li> <li>- By assets (quantitative metrics)</li> </ul> </li> <li>• And why appropriate based on risk and affordability assessment</li> </ul>  |
| <b>Lifecycle Management Strategy</b>            | <ul style="list-style-type: none"> <li>• Population &amp; employment forecasts per 2019 Growth Plan</li> <li>• Lifecycle activities needed for each of the next 10 years to:                             <ul style="list-style-type: none"> <li>- Meet demand caused by growth or upgrade of existing assets</li> <li>- Maintain the current LOS at least cost and acceptable level of risk</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Population &amp; employment forecasts per 2019 Growth Plan</li> <li>• Lifecycle activities needed for each of the next 10 years to:                             <ul style="list-style-type: none"> <li>- Meet demand caused by growth or upgrade of existing assets</li> <li>- Provide proposed LOS at least cost and acceptable level of risk</li> </ul> </li> </ul>   |
| <b>Financing Strategy</b>                       | <ul style="list-style-type: none"> <li>• Cost of lifecycle activities needed for each of the next 10 years to:                             <ul style="list-style-type: none"> <li>- Meet demand caused by growth or upgrade of existing assets</li> <li>- Maintain the current LOS</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Cost of lifecycle activities needed for each of the next 10 years to:                             <ul style="list-style-type: none"> <li>- Meet demand caused by growth or upgrade of existing assets</li> <li>- Provide proposed LOS</li> </ul> </li> <li>• Funding projected to be available to undertake needed lifecycle activities</li> <li>• For funding shortfalls which activities will not be funded and associated risks</li> </ul> |
| <b>Implementation and Key Assumptions</b>       | <ul style="list-style-type: none"> <li>• Statement on how all State of Infrastructure background information and reports will be made available to the public</li> </ul>   | <ul style="list-style-type: none"> <li>• The risks and mitigation strategies associated with implementing the AM Plan</li> <li>• Explanation of key assumptions underlying the AM Plan that have not previously been explained</li> </ul>  |

### 1.3 RELATIONSHIP WITH OTHER TOWNSHIP ACTIVITIES AND PLANNING DOCUMENTS

This AM Plan is a medium- to long-range planning document that is used to support the Township's goals by providing a rational strategy for proactively and effectively managing the Township's transportation, stormwater, water and wastewater assets. It provides a guide to understanding key items such as:

- The size, replacement value, and condition of Township's asset portfolio
- The current and any proposed future levels of service standards and the Township's performance against them
- The assets that will be needed in the future to support service delivery objectives and mitigate vulnerabilities
- The planned activities to sustain current and future assets throughout their lifecycles at minimal cost, while mitigating vulnerabilities
- The funding sources for planned lifecycle activities
- The steps to improve future iterations of the AM Plan.

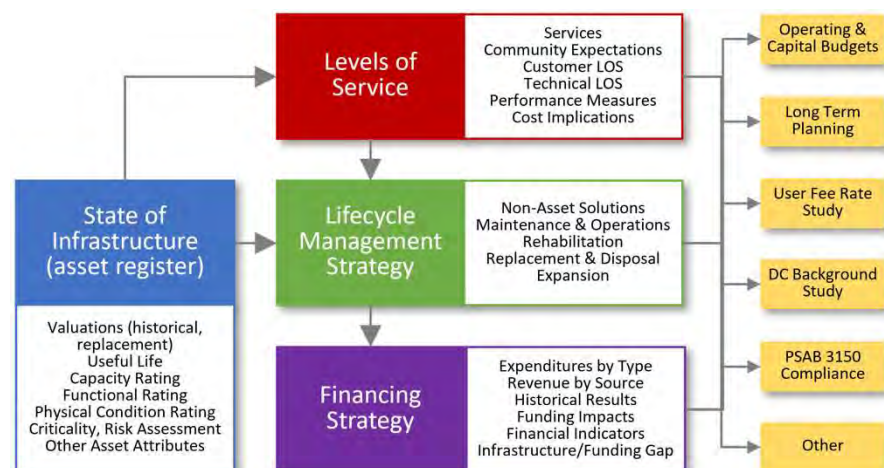
This AM Plan is intended to improve the Township's ability to achieve its corporate goals and objectives in a way that best serves its customers. It provides a rational framework that enables systematic and repeatable processes to manage costs, risks and levels of service for the Township's asset portfolio.

The AM Plan is intended to be read with other Township planning documents, including the Corporate AM Policy, along with the following associated planning documents:

- Council's 2019-2022 Strategic Plan
- Official Plan (County)
- Long-term Master Plans and Technical Updates
- Long Range Financial Plans
- Operating and Capital Budgets
- Water and Wastewater Financial Plan and Rate Study
- Development Charge Background Study
- PSAB 3150 Compliance Process for Tangible Capital Assets (TCA)

The relationship of the AM Plan with other Township documents is shown in Figure 1-2, summarized from the Municipal Finance Officers' Association of Ontario (MFOA) AM Framework.

**Figure 1-2 Relationship of AM Plan to Other Township Documents**



## 1.4 AM PLAN FRAMEWORK AND METHODOLOGY

The information presented in the AM Plan is based on O.Reg. 588/17 requirements, the Guide for Municipal Asset Management Plans, originally issued by the Ontario Ministry of Infrastructure in 2012, and best-in-class AM practices. This AM Plan was developed by SLBC, Inc. in collaboration with Township staff through:

- Review of background materials available on the Township’s web site and provided by the Township’s project team including planning documents and budgets
- Workshops with internal stakeholders
- Other interim meetings with the Township’s project team
- Numerous data and information transfers
- Review of interim outputs by the Township’s project team and other stakeholders, and incorporation of comments into the AM Plan deliverable.

## 1.5 ORGANIZATION OF THE AM PLAN

The remainder of the AM Plan is divided into the following main sections:

### Section 2: Key Concepts in Asset Management

This section explains key concepts in AM along with assumptions made in the AM plan analysis.

### Section 3: Asset Summary

This section provides a snapshot of the overall state of our infrastructure, and the long-term funding needs, divided by service area, specifically Transportation Service, Stormwater Management, Water Service and Wastewater Service.

### Section 4: Asset Detail

This section provides a more detailed summary of each of the assets used by the four major services in this AM Plan, including their replacement costs, condition, average age, and maintenance needs.

### Appendix A: Regulatory Compliance

This appendix lists the requirements of O.Reg. 588/17 and indicates how the AM Plan complies with those requirements for each core asset type.

### Appendix B: Data Sources

This appendix lists the data sources for inventory, condition, age, replacement value and Estimated Useful Life (EUL) data for each asset type included in the AM Plan.

### Appendix C: Glossary

This appendix lists definitions of terminology used in the AM Plan.

## 1.6 PUBLIC POSTING OF AM PLAN

In accordance with the requirements of O.Reg. 588/17, this AM Plan is publicly available at <https://wellington-north.com/content/government/departments/finance/>, along with the background studies and reports used to develop it.



## 2021 ASSET MANAGEMENT PLAN

Transportation, Stormwater, Water and Wastewater Services



PHOTO | RURAL AREA - WELLINGTON NORTH

# 2. KEY CONCEPTS IN ASSET MANAGEMENT

## 2 KEY CONCEPTS IN ASSET MANAGEMENT

Asset Replacement Value, estimated useful life, lifecycle maintenance, condition assessments, risk, and levels of service are key concepts in asset management. Understanding the interplay between these concepts is critical to optimizing asset management practices.

### 2.1 REPLACEMENT VALUE

The replacement value is the cost that the Township would incur if it were to replace an asset. Table 2-1 describes and compares methods for estimating replacement value.

**Table 2-1 Methods for Estimating Replacement Value**

| Method                                      | Description  | Comment  |
|---|--|--|
| <b>Property Insurance Values</b>            | Replacement costs as identified in the most recent insurance contract  | Insurance values typically reflect the depreciated value of an asset. For AM planning, the replacement value should instead reflect the expected cost to replace an asset with a new undepreciated one that fulfils the same functional need.  |
| <b>Historical Cost Inflation</b>            | The historical cost inflated to the current dollar value.  | This approach does not capture changes in design and construction standards, nor current market conditions.  |
| <b>Current Market Unit Costs</b>            | Applying recent acquisition costs to assets.   | This approach captures changes in design and construction standards, as well as current market conditions, but is difficult to apply to assets that vary widely in design and specifications, such as buildings and bridges.   |
| <b>Asset-specific Engineering Estimates</b> | Replacement costs estimated by external consultants based on site visits, typically conducted as part of a condition assessment. | This approach is particularly applicable to asset types that vary widely in design and specifications, such as buildings and bridges, and also considers current standards and market conditions. However, engineering estimates are the costliest to obtain, of the methods listed. |

The methods used for this AM Plan vary by asset type and asset, depending on the availability of data, and the variation across types. In general, current market unit costs have been applied for asset types with high consistency, such as roads, pipes, hydrants, and maintenance holes. Asset-specific engineering estimates have been applied where this data was available, specifically for bridges, culverts and stormwater ponds. For other assets with high complexity and variability, specifically, vertical assets in the water and wastewater systems, historical costs recorded in the Tangible Capital Asset (TCA) register were inflated and

portioned out to different building and process systems. Further detail on replacement value estimates is provided in Section 4 for assets within each major service.

The replacement value of an asset is a critical calculation for developing the financial models in the Asset Management Plan. The replacement value calculations will be updated on a regular basis to reflect changes in input costs, such as construction materials, parts, and labour. This will provide a more accurate estimate of infrastructure funding needs and will enable the Township to evaluate trends in input costs to better predict future costs.

## 2.2 USEFUL LIFE

The estimated useful life of an asset is an estimate of how long the Township expects to realize the economic benefits of asset ownership. An asset is considered to have exceeded its useful life when it is no longer required (such as technology that becomes obsolete), when it no longer provides the required level of service (such as when a road is too narrow for the growing community), or when it is more cost-effective to replace the asset than to continue to maintain it. The useful life is both a *technical* estimate, and an estimate of future *demand*.

To estimate the *technical* useful life of an asset, we need to account for the construction materials, current condition, anticipated wear and tear over time, and the maintenance requirements for the asset. With this information, we can estimate how long we will be able to use a certain asset or group of assets.

The useful life of an asset can also be impacted by future *demand*. For example, a road may be in good condition and have several years of useful life remaining based on the technical assessment, but it may be in a high-growth area that requires wider roads. We may need to intervene much earlier than the *technical* useful life would suggest. Demand management enables us to predict the impact of various trends on our future asset needs.

## 2.3 CONDITION

Asset condition is assessed on a regular basis, to evaluate whether they are meeting regulatory and service level requirements, and to inform our short- and long-term funding decisions. The condition of various types of assets is collected differently, reflecting the different functions and construction of infrastructure across the Township. Roads are assessed using a modified Pavement Condition Index (PCI), which ranges from a score of 0, indicating a road in need of reconstruction, to a score of 100, which represents a newly constructed road. Bridges, on the other hand, are measured on a Bridge Condition Index, with a range of 0 to 100. Other assets, such as buildings, are rated as either “Good”, “Fair”, or “Poor”, depending on a number of factors. For some assets, condition assessments were not available, and instead, age was used as a proxy for condition. Condition scoring methodology is provided by asset class in Appendix B.

To standardize the condition ratings across asset classes, the Township has established a five-point condition scale, which ranges from Very Poor to Very Good. The five-point scale is described in Table 2-2. The relationship between the five-point scale, asset age and asset condition indices is provided by asset class in Section 4.

Table 2-2 Standardized Condition Ratings

| Scale     |   | Definition  | Summary                     |
|-----------|---|---|-----------------------------|
| Very Good | 1 | The asset is in very good condition, typically new or recently rehabilitated. Maintenance needs should be minimal until the next assessment of the asset.   | Fit for the future          |
| Good      | 2 | The asset is physically sound and is in good condition, with some elements showing general signs of wear that require attention. Maintenance is minimal, and costs associated with maintenance activities fit within the departmental operating budget. Typically, the asset has been used for some time but is still within early to mid-stage of its expected life. | Adequate for now            |
| Fair      | 3 | The asset shows general signs of deterioration and is performing at a lower level than originally intended. Some components of the asset are becoming physically deficient and component replacement may be necessary. Maintenance requirements and costs are increasing. The asset is in need of either minor capital repairs, or additional maintenance.            | In need of attention        |
| Poor      | 4 | The asset is approaching the end of its useful life and exhibits significant deterioration. Major repairs are required, with significant capital investment.  | At risk of failure          |
| Very Poor | 5 | The asset is in unacceptable condition with widespread signs of advanced deterioration and has a high probability of failure. Maintenance costs are unacceptable, and rehabilitation is not cost-effective. The asset is in need of major replacement or refurbishment.   | Unfit for sustained service |

## 2.4 LEVELS OF SERVICE

Levels of Service (LOS) are statements that describe the outputs and objectives the Township intends to deliver to its citizens, businesses, and other stakeholders. Developing, monitoring and reporting on LOS are all integral parts of an overall performance management program which is aimed at improving service delivery and demonstrating accountability to the Township's stakeholders.

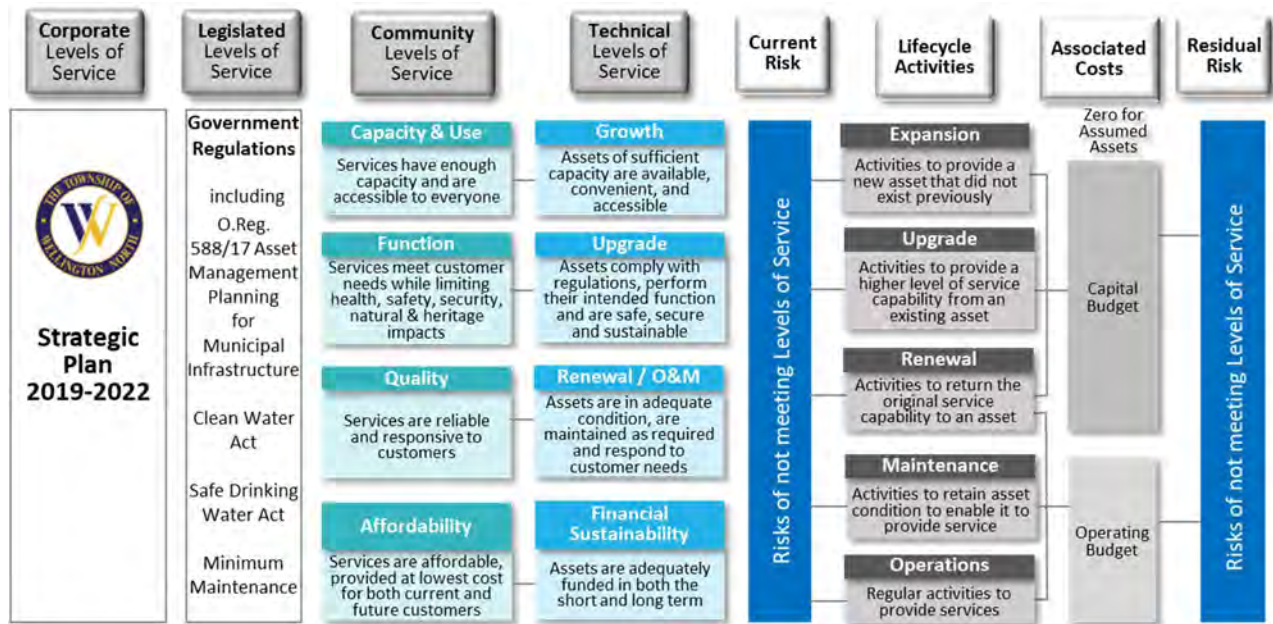
In general, LOS are guided by a combination of customer expectations, legislative requirements, and internal guidelines, policies, and procedures. In many cases, LOS are also implied based on past service delivery, community expectations, and infrastructure system design. Effective asset management requires that LOS be formalized and supported through a framework of performance measures, targets, and timeframes to achieve targets, and that the costs to deliver the documented LOS be understood.

Figure 2-1 shows that Corporate LOS commitments, along with the legislated LOS referenced by them, drive the definition of more specific Community LOS. Community LOS can be categorized as relating to one of the following service attributes:

- **Capacity & Use:** Assessing whether services have enough capacity and are accessible to the customers
- **Function:** Assessing whether services meet customer needs while limiting health, safety, security, natural and heritage impacts
- **Quality:** Assessing whether services are reliable and responsive to customers
- **Affordability:** Assessing whether services are affordable and provided at the lowest cost for both current and future customers

Community LOS are in turn translated into Technical LOS, where Capacity & Use LOS drive assessment of the Expansion needs; Function LOS drive assessment of Upgrade needs; Quality LOS drive assessment of renewal, operations and maintenance needs; and Affordability LOS drive assessment of Financial Sustainability needs. The risks of failing to achieve the defined Community and Technical LOS are assessed, and life cycle activities are prioritized to address those risks. Life cycle activities may include expansion, upgrade, renewal, maintenance or operational activities, depending on the category of LOS to be addressed. The nature of the life cycle activity determines whether it should be funded as capital or operating, as well as eligible funding sources. As shown in the figure, even after the life cycle intervention, some residual risk may remain.

Figure 2-1 Level of Service Framework



This AM Plan reflects the current levels of service delivered. Future AM Plans will include goals for future levels of service, including assessments of how we will fund changes in service levels. These changes may include enhanced levels of existing services, or the provision of additional services that we are not currently providing.

Community and Technical LOS for each major service are summarized in Section 3 and described in detail in Section 4.

## 2.5 LIFECYCLE MANAGEMENT

The Township’s ability to deliver the levels of service outlined in the Asset Management Plan is impacted in large part by:

- a) forecast future population growth and the associated need for additional infrastructure to serve it
- b) changing functional, legislative and sustainability requirements and the associated need for existing assets to be upgraded to continue to be fit for purpose

- c) aging infrastructure and the associated need for operations, maintenance and renewal investments to sustain it
- d) available funds and the associated need for assets to be provided at lowest cost for both current and future customers.

To achieve its program objectives, the Township builds new infrastructure assets to meet capacity needs, upgrades assets to meet new functional needs and manages existing assets to meet reliability needs – all with limited funds. Asset lifecycle management strategies are planned activities that enable assets to provide the defined levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost. Asset lifecycle management strategies are typically organized into the categories listed in Table 2-3, and are driven by the Levels of Service (LOS) defined in the previous section.

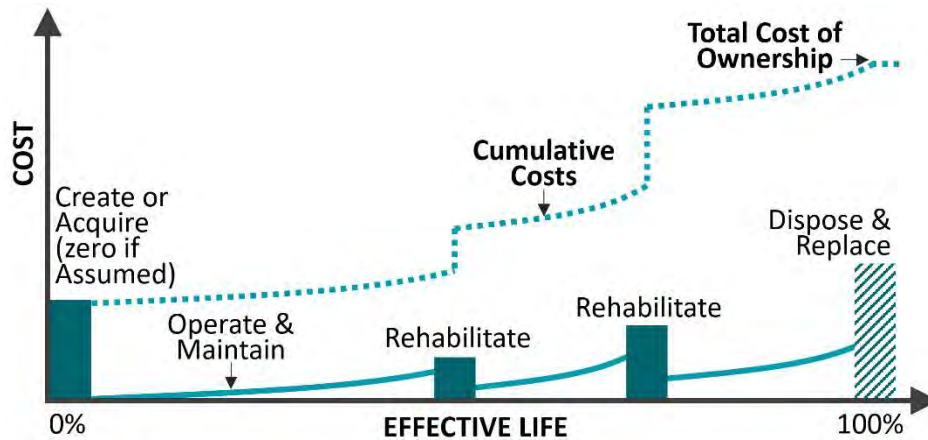
**Table 2-3 Asset Lifecycle Management Categories**

| Life Cycle Management Category | Description   | Examples of Associated Activities                                  |
|--------------------------------|---|--|
| Operate                        | Regular activities to support service delivery  | Using/running a piece of equipment, cleaning, inspection, sampling |
| Maintain                       | Activities to retain asset condition to enable it to provide service for its planned life   | Routine maintenance, filter changes, lubrication, minor repairs    |
| Renew                          | Activities that return the original service capability of an asset  | Overhaul, rehabilitation, replacement                              |
| Upgrade                        | Activities to provide a higher level of service capability from an existing asset to achieve better fit for purpose or meet regulatory requirements | Upgrade a boiler to one with higher energy efficiency              |
| Expand                         | Activities to accommodate increased demand, for example by providing a new asset that did not exist previously, or by expanding an existing asset   | Construct new watermain, expansion of a facility                   |

Non-asset solutions are actions or policies that can lower costs, lower demands, or extend asset life (e.g., better integrated infrastructure planning and land use planning, demand management, insurance, process optimization, education of public).

The Township assesses the costs of potential lifecycle activities to determine the lowest lifecycle cost strategy to manage each asset type while still meeting levels of services. The total cost of ownership is the sum of lifecycle activity costs to sustain each asset type over the asset lifecycle. (See Figure 2-2 for conceptual lifecycle cost model.) Sufficient investment of the right type and at the right time minimizes the total cost of ownership for each asset and also prevents other potential impacts (i.e., risks) such as interruption to service delivery or damage to other infrastructure. Operations, maintenance and renewal activities are timed to reduce the risk of service failure from deterioration in asset condition and are part of the total cost of ownership. The conceptual lifecycle model is illustrated in the figure below. Note that although the assets contributed by land developments (when the Township assumes ownership) are provided at no cost to the Township, the costs to sustain them over their lifecycles and to replace them must be paid by the Township.

Figure 2-2 Conceptual Lifecycle Cost Model



The Township uses its understanding of risks of not meeting target levels of service to inform the timing and amount of investments needed in infrastructure assets. The Township aims to provide sufficient service capacity to meet demand and manages the upgrade, operations, maintenance, and renewal of assets to meet defined service levels, including legislated and other corporate requirements.

## 2.6 RISK MANAGEMENT

The Township's key asset management principle is to meet service levels and manage risk, while minimizing lifecycle costs. The relative importance of the assets to support service delivery, referred to as asset criticality, is a key driver in selection of the most appropriate asset management strategy for each asset. Critical assets include assets that are key contributors to performance, the most expensive assets in terms of lifecycle costs, and assets that are most prone to deterioration or need ongoing maintenance investment. More critical assets are prioritized for expansion, upgrade, inspection, cleaning, maintenance, and renewal, depending on their current and forecast future performance.

Risk events, such as an asset's failure to have sufficient capacity, function or reliability, are events that may compromise the delivery of the Township's strategic objectives. Lifecycle activities are used to manage the risk of failure by reducing the chance of asset failure to acceptable levels. The importance of assets to the Township meeting its strategic objectives dictate the type and timing of lifecycle activities.

The Township has established an enterprise approach to risk management to better understand and manage the probability of various threat events impacting its ability to deliver levels of services that customers need. Risk management enables Township staff and Council to prioritize activities and allocate resources based on risk-based planning and service delivery to smooth out capital and operating expenditure curves and reduce the overall whole life cost of asset ownership.

As shown in the Risk Matrix in Figure 2-3, risk exposure is a function of Probability of Failure (PoF) and the consequence of failure (CoF), and is ranked Extreme, High, Moderate, Low and Very Low. In general, risk exposure is used to prioritize asset investments and interventions.

Figure 2-3: Proposed Risk Thresholds

|  |           |   |          |          |          |          |           |
|--|-----------|---|----------|----------|----------|----------|-----------|
| Probability of Failure<br>(based on Asset Condition) | Very Good | 5 | Low      | High     |          |          | Very High |
|  | Good      | 4 |          | Moderate | High     |          |           |
|  | Fair      | 3 |          | Low      | Moderate | High     |           |
|  | Poor      | 2 |          |          | Low      | Moderate | High      |
|  | Very Poor | 1 | Very Low |          |          |          | Low       |
|  |           |   | 1        | 2        | 3        | 4        | 5         |

**Consequence of Failure**



**Very Low Risk:** Status Quo no formal response. Risk is documented and will be reviewed periodically.



**Low Risk:** Status Quo. Identify assets that are candidates for “run to failure”. Continue with current maintenance and performance / condition monitoring.



**Moderate Risk:** Extend life & monitor threat events. Review maintenance strategies & plans (e.g., predictive, time based). Continue to maintain & monitor performance / condition.



**High Risk:** Extend life & monitor / respond to threat events. Review maintenance strategies & plans (e.g., proactive). Review renewal strategies (NPV options analysis), spares strategy, available redundancy & monitoring programs.



**Very High Risk:** Respond to threat events. Identify capital renewal options, confirm spares strategy & available redundancy, & review monitoring programs.

For the Probability of Failure (PoF) Matrix, a five-point scale was established with related scoring criteria and is shown in Table 2-4. The Table lists the proposed mapping of PoF scores to the three key LOS: (1) Capacity & Use, (2) Function and (3) Quality - Condition/Age. In general, for Quality, the observed condition is the preferred indicator for estimating PoF. If observed condition scores are not available, then age is used. If neither condition nor age data are available, then staff input on PoF is requested based on their knowledge of the asset.

Similarly, a five-point scale was developed for Consequence of Failure (CoF), based on the importance of an asset to the Township’s delivery of services or, in technical terms, the potential consequences of the



asset failing and therefore failing to provide the required service levels. Asset criticality is determined based on the degree to which the failure of the asset would impact the following considerations:

- **Financial** impact considerations such as asset replacement cost, damages to Township or private property and infrastructure, loss of revenue, and fines
- **Health & Safety** considerations such as degree and extent of injury, from negligible injuries to loss of life
- **Availability and Reliability of service delivery**, such as disruption of non-essential service to widespread and long-term disruption of essential service
- **Environmental** considerations, such as length and extent of damages to the natural environment.
- **Reputational** considerations, such as negative media coverage.

The five consequence types are aligned with the Township's existing Triple Bottom Line decision-making approach (Financial, Health & Safety and Environmental), and incorporates the consideration of Reliability/Availability and Reputational consequences. Redundancy is embedded in the determination of consequence of failure.

Table 2-5 lists the CoF profiles for the five considerations above. For each asset, the CoF is assessed against the five considerations, and averaged.

Risk exposure related to each major service is discussed in Section 3. Details of the risk analysis, including probability and consequence of failure estimates by asset type, are presented in Section 4.

Table 2-4 Probability of Failure Matrix

| Probability of Failure (PoF) | PoF Rating | Event-based PoF Indicator   | Quality (Condition and Age)   | Capacity and Use   | Function   |
|------------------------------|------------|---|---|--|--|
| <b>Rare</b>                  | 1          | An occurrence / situation is not likely to occur <b>within 10 years</b>                             | Asset is <b>physically sound</b> and is performing its function as originally intended. Asset is new or at the beginning of its Estimated Useful Life (EUL) ( <b>80% life remaining</b> )                             | Demand corresponds well with actual capacity and no operational problems experienced. Meets current and future capacity needs within planning horizon. | The infrastructure in the system or network meets all program/service delivery needs in a fully efficient and effective manner. (Health, safety, security, legislative etc.)                             |
| <b>Unlikely</b>              | 2          | An occurrence / situation is not likely to occur <b>within 5 years but possibly within 10 years</b> | Asset is <b>physically sound</b> and is performing its function as originally intended. Typically, asset has been used for some time but is within mid-stage of its expected life ( <b>60 - 79% life remaining</b> ). | Demand is within actual capacity and occasional operational problems experienced.  | The infrastructure in the system or network meets program/service delivery needs in an acceptable manner. (Health, safety, security, legislative etc.)   |
| <b>Possible</b>              | 3          | An occurrence / situation might occur <b>within 5 years</b>   | Asset is <b>showing signs of deterioration</b> and is performing at a lower level than originally intended ( <b>40 - 59% life remaining</b> ).  | Demand is approaching actual capacity and/or operational problems occur frequently. Meets current capacity needs but not future without modifications. | The infrastructure in the system or network meets program/service delivery needs with some inefficiencies and ineffectiveness present. (Health, safety, security, legislative etc.)                      |
| <b>Likely</b>                | 4          | An occurrence / situation might occur <b>within 2 years</b>   | Asset is showing <b>significant signs of deterioration</b> and is performing to a much lower level than originally intended ( <b>20 - 39% life remaining</b> ).   | Demand exceeds actual capacity and/or significant operational problems are evident.  | The infrastructure in the system or network has a limited ability to meet program/service delivery needs. (Health, safety, security, legislative etc.)   |
| <b>Certain</b>               | 5          | An occurrence / situation that is happening, imminent or will probably occur <b>within 1 year</b>   | Asset is <b>physically unsound</b> and/or not performing as originally intended. Asset has reached <b>end of life and failure is imminent (19% life remaining)</b> .  | Demand exceeds actual capacity and/or operational problems are serious and ongoing. Does not meet Current capacity Requirements.                       | The infrastructure in the system or network is seriously deficient and does not meet program/service delivery needs and is neither efficient nor effective. (Health, safety, security, legislative etc.) |

Table 2-5 Consequence of Failure (Asset Criticality) Ratings

|                                 | <b>C1<br/>Insignificant</b>                              | <b>C2<br/>Minor</b>   | <b>C3<br/>Moderate</b>   | <b>C4<br/>Major</b>   | <b>C5<br/>Catastrophic</b>                                 |
|---------------------------------|--|---|--|---|--|
| <b>Financial Impacts</b>        | Damages, losses (including 3rd party) or fines<br>≤ \$5k | Damages, losses (including 3rd party) or fines<br>\$5k to \$20k | Damages, losses (including 3rd party) or fines<br>\$20k to \$50k             | Damages, losses (including 3rd party) or fines<br>\$50K to \$200K                   | Damages, losses (including 3rd party) or fines<br>> \$200K |
| <b>Health &amp; Safety</b>      | No obvious potential injury or health impacts            | Minor injury likely, requiring minor medical attention          | Serious injury likely, resulting in short-term disability or hospitalization | Serious injury or loss of life likely, with potential for long-term hospitalization | Permanent injury and death likely                          |
| <b>Availability/Reliability</b> | Loss of service for a few hours, affecting ≤ 5 people    | Loss of service for ≤ 1 day, or affecting 5-20 people           | Loss of service for ≤ 1 week, or affecting 20-200 people                     | Loss of service for > 1 week, or affecting 200-1,000 people                         | Loss of service is permanent, or affects > 1,000 people    |
| <b>Environmental</b>            | Resolved within 1 day                                    | Resolved within 1 week  | Resolved within 2 weeks  | Resolved within 1 month   | Resolution requires >1 month                               |
| <b>Reputational</b>             | No media interest  | Minor local media interest                                      | Moderate local media interest  | Intense local media interest  | Provincial interest or beyond                              |

## 2021 ASSET MANAGEMENT PLAN

Transportation, Stormwater, Water and Wastewater Services



PHOTO | CONSTABLE RICK HOPKINS MEMORIAL  
BRIDGE, MOUNT FOREST

# 3. INFRASTRUCTURE SUMMARY

### 3 INFRASTRUCTURE SUMMARY

The Township provides transportation, stormwater, water and wastewater services using over \$480.5 million worth of infrastructure assets, as shown in Table 3-1. This portfolio of assets includes 390 km of roads, over 100 bridges and culverts, 35 km of sidewalks, 160 km of underground pipes, 7 wells, 3 water storage facilities, 6 sewage pumping stations and 2 wastewater treatment plants.

**Table 3-1 Replacement Value of Assets Across the Four Major Services**

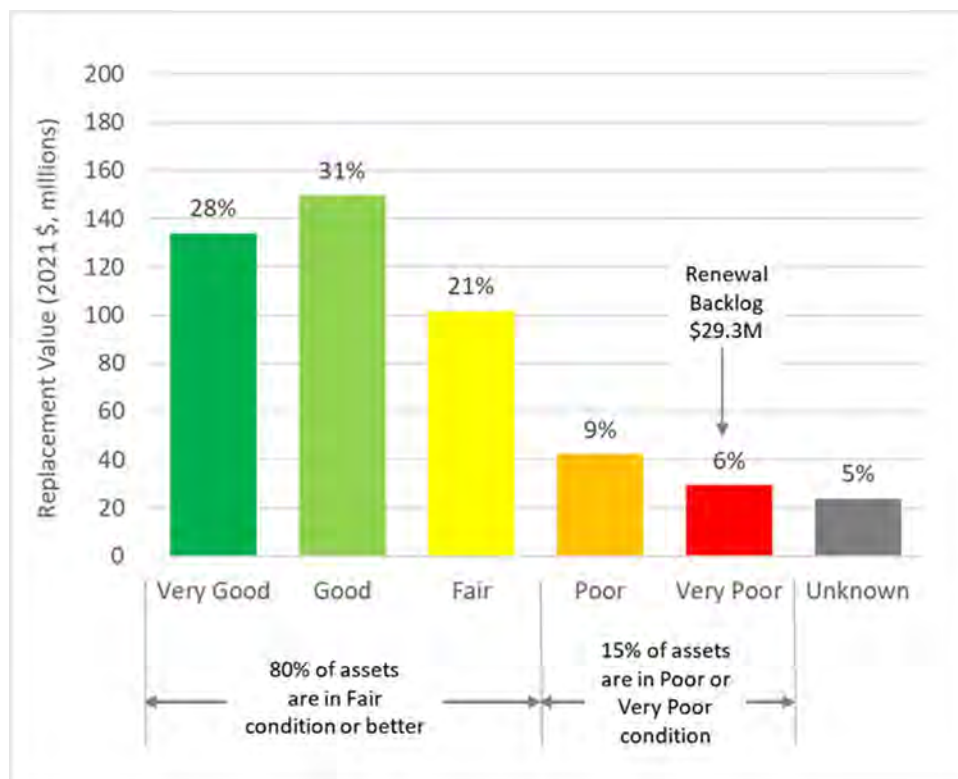
| Service        | Replacement Value<br>(2021 \$, millions) |
|----------------|--|
| Transportation | \$ 215.0                                 |
| Stormwater     | \$ 76.4                                  |
| Water          | \$ 74.3                                  |
| Wastewater     | \$ 114.9                                 |
| <b>TOTAL</b>   | <b>\$ 480.5</b>                          |

As shown in Figure 3-1, 80% (\$385.3 million) worth of these assets are considered to be in a “State of Good Repair”, meaning that assets are in Fair condition or better, while 15% (\$71.5 million) are in Poor or Very Poor condition.

Assets in Very Poor condition are considered due or overdue for renewal. As shown in the Figure, 6% (\$29.3 million) of the assets in the four major services fall into this category.

The following subsections provide further analysis by major service, beginning with Transportation, followed by Stormwater, Water and Wastewater Services.

**Figure 3-1: Condition Distribution of Assets Across the Four Major Services**



### 3.1 TRANSPORTATION SERVICE

The Township provides local transportation service on 390 km of paved and gravel roads, as well as 102 bridges and culverts. Traffic safety is supported by five signalized intersections, over 1000 warning and regulatory signs, and over 1900 streetlights. The Township also provides 34.6 km of sidewalks to support pedestrian travel and active transportation. The total value of these assets is an estimated \$215.0 million. Table 3-2 details the transportation service in terms of inventory quantity and replacement value.

**Table 3-2 Transportation Asset Summary – Inventory and Replacement Value**

| Asset Type         | Quantity                   | Replacement Value<br>(2021 \$, millions) |
|--------------------|----------------------------|--|
| Roads              | 389.8 km                   | \$ 158.2                                 |
| Bridges & Culverts | 102 structures             | \$ 38.0                                  |
| Traffic Signals    | 5 signalized intersections | \$ 1.6                                   |
| Traffic Signs      | 1094 signs                 | \$ 0.8                                   |
| Streetlights       | 1923 streetlights          | \$ 8.2                                   |
| Sidewalks          | 34.6 km                    | \$ 8.1                                   |
| <b>TOTAL</b>       |                            | <b>\$ 215.0</b>                          |

#### 3.1.1 CONDITION

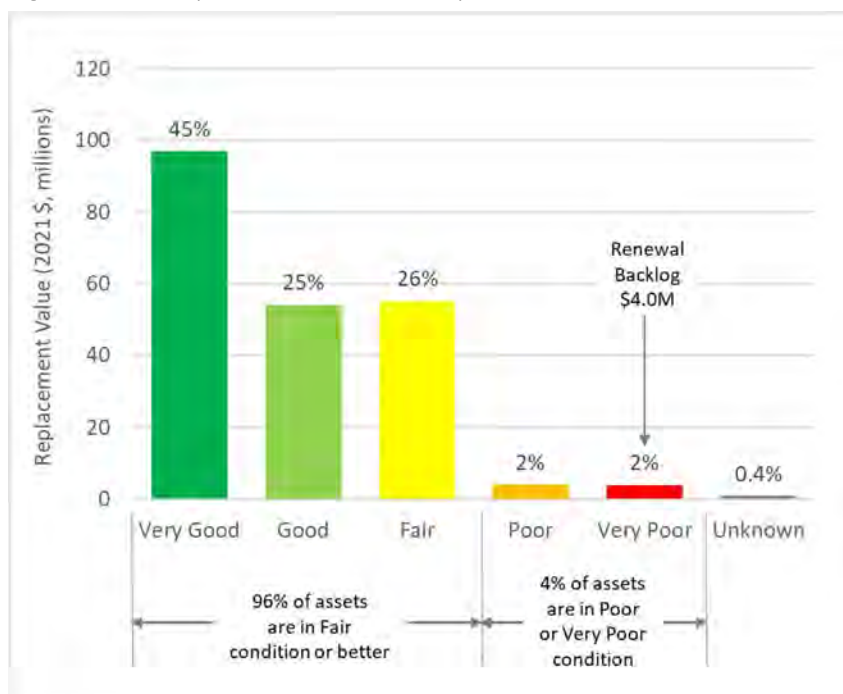
Figure 3-2 summarizes the transportation asset condition distribution, of which includes the following details:

Ninety-six percent (96% or \$206.2 million) of transportation assets are considered to be in a “State of Good Repair”, meaning that assets are in Fair condition or better.

Four percent (4% or \$7.9 million) are in Poor or Very Poor condition.

Assets in Very Poor condition are due or overdue for repair, are considered to be the Renewal backlog. The Township has a renewal backlog of \$4.0 million of transportation assets.

**Figure 3-2: Transportation Asset Summary – Condition Distribution**



### 3.1.2 PERFORMANCE

The Level of Service analysis focused on indicators defined by O.Reg. 588/17 for roads, bridges and culverts. Indicators for sidewalks were also included. The Township has not yet set targets for these indicators. Instead, current performance is being reported as a baseline for future target-setting, when more data will have been collected and analyzed to understand the costs and benefits of different LOS targets.

Although targets have not been established, the Township's road network appears to be performing well. The road network consists of 237 km of gravel roads primarily serving rural areas, as well as 15 km of surface treated and 138 km of paved roads serving the urbanized areas. (Lengths refer to centre-line km.) On average, paved roads are in Good condition, while Surface Treated and Gravel roads are in Fair condition. Overall, 98.6% of the road network is in a State of Good Repair, meaning Fair condition or better.

In terms of transportation structures, the Township's current performance indicates an opportunity to reduce the impacts of load restrictions by renewing two bridges (#21 and #38) and one culvert (#9). Moreover, 13 bridges and culverts are limited to a single lane (having deck width of 6m), and should be monitored for the need for widening.

In addition, there may be an opportunity to improve the sidewalk network by increasing the proportion sidewalks to urban roadsides. Current performance is 65.3%, based on 2013 sidewalk inventory. The Township is also replacing narrow sidewalks to a minimum width of 1.5m to improve accessibility. Based on the 2013 sidewalk inventory, 59.4% (20.5 km) of the Township's sidewalks meet the accessibility standard width of 1.5m. This number is now likely higher, so the inventory and this indicator score should be updated.

### 3.1.3 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the transportation service asset life cycle needs include the following:

- Expansion & Upgrade                   \$ 5.50 million (over ten years)
- Renewal                                   \$ 21.06 million (over ten years)
- Operations & Maintenance       \$ 3.91 million/year in 2022 increasing to  
\$ 3.93 million/year in 2031 due to development

Expansion and Upgrade needs include \$5.43 million of road network expansions identified in the Development Charges Background Study. Capital projects have been identified in the Township's multi-year Capital Plan to address these needs. Expansion and Upgrade needs also include \$70k for sidewalk studies, including collection of sidewalk width and other inventory data to support accessibility planning, as well as sidewalk connectivity study.

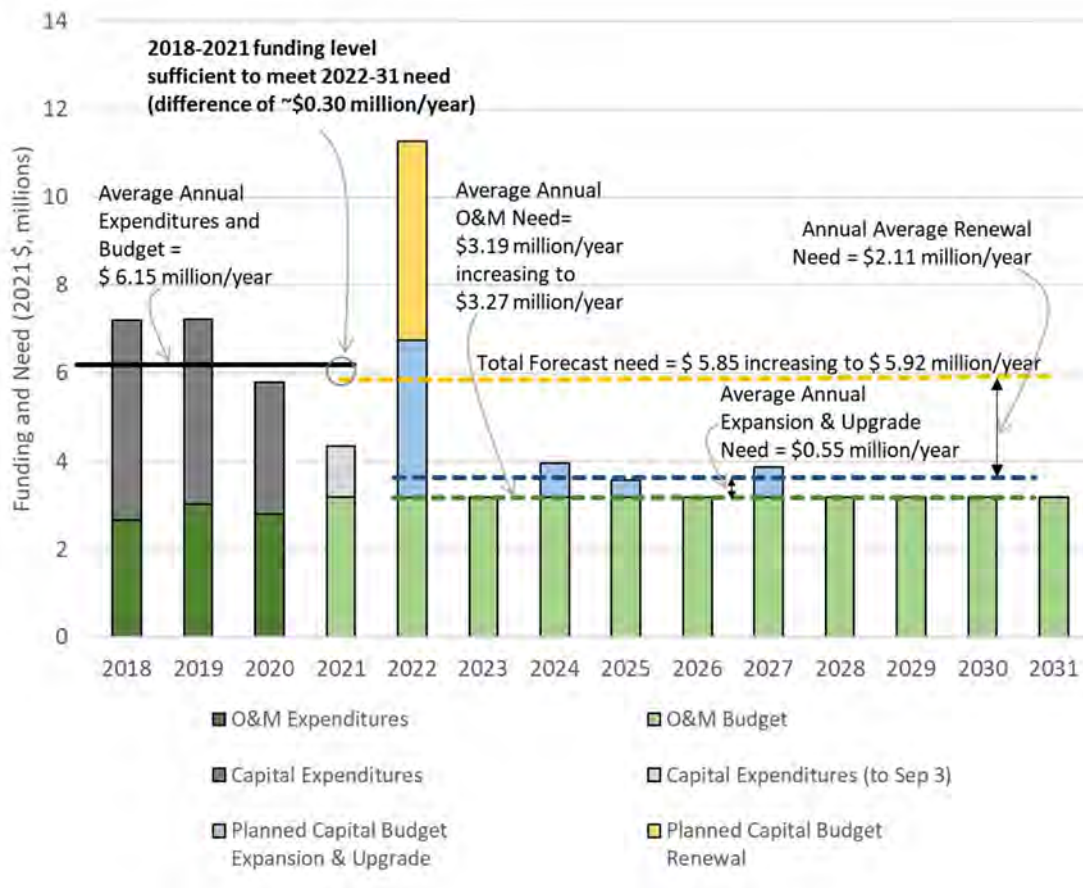
Renewal needs are the largest portion of the transportation service's forecast funding need. Fifty-two percent (52%) of renewal needs are related to rehabilitation of gravel roads, and 30% are related to renewal of bridges and culverts. The remaining 18% are split across other asset types.

Operations and maintenance needs have been estimated based on the 2021 budget, plus an additional \$8k each year to accommodate growth of the asset portfolio by an estimated 1km of roads and 0.5km of sidewalks each year.

### 3.1.4 FINANCIAL IMPACT

Figure 3-3 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$6.15 million/year. This level of funding would be sufficient to cover the forecast need of \$5.85 million/year for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031). However, the forecast need does not include the cost of re-surfacing paved roads between reconstruction, because the data does not show when resurfacings were last completed. Moreover, the forecast does not include the cost of reconstructing the base of gravel or surface treated roads.

Figure 3-3: Transportation Service – Historical Expenditures and Projected Needs



### 3.1.5 RISK MANAGEMENT

The Township may also prioritize needs based on risk, as discussed in Section 4.1.8, specifically, by prioritizing the \$5.4 million of renewal needs (over the next 10 years) that are considered Very High risk. These include:

- \$ 0.2 million of road renewal
- \$ 3.8 million of bridge and culvert repair and renewal
- \$ 0.8 million of traffic signal and systems renewal
- \$ 0.6 million of sidewalk renewal



The next priority would be the \$1.6 million of renewal needs (over the next 10 years) that are considered High risk, specifically:

- \$ 0.2 million of road renewal
- \$ 1.2 million of bridge and culvert repair and renewal
- \$ 0.1 million of traffic signal renewal
- \$ 0.1 million of traffic sign renewal

The expansion and upgrade projects, estimated at \$5.5 million, are also considered High priority (risk), specifically:

- \$ 5.43 million of network expansion projects, identified in the Development Charges Background Study, and already identified in the Township's Capital Plan
- \$ 0.04 million for a sidewalk inventory (including sidewalk width to identify accessibility needs) and condition assessment
- \$ 0.03 million for a sidewalk connectivity study

### 3.1.6 CONTINUOUS IMPROVEMENT

For the future iterations of the AM Plan the following data improvements may be considered:

- Asset inventory, cost, age and condition data to be collected include guiderails, retaining walls, fences, community entry features, and street trees.
- Condition data should be updated in accordance with regular condition assessment schedules (see Tech Memo 2: AM Data Readiness). Geo-location should be collected in conjunction with condition data, so that findings may be presented geographically.
- Renewal, reconstruction and resurfacing activities should be recorded by asset (including updating the asset installation year and condition), to enable more accurate prediction of future condition and renewal need.
- All assets should be assigned unique asset IDs, so that asset data can be cross-referenced across data sets.

In addition, to give a fuller picture of the cost of providing this service, vehicles, equipment and buildings dedicated to supporting the transportation service should also be included in this section.

For more accurate estimates of operations and maintenance (O&M) costs, a work order management system is needed to track labour, equipment and material costs associated with specific assets and activities. This work order data will improve the Township's ability to estimate O&M costs associated with growth and changes in service levels.

O.Reg. 588/17 requires that future LOS targets be established in an AM Plan by July 1, 2025, along with life cycle activities and financial plans needed to achieve those targets. In preparation, it is recommended that the Township continue monitoring its current performance with respect to transportation LOS and consider the impacts of potential targets on cost and customer satisfaction.

## 3.2 STORMWATER MANAGEMENT

The Township provides stormwater and drainage management service through a network of stormwater mains, catch basins, maintenance holes and stormwater ponds. The stormwater network is completely separated from the sanitary sewer system. The total value of the stormwater system is an estimated \$76.4 million. Table 3-3 details the stormwater management service in terms of inventory quantity and replacement value.

**Table 3-3 Stormwater Asset Summary – Inventory and Replacement Value**

| Asset Type        | Quantity   | Replacement Value<br>(2021 \$, millions) |
|-------------------|------------|--|
| Mains             | 54.6 km    | \$ 64.7                                  |
| Catch Basins      | 1091 units | \$ 5.5                                   |
| Maintenance Holes | 463 units  | \$ 4.9                                   |
| Stormwater Ponds  | 6 ponds    | \$ 1.3                                   |
| <b>TOTAL</b>      |            | <b>\$ 76.4</b>                           |

### 3.2.1 CONDITION

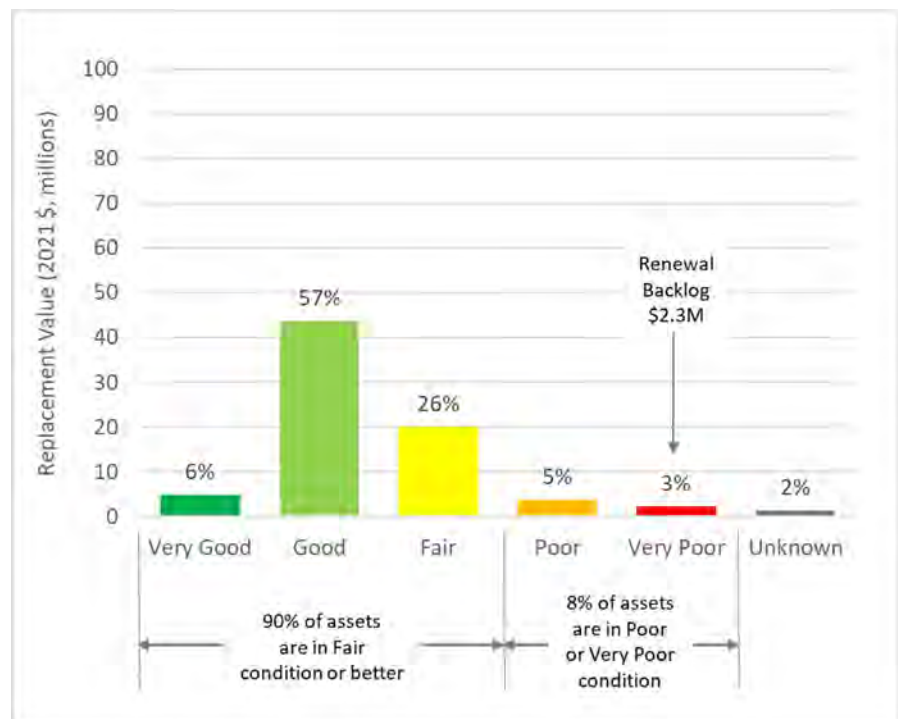
Figure 3-4 summarizes the stormwater asset condition distribution, of which includes the following details:

Ninety percent (90% or \$68.8 million) of stormwater assets are considered to be in a “State of Good Repair”, meaning that assets are in Fair condition or better.

Eight percent (8% or \$6.1 million) are in Poor or Very Poor condition.

Assets in Very Poor condition are due or overdue for repair, are considered to be the Renewal backlog. The Township has a renewal backlog of \$2.3 million of stormwater assets.

**Figure 3-4: Stormwater Asset Summary – Condition Distribution**



### 3.2.2 PERFORMANCE

The Township of Wellington North spans portions of the following watersheds:

- the Maitland River covering rural areas in the western portion of the Township
- the Saugeen River watershed covering the north-western corner of the Township, including Mount Forest, and
- the Grand River watershed covering two-thirds of the Township to the south and east.

A flood plain map was provided by the Grand River Conservation Authority (GRCA); however, it does not indicate the severity of storm associated with the estimated flood areas. Moreover, similar mapping was not available for the Saugeen or Maitland River watersheds.

For stormwater assets, O.Reg. 588/17 requires municipalities to report the percentage of properties in municipality resilient to a 100-year storm and a 5-year storm. This will require GIS maps showing estimated flood boundaries for 100-year and 5-year storms, overlaid on property line maps. The Township will work to obtain this data for the next update of the AM Plan.

### 3.2.3 LIFE CYCLE MANAGEMENT

Over the next 10 years (2022-2031) the stormwater service asset life cycle needs include the following:

- Expansion & Upgrade                      \$ 0.16 million (over ten years)
- Renewal                                        \$ 3.02 million (over ten years)
- Operations & Maintenance            \$ 38k/year in 2022 increasing to  
\$ 42k/year in 2031 due to development

No expansion or upgrade were identified in the Development Charges Background Study for stormwater assets; however, it is likely that stormwater needs are embedded in cost estimates for growth-related road projects. It is recommended that costs specific to stormwater infrastructure be tracked separately from road construction costs, so that the Township can build a better understanding of the costs related to the stormwater system.

To help identify expansion and upgrade needs in the future, it is recommended that the Township commission stormwater studies to obtain the performance metrics required by O.Reg. 588/17, specifically:

- percentage of properties in municipality resilient to a 100-year storm, and
- percentage of the network resilient to a 5-year storm.

It is recommended that \$80k be budgeted for this study and should be repeated every 5 years. The total cost over the 10-year AM Plan period is thus \$160k. The Township may also consider establishing such a model in-house, in which case staff and software resources would be required.

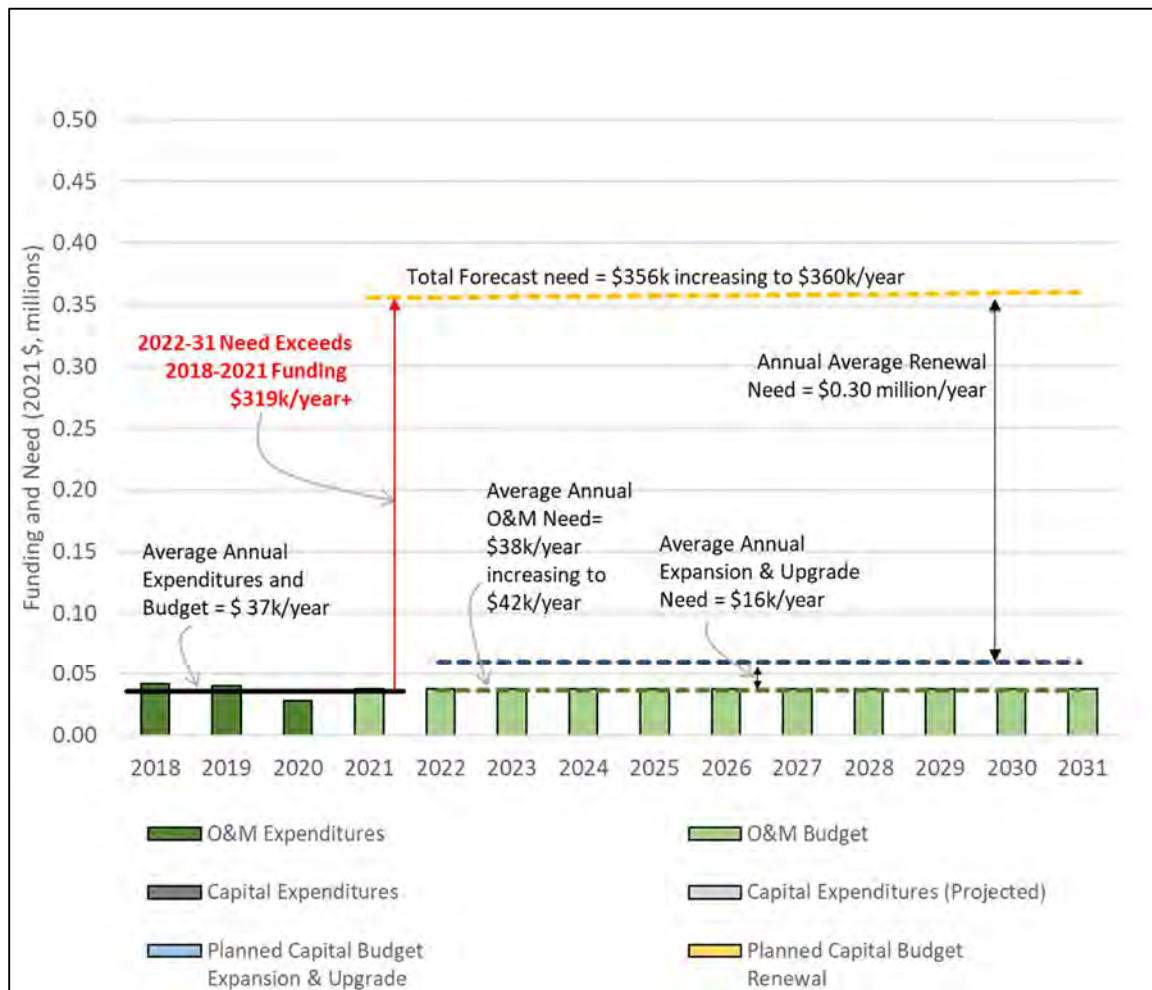
Renewal needs include replacement of 1.2km of steel stormwater mains, along with catch basins and maintenance holes connected to those mains. In addition, the Township's two wet ponds will be due for cleaning prior to 2031.

Operations and maintenance needs have been estimated based on the 2021 budget, plus an additional \$0.5k each year to accommodate growth of the asset portfolio by an estimated 0.5km of mains each year.

### 3.2.4 FINANCIAL IMPACT

Figure 3-5 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$37k/year. In contrast, the forecast need for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031) is \$356 k/year. This includes the life cycle costs described in the Lifecycle Management section above.

Figure 3-5: Stormwater Service – Historical Expenditures and Projected Needs



### 3.2.5 RISK MANAGEMENT

The Township may also prioritize needs based on risk, for example, prioritizing the \$7.1 million of renewal needs (over the next 10 years) that are considered Very High risk, specifically:

- \$ 2.0 million of stormwater mains (plus associated catch basins and maintenance holes)

The expansion/upgrade project, consisting of hydraulic analysis (estimated at \$0.16 million), is also considered Very High priority (risk), because it is required to enable reporting of O.Reg. 588/17 Level of Service performance metrics.

The next priority would be \$0.1 million of renewal of steel mains that are considered High risk.

### 3.2.6 CONTINUOUS IMPROVEMENT

For the future iterations of the AM Plan the following data improvements may be considered:

- Assets inventory, cost, age and condition data to collect for future iterations of the AM Plan include Saugeen Dam, oil-grit separators, inlet and outlet structures and ditches.
- Pipe condition should be assessed using CCTV. Pipes should be prioritized for CCTV by risk exposure.
- Renewal and reconstruction activities should be recorded by asset (including updating the asset installation year and condition), to enable more accurate prediction of future condition and renewal need.
- Geo-location of stormwater assets should be collected, so that findings may be presented geographically.

Vehicles, equipment and buildings dedicated to supporting stormwater management should also be included in this section to give a fuller picture of the cost of providing this service.

Hydraulic models are needed to support O.Reg. 588/17 LOS reporting, including number of properties resilient to a 100-year storm and percentage of the stormwater network resilient to a 5-year storm.

For more accurate estimates of operations and maintenance (O&M) costs, a work order management system is needed to track labour, equipment and material costs associated with specific assets and activities. This work order data will improve the Township's ability to estimate O&M costs associated with growth and changes in service levels.

O.Reg. 588/17 requires that future LOS targets be established in an AM Plan by July 1, 2025, along with life cycle activities and financial plans needed to achieve those targets. In preparation, it is recommended that the Township continue monitoring its current performance with respect to stormwater LOS and consider the impacts of potential targets on cost and risk.

### 3.3 WATER SERVICE

The Township provides water service to approximately 3378 service connections (from 2020 Financial Plan). The Township operates two water systems, one in Arthur and one in Mount Forest. In Arthur, water is drawn from three wells, and transmitted and distributed through a network of 19.7km of mains. Storage is provided by the Charles St. Tower and the Freud (spheroid) Tower. In Mount Forest, water is drawn from four wells, and transmitted and distributed through a network of 37.2km of mains. Storage is provided by a standpipe. The combined value of these two systems is estimated at \$74.3 million. Table 3-4 details the water service in terms of inventory quantity and replacement value.

**Table 3-4 Water Asset Summary – Inventory and Replacement Value**

| Asset Type    | Quantity                 | Replacement Value<br>(2021 \$, millions) |
|---------------|--------------------------|--|
| Mains         | 56.5 km                  | \$ 52.2                                  |
| Hydrants      | 299 units                | \$ 3.0                                   |
| Valves        | 524 units                | \$ 2.5                                   |
| Wells         | 7 wells                  | \$ 6.8                                   |
| Water Storage | 2 towers and 1 standpipe | \$ 9.9                                   |
| <b>TOTAL</b>  |                          | <b>\$ 74.3</b>                           |

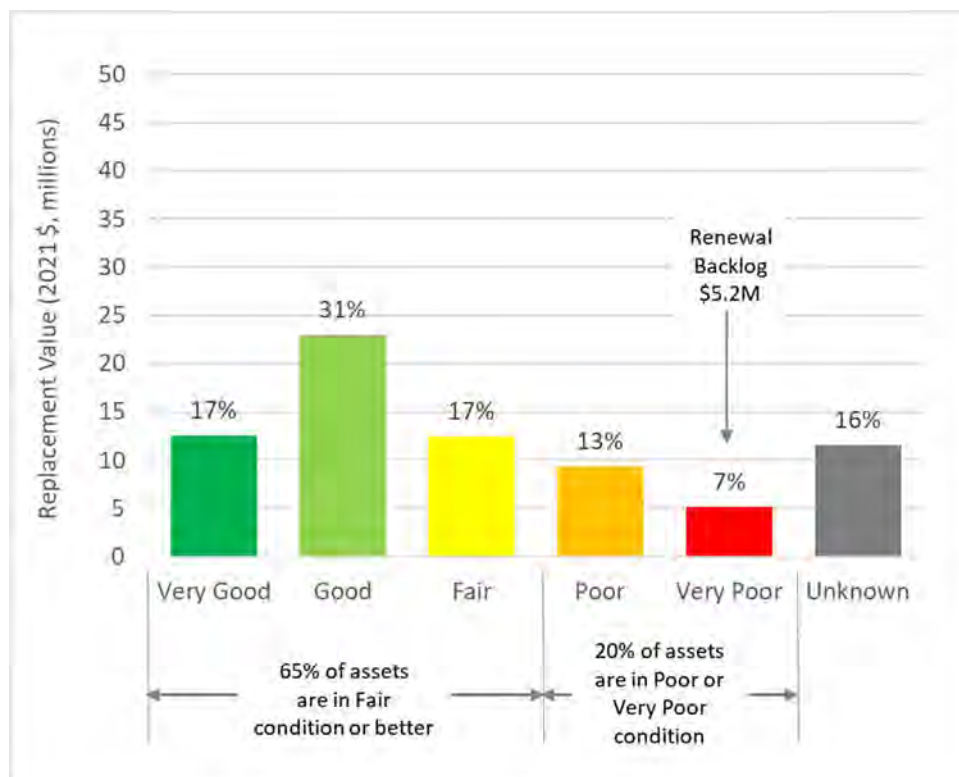
#### 3.3.1 CONDITION

Figure 3-6 summarizes the water asset condition distribution, of which includes the following details:

Sixty-five percent (65% or \$48.1 million) of water assets are considered to be in a “State of Good Repair”, meaning that assets are in Fair condition or better. Twenty-three percent (20% or \$14.6 million) are in Poor or Very Poor condition.

Assets in Very Poor condition are due or overdue for repair, are considered to be the Renewal backlog. The Township has a renewal backlog of \$5.2 million of water assets.

**Figure 3-6: Water Asset Summary – Condition Distribution**



### 3.3.2 PERFORMANCE

This section presents the Township's Level of Service (LOS) indicators, targets (if defined) and current performance for Water assets. The Township has not yet set targets for these indicators. Instead, current performance is being reported as a baseline for future target-setting, when more data will have been collected and analyzed to understand the costs and benefits of different LOS targets.

For some indicators, the current performance is already optimal. For example, the Township has not recorded any boil water advisories since 2018 (reporting as of June 29, 2021), nor any lost connection-days due to watermain breaks for the same period. On the other hand, there is an opportunity to reduce the incidence of watermain breaks by replacing aged metal pipes. There is also a need to increase water flow to a 200m segment of Cork St. to achieve fire flow.

### 3.3.3 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the water service asset life cycle needs include the following:

- Expansion & Upgrade                   \$ 15.4 million (over ten years)
- Renewal                                   \$ 10.44 million (over ten years)
- Operations & Maintenance       \$ 1.27 million/year

Expansion and upgrade needs include the following:

- Expansion of the water distribution network through installation of wider pipes, as well as installation of new pipe segments.
- Replacement of the two water towers in Arthur with a single new tower
- Development of a new water source to serve Arthur
- Construction of a new water tower and main to serve Mount Forest.

Renewal needs include replacement of aging cast iron pipes in both Arthur and Mount Forest, replacement of thin-walled PVC pipe in Arthur, renewal of components within well facilities and re-coating of the Mount Forest standpipe.

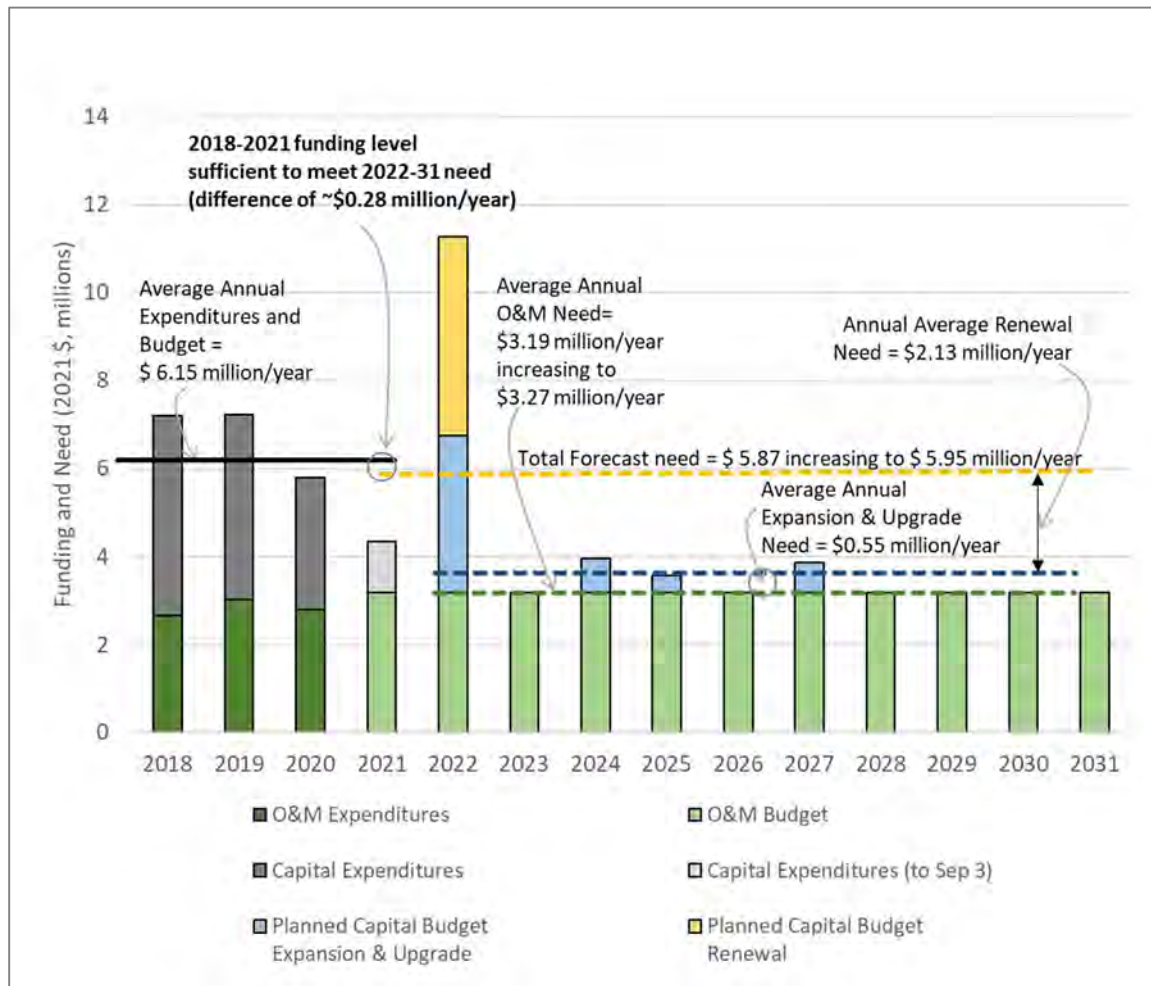
Operations and maintenance funding needs have been estimated based on the 2021 budget amount. That amount can accommodate some growth in the asset portfolio, no additional amounts were added for growth needs.

### 3.3.4 FINANCIAL IMPACT

Figure 3-7 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$1.66 million/year. In contrast, the forecast need for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031) is \$3.85 million/year. This includes the life cycle costs described in the Lifecycle Management section above.

Figure 3-7 shows that the average annual capital needs (renewal, upgrade and expansion) for 2022-2031 are more than three times the amount of capital that was delivered annual from 2018-2020. As such, additional staff may be needed to support capital delivery in the future.

Figure 3-7: Water Service – Historical Expenditures and Projected Needs



### 3.3.5 RISK

The Township may also prioritize needs based on risk, specifically by prioritizing the \$0.3 million of renewal needs (over the next 10 years) that are considered Very High risk. These needs consist of replacement of aging Cast Iron pipe in Mount Forest.

The following expansion/upgrade projects, are also considered Very High priority, since they are critical to meeting future demand and capacity needs:

- Replacing the Arthur Water Towers with a single new tower - \$3.7 million
- Identifying and developing a new water source (well) - \$3.5 million
- Building an additional water tower and main in Mount Forest - \$4.2 million

The next needs to be prioritized would be to renew assets in the High risk (orange) section of the risk map, specifically:

- Replacing \$3.6 million of aging Cast Iron pipe in Arthur and Mount Forest
- Re-coating the Mount Forest Standpipe - \$0.95 million



The following expansion/upgrade projects, are also considered High priority:

- Expand selected mains and adding new segments in Arthur - \$2.0 million
- Expand selected mains and adding new segments in Mount Forest- \$2.0 million

### 3.3.6 CONTINUOUS IMPROVEMENT

A flat rate is charged to residential customers, while a metered rate is charged to non-residential users. Meters should be added to the inventory and replaced on a regular basis to ensure billing accuracy. I

Vehicles and equipment dedicated to supporting the water service should also be included in this section to give a fuller picture of the cost of providing this service.

A more detailed inventory of building and process systems and components within vertical assets is needed, including condition, value and criticality. The inventory will improve AM planning and will also be necessary for a future work order planning system.

Renewal, reconstruction and expansion activities should be recorded by asset (including updating the asset installation year and condition), to enable more accurate prediction of future condition and renewal need.

For more accurate estimates of operations and maintenance (O&M) costs, a work order management system is needed to track labour, equipment and material costs associated with specific assets and activities. This work order data will improve the Township's ability to estimate O&M costs associated with growth and changes in service levels.

O.Reg. 588/17 requires that future LOS targets be established in an AM Plan by July 1, 2025, along with life cycle activities and financial plans needed to achieve those targets. In preparation, it is recommended that the Township continue monitoring its current performance with respect to water LOS, and consider the impacts of potential targets on cost, risk and customer satisfaction.

### 3.4 WASTEWATER SERVICE

The Township provides water service to approximately 3258 service connections (from 2020 Financial Plan). The Township operates two wastewater systems, one in Arthur and one in Mount Forest. In Arthur, wastewater is collected and transmitted through a network of 20.9km of mains, with pumping provided by 2 Sewage Pumping Stations (SPS). Sewage is treated at Arthur’s Wastewater Treatment Plant and lagoon system. In Mount Forest, wastewater is collected and transmitted through a network of 31.8km of mains, with pumping provided by four SPS. A fifth SPS may be constructed in 2022. Sewage is treated at Mount Forest’s Wastewater Treatment Plant. The combined value of these two systems is estimated at \$114.9 million. Table 3-5 details the wastewater service in terms of inventory quantity and replacement value.

**Table 3-5 Wastewater Asset Summary – Inventory and Replacement Value**

| Asset Type                  | Quantity     | Replacement Value<br>(2021 \$, millions) |
|-----------------------------|--------------|--|
| Mains                       | 52.7 km      | \$ 55.1                                  |
| Maintenance Holes           | 524 units    | \$ 5.9                                   |
| Sewage Pumping Stations     | 6 facilities | \$ 13.3                                  |
| Wastewater Treatment Plants | 2 facilities | \$ 40.5                                  |
| <b>TOTAL</b>                |              | <b>\$ 114.9</b>                          |

#### 3.4.1 CONDITION

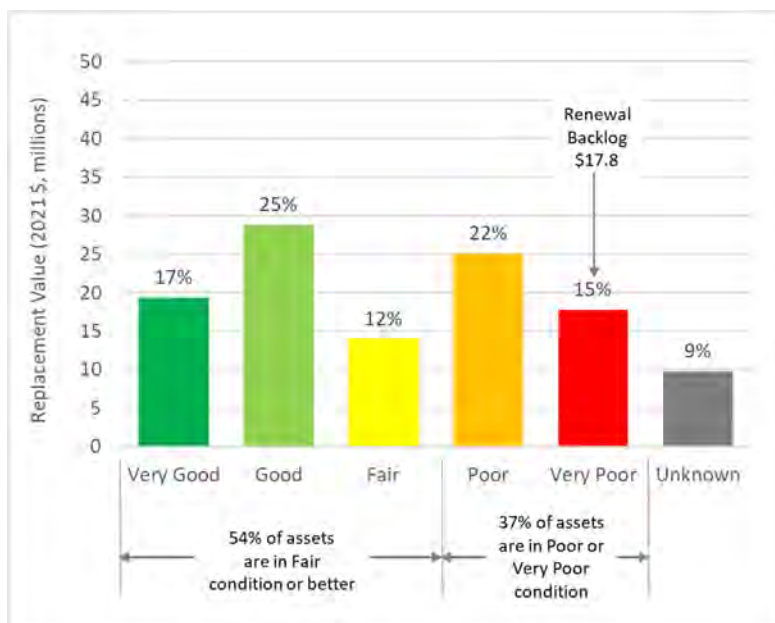
Figure 3-8 summarizes the wastewater asset condition distribution, of which includes the following details:

Fifty-four percent (54% or \$62.2 million) of wastewater assets are considered to be in a “State of Good Repair”, meaning that assets are in Fair condition or better. Thirty-seven percent (37% or \$42.9 million) are in Poor or Very Poor condition.

Assets in Very Poor condition are due or overdue for repair, are considered to be the Renewal backlog. The Township has a renewal backlog of \$17.8 million of wastewater assets. A

large portion of this backlog (\$9.5 million) is related to assets at the Arthur wastewater treatment plant, many of which are being renewed as part of the Phase 1 and Phase 2 expansions. Another significant portion (\$4.9 million) of the backlog is related to the Arthur lagoon. The remainder consists of \$1.7 million of asbestos cement watermain and components of Frederick St., Wells St. and Perth St. Sewage Pumping Stations.

**Figure 3-8: Wastewater Asset Summary – Condition Distribution**



### 3.4.2 PERFORMANCE

This section presents the Township's Level of Service (LOS) indicators and current performance for Wastewater assets. At this time, targets have not yet been set for these indicators. Instead, current performance is being reported as a baseline for future target-setting, when more data will have been collected and analyzed to understand the costs and benefits of different LOS targets.

Although targets have not yet been established, there is an opportunity to improve the proportion of assets in state of good repair (currently quite low at 53%), and to reduce the occurrence of wastewater backups. In addition, Arthur WWTP has been investigating consistent exceedances of Total Ammonia Nitrogen (TAN) occurring since early 2019.

Average monthly E. coli concentrations exceeded compliance limits in December 2019, February 2020 and March 2020. In other words, for the 2019-2020 seasonal 8-month discharge period, colony counts exceeded the limit 3 out of 8 months. These exceedances may require further investigation and mitigation.

Average monthly effluent concentrations at the Mount Forest WWTP have been within ECA limits for all months in the period 2018-2020.

### 3.4.3 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the wastewater service asset life cycle needs include the following:

- Expansion & Upgrade                   \$ 16.5 million (over ten years)
- Renewal                                   \$ 34.62 million (over ten years)
- Operations & Maintenance       \$ 1.36 million/year

Expansion and Upgrade needs include expansion of mains and addition of new pipe segments, as well as expansion and upgrade of the Arthur WWTP.

Renewal needs include replacement of aging wastewater mains and appurtenances, renewal of components within Sewage Pump Stations and Wastewater Treatment Plants, and renewal of the Arthur Lagoon.

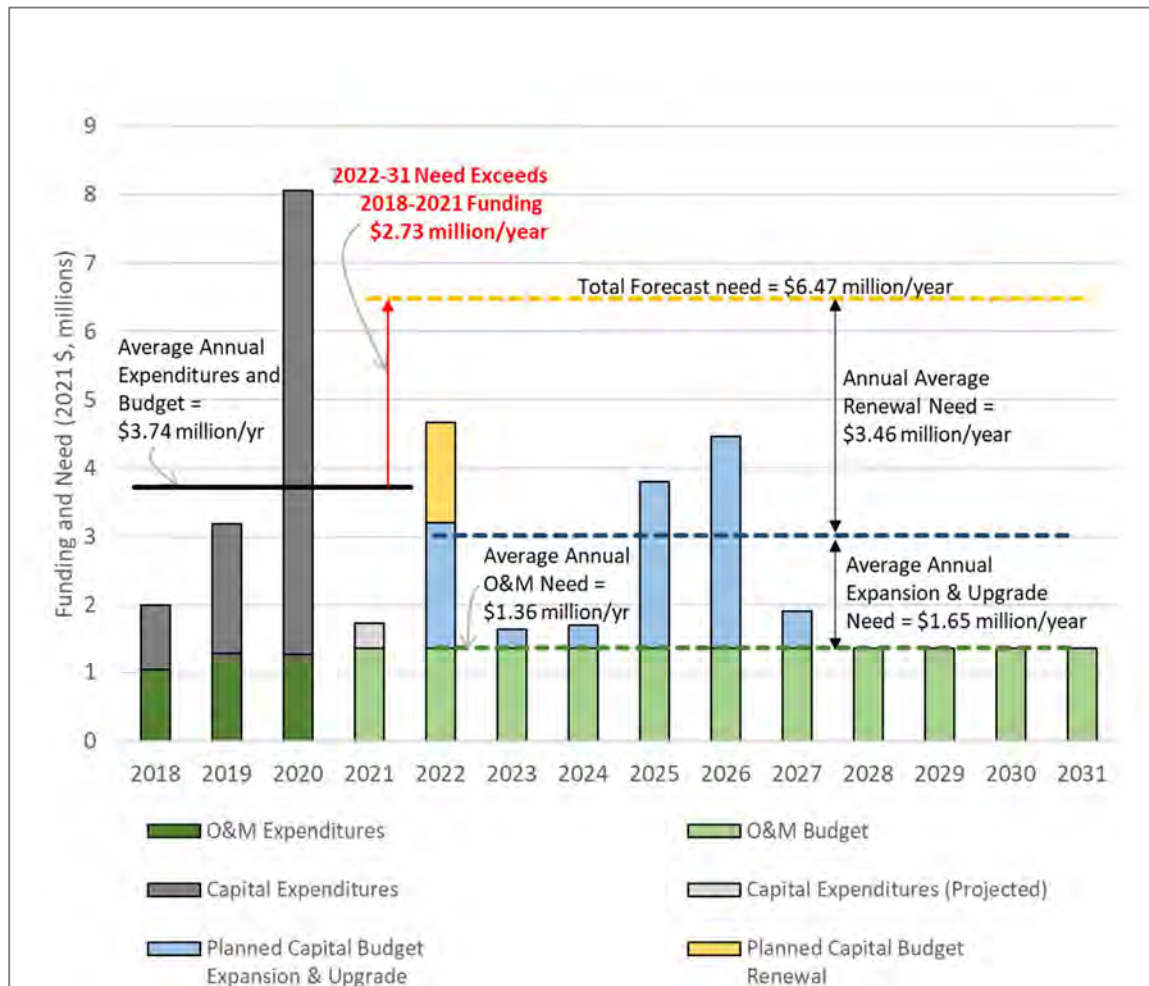
Operations and maintenance funding needs have been estimated based on the 2021 budget amount. That amount can accommodate some growth in the asset portfolio, no additional amounts were added for growth needs.

### 3.4.4 FINANCIAL IMPACT

Figure 3-9 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$3.74 million/year. In contrast, the forecast need for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031) is \$6.47 million/year. This includes the life cycle costs described in the Lifecycle Management section above and represents an increase of \$2.73 million/year more than the average annual expenditures 2018-20 and budget for 2021.

The peak of capital expenditures in 2020 consisted primarily of Phase 1 of the Arthur Wastewater Treatment Plant Upgrade, on which \$5.8 million spent that year.

Figure 3-9: Wastewater Service – Historical Expenditures and Projected Needs



### 3.4.5 RISK

The Township may prioritize needs based on risk, including the following needs identified in the Technical Update:

- Expansion and upgrade of the Arthur WWTP (\$10.2 million)
- Expand selected mains and add new segments (\$1.7 million in Arthur, \$4.6 million in Mount Forest)

In addition, 2.9km of asbestos cement wastewater mains in Arthur are due for renewal and considered Very High risk.

### 3.4.6 CONTINUOUS IMPROVEMENT

A more detailed inventory of building and process systems and components within vertical assets is needed, including condition, value and criticality. The inventory will improve AM planning and will also be necessary for a future work order planning system.

Vehicles and equipment dedicated to supporting the wastewater service should also be included in this section to give a fuller picture of the cost of providing this service.

Renewal, reconstruction and expansion activities should be recorded by asset (including updating the asset installation year and condition), to enable more accurate prediction of future condition and renewal need.

For more accurate estimates of operations and maintenance (O&M) costs, a work order management system is needed to track labour, equipment and material costs associated with specific assets and activities. This work order data will improve the Township's ability to estimate O&M costs associated with growth and changes in service levels.

O.Reg. 588/17 requires that future LOS targets be established in an AM Plan by July 1, 2025, along with life cycle activities and financial plans needed to achieve those targets. In preparation, it is recommended that the Township continue monitoring its current performance with respect to wastewater LOS, and consider the impacts of potential targets on cost, risk and customer satisfaction.

**2021 ASSET MANAGEMENT PLAN**  
Transportation, Stormwater, Water and Wastewater Services



PHOTO | MOUNT FOREST WASTEWATER  
TREATMENT PLANT

# 4. ASSET DETAILS

## 4 ASSET DETAILS

This section details the assumptions and analysis of AM planning analysis by major service, specifically Transportation Service, Stormwater Management, Water Service and Wastewater Service.

### 4.1 TRANSPORTATION SERVICE

#### 4.1.1 INTRODUCTION

Township roads, bridges, culverts, traffic control, streetlights and sidewalks make up the core of the local transportation network, which supports safe and efficient community mobility. The transportation service represents the largest service in terms of replacement costs, necessitating effective asset management practices to ensure that the Township is able to maintain a functional and safe transportation network.

#### 4.1.2 INVENTORY

Table 4-1 summarizes the transportation asset inventory, including roads, bridges & culverts, traffic signals & signs, streetlights, and sidewalks, in terms of quantity, unit replacement cost, and total replacement value.

**Table 4-1 Transportation Assets – Inventory and Replacement Value**

| Asset Type                          | Quantity                          | Unit Cost (2021 \$)                   | Total Replacement Value<br>(2021 \$, millions) |
|-------------------------------------|-----------------------------------|---------------------------------------|--|
| <b>Roads</b>                        | <b>389.8 km*</b>                  |                                       | <b>\$ 158.2</b>                                |
| Gravel                              | 237.0 km*                         | \$60,000/km*                          | \$ 14.2  |
| Surface Treated (LCB)               | 15.3 km*                          | \$80,000/km*                          | \$ 1.2   |
| Paved (HCB-Arterial)                | 7.9 km*                           | \$153/m <sup>2</sup> or \$980,500/km* | \$ 9.7   |
| Paved (HCB-Collector)               | 29.4 km*                          | \$139/m <sup>2</sup> or \$891,350/km* | \$ 32.6  |
| Paved (HCB-Local)                   | 100.1 km*                         | \$125/m <sup>2</sup> or \$802,200/km* | \$ 100.4                                       |
| <b>Bridges &amp; Culverts</b>       | <b>102 structures</b>             |                                       | <b>\$ 38.0</b>                                 |
| Bridges                             | 27 bridges                        | See Table 4-2                         | \$ 19.8  |
| Culverts                            | 75 culverts                       | See Table 4-3                         | \$ 18.2  |
| <b>Traffic Signals</b>              | <b>5 signalized intersections</b> |                                       | <b>\$ 1.6</b>                                  |
| Poles & Heads                       | 5 units                           | \$200,000 ea.                         | \$ 1.0   |
| Control Systems                     | 5 units                           | \$100,000 ea.                         | \$ 0.5   |
| Audible Pedestrian Signals          | 5 units                           | \$25,000 ea.                          | \$ 0.1   |
| <b>Traffic Signs</b>                | <b>1094 signs</b>                 |                                       | <b>\$ 0.8</b>                                  |
| Small (<0.25 m <sup>2</sup> )       | 155 units                         | \$334 ea.                             | \$ 0.05  |
| Medium (0.25 – 0.4 m <sup>2</sup> ) | 661 units                         | \$669 ea.                             | \$ 0.4   |
| Large (>0.4 m <sup>2</sup> )        | 277 units                         | \$1003 ea.                            | \$ 0.3   |
| Unknown                             | 1 unit                            | \$669 ea.                             | < \$ 0.001                                     |
| <b>Streetlights</b>                 | <b>1923 streetlights</b>          |                                       | <b>\$ 8.2</b>                                  |
| Light fixtures                      | 1923 units                        | \$4178 ea.                            | \$ 8.0   |
| Poles                               | 27 units                          | \$6267 ea.                            | \$ 0.2   |
| <b>Sidewalks</b>                    | <b>34.6 km</b>                    |                                       | <b>\$ 8.1</b>                                  |
| Concrete                            | 34.2 km                           | \$153/m <sup>2</sup>                  | \$ 7.9   |
| Unit pavers                         | 0.4 km                            | \$250/m <sup>2</sup>                  | \$ 0.2   |
| <b>TOTAL</b>                        |                                   |                                       | <b>\$ 215.0</b>                                |

\* Centre-line km

Table 4-1 shows that roads are the most significant asset type in the transportation asset portfolio, making up 73.6% of the value of transportation assets. Figure 4-1 shows a map of the roads managed by the Township, including local highways (green), rural (orange) and urban roads (blue). Roads shown in grey represent roads managed by the County and the Province and are included in the map for geographical reference.

Figure 4-1: Map of Road Network



The next most significant asset type in the transportation portfolio are bridges and culverts. Table 4-2 summarizes the inventory of bridges, including the site number, location, and estimated replacement value. Table 4-3 summarizes the culvert inventory by range of span, including the number of culverts in each span range, the range of replacement values for each culvert, and the total replacement value for each category of spans. The tables show that the Township owns 27 bridges with a total replacement value of \$19.8 million and 75 culverts worth \$18.2 million.



Table 4-2 Inventory and Replacement Value – Bridges

| Site Number  | Location                      | Estimated Replacement Value<br>(2021 \$, thousands) |
|--------------|-------------------------------|---|
| 1            | Concession 4 North            | \$ 567.6  |
| 5            | Concession 2                  | \$ 339.7  |
| 6            | Concession 6 North            | \$ 460.1  |
| 8            | Sideroad 3 West               | \$ 645.0  |
| 11           | Concession 11                 | \$ 434.3  |
| 18           | Concession 2                  | \$ 567.6  |
| 20           | Sideroad 7 West               | \$ 318.2  |
| 21           | Sideroad 8 East               | \$ 1,374.0  |
| 23           | Concession 9                  | \$ 361.2  |
| 24           | Concession 9                  | \$ 473.0  |
| 25           | Sideroad 8 West               | \$ 679.4  |
| 26           | Concession 9                  | \$ 756.8  |
| 27           | Sideroad 9 East               | \$ 576.2  |
| 28           | Concession 11                 | \$ 735.3  |
| 31           | Sideroad 10 West              | \$ 847.1  |
| 37           | Line 8                        | \$ 305.3  |
| 38           | Sideroad 3                    | \$ 408.5  |
| 39           | Line 6                        | \$ 507.4  |
| 40           | Line 6                        | \$ 365.5  |
| 41           | Sideroad 7                    | \$ 318.2  |
| 42           | 2nd Line                      | \$ 485.9  |
| 496          | Main Street South             | \$ 3,857.1  |
| 516          | Queen Street East             | \$ 2,807.9  |
| 2026         | Concession 6 South            | \$ 223.6  |
| 2038         | Sideroad 7                    | \$ 172.0  |
| 2060         | Well Street                   | \$ 223.6  |
| P1           | Mill Street Pedestrian Bridge | \$ 1,027.7  |
| <b>TOTAL</b> | <b>27 Bridges</b>             | <b>\$ 19,838.2</b>                                  |

Table 4-3 Inventory and Replacement Value – Culverts

| Span Range (m) | Number of Culverts | Replacement Value Range<br>(2021 \$, thousands) |   |          |
|----------------|--------------------|---|---|----------|
| < 2 m          | 5                  | \$ 54.4   | – | \$ 189.0 |
| 2 – 2.9 m      | 5                  | \$ 74.8   | – | \$ 183.6 |
| 3 – 3.9 m      | 29                 | \$ 112.8  | – | \$ 319.0 |
| 4 – 4.9 m      | 12                 | \$ 149.0  | – | \$ 321.3 |
| 5 – 5.9 m      | 6                  | \$ 146.2  | – | \$ 391.0 |
| 6 – 6.9 m      | 13                 | \$ 229.0  | – | \$ 431.8 |
| 7 – 7.9 m      | 4                  | \$ 387.6  | – | \$ 523.6 |
| 8 – 8.9 m      | 0                  | None  |   |          |
| 9 m            | 1                  | \$592.3   |   |          |
| <b>TOTAL</b>   | <b>75</b>          | <b>\$18,160.6</b>                               |   |          |

For traffic control, the Township owns traffic signals at five signalized intersections. Two of those intersections are located in Arthur, specifically at:

- Smith St. and Frederick St.
- Charles St. and George St.

The remaining three signalized intersections are located in Mount Forest, specifically at:

- Main St. and Wellington St.
- Main St. and Queen St.
- Main St. and Sligo St.

Each set of intersection signals has an estimated replacement value of \$325,000, including the cost of the pole, mount, head, control system and audible pedestrian signal. The total value of signals at all five intersections is thus \$1.6 million.

Traffic control is also provided by 1,094 signs with an estimated total value of \$0.8 million.

Illumination is provided by 1,923 streetlights. All were converted to energy-efficient LED lights in 2019, other than a small number of decorative lights, which have been converted in phases since then. The last set of decorative lights to be converted is a set of 32 in downtown Mount Forest. The total value of the Township's streetlights is \$8.2 million.

The Township owns an estimated 34.6km of sidewalks, with an estimated total value of \$8.1 million.

### 4.1.3 ESTIMATED USEFUL LIFE

Table 4-4 shows the estimated useful life of each asset class in the transportation portfolio. These values were established based on staff input of the observed life span of assets in the Township, and also align with values seen in peer municipalities.

**Table 4-4 Transportation Assets – Estimated Useful Life Values**

| <b>Asset Type</b>             | <b>Estimated Useful Life (years)</b> |
|-------------------------------|--------------------------------------|
| <b>Roads</b>                  |                                      |
| Gravel                        | 20                                   |
| Surface Treated (LCB)         | 20                                   |
| Paved (HCB-Arterial)          | 45                                   |
| Paved (HCB-Collector)         | 45                                   |
| Paved (HCB-Local)             | 45                                   |
| <b>Bridges &amp; Culverts</b> |                                      |
| Bridges                       | 75                                   |
| Culverts                      | 50                                   |
| <b>Traffic Signals</b>        |                                      |
| Poles & Heads                 | 20                                   |
| Control Systems               | 8                                    |
| Audible Pedestrian Signals    | 10                                   |
| <b>Traffic Signs</b>          | 15                                   |
| <b>Streetlights</b>           |                                      |
| Light fixtures                | 25                                   |
| Poles                         | 50                                   |
| <b>Sidewalks</b>              |                                      |
| Concrete                      | 50                                   |
| Unit pavers                   | 50                                   |

In general, Estimated Useful Life (EUL) is used for the following:

- To estimate current condition, if observed condition scores are not available
- To estimate remaining life, based on age or estimated age, and
- To forecast life cycle renewal needs.

See Section 4.1.5 for details on how EUL has been used to estimate condition and/or remaining life for each asset type. See Section 4.1.6 for details on how EUL has been used to forecast life cycle renewal needs.

#### 4.1.4 CONDITION

As shown in Figure 4-2, 96% of the transportation asset portfolio is in Fair condition or better, while 4% are in Poor condition and only 2% are in Very Poor condition. Assets in Very Poor condition consist of roads (\$0.3 million), bridges (\$1.0 million), culverts (\$1.7 million), signals (\$0.8 million), and sidewalks (\$0.2 million).

Figure 4-2: Transportation Assets – Overview of Condition Distribution

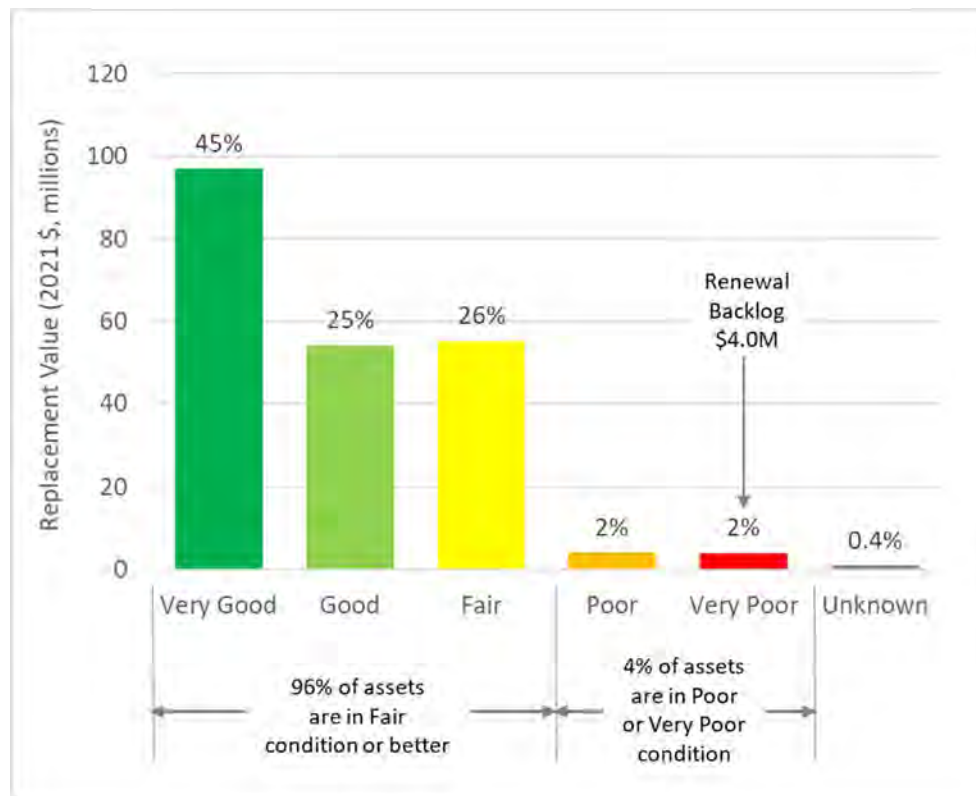


Figure 4-3 shows the road asset condition distribution by replacement value. Roads in Very Poor condition include 1.6 km of gravel road and 200m of paved road, as listed in Table 4-5.

Table 4-5 Assets in Very Poor Condition – Roads

| Type         | Road Name  | Length (m) | Replacement Cost (2021 \$, thousands) |
|--------------|--|------------|---------------------------------------|
| Gravel       | Sideroad 30 from 3rd Line to WR 16*                | 1,290      | \$ 627.0                              |
| Gravel       | Bristol St. from South Water St. to end (driveway) | 300        | \$ 145.8                              |
| Paved        | Queen St. East from Main St. to Fergus St. South   | 200        | \$ 249.1                              |
| <b>TOTAL</b> |  |            | <b>\$ 1,021.9</b>                     |

\* Summer use only

Figure 4-3: Detailed Condition Distribution – Roads by Surface Type

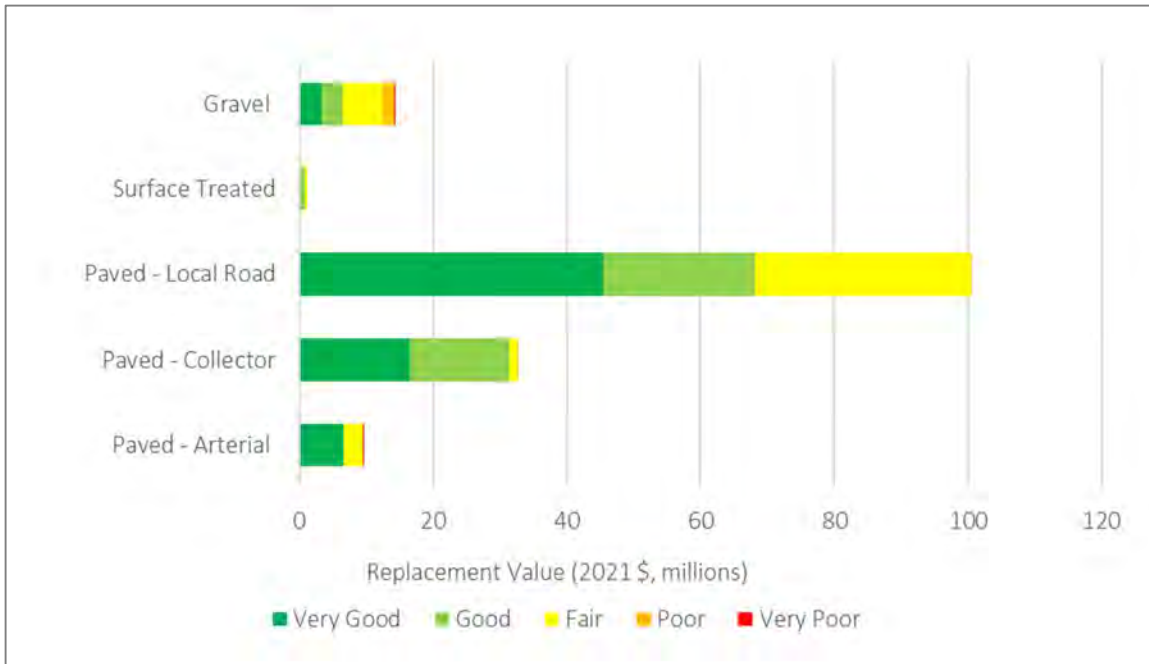


Table 4-6 lists the average Pavement Condition Index and the corresponding condition grade on the 5-point scale for each road type.

Table 4-6 Average Condition by Road Type

| Road Type             | Average Pavement Condition Index* | Corresponding Average Condition Score |
|-----------------------|-----------------------------------|---------------------------------------|
| Gravel                | 7.5                               | Fair                                  |
| Surface Treated (LCB) | 7.9                               | Fair                                  |
| Paved (HCB-Arterial)  | 8.2                               | Good                                  |
| Paved (HCB-Collector) | 8.9                               | Good                                  |
| Paved (HCB-Local)     | 8.0                               | Good                                  |

\* Averaged over replacement value

Figure 4-4 shows the average age of roads by surface type. Figure 4-5 shows the bridge & culvert condition distribution by replacement value. As shown in the figure, some bridges and culverts are in Very Poor condition. Those are listed in Table 4-7.

Figure 4-4: Average Age – Roads by Surface Type

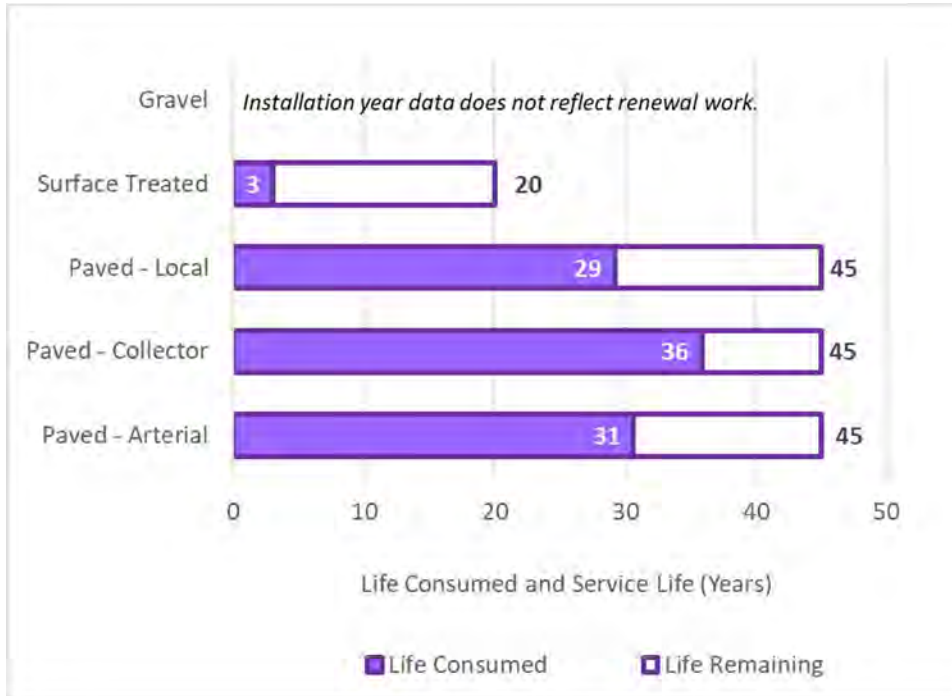


Figure 4-5: Detailed Condition Distribution – Bridges & Culverts

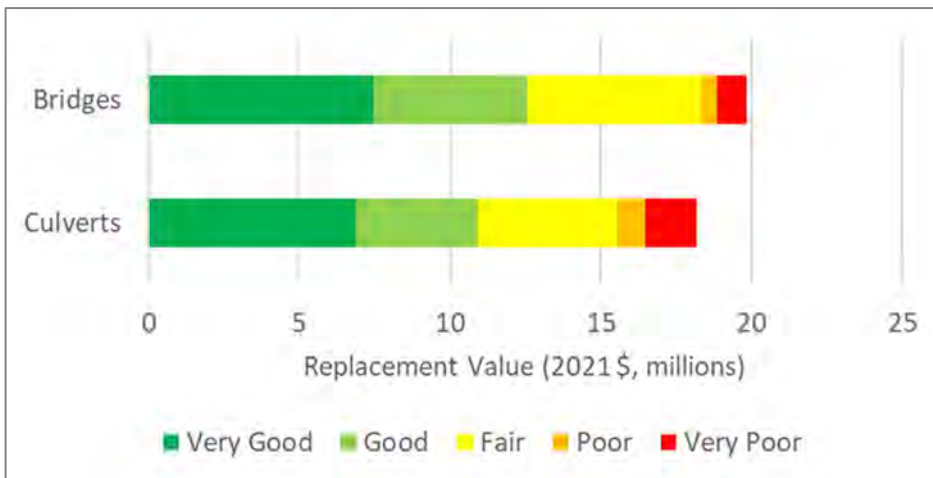


Table 4-7 Assets in Very Poor condition - Bridges & Culverts

| Structure Classification | Site Number | Structure Type      | Road Name        | Replacement Value (2021 \$, thousands) | Estimated Cost of Repairs Needed (2021 \$, thousands) |
|--------------------------|-------------|---------------------|------------------|--|---|
| Bridge                   | 27          | T-Beam              | Sideroad 9 East  | \$ 576.2                               | \$ 388.5  |
|                          | 38          | Solid Slab*         | Sideroad 3       | \$ 408.5                               | \$ 200.0  |
| Culvert                  | 30          | Rectangular Culvert | Sideroad 10 West | \$ 285.6                               | \$ 57.0   |
|                          | 2013        | Rectangular Culvert | Concession 9     | \$ 153.0                               | \$ 124.0  |
|                          | 2020        | Rectangular Culvert | Sideroad 8 East  | \$ 257.0                               | \$ 257.0  |
|                          | 2024        | Rectangular Culvert | Concession 11    | \$ 300.0                               | \$ 300.0  |
|                          | 2036        | Rectangular Culvert | Line 8           | \$ 255.0                               | \$ 255.0  |
|                          | 2053        | Arch Culvert        | Sideroad 3 East  | \$ 229.0                               | \$ 229.0  |
|                          | 2061        | Rectangular Culvert | Sideroad 7 West  | \$ 189.0                               | \$ 189.0  |
| <b>TOTAL</b>             |             |                     |                  | <b>\$ 2,653.3</b>                      | <b>\$ 1,999.5</b>                                     |

\* Has load limit

Figure 4-6 shows the condition distribution for traffic signals, signs, streetlights and sidewalks by replacement value. As shown in the Figure, half of the traffic signal components are in Very Poor condition (based on age) and are thus due for replacement. Those components are listed in Table 4-8. In addition, 777m of sidewalk are in Very Poor condition, and those segments are listed in Table 4-9.

Figure 4-6: Detailed Condition Distribution – Signals, Signs, Streetlights and Sidewalks

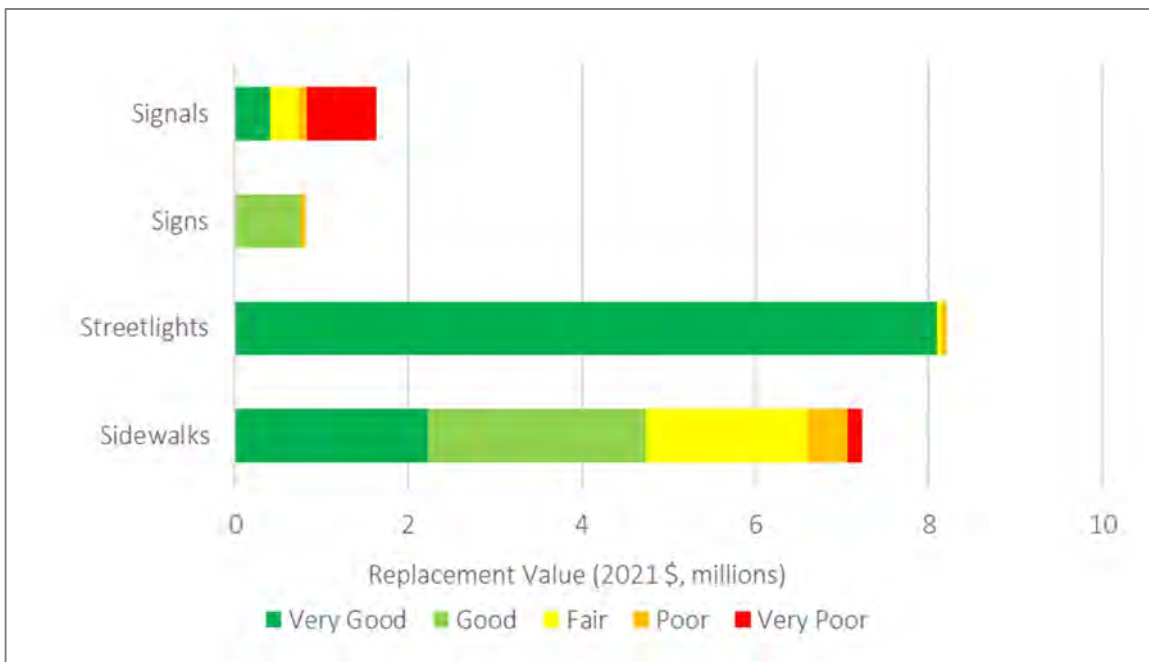


Table 4-8 Assets in Very Poor condition – Traffic Signal Components

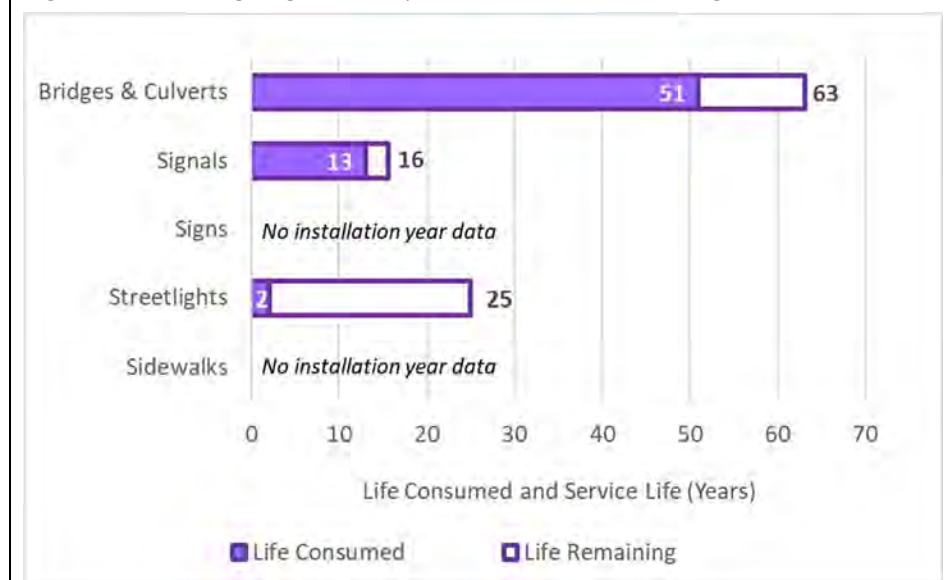
| Intersection         | Traffic Signal Component       | Replacement Value<br>(2021 \$, thousands) |       |
|----------------------|--------------------------------|---|-------|
| <b>Arthur:</b>       |                                |   |       |
| Smith & Frederick    | Signal Structure and Equipment | \$  | 200.0 |
| <b>Mount Forest:</b> |                                |   |       |
| Main & Sligo         | Signal Structure and Equipment | \$  | 200.0 |
|                      | Signal Control Software        | \$  | 100.0 |
| Main & Wellington    | Signal Structure and Equipment | \$  | 200.0 |
|                      | Signal Control Software        | \$  | 100.0 |
| <b>TOTAL</b>         |                                | \$  | 800.0 |

Table 4-9 Assets in Very Poor condition – Sidewalks

| Material     | Location         | Replacement Value<br>(2021 \$, thousands) |       |
|--------------|------------------|---|-------|
| Concrete     | Sidewalk ID: 347 | \$  | 30.9  |
| Concrete     | Sidewalk ID: 347 | \$  | 32.3  |
| Concrete     | Sidewalk ID: 348 | \$  | 5.3   |
| Concrete     | Clarke St        | \$  | 23.0  |
| Concrete     | John St          | \$  | 17.8  |
| Concrete     | Wellington St E  | \$  | 34.3  |
| Concrete     | Wellington St E  | \$  | 34.9  |
| <b>TOTAL</b> |                  | \$  | 178.4 |

Figure 4-7 shows the average age of the remaining asset types in the transportation service. The figure shows that on average, signals, bridges and culverts are nearing the end of their Estimated Useful Life (EUL); however, as shown in the condition distribution plots, deterioration varies across individual assets and components. The plot also shows that

Figure 4-7: Average Age – Transportation Assets (excluding Roads)



streetlights are two years old, which is consistent with the mass installation of LED streetlights that was conducted in 2019. Installation year data was not available for signs or sidewalks.



#### 4.1.5 METHODOLOGY

Table 4-10 lists the sources of condition scores reported in Section 4.1.4, along with the condition scale used in those data sources. As shown in the Table, condition data for roads, bridges and sidewalks were used; however, those condition scores had to be converted to the AM Plan's 5-point scale. The mapping of the Pavement Condition Index (PCI), Bridge Condition Index (BCI) and sidewalk condition index to the AM Plan's 5-point scale are shown in Table 4-11. In addition, descriptions of pavement condition associated the pavement condition scores are provided in Table 4-12, along with example photos in Figure 4-8. Descriptions of bridge condition scores are provided in Table 4-13.

For Traffic Signals, condition was calculated based on age and percent remaining life. The mapping of percent remaining life to the AM Plan's 5-point scale is also shown in Table 4-11. The Expected Useful Life of traffic signal components was listed in Table 4-4.

**Table 4-10 Source of Asset Condition Scores**

| Asset Type         | Source of Condition Score                 | Condition Scale Used in Source Data                                |
|--------------------|---|--|
| Roads              | 2016 Road Needs Study                     | Pavement Condition Index (PCI)<br>from 0 to 10                     |
| Bridges & Culverts | 2019 Bridge Inspection Report             | Bridge Condition Index (BCI)<br>from 0 to 100                      |
| Traffic Signals    | Based on age and<br>Estimated Useful Life | n/a  |
| Traffic Signs      | 2021 Sign Inspection Data                 | Data included the following scores:<br>Good, Fair, Poor            |
| Streetlights       | 2019 Streetlight Inspection Data          | Data included the following scores:<br>Very Good, Good, Fair, Poor |
| Sidewalks          | 2013 Sidewalk Inspection Data             | Sidewalk Condition Index<br>from 0 to 10                           |

For Traffic Signs, the data included three different scores (Good, Fair and Poor). These scores were mapped directly to the AM Plan's 5-point condition scale, resulting in no signs with a score of Very Good or Very Poor. It is assumed that signs that would have received a score of Very Good according to a 5-point scale are bundled with the signs that were scored as Good, and this will not affect AM Plan decision-making, such as calculation of renewal needs. On the other hand, differentiating assets between Poor and Very Poor condition would affect the calculation of renewal needs. The number of signs in Very Poor condition should be small, since these would be identified for immediate replacement by road patrol activities and annual inspections. In any case, it is recommended that a 5-point condition scoring scale be defined with scoring criteria for signs prior to the next condition assessment.

Similarly, for Streetlights, the data included four different scores (Very Good, Good, Fair and Poor), and these were mapped directly to the AM Plan's 5-point condition scale. This resulted in no signs with a score of Very Poor. This may be reasonable since the streetlights were replaced in 2019 during the Township-wide conversion to LED streetlights. Prior to the next streetlight condition assessment, it is recommended that a 5-point condition scoring scale be defined with scoring criteria and included in the assessment contract (if this task is outsourced).

Table 4-11 Condition Scale Conversions by Asset Type – Transportation

| Condition Score |   | Pavement Condition Index (PCI) | Bridge Condition Index (BCI) | Sidewalk Condition Index | Traffic Signals % Remaining Life |
|-----------------|---|--------------------------------|------------------------------|--------------------------|----------------------------------|
| Very Good       | 1 | >= 9                           | 80 – 100                     | 10                       | 80-100                           |
| Good            | 2 | 8 – 9                          | 70 – 79                      | 9 – 9.5                  | 60 – 79                          |
| Fair            | 3 | 6.5 – 8                        | 50 – 69                      | 8 – 8.5                  | 40 – 59                          |
| Poor            | 4 | 5 – 6.5                        | 40 – 49                      | 7 – 7.5                  | 20 – 39                          |
| Very Poor       | 5 | 0 – 5                          | 0 – 39                       | 6 – 6.5                  | 0 – 19                           |

Table 4-12 Pavement Condition Scores – Descriptions of Condition

| Scale     |   | Pavement Condition Index | Description  |
|-----------|---|--------------------------|--|
| Very Good | 1 | 9 – 10                   | The road segment is relatively new, or recently reconstructed. There are no visible cracks and no structural issues. The ride is smooth.   |
| Good      | 2 | 8.0 – 8.9                | The road segment is starting to exhibit few, if any, signs of surface deterioration, random cracks, and rutting. The ride is relatively smooth.  |
| Fair      | 3 | 6.5 – 7.9                | The road segment is exhibiting signs of surface deterioration, random cracks, rutting, and some patching of surface defects. The ride is becoming rough.   |
| Poor      | 4 | 5.5 – 6.4                | The road segment shows signs of deterioration, cracks, rutting, and patching of surface defects that occurs over 50 percent of the surface. Some structural issues are starting to show. The ride is uncomfortable.  |
| Very Poor | 5 | 0 – 5.4                  | The road segment is reaching the end of its useful life. There are significant structural issues with large visible cracks, rutting and patching surface defects that occurs over 75 percent of the surface. The road is difficult to drive at the posted speed limit. |

Figure 4-8: Pavement Condition Scores – Photo Examples of Condition

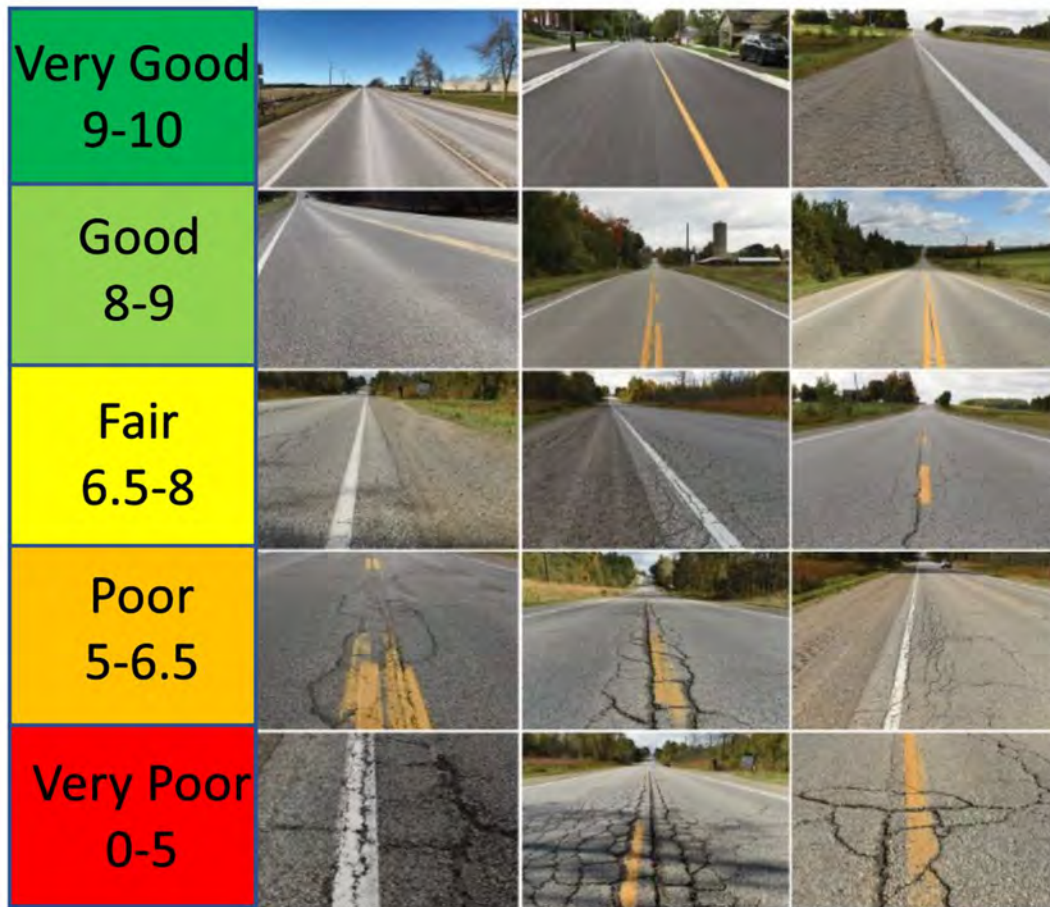


Table 4-13 Bridge Condition Index scores and Associated Work Descriptions

| Scale     | Bridge Condition Index | Service Level  |
|-----------|------------------------|--|
| Very Good | 80 – 100               | Structure condition is as constructed, with no visible deterioration   |
| Good      | 70 – 79                | Minor defects are visible, but these do not affect overall performance and would not normally trigger remedial action. E.g. Light corrosion, light scaling, narrow cracks in concrete. |
| Fair      | 50 – 69                | Medium defects are visible and may trigger preventive maintenance and remedial action. E.g. Medium corrosion with up to 5% section loss, medium cracks in concrete.                    |
| Poor      | 40 – 49                | Medium defects are visible, requiring. E.g. Medium corrosion with up to 10% section loss, medium cracks in concrete.   |
| Very Poor | 0 - 39                 | Severe defects are visible, affecting the overall performance of the structure. E.g. severe corrosion with over 10% section loss, spalling, delaminations.                             |

#### 4.1.6 LEVELS OF SERVICE

This section presents the Township's Level of Service (LOS) indicators and current performance for Transportation assets. Community LOS are presented in Table 4-14, and Technical LOS are presented in Table 4-15. LOS targets have not yet been set; however, it is expected that the Township monitor performance, to support future target-setting. O.Reg. 588/17 requires proposed targets to be reported in the AM Plans for all services by July 1, 2025.

Although targets have not been established, the current performance indicates opportunity to reduce the impacts of load restrictions by renewing two bridges (#21 and #38) and one culvert (#9). Moreover, 13 bridges and culverts are limited to a single lane (deck width is 6m) and should be monitored for the need for widening.

In addition, there may be an opportunity to improve the sidewalk network by increasing the proportion sidewalks to urban roadsides. Current performance is 65.3%, based on 2013 sidewalk inventory. The Township is also replacing narrow sidewalks to a width of 1.5m to improve accessibility. Based on the 2013 sidewalk inventory, 59.4% (20.5 km) of the Township's sidewalks meet the minimum width of 1.5m. This number is now likely higher, so the inventory and this indicator score should be updated.

Table 4-14 Transportation Assets – Community Levels of Service

| Service Attribute | Community Level of Service Indicator   | Performance  |
|-------------------|--|--|
| Capacity          | <b>ROADS</b><br>Description, which may include maps, of the road network in the municipality and its level of connectivity.*   | The Township’s road network consists of 237 centre-line km of gravel roads primarily serving rural areas, as well as surface treated and paved roads serving the urbanized areas. See Figure 4-1 for a map of the road network and jurisdiction of roads within Wellington North.  |
|                   | <b>BRIDGES &amp; CULVERTS</b><br>Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).* | The Township’s 102 bridges and culverts support vehicular traffic, including heavy and emergency vehicles, with the following exceptions: Heavy transport and heavy emergency vehicles prohibited on <ul style="list-style-type: none"> <li>- Structure 9 on Sideroad 3 East (limit 18 tonnes)</li> <li>- Structure 21 on Sideroad 8 East (limit 12 tonnes)</li> <li>- Structure 38 on Sideroad 3 (limit 26 tonnes)</li> </ul> In terms of pedestrian facilities, two bridges in Mount Forest have sidewalks integrated into their decks.<br><br>Thirteen bridges are considered single lane bridges, since they have a deck or road surface of less than 6m (Structures 30, 38, 41, 2002, 2005, 2012, 2020, 2040, 2046, 2053, 2054, 2056 and 2060). |
| Function          | No community LOS defined   |  |
| Quality           | <b>ROADS</b><br>Description or images that illustrate the different levels of road class pavement condition.*  | See Table 4-12 and Figure 4-8.   |
|                   | <b>BRIDGES &amp; CULVERTS</b><br>Description or images of the condition of bridges and how this would affect use of the bridges.*  | See Table 4-13.  |
|                   | Description or images of the condition of culverts and how this would affect use of the culverts.*   | See Table 4-13.  |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

Table 4-15 Transportation Assets – Technical Levels of Service

| Service Attribute  | Technical Level of Service Indicator   | Performance  |             |  |
|--|--|--|-------------|--|
| Capacity   | <b>ROADS</b><br>Number of lane-kilometers of each of arterial roads, collector roads and local roads as a proportion of square kilometers of land area of the municipality.* | Road Type  | Lane-km     | As proportion of land area**<br>(lane-km/km <sup>2</sup> ) |
|  |  | Gravel   | 474.1       | 0.90   |
|  |  | LCB  | 30.5        | 0.06   |
|  |  | HCB – Local  | 200.3       | 0.38   |
|  |  | HCB – Collector  | 58.9        | 0.11   |
|  | HCB – Arterial   | 15.8   | 0.03        |  |
|  | <b>BRIDGES &amp; CULVERTS</b><br>Percentage of single-lane bridges   | 13%<br>(13 of 102 structures)  |             |  |
|  | <b>SIDEWALK</b><br>Sidewalk length as a proportion of length of urban roadside   | 65.3%<br><br>Sidewalk length: 34.5 km<br><br>Roads with Urban Roadside:<br>26.4 centreline-km, therefore total urban roadside: 52.8 km |             |  |
| Function   | <b>SIDEWALK</b><br>Percentage of Sidewalks meeting accessibility standard width of 1.5 m   | 59.4% or 20.5 km, based on 2013 data<br><br>(32.3% or 11.2 km are less than 1.5m wide, and 8.3% or 2.9 km have unknown width)          |             |  |
| Quality  | <b>ROADS</b><br>Average pavement condition index value for paved and unpaved roads.*   | Paved:   | 8.22 – Good |  |
|  |  | Surface Treated (LCB):   | 7.86 – Fair |  |
|  |  | Gravel:  | 7.51 – Fair |  |
|  | % Road assets in state of good repair (Fair condition or better)   | 98.6%  |             |  |
|  | <b>BRIDGES &amp; CULVERTS</b><br>Percentage of bridges in the municipality with loading or dimensional restrictions.*  | 3%<br>(3 of 102 structures, with restrictions due to condition deterioration)  |             |  |
| Average bridge condition index value for bridges & structural culverts.*       | Bridges:   | 71.8 – Good  |             |  |
|  | Structural Culverts:   | 70.3 – Good  |             |  |
| % Bridge and Culvert assets in state of good repair (Fair condition or better) | 90%  |  |             |  |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

\*\* Surface area of Township is 526.21 km<sup>2</sup>.

#### 4.1.7 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the transportation service asset life cycle needs include the following:

- Expansion & Upgrade                   \$ 5.50 million (over ten years)
- Renewal                                   \$ 21.06 million (over ten years)
- Operations & Maintenance       \$ 3.91 million/year in 2022 increasing to  
\$ 3.93 million/year in 2031 due to development

The following sub-sections provide details on the needs in each of these categories.

##### Expansion & Upgrade Needs

The Township's population is expected to grow by 37% from 12,490 in 2016 to 17,085 in 2036, and employment is expected to grow by 32% from 7,070 in 2016 to 9,320 in 2036 (see Wellington County 2019 Official Plan). To support this growth, the following network expansion needs were identified in the Township's Development Charges Background Study to support growth:

- Wells St. from Domville St. to Eliza St. (\$2.05 million, future year depending on development)
- Macauley St. from Wells St. to Eliza St. (\$0.68 million, 2027)
- Queen St. – Highway 89 Connecting Link from Sligo Rd. to Dublin St. (\$1.29 million, funded in 2021 for construction in 2022)
- Cork St. reconstruction from Waterloo St. to Princess St. (\$0.24 million, 2020)
- London Rd. from Durham St. to Wellington St. (\$0.78 million, 2024)
- Coral Lea Dr. construction (\$0.29 million, 2025)
- Industrial Park Internal Road from Coral Lea Dr. to Industrial Dr. (\$0.11 million, 2025)

These projects, totaling **\$5.43 million**, have been identified in the Township's multi-year Capital Plan, and are listed above with the amount of funding allocated or planned, as well as the budget year of allocation. Two of the projects (Queen St.-Highway 89 Connecting Link and Cork St. reconstruction) were allocated funding in prior budget years (2018 and 2020, respectively), while the remainder are expected to be funded in the future budget years indicated. Timing of future year projects is approximate and will be adjusted based on development need.

In addition to these expansion projects, the Township is monitoring traffic congestion levels in the north end of Mount Forest, around Mount Forest Dr. and Highway 6 (Main St.).

Regarding the sidewalk network, the Level of Service (LOS) metrics (see Table 4-15) indicated that 65.3% of the Township's urban roadsides are served by sidewalks. A connectivity study is needed to identify and prioritize urban locations where additional sidewalks may be needed. The estimated cost of the connectivity study is **\$30k**.

Similarly, the LOS metrics in Table 4-15 showed that 59.4% of sidewalks meet the accessibility standard width of 1.5m; however, this finding is based on data from 2013, and several sidewalk segments have been widened since then. An updated sidewalk inventory is needed to identify and prioritize sidewalk segments for widening. This data collection effort may be done in conjunction with regular sidewalk condition assessment. The estimated cost of the inventory data collection and condition assessment is **\$40k**. Processes should be implemented to update the inventory as sidewalks are installed, widened and renewed.

## Renewal Needs

Table 4-16 lists the Township's projected renewal needs by asset type to 2031. The total renewal need to 2031 is **\$21.06**. Fifty-two percent (52%) of this cost consists of gravel road rehabilitation, while another 30% consists of bridge and culvert renewals. The remaining 18% is split across the other asset types.

Gravel roads are assumed to have an Estimated Useful Life (EUL) of 20 years. With a portfolio of 237km of gravel roads, on average 11.85km would require renewal (re-building and re-shaping) every year; however, the Township currently renews 2km of gravel road per year. This suggests there may be a backlog of gravel roads requiring renewal.

For paved roads, the Township resurfaces rural paved roads every 20 years and urban paved roads every 15 years; however, it was not known from the available data where on this life cycle each paved segment sat. Specifically, the data included only condition score, but not the resurfacing history. As such, the renewal needs for paved roads listed in Table 4-16 include only reconstruction needs, based on the assumption that the condition score reflects the condition of both the surface and the base. For future AM Plans, it is recommended that the Township track reconstruction and resurfacing activities, to enable more accurate prediction of which activity will be needed in which year.



For each renewal need, Table 4-16 lists Probability of Failure (PoF), Consequence of Failure (CoF) and resulting Risk Exposure ratings to support prioritization of activities. Prioritization for Risk Management is discussed in detail in Section 4.1.8.

**Table 4-16 Transportation Service Asset Renewal Practices & Needs to 2031**

| Asset Class             | Renewal Needs  | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure                        | Year of End of Life          | Replacement Cost (2021 \$, thousands) |
|-------------------------|--|--|--------------------------------|------------------------|--------------------------------------|------------------------------|---------------------------------------|
| Roads – Paved           | Reconstruct at 45 years<br>(also resurface rural paved roads every 20 years, urban paved roads every 15 years) | <b>\$ 0.25 million</b> of reconstruction will be required for paved road segments by 2031.<br><br>The road segments are as follows:<br><br><b>Community of Mount Forest</b><br>1) Queen St. E.<br>from Main St. to Fergus St. S.<br>(203m)   | 5                              | 5                      | Very High                            | 2021                         | \$ 249                                |
| Roads – Surface Treated | Reconstruct at 20 years  | <b>\$ 1.02 million</b> of reconstruction will be required for surface treated (LCB) road segments by 2031. The road segments are as follows:<br><br>2) Line 12 (5,482 m)<br>from WR 14 to WR 16<br><br>3) Line 8 (1,842 m)<br>from WR 16 Sideroad 13<br><br>4) Line 4 (833 m)<br>from Sideroad 13 to West of CA Access Road<br><br>5) Sideroad 7 East (2,732 m)<br>from Conc 4 N to Conc 2 | 4<br><br>3<br><br>3            | 3<br><br>3<br><br>3    | High<br><br>Moderate<br><br>Moderate | 2026<br><br>2030<br><br>2030 | \$ 439<br><br>\$ 147<br><br>\$ 216    |
| Roads – Gravel          | Reshape and top up gravel at 20 years  | <b>\$ 10.91 million</b> of reshaping and topping up will be required for gravel  |                                |                        |                                      |                              |                                       |

| Asset Class | Renewal Needs | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life          | Replacement Cost (2021 \$, thousands) |
|-------------|---------------|---|--------------------------------|------------------------|---------------|------------------------------|---------------------------------------|
|             |               | roads by 2031. The road segments are as follows:                  |                                |                        |               |                              |                                       |
|             |               | 6) Sideroad 8 West (1,357 m) from Concession 6S to Concession 7   | 4                              | 3                      | High          | 2022                         | \$ 81                                 |
|             |               | 7) Sideroad 25 (1,104 m) from Sideroad 18 to 1 <sup>st</sup> Line | 4                              | 3                      | High          | 2022                         | \$ 66                                 |
|             |               | 8) Sideroad 30 (1,286 m) from 3 <sup>rd</sup> Line to WR 16       | 5                              | 2                      | High          | 2018<br>(beyond end of life) | \$ 77                                 |
|             |               | 9) 1st Line (3,071 m) Sideroad 30 to Sideroad 25                  | 4                              | 2                      | High          | 2022                         | \$ 184                                |
|             |               | 10) Sideroad 7 (5,477 m) from Line 4 to Line 8                    | 4                              | 2                      | High          | 2022                         | \$ 329                                |
|             |               | 11) Sideroad 9 West (445 m) from Concession 9 to end              | 4                              | 2                      | High          | 2022                         | \$ 27                                 |
|             |               | 12) Sideroad 3 (5,474 m) from Line 6 to Line 10                   | 4                              | 2                      | High          | 2022                         | \$ 328                                |
|             |               | 13) Sideroad 2 East (2,772 m) from WR 14 to Concession 2          | 4                              | 2                      | High          | 2022                         | \$ 166                                |
|             |               | 14) Bristol St. (299 m) from South Water St. to end               | 4                              | 2                      | High          | 2018<br>(beyond end of life) | \$ 18                                 |
|             |               | 15) East-West Luther Townline (2,744 m) from Line 12 to WR 15     | 4                              | 2                      | High          | 2022                         | \$ 165                                |
|             |               | 16) Sideroad 10 West (1,602 m) from Concession 4 South to end     | 4                              | 2                      | High          | 2022                         | \$ 96                                 |

| Asset Class                   | Renewal Needs                         | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|-------------------------------|---------------------------------------|---|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Roads – Gravel<br>(continued) | Reshape and top up gravel at 20 years | 17) Sideroad 30 (1,271 m) from 1 <sup>st</sup> Line to 2 <sup>nd</sup> Line | 4                              | 2                      | High          | 2022                | \$ 76                                 |
|                               |                                       | 18) Sideroad 4 (2,833 m) from WR 6 to Concession 11                         | 4                              | 2                      | High          | 2022                | \$ 166                                |
|                               |                                       | 19) East-West Luther Townline (5,469 m) from Line 4 to WR 109               | 3                              | 3                      | High          | 2026                | \$ 328                                |
|                               |                                       | 20) Concession 4 South (1,618 m) from Hwy 9 to Sideroad 10 W                | 3                              | 3                      | High          | 2026                | \$ 97                                 |
|                               |                                       | 21) 2nd Line (5,326 m) from WR 109 to Sideroad 25                           | 3                              | 3                      | High          | 2026                | \$ 320                                |
|                               |                                       | 22) 3rd Line (4,476 m) from WR 109 to Sideroad 25                           | 3                              | 3                      | High          | 2026                | \$ 269                                |
|                               |                                       | 23) Baseline Jones (1,208 m) from 300m south of Hwy 6 to end                | 3                              | 3                      | High          | 2026                | \$ 72                                 |
|                               |                                       | 24) Line 4 (1,015 m) from west of CA Access Road to E/W Luther Townline     | 3                              | 3                      | High          | 2026                | \$ 61                                 |
|                               |                                       | 25) Lovers Lane (1,563 m) from Mid to WR 6                                  | 3                              | 3                      | High          | 2026                | \$ 94                                 |
|                               |                                       | 26) Sally St. (1,845 m) from Sideroad 2 West to Sideroad 3                  | 3                              | 3                      | High          | 2026                | \$ 111                                |
|                               |                                       | 27) Sideroad 10 West (2,480 m) from Concession 4 South to Hwy 6             | 3                              | 3                      | High          | 2026                | \$ 149                                |
|                               |                                       | 28) Sideroad 13 (2,715 m) from Line 2 to Line 4                             | 3                              | 3                      | High          | 2026                | \$ 163                                |

| Asset Class  | Renewal Needs                         | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|--|---------------------------------------|---|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Roads – Gravel<br>(continued)                            | Reshape and top up gravel at 20 years | 29) Sideroad 18 (1,972 m) from Hwy 6 to Sideroad 25                 | 3                              | 3                      | High          | 2026                | \$ 118                                |
|  |                                       | 30) Sideroad 2 East (2,772 m) from Concession 2 to Concession 4 N   | 3                              | 3                      | High          | 2026                | \$ 164                                |
|  |                                       | 31) Sideroad 2 East (4,777 m) from Concession 6 North to Hwy 6      | 3                              | 3                      | High          | 2026                | \$ 287                                |
|  |                                       | 32) Sideroad 2 West (2,048 m) from Sally St. to Hwy 6               | 3                              | 3                      | High          | 2026                | \$ 123                                |
|  |                                       | 33) Sideroad 25 (9,452 m) from 1 <sup>st</sup> Line to WR 109       | 3                              | 3                      | High          | 2026                | \$ 567                                |
|  |                                       | 34) Sideroad 6 East (5,652 m) from Hwy 6 to Concession 2            | 3                              | 3                      | High          | 2026                | \$ 339                                |
|  |                                       | 35) Sideroad 7 (2,723 m) from Line 2 to Line 4                      | 3                              | 3                      | High          | 2026                | \$ 163                                |
|  |                                       | 36) Sideroad 8 West (2,709 m) from Concession 7 to Concession 9     | 3                              | 3                      | High          | 2026                | \$ 163                                |
|  |                                       | 37) Sideroad 5 East (1,236 m) from Concession 4 N to Concession 6 N | 3                              | 3                      | High          | 2026                | \$ 74                                 |
|  |                                       | 38) Sideroad 5 West (2,768 m) from WR 6 to Concession 11            | 3                              | 3                      | High          | 2026                | \$ 166                                |
|  |                                       | 39) Sideroad 4 (2,833 m) from Concession 11 to Hwy 6                | 3                              | 2                      | Moderate      | 2026                | \$ 170                                |
|  |                                       | 40) Sideroad 3 (420 m) from WR 109 to end                           | 3                              | 2                      | Moderate      | 2026                | \$ 25                                 |
| 41) Sideroad 6 West (3,175 m) from Concession 9 to Hwy 6 | 3                                     | 2   | Moderate                       | 2026                   | \$ 191        |                     |                                       |

| Asset Class                   | Renewal Needs                         | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|-------------------------------|---------------------------------------|--|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Roads – Gravel<br>(continued) | Reshape and top up gravel at 20 years | 42) Sideroad 9 West (6,901 m) from Hwy 6 to Concession 9     | 3                              | 2                      | Moderate      | 2026                | \$ 414                                |
|                               |                                       | 43) Silver St. (124 m) from Mill St. to Bentley St.          | 3                              | 2                      | Moderate      | 2026                | \$ 7                                  |
|                               |                                       | 44) SR 41 Southgate (970 m) from Bend to Sligo Rd. East      | 3                              | 2                      | Moderate      | 2026                | \$ 58                                 |
|                               |                                       | 45) Sideroad 3 (5,473 m) from Line 2 to Line 6               | 3                              | 2                      | Moderate      | 2026                | \$ 328                                |
|                               |                                       | 46) Page St. (79 m) from Dublin St. to end                   | 3                              | 2                      | Moderate      | 2026                | \$ 5                                  |
|                               |                                       | 47) Gordon St. (251 m) from Eliza St. to end                 | 3                              | 2                      | Moderate      | 2026                | \$ 15                                 |
|                               |                                       | 48) 5th Line (2,757 m) from WR 109 to Sideroad 25            | 3                              | 2                      | Moderate      | 2026                | \$ 165                                |
|                               |                                       | 49) Aryshire St. (213 m) from Clyde St. to Oxford St.        | 3                              | 2                      | Moderate      | 2026                | \$ 13                                 |
|                               |                                       | 50) Sideroad 13 (2,753 m) from WR 109 to Line 2              | 3                              | 2                      | Moderate      | 2026                | \$ 165                                |
|                               |                                       | 51) Sideroad 13 (5,686 m) from Line 4 to end                 | 3                              | 2                      | Moderate      | 2026                | \$ 341                                |
|                               |                                       | 52) Sideroad 15 (2,754 m) from WR 109 to Line 2              | 3                              | 2                      | Moderate      | 2026                | \$ 162                                |
|                               |                                       | 53) Concession 4 North (7,390 m) from Hwy 89 to Sideroad 6 E | 2                              | 3                      | Moderate      | 2030                | \$ 443                                |
|                               |                                       | 54) 1st Line (3,132 m) from WR 109 to Sideroad 30            | 2                              | 3                      | Moderate      | 2030                | \$ 188                                |

| Asset Class                   | Renewal Needs                         | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|-------------------------------|---------------------------------------|--|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Roads – Gravel<br>(continued) | Reshape and top up gravel at 20 years | 55) Concession 6 South (4,369 m) from Sideroad 8 to WR 109                 | 2                              | 3                      | Moderate      | 2030                | \$ 262                                |
|                               |                                       | 56) Concession 8 (3700 m) from Hwy 89 to Sideroad 3 E                      | 2                              | 3                      | Moderate      | 2030                | \$ 222                                |
|                               |                                       | 57) Durham St. East (200 m) from 200m west of Church St. N to Church St. N | 2                              | 3                      | Moderate      | 2030                | \$ 11                                 |
|                               |                                       | 58) Line 12 (5,447 m) from WR 16 to E/W Luther Townline                    | 2                              | 3                      | Moderate      | 2030                | \$ 327                                |
|                               |                                       | 59) Preston St. North (483 m) from Domville St. to Smith St.               | 2                              | 3                      | Moderate      | 2030                | \$ 29                                 |
|                               |                                       | 60) Sideroad 3 East (12,522 m) from WR 14 to Hwy 6                         | 2                              | 3                      | Moderate      | 2030                | \$ 751                                |
|                               |                                       | 61) Sideroad 5 West (2,727 m) Concession 11 to Concession 9                | 2                              | 3                      | Moderate      | 2030                | \$ 164                                |
|                               |                                       | 62) Sideroad 7 (2,751 m) from WR 109 to Line 2                             | 2                              | 3                      | Moderate      | 2030                | \$ 165                                |
|                               |                                       | 63) Victoria St. (139 m) from Sligo Rd. West to end                        | 2                              | 3                      | Moderate      | 2030                | \$ 8                                  |
|                               |                                       | 64) Conestoga St. South (72 m) from Smith St. to end                       | 2                              | 2                      | Low           | 2030                | \$ 4                                  |
|                               |                                       | 65) London Rd. South (302 m) from Albert St. to end                        | 2                              | 2                      | Low           | 2030                | \$ 18                                 |
|                               |                                       | 66) Oxford St. (217 m) from Ayrshire St. to end                            | 2                              | 2                      | Low           | 2030                | \$ 13                                 |
|                               |                                       | 67) Sideroad 13 (2,738 m) from Hwy 89 to Line 12                           | 2                              | 2                      | Low           | 2030                | \$ 164                                |

| Asset Class                               | Renewal Needs  | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|---|--|--|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Roads – Gravel (continued)                | Reshape and top up gravel at 20 years                    | 68) Sideroad 15 (2,717 m) from Line 2 to Line 4  | 2                              | 2                      | Low           | 2030                | \$ 163                                |
|   |  | 69) Sideroad 3 (2,728 m) from Line 10 to Line 12   | 2                              | 2                      | Low           | 2030                | \$ 164                                |
|   |  | 70) Sideroad 6 East (249 m) from Concession 2 to end   | 2                              | 2                      | Low           | 2030                | \$ 15                                 |
| Bridges & Culverts                        | Repair and renew based on biennial condition assessments | <b>\$ 6.39 million</b> of repairs and renewals required by 2030. See Bridge Condition Reports for details. | Varies                         | Varies                 | Varies        | Varies (2022-2031)  | \$ 6,385                              |
| Traffic Signals – Structure and Equipment | Replace at 20 years                                      | <b>\$ 0.80 million</b> of replacements required by 2031:   |                                |                        |               |                     |                                       |
|   |  | • Smith & Frederick  | 5                              | 3                      | Very High     | 2022                | \$ 200                                |
|   |  | • Main & Wellington  | 5                              | 3                      | Very High     | 2022                | \$ 200                                |
|   |  | • Main & Sligo   | 5                              | 3                      | Very High     | 2022                | \$ 200                                |
|   |  | • Main & Queen   | 3                              | 3                      | Moderate      | 2030                | \$ 200                                |
| Traffic Signals – Controller Software     | Replace at 8 years                                       | <b>\$ 0.80 million</b> of replacements required by 2031:   |                                |                        |               |                     |                                       |
|   |  | • Smith & Frederick  | 4                              | 3                      | High          | 2023, 2031          | \$ 200                                |
|   |  | • Charles & George   | 1                              | 3                      | Very Low      | 2029                | \$ 100                                |
|   |  | • Main & Wellington  | 5                              | 3                      | Very High     | 2022, 2030          | \$ 200                                |
|   |  | • Main & Queen   | 1                              | 3                      | Very Low      | 2028                | \$ 100                                |
|   |  | • Main & Sligo   | 5                              | 3                      | Very High     | 2022, 2030          | \$ 200                                |

| Asset Class  | Renewal Needs                                     | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure  | Year of End of Life                  | Replacement Cost (2021 \$, thousands)     |
|--|---|---|--------------------------------|------------------------|--|--------------------------------------|---|
| Traffic Signals – Audible<br>Pedestrian Signals  | Replace at 10 years                               | <b>\$ 0.13 million</b> of replacements required by 2031: <ul style="list-style-type: none"> <li>Smith &amp; Frederick</li> <li>Charles &amp; George</li> <li>Main &amp; Wellington</li> <li>Main &amp; Queen</li> <li>Main &amp; Sligo</li> </ul> | 3<br>3<br>3<br>3<br>3          | 3<br>3<br>3<br>3<br>3  | Moderate<br>Moderate<br>Moderate<br>Moderate<br>Moderate | 2025<br>2026<br>2025<br>2026<br>2026 | \$ 25<br>\$ 25<br>\$ 25<br>\$ 25<br>\$ 25 |
| Traffic Signs  | Replace at 15 years                               | <b>\$ 0.06 million</b> of replacements required by 2031 (1,122 signs)   | 4                              | 3                      | High   | 2031                                 | \$ 60                                     |
| Streetlights – Poles   | Replace at 50 years                               | <b>\$ 0.06 million</b> of replacements (9 poles) required by 2031   | 4                              | 2                      | Moderate   | Varies (2022-2031)                   | \$ 56                                     |
| Streetlights – Fixtures  | Replace at 50 years                               | No replacements required by 2031, since most were replaced in 2011 as part of LED upgrade.  | n/a                            | n/a                    | n/a  | n/a                                  | n/a                                       |
| Sidewalks  | Replace at 50 years (or with road reconstruction) | <b>\$ 0.64 million</b> of replacements required by 2031, including: <ul style="list-style-type: none"> <li>777 m in Very Poor condition</li> <li>1,992 m in Poor condition</li> </ul>   | 5<br>4                         | 3<br>3                 | Very High<br>High  | 2026<br>2031                         | \$ 351<br>\$ 458                          |
| <b>TOTAL RENEWAL NEED (2022-31)</b><br>(excludes needs that will be funded by operating) |   | <b>\$ 21.06 million</b>   |                                |                        |  |                                      |   |



### Operations & Maintenance Needs

Operations and Maintenance (O&M) costs include day-to-day costs associated with running and overseeing the transportation system. This includes labour, energy, materials and services for winter snow clearing, sidewalk inspection, road patrol, pothole filling, preventive maintenance and other activities. O&M activities are funded by the Township’s operating budget.

Figure 4-9 shows the operating expenditures for 2018-20, as well as the 2021 budget. Table 4-17 lists the activities conducted using operating budget, along with general frequencies. The Township indicated that the 2021 budget is sufficient for the current activities and network size. However, the transportation network grows each year due to assumption of developer-constructed assets, as well as construction and installation of new assets by the Township. These new assets require additional funds for operations and maintenance.

Figure 4-9: Operating Expenditures 2018-20 and 2021 Budget – Transportation Service

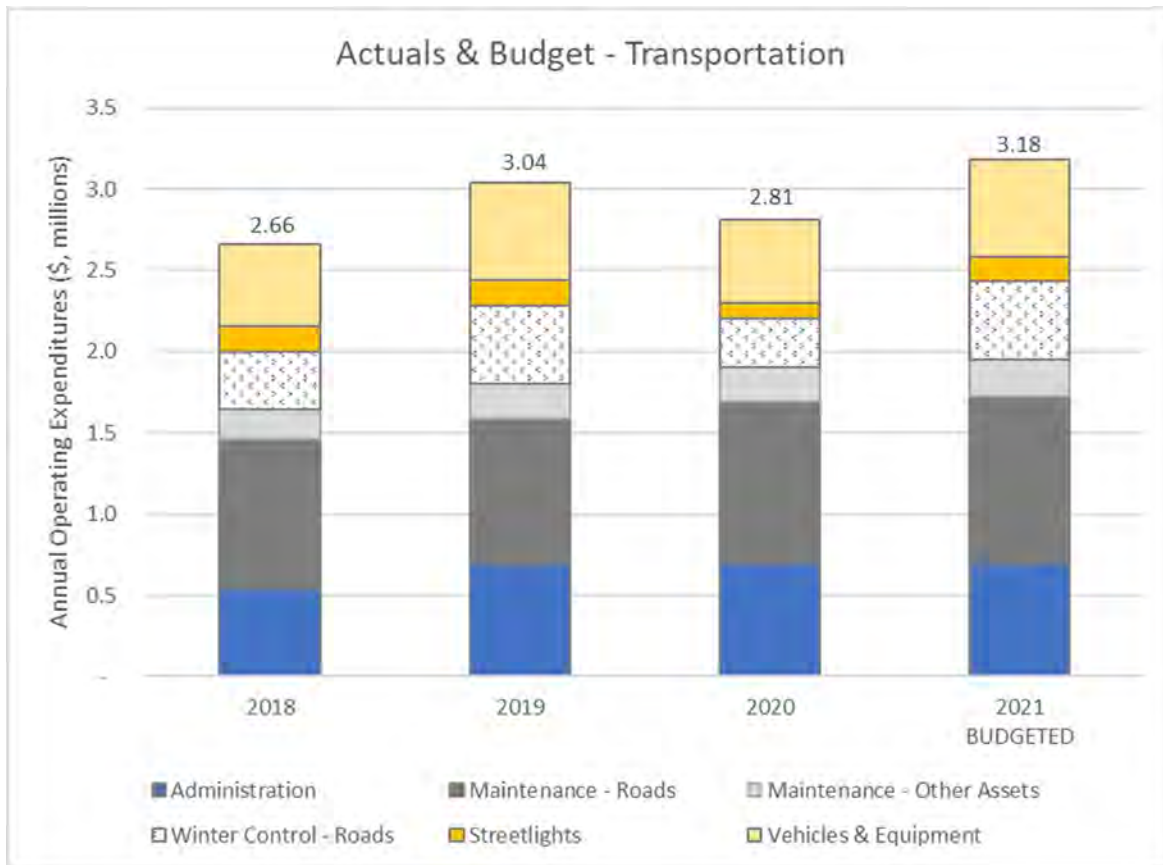


Table 4-17 Operating Activities and Frequencies – Transportation Service

| Asset Type           | Activity   | Frequency   |
|----------------------|--|---|
| Roads – Paved        | Crack sealing<br>Pot-hole filling<br>Winter control<br>Road Patrol<br>Sweeping (only urban)  | Township is currently testing the approach, and may expand the program if results are positive<br>As-needed, based on complaints<br>Based on Maintenance Standard requirements<br>Based on Maintenance Standard requirements<br>In spring to clean up after winter, then once every 2-3 weeks in downtown areas |
| Roads – LCB          | Winter control, Road Patrol  | Based on Maintenance Standard requirements  |
| Roads - Gravel       | Winter control<br>Calcium treatment<br>Maintenance gravel<br><br>Roadside mowing<br>Brushing – remove trees & branches<br>Ditching | Based on Maintenance Standard requirements<br>Once per year<br>Every 2 years on heavier travelled roads<br>Every 3 years on less travelled roads<br>Twice a year (rural)<br>1 week/year (prioritized by need)<br>2 weeks/year – prioritized by need/complain  |
| Bridges and Culverts | Inspection   | Every 2 years, per regulation   |
| Traffic Signals      | Conflict monitoring software test<br>Physical inspection (structure)<br>Road Patrol inspection                                     | Twice per year<br>Once per year<br>Per Maintenance Standard requirements (by road class)  |
| Traffic Signs        | Retro-reflectivity Inspection<br>Road Patrol inspection  | Once per year<br>Per Maintenance Standard requirements (by road class)  |
| Streetlights         | Road Patrol inspection   | Per Maintenance Standard requirements (by road class)   |
| Sidewalks            | Inspection and trip ledge removal<br>Mud jacking<br>Condition Assessment   | Once per year<br>As needed<br>Every 5 years   |

It is estimated that the Township assumes 1 km of road per year and 0.5 km of sidewalks per year. As shown in Table 4-18, the resulting annual increase in operating budget need is \$8,171/year. Based on this rate of increase, Table 4-19 shows that the estimated operating budget need increases from \$3.19 million in 2022 to \$3.26 million in 2031.

**Table 4-18 Growth Impacts on Operating Budget Need – Transportation Service**

| Asset Type   | Inventory in 2021 | Estimated Annual Assumptions | % of 2021 Inventory | Operating Budget needed for Full Inventory (2021 \$) | Estimated Annual Increase in Operating Need due to Assumptions (2021 \$) |
|--------------|-------------------|------------------------------|---------------------|--|--|
| Roads        | 390 km            | 1 km                         | 0.26 %              | \$ 2,971,190*  | \$ 7,618   |
| Sidewalks    | 34.5 km           | 0.5 km                       | 1.45 %              | \$ 38,112  | \$ 552   |
| <b>Total</b> |                   |                              |                     |  | <b>\$ 8,171</b>  |

\* Includes all cost categories from Figure 4-9, excluding sidewalks.

**Table 4-19 Projected Operating Budget Need including Estimated Growth Impacts – Transportation Service**

| Year | Projected Operating Budget Need (2021 \$) |
|------|---|
| 2022 | \$ 3,191,572                              |
| 2023 | \$ 3,199,743                              |
| 2024 | \$ 3,207,913                              |
| 2025 | \$ 3,216,084                              |
| 2026 | \$ 3,224,255                              |
| 2027 | \$ 3,232,426                              |
| 2028 | \$ 3,240,596                              |
| 2029 | \$ 3,248,767                              |
| 2030 | \$ 3,256,938                              |
| 2031 | \$ 3,265,109                              |

The Township is aiming to implement a work order management system in the coming years. This system will enable a more detailed understanding of the O&M costs associated with specific activities and assets, which will improve the O&M needs estimate for future iterations of the AM Plan.

#### 4.1.8 RISK

Improvements to asset and system capacity, function and condition are often limited by available funding and resources. It thus becomes necessary to prioritize asset investments and improvements based on risk exposure. Probability of Failure is approximated based on asset condition, while Consequence of Failure is estimated based on expected impact of an asset failure, as shown in Table 4-20. Table 4-21 shows the number of bridges and culverts by CoF rating.

Table 4-20 Transportation Assets – Consequence Ratings

| Asset Type         | Assumptions  | Consequence Category of Highest Concern | Attributes       | CoF |
|--------------------|--|---|------------------|-----|
| Roads              | Road surface defects may cause vehicle damage, loss of vehicle control, injury or loss of life.                    | Health & Safety                         | MS Class 2       | 5   |
|                    |  |   | MS Class 3       | 4   |
|                    |  |   | MS Classes 4 & 5 | 3   |
|                    |  |   | MS Class 6       | 2   |
| Bridges & Culverts | Serious injury or loss of life likely if a structure fails   | Health & Safety                         | Span >8m         | 5   |
|                    |  |   | Span >6m, ≤8m    | 4   |
|                    |  |   | Span >3m, ≤6m    | 3   |
|                    |  |   | Span ≤3 m        | 2   |
| Traffic Signals    | Increased likelihood of traffic collision and/or and thus serious injury or loss of life<br>Inefficiency of travel | Health & Safety                         | ALL              | 4   |
| Traffic Signs      | Increased likelihood of traffic collision and/or and thus serious injury or loss of life                           | Health & Safety                         | ALL              | 3   |
| Streetlights       | Vehicle headlights and streetlights nearby will still be in use  | Health & Safety                         | ALL              | 2   |
| Sidewalks          | Poor condition results in uneven surface leading to trips and falls  | Health & Safety                         | ALL              | 3   |
|                    | Injury claims from trips and falls   | Financial                               |                  |     |



Table 4-22 Bridge & Culvert Assets – Very High-Risk Renewal and Repair Needs (from Bridge Inspection Data)

| Type         | Structure Number | Location                      | Span Length (km) | Recommended Timing | Estimated Repair Cost (2021 \$) |
|--------------|------------------|-------------------------------|------------------|--------------------|---------------------------------|
| Bridges      | 18               | Concession 2                  | 11.4             | 2025 – 2029*       | \$ 144,000                      |
|              | 20               | Sideroad 7 West               | 9.2              | 2025 – 2029*       | \$ 59,000                       |
|              | 21**             | Sideroad 8 East               | 16.5             | Immediate          | \$ 1,374,000                    |
|              | 23               | Concession 9                  | 9.1              | Immediate          | \$ 141,000                      |
|              | 27               | Sideroad 9 East               | 15.2             | Immediate          | \$ 388,500                      |
|              | 28               | Concession 11                 | 15.3             | 2025 – 2029*       | \$ 100,000                      |
|              | 38**             | Sideroad 3                    | 13.6             | Immediate          | \$ 200,000                      |
|              | 39               | Line 6                        | 12.2             | Immediate          | \$ 240,000                      |
|              | 40               | Line 6                        | 9.1              | Immediate          | \$ 176,000                      |
|              | 41               | Sideroad 7                    | 9.2              | Immediate          | \$ 500                          |
|              | P1               | Mill Street Pedestrian Bridge | 55.48            | Immediate          | \$ 51,000                       |
| Culverts     | 12               | Concession 11                 | 9                | Immediate          | \$ 2,000                        |
|              | 30               | Sideroad 10 West              | 6.1              | 2025 – 2029*       | \$ 57,000                       |
|              | 2013             | Concession 9                  | 4.8              | 2025 – 2029*       | \$ 124,000                      |
|              | 2024             | Concession 11                 | 3.6              | Immediate          | \$ 300,000                      |
|              | 2036             | Line 8                        | 3.1              | Immediate          | \$ 255,000                      |
|              | 2053             | Sideroad 3 East               | 6.6              | 2025 – 2029*       | \$ 229,000                      |
| <b>TOTAL</b> |                  |                               |                  |                    | <b>\$ 3,841,000</b>             |

\* 2019 Bridge Inspection Data recommended repair/replacement within 6-10 years.

\*\* Has load limit

Figure 4-12 shows the risk exposure mapping for traffic signal assets that require replacement within the next ten years. The specific replacements required were listed in the renewal needs table, Table 4-16. Some assets require replacement twice during the 10-year planning period (2022-2031). Table 4-23 lists the assets with Very High risk, which should be prioritized for replacement. There are no capacity or function needs to be addressed for traffic signals.

**Figure 4-12: Traffic Signal Assets – Risk Exposure Map**

| Repair/renewal required by 2031 (in 2021 \$) |   | \$ 1.6 millions |        |   |   |
|--|---|-----------------|--------|---|---|
| PoF  | 1 | 2               | 3      | 4 | 5 |
| 5  | - | -               | \$ 0.8 | - | - |
| 4  | - | -               | \$ 0.1 | - | - |
| 3  | - | -               | \$ 0.3 | - | - |
| 2  | - | -               | -      | - | - |
| 1  | - | -               | \$ 0.4 | - | - |
|  | 1 | 2               | 3      | 4 | 5 |

Criticality

| Risk Legend | Very Low | Low | Moderate | High | Very High |
|-------------|----------|-----|----------|------|-----------|
|-------------|----------|-----|----------|------|-----------|

**Table 4-23 Traffic Signal Assets – Very High-Risk Asset(s)**

| Location          | Type                           | Replacement Value (2021 \$) |
|-------------------|--------------------------------|-----------------------------|
| Smith & Frederick | Signal Structure and Equipment | \$ 200,000                  |
| Main & Wellington | Signal Structure and Equipment | \$ 200,000                  |
| Main & Sligo      | Signal Structure and Equipment | \$ 200,000                  |
| Main & Wellington | Signal Control Software        | \$ 100,000                  |
| Main & Sligo      | Signal Control Software        | \$ 100,000                  |

Figure 4-13 shows the risk exposure mapping for traffic sign assets that require renewal within the next ten years. As was explained in Section 4.1.7, 1,122 signs will require replacement by 2031, costing an estimated \$ 60k. There are no capacity or function needs to be addressed for traffic signals.

**Figure 4-13: Sign Assets – Risk Exposure Map**

| Repair/renewal required by 2031 (in 2021 \$) |   | \$ 0.06 millions |         |   |   |
|--|---|------------------|---------|---|---|
| PoF  | 1 | 2                | 3       | 4 | 5 |
| 5  | - | -                | -       | - | - |
| 4  | - | -                | -       | - | - |
| 3  | - | -                | -       | - | - |
| 2  | - | -                | \$ 0.06 | - | - |
| 1  | - | -                | -       | - | - |
|  | 1 | 2                | 3       | 4 | 5 |

Criticality

| Risk Legend | Very Low | Low | Moderate | High | Very High |
|-------------|----------|-----|----------|------|-----------|
|-------------|----------|-----|----------|------|-----------|





Table 4-24 Sidewalk Assets – Very High-Risk Asset(s)

| Location            | Length (m)   | Condition / Probability of Failure | Consequence of Failure | Risk Exposure | Replacement Value (2021 \$) |
|---------------------|--------------|------------------------------------|------------------------|---------------|-----------------------------|
| Section 347         | 134          | Very Poor / 5                      | 4                      | Very High     | \$ 30,901                   |
| Section 347         | 140          | Very Poor / 5                      | 4                      | Very High     | \$ 32,258                   |
| Section 348         | 23           | Very Poor / 5                      | 4                      | Very High     | \$ 5,265                    |
| Clarke Street       | 100          | Very Poor / 5                      | 4                      | Very High     | \$ 23,045                   |
| John Street         | 78           | Very Poor / 5                      | 4                      | Very High     | \$ 17,816                   |
| Wellington St. East | 149          | Very Poor / 5                      | 4                      | Very High     | \$ 34,297                   |
| Wellington St. East | 152          | Very Poor / 5                      | 4                      | Very High     | \$ 34,880                   |
| Georgina St         | 244          | Poor / 4                           | 4                      | Very High     | \$ 55,982                   |
| Eliza St            | 17           | Poor / 4                           | 4                      | Very High     | \$ 3,933                    |
| Eliza St            | 31           | Poor / 4                           | 4                      | Very High     | \$ 7,160                    |
| Section 323         | 352          | Poor / 4                           | 4                      | Very High     | \$ 80,847                   |
| Leonard Street      | 136          | Poor / 4                           | 4                      | Very High     | \$ 31,249                   |
| Charles Street East | 31           | Poor / 4                           | 4                      | Very High     | \$ 7,017                    |
| Charles Street East | 133          | Poor / 4                           | 4                      | Very High     | \$ 30,497                   |
| Section 348         | 35           | Poor / 4                           | 4                      | Very High     | \$ 7,954                    |
| Clarke Street       | 96           | Poor / 4                           | 4                      | Very High     | \$ 22,017                   |
| King Street West    | 73           | Poor / 4                           | 4                      | Very High     | \$ 16,749                   |
| King Street East    | 150          | Poor / 4                           | 4                      | Very High     | \$ 34,505                   |
| Main Street North   | 298          | Poor / 4                           | 4                      | Very High     | \$ 68,503                   |
| Main Street North   | 299          | Poor / 4                           | 4                      | Very High     | \$ 68,631                   |
| Birmingham St. West | 98           | Poor / 4                           | 4                      | Very High     | \$ 22,619                   |
| <b>TOTAL</b>        | <b>2,768</b> |                                    |                        |               | <b>\$ 636,125</b>           |

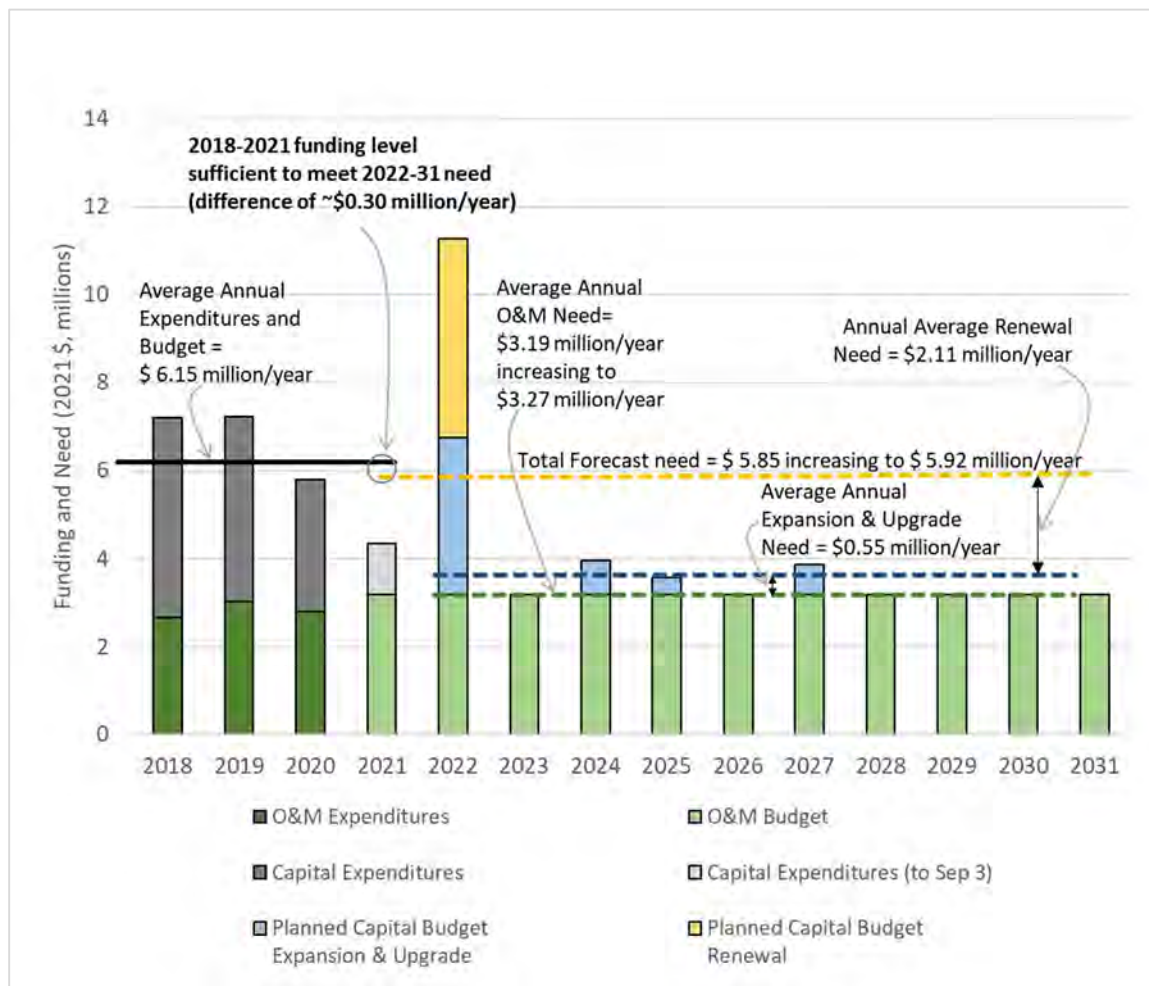
#### 4.1.9 FINANCIAL IMPACT

Figure 4-15 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$6.15 million/year. This level of funding would be sufficient to cover the forecast need of \$5.85 million/year for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031). However, the forecast need does not include the cost of re-surfacing paved roads between reconstruction, because the data does not show when resurfacings were last completed. Moreover, the forecast does not include the cost of reconstructing the base of gravel or surface treated roads.

The forecast need includes the life cycle costs described in Section 4.1.7, specifically:

- Expansion & Upgrade           \$ 5.50 million (over ten years)
- Renewal                           \$ 21.06 million (over ten years)
- Operations & Maintenance   \$ 3.91 million/year in 2022 increasing to  
\$ 3.93 million/year in 2031 due to development

Figure 4-15: Historical Expenditures and Projected Needs – Transportation Service



The Township may prioritize needs based on risk, as discussed in Section 4.1.8. Specifically, prioritizing the \$5.4 million of renewal needs (over the next 10 years) that are considered Very High risk, specifically:

- \$ 0.2 million of road renewal
- \$ 3.8 million of bridge and culvert repair and renewal
- \$ 0.8 million of traffic signal and systems renewal
- \$ 0.6 million of sidewalk renewal

The next priority would be the \$1.6 million of renewal needs (over the next 10 years) that are considered High risk, specifically:

- \$ 0.2 million of road renewal
- \$ 1.2 million of bridge and culvert repair and renewal
- \$ 0.1 million of traffic signal renewal
- \$ 0.1 million of traffic sign renewal

The expansion and upgrade projects, estimated at \$5.5 million, are also considered High priority (risk), specifically:

- \$ 5.43 million of network expansion projects, identified in the Development Charges Background Study, and already identified in the Township's Capital Plan
- \$ 0.04 million for a sidewalk inventory (including sidewalk width to identify accessibility needs) and condition assessment
- \$ 0.03 million for a sidewalk connectivity study

## 4.2 STORMWATER NETWORK

### 4.2.1 INTRODUCTION

The stormwater management system protects public and private property from flooding by conveying runoff from rain storms. The stormwater system includes storm sewers, catch basins, maintenance holes and storm ponds.

### 4.2.2 INVENTORY

The Township maintains 42.5 km of storm sewer pipes, 1554 related point assets, such as catch basins and maintenance holes and 6 stormwater ponds. The inventory of stormwater assets has an estimated replacement value of \$76.4 million, as shown in Table 4-25, which summarizes the stormwater asset inventory, including mains, catch basins, maintenance holes, and ponds in terms of quantity, and total replacement value.

**Table 4-25 Stormwater Assets – Inventory and Replacement Value**

| Asset Type                      | Arthur Quantity | Mount Forest Quantity | Replacement Value<br>(2021 \$, millions) |
|---------------------------------|-----------------|-----------------------|--|
| <b>Stormwater Mains</b>         | <b>12.1 km</b>  | <b>42.5 km</b>        | <b>\$ 64.7</b>                           |
| Concrete                        | 10.1 km         | 29.4 km               | \$ 44.9                                  |
| PVC                             | 1.1 km          | 6.6 km                | \$ 9.7                                   |
| Steel                           | 0.4 km          | 5.4 km                | \$ 8.7                                   |
| Other/Unknown*                  | 0.4 km          | 1.0 km                | \$ 1.4                                   |
| <b>Stormwater Appurtenances</b> |                 |                       | <b>\$ 10.4</b>                           |
| Catch Basins                    | 413 units       | 678 units             | \$ 5.5                                   |
| Maintenance Holes               | 174 units       | 289 units             | \$ 4.9                                   |
| <b>Storm Ponds</b>              |                 |                       | <b>\$ 1.3</b>                            |
| Wet                             |                 | 2 units               | \$ 0.7                                   |
| Dry                             |                 | 4 units               | \$ 0.6                                   |
| <b>TOTAL</b>                    |                 |                       | <b>\$ 76.4</b>                           |

\* 634m polyethylene, 376m unknown material, 33m asbestos cement

### 4.2.3 REPLACEMENT VALUE

Replacement values for stormwater mains and appurtenances were estimated based on unit costs reflecting current market conditions, as listed in Table 4-26. These unit costs include all costs associated with installation of the asset, including engineering, construction administration, inspections, permits, utility relocation, taxes and contingencies.

For mains, the unit costs include the costs of the associated service leads, any required fittings, and sub-base, since these elements would be replaced with any main replacement. It is further assumed that storm sewer main replacements will be done in conjunction with other renewals in the same right-of-way, so granular and pavement costs are not included in the unit cost, as these would be included in road

replacement cost. Moreover, Township staff have indicated that future main replacements will be guided by the following:

- Pipes with diameter less than 150mm will be replaced with a diameter of 150mm
- All pipes will be replaced with polyvinyl chloride (PVC)

As such, the unit costs listed in Table 4-26 reflect these replacement guidelines, which will result in a future network composed of PVC stormwater mains.

**Table 4-26 Stormwater Assets – Unit Costs**

| <b>Asset Type</b> | <b>Size (diameter in mm)</b> | <b>Unit Cost (2021 \$)</b> |
|-------------------|------------------------------|----------------------------|
| Pipes (PVC)       | 75                           | \$ 375/ m                  |
|                   | 100                          | \$ 556/ m                  |
|                   | 125                          | \$ 656/ m                  |
|                   | 150                          | \$ 863/ m                  |
|                   | 200                          | \$ 913/ m                  |
|                   | 250                          | \$ 1,044/ m                |
|                   | 300                          | \$ 1,163/ m                |
|                   | 350                          | \$ 1,325/ m                |
|                   | 375                          | \$ 1,375/ m                |
|                   | 400                          | \$ 1,481/ m                |
|                   | >= 400                       | \$ 1,992/ m                |
| Catch Basins      | 100 – 300                    | \$ 3,750/ unit             |
|                   | 400 – 800                    | \$ 5,014/ unit             |
|                   | 900 – 1200                   | \$ 6,824/ unit             |
|                   | 1450                         | \$ 8,750/ unit             |
| Maintenance Holes | 500                          | \$ 3,750/ unit             |
|                   | 600                          | \$ 4,375/ unit             |
|                   | 800                          | \$ 5,750/ unit             |
|                   | 900                          | \$ 7,125/ unit             |
|                   | 1000                         | \$ 8,500/ unit             |
|                   | 1200                         | \$ 9,805/ unit             |
|                   | 1500                         | \$ 17,270/ unit            |
|                   | 1800                         | \$ 20,543/ unit            |
| 2400              | \$ 37,534/ unit              |                            |

Table 4-27 includes the location and replacement value of each stormwater pond, based on external engineering cost estimate for each pond.

**Table 4-27 Stormwater Assets – Pond Replacement Values**

| <b>Pond Type</b> | <b>Street Name</b> | <b>Replacement Value (2021 \$)</b> |
|------------------|--------------------|------------------------------------|
| Wet              | Schmidt Drive      | \$ 400,000                         |
|                  | Irwin Lytle Drive  | \$ 250,000                         |
| Dry              | Ruby's Crescent    | \$ 250,000                         |
|                  | Owen Road          | \$ 50,000                          |
|                  | Connery Road       | \$ 50,000                          |
|                  | Ronnie's Way       | \$ 250,000                         |

#### 4.2.4 ESTIMATED USEFUL LIFE

Estimated useful life values of stormwater assets are listed in Table 4-28. As shown in the Table, different useful life values have been applied to existing stormwater main materials. Uniform useful life values have been applied to maintenance holes (75 years), catch basins (75 years), dry ponds (40 years) and wet ponds (20 years). These useful life values, along with age, were used to estimate condition of water assets.

**Table 4-28 Stormwater Assets – Useful Life**

| Asset                             | Estimated Useful Life (Years) |
|-----------------------------------|-------------------------------|
| <b>Storm Network (Pipes)</b>      |                               |
| Asbestos Cement                   | 70                            |
| Concrete                          | 90                            |
| PVC                               | 90                            |
| Steel                             | 60                            |
| Corrugated Steel Pipe             | 60                            |
| Polyethylene                      | 90                            |
| <b>Storm network (structures)</b> |                               |
| Catch Basins                      | 75                            |
| Maintenance Holes                 | 75                            |
| <b>Storm Ponds</b>                |                               |
| Wet                               | 20                            |
| Dry                               | 40                            |

#### 4.2.5 CONDITION

Asset condition was determined based on percent remaining useful life, calculated from each asset's estimated useful life and current age. Asset condition scores were assigned based on the mapping of condition and remaining life shown in Table 4-29. As shown in the Table, condition was linearly mapped to the remaining life, with each score representing a 20% of the asset's life.

**Table 4-29 Stormwater Assets – Age-based Condition Index**

| Condition Score |   | % Useful Life Remaining |
|-----------------|---|-------------------------|
| Very Good       | 1 | 80 – 100                |
| Good            | 2 | 60 – 79                 |
| Fair            | 3 | 40 – 59                 |
| Poor            | 4 | 20 – 39                 |
| Very Poor       | 5 | 0 – 19                  |

The condition distribution of stormwater mains is shown in Figure 4-16. The figure shows that 1.2 km of steel mains are in Very Poor condition based on age and are thus due for replacement. Specifically, 2.7 km of asbestos cement mains and 148m of steel mains are in Very Poor condition. Another 2.0 km of mains (concrete, steel and asbestos cement) are in Poor condition.

Figure 4-16: Stormwater Pipes – Condition by Replacement Value

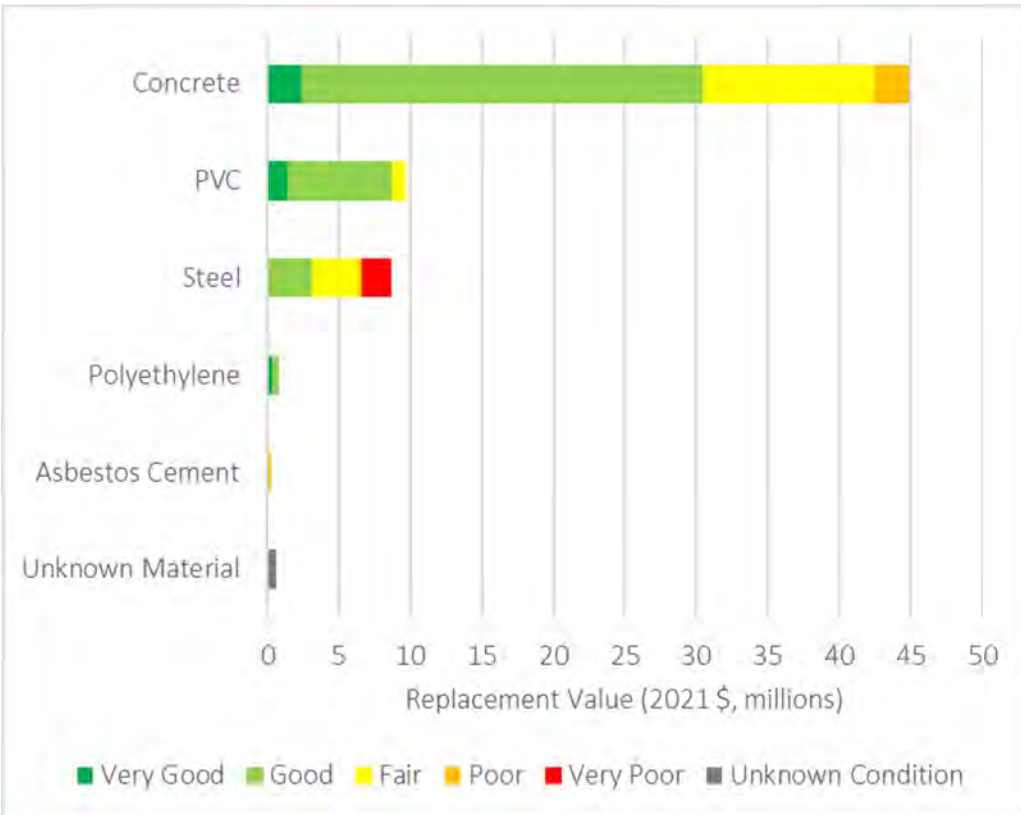


Figure 4-17 shows the average age of stormwater pipes by material. The Figure shows that Asbestos Cement (AC) pipes are farthest along in their life; however, as was shown in Figure 4-16, there is only a small amount of AC pipe in the stormwater network (33m). The remaining types of pipe are about one third through their life cycle, other than steel pipes, which are on average, just over halfway through their life cycle.

**Figure 4-17: Average Age – Stormwater Pipes by Material**

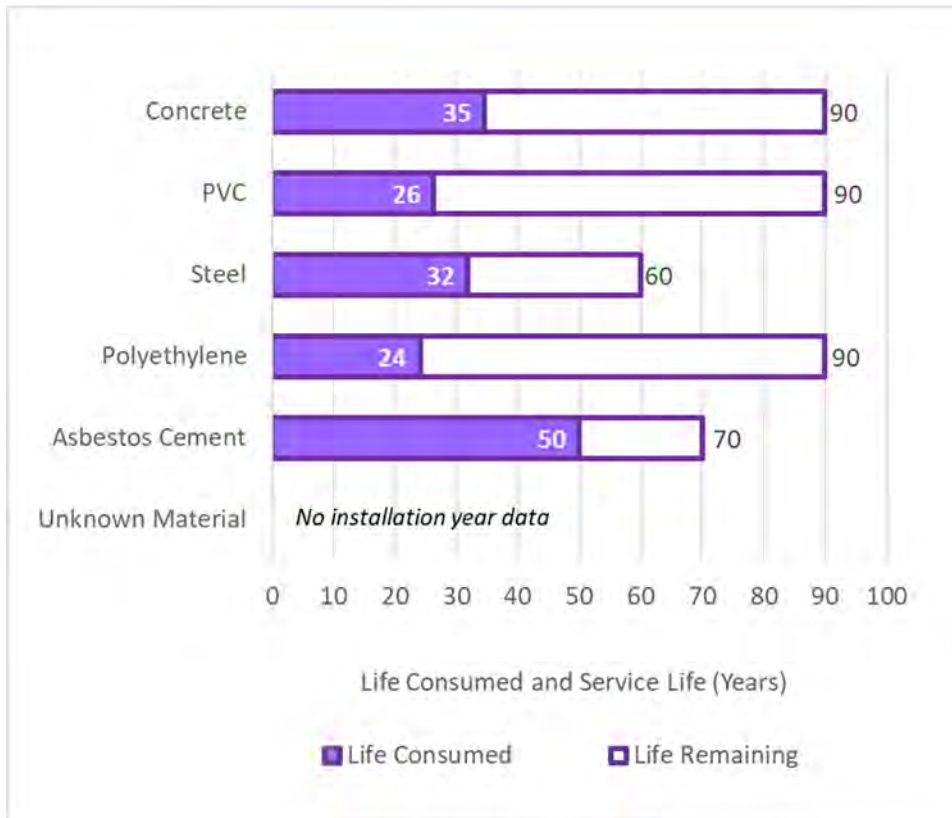




Figure 4-18 depicts the condition distribution by replacement value for stormwater appurtenances and ponds. The Figure shows that the wet pond at Irwin Lytle, which was installed in 1991, is overdue for cleaning. It is recommended that the capacity be checked to confirm this need.

**Figure 4-18: Stormwater Appurtenances and Ponds – Condition by Replacement Value**

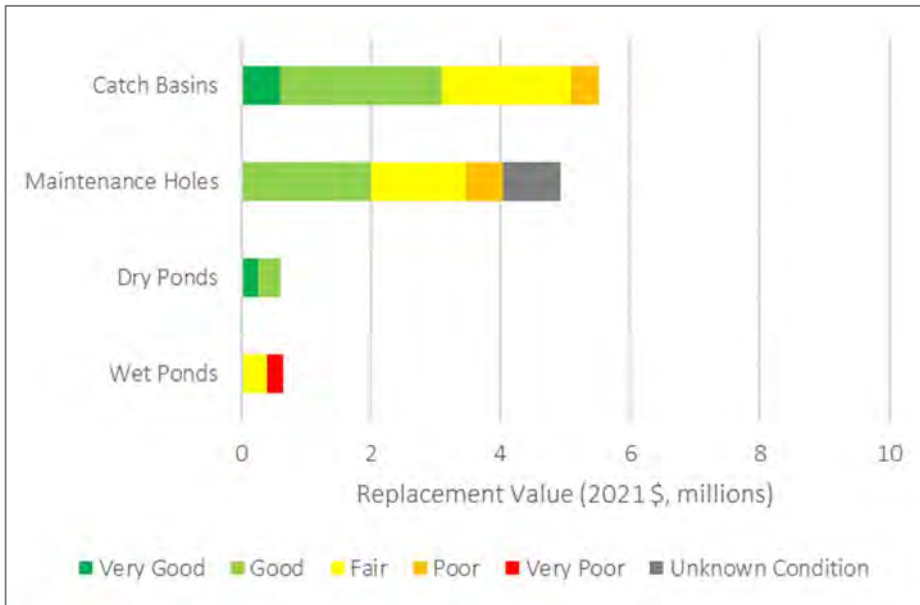
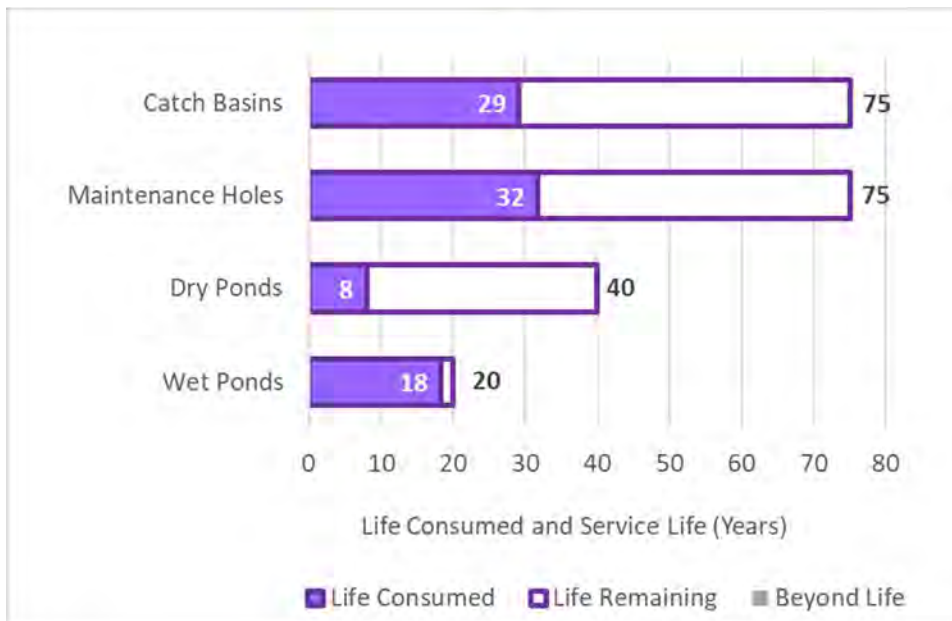


Figure 4-19 shows the average age of the stormwater appurtenances and ponds. The figure shows that wet ponds are on average, two years away from their Estimated Useful Life (EUL). They will require cleaning to re-capture capacity.

**Figure 4-19: Average Age – Stormwater Appurtenances and Ponds**



#### 4.2.6 LEVELS OF SERVICE

This section presents the Township's Level of Service (LOS) indicators and current performance for Stormwater assets. Community LOS are presented in Table 4-30, and Technical LOS are presented in Table 4-31. Targets have not been established for these indicators, and in some cases, data was not available to report current performance.

**Table 4-30 Stormwater Assets – Community Levels of Service**

| Service Attribute | Community Level of Service Indicator   | Performance                            | Target           | Gap     |
|-------------------|--|--|------------------|---------|
| <b>Capacity</b>   | Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.* | See Flood Emergency Map in Figure 4-20 | No formal target | No data |
| <b>Function</b>   | No indicators defined.   |  |                  |         |
| <b>Quality</b>    | No indicators defined.   |  |                  |         |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

**Table 4-31 Stormwater Assets – Technical Levels of Service**

| Service Attributes | Technical Level of Service Indicator   | Performance | Target           | Gap     |
|--------------------|--|-------------|------------------|---------|
| <b>Capacity</b>    | Percentage of properties in municipality resilient to a 100-year storm.*               | No data     | No formal target | No data |
|                    | Percentage of the municipal stormwater management system resilient to a 5-year storm.* | No data     | No formal target | No data |
| <b>Function</b>    | No indicators defined.   |             |                  |         |
| <b>Quality</b>     | % Assets in state of good repair (Fair condition or better)                            | 90%         | No formal target | None    |

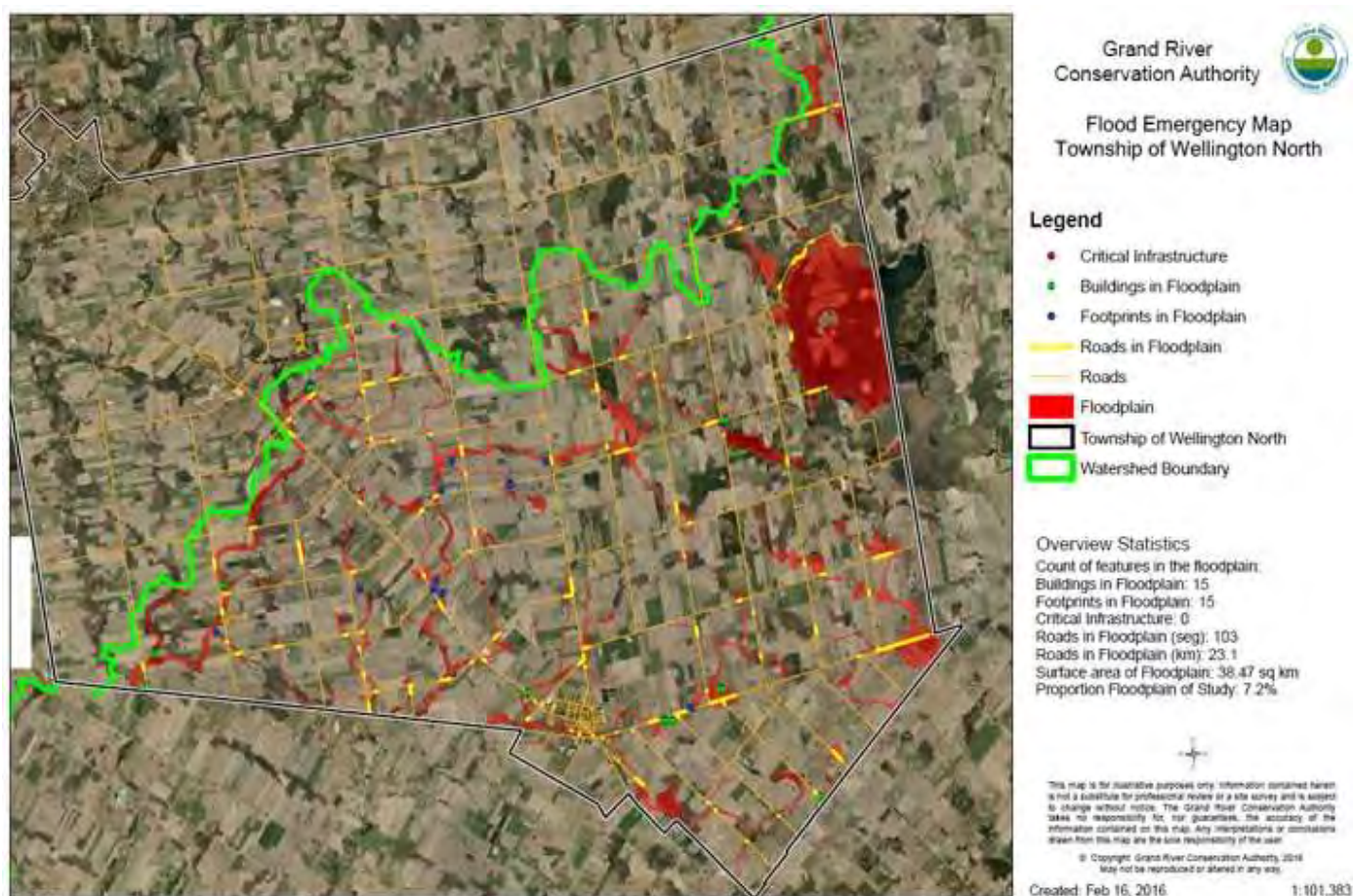
\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

The Township of Wellington North spans portions of the following watersheds:

- the Maitland River covering rural areas in the western portion of the Township
- the Saugeen River watershed covering the north-western corner of the Township, including Mount Forest, and
- the Grand River watershed covering two-thirds of the Township to the south and east.

A flood plain map was provided by the Grand River Conservation Authority (GRCA); however, similar data was not available for the Saugeen or Maitland River watersheds. The flood plain map from GRCA (see Figure 4-20) shows the areas prone to flooding within the Grand River watershed. According to the data, 15 buildings were in the flood plain (as of 2016).

**Figure 4-20: Stormwater Management – Flood Emergency Map for Grand River Watershed**



O.Reg. 588/17 requires municipalities to report the percentage of properties in municipality resilient to a 100-year storm. This will require maps showing estimated flood boundaries for 100-year, overlaid on property line maps. O.Reg. 588/17 also requires municipalities to report the percentage of the network resilient to a 5-year storm. A stormwater hydraulic analysis is needed to determine this value. The Township will work to obtain the required performance values for the next update of the AM Plan.

#### 4.2.7 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the stormwater service asset life cycle needs include the following:

- Expansion & Upgrade                   \$ 0.16 million (over ten years)
- Renewal                                   \$ 3.02 million (over ten years)
- Operations & Maintenance       \$ 38k/year in 2022 increasing to  
\$ 42k/year in 2031 due to development

The following sub-sections provide details on the needs in each of these categories.

##### Expansion & Upgrade Needs

The Township's population is expected to grow by 37% from 12,490 in 2016 to 17,085 in 2036, and employment is expected to grow by 32% from 7,070 in 2016 to 9,320 in 2036 (see Wellington County 2019 Official Plan). This growth will likely increase the amount of non-permeable surface area within the Township; however, no expansion or upgrade needs were identified in the Development Charges Background Study for stormwater assets; however, it is likely that stormwater needs are embedded in cost estimates for growth-related road projects. It is recommended that costs specific to stormwater infrastructure be tracked separately from road construction costs, so that the Township can build a better understanding of the costs related to the stormwater system.

To help identify expansion and upgrade needs in the future, it is recommended that the Township commission stormwater studies to obtain the performance metrics required by O.Reg. 588/17, specifically:

- percentage of properties in municipality resilient to a 100-year storm, and
- percentage of the network resilient to a 5-year storm.

It is recommended that **\$80k** be budgeted for this study and should be repeated every 5 years. The total cost over the 10-year AM Plan period is thus \$160k. The Township may also consider establishing such a model in-house, in which case staff and software resources would be required.

##### Renewal Needs

Table 4-32 lists the Township's projected renewal needs by asset type to 2031, totaling **\$3.02 million**.

Table 4-32 Stormwater Service Asset Renewal Practices &amp; Needs to 2031

| Asset Class       | Renewal Needs  | Renewal Needs to 2031  | Probability of Failure in 2021              | Consequence of Failure | Risk Exposure              | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|-------------------|--|--|---|------------------------|----------------------------|---------------------|---------------------------------------|
| Stormwater Mains  | Replace at end of life (60 years for steel, 70 years for Asbestos Cement, 90 years for other pipe materials) | <b>\$2.08 million</b> (1.2 km) of steel mains:   |   |                        |                            |                     |                                       |
|                   |  | • Birmingham St. 350m  | 5   | 2,3,4                  | Very High, High, Moderate. | 2030                | \$ 500                                |
|                   |  | • Church St. 119m  | 5   | 3,4                    | Very High, High            | 2030                | \$ 201                                |
|                   |  | • Cork St. 74m   | 5   | 4                      | Very High                  | 2030                | \$ 147                                |
|                   |  | • Newfoundland St. 193m  | 5   | 4                      | Very High                  | 2030                | \$ 385                                |
|                   |  | • Queen St. 497m   | 5   | 3,4                    | Very High, High            | 2030                | \$ 850                                |
| Catch Basins      | Replace with Mains   | Throughout the system, there is on average one catch basin for every 39m of stormwater main.<br><br>There will thus be approximately 31 catch basins to be replaced with 1,200m of mains.<br><br>The escalated unit cost for a 900-1200mm catch basin is \$6,824. The total renewal cost for 31 catch basins is thus \$155,430 ( <b>\$ 0.16 million</b> ). | 1-4<br>(renewal driven by renewal of mains) | 2                      | Very Low to Moderate       | With mains          | \$ 155                                |
| Maintenance Holes | Replace with Mains   | Throughout the system, there is on average one maintenance hole for every 92m of stormwater main.  | 1-4<br>(renewal driven by                   | 2                      | Very Low to Moderate       | With mains          | \$ 127                                |

| Asset Class  | Renewal Needs     | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure              | Year of End of Life                                | Replacement Cost (2021 \$, thousands) |
|--|-------------------|---|--------------------------------|------------------------|----------------------------|--|---------------------------------------|
|  |                   | <p>There will thus be approximately 13 maintenance holes to be replaced with 1,200m of mains.</p> <p>The escalated unit cost for a 1200mm catch basin is \$9,805. The total renewal cost for 13 maintenance holes is thus \$127,464 (<b>\$ 0.13 million</b>).</p> | renewal of mains)              |                        |                            |  |                                       |
| Dry Ponds  | Clean at 40 years | No cleaning (renewal) needs to 2031.  | n/a                            |                        |                            |  |                                       |
| Wet Ponds  | Clean at 20 years | <p>Both wet ponds require cleaning by 2031 at an estimated cost of <b>\$0.65 million</b>.</p> <ul style="list-style-type: none"> <li>Schmidt Dr.</li> <li>Irwin Lytle</li> </ul>  | <p>3</p> <p>5</p>              | <p>3</p> <p>1</p>      | <p>Moderate</p> <p>Low</p> | <p>2030</p> <p>2011<br/>(overdue for cleaning)</p> | <p>\$ 400</p> <p>\$ 250</p>           |
| <b>TOTAL RENEWAL NEED (2022-31)</b><br>(excludes needs that will be funded by operating) |                   | <b>\$ 3.02 million</b>  |                                |                        |                            |  |                                       |

## Operations & Maintenance Needs

Operations and Maintenance (O&M) costs include day-to-day costs associated with running and overseeing the stormwater system. This includes pond inspection, catch basin cleaning, and street sweeping, as well as preventive maintenance, minor repairs and reporting. O&M activities are funded by the Township's operating budget.

Figure 4-21 shows the operating expenditures for 2018-20, as well as the 2021 budget. These amounts reflect only the labour charges associated stormwater service activities, since most other overhead costs are captured under the transportation service. In the past three years, \$42k, \$40k and \$28k (2018-2020, respectively) have been spent on stormwater activities. The budgeted amount for 2021 is \$37k.

**Figure 4-21: Operating Expenditures 2018-20 and 2021 Budget – Stormwater Service**

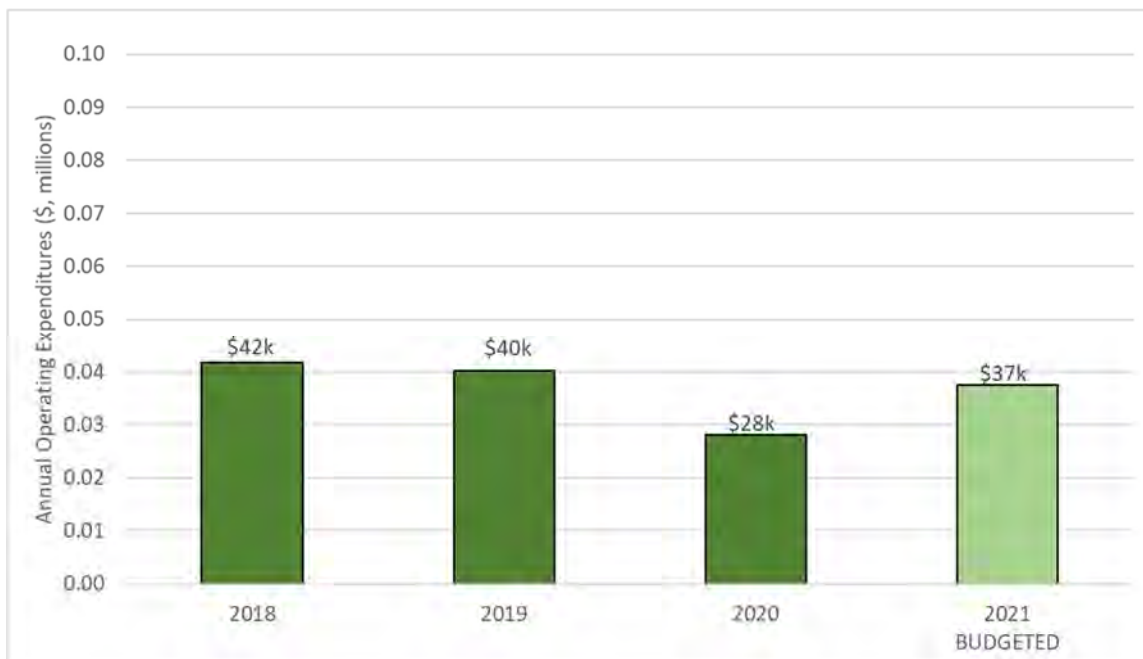


Table 4-33 lists the activities conducted using operating budget, along with general frequencies. The Township indicated that the 2021 budget is sufficient for the current activities and network size. However, the stormwater network grows each year due to assumption of developer-constructed assets, as well as construction and installation of new assets by the Township. These new assets require additional funds for operations and maintenance.

**Table 4-33 Operating Activities and Frequencies – Stormwater Service**

| Asset Type        | Activity              | Frequency                              |
|-------------------|-----------------------|--|
| Stormwater Mains  | CCTV prior to renewal | Prior to renewal (no cycle)            |
|                   | Flushing              | As needed                              |
| Catch Basins      | Inspection            | Annual                                 |
|                   | Cleaning              | Annual                                 |
|                   | Sump cleanout         | Annual (spring)                        |
| Maintenance Holes | Inspection            | Annual                                 |
| Ponds             | Cleaning              | Every 40 years for dry ponds           |
|                   |                       | Every 20 years for wet ponds           |
| Dam               | Condition Assessment  | Informal, but generally every 5 years* |

\* The dam is owned by the Township, but the Saugeen Valley Conservation Authority is the operating authority. They execute the condition assessment (usually through an external consultant), then invoice the Township. Timing is not formalized.

It is estimated that the Township assumes 0.5 km of stormwater main per year. As shown in Table 4-34, the resulting annual increase in operating budget need is \$450/year. Based on this rate of increase, Table 4-35 shows that the estimated operating budget need increases from \$38k in 2022 to \$42k in 2031.

**Table 4-34 Growth Impacts on Operating Budget Need – Stormwater Service**

| Asset Type       | Inventory in 2021 | Estimated Annual Assumptions | % of 2021 Inventory | Operating Budget needed for Full Inventory (2021 \$) | Estimated Annual Increase in Operating Need due to Assumptions (2021 \$) |
|------------------|-------------------|------------------------------|---------------------|--|--|
| Stormwater Mains | 42.5 km           | 0.5 km                       | 1.2 %               | \$ 37,447  | \$ 450   |



Table 4-35 Projected Operating Budget Need including Estimated Growth Impacts – Stormwater Service

| Year | Projected Operating Budget Need<br>(2021 \$) |
|------|--|
| 2022 | \$ 37,896                                    |
| 2023 | \$ 38,346                                    |
| 2024 | \$ 38,795                                    |
| 2025 | \$ 39,244                                    |
| 2026 | \$ 39,694                                    |
| 2027 | \$ 40,143                                    |
| 2028 | \$ 40,593                                    |
| 2029 | \$ 41,042                                    |
| 2030 | \$ 41,491                                    |
| 2031 | \$ 41,941                                    |

#### 4.2.8 RISK

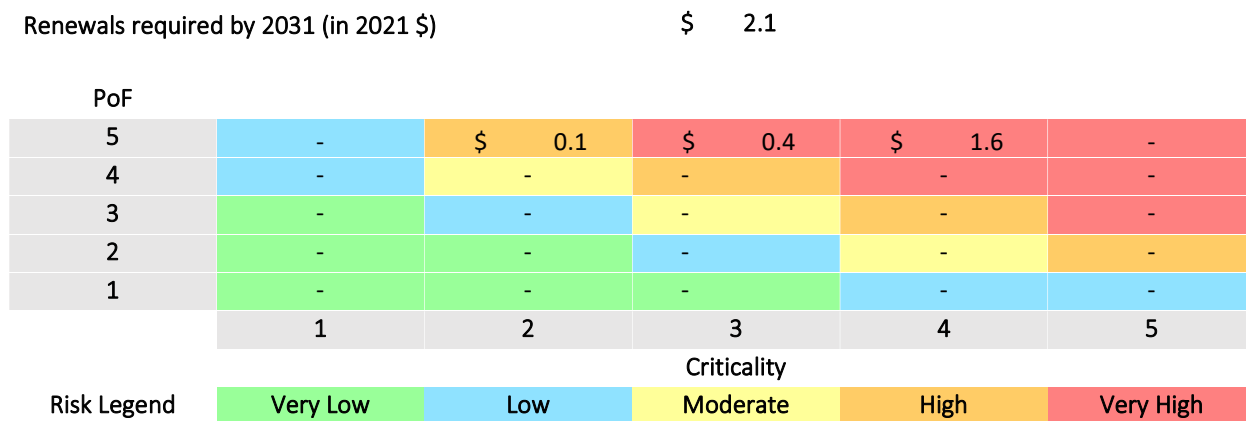
Improvements to asset and system capacity, function and condition are often limited by available funding and resources. It thus becomes necessary to prioritize asset investments and improvements based on risk exposure. Probability of Failure is approximated based on asset condition, while Consequence of Failure is estimated based on expected impact of an asset failure, as shown in Table 4-36.

**Table 4-36 Consequence of Failure Ratings – Stormwater Assets**

| Asset Type               | Assumptions  | Consequence Category of Highest Concern | Attributes                                   | CoF |
|--------------------------|--|---|--|-----|
| <b>Mains</b>             | Unplanned failure will result in damage to a pipe segment, road and Right-of-Way (RoW) assets, and may also damage private assets. Impacts are higher with greater flow, and thus pipe diameter.   | Financial Impacts                       | 0 to < 200 mm diameter                       | 2   |
|                          |  |   | 200 to < 400 mm diameter                     | 3   |
|                          | 400 to < 800 mm diameter   |   | 4  |     |
|                          | Other potential impacts (however, these will be managed, and CoF will likely not exceed Financial CoF):<br>Traffic and pedestrian safety may be compromised.<br>Water service may be reduced or shut off in the area during the repair. Redundancy has not been considered in these CoF ratings.<br>Environmental impacts are minimal for a leakage of stormwater. |   | >= 800 mm diameter                           | 5   |
|                          |  |   |  |     |
| <b>Catch Basins</b>      | Failure of catch basins may lead to damage of private vehicles, and associated liability.  | Financial Impacts                       | ALL  | 2   |
| <b>Maintenance Holes</b> | Failure of maintenance holes may lead to damage of private vehicles, and associated liability.   | Financial Impacts                       | ALL  | 2   |
| <b>Ponds</b>             | Ponds fail when they accumulate silt to the point where their capacity to contain flood water is limited. This results in damage to public and private assets.   | Financial Impacts                       | Dry Ponds (drains to road)                   | 3   |
|                          |  |   | Wet Pond - Schmidt Dr.                       | 3   |
|                          |  |   | Wet Pond - Irwin Lytle (no buildings nearby) | 1   |

Based on those CoF ratings, Figure 4-22 shows the risk exposure mapping for stormwater assets that require renewal within the next ten years. As listed in Table 4-32 in Section 4.2.7, these assets are steel mains that were installed in 1970. Their theoretical end-of-life is 2030 and should be renewed in coordination with other corridor capital works.

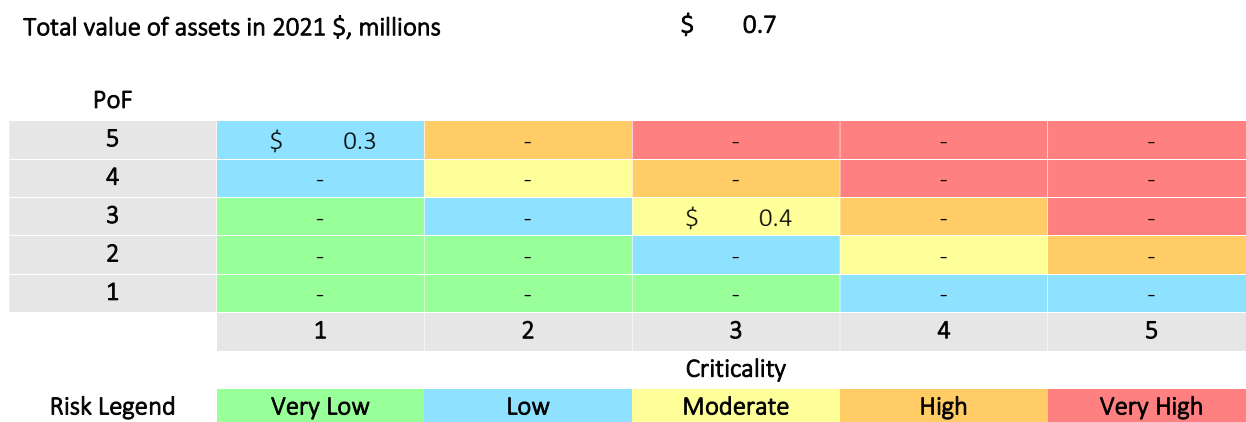
**Figure 4-22: Stormwater Main Assets – Risk Exposure Map**



Catch basins and maintenance do not require risk-based prioritization, because they are generally replaced with the associated stormwater main. These costs should thus be added to any stormwater main replacement projects.

Dry ponds do not currently require prioritization analysis, since they do not require intervention (cleaning) within the next 10 years. However, the Township’s two wet ponds are due for cleaning. The cleaning activities are shown in the risk map in Figure 4-23. Irwin Lytle pond appears in the Low (blue) risk exposure cell, because it is overdue for cleaning (probability of failure = 5), but the consequences of overflow are insignificant, since no buildings would be affected. Schmidt Dr. pond appears in Moderate (yellow) risk exposure. It will be due for cleaning in 2030.

**Figure 4-23: Stormwater Wet Ponds – Risk Exposure Map**

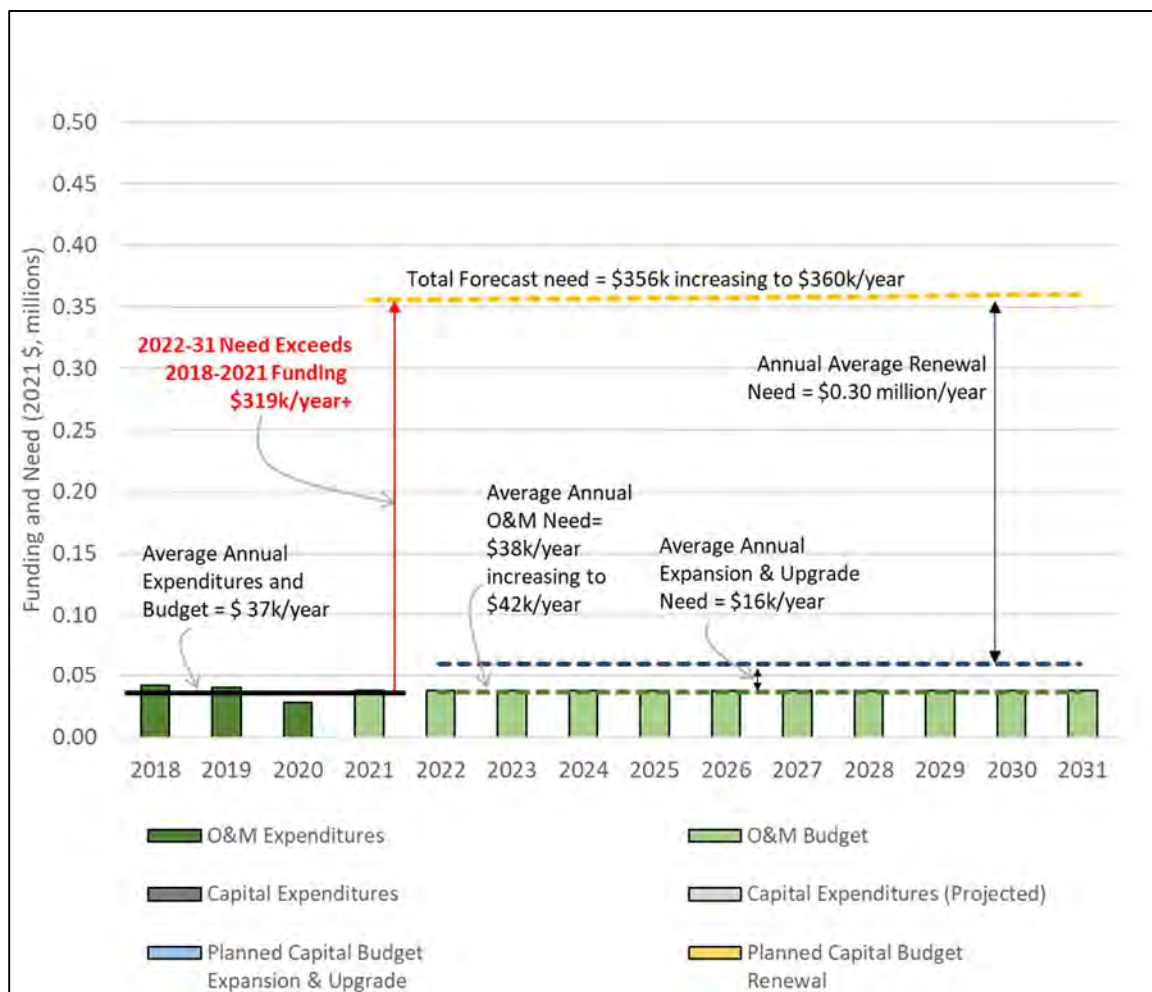


### 4.2.9 FINANCIAL IMPACT

Figure 4-24 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$37k/year. In contrast, the forecast need for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031) is ten-fold that amount, at \$356k/year, primarily due to assets reaching the end of their service life. This includes the life cycle costs described in Section 4.2.7, specifically:

- Expansion & Upgrade                   \$ 0.16 million (over ten years)
- Renewal                                   \$ 3.02 million (over ten years)
- Operations & Maintenance         \$ 38k/year in 2022 increasing to  
\$ 42k/year in 2031 due to development

Figure 4-24: Historical Expenditures and Projected Needs – Stormwater Service



The Township may also prioritize needs based on risk, as discussed in Section 4.2.8. Specifically, prioritizing the \$7.1 million of renewal needs (over the next 10 years) that are considered Very High risk, specifically:

- \$ 2.0 million of stormwater mains (plus associated catch basins and maintenance holes)

The expansion/upgrade project, consisting of hydraulic analysis (estimated at \$0.16 million), is also considered Very High priority (risk), because it is required to enable reporting of O.Reg. 588/17 Level of Service performance metrics.

The next priority would be another \$0.1 million of renewal of steel mains that are considered High risk.

## 4.3 WATER SERVICE

### 4.3.1 INTRODUCTION

Water service in the Township is provided by two separate water systems, one serving the community of Mount Forest and the other serving the community of Arthur. The Mount Forest water system comprises four drilled bedrock well supplies, a 2,080 m<sup>3</sup> elevated water storage standpipe complete with a booster pumping station, and a water distribution network that delivers water to 2,110 homes and 239 Industrial/Commercial/Institutional (ICI) properties. The Arthur water system comprises three bedrock wells, two elevated towers and a distribution system that service to 918 homes and 111 ICI properties, according to year 2020 Township records. Both systems are single pressure zones, pressurized by their respective elevated towers. Each system also provides fire protection to their service areas.

### 4.3.2 INVENTORY

The municipal water network is comprised of water mains, hydrants, mainline valves, water towers, supply wells and well houses. Table 4-37 summarizes the water service inventory in terms of quantity and replacement value.

**Table 4-37 Water Assets – Inventory and Replacement Value**

| Asset Type               | Arthur Quantity  | Mount Forest Quantity | Replacement Value<br>(2021 \$, millions) |
|--------------------------|------------------|-----------------------|--|
| <b>Mains</b>             | <b>19.7 km</b>   | <b>36.8 km</b>        | <b>\$ 52.2</b>                           |
| Polyvinyl Chloride (PVC) | 18.0 km          | 20.33 km              | \$ 36.3                                  |
| Cast Iron                | 0.9 km           | 4.8 km                | \$ 4.6                                   |
| Ductile Iron             | 0.8 km           | 10.1 km               | \$ 9.9                                   |
| Other*                   | --               | 1.6 km                | \$ 1.4                                   |
| <b>Hydrants</b>          | <b>112 units</b> | <b>187 units</b>      | <b>\$ 3.0</b>                            |
| <b>Valves</b>            | <b>175 units</b> | <b>349 units</b>      | <b>\$ 2.5</b>                            |
| <b>Wells</b>             | <b>3 wells</b>   | <b>4 wells</b>        | <b>\$ 6.8</b>                            |
| <b>Water Towers</b>      | <b>2 towers</b>  | <b>1 standpipe</b>    | <b>\$ 9.9</b>                            |
| <b>TOTAL</b>             |                  |                       | <b>\$ 74.3</b>                           |

\* "Other" category includes polyethylene and copper, as well as mains listed with unknown material type.

### 4.3.3 REPLACEMENT VALUE

Replacement values for watermains and appurtenances were estimated based on unit costs reflecting current market conditions, as listed in Table 4-38. These unit costs include all costs associated with installation of the asset, including engineering, construction administration, inspections, permits, utility relocation, taxes and contingencies.

For watermains, the unit costs include the costs of the associated service leads, curb stops at the property line, any required fittings, and sub-base, since these elements would be replaced with any watermain replacement. It is further assumed that watermain replacements will be done in conjunction with other renewals in the same right-of-way, so granular and pavement costs are not included in the unit cost, as these would be included in road replacement cost. Moreover, Township staff have indicated that future watermain replacements will be guided by the following:

- Pipes with diameter less than 150mm will be replaced with a diameter of 150mm
- All pipes will be replaced with polyvinyl chloride (PVC)

As such, the unit costs listed in Table 4-38 reflect these replacement guidelines, which will result in a future network composed of PVC watermains.

For mainline valves, valves of unknown type were assumed to be gate valves.

Hydrant costs include the cost of the hydrant and hydrant valve, but not the lead, since the cost of the lead is included with the watermain. Installation costs are also included with the hydrant cost.

**Table 4-38 Water Assets – Unit Costs**

| <b>Asset Type</b>        | <b>Size (diameter in mm)</b> | <b>Unit Cost (2021 \$)</b> |
|--------------------------|------------------------------|----------------------------|
| <b>Mains</b>             | <150                         | \$ 863 /m                  |
|                          | 152.4                        | \$ 863 /m                  |
|                          | 200                          | \$ 913 /m                  |
|                          | 250                          | \$ 1,044 /m                |
|                          | 300                          | \$ 1,163 /m                |
|                          | 400                          | \$ 1,481 /m                |
|                          | 600                          | \$ 2,638 /m                |
| <b>Gate Valve</b>        | 12                           | \$ 63 / unit               |
|                          | 32                           | \$ 94 / unit               |
|                          | 38                           | \$ 94 / unit               |
|                          | 50                           | \$ 1,063 / unit            |
|                          | 100*                         | \$ 2,188 / unit            |
|                          | 150                          | \$ 3,125 / unit            |
|                          | 200                          | \$ 5,125 / unit            |
|                          | 250                          | \$ 8,938 / unit            |
| 300                      | \$ 12,000 / unit             |                            |
| <b>Ball Valve</b>        | 50                           | \$ 313 / unit              |
|                          | 150                          | \$ 938 / unit              |
|                          | 250                          | \$ 1,563 / unit            |
|                          | 300                          | \$ 1,875 / unit            |
| <b>Air Control Valve</b> | 300                          | \$ 21,250 / unit           |
| <b>Backflow Device</b>   | 150                          | \$ 7,500 / unit            |
|                          | 300                          | \$ 15,000 / unit           |
| <b>Fire Hydrant</b>      | --                           | \$ 10,000 / unit           |
| <b>Yard Hydrant</b>      | --                           | \$ 5,000 / unit            |

\* Also applied to gate valves of unknown size

For vertical facilities in the water system, the overall value of each facility was estimated by inflating the purchase values from the TCA registry, and escalating by 25% to allow for costs of design, engineering, construction contract administration, taxes and contingency. Table 4-39 lists the resulting replacement value of each vertical facility.

Table 4-39 Vertical Water Facilities – Replacement Costs Inflated and Escalated from TCA

| Asset Type             | Name                             | Replacement Value<br>(2021 \$, millions) |
|------------------------|----------------------------------|--|
| Arthur Wells           | Well 7B & Wellhouse              | \$ 0.9                                   |
|                        | Wells 8A/8B & Wellhouse          | \$ 2.0                                   |
| Mount Forest Wells     | Well 3 & Wellhouse               | \$ 1.9                                   |
|                        | Well 4 & Wellhouse               | \$ 0.5                                   |
|                        | Well 5 & Wellhouse               | \$ 0.6                                   |
|                        | Well 6 & Wellhouse               | \$ 0.8                                   |
| Arthur Water Towers    | Charles St. Tower                | \$ 1.1                                   |
|                        | Spheroid Tower                   | \$ 3.6                                   |
| Mount Forest Standpipe | Standpipe & Booster Pump Station | \$ 5.2                                   |

For wells and wellhouses, the facility replacement value was then portioned out to different building and process systems based on proportions seen in similar facilities. Table 4-40 shows the resulting replacement values by facility system for wells in Arthur, and Table 4-41 shows the same for wells in Mount Forest. The proportions applied are an estimate, used to separate the facility into systems with different expected service life values and different consequences of failure. For future AM Plans, these replacement values should be updated with engineering estimates based on visual inspections.

Table 4-40 Arthur Wells – Replacement Costs by Facility System

| Facility System                       | Proportion of<br>Facility Value | Replacement Value (2021 \$, 1000s) |                            |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------|
|                                       |                                 | Well 7B &<br>Wellhouse             | Wells 8A/8B &<br>Wellhouse |
| Site Works                            | 7%                              | \$ 64.4                            | \$ 142.8                   |
| Building Structural                   | 9%                              | \$ 82.8                            | \$ 183.5                   |
| Building Architectural                | 8%                              | \$ 73.6                            | \$ 163.2                   |
| Building Electrical & Mechanical      | 14%                             | \$ 128.8                           | \$ 285.5                   |
| Process Electrical                    | 39%                             | \$ 358.9                           | \$ 795.4                   |
| Process Mechanical                    | 9%                              | \$ 82.8                            | \$ 183.5                   |
| Process Piping                        | 11%                             | \$ 101.2                           | \$ 224.3                   |
| Process Instrumentation &<br>Controls | 3%                              | \$ 27.6                            | \$ 61.2                    |
| <b>TOTAL</b>                          | <b>100%</b>                     | <b>\$ 920.2</b>                    | <b>\$ 2,039.4</b>          |



Table 4-41 Mount Forest Wells – Replacement Costs by Facility System

| Facility System                    | Proportion of Facility Value | Replacement Value (2021 \$, thousands) |                    |                    |                    |
|------------------------------------|------------------------------|--|--------------------|--------------------|--------------------|
|                                    |                              | Well 3 & Wellhouse                     | Well 4 & Wellhouse | Well 5 & Wellhouse | Well 6 & Wellhouse |
| Site Works                         | 7%                           | \$ 131.2                               | \$ 37.3            | \$ 44.4            | \$ 52.7            |
| Building Structural                | 9%                           | \$ 168.6                               | \$ 47.9            | \$ 57.1            | \$ 67.8            |
| Building Architectural             | 8%                           | \$ 149.9                               | \$ 42.6            | \$ 50.7            | \$ 60.3            |
| Building Electrical & Mechanical   | 14%                          | \$ 262.3                               | \$ 74.6            | \$ 88.8            | \$ 105.5           |
| Process Electrical                 | 39%                          | \$ 730.7                               | \$ 207.8           | \$ 247.4           | \$ 293.8           |
| Process Mechanical                 | 9%                           | \$ 168.6                               | \$ 47.9            | \$ 57.1            | \$ 67.8            |
| Process Piping                     | 11%                          | \$ 206.1                               | \$ 58.6            | \$ 69.8            | \$ 82.9            |
| Process Instrumentation & Controls | 3%                           | \$ 56.2                                | \$ 16.0            | \$ 19.0            | \$ 22.6            |
| <b>TOTAL</b>                       | <b>100%</b>                  | <b>\$ 1,873.6</b>                      | <b>\$ 532.7</b>    | <b>\$ 634.3</b>    | <b>\$ 753.3</b>    |

The Arthur water towers and Mount Forest standpipe were assumed to comprise only Process Structural systems, with a uniform service life and consequence of failure applied to each facility as a whole. As such, the replacement values were not divided into facility systems.

#### 4.3.4 ESTIMATED USEFUL LIFE

Estimated useful life values of water assets are listed in Table 4-42. As shown in the Table, different useful life values have been applied to existing watermain materials, as well as for different facility systems of wells. Uniform useful life values have been applied to hydrants (75 years), mainline valves (60 years) and water towers (100 years). These useful life values, along with age, were used to estimate condition of water assets.

Table 4-42 Water Assets – Useful Life

| Asset Type                         | Estimated Useful Life (Years) |
|------------------------------------|-------------------------------|
| <b>Mains</b>                       |                               |
| PVC                                | 90                            |
| Cast Iron                          | 90                            |
| Ductile Iron                       | 90                            |
| Polyethylene                       | 90                            |
| Copper                             | 80                            |
| Unknown Material                   | 90                            |
| <b>Hydrants</b>                    | 75                            |
| <b>Valves</b>                      | 60                            |
| <b>Wells</b>                       |                               |
| Site Works                         | 25                            |
| Building Structural                | 75                            |
| Building Architectural             | 37                            |
| Building Electrical & Mechanical   | 25                            |
| Process Electrical                 | 25                            |
| Process Mechanical                 | 25                            |
| Process Piping                     | 37                            |
| Process Instrumentation & Controls | 15                            |
| <b>Water Towers</b>                | 100                           |

### 4.3.5 CONDITION

Asset condition was determined based on percent remaining useful life, calculated from each asset's estimated useful life and current age. Asset condition scores were assigned based on the mapping of condition and remaining life shown in Table 4-43. As shown in the Table, condition was linearly mapped to the remaining life, with each score representing a 20% of the asset's life. However, for hydrants and valves, the minimum condition score assigned is Fair. This assumes that there are no hydrants or mainline valves in Poor or Very Poor condition, because these assets are regularly inspected and repaired as needed to ensure that they remain in working condition. Specifically, hydrants are inspected at least once per year, and mainline valves exercised once every 3 years.

**Table 4-43 Water Assets – Age-based Condition Index**

| Condition Score  |          | % Useful Life Remaining  |                         |
|------------------|----------|--|-------------------------|
|                  |          | Mains<br>Yard Hydrants<br>Wells & Well houses<br>Water Towers<br>Standpipe | Fire Hydrants<br>Valves |
| <b>Very Good</b> | <b>1</b> | 80 – 100   | 80 – 100                |
| <b>Good</b>      | <b>2</b> | 60 – 79  | 60 – 79                 |
| <b>Fair</b>      | <b>3</b> | 40 – 59  | 0 – 59                  |
| <b>Poor</b>      | <b>4</b> | 20 – 39  | n/a                     |
| <b>Very Poor</b> | <b>5</b> | 0 – 19   | n/a                     |

The condition distribution of watermains is shown in Figure 4-25 for Arthur. The Figure shows that most of the mains in Arthur are PVC, which are in Fair condition or better; however, condition could not be estimated for about half of the PVC mains due to missing installation year data. In addition, approximately 890 m (\$0.8 million) of Cast Iron pipes are in Very Poor condition.

Figure 4-26 shows the average age of these pipes by material (assets with unknown installation year have been omitted). This Figure shows that on average, Cast Iron pipes are within one year of their service life, and are thus due for replacement.

Figure 4-25: Condition Distribution - Arthur Watermains

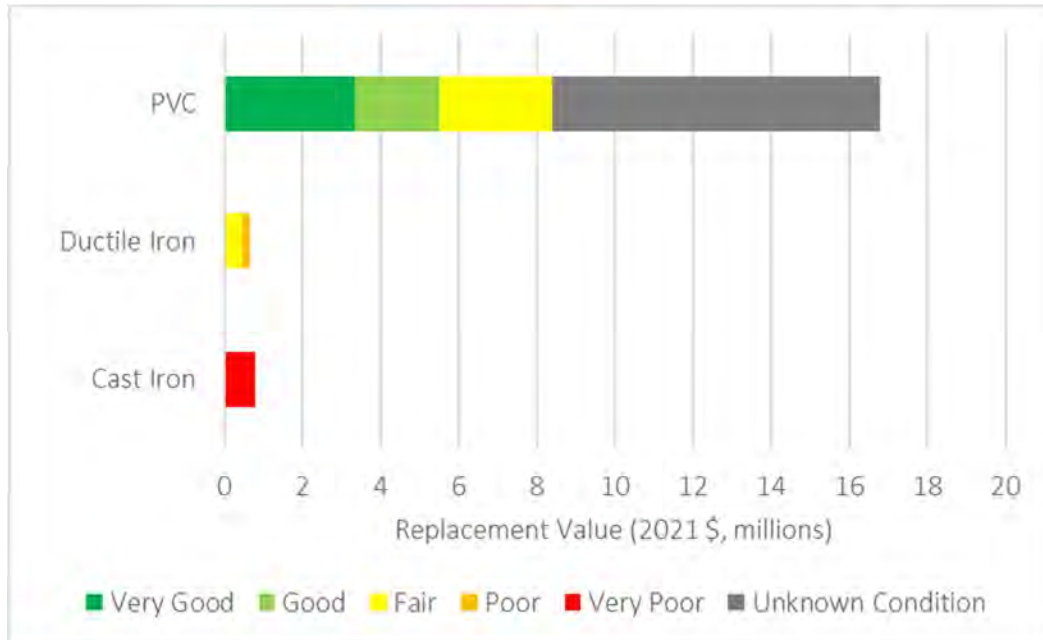
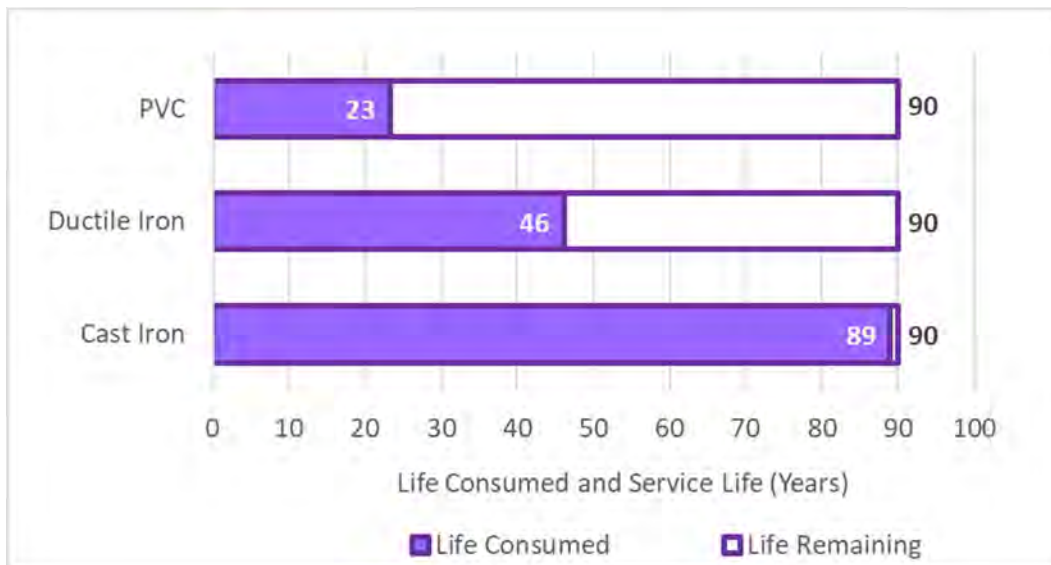


Figure 4-26: Average Age – Arthur Watermains



The condition distribution of watermains in Mount Forest is shown in Figure 4-27. The Figure shows that, similar to Arthur, most of the mains in Mount Forest are PVC, which are mostly in Good or Very Good condition. Approximately 7.0 km (\$6.32 million) of ductile iron watermain in Mount Forest are in Poor condition.

Figure 4-28 shows the average age of these pipes by material (assets with unknown installation year have been omitted). This Figure shows that on average, Cast Iron pipes are within one year of their service life, and are thus due for replacement.

In Mount Forest, there are approximately 12km of PVC mains, 10km of cast iron mains and 10.5km of ductile iron mains, along with a small amount of polyethylene and copper mains. There are also 3.8km of mains of unknown material. The PVC mains in Mount Forest are all in Good or Very Good condition, based on age. Cast iron and ductile iron mains are in worse condition, with 4,164m (\$3.33 million) of cast iron pipe in Very Poor condition, and 6,952m (\$6.32 million) of ductile iron pipe in Poor condition.

**Figure 4-27: Condition Distribution – Mount Forest Watermains**

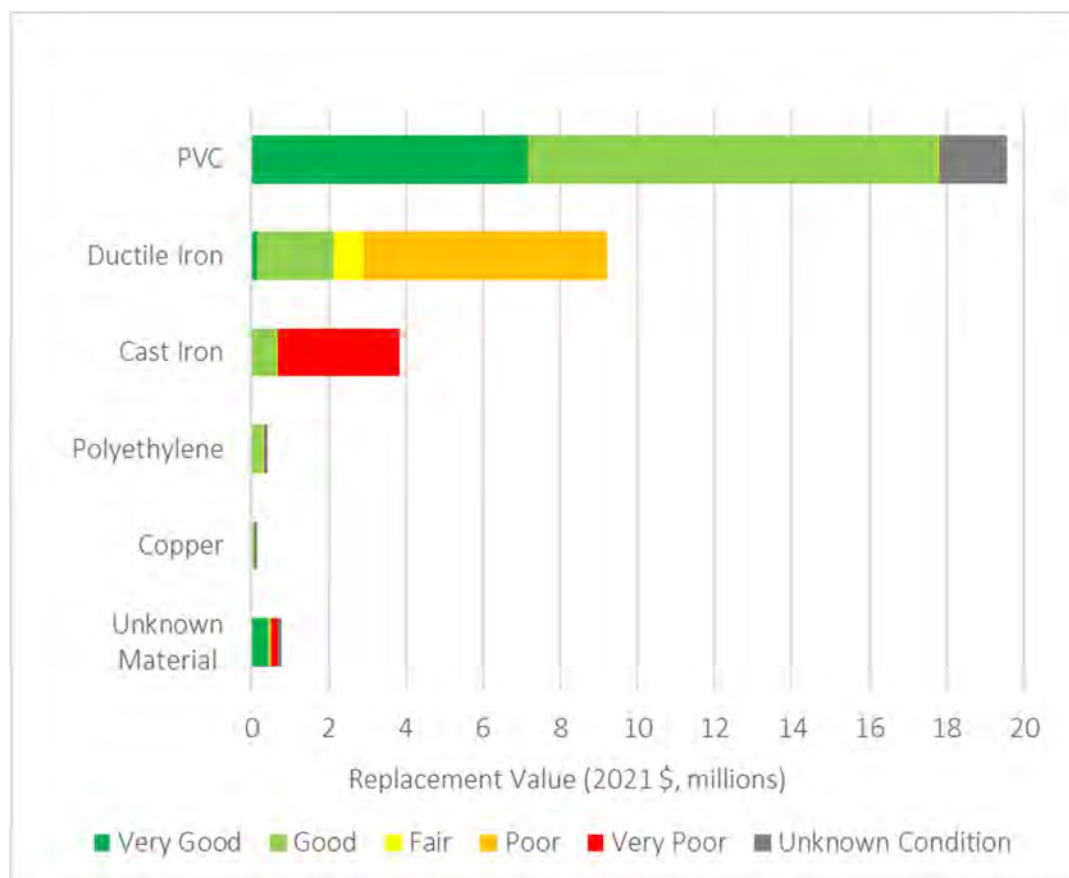


Figure 4-28 shows the average age of these Mount Forest watermains by material (assets with unknown installation year have been omitted). This Figure shows that on average, Cast Iron pipes are within ten years of their service life, and will thus require replacement within the next ten years. Ductile iron mains are past half of their service life, while watermains of other materials are generally around one third into their service life.

Figure 4-28: Average Age – Mount Forest Watermains

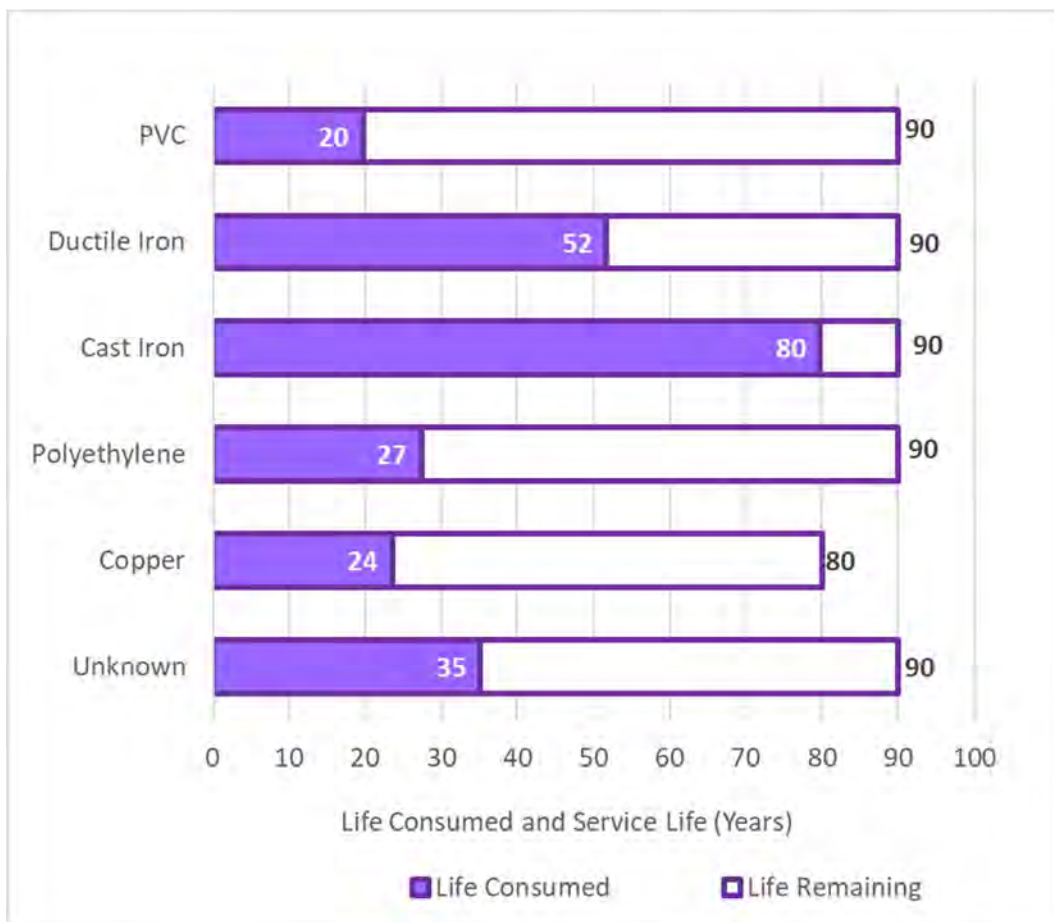


Figure 4-29 shows the condition distribution of Water Valves and Hydrants by Replacement Value in Arthur and Mount Forest (MF). All of these assets are estimated to be in Fair condition or better, because they are regularly inspected and repaired. A large number of these assets are reported as having unknown condition, due to missing installation year data, specifically, 10 hydrants in Arthur with an estimated replacement value totaling \$100,000, and 118 valves and 54 hydrants in Mount Forest with an estimated replacement value of over \$1.0 million.

**Figure 4-29: Water Valves and Hydrants – Condition Distribution**

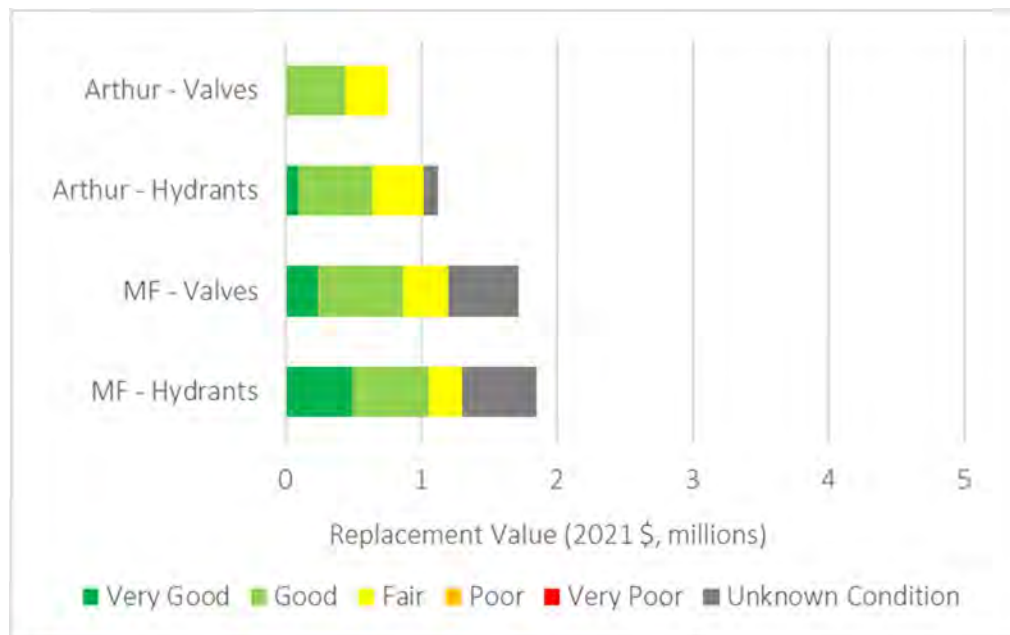
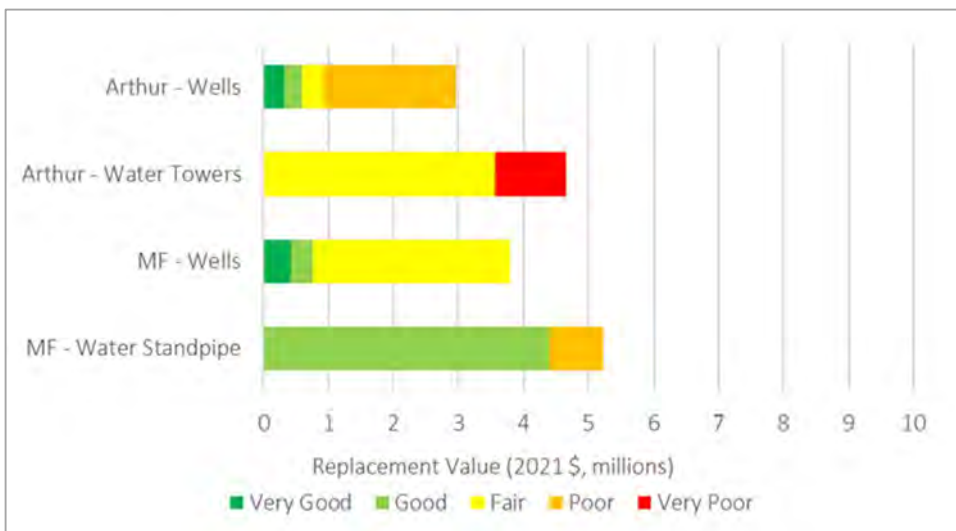


Figure 4-30 shows the condition distribution of Vertical Water Facilities by replacement value. The Figure shows that the Charles St. Water Tower is nearing the end of its service life, and based on age, is considered to be in Very Poor condition.

Figure 4-30: Water Vertical Facilities – Condition by Replacement Value



In the category of Water Towers in the Arthur water system, the Charles St. Tower, which was built in 1932, is nearing its 100-year estimated useful life, and is showing as \$1.1 million of assets in Very Poor condition. The Spheroid Water Tower was built in 1967, and is considered in Fair condition, with an estimated replacement value of \$3.6 million. Photos of the two towers are shown in Figure 4-31.

Figure 4-31: Water Towers serving the Arthur Community



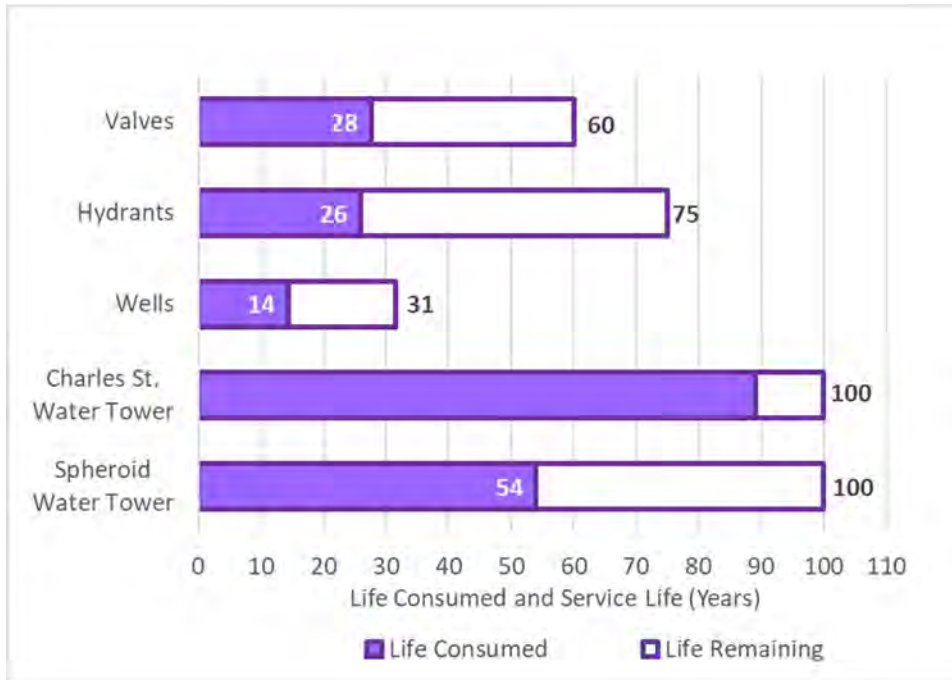
In June 2021, the Township approved a decision to replace both towers with a single new tower at the north end of Arthur. The estimated cost of the new tower is \$3.7 million, excluding costs of potential need for watermain extension and looping.

The new tower will increase the current water storage capacity of 1,364 m<sup>3</sup> to 2,000 m<sup>3</sup> and will thus accommodate planned development to the year 2045.

The Mount Forest Standpipe is also in Poor condition, and the Township recently decided to rehabilitate it at a cost of \$950,000. Township has also decided to build a new water tower at the north end of Mount Forest to increase existing storage capacity from 2,000 m<sup>3</sup> to 2,420 m<sup>3</sup>. It is estimated that the new water tower will cost approximately \$4.2 million.

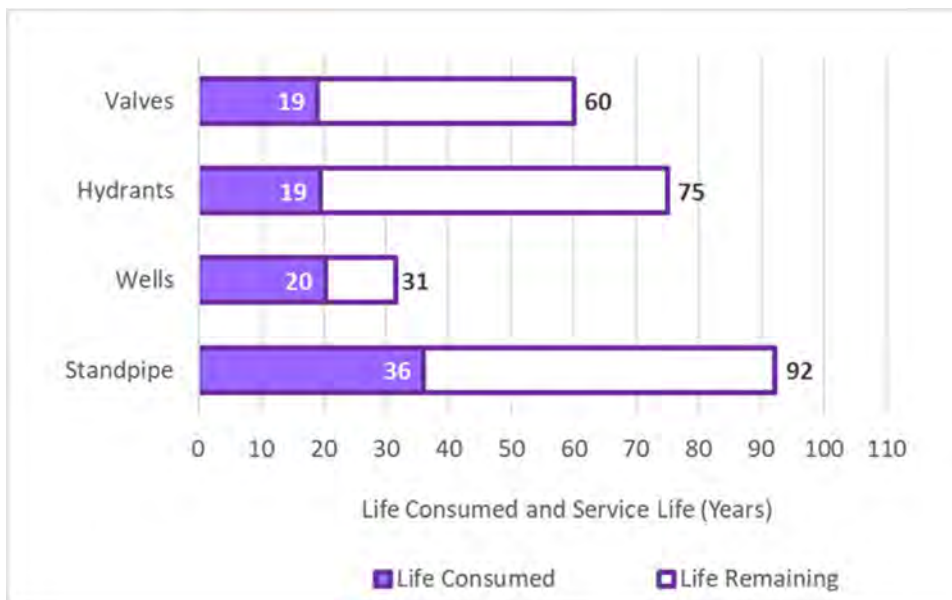
Figures 4-32 shows the average age of valves, hydrants, wells and water towers in the Arthur water system. On average, these asset types are all within their Estimated Useful Life (EUL); however, the Charles St. water tower will reach its theoretical end-of-life in 2032.

**Figure 4-32: Average Age – Arthur Water System Appurtenances and Vertical Assets**



Figures 4-33 shows the average age of valves, hydrants, wells and the standpipe in the Mount Forest water system. On average, these asset types are all within their Estimated Useful Life (EUL).

**Figure 4-33: Average Age – Mount Forest Water System Appurtenances and Vertical Assets**





#### 4.3.6 LEVELS OF SERVICE

This section presents the Township’s Level of Service (LOS) indicators and current performance for Water assets. Community LOS are presented in Table 4-44, and Technical LOS are presented in Table 4-45. The Tables show that for many indicators, targets have not yet been set. For these indicators, current performance is being reported as a baseline for future target-setting, when more data has been collected and analyzed to understand the costs and benefits of different LOS targets.

For some indicators, the current performance is already optimal. For example, the Township has not recorded any boil water advisories since 2018 (reporting as of June 29, 2021), nor any lost connection-days due to watermain breaks for the same period. On the other hand, there is an opportunity to reduce the incidence of watermain breaks by replacing aged metal pipes. There is also a need to increase water flow to a 200m segment of Cork St. to achieve fire flow.

**Table 4-44 Water Assets – Community Levels of Service**

| Service Attribute | Community Level of Service Indicator  | Performance   | Target                   | Gap                         |
|-------------------|---|---|--------------------------|-----------------------------|
| Capacity          | Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system.* | In general, properties within the urbanized areas of Mount Forest and Arthur are connected to the municipal water system, with the exception of some older farm properties.<br><br>Rural areas within the Township are not connected.   | No formal target         | None                        |
|                   | Description, which may include maps, of the user groups or areas of the municipality that have fire flow *                              | All properties connected to the Arthur water system have adequate fire flow.<br><br>Of properties connected to the Mount Forest water system, all have adequate fire flow, except 6 properties along Cork St. (~200m stretch from Waterloo St. to Princess St.), which require more flow. | All connected properties | 6 properties along Cork St. |
| Function          | Description of boil water advisories (BWA).**   | No BWA for years 2018-2021 (as of June 29, 2021).   | 0 BWA                    | Target achieved             |

| Service Attribute | Community Level of Service Indicator                                      | Performance  | Target           | Gap  |
|-------------------|---|--|------------------|------|
| Quality           | Description of unplanned service interruptions due to watermain breaks.** | <p>Unplanned service interruptions due to watermain breaks have occurred in the following numbers since 2018:</p> <ul style="list-style-type: none"> <li>• 2018: 1</li> <li>• 2019: 5</li> <li>• 2020: 2</li> <li>• 2021: 3 (as of June 29, 2021)</li> </ul> <p>All breaks have been related to aging metal pipes and frost heave.</p> <p>None of the breaks resulted in water outages to any customers.</p> | No formal target | None |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

\*\* These LOS Indicator have been adapted from the O.Reg. 588/17 reporting requirement for “Description of boil water advisories and service interruptions”, specifically, to split BWA from other service interruptions, and to focus service interruptions on unplanned interruptions due to watermain breaks.

Table 4-45 Water Assets – Technical Levels of Service

| Service Attributes | Technical Level of Service Indicator                  | Performance   | Target                   | Gap  |
|--------------------|---|---|--------------------------|------|
| Capacity           | % properties connected to the municipal water system* | <p>66.3%</p> <p>Total properties in Township: 5,140</p> <p>Properties connected to municipal water system = 3,410</p> | No formal target         | None |
|                    | % of properties where fire flow is available*         | <p>66.2%</p> <p>Total properties in Township: 5,140</p> <p>Properties connected to municipal water system = 3,404</p> | All connected properties | None |

| Service Attributes | Technical Level of Service Indicator  | Performance | Target           | Gap  |
|--------------------|---|-------------|------------------|------|
| Function           | # of connection-days per year where a boil water advisory notice is in place, compared to the total number of properties connected to the municipal water system*       | 0           | 0                | None |
| Quality            | # of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system* | 0           | 0                | None |
|                    | % Assets in state of good repair (Fair condition or better)   | 65%         | No formal target | None |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

#### 4.3.7 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the water service asset life cycle needs include the following:

- Expansion & Upgrade                   \$ 15.4 million (over ten years)
- Renewal                                   \$ 10.44 million (over ten years)
- Operations & Maintenance       \$ 1.27 million/year

The following sub-sections provide details on the needs in each of these categories.

##### Expansion & Upgrade Needs

The population in Arthur is expected to grow from an estimated 2,410 in 2020 to 4,115 in 2036 and 4,460 in 2041 (see Water and Sanitary Systems Technical Study – Arthur, 2020). The population in Mount Forest is expected to grow from an estimated 5,678 in 2020 to 8,135 in 2036 and 8,440 in 2041 (see Mount Forest Servicing Technical Update, 2021). Expansion and upgrade needs for both water systems were identified in Technical Updates to the Master Plans, completed in 2020 for Arthur and in 2021 for Mount Forest. In June 2021, Council provided direction to pursue specific alternatives from both reports. The following is a summary of the expansion and upgrade needs, totaling **\$15.4 million**, based on the Technical Update reports and direction provided by Council in June 2021:

##### *Arthur Water System*

- Expand selected mains and add new segments - \$2.0 million
- Replace both Water Towers with a single new tower - \$3.7 million
- Identify and develop a new water source (well) - \$3.5 million

##### *Mount Forest Water System*

- Expand selected mains and add new segments - \$2.0 million includes expansion of
  - Cork St. main from Waterloo St. to Princess St. to support fire flow

- Dublin St. from Princess Anne St. to Queen St.
- Prince Charles St. from Dublin St. to Arthur St.
- Queen St. from Parkside Dr. to Main St.
- Sligo Rd. from Church St. to Byeland Dr.
- York St. from Queen St. to Peel St.
- Building an additional water tower and main - \$4.2 million  
(This alternative is associated with a separate renewal need of to re-coat the existing Mount Forest standpipe at a cost of \$0.95 million.)

### Renewal Needs

Table 4-46 lists the Township's projected renewal needs by asset type to 2031. The total renewal need to 2031 is **\$10.44 million**. This includes the need to replace cast iron pipes and thin-walled PVC, as recommended in the Technical Update reports, the need to replace hydrants attached to mains that are being replaced, the need to renew components of wells (electrical, mechanical and instrumentation), and the need to re-coat the Mount Forest standpipe.

For each renewal need, Table 4-46 lists Probability of Failure (PoF), Consequence of Failure (CoF) and resulting Risk Exposure ratings to support prioritization of activities. Prioritization for Risk Management is discussed in detail in Section 4.3.8.

Table 4-46 Water Service Asset Renewal Needs to 2031

| Asset Class | Renewal Needs   | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|-------------|---|--|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Watermains  | Replace at end of life, in coordination with corridor works | <b>Arthur (\$2.03 million)</b><br>Replace 900m of Cast Iron pipes, which are at end of life: <ul style="list-style-type: none"> <li>• Edward St. (260m) from Frederick St. to Charles St.</li> <li>• Frederick St. West (140m) from Edward St. to George St.</li> <li>• Walton St. (175m) from Clark St. to Tucker St.</li> <li>• Clark St. (350m) from Domville St. to ~165 Clark St.</li> </ul>          | 5                              | 2                      | High          | 2022                | \$767                                 |
|             |   | Replace 1470m of thin-walled PVC pipes (as recommended in 2021 Technical Update): <ul style="list-style-type: none"> <li>• Domville St. (430m) from Preston St. to Conestoga (this segment also requires stormwater infrastructure)</li> <li>• Adelaide St. (600m) from Clark St. to Tucker St.</li> <li>• Bellefield St. (350m)</li> <li>• Lynwood St. (220m)</li> <li>• Eastview Drive (220m)</li> </ul> | 3                              | 2                      | Low           | Moderate            | \$1,268                               |
|             |   | <b>Mount Forest (\$2.99 million)</b><br>Replace 4,334m of Cast Iron pipes, which are at end of life (replace with minimum diameter of 150mm):  |                                |                        |               |                     |                                       |

| Asset Class | Renewal Needs | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|-------------|---------------|---|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
|             |               | <ul style="list-style-type: none"> <li>Grant St. (64m) from Main St. S to Parkside Dr.</li> </ul>   | 5                              | 4                      | Very High     | 2022                | \$60                                  |
|             |               | <ul style="list-style-type: none"> <li>Birmingham St. (324m) from Normanby St. W to Main St. N</li> </ul>   | 5                              | 3                      | Very High     | 2022                | \$237                                 |
|             |               | <ul style="list-style-type: none"> <li>Birmingham St. (447m) from Queen St. to Normanby St. W</li> <li>Birmingham St. (6m) from Main St. N to Fergus St. N</li> <li>Byeland Dr. (487m) from Sligo Rd. E to Egremont St. N</li> <li>Dublin St. (12m) from Martin St. north 12m</li> <li>Durham St. (381m) from Main St. N to Church St. N</li> <li>Egremont St. (128m) from Byeland Dr. to Durham St. E</li> <li>Fergus St. (602m) from Sligo Rd. E to Wellington St. E</li> <li>John St. (215m) from Queen St. W to Wellington St.</li> <li>King St. (306m) from Main St. S to Egremont St. S</li> <li>Murphy St. (115m) from Main St. S to 115m E of Main St. S</li> <li>Peel St. (266m) from Queen St. E to North Water St.</li> <li>South Water St. (602m) from Main St. S to SW end of South Water St.</li> </ul> | 5                              | 2                      | High          | 2022                | \$2,696                               |

| Asset Class | Renewal Needs          | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure     | Year of End of Life                 | Replacement Cost (2021 \$, thousands) |
|-------------|------------------------|--|--------------------------------|------------------------|-------------------|-------------------------------------|---------------------------------------|
|             |                        | <ul style="list-style-type: none"> <li>Wellington St. (141m) from Fergus St. to Egremont St. S</li> <li>York St. (128m) from Peel St. to Queen St. E</li> <li>North Water St. (110m) from Peel St. to Main St. S</li> </ul>  | 5                              | 1                      | Moderate          | 2022                                | \$ 49                                 |
| Hydrants    | Replace with mains     | <p><b>\$0.34 million</b> for hydrants along mains that require replacement. On average, the two systems have one hydrant per 175m of mains. Hydrant replacement need will thus be:</p> <p><b>Arthur</b></p> <ul style="list-style-type: none"> <li>5 hydrants for 900m of CI pipe</li> <li>8 hydrants for 1,460m of thin-walled PVC pipe</li> </ul> <p><b>Mount Forest</b></p> <ul style="list-style-type: none"> <li>22 hydrants for 4,334m of CI pipe</li> </ul> | 3<br>3<br>3                    | 2<br>2<br>2            | Low<br>Low<br>Low | With main<br>With main<br>With main | \$ 50<br>\$ 80<br>\$ 220              |
| Valves      | Replace with mains     | Include in cost (contingency) of mains   | n/a                            |                        |                   |                                     | none                                  |
| Wells       | Replace at end of life | <p><b>\$2.13 million</b> for Arthur Well 7B and Wells 8A/8B:</p> <ul style="list-style-type: none"> <li>Electrical, mechanical, site works</li> <li>Instrumentation and controls</li> </ul> <p><b>\$2.00 Million</b> for Mount Forest Wells 3, 4, 5 and 6:</p>   | 4<br>3                         | 1<br>1                 | Low<br>Very Low   | 2029<br>2030                        | \$ 2,042<br>\$ 89                     |

| Asset Class  | Renewal Needs          | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure        | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|--|------------------------|--|--------------------------------|------------------------|----------------------|---------------------|---------------------------------------|
|  |                        | <ul style="list-style-type: none"> <li>Electrical, mechanical, site works</li> <li>Instrumentation and controls</li> </ul>   | 3<br>3                         | 1<br>1                 | Very Low<br>Very Low | Varies<br>2030      | \$ 1,887<br>\$ 114                    |
| Water Towers   | Replace at end of life | In Arthur, both water towers will be replaced by a single new tower with larger capacity. This is treated as an Expansion need. As such, the Spheroid and Charles St. towers will be decommissioned. | n/a                            |                        |                      |                     | none                                  |
|  | Re-coat                | The Mount Forest standpipe requires re-coating at an estimated cost of <b><u>\$0.95 million</u></b> .  | 4                              | 3                      | Very High            | 2060                | \$ 950                                |
| <b>TOTAL RENEWAL NEED (2022-31)</b><br>(excludes needs that will be funded by operating) |                        | <b>\$ 10.44 million</b>  |                                |                        |                      |                     |                                       |



## Operations & Maintenance Needs

Operations costs include day-to-day costs associated with running and overseeing the water system. This includes labour, electricity and program delivery costs, such as providing underground locates, and promoting water conservation. Maintenance activities include inspection, preventive maintenance and minor repairs. Operations and Maintenance (O&M) activities are both funded by the Township's operating budget.

Figure 4-34 shows the operating expenditures for 2018-20, as well as the 2021 budget. Some of the activities supported by this budget are listed in Table 4-47. The Township estimates that the 2021 budget is sufficient for the current activities and network size. Moreover, the Township believes its current budget can absorb some growth assets, which are added to the portfolio each year through ownership assumption or construction. As such, the 2021 budget amount will be taken as representative of the annual operating budget need for the period 2022-2031.

In the next few years, the Township is working toward implementing a work order management system, which will provide detailed information on operations and maintenance costs associated with different assets and activities. This will provide a more reliable basis for calculating the operating cost impact of growth assets.

**Figure 4-34: Operating Expenditures 2018-20 and 2021 Budget – Water Service**

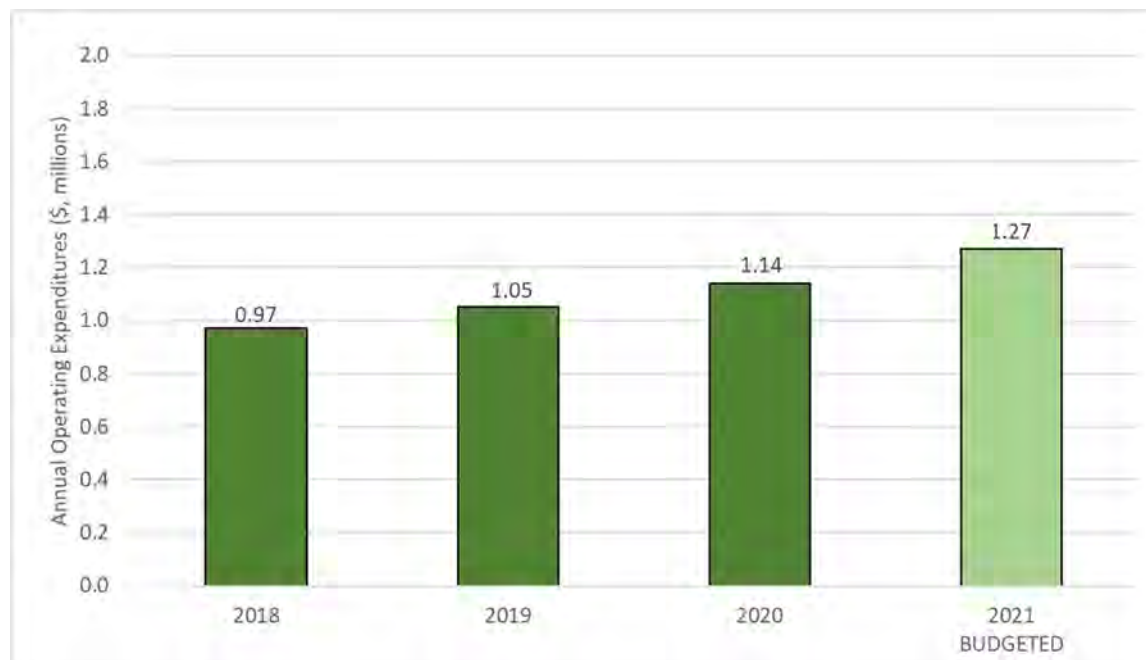


Table 4-47 Operating Activities and Frequencies – Water Service

| Asset Type               | Activity  | Frequency   |
|--------------------------|---|---|
| Watermains               | Inspection  | When uncovered  |
|                          | Watermain flushing  | Weekly, as weather and time permits   |
| Hydrants                 | Inspection and Flushing   | Annually  |
| Valves                   | Inspection and Exercising   | Every 3 years   |
| Wells & Well Houses      | Condition Assessment of Building  | Every 5 years   |
|                          | Condition Assessment of below grade   | Every 10 years  |
|                          | Maintenance (e.g. cleaning chlorine analyzers, cleaning injector tips, alarm testing) | Monthly   |
| Water Towers & Standpipe | Condition Assessment  | Every 3 years (last done in 2020, except for Charles St. Tower, which was assessed in 2021) |
|                          | Draining & Filling  | Usually completed during assessment   |

#### 4.3.8 RISK

Improvements to asset and system capacity, function and condition are often limited by available funding and resources. It thus becomes necessary to prioritize asset investments and improvements based on risk exposure. Probability of Failure is approximated based on asset condition, while Consequence of Failure is estimated based on expected impact of an asset failure, as shown in Table 4-48.

Table 4-48 Consequence of Failure Ratings – Water Assets

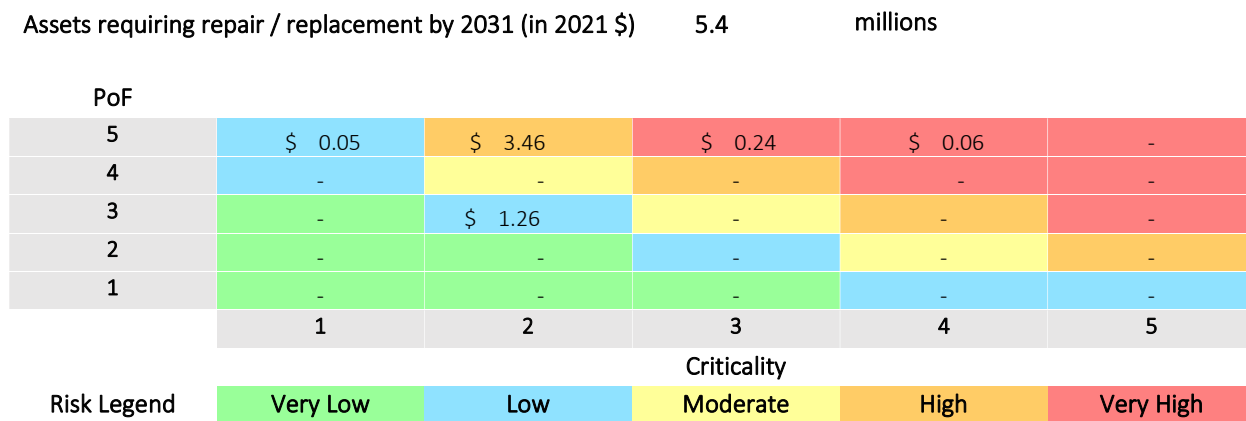
| Asset Type | Assumptions  | Consequence Category of Highest Concern | Attributes               | CoF |
|------------|--|---|--------------------------|-----|
| Watermains | Unplanned failure will result in damage to a pipe segment, road and Right-of-Way (RoW) assets, and may also damage private assets. Impacts are higher with greater flow, and thus pipe diameter. | Financial Impacts                       | 0 to < 200 mm diameter   | 2   |
|            |  |   | 200 to < 300 mm diameter | 3   |
|            |  |   | 300 to < 500 mm diameter | 4   |

|                      |  |                   |                    |   |
|----------------------|--|-------------------|--------------------|---|
|                      | <p>Other potential impacts (however, these will be managed, and CoF will likely not exceed Financial CoF):</p> <p>Traffic and pedestrian safety may be compromised.</p> <p>Water service may be reduced or shut off in the area during the repair. Redundancy has not been considered in these CoF ratings.</p> <p>Environmental impacts are minimal for a temporary spill of treated water.</p> |                   | >= 500 mm diameter | 5 |
| <b>Fire Hydrants</b> | <p>If a hydrant fails, a neighbouring hydrant will be used. This could cause delay in the event of emergency, but system has redundancy. Also, rarity of emergency is embedded in this score.</p> <p>It is assumed that if a hydrant fails, only the hydrant itself is damaged, and no damage occurs to other RoW assets or private property.</p>  | H&S Impacts       | ALL                | 2 |
| <b>Valves</b>        | <p>Valves fail by getting stuck, and must be replaced, along with a new pipe segment (sleeve). The CoF of 2 reflects the financial consequence.</p> <p>Other types of consequences are minimal (safety, availability, environmental).</p>  | Financial Impacts | ALL                | 2 |

Based on those CoF ratings, Figure 4-35 shows the risk exposure mapping for watermain assets that require renewal within the next ten years. As listed in Table 4-46 in Section 4.3.7, these assets include cast iron mains, which were installed in the 1930's in both Arthur and Mount Forest. Their theoretical end-of-life is 2022, and should be renewed in coordination with other corridor capital works.

The Figure also includes 1.46km of thin-walled PVC pipe in the Arthur water system. These have not reached theoretical end-of-life yet, but the 2021 Technical Update recommended that these be replaced when an opportunity arises in conjunction with other corridor works. These segments are shown in the Risk map with PoF = 3 and CoF = 2 (moderate risk).

Figure 4-35: Watermain Assets – Risk Exposure Map



It is expected that hydrants and valves will be replaced with their associated mains and would not be replaced based on their individual condition. As such, risk-based prioritization is not applied to those assets. Between replacements, these assets are inspected and exercised (annually for hydrants, every three years for valves).

For assets in vertical facilities, consequence of failure is calculated based on:

- the criticality of the facility to the overall system
- the criticality of the component to the facility

The overall CoF for the component is the lower those two values.

For Facility CoF, all wells are assigned a value of Facility CoF of 1, because each system is served by multiple wells, and failure of a single well will not affect service. In contrast, the Mount Forest standpipe and Arthur Spheroid tower are critical to their respective water systems, and thus have been assigned Facility CoF = 5. The Charles St. water tower, however, is smaller, and its failure would not affect the service. As such, it has a Facility CoF of 1.

Table 4-49 shows the Component CoF ratings applied, based on the negative impact of component failure on service delivery. The overall CoF for each component was then calculated as the lower of the Component CoF and the Facility CoF. As such, for all wells, as well as for the Charles St. Tower, each component had an overall CoF of 1 since the Facility CoF was 1.

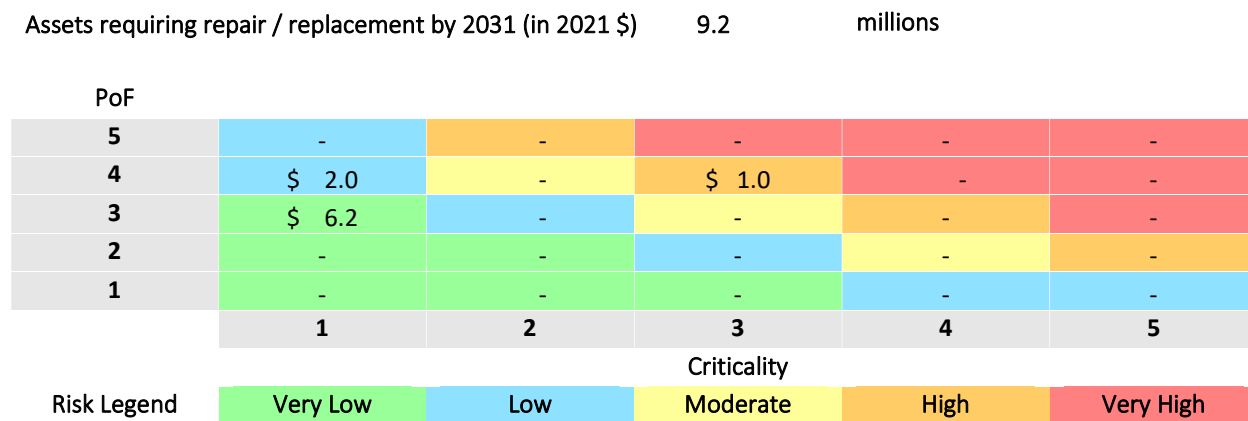
In contrast, for the Spheroid tower and the Mount Forest Standpipe, Overall CoF was equivalent to Component CoF, because the Facility CoF was 5.

Table 4-49 Consequence of Failure Ratings – Components of Water Vertical Assets

| Facility System                  | Component CoF |
|----------------------------------|---------------|
| Site Works                       | 3             |
| Building Structural              | 4             |
| Building Architectural           | 2             |
| Building Mechanical & Electrical | 4             |
| Process Electrical               | 3             |
| Process Mechanical               | 3             |
| Process Piping                   | 3             |
| Instrumentation & Controls       | 4             |

Based on those CoF ratings, Figure 4-36 shows the risk exposure mapping for vertical facility assets that require renewal within the next ten years. As listed in Table 4-46 in Section 4.3.7, these assets include electrical, mechanical, site works, instrumentation and controls at all wells, as well as the need for re-coating the Mount Forest Standpipe.

Figure 4-36: Water Vertical Facility Assets – Risk Exposure Map



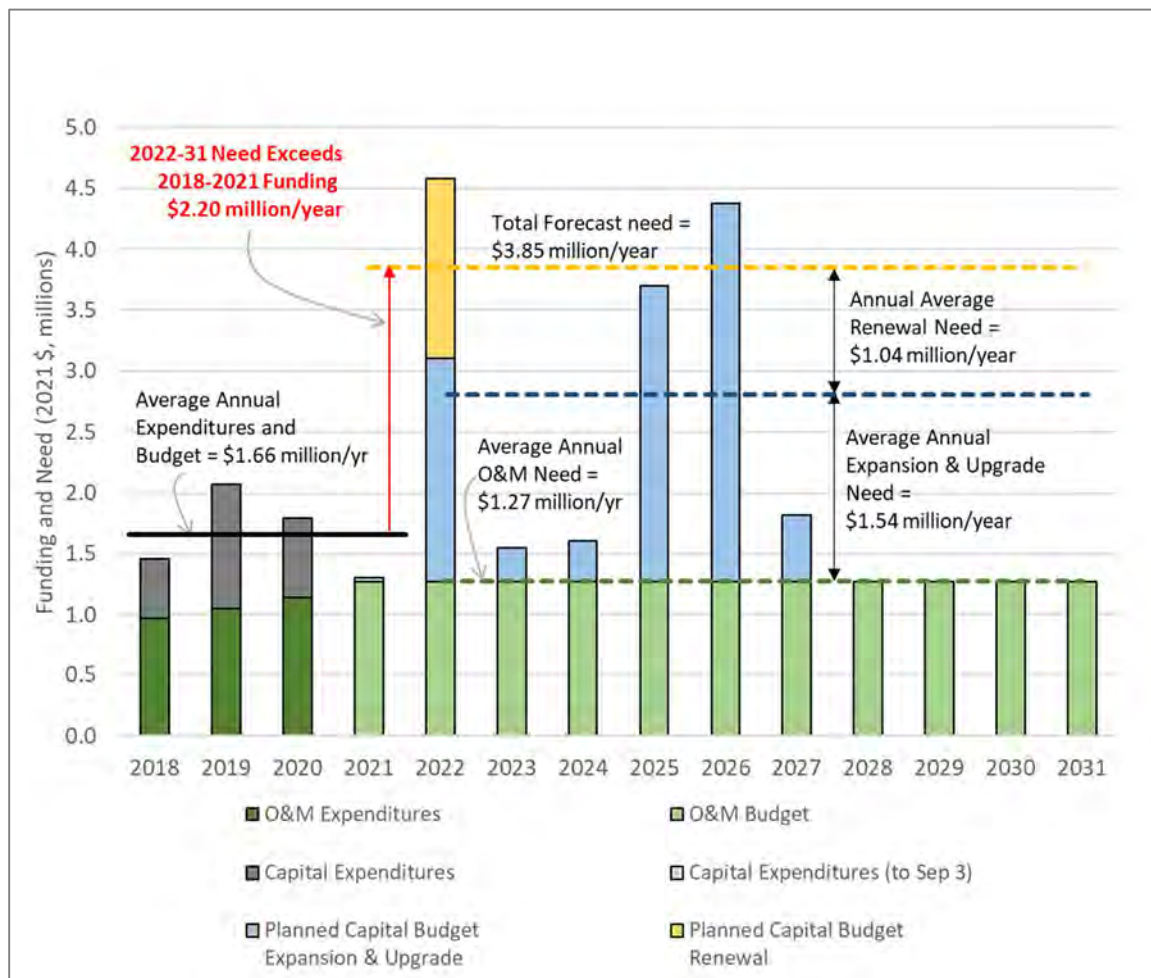
### 4.3.9 FINANCIAL IMPACT

Figure 4-37 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$1.66 million/year. In contrast, the forecast need for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031) is \$3.85 million/year. This represents an increase of \$2.20 million/year, and includes the life cycle costs described in Section 4.2.7, specifically:

- Expansion & Upgrade                   \$ 15.4 million (over ten years)
- Renewal                                     \$ 10.44 million (over ten years)
- Operations & Maintenance         \$ 1.27 million/year

The Township may also prioritize needs based on risk, as discussed in Section 4.3.8. Specifically, prioritizing the \$0.3 million of renewal needs (over the next 10 years) that are considered Very High risk. These needs consist of replacement of aging Cast Iron pipe in Mount Forest.

Figure 4-37: Historical Expenditures and Projected Needs – Water Service



The following expansion/upgrade projects, are also considered Very High priority, since they are critical to meeting future demand and capacity needs:

- Replacing the Arthur Water Towers with a single new tower - \$3.7 million
- Identifying and developing a new water source (well) - \$ 3.5 million

- Building an additional water tower and main in Mount Forest - \$4.2 million

The next needs to be prioritized would be to renew assets in the High risk (orange) section of the risk map, specifically:

- Replacing \$3.6 million of aging Cast Iron pipe in Arthur and Mount Forest
- Re-coating the Mount Forest Standpipe - \$0.95 million

The following expansion/upgrade projects, are also considered High priority:

- Expand selected mains and adding new segments in Arthur - \$2.0 million
- Expand selected mains and adding new segments in Mount Forest- \$2.0 million

Figure 4-37 shows that the average annual capital needs (renewal, upgrade and expansion) for 2022-2031 are more than three times the amount of capital that was delivered annual from 2018-2020. As such, additional staff may be needed to support capital delivery in the future.

## 4.4 WASTEWATER SERVICE

### 4.4.1 INTRODUCTION

Wastewater service in the Township is provided by two separate wastewater systems, one serving the community of Mount Forest and the other serving the community of Arthur. Both systems include a dedicated sanitary sewer/forcemain collection network. The Mount Forest system includes four sewage pumping stations (SPS) and a wastewater treatment plant (WWTP), while the Arthur system includes two sewage pumping stations (SPS), a wastewater treatment plant (WWTP) and an effluent storage lagoon facility. The Mount Forest network services 2,250 connections, and the Arthur network 1008 service connections, according to Township records (2020).

### 4.4.2 INVENTORY

The municipal wastewater service is comprised of sewer mains, maintenance holes, valves, SPS and WWTP. Table 4-50 summarizes the wastewater service inventory in terms of quantity and replacement value. Data sources and assumptions are listed in Appendix C.

Table 4-50 Wastewater Assets – Inventory and Replacement Value

| Asset Type                     | Arthur Quantity     | Mount Forest Quantity | Replacement Value<br>(2021 \$, millions) |
|--------------------------------|---------------------|-----------------------|--|
| <b>Mains</b>                   | <b>20.9 km</b>      | <b>31.8 km</b>        | <b>\$ 55.1</b>                           |
| PVC                            | 8.8 km              | 19.5 km               | \$ 30.4                                  |
| Asbestos Cement                | 9.7 km              | 1.1 km                | \$ 10.1                                  |
| Concrete                       | 1.9 km              | 0.5 km                | \$ 4.3                                   |
| Other/Unknown                  | 0.5 km*             | 10.7 km**             | \$ 10.4                                  |
| <b>Maintenance Holes</b>       | <b>227 units</b>    | <b>374 units</b>      | <b>\$ 5.9</b>                            |
| <b>Valves</b>                  | <b>--</b>           | <b>3 units</b>        | <b>\$ 0.01</b>                           |
| <b>Sewage Pumping Stations</b> | <b>2 facilities</b> | <b>4 facilities</b>   | <b>\$ 13.3</b>                           |
| <b>WWTP</b>                    | <b>1 facility</b>   | <b>1 facility</b>     | <b>\$ 40.5</b>                           |
| <b>TOTAL</b>                   |                     |                       | <b>\$ 114.9</b>                          |

\* 0.5km pipes of unknown material

\*\* 430m clay pipes, 110m polyethylene pipes and 10.15km pipes of unknown material

### 4.4.3 REPLACEMENT VALUE

Replacement values for sewer mains and appurtenances were estimated based on unit costs reflecting current market conditions, as listed in Table 4-51. These unit costs include all costs associated with installation of the asset, including engineering, construction administration, inspections, permits, utility relocation, taxes and contingencies.

For mains, the unit costs include the costs of the associated service leads, any required fittings, and sub-base, since these elements would be replaced with any main replacement. It is further assumed that sewer main replacements will be done in conjunction with other renewals in the same right-of-way, so granular and pavement costs are not included in the unit cost, as these would be included in road replacement cost. Moreover, Township staff have indicated that future main replacements will be guided by the following:

- Pipes with diameter less than 150mm will be replaced with a diameter of 150mm
- All pipes will be replaced with polyvinyl chloride (PVC)



As such, the unit costs listed in Table 4-51 reflect these replacement guidelines, which will result in a future network composed of PVC mains.

**Table 4-51 Wastewater Assets – Unit Costs**

| Asset Type        | Size (mm) | Unit Cost (2021 \$) |
|-------------------|-----------|---------------------|
| Mains             | 100       | \$ 556              |
|                   | 150       | \$ 863              |
|                   | 152.4     | \$ 863              |
|                   | 200       | \$ 913              |
|                   | 250       | \$ 1,044            |
|                   | 300       | \$ 1,163            |
|                   | 350       | \$ 1,325            |
|                   | 375       | \$ 1,403            |
|                   | 400       | \$ 1,481            |
|                   | 450       | \$ 1,763            |
|                   | 500       | \$ 2,044            |
| 600               | \$ 2,638  |                     |
| Maintenance Holes | 1200      | \$ 9,805            |
| Valves            | 75        | \$ 1,375            |
|                   | 100       | \$ 2,188            |
|                   | 250       | \$ 8,938            |

For vertical facilities in the wastewater system, the overall value of each facility was estimated by inflating the purchase values from the TCA registry and escalating by 25% to allow for costs of design, engineering, construction contract administration, taxes and contingency. Table 4-52 lists the resulting replacement value of each vertical facility.

**Table 4-52 Wastewater Facilities – Replacement Values**

| Facility Type                             | Name                | Replacement Value (2021 \$, millions) |
|---|---------------------|---------------------------------------|
| Mount Forest Sewage Pumping Station (SPS) | Cork St. SPS        | \$ 4.1                                |
|   | Durham St. SPS      | \$ 3.4                                |
|   | North Water St. SPS | \$ 3.6                                |
|   | Perth St. SPS       | \$ 0.2                                |
| Mount Forest WWTP                         | --                  | \$ 23.2                               |
| Arthur SPS                                | Frederick St. SPS   | \$ 1.6                                |
|   | Wells St. SPS       | \$ 0.4                                |
| Arthur WWTP & Lagoons                     | --                  | \$ 17.3                               |

For SPS, the facility replacement value was then portioned out to different building and process systems based on proportions seen in other process facilities. Table 4-53 shows the resulting replacement values by facility system for SPS in Arthur, and Table 4-54 shows the same for SPS in Mount Forest. The proportions applied are an estimate, used to separate the facility into systems with different expected service life values and different consequences of failure. For future AM Plans, these replacement values should be updated with engineering estimates based on visual inspections.

Table 4-53 Arthur Sewage Pumping Stations – Replacement Costs by Facility System

| Facility System                    | Proportion of Facility Value | Replacement Value (2021 \$, 1000s) |                 |
|------------------------------------|------------------------------|------------------------------------|-----------------|
|                                    |                              | Frederick St. SPS                  | Wells St. SPS   |
| Site Works                         | 7%                           | \$ 111.9                           | \$ 30.5         |
| Building Structural                | 9%                           | \$ 143.9                           | \$ 39.2         |
| Building Architectural             | 8%                           | \$ 127.9                           | \$ 34.9         |
| Building Electrical & Mechanical   | 14%                          | \$ 223.9                           | \$ 61.0         |
| Process Electrical                 | 39%                          | \$ 623.6                           | \$ 170.0        |
| Process Mechanical                 | 9%                           | \$ 143.9                           | \$ 39.2         |
| Process Piping                     | 11%                          | \$ 175.9                           | \$ 47.9         |
| Process Instrumentation & Controls | 3%                           | \$ 48.0                            | \$ 13.1         |
| <b>TOTAL</b>                       | <b>100%</b>                  | <b>\$ 1,599.0</b>                  | <b>\$ 435.8</b> |

Table 4-54 Mount Forest Sewage Pumping Stations – Replacement Costs by Facility System

| Facility System                    | Proportion of Facility Value | Replacement Value (2021 \$, thousands) |                   |                     |                 |
|------------------------------------|------------------------------|--|-------------------|---------------------|-----------------|
|                                    |                              | Cork St. SPS                           | Durham St. SPS    | North Water St. SPS | Perth St. SPS*  |
| Site Works                         | 7%                           | \$ 288.8                               | \$ 235.7          | \$ 254.5            |                 |
| Building Structural                | 9%                           | \$ 371.3                               | \$ 303.1          | \$ 327.2            |                 |
| Building Architectural             | 8%                           | \$ 330.0                               | \$ 269.4          | \$ 290.8            |                 |
| Building Electrical & Mechanical   | 14%                          | \$ 577.5                               | \$ 471.5          | \$ 509.0            |                 |
| Process Electrical                 | 39%                          | \$ 1,608.8                             | \$ 1,313.5        | \$ 1,417.8          | \$ 25.3         |
| Process Mechanical                 | 9%                           | \$ 371.3                               | \$ 303.1          | \$ 327.2            | \$ 25.3         |
| Process Piping                     | 11%                          | \$ 453.8                               | \$ 370.5          | \$ 400.0            | \$ 38.8         |
| Process Instrumentation & Controls | 3%                           | \$ 123.8                               | \$ 101.0          | \$ 109.1            | \$ 43.9         |
| <b>TOTAL</b>                       | <b>100%</b>                  | <b>\$ 4,125.0</b>                      | <b>\$ 3,367.9</b> | <b>\$ 3,635.4</b>   | <b>\$ 161.1</b> |

\* Assumed to be process equipment only, without a building.

The facility replacement value was also portioned out to different building and process systems For wastewater treatment facilities, as shown in Table 4-55 for the WWTP in Arthur, and Table 4-56 for the WWTP in Mount Forest. Table 4-55 also shows how the construction costs from different expansion events at the Arthur WWTP were allocated across different systems.

Table 4-55 Arthur WWTP – Replacement Costs by Facility System

| Facility System                    | Proportion of Facility Value | Portion Constructed in 1990 | Spare Pump Purchased in 2017 | TOTAL              |
|------------------------------------|------------------------------|-----------------------------|------------------------------|--------------------|
| Site Works                         | 7%                           | \$ 865.6                    |                              | \$ 865.6           |
| Building Structural                | 9%                           | \$ 1,112.9*                 |                              | \$ 1,112.9         |
| Building Architectural             | 8%                           | \$ 989.3                    |                              | \$ 989.3           |
| Building Electrical & Mechanical   | 14%                          | \$ 1,731.2                  |                              | \$ 1,731.2         |
| Process Electrical                 | 39%                          | \$ 4,822.6                  |                              | \$ 4,822.6         |
| Process Mechanical                 | 9%                           | \$ 1,112.9                  | \$ 7.5                       | \$ 1,120.4         |
| Process Piping                     | 11%                          | \$1,360.2**                 |                              | \$ 1,360.2         |
| Process Instrumentation & Controls | 3%                           | \$ 371.0***                 |                              | \$ 371.0           |
| Lagoons                            |                              | \$ 4,934.7                  |                              | \$ 4,934.7         |
| <b>TOTAL</b>                       | <b>100%</b>                  | <b>\$ 17,300.3</b>          | <b>\$ 7.5</b>                | <b>\$ 17,307.9</b> |

\* Roof replaced in 2014, replacement value unchanged

\*\* Replaced in 2020, replacement value unchanged

\*\*\* Replaced in 2015, replacement value unchanged

Table 4-56 Mount Forest WWTP – Replacement Costs by Facility System

| Facility System                    | Proportion of Facility Value | Replacement Value (2021 \$, thousands) WWTP |
|------------------------------------|------------------------------|---|
| Site Works                         | 7%                           | \$ 1,624.3                                  |
| Building Structural                | 9%                           | \$ 2,088.4                                  |
| Building Architectural             | 8%                           | \$ 1,856.4                                  |
| Building Electrical & Mechanical   | 14%                          | \$ 3,248.9                                  |
| Process Electrical                 | 39%                          | \$ 9,049.9                                  |
| Process Mechanical                 | 9%                           | \$ 2,088.4                                  |
| Process Piping                     | 11%                          | \$ 2,552.5                                  |
| Process Instrumentation & Controls | 3%                           | \$ 696.1                                    |
| <b>TOTAL</b>                       | <b>100%</b>                  | <b>\$ 23,204.9</b>                          |

\* Assumed to be process equipment only, without a building.

#### 4.4.4 ESTIMATED USEFUL LIFE

Estimated useful life values of wastewater assets are listed in Table 4-57. As shown in the Table, different useful life values have been applied to existing sewer main materials, as well as for different building and process systems within vertical facilities. Uniform useful life values have been applied to maintenance holes (75 years), mainline valves (50 years) and lagoons (50 years). These useful life values, along with age, were used to estimate condition of wastewater assets.

Table 4-57 Wastewater Assets – Useful Life

| Asset Type                                | Estimated Useful Life (Years) |
|---|-------------------------------|
| <b>Mains</b>                              |                               |
| PVC                                       | 90                            |
| Asbestos Cement                           | 70                            |
| Concrete                                  | 90                            |
| Clay                                      | 80                            |
| Cast Iron                                 | 80                            |
| Ductile Iron                              | 60                            |
| Steel                                     | 60                            |
| Unknown Material                          | 80                            |
| <b>Maintenance Holes</b>                  | 75                            |
| <b>Valves</b>                             | 50                            |
| <b>Sewage Pumping Stations &amp; WWTP</b> |                               |
| Site Works                                | 25                            |
| Building Structural                       | 75                            |
| Building Architectural                    | 37                            |
| Building Electrical & Mechanical          | 25                            |
| Process Electrical                        | 25                            |
| Process Mechanical                        | 25                            |
| Process Piping                            | 37                            |
| Process Instrumentation & Controls        | 15                            |
| <b>Lagoons</b>                            | 50                            |

#### 4.4.5 CONDITION

Asset condition was determined based on percent remaining useful life, calculated from each asset's estimated useful life and current age. Asset condition scores were assigned based on the mapping of condition and remaining life shown in Table 4-58. As shown in the Table, condition was linearly mapped to the remaining life, with each score representing a 20% of the asset's life.

Table 4-58 Wastewater Assets – Age-based Condition Index

| Condition Score    | % Useful Life Remaining |
|--------------------|-------------------------|
| <b>Very Good</b> 1 | 80 – 100                |
| <b>Good</b> 2      | 60 – 79                 |
| <b>Fair</b> 3      | 40 – 59                 |
| <b>Poor</b> 4      | 20 – 39                 |
| <b>Very Poor</b> 5 | 0 – 19                  |

The condition distribution of sewer mains is shown in Figure 4-38 for Arthur. In Arthur, asbestos cement mains have reached or are reaching end-of-life, including 1.8km of asbestos cement mains are in Very Poor condition. Concrete mains are in Fair and Poor condition, and PVC mains are generally in Good condition.

Figure 4-39 shows the average age of Arthur Wastewater mains by material.

Figure 4-38: Condition by Replacement Value – Arthur Wastewater Mains



Figure 4-39: Average Age – Arthur Wastewater Mains

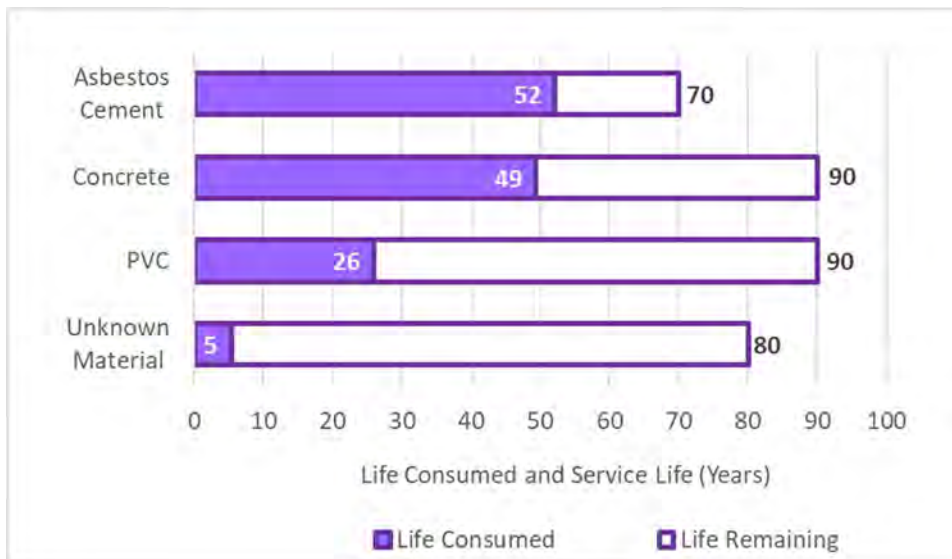


Figure 4-40 shows the condition distribution of wastewater mains in Mount Forest. The figure shows that most sewer mains are PVC and are in Good or Very Good condition. Approximately 880m of asbestos cement mains are in Poor condition. Figure 4-41 shows the average age of Mount Forest Wastewater mains by material.

Figure 4-40: Condition by Replacement Value – Mount Forest Wastewater Mains

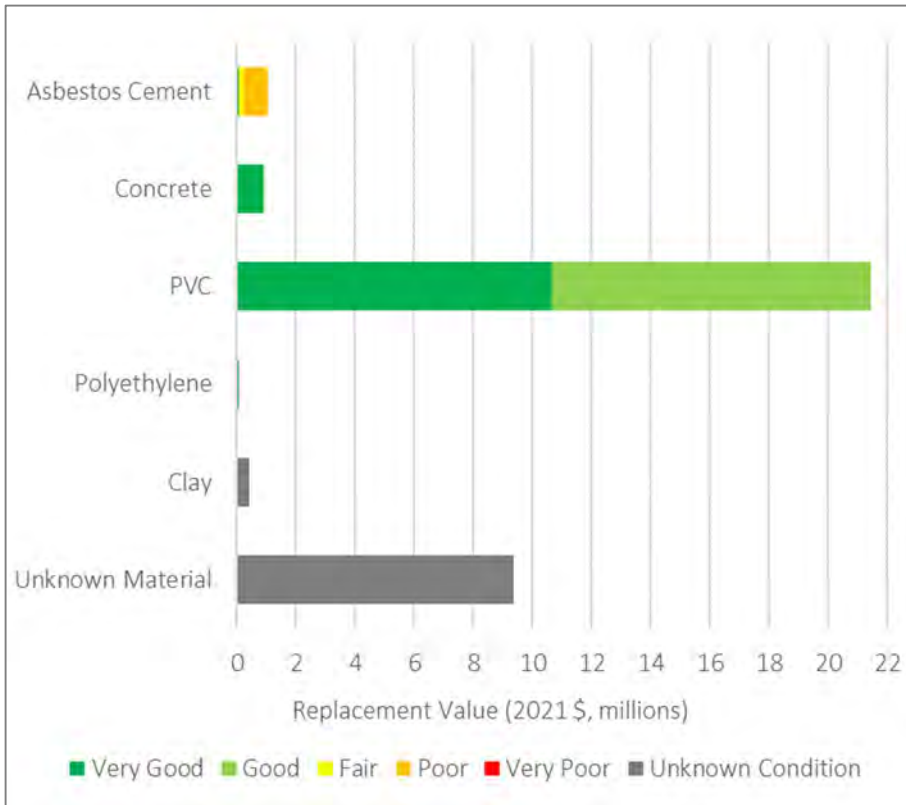


Figure 4-41: Average Age – Mount Forest Wastewater Mains

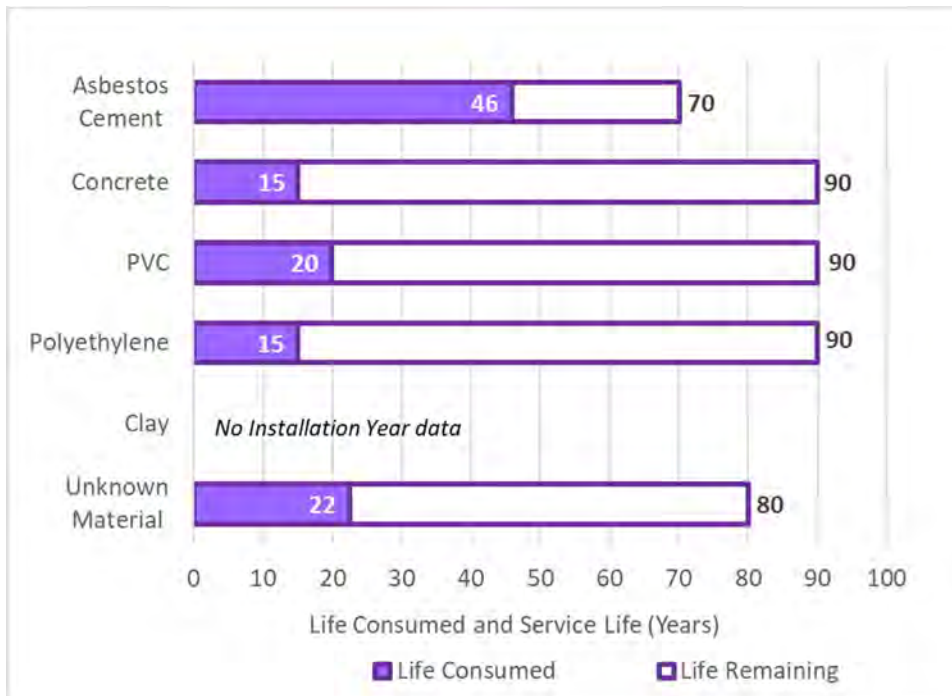


Figure 4-42 shows the condition distribution by replacement value for wastewater maintenance holes. All maintenance holes are in fair condition or better, because they are regularly inspected, and repaired as needed.

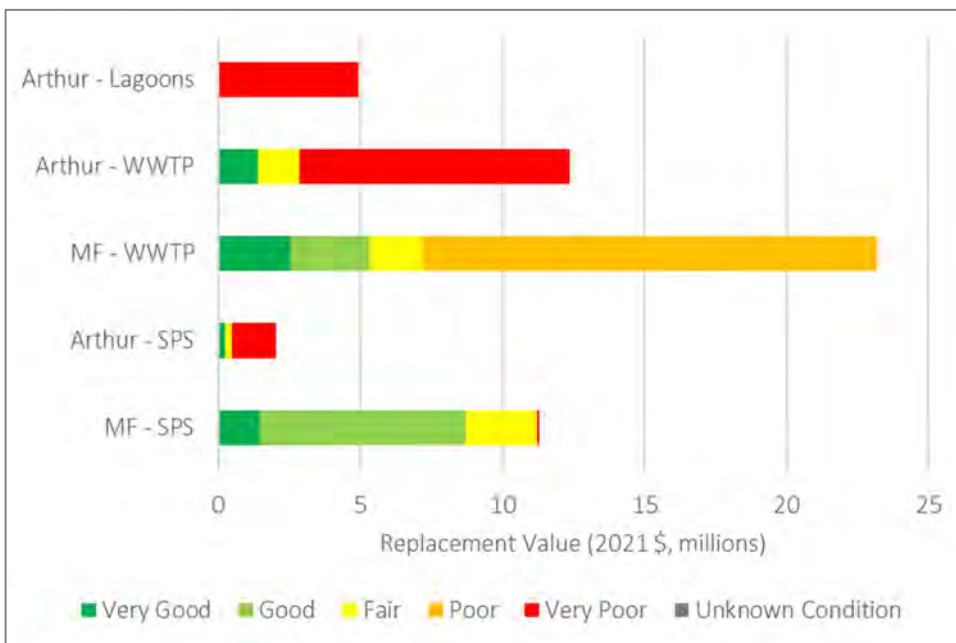
**Figure 4-42: Wastewater Maintenance Holes – Condition by Replacement Value**



Figure 4-43 shows the condition distribution by replacement value for vertical wastewater facilities. The figure shows that the Arthur Lagoons and some of the systems that were installed in the 1990s are due for replacement (i.e. are in Very Poor condition), specifically, the site services, electrical and mechanical systems (building and process). Phase 1 upgrades to the Arthur WWTP will address most of these needs.

At the Mount Forest WWTP, the electrical and mechanical systems, which were installed in 2001, will be due for replacement in approximately 2026.

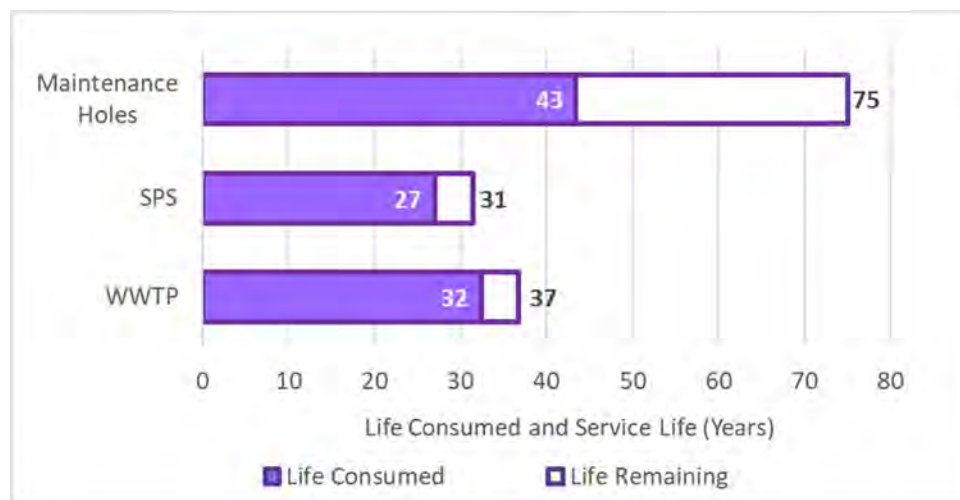
**Figure 4-43: Vertical Wastewater Facilities – Condition by Replacement Value**



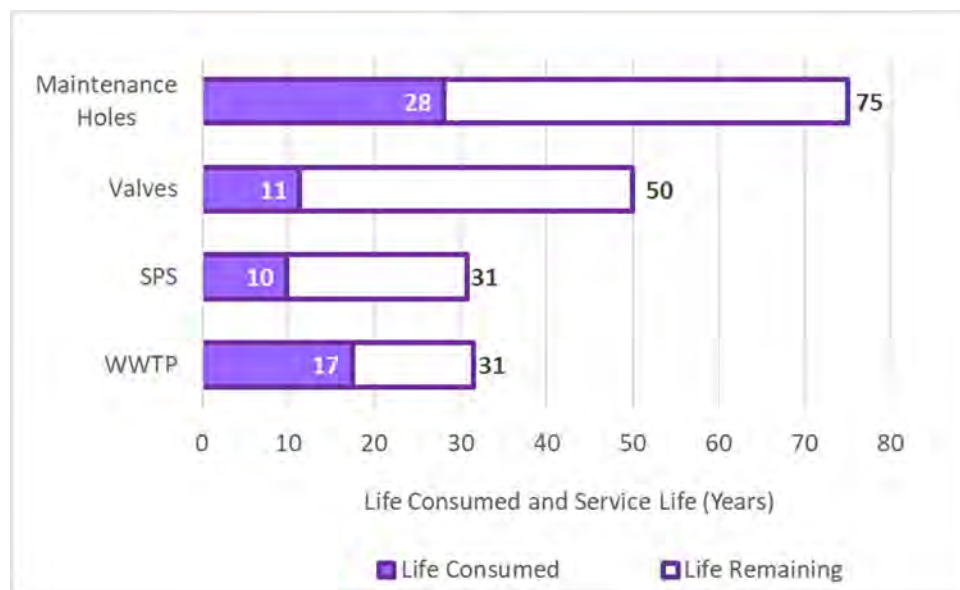
At Perth St. SPS, the site services, electrical and mechanical systems are estimated to be in Very Poor condition, based on age, and are thus due for replacement.

The average age of wastewater assets (excluding mains) is shown in Figure 4-44 for the Arthur wastewater system and Figure 4-45 for the Mount Forest Wastewater system.

**Figure 4-44: Average Age – Arthur Wastewater Assets (excluding mains)**



**Figure 4-45: Average Age – Mount Forest Wastewater Assets (excluding mains)**



#### 4.4.6 LEVELS OF SERVICE

This section presents the Township’s Level of Service (LOS) indicators, targets (if defined) and current performance for Wastewater assets. Community LOS are presented in Table 4-59, and Technical LOS are presented in Table 4-60. These tables include LOS indicators, on which O.Reg. 588/17 requires municipalities to report.

The Tables show that at this time, targets have not yet been set for these indicators. Instead, current performance is being reported as a baseline for future target-setting, when more data will have been collected and analyzed to understand the costs and benefits of different LOS targets.



Although targets have not yet been set, there is an opportunity to improve the proportion of assets in state of good repair, which is currently quite low at 52%, to reduce the occurrence of wastewater backups, and to reduce inflow and infiltration. In addition, Arthur WWTP has been investigating consistent exceedances of Total Ammonia Nitrogen (TAN) occurring since early 2019.

Average monthly E. coli concentrations exceeded compliance limits in December 2019, February 2020 and March 2020. In other words, for the 2019-2020 seasonal discharge period, colony counts exceeded the limit 3 out of the 8 months of discharge. These exceedances may require further investigation and mitigation.

In April 2020, a singular Total Suspended Solids (TSS) effluent exceedance occurred due to bottom solids being drawn from the Arthur storage lagoon, leading to higher than normal influent TSS concentrations being ran through the plant. This was a one-time event, where the intent was to lower the water levels in the storage lagoon for future maintenance and upgrades. Discharge was ceased shortly after the confirmed exceedance.

Average monthly effluent concentrations at the Mount Forest WWTP have been within ECA limits for all months in the period 2018-2020.

**Table 4-59 Wastewater Assets – Community Levels of Service**

| Service Attribute | Community Level of Service Indicator   | Performance  | Target           | Gap  |
|-------------------|--|--|------------------|------|
| Capacity          | Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.                  | In general, properties within the urbanized areas of Mount Forest and Arthur are connected to the municipal wastewater system, with the exception of some older farm properties.<br><br>Rural areas within the Township are not connected. | No formal target | None |
|                   | Description of how Stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes. | Inflow (e.g. Maintenance Hole covers), and infiltration (e.g. sanitary pipe joints and cracks permitting groundwater in)   | No formal target | None |
| Function          | Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to Stormwater infiltration.                               | New sanitary sewer services are designed/engineered according to the Municipal Servicing Standard.   | No formal target | None |
|                   | Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system.  | Mount Forest WWTP and Arthur WWTP both use extended aeration, sand filtration, chemical  | No formal target | None |

| Service Attribute | Community Level of Service Indicator | Performance   | Target | Gap |
|-------------------|--------------------------------------|---|--------|-----|
|                   |                                      | <p>phosphorous removal and UV treatment.</p> <p>Mount Forest WWTP discharges into the Saugeen River, while Arthur WWTP discharges to the Conestoga River.</p> <p>Effluent meets ECA requirements. For the period January 2018-June 2021, there has been one effluent violation, which occurred in 2020.</p> |        |     |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

Table 4-60 Wastewater Assets – Technical Levels of Service

| Service Attributes | Technical Level of Service Indicator  | Performance  | Target           | Gap  |
|--------------------|---|--|------------------|------|
| Capacity           | % of properties connected to the municipal wastewater system*   | <p>64.0%</p> <p>Total properties in Township: 5,140</p> <p>Properties connected to municipal water system = 3,290</p>  | No formal target | None |
| Function           | No indicators defined   |  |                  |      |
| Quality            | # of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system.* | <p>Wastewater backups in municipal system since 2018**:</p> <ul style="list-style-type: none"> <li>• 2018: 4</li> <li>• 2019: 2</li> <li>• 2020: 2</li> <li>• 2021: 5 (as of June 29, 2021)</li> </ul> <p>No connection-days were lost due to these backups.</p> | No formal target | None |

| Service Attributes | Technical Level of Service Indicator  | Performance  | Target           | Gap  |
|--------------------|---|--|------------------|------|
|                    | # of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system.* | <p>Mount Forest WWTP had no effluent violations 2018-2020.</p> <p>For Arthur WWTP the number of months by exceedance types are:</p> <ul style="list-style-type: none"> <li>• 2018: none</li> <li>• 2019: 7 months of TAN exceedances, 1 month of E.Coli exceedance</li> <li>• 2020: 4 months of TAN exceedances, 1 month of TSS exceedance, 2 months of E.Coli exceedance</li> </ul> <p>Compared 1032 service connections in the Arthur network, the annual ratios of exceedances in Arthur are:</p> <ul style="list-style-type: none"> <li>• 2018: 0</li> <li>• 2019: 0.0078</li> <li>• 2020: 0.0068</li> </ul> | No formal target | None |
|                    | % Assets in state of good repair (Fair condition or better)   | 54%  | No formal target | None |

\* Reporting on this LOS Indicator is mandated by O.Reg. 588/17.

\*\* Counts exclude backups that were found to be in the property owner's system

O.Reg. 588/17 includes several LOS indicators specific to combined sewers (stormwater and wastewater); however, since the Township does not have a combined system, these LOS indicators have been excluded from Table 4-59 and 4-60. Excluded indicators are as follows:

- Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes.
- Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.
- # of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system

#### 4.4.7 LIFECYCLE MANAGEMENT

Over the next 10 years (2022-2031) the wastewater service asset life cycle needs include the following:

- Expansion & Upgrade                      \$ 16.5 million (over ten years)
- Renewal    \$ 34.62 million (over ten years)
- Operations & Maintenance              \$ 1.36 million/year

The following sub-sections provide details on the needs in each of these categories.

##### Expansion & Upgrade Needs

The population in Arthur is expected to grow from an estimated 2,410 in 2020 to 4,115 in 2036 and 4,460 in 2041 (see Water and Sanitary Systems Technical Study – Arthur, 2020). The population in Mount Forest is expected to grow from an estimated 5,678 in 2020 to 8,135 in 2036 and 8,440 in 2041 (see Mount Forest Servicing Technical Update, 2021). Expansion and upgrade needs for both wastewater systems were identified in Technical Updates to the Master Plans, completed in 2020 for Arthur and in 2021 for Mount Forest. In June 2021, Council provided direction to pursue specific actions from both reports. The following is a summary of the expansion and upgrade needs, totaling **\$16.5 million**, based on the Technical Update reports and direction provided by Council in June 2021:

##### *Arthur Wastewater System*

- Expand selected mains and add new segments - \$1.7 million
- Expand and upgrade the WWTP - \$10.2 million

##### *Mount Forest Wastewater System*

- Expand selected mains and add new segments - \$4.6 million

##### Renewal Needs

Table 4-61 lists the Township's projected renewal needs by asset type to 2031. The total renewal need to 2031 is **\$34.62 million**. This includes the need to replace aging asbestos cement pipes along with associated maintenance holes, and the need to renew components of wells (e.g. electrical, mechanical and instrumentation).

For each renewal need, Table 4-61 lists Probability of Failure (PoF), Consequence of Failure (CoF) and resulting Risk Exposure ratings to support prioritization of activities. Prioritization for Risk Management is discussed in detail in Section 4.4.8.

Table 4-61 Wastewater Service Asset Renewal Needs to 2031

| Asset Class                | Renewal Needs   | Renewal Needs to 2031  | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |
|----------------------------|---|--|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|
| Wastewater Mains           | Replace at end of life, in coordination with corridor works | <b>\$9.95 million</b> of mains to be replaced: <ul style="list-style-type: none"> <li>Replace 2.9km of Asbestos Cement pipe in Arthur (see Technical Update for details)</li> <li>Replace mains identified in Mount Forest Technical Update</li> </ul>   | Varies                         | Varies                 | Varies        | 2033                | \$2,700                               |
|                            |   |  | Varies                         | Varies                 | Varies        | Varies              | \$ 7,246                              |
| Maintenance Holes          | Replace with mains  | <b>\$1.16 million</b> for maintenance holes along mains that require replacement. The two systems have approximately one maintenance hole per 90m of mains. Replacement need for maintenance holes will thus be: <ul style="list-style-type: none"> <li>32 maintenance holes for 2.9km of main replacements in Arthur</li> <li>86 maintenance holes for the \$7,246k pipe replacements in Mount Forest (length of pipe unknown)</li> </ul> | Varies                         | Varies                 | Varies        | Varies              | \$ 314                                |
|                            |   |  | Varies                         | Varies                 | Varies        | Varies              | \$ 843                                |
| Sewage Pump Stations (SPS) | Replace components at end of life                           | <b>\$1.87 million</b> for renewal of SPS and their components: <ul style="list-style-type: none"> <li>Renew site works, architectural, electrical, mechanical, instrumentation and controls at Frederick St. SPS &amp; Wells St. SPS</li> <li>Renew instrumentation and controls at Cork St. SPS</li> <li>Renew process structural, electrical, instrumentation and controls at Perth St. SPS</li> </ul>                                   | Varies                         | Varies                 | Varies        | Varies              | \$ 1,628                              |
|                            |   |  | 2                              | 4                      | Moderate      | 2030                | \$ 123                                |
|                            |   |  | 5                              | 3                      | Very High     | 2020                | \$ 122                                |

| Asset Class  | Renewal Needs                     | Renewal Needs to 2031   | Probability of Failure in 2021 | Consequence of Failure | Risk Exposure | Year of End of Life | Replacement Cost (2021 \$, thousands) |   |     |                |      |           |
|--|-----------------------------------|---|--------------------------------|------------------------|---------------|---------------------|---------------------------------------|---|-----|----------------|------|-----------|
| Wastewater Treatment Plants  | Replace components at end of life | <b>\$21.64 million</b> for renewal of WWTP and their components:  | n/a                            |                        |               |                     | none                                  |   |     |                |      |           |
|  |                                   | <ul style="list-style-type: none"> <li>Components at Arthur Wastewater Treatment Plant (WWTP) will require renewal by 2031; however, it is assumed that these components will be replaced in the WWTP expansion project.</li> </ul> |                                |                        |               |                     |                                       |   |     |                |      |           |
|  |                                   | <ul style="list-style-type: none"> <li>Renew Lagoons</li> </ul>   |                                |                        |               |                     |                                       | 5 | 5   | Very High      | 2025 | \$4,934   |
|  |                                   | <ul style="list-style-type: none"> <li>Renew site works, architectural, electrical and mechanical at Mount Forest WWTP</li> </ul>   |                                |                        |               |                     |                                       | 4 | 3-4 | Very High/High | 2026 | \$ 16,011 |
|  |                                   | <ul style="list-style-type: none"> <li>Renew instrumentation and controls at Mount Forest WWTP</li> </ul>   | 4                              | 4                      | Very High     | 2030                | \$ 696                                |   |     |                |      |           |
| <b>TOTAL RENEWAL NEED (2022-31)</b><br>(excludes needs that will be funded by operating) |                                   | <b>\$ 34.62 million</b>   |                                |                        |               |                     |                                       |   |     |                |      |           |

## Operations and Maintenance

Operations costs include day-to-day costs associated with running and overseeing the wastewater system. This includes labour, electricity and program delivery costs, such as providing underground locates, and promoting water conservation. Maintenance activities include inspection, preventive maintenance and minor repairs. Operations and Maintenance (O&M) activities are both funded by the Township's operating budget.

Figure 4-46 shows the operating expenditures for 2018-20, as well as the 2021 budget. Some of the activities supported by this budget are listed in Table 4-62. The Township estimates that the 2021 budget is sufficient for the current activities and network size. Moreover, the Township believes its current budget can absorb some growth assets, which are added to the portfolio each year through ownership assumption or construction. As such, the 2021 budget amount will be taken as representative of the annual operating budget need for the period 2022-2031.

In the next few years, the Township is working toward implementing a work order management system, which will provide detailed information on operations and maintenance costs associated with different assets and activities. This will provide a more reliable basis for calculating the operating cost impact of growth assets.

**Figure 4-46: Operating Expenditures 2018-20 and 2021 Budget – Wastewater Service**

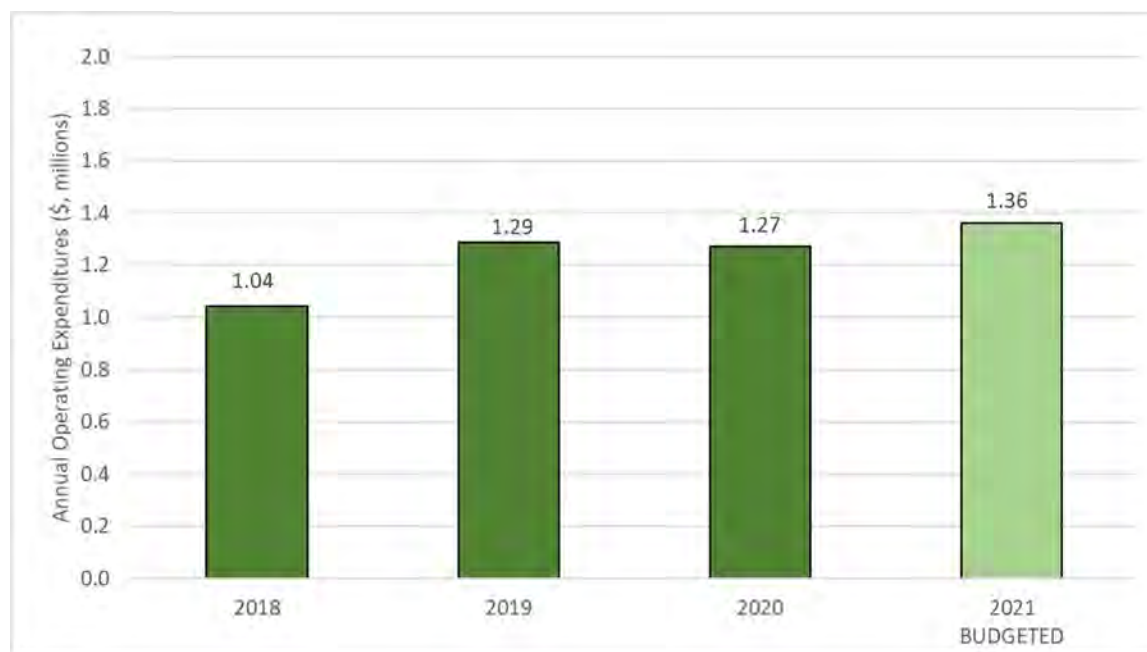


Table 4-62 Operating Activities and Frequencies – Wastewater Service

| Asset Type           | Activity                                 | Frequency                 |
|----------------------|--|---------------------------|
| Wastewater mains     | Inspection                               | Every 5 years             |
|                      | Flushing                                 | Every 3 years             |
|                      | CCTV                                     | Prior to capital projects |
| Maintenance Holes    | Condition Assessment                     | Every 3 years             |
| Valves               | Inspection and Exercising                | Every 3 years             |
| Sewage Pump Stations | Condition Assessment                     | Every 2 years             |
| Treatment Plants     | None – awaiting plant handover from OCWA |                           |
| Lagoon               | Condition Assessment                     | Annually                  |

#### 4.4.8 RISK

Improvements to asset and system capacity, function and condition are often limited by available funding and resources. It thus becomes necessary to prioritize asset investments and improvements based on risk exposure. Probability of Failure is approximated based on asset condition, while Consequence of Failure is estimated based on expected impact of an asset failure, as shown in Table 4-63.

Table 4-63 Consequence of Failure Ratings – Wastewater Assets

| Asset Type | Assumptions  | Consequence Category of Highest Concern | Attributes               | Consequence of Failure |
|------------|--|---|--------------------------|------------------------|
| Mains      | Unplanned failure will result in environmental contamination, damage to a pipe segment, road and Right-of-Way (RoW) assets, and may also damage private assets. Impacts are higher with greater flow, and thus pipe diameter.<br><br>Other potential impacts (however, these will be managed, and CoF will likely not exceed Financial CoF): | Environmental & Financial (equal CoF)   | 0 to < 300 mm diameter   | 3                      |
|            |  |   | 300 to < 400 mm diameter | 4                      |
|            |  |   | >= 400 mm diameter       | 5                      |



|                          |   |           |     |   |
|--------------------------|---|-----------|-----|---|
|                          | Traffic and pedestrian safety may be compromised.   |           |     |   |
|                          | Wastewater service may be reduced or shut off in the area during the repair. Redundancy has not been considered in these CoF ratings.   |           |     |   |
| <b>Maintenance Holes</b> | Failure of maintenance holes may lead to damage of private vehicles, and associated liability.  | Financial | ALL | 2 |
| <b>Valves</b>            | Valves fail by getting stuck, and must be replaced, along with a new pipe segment (sleeve).<br>The CoF of 3 reflects the financial consequence, and assumes replacement is more costly for wastewater valves than water valves.<br><br>Other types of consequences are minimal (safety, availability, environmental). | Financial | ALL | 3 |

Based on those CoF ratings, Figure 4-47 shows the risk exposure mapping for wastewater mains in Arthur. The assets that are considered Very High risk are listed Table 4-64, and consist of asbestos cement mains.

**Figure 4-47: Wastewater Main Assets, Arthur – Risk Exposure Map**

Total value of assets in 2021 \$, millions \$ 21.9

| PoF | 1 | 2 | 3      | 4      | 5      |
|-----|---|---|--------|--------|--------|
| 5   | - | - | \$ 1.2 | \$ 0.4 | -      |
| 4   | - | - | \$ 7.2 | \$ 1.0 | \$ 0.0 |
| 3   | - | - | \$ 3.1 | -      | -      |
| 2   | - | - | \$ 5.8 | \$ 0.9 | \$ 0.1 |
| 1   | - | - | \$ 2.0 | \$ 0.1 | -      |

**Criticality**

|                    |          |     |          |      |           |
|--------------------|----------|-----|----------|------|-----------|
| <b>Risk Legend</b> | Very Low | Low | Moderate | High | Very High |
|--------------------|----------|-----|----------|------|-----------|

Table 4-64 Wastewater Main Assets, Arthur – Very High-Risk Asset(s)

| Location       | Type            | Length (m) | Replacement Value (2021 \$) |
|----------------|-----------------|------------|-----------------------------|
| Lagoon         | Asbestos Cement | 384        | \$ 363,400                  |
| Gordon Ave     | Asbestos Cement | 441        | \$ 421,050                  |
| Eliza St       | Asbestos Cement | 27         | \$ 24,638                   |
| Smith St       | Asbestos Cement | 563        | \$ 505,638                  |
| Wells St W     | Asbestos Cement | 137        | \$ 118,163                  |
| Waste Pond     | Asbestos Cement | 278        | \$ 290,163                  |
| Conestoga St N | Asbestos Cement | 20         | \$ 17,250                   |
| George St      | Asbestos Cement | 378        | \$ 343,375                  |
| Easement       | Asbestos Cement | 214        | \$ 195,275                  |
| Clarke St      | Asbestos Cement | 150        | \$ 136,875                  |
| Walton St      | Asbestos Cement | 70         | \$ 63,875                   |
| Adelaide St    | Asbestos Cement | 100        | \$ 91,250                   |
| Bellfield Cres | Asbestos Cement | 81         | \$ 73,913                   |

Figure 4-48 shows the risk exposure mapping for wastewater mains in Mount Forest. The figure shows that none of these assets are considered Very High risk.

Figure 4-48: Wastewater Main Assets, Mount Forest – Risk Exposure Map

|  |             |     |          |        |           |
|--|-------------|-----|----------|--------|-----------|
| Total value of assets in 2021 \$, millions |             | \$  | 33.3     |        |           |
| With known condition                       |             | \$  | 23.5     |        |           |
| With unknown condition                     |             | \$  | 9.8      |        |           |
| PoF  |             |     |          |        |           |
| 5  | -           | -   | -        | -      | -         |
| 4  | -           | -   | \$ 0.8   | -      | -         |
| 3  | -           | -   | \$ 0.2   | -      | -         |
| 2  | -           | -   | \$ 4.6   | \$ 3.6 | \$ 2.7    |
| 1  | -           | -   | \$ 8.0   | \$ 2.4 | \$ 1.3    |
|  | 1           | 2   | 3        | 4      | 5         |
|  | Criticality |     |          |        |           |
| Risk Legend                                | Very Low    | Low | Moderate | High   | Very High |

It is expected that maintenance holes will be replaced with their associated mains and would not be replaced based on their individual condition. As such, risk-based prioritization is not applied to those assets. Between replacements, these assets are inspected every three years and repaired as needed.

For assets in vertical facilities, consequence of failure is calculated based on:

- the criticality of the facility to the overall system
- the criticality of the component to the facility

The overall CoF for the component is the lower those two values.

For Facility CoF, all Sewage Pump Stations and Wastewater Treatment Plants have been assigned a value of 5. Table 4-65 shows the Component CoF ratings applied, based on the negative impact of component failure on service delivery. The overall CoF for each component was then calculated as the lower of the Component CoF and the Facility CoF. As such, overall CoF was equivalent to Component CoF, because the Facility CoF was 5 for all wastewater vertical facilities.

**Table 4-65 Vertical Wastewater Assets, Building & Process Systems – CoF Ratings**

| Facility System                  | CoF |
|----------------------------------|-----|
| Site Works                       | 3   |
| Building Structural              | 4   |
| Building Architectural           | 2   |
| Building Mechanical & Electrical | 4   |
| Process Structural               | *3  |
| Process Electrical               | *3  |
| Process Mechanical               | *3  |
| Process Piping                   | *3  |
| Instrumentation & Controls       | 4   |

*\*Redundancy designed into systems*

Based on those CoF ratings, Figure 4-49 shows the risk exposure mapping for vertical facility assets in both Arthur and Mount Forest, that require renewal within the next ten years. Assets were listed in Table 4-61 in Section 4.4.7. Table 4-66 lists the assets in the Very High-risk category.

**Figure 4-49: Vertical Wastewater Assets – Risk Exposure Map**

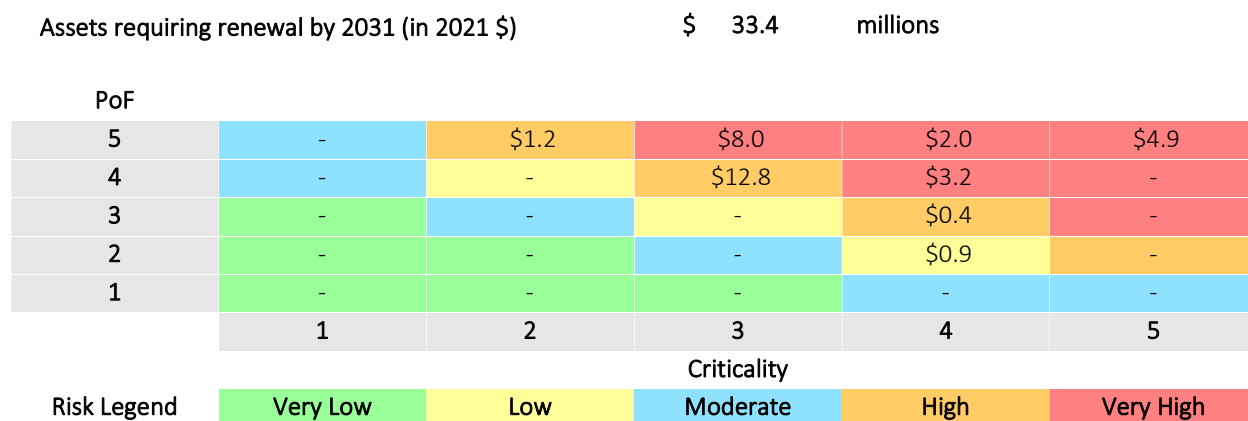


Table 4-66 Vertical Wastewater Assets – Very High-Risk Asset(s)

| Facility          | System              | Replacement Value<br>(2021 \$) |
|-------------------|---------------------|--------------------------------|
| Frederick SPS     | Building Site Works | \$ 111,930                     |
| Frederick SPS     | Building Elec/Mech  | \$ 223,860                     |
| Frederick SPS     | Process Electrical  | \$ 623,610                     |
| Frederick SPS     | Process Mechanical  | \$ 143,910                     |
| Wells SPS         | Building Site Works | \$ 30,505                      |
| Wells SPS         | Building Elec/Mech  | \$ 61,010                      |
| Wells SPS         | Process Electrical  | \$ 169,957                     |
| Wells SPS         | Process Mechanical  | \$ 39,221                      |
| Arthur WWTP       | Building Site Works | \$ 865,594                     |
| Arthur WWTP       | Building Elec/Mech  | \$ 1,731,189                   |
| Arthur WWTP       | Process Electrical  | \$ 4,822,598                   |
| Arthur WWTP       | Process Mechanical  | \$ 1,112,907                   |
| Lagoons           | Lagoons             | \$ 3,947,770                   |
| Perth SPS         | Building Site Works | \$ 27,837                      |
| Perth SPS         | Process Structural  | \$ 25,300                      |
| Perth SPS         | Process Electrical  | \$ 25,300                      |
| Mount Forest WWTP | Building Elec/Mech  | \$ 3,248,687                   |

The following expansion needs, identified in the Technical Updates, should also be considered Very High risk:

- Expansion and upgrade of the Arthur WWTP (\$10.2 million)
- Expand selected mains and add new segments (\$1.7 million in Arthur, \$4.6 million in Mount Forest)

#### 4.4.9 FINANCIAL IMPACT

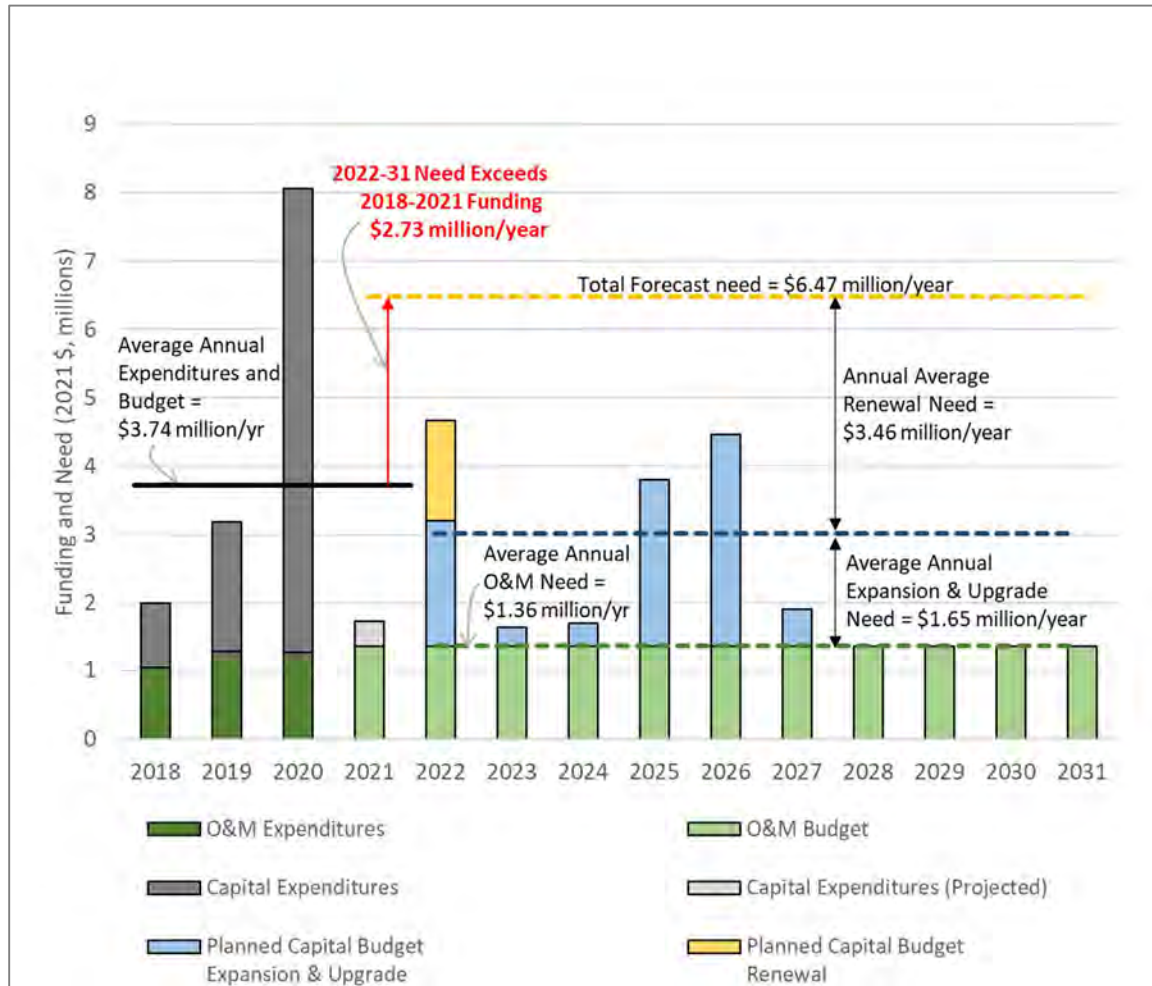
Figure 4-50 shows that for the period 2018-2021, the expenditures (and budget, in the case of 2021) averaged \$3.74 million/year. The peak of capital expenditures in 2020 consists primarily of \$5.8 million spent on Phase 1 of the Arthur Wastewater Treatment Plant Upgrade.

The forecast need for O&M, renewal, expansion and upgrade funding for the next ten-year period (2022-2031) is \$6.47 million/year. This represents an increase of \$2.73 million/year, and includes the life cycle costs described in Section 4.4.7, specifically:

- Expansion & Upgrade \$ 16.5 million (over ten years)
- Renewal \$ 34.62 million (over ten years)
- Operations & Maintenance \$ 1.36 million/year

The Township may also prioritize needs based on risk, as discussed in Section 4.4.8. Specifically, prioritizing the expansion, upgrade and renewal needs (over the next 10 years) that are considered Very High risk.

Figure 4-50: Historical Expenditures and Projected Needs – Wastewater Service



## APPENDIX A: REGULATORY COMPLIANCE

The following chart represents the Township's position with respect to the asset management requirements identified in O.Reg. 588/17 for Core Assets for July 1, 2022 (current Levels of Service).

Table A-1 Regulatory Compliance

| Plan Section   | O.Reg. 588/17 Compliance Practices (Current LOS)  | Roads                        | Bridges                      | Storm water                  | Water                          | Waste water                    |
|--|---|------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------|
| <b>State of Local Infrastructure</b>   | For each asset category, the AM Plan provides   |                              |                              |                              |                                |                                |
|  | <ul style="list-style-type: none"> <li>a summary of the assets,</li> </ul>  | Table 4-1                    | Tables 4-2 and 4-3           | Table 4-25                   | Table 4-37                     | Table 4-50                     |
|  | <ul style="list-style-type: none"> <li>the replacement cost of the assets,</li> </ul>   | Table 4-1                    | Table 4-1                    | Table 4-25                   | Table 4-37                     | Table 4-50                     |
|  | <ul style="list-style-type: none"> <li>the average age of the assets,</li> </ul>  | Figure 4-4                   | Figure 4-7                   | Figures 4-17 and 4-19        | Figures 4-26, 4-28, 4-32, 4-33 | Figures 4-39, 4-41, 4-44, 4-45 |
|  | <ul style="list-style-type: none"> <li>the condition of the assets,</li> </ul>  | Figure 4-3                   | Figure 4-5                   | Figure 4-16 and 4-18         | Figures 4-27, 4-29 and 4-30    | Figures 4-38, 4-40, 4-42, 4-43 |
| <ul style="list-style-type: none"> <li>the approach to assessing condition of assets.</li> </ul> | Section 4.1.5   | Section 4.1.5                | Section 4.3.5                | Section 4.4.5                | Section 4.5.5                  |                                |
| <b>Levels of Service</b>   | For each asset category, the AM Plan provides the current LOS being provided. For core assets, the 2020 AM provides the qualitative community descriptions and technical metrics as required by O.Reg. 588/17, and the current performance. | Community LOS:<br>Table 4-14 | Community LOS:<br>Table 4-14 | Community LOS:<br>Table 4-30 | Community LOS:<br>Table 4-44   | Community LOS:<br>Table 4-59   |
|  |   | Technical LOS:<br>Table 4-15 | Technical LOS:<br>Table 4-15 | Technical LOS:<br>Table 4-31 | Technical LOS:<br>Table 4-45   | Technical LOS:<br>Table 4-60   |
| <b>Asset Management Strategy</b>   | A description of assumptions regarding future changes in population or economic activities, and how these will affect asset life cycle needs.   | Section 4.1.7                | Section 4.1.7                | Section 4.2.7                | Section 4.3.7                  | Section 4.4.7                  |
|  | For each asset category, the AM Plan provides the lifecycle activities that would need to be  | Table 4-16                   | Table 4-16                   | Table 4-32                   | Table 4-46                     | Table 4-61                     |

| Plan Section                  | O.Reg. 588/17<br>Compliance Practices<br>(Current LOS)  | Roads       | Bridges     | Storm<br>water | Water       | Waste<br>water |
|-------------------------------|---|-------------|-------------|----------------|-------------|----------------|
|                               | undertaken to maintain the current LOS for each of the next 10 years, based on risk and lowest lifecycle cost analyses.   |             |             |                |             |                |
| <b>Background Information</b> | The AM Plan indicates how the background information and reports upon which the state of infrastructure section within AM Plan is based will be made available to the public. | Section 1.6 | Section 1.6 | Section 1.6    | Section 1.6 | Section 1.6    |

## APPENDIX B: DATA SOURCES

Table B-1 Data Sources – Transportation Assets

| Asset Type         | Data Source                      |   |                         |   |  |
|--------------------|----------------------------------|---|-------------------------|---|--|
|                    | Inventory                        | Condition                                 | Age (Installation Year) | Replacement Value   | Service Life   |
| Roads              | Road Needs Study 2016            |   |                         | Unit costs aligned with peer municipalities and validated with Township staff | Value aligned with peer municipalities and validated with Township staff |
| Bridges & Culverts | Bridge Condition Inspection 2019 |   |                         |   |  |
| Traffic Signals    | Township Staff knowledge         |   |                         | Unit costs aligned with peer municipalities and validated with Township staff | Value aligned with peer municipalities and validated with Township staff |
| Traffic Signs      | Sign Inspection Data 2021        | <i>No data</i>                            |                         |   |  |
| Streetlights       | Streetlight Inspection Data 2019 | Township Staff knowledge (LED conversion) |                         |   |  |
| Sidewalks          | Sidewalk Inspection 2013         | <i>No data</i>                            |                         |   |  |

Table B-2 Data Sources – Stormwater Assets

| Asset Type        | Data Source              |   |                         |   |  |
|-------------------|--------------------------|---|-------------------------|---|--|
|                   | Inventory                | Condition   | Age (Installation Year) | Replacement Value   | Service Life   |
| Mains             | Fixed Asset Register     | Based on age and linear deterioration over service life | Fixed Asset Register    | Unit costs aligned with peer municipalities and validated with Township staff | Value aligned with peer municipalities and validated with Township staff |
| Catch Basins      |                          |   |                         |   |  |
| Maintenance Holes |                          |   |                         |   |  |
| Stormwater Ponds  | Township Staff knowledge |   |                         | Estimate from engineering consulting firm (obtained by Township staff)        |  |



Table B-3 Data Sources – Water Assets

| Asset Type                             | Data Source   |  |   |   |  |
|--|---|--|---|---|--|
|  | Inventory   | Condition  | Age (Installation Year)                                 | Replacement Value   | Service Life   |
| Arthur:<br>Mains<br>Hydrants<br>Valves | Triton GIS data<br>(developed for<br>Technical Update)  | Based on age and<br>linear<br>deterioration over<br>service life | Triton GIS data<br>(developed for<br>Technical Update)  | Unit costs aligned<br>with peer<br>municipalities and<br>validated with<br>Township staff | Value aligned with<br>peer<br>municipalities and<br>validated with<br>Township staff   |
| MF:<br>Mains                           | Fixed Asset<br>Register                                 |  | Fixed Asset<br>Register                                 |   |  |
| MF:<br>Hydrants<br>Valves              | BM Ross GIS data<br>(developed for<br>Technical Update) |  | BM Ross GIS data<br>(developed for<br>Technical Update) |   |  |
| Wells                                  | Fixed Asset<br>Register                                 |  | Fixed Asset<br>Register                                 | Installation cost<br>from Fixed Asset<br>Register, inflated<br>to 2021 \$                 | By building<br>system, service life<br>values aligned<br>with peer<br>municipalities and<br>validated with<br>Township staff |
| Water<br>Storage                       |   |  |   |   |  |

Table B-4 Data Sources – Wastewater Assets

| Asset Type   | Data Source                                       |   |   |   |  |
|--|---|---|---|---|--|
|  | Inventory   | Condition   | Age (Installation Year)                           | Replacement Value   | Service Life   |
| Arthur:<br>Mains<br>Maintenance<br>Holes               | Fixed Asset Register                              | Based on age and linear deterioration over service life | Fixed Asset Register                              | Unit costs aligned with peer municipalities and validated with Township staff   | Value aligned with peer municipalities and validated with Township staff                                   |
| MF:<br>Mains   | BM Ross GIS data (developed for Technical Update) |   | BM Ross GIS data (developed for Technical Update) |   |  |
| MF:<br>Maintenance<br>Holes                            | Fixed Asset Register                              |   | Fixed Asset Register                              |   |  |
| Arthur:<br>Sewage Pump<br>Stations                     | Fixed Asset Register                              | Based on age and linear deterioration over service life | Fixed Asset Register                              | Frederick St. SPS: Estimate from Cima (obtained by Township staff)              | By building system, service life values aligned with peer municipalities and validated with Township staff |
| MF:<br>Sewage Pump<br>Station                          |   |   |   | Wells St. SPS: Installation cost from Fixed Asset Register, inflated to 2021 \$ |  |
| Arthur:<br>Wastewater<br>Treatment Plant<br>and Lagoon |   |   |   | Installation cost from Fixed Asset Register, inflated to 2021 \$                |  |
| MF:<br>Wastewater<br>Treatment Plant                   |   |   |   | Estimate from Cima (obtained by Township staff)                                 |  |
|  |   |   |   | Installation cost from Fixed Asset Register, inflated to 2021 \$                |  |

## APPENDIX C: GLOSSARY OF TERMS

**Asset** – An asset is an item, thing, or entity that has potential or actual value to the Township. Examples include: bridges, roads, pipes and buildings.

**Asset Management** – The coordinated activities of an organization to realize value from its assets. It is an integrated set of processes and practices that minimize lifecycle costs of owning, operating, and maintaining assets, at an acceptable level of risk, while continuously delivering established levels of service.

**Asset Management Plan** – A document that states how a group of assets is to be managed over a period of time. Asset management Plans describe the following for all asset groups:

- The condition, characteristics, and values of the assets;
- Expected Levels of Service;
- Action Plan to ensure assets are providing the Level of Service;
- Financial Strategies to implement the Action Plans.

O.Reg. 588/17 requires Asset Management Plans to be reviewed every five years. Some information within the plan, such as the condition assessment of some assets, characteristics, and asset values, may be updated and reported on more frequently than that.

**Asset Inventory** – List of assets owned by the Township.

**Capital Budget** – A multi-year financial plan for the construction, acquisition and financing of capital works. A capital budget should provide for the planning of future financial resources required to finance projects.

**Capital Expenditure** – Any significant expenditure incurred to acquire, improve or rehabilitate land, buildings, engineering structures, facilities, machinery or equipment, and all associated items to bring the foregoing into function operation. The work typically confers a benefit lasting beyond one year (and as such is non-recurring in nature) and results in the acquisition or extension of the life of a fixed asset. Capital expenditures also include the cost of studies undertaken in connection with acquiring land or constructing infrastructure and facilities.

**Capitalization** – The practice of spreading the cost of an asset over its useful life.

**Components** – Specific parts of an asset having independent physical or functional identity, and having specific attributes such as different life expectancy, maintenance regimes, risk, or criticality. Complex assets, such as buildings, are often broken down into components for asset management purposes, to reflect the differing needs of various components.

**Condition** – The physical state of the asset.

**Condition-Based Preventative Maintenance** – Preventative maintenance initiated as a result of an asset reaching a specific condition. Differs from age-based preventative maintenance, which schedules maintenance based on asset age and may not accurately reflect the maintenance needs of the asset.

**Condition Assessment** – The inspection, assessment, measurement, and interpretation of the resultant data, to indicate the condition of a specific asset or component, so as to determine the need for preventative or remedial action.

**Corrective Maintenance** – Activities undertaken to return an asset to working order after a deficiency has been identified. These activities are typically unplanned or reactive in nature.

**Critical Assets** – Those assets that are likely to result in a more significant financial, environmental, and social impact should they fail. The maintenance of these assets is a priority. Risk assessment piece.

**Decision Support System** – A Decision Support System assists in business and capital planning, project prioritization, and tracking the overall performance of County assets. County decision support system includes FMW, etc.; feeding into capital program via specialized programmes (Work Tech);

**Deterioration Curve** – The rate at which an asset approaches the end of its useful life, represented by a curve. With no intervention (e.g. repair or rehabilitation), the rate of deterioration increases as assets near the end of their useful life. The deterioration curve differs for each asset class and can differ for assets within the same class, based on usage, construction materials, weather, etc.

**Geographic Information System (GIS)** – A computer system for capturing, storing, checking, and displaying data related to positions on Earth’s surface. It can show many different kinds of data on one map. This enables people to more easily see, analyze, and understand patterns and relationships.

**Levels of Service** – Describe the outputs or objectives that an organization or activity intends to deliver to customers. This includes commonly measured attributes such as quality, reliability, responsiveness, sustainability, timeliness, accessibility, and cost.

**Lifecycle** – The cycle of activities that an asset goes through over its useful life. These activities can be categorized into the following broad categories: planning, design, construction, acquisition, operation, maintenance, rehabilitation, renewal, and disposal

**Lifecycle Cost** – The total cost of an asset throughout its useful life. This includes costs related to planning, design, construction, acquisition, operation, maintenance, rehabilitation, renewal, and disposal.

**Likelihood** – The probability of an event occurring. (Risk)

**Maintenance** – Actions required to keep an asset as near to its original condition as possible in order to provide service over its useful life. Includes both corrective and preventative maintenance but excludes renewal or replacement.

**Mitigation** – Measures taken in advance of negative events or disasters, to reduce their impacts.

**Operating Budget** – Provides for the day-to-day expenditures of a municipality for items such as salaries, wages, benefits, heat, hydro, maintenance of buildings and infrastructure, etc., whereas the capital budget plans for the acquisition or rehabilitation of capital assets.

**Preventative Maintenance** – Activities undertaken on a regular basis to ensure an asset is able to provide the expected service. These activities are typically planned and are intended to reduce the likelihood of failure or breakdown.

**Rehabilitation / Refurbishment** – Work to rebuild or replace parts or components of an asset, to restore it to a required functional condition and extend its life, which may incorporate some modifications. Generally, involves repairing the asset to deliver its original levels of service without resorting to significant upgrading or renewal.

**Remaining Useful Life** – The time remaining until an asset ceases to provide the required service levels.

**Renewal** – The restoration of the service potential of the asset. Asset renewal is required to sustain service beyond the original life of the asset. Asset renewal prolongs the useful life of the asset. Type of betterment.

**Repair** – Action to restore an item to its previous condition after failure or damage.

**Replacement** – The complete replacement of an asset that has reached the end of its useful life.

**Replacement Cost - The** cost that would be incurred to replace the asset with a new modern equivalent asset (not a second hand one) with the same economic benefits (gross service potential).

**Reserve** – A reserve is an allocation of accumulated net revenue set aside for a designated purpose. Funds held in a reserve can be utilized at the discretion of Council. Reserves do not earn interest on their own, although interest may be allocated to reserves if desired.

**Reserve Fund** – A reserve fund is established based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund. All earnings derived from reserve fund investments form part of the reserve fund. There are two types of reserve funds: discretionary reserve funds and obligatory reserve funds.

- Discretionary reserve funds: established whenever Council wishes to set aside a certain portion of any year's revenues to finance a future expenditure for which it has the authority to spend money, or to provide for a specific contingent liability.
- Obligatory reserve funds: created whenever a statute or legislation requires that revenue received for special purposes is to be segregated from the general revenues of the municipality. Obligatory reserve funds are created solely for the purpose prescribed for them.

**Residual Value** – The amount the entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal.

**Risk** – The relationship between the likelihood of an event happening, and the consequences of that event.

**Risk Management** – The process of identifying and assessing risks, identifying and evaluating actions that can be taken to reduce risk, and implementing the appropriate actions to mitigate risk.

**Risk Tolerance** – The capacity to accept a level of risk, dependent on the likelihood and severity of consequences, and the existence of other priorities that require more immediate investment.

**Strategic Risk** – The risk of a change occurring that impedes the County's ability to achieve its overarching strategic goals.

**Tangible Capital Asset:** Non-financial assets having physical substance that:

- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance, or repair of other tangible capital assets;
- Have useful economic lives extending beyond one year;
- Are to be used on a continual basis;
- Are not for sale in the ordinary course of operations.

**Useful Life** – See Estimated Useful Life

**User Fee** – Fee or charge to individuals or groups and/or businesses for the provision of a service, activity or product, or for conferring certain rights and privileges, which grant authorization or special permission to a person, or group of persons to access County-owned resources (including property) or areas of activity.



## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Hurania Melgar, Emergency Manager/CEMC  
**Subject:** EM 2021-001 – 2021 Annual Emergency Management Programme Report

### RECOMMENDATION

**THAT** Council of the Township of Wellington North hereby receives report number EM 2021-001 Annual Emergency Management Programme Report regarding the status of the Township's Emergency Management Programme for 2021 for information.

**AND FURTHER THAT THE** Council accepts the annual status report of the Township's Emergency Management Programme for 2021.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None

### BACKGROUND

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 and how the municipality has fulfilled these requirements for 2021.

#### **Program Committee:**

The Township has an Emergency Management Programme Committee (Committee). The Committee met virtually on April 20, 2021 to review the Township's Emergency Management Programme including its Hazard Identification and Risk Assessment, Emergency Response Plan, training needs, proposed annual exercise, review of the Interim After Action Review for COVID-19 and Public Education. The minutes from the Committee meeting are attached.

The Committee is being updated to identify a Chair and to remove the 'as designated/or alternate' language as required by the Province to continue to meet compliance. The members of the Committee are not being changed. The report on this is being brought to Council today.

### **Emergency Response Plan:**

The existing Emergency Response Plan was adopted by Council in Fall of 2020. Any updates for the plan that have come out of the Interim COVID-19 After Action Report will be saved until after the final After Action Report is complete for COVID-19 in 2022. Appendix C has been added to the Plan to clarify titles listed in section 8.3 Responsibilities of MECG Members, by municipality as required by the Province to continue to meet compliance. No changes to the by-law are required for an appendix addition.

### **Training:**

The required prescribed training for 2021 has not changed from 2018-2019. Members of the Township's Municipal Emergency Control Group (MECG), both primary and alternates have satisfied the training requirements for this year.

Given the on-going COVID-19 pandemic, training was primarily conducted virtually and with smaller amounts of training than would normally occur. Below is the list of training opportunities offered:

1. EM 200- Basic Emergency Management Virtual Course: May 6-7, 13-14
2. In House IMS Courses:
  - a. **Command:** May 27/21 1-3 pm
  - b. **Operations:** Jun 10/21 10-12 pm
  - c. **Planning:** Jun 17/21 10-12 pm
  - d. **Logistics:** Sep 29/21 1:30-3:30 pm
  - e. **Finance/Admin** Sep 29/21 9:30-11:30 am
3. Scribe Training: June 15, 1:30-3:30pm
4. Municipal 511 Training: October 14, 1-3pm
5. MECG Essentials PowerPoint presentation shared with MECG members

### **Annual Emergency Management Exercise:**

MECG members must participate in an annual exercise, which evaluates the Municipality's Emergency Response Plan and procedures.

The Township's MECG members participated in an emergency management exercise virtually on September 30, 9am-1pm.

The objectives of the exercise were to:

- a. Familiarize the Municipal Emergency Control Group (MECG) with the eICS software and the use of this software as a virtual EOC.
- b. Familiarize MECG members with the policies and procedures of the new Emergency Response Plan.
- c. Test the Debris Management Plan within the new Emergency Response Plan.



- d. Test new elements of the Emergency Social Services and Financial Considerations sections of the Emergency Response Plan.

Recommendations/outcomes from the exercise:

- a. MECG liked being able to see the event log as they went through the exercise and found the program intuitive
- b. Suggestion to improve functionality of eICS virtual EOC platform such as adding guidelines for message/event log use, personal activity log function, file glitches need to be fixed for ease of use.
  - a. The EM team will be meeting with eICS to discuss all the recommendations
- c. Documentation piece needs to improve with additional training and more staff trained to be scribes.
- d. A virtual exercise required keeping track of multiple screens at a time which was difficult at times, as we move into 2022 we hope in person exercises will be the norm again

### **Public Education:**

Every municipality's emergency management program must have public education on risks to public safety and on public preparedness for emergencies. Throughout 2021 Emergency Management continued to work with County Communications to share information and key messaging about COVID-19 through working with Wellington Dufferin Guelph Public Health.

Emergency Preparedness week was May 3-7. During the week, information was made available through the County's Social Media page, the County page in the Wellington Advertiser, the Highway 6 billboard signage and a 72-hour kit contest was held through social media. The Emergency Management Programme Coordinator organized virtual presentations to elementary schools across the County in collaboration with our valued partners at OPP, GWPS and local fire departments, on how students could "Be Ready for Anything". 250 Emergency Preparedness bags were provided to the Township and Minto Fire Services for their event "Safe Kids Day in a box" for students in Northern Wellington County.

Winter Driving Safety information has been made available at Car/Tire businesses throughout Wellington County and also on Highway 6 billboard signage between Guelph and Fergus.

The County page in the Wellington Advertiser and the County of Wellington's social media (an average of 4/month), accounts regularly contain emergency preparedness information.

As in 2020, 2021 EM Public Education included the "Do one thing" promotion. Emergency Preparedness messages were available in The Wellington Advertiser, on the County's social media and radio stations.

The following is the list of targeted education plan by month:

January – Frozen Pipes/Make a Plan  
 February - 211  
 March – Floods  
 April – Sheltering  
 May – Emergency Preparedness Week  
 June – Tornadoes  
 July – 72 Hour Kit  
 August – Unique Family Needs  
 September – Be Informed  
 October – Power Outages  
 November – Winter Weather (Car Kits)  
 December – Winter Weather (Driving)

### Critical Infrastructure:

Every municipality shall identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. The critical infrastructure list was updated by the Township at the Committee meeting. We will be fully transferred over to using only the Common Operating Picture (COP) map by year end, instead of managing two information systems.

### Conclusion:

The Township of Wellington North has fulfilled the mandatory municipal requirements set out in the Emergency Management Civil Protection Act and Regulation 380/04 for 2021.

### FINANCIAL CONSIDERATIONS

None

### ATTACHMENTS

- Township of Wellington North Emergency Management Programme Committee Minutes- April 20, 2021
- Township of Wellington North Emergency Management Exercise After Action Report- September 30, 2021

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

**Prepared By:** Hurania Melgar, Emergency Manager/CEMC *Hurania Melgar*

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



## EMPC Apr 2021

### Township of Wellington North

Emergency Management Program Committee (EMPC)  
April 20, 2021 – 1300 hrs (1:00 pm) Virtual Meeting

### DRAFT Minutes

On Call:

1. Adam McNabb, Director of Finance/Treasurer
2. Cathy Conrad, Executive Assistant
3. Cathy Sweeney, EM Assistant
4. Chris Beveridge, WDGPH
5. Chris Harrow, Fire Chief
6. Hurania Melgar, EM Manager/ CEMC
7. Jim Klujber, Wellington North Power
8. Karren Wallace, Director of Legislative Services/Clerk
9. Matt Aston, Director of Public Works
10. Mike Givens, CAO
11. Neil Buetow, EM Programme Coordinator
12. Paul Boshart,
13. Paul Chambers, OPP
14. Tasha Grafos, Recreations Central Bookings

#### 1. Adoption of Minutes

**Moved:** Mike Givens

**Seconded:** Adam McNabb

Motion that the minutes of June 18, 2020 are approved as circulated. **Carried**

#### 2. Business Arising from Minutes

##### a. Dashboard – reviewed by individual item number.

- i. (3) From a previous exercise, WNP is required to tree trim is part of their process, consider complete.
- ii. (6) Chief Harrow will look to get this completed and notify EM department.
- iii. (9) Will talk more about HIRA in section below.
- iv. (10) Completed.
- v. (11) Completed.
- vi. (12) Municipal 511 /COP training complete  
**Action:** EM Manager to send COP link and access information, CAO believes(hardcopy) of this is in a EOC binder.
- vii. (14) Adam / Chief will confirm if the items still need to be purchased, and advise when complete.
- viii. (15) Tent cards are complete, waiting to be delivered when Covid environment allows.



## EMPC Apr 2021

- ix. (16) Complete.
  - x. (17) Complete.
- b. **Alert Ready:** Municipality can use the Alert Ready program through the PEOC. Details are located in Townships EOC Procedures under Appendix 15. Ontario local test schedule will be
- i. Wed May 5/2021 @ 12:55 pm est
  - ii. Wed Nov 17/21 @ 12:55 pm est
- c. **Municipal 511:** Training is available on request, have staff reach out to EM Manager for registration.
3. **Essential Maintenance Work Plan 2021**  
The Office of the Fire Marshal and Emergency Management, has not granted any 2021 exemptions from the requirements of the Emergency Management and Civil Protection Act—that includes the Annual Exercise Requirement.  
Committee reviewed plan, no changes or concerns noted.
4. **HIRA review and approval**  
EM Coordinator has completed applying previous risks identified and merged them into the new 2019 guidance from Province, as screen shared in the comparison chart. Moving forward EM team would like to complete the 5 step comprehensive investigative review of hazards. This in-depth review involves a number of stakeholders and will be completed when COVID environment allows. Program Coordinator feels that once reviewed, some of the hazards currently identified will be rated lower due to the new scoring used.  
Committee reviewed HIRA, no changes or concerns noted.
- Motion:** Matt Aston  
**Secunder:** Chris Harrow  
Motion that the HIRA be approved as distributed. **Carried**
5. **Emergency Response Plan review**  
Some of the role name titles will be changed based on guidance from our field officer. EM manager to complete. Looking to make clearer how you can open an EOC.  
No updates, changes or concerns from the committee.
6. **Critical Infrastructure (CI) Review**  
EM Manager advised Committee that if there are any changes to this to forward them to her. Moving forward EM team is hoping to migrate all the CI information, including the hazardous facilities layer to the COP map by the end of 2021 to maintain one source and one location listing. Committee was reminded that they can access all the mapping elements and the Program Coordinator is doing a review of all items, map placement and category names.



## EMPC Apr 2021

No updates, changes or concerns from the committee.

### 7. Emergency Operations Centres (EOC)

Virtual EOC is always an available option and in the new ERP plan. Will update when we are safely able to do so. Fire Chief has concerns about physical locations for EOC's. Wants to have a discussion regarding EOC's being located in the Townships fire halls.

No updates, changes requested from Committee.

### 8. Updated Training Plan 2020-2025

Reviewed revised training plan with March 2021 date. Most of the changes were made to reflect Provincial updates or the availability of courses in a virtual classroom. For any training that is offered by request, Township to send staff names to EM Manager for enrollment.

- **EM 300** – CEMC course, June 2021 by OEM Field Officer Teresa Alonzi. EM Manager will reach out for enrollment.
- **EM 200** – BEM Virtual course, May 6-7, May 13-14/2021 will be split into 4, 4hr sessions (perhaps only 3 sessions). EM Manager will reach out for enrollment.
- **Elected Officials Course** – available by request or every 4 years.
- **IMS 100** – available via self-study on the OFMEM training website.
- **IMS 200** – Basic Incident Management System will run 3, 4hr sessions on Sept 9-10 & 16. EM Manager will reach out for enrollment.
- **IMS 300** – Incident Management System, currently only offered by certified Provincial instructors, can check the OFMEM training portal for potential dates.
- **In House IMS Course** – Will run virtual 2 hour sessions based on municipalities EOC function/position. Offering a single session per position/function as noted below, otherwise we will share presentations or the recorded training sessions to be available for self-study. EM Manager will reach out for enrollment.
  - **Command:** May 27/21 1-3 pm
  - **Operations:** Jun 10/21 10-12 pm
  - **Planning:** Jun 17/21 10-12 pm
  - **Logistics:** Sep 2/21 1-3 pm
  - **Finance/Admin** Sep 3/21 10-12 pm
- **Scribe Training** - available by request, presented virtually. Please contact EM to register.
- **Shelter Management Course** - provided by Red Cross, will advise availability once known.
- **Crisis Communications/Emergency Information** - available by request.
- **Municipal 511** – available by request, presented virtually.



## EMPC Apr 2021

- **Common Operation Picture (COP)** - available by request, presented virtually.
- **eICS Software training** - available by request, presented virtually and/or recorded sessions.

### Extra Training Options:

- **First responders specific training** - (Interoperability training)—available by request.
- **Flood Notification Training** – provided by Conservation Authorities.
- **Critical Incident Stress Management Training** – available by request.

### 9. Exercise

- a. **2021 Exercise** – Proposing a virtual exercise using eICS software. Before exercise, imperative that Wellington North MCEG (Municipal Emergency Control Group) is very comfortable with the system. Aims of the exercise will be to test eICS use, MCEG is comfortable with eICS, and test the new ERP. EM Manager will select a fall date with the Clerk. EM will send out a save the date to participants for the exercise. CAO suggested providing training on eICS either before the exercise on day of or the day before for example, to ensure no time is wasted during exercise on folks having issues with eICS.

Dates that are already taken are June 1, Oct 12, 20, 25 and Nov 2, 8, 2021

- b. **Draft 2020 Interim COVID-19 Response AAR** –
  - i. **Key successes**
    - Activation of EOC's was done to varying degrees across the Member Municipalities/County
    - The County and all Member Municipalities are more resilient, adaptable now than before the pandemic
    - Support for the community via various means, with coordination among the County and all Member Municipalities
    - Coordination between the County and all Member Municipalities, especially in the joint declaration of emergency and continued JEOC meetings/decisions
  - ii. **What procedures need to be improved upon?**
    - Joint Emergency Operations Centre procedures
    - Review Communications Plan in ERP
      - Enhance Communications plan, and/or create an Information Management Plan



## EMPC Apr 2021

- Enhance Declaration/Termination of an emergency procedures, especially for County wide emergencies
- Review notification plans (activation and use mainly relied upon for unexpected, fast moving emergencies, not something like a pandemic)
- iii. What can we do to be better prepared next time?**
  - Establish/practice use of the eICS system
    - This will assist with information management
  - Add a Continuity of Operations Plan that addresses not only internal dependencies but also external Member Municipal dependencies
- iv. What additional training would you like to receive?**
  - Exercise large scale scenarios with multi-governmental stakeholders, large information provision, required collaboration between the County and all Member Municipalities
- v. What additional tools/equipment would you like to have to help you respond better next time?** (This can be a wish list)
  - Reliable IT hardware/software, especially for Council, EOC's
  - Reliable Internet Access across the County

No questions or concerns from committee noted.

### 10. Public Education 2021

Continue to virtually promote the message of being 72 hours prepared. Emergency preparedness messages will go in the Wellington Advertiser throughout 2021 as well as the County's social media pages. Emergency preparedness spots will be occurring for the full year on Erin radio. Emergency preparedness week is May 3-7, 2021, we are running a contest with giveaways. We will continue with the "do one thing" topic focus messaging each month. Additionally, we are working on creating virtual activities to include school and youth group presentations, with possible collaboration with other agencies. Currently have a number of schools who have signed up for EM virtual presentations being hosted by the EM team. Giveaways of 72 hour kits via social media and creating short emergency preparedness videos. Our 2021 schedule is as follows;

January – Making a Plan

February – 211

March – Flooding

April – Sheltering

May – Emergency Preparedness Week

June – Tornadoes/ Severe summer weather

July- 72 hour kit



## EMPC Apr 2021

August – Unique Family Needs  
 September – Be Informed  
 October – Power Outages  
 November – Winter Weather  
 December – Winter Weather

EM Manager asked that if the township is able to retweet, re-share County social media, helping to further promote emergency management preparedness to residents.

No questions or concerns from Committee.

### 11. New Business

- a. **Emergency Shelters During COVID;** draft was previously shared with Township for inputs and the finalized version was shared to all Member Municipalities' CAO's. CAO has shared with appropriate staff for use if needed.
- b. **eICS use for COVID-19;** there have been some visual informational pieces created with explanations on how to utilize the VEOC (Virtual Emergency Operations Center). Soft launched earlier last month, all updates now are only being shared via eICS software in the VEOC.
- c. **New EM logo;** image of proposed new logo shared with the committee.
- d. **New EM website;** image of proposed new EM website shared with the committee.

### 12. Information & Correspondence

- none

### 13. Adjournment

Chair adjourned meeting at 1:56 p.m.

Meeting secretary: Cathy Sweeney, EM Assistant





In accordance with the Emergency Management and Civil Protection Act, R.S.O., 1990, the Township of Wellington North Municipal Emergency Control Group and supporting Emergency Operation Centre staff conducted an emergency management exercise as required by Regulation 380/04 Section 12 (6). The following report summarizes the details of the exercise, outcomes and recommendations of the exercise.

**1. DATE:**  
September 30, 2021

**2. TIME:**  
0900 hrs to 1300 hrs

**3. LOCATION:**  
Virtual setting via Zoom

**4. EXERCISE PARTICIPANTS**

Adam McNabb, Treasurer  
Cathy Conrad, Duty Officer  
Chris Harrow, Fire Chief  
Corey Schmidt, Water & Sewer Foreman  
Dale Small, Alternate EIO  
Jim Klujber, Wellington North Power  
Karren Wallace, Clerk  
Laura Rooney  
Lisa Hern, Councillor  
Marco Guidotti, Deputy Fire Chief  
Matthew Aston, Director of Operations  
Mike Givens, CAO  
Tasha Grafos, Scribe  
Tom Bowden, Recreation

**EXERCISE FACILITATORS:**

Hurania Melgar, CEMC-Emergency Management Manager  
Bobby De Hetre, Emergency Management Programme Coordinator

**OBSERVERS:**

Neil Buetow, Emergency Management Programme Coordinator  
Cathy Sweeney, Emergency Management Assistant

**5. EXERCISE OBJECTIVES/AIMS:**

- a. Familiarize the Municipal Emergency Control Group (MECG) with the eICS software and the use of this software as a virtual EOC
- b. Familiarize MECG members with the policies and procedures of the new Emergency Response Plan
- c. Test the Debris Management Plan within the new Emergency Response Plan
- d. Test new elements of the Emergency Social Services and Financial Considerations sections of the Emergency Response Plan

**6. SCENARIO:**

The Township of Wellington North's Hazard Identification and Risk Assessment has identified ice storms as a risk/threat to the municipality. Ice storms are listed as having a moderate effect on Wellington North township area. This year's exercise is based upon an ice storm that will impact the southern part of Wellington North.

**7. TYPE OF EXERCISE:**

- a. Table Top Exercise
- b. eICS Electronic Notification Drill

**8. EXERCISE OBSERVATIONS/RECOMMENDATIONS:**

- information that was shared regarding the generators on towers and effects on the radios was beneficial.
- some of the messages posted were lost, add to directions the ability to move between the main event log and message tab to provide clearer view
- perhaps highlighting the details of the operational cycle process/steps before exercise will help group
- EM Team: needs to play a bit more with the messaging function to see how messages/comments get imbedded and posted
- EM Team: Uploading of file glitches, need to contact eICS
- Create an electronic form for questions and clarity of the exercise to send out after the exercise.
- Make sure that we are guiding the EOC Director on capturing actions, then IAP approval process.
- EM Team: Need to talk to GIS about the COP. Now can't add or remove, layers are not loading and Edge will not open the CI portion.
- EM Team: Confirm that all the files are select all – IMS files

**9. PARTICIPANT COMMENTS:**

- Comments showing attached rather than popping to top in eICS
- Issues working with the files check in and out



- Liked the Event log piece in one area
- Having issues with lots of screens to keep track of
- Comment regarding Vaccination status for shelters, COVID shelters handbook was not known to participant, perhaps this needs to be shared more widely.
- Immediate needs, communications piece expectation is always a challenge with a smaller municipality
- Concerns with COP, mapping, do we need everything? – add to the dashboard for discussion on how do we want to really use this, how does this look like? Explanation of CI into COP direction.
- External access insight, helpful, external ops not accessing this really. The ability to have the event log is useful. More boots on the ground, nice to see in action.
- Differently next time? No comments
- Hurania to share exercise PP file

**Town's Notification Procedures:**

An electronic eICS Notification test was conducted by the County of Wellington's Emergency Management Programme Coordinator. The overall test was successful. No updates to notification list were provided as this test allowed the participants to update their own contact information.

It should be noted that the notification document should be sent for any changes or updates.

**Towns Emergency Information Procedures:**

No changes to current policies or procedures were noted.

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 106-21

### BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A-3' of By-law 66-01 is amended by changing the zoning on lands described as Part Lot 20, Concession 6 and municipally known as 8891 Concession 7, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural (A)** to **Agricultural Commercial Exception (AC-24)**;
2. That Section 33, Exception Zone 3 – Rural Areas, 33.24 be deleted and replaced with the following:

|   |              |  |
|---|--------------|--|
| 33.24<br>Part Lot 20, Con 6,<br>8891 Concession 7<br><br>(Gingrich) | <b>AC-24</b> | Notwithstanding the uses permitted in Section 23.1 or any other provisions to the contrary, the land zoned AC-24 may be used for a livestock transport facility and including buildings and structures associated with the permitted use. Accessory office uses may also be permitted in association with the permitted use within the proposed shop on the property.<br><br>In addition, the following regulations shall apply to the land zoned AC-24:<br>a) Setback requirements of Section 6.20 from any NE Zone shall apply to the subject land.<br><br>Except as provided for above, the land zoned AC-24 will be subject to all other applicable regulations of this By-law as amended. |
|---|--------------|--|

3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND THIRD TIME THIS 8TH DAY OF NOVEMBER, 2021.**

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**ANDREW LENNOX, MAYOR**

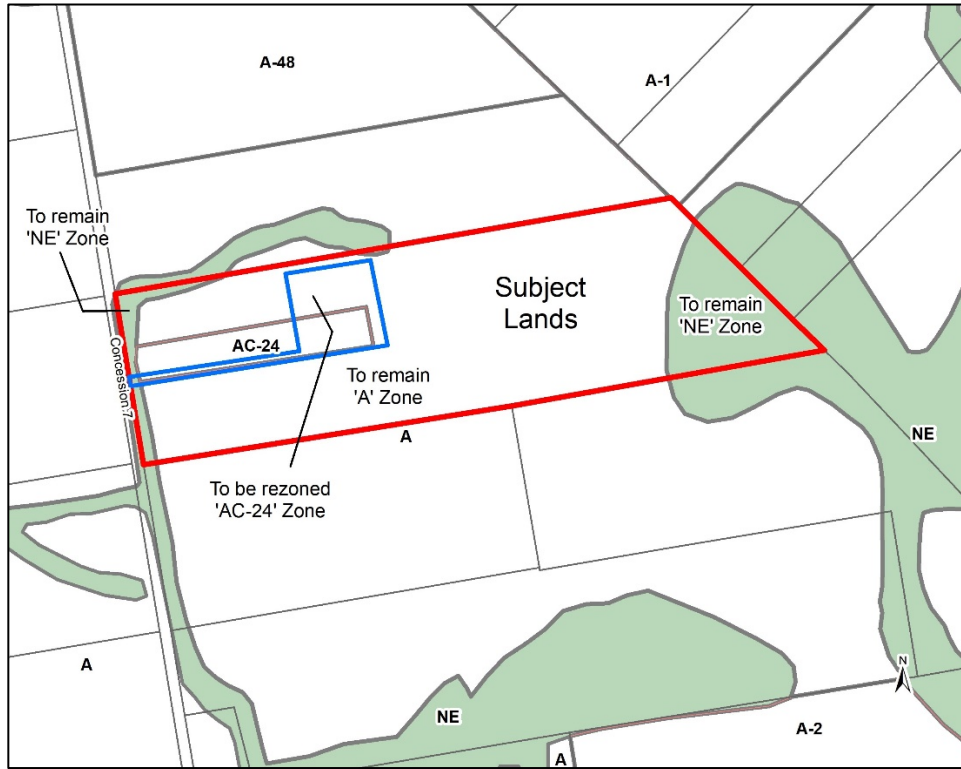
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**KARREN WALLACE, CLERK**

**THE TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NO. 106-21**

**Schedule "A"**



Passed this 8th day of November 2021

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 106-21**

#### **THE LOCATION OF THE SUBJECT LANDS**

The property subject to the proposed amendment is described as Part Lot 20, Concession 6 and known Municipally as 8891 Concession 7. The property is approximately 30.4 ha (75.1 ac) in size and currently zoned Agricultural (A), Natural Environment (NE) and Agricultural Commercial Site Specific (AC-24).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands from Agricultural (A) to Agricultural Commercial Site Specific (AC-24) to expand the area of operation of the existing Livestock Transport Facility business and permit an office within the proposed shop.

**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:**

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

**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

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CLERK

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MAYOR

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – OCTOBER 25, 2021 AT 7:00 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
VIA WEB CONFERENCING**

**Members Present:**

**Mayor: Andrew Lennox**  
**Councillors: Sherry Burke**  
**Lisa Hern**  
**Steve McCabe**  
**Dan Yake**

**Staff Present:**

|  |   |
|--|---|
|  | <b>Chief Administrative Officer: Michael Givens</b> |
| <b>Director of Legislative Services/Clerk:</b>         | <b>Karren Wallace</b>                               |
| <b>Deputy Clerk:</b>                                   | <b>Catherine Conrad</b>                             |
| <b>Director of Finance:</b>                            | <b>Adam McNabb</b>                                  |
| <b>Director of Operations:</b>                         | <b>Matthew Aston</b>                                |
| <b>Economic Development Officer:</b>                   | <b>Dale Small</b>                                   |
| <b>Chief Building Official:</b>                        | <b>Darren Jones</b>                                 |
| <b>Human Resources Manager:</b>                        | <b>Chanda Riggi</b>                                 |
| <b>Manger of Environment and Development Services:</b> | <b>Corey Schmidt</b>                                |
| <b>Planner:</b>  | <b>Matthieu Daoust</b>                              |

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2021-343

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT the Agenda for the October 25, 2021 Regular Meeting of Council be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**COUNTY COUNCIL UPDATE**

Campbell Cork, County of Wellington Councillor, Ward 3

The following items have been passed by committee and will be finalized at County Council on October 28<sup>th</sup>:

- Barn Swallows have lost 80% of their population since the 1970's and are now on the threatened species list. Solid Waste Services has determined that the County should explore low-cost measures to support the Barn Swallows. One of the major factors in the loss of the Barn Swallow is the demolition of old wooden barns and the building of closed steel buildings. It's similar to what the County has done with pollinator gardens in a number of landfill sites.
- A pilot program to see the viability of green bins for commercial, industrial, and multi-residential buildings will start on November 1 for a three-month period. There will be no cost for the three months and the program may continue longer, depending on funding. Collection test area will be along Highway 6 between Arthur and Guelph.

- Living snow fences project partnering with local corn crop land owners to create living snow fences using about eight to twelve rows of corn along County roads. The County will compensate the landowners with the value of the corn plus 50%. Alternately landowners can agree to have a row of evergreen trees planted on their land along the roadway to act as a living snow fence.
- A palliative patient trial program will allow paramedics to offer medications that are not usually available at the scene of a call so patients at the end of life are not necessarily taken to hospital or hospice care. They are given a choice and are able to stay at home if they want. Participants must be registered with the palliative team. The services offered by the paramedics at the scene include new and different medical directives for treating pain, shortness of breath, delirium, and nausea and vomiting. Paramedics are provided with additional education designed to allow them to provide better support for patients and their families in what is a very difficult set of circumstances. The program will involve surveys at the end to determine if the services offered by the paramedics is helpful to their needs. This trial will continue through March of next year and will then be reevaluated with the possibility of it becoming permanent. They are expecting the County paramedics will be dealing with 20 to 30 palliative patients per year. It is expected that the program will require extra time from the paramedics at the home assisting a patient. That additional time is expected to be offset, or more than offset, by a decrease in patient transport times to hospitals or other care centres and reduce the number of patients being transported to hospital emergency departments.
- A homeless prevention program delivered by paramedic services to residents of County owned senior and social housing buildings will help households that are in crisis where the situation could be leading to them being evicted from their homes. The paramedic can provide on the spot intensive support to these households related to mental illness and/or addiction, and to families who are experiencing housing instability that could be leading to eviction. Paramedics can offer information on care and resources. It is hoped this will reduce the dependency on 911 and the number of transports to hospital emergency departments. This program will be operating in Guelph but there are plans to expand the program to Fergus, Mount Forest and Harriston.

#### **RECESS TO MOVE INTO PUBLIC MEETING**

RESOLUTION: 2021-344

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North recess the October 25, 2021 Regular Meeting of Council at 7:11 p.m. for the purpose of holding a Public Meeting under the Planning Act:*

- *Blue Grotto Global Investments Inc., Minor Variance*

CARRIED

#### **RESUME REGULAR MEETING OF COUNCIL**

RESOLUTION: 2021-345

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North resume the October 25, 2021 Regular Meeting of Council at 7:18 p.m.*

CARRIED

## **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

1. Regular Meeting of Council, October 12, 2021

RESOLUTION: 2021-346

Moved: Councillor Hern

Seconded: Councillor Yake

*THAT the minutes of the Regular Meeting of Council held on October 12, 2021 be adopted as circulated.*

CARRIED

## **BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

1. Proposed 45 metre self-support tower at 7239 5<sup>th</sup> Line

- Correspondence, dated October 14, 2021, from the Township of Wellington North to Xplornet and Industry, Science and Economic Development Canada (ISED) objecting to the location of the proposed tower
- Correspondence, dated October 18, 2021, from John Nater, M.P., Perth-Wellington to Hon. François-Philippe Champagne, PC., M.P., Minister of Innovation, Science and Industry
- Correspondence, dated October 18, 2021, from John Nater, M.P., Perth-Wellington to Xplornet Communications Inc.

RESOLUTION: 2021-347

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive the correspondence sent by the Township of Wellington North, dated October 14, 2021, and John Nater, M.P., Perth-Wellington, dated October 18, 2021, regarding the proposed 45 metre self-support tower at 7239 5<sup>th</sup> Line.*

CARRIED

## **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

1b, 5a, 6b

## **ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

RESOLUTION: 2021-348

Moved: Councillor Burke

Seconded: Councillor McCabe

*THAT all items listed under Items For Consideration on the October 25, 2021 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest District Chamber of Commerce meeting held on September 21, 2021 and the September 30, 2021 Financial Report.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Directors Meeting held on October 6, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Association meeting held on October 13, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2021-26 regarding the Final Approval of the Wayne and Doreen Gingrich Site Plan Agreement.*

*THAT the Council of the Corporation of the Township of Wellington North receive correspondence from Ray Kirtz, P. Eng, Triton Engineering Limited, dated October 19, 2021 regarding Township of Wellington North, London Road Development, Phase 2, Mount Forest, Preliminary Acceptance of Stage I & Stage II Municipal Services.*

*AND FURTHER THAT the Council of the Corporation of the Township of Wellington North grant H. Bye Construction Preliminary Acceptance for Stage I, Stage II and the associated reduction of securities as per the subdivision agreement of Phase 2 (Broomer Crescent) of the London Road Subdivision (Draft Plan 23T-15002) in the community of Mount Forest.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated October 20, 2021.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Third Quarter 2021 Financial update.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-037 being a report on the award of the Arthur test well construction;*

*AND FURTHER THAT Committee recommend Council award the Township's request for quotation 2021-010 to Well Initiatives Limited at an upset limit of \$67,625.00 plus applicable taxes;*

*AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.*

*THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-038 being a report to set the 2022 water and sewer fees and charges;*

*AND FURTHER THAT Council authorize a 1.5% increase to water and sewer rates for the year 2022 consistent with the recommendations from the 2020 Water and Wastewater Rate Study prepared by DFA Infrastructure International Inc. dated November 13, 2020;*

*AND FURTHER THAT Council authorize the Mayor and Clerk to sign the necessary by-law.*

*THAT the Council of the Corporation of the Township of Wellington North receive the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region, News Release, October 13, 2021, Local Drinking Water Source Protection Plan Public Consultation (October 13 to November 19, 2021).*

CARRIED

#### **CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

RESOLUTION: 2021-349

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Wellington North Cultural Roundtable Committee meeting held on October 14, 2021.*

CARRIED

RESOLUTION: 2021-350

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2021-007 being a report on the Municipal Modernization Project(s);*

*AND FURTHER THAT Council of the Township of Wellington North endorse utilizing Municipal Modernization Funds to proceed with all identified projects-*

- *by-law, property standards enforcement-shared service arrangement;*
- *fibre optic install Kenilworth;*
- *hybrid vehicles + charging station in Kenilworth;*
- *key fobs for entry;*
- *maintenance manager software, work order system software-Citywide;*
- *MF sports complex-greeting/welcome centre, workstation(s);*
- *radio/dashcam-operations fleet;*
- *records management software;*
- *security cameras at township facilities;*
- *service delivery review.*

CARRIED

Council directed staff to provide further information regarding the by-law, property standards enforcement shared service arrangements; hybrid vehicles + charging station in Kenilworth; and MF Sports Complex greeting/welcome centre, workstation(s).

RESOLUTION: 2021-351

Moved: Councillor McCabe

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated October 14, 2021, from The Royal Canadian Legion, Br. #134 Mount Forest request for permission to distribute poppies and proclaim November 11, 2021 as Remembrance Day;*

*AND FURTHER THAT the Council of the Township of Wellington North declare November 11, 2021 as Remembrance Day and grant permission to the Royal Canadian Legions, Arthur and Mount Forest, for the distribution of poppies within the Township of Wellington North.*

CARRIED

Councillor McCabe announced that this year is the 100<sup>th</sup> Anniversary of the poppy.

#### **NOTICE OF MOTION**

No notice of motion tabled.

#### **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Burke (Ward 2):

- Attended the Mount Forest BIA meeting last week. They are preparing for their AGM. They will be looking for someone to take over the downtown core cleanup next year. BMO will be providing some funding for the BMO parkette. The Downtown Committee has organized a Main Street Haunt this Saturday from 2 to 5.

Councillor Hern (Ward 3):

- Attended the Arthur BIA meeting last week. Decorative lighting and curb extension will be completed by early December. Discussion was held with the Chamber regarding replacement of the Chamber Administrator, and an agreement was reached to hire a joint position.

Councillor McCabe (Ward 4):

- Meeting with some of the Arthur Lions and Optimist Club members on Tuesday to discuss the location of the BMX/Skate Park.
- Recreation, Parks and Leisure Committee meeting scheduled for November 2.

Mayor Lennox:

- Attended the 35<sup>th</sup> Anniversary of the Saugeen Economic Development Group. Ashley Wheaton gave a very interesting presentation on the future of rural economic development. It's clear that the group, in cooperation with our local communities has had a huge impact. The daughter of one of our former employees was the guest speaker and shared her experience with the student startup program.
- Recorded video clips for the Chambers of Commerce Community Awards. The Mount Forest Chamber of Commerce will hold their annual Christmas tree lighting on November 12<sup>th</sup>.

### **CLOSED MEETING SESSION**

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

RESOLUTION: 2021-352

Moved: Councillor Burke

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 7:52 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:*

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.*

CARRIED

#### 1. REPORTS

- a. Claim against TWP – Notice of Constitutional Question – verbal update from CAO
- b. Report CBO 2021-13 By-law Enforcement Services - PILOT

#### 2. REVIEW OF CLOSED SESSION MINUTES

- September 13, 2021

#### 3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2021-353

Moved: Councillor Hern

Seconded: Councillor McCabe

*THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 8:36 p.m.*

CARRIED

RESOLUTION: 2021-354

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North receive the verbal update from CAO regarding claim against TWP - Notice of Constitutional Question.*



*AND FURTHER THAT Council approve the confidential direction to staff.*  
CARRIED

RESOLUTION: 2021-355

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-13 By-law Enforcement Services -PILOT;*

*AND FURTHER THAT Council approve the confidential direction to staff.*  
CARRIED

RESOLUTION: 2021-356

Moved: Councillor Burke

Seconded: Councillor Yake

*THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the September 13, 2021 Council Meeting*

CARRIED

#### **CONFIRMING BY-LAW**

RESOLUTION: 2021-357

Moved: Councillor Hern

Seconded: Councillor Burke

*THAT By-law Number 101-21 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on October 25, 2021 be read a First, Second and Third time and enacted.*

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2021-358

Moved: Councillor McCabe

Seconded: Councillor Hern

*THAT the Regular Council meeting of October 25, 2021 be adjourned at 8:40 p.m.*

CARRIED

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CLERK

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MAYOR



## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Hurania Melgar, Emergency Manager/CEMC  
**Subject:** EM 2021-002 Emergency Management Committee Structure Update

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive report number 2021-002 Emergency Management Committee Structure Update and maintains the 2016 appointments of the Emergency Management Programme Committee for the Township of Wellington North and removes or alternate/as designated language per member as follows;

- Mayor
- CAO
- Director of Legislative Services/Clerk
- Finance (Director of Finance)
- Deputy Clerk/Duty Officer
- Public Works (Director of Operations)
- Parks and Recreation (Manager of Recreation Services)
- Chief Building Official
- Township Fire Department (Fire Chief)
- Wellington North Power (Chief Operating Officer)
- Wellington County OPP (Inspector or Staff Sergeants, Sergeants)
- Guelph Wellington EMS (Chief, Acting Chief, Supervisors)
- Wellington Dufferin Guelph Public Health (Public Health Managers, Health and Safety Coordinator/Inspectors)
- Wellington County Emergency Management (CEMC)

And any other persons or agency representatives that may be appointed by Council from time to time;

**AND FURTHER** that Council designates authority to the Committee to appoint the CAO as Chair on behalf of the members;

**AND FURTHER** that the Committee is responsible for overseeing the development of the Township's Emergency Management Program ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis;

**AND FURTHER** that the CEMC shall provide Council with an annual report on the status of the Township of Wellington North's Emergency Management Program for their review, consideration and approval.

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| <b>PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS</b> |
|---|

Previous Report: 2016-277

By-law: 38-10

|                   |
|-------------------|
| <b>BACKGROUND</b> |
|-------------------|

Regulation 380/04 of the Emergency Management and Civil Protection Act requires the appointment of an Emergency Management Programme Committee to advise Council on the development and implementation of the Township's Emergency Management Programme. The regulation also sets out the composition of the Committee which is to include the CEMC, a senior municipal staff representative, a member(s) of Council and municipal employees responsible for emergency management functions for the municipality.

The Committee structure was updated on June 20, 2016 due to the Township's emergency management programme being enhanced and to allow for the Committee to evolve with the programme.

Through discussion with the Emergency Management Ontario Field Officer Teresa Alonzi, for the Bruce Sector under which the Township falls, she has advised that some changes are necessary to the listed Committee structure from 2016 to be in compliance with the Emergency Management and Civil Protection Act and the attached Regulation 380/04. There are no changes necessary to the specific committee member structure from 2016, there is simply a need to identify a committee member as Committee Chair. Further, there is a requirement for the removal of the 'or alternate/as designated' noted beside some Committee members in the 2016 structure, to continue to remain in compliance.

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|---------------------------------|
| <b>FINANCIAL CONSIDERATIONS</b> |
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NA

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|--------------------|
| <b>ATTACHMENTS</b> |
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NA

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Hurania Melgar, Emergency Manager/CEMC       | <i>Hurania Melgar</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer | <i>Michael Givens</i> |



## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Morgan McCannell, Administration Support  
**Subject:** Report CLK 2021-027 Mount Forest Historical Cemetery Walking Tour

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive for information report CLK 2021-027 being a report on Mount Forest Historical Cemetery Walking Tour.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

As a Summer Student with the Township of Wellington North I prepared a presentation on the history of Mount Forest and Arthur to share with the Cultural Roundtable. After receiving positive feedback, it was decided that I should share my research with others outside the Cultural Roundtable. I found that many of the folks in the stories I shared were buried in the Mount Forest Cemetery, and so the idea for a walking tour of the historic cemetery was born.

The tour itself consisted of an overview of the early days of the town of Mount Forest and the first settlers to arrive, as well as a guided tour through the cemetery of the final resting place several influential settlers. From murderous doctors, to Senators, to Civil War surgeons; Mount Forest was certainly home to some interesting characters. The tour wrapped up with a behind the scenes look at the chapel and a discussion of burial customs both past and present.

The tours spanned four Saturdays during Culture Days, with two tours scheduled per day. The feedback from the community during the tours as well as on social media has been phenomenal. 137 people registered for the tours and a total of \$995.00 will be donated and split between the Arthur Food Bank and Mount Forest Community Pantry, together with approximately 50lbs pounds of food.

Based on this success we hope to be able to continue with the Cemetery Tours in 2022 and I am also currently working on a Downtown Mount Forest Christmas tour of “buildings” to take place in December. Stay tuned for details.....

### FINANCIAL CONSIDERATIONS

Total income, including donations = \$995.00

Cost: \$550.00 funded by the Wellington North Cultural Roundtable

- Time of Guide = \$525
- Supplies =\$25.00

**ATTACHMENTS**

- Schedule A: Event Poster
- Schedule B: Photographs
- Schedule C: Feedback

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

**Prepared By:**

Morgan McCannell, Administration Assistant  
Karren Wallace, Director of Legislative Services/Clerk

*Morgan McCannell*  
*Karren Wallace*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*

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## Schedule A: Event Poster

THE TOWNSHIP OF WELLINGTON NORTH PRESENTS :

# A HISTORIC CEMETERY WALKING TOUR

**WHAT:**

JOIN US FOR A GUIDED TOUR THROUGH THE HISTORIC CEMETERY SECTIONS AND LEARN ABOUT THE PEOPLE WHO BUILT OUR COMMUNITY.

**WHERE:**

THE MOUNT FOREST CEMETERY (START AT THE CHAPEL).  
411257 SOUTHGATE SIDEROAD 41, MOUNT FOREST

**WHEN:**

SATURDAY SEPTEMBER 25 • 2PM & 4PM  
SATURDAY OCTOBER 2 • 2PM & 4PM  
SATURDAY OCTOBER 9 • 2PM & 4PM  
SATURDAY OCTOBER 16 • 2PM & 4PM

**HOW:**

519-848-3620 EXT. 4227 TO ORDER.

OR EMAIL : [KWallace@Wellington-North.com](mailto:KWallace@Wellington-North.com)

TICKETS \$10 / PERSON. TICKETS MUST BE PRE-PURCHASED.  
ALL PROCEEDS TO BE DONATED TO LOCAL FOODBANKS.

NO REFUNDS. TOURS RUN RAIN OR SHINE.

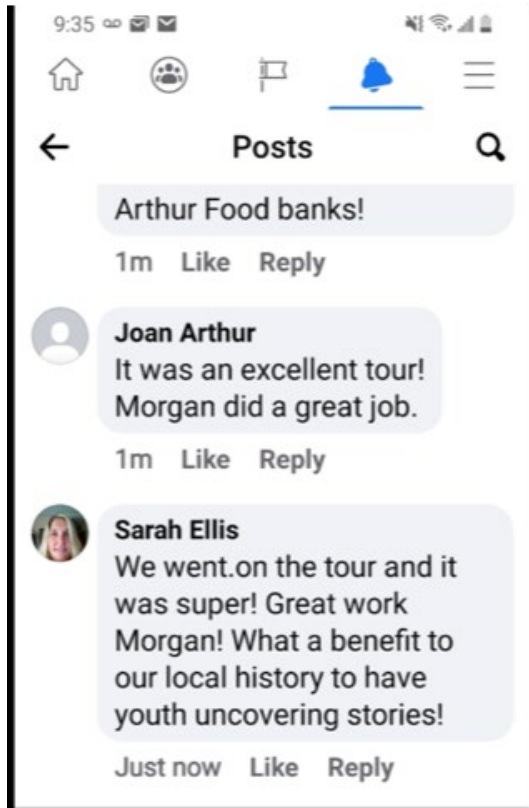
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Schedule B: Photos



## Schedule C: Feedback

well research it, but told Mount Forest History in a fun and interesting way as she guided groups throughout the Cemetery. From folks who were senators, Mill owners, even a civil war surgeon- she even dipped into the history of a few homes and landmarks. It was definitely a 5star+ guided and informative tour of those who helped make Mount Forest what it is today. Well done!



### Mount Forest: What's Happening

Group post by Joe Wettlaufer • 21m • 🌐

Meet Morgan 🙌 She joined working for the [Township of Wellington North](#) as a summer student. One of the projects she deserves much credit for is the Historic Walking Tour of the Mount Forest Cemetery she did for Cultural days. Not only did she well research it, but told Mount Forest History in a fun and interesting way as she guided groups throughout the Cemetery. From folks who were senators, Mill

Rules





## Staff Report

**To:** Mayor and Members of Council Meeting of November 8<sup>th</sup>, 2021

**From:** Karren Wallace, Director of Legislative Services/Clerk  
Mandy Jones, Community Recreation Coordinator  
Chanda Riggi, Manager of Human Resources  
Dale Small, Economic Development Officer

**Subject:** Report CLK 2021-028 Volunteer Engagement Program

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive for information report CLK 2021-028 being a report on Volunteer Engagement Program.

**AND FURTHER THAT** Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, approves a \$10,000 financial contribution to continue the program into 2022.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CLK 2021-026 Volunteer Appreciation

CLK 2021-008 Volunteer Engagement

PIN presentation to Council September 28, 2020

CLK 2019-033 being a report on Wellington North Volunteer Strategy working with PIN

CLK 2019-028 being a report on Wellington North Volunteer Strategy

### BACKGROUND

The Township of Wellington North values the important role that Volunteers and not-for-profit community organizations play in our community and on February 8<sup>th</sup>, 2021, approved a \$10,000 budget and workplan as part of report CLK 2021-008 Volunteer Engagement.

#### 2021 year in review:

##### National Volunteer Week

- Proclamation
- Newspaper and radio advertisements

##### PIN Partnership

- Membership purchased
- Volunteer webinar six-part series

##### Volunteer Appreciation Lunch & Celebration

- Held September 24, 2021 in-conjunction with Culture Days
- 150 attendees representing 20+ groups/organizations across Wellington North
- BBQ Lunch catered by WN Fire Services
- Radio and social media advertisements
- Interview on Community Connections
- 88.7 The River on site interviewing volunteer's
- Gift-basket give away

In 2022, the Project team is recommending the following programs:

Purchase of an annual PIN membership

National Volunteer Week Celebrations - Sunday, April 24, 2022:

- Proclamation by Mayor and Council.
- Newspaper advertisement in the Wellington Advertiser and the Community Newspaper in recognition of National Volunteer week.
- Place radio advertisements on 88.7 The River in recognition of National Volunteer Week.

Community Storytelling Initiative

- Partner with 88.7 The River to feature monthly volunteer organizations and individuals
- Provide sponsorship of the session

Host a Volunteer Appreciation Lunch & Celebration (1-2 per year)

- Host a volunteer lunch in April to coincide with National Volunteer week and/or in September to coincide with Culture Days
- Gift Basket Giveaway
- Catered Lunch and Cake Cutting

Mayor's Volunteer Breakfast (2-3 per year)

- Host two to three breakfasts per year
- Include a presentation by a guest speaker ~30 minutes
- Limited attendance, by invite only (service clubs, sports organizations, township volunteers)
- Catered meal at the Mount Forest & District Sports Complex, Arthur & Area Community Centre and Damascus Community Hall

## FINANCIAL CONSIDERATIONS

Recommendation is for council to continue to support the Volunteer Engagement Program into 2022 with the program to be funded from the Council Special Project account.

Similar to 2021 we are asking for a \$10,000.00 financial contribution for the continuation of the the Volunteer Program with the break-down of costs, notionally as follows:

\$ 250 PIN membership  
 \$2,500 Radio & Newspaper Advertisements  
 \$1,500 The River Community Storytelling Radio Sponsorship  
 \$ 450 Gift Baskets for Giveaways  
 \$2,300 Volunteer Appreciation event (1-2)  
 \$3,000 Mayor's Volunteer Breakfast/Lunch with PIN Guest Speaker (2 -3 per year)

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

None

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

|                        |   |   |
|------------------------|---|---|
| <b>Prepared By:</b>    | Karren Wallace, Director of Legislative Services/Clerk<br>Mandy Jones, Community Recreation Coordinator<br>Chanda Riggi, Manager of Human Resources<br>Dale Small, Economic Development Officer | <i>Karren Wallace</i><br><i>Mandy Jones</i><br><i>Chanda Riggi</i><br><i>Dale Small</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer  | <i>Michael Givens</i>   |



## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Karren Wallace, Director of Legislative Services/Clerk  
**Subject:** Report CLK 2021-026 Sale of 525 Dublin Street-Medical Clinic

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive report CLK 2021-026 being a report on the sale of land, known as 525 Dublin Street-Medical Centre shown as Part 1 on 61R-8529;

**AND FURTHER THAT** Council declares the land as surplus to their needs;

**AND FURTHER THAT** the Mayor and the Clerk are authorized to sign the by-law to enter into the agreement of purchase and sale with 2810243 Ontario Inc.;

**AND FURTHER THAT** the Mayor and Clerk are authorized to sign the by-law to enter into the municipal capital facility agreement with the 2810243 Ontario Inc. and North Wellington Health Care Corporation;

**AND FURTHER THAT** the Mayor and Clerk are hereby authorized and directed to take such action and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to complete the transaction.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

July 12, 2021 Chief Administrative Officer verbal update-Claire Stewart Medical-land sale

### BACKGROUND

In 2001 the Township of Wellington North entered into a municipal capital facility agreement with the Louise Marshall Hospital (Schedule A attached By-law 021-2001). The agreement was for a medical clinic and premises, to be constructed and operated by the Louise Marshall Hospital which is known as the Claire Stewart Medical Clinic.

Section 15 of the agreement gives the hospital the right to purchase Wellington North's one-half interest in the lands for an amount equal to the total amount of the actual cash outlays. That price has been determined to be \$55,000.00.

Additionally the municipality will need to enter into a new municipal capital facility agreement once the property is conveyed. The by-laws authorizing the sale and the municipal capital facility agreement are listed in this agenda.

### FINANCIAL CONSIDERATIONS

The municipality will realize \$55,000.00 less legal fees.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

Schedule A By-law 021-2001

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 - 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
                 
  No
                 
  N/A

Which priority does this report support?

Modernization and Efficiency
                 
  Partnerships  
 Municipal Infrastructure
                 
  Alignment and Integration

The sale and the municipal capital facility agreement are consistent with the partnership pillar in the Strategic Plan.

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Karren Wallace, Director of Legislative Services/Clerk | <i>Karren Wallace</i> |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer           | <i>Michael Givens</i> |

RECEIVED

OCT 19 2021

Agreement of Purchase and Sale

This Agreement of Purchase and Sale dated this \_\_\_\_\_ day of August, TWP. OF WELLINGTON NORTH, 2021

BUYER(S), 2810243 Ontario Inc. agrees to purchase from  
[Full legal names of all Buyers]

SELLER(S), Corporation of the Township of Wellington North  
the following [Full legal names of all Sellers]

REAL PROPERTY:

Address, 525 Dublin Street fronting on the \_\_\_\_\_ side  
of Township of North Wellington in the County of Wellington

and having a frontage of \_\_\_\_\_ more or less by a depth of \_\_\_\_\_ more or less

and legally described as PART OF PARK LOT 6, SIS PRINCESS ST., MOUNT FOREST, PT 1 61R8529; TOWNSHIP OF WELLINGTON NORTH (PIN 71054-0167 (LT))

\_\_\_\_\_ [the "property"].  
[Legal description of land including easements not described elsewhere]

PURCHASE PRICE: Fifty Five Thousand Thirty One Dollars and Seventy Four Cents Dollars [CDN\$] 55,031.74  
\_\_\_\_\_ Dollars

DEPOSIT: Buyer submits \_\_\_\_\_  
[Here with/Upon Acceptance/ as otherwise described in this Agreement]  
NONE Dollars [CDN\$] NONE

by negotiable cheque payable to N/A "Deposit Holder" to be held in trust pending completion or other termination of this Agreement and to be credited toward the Purchase Price on completion. For the purposes of this Agreement "Upon Acceptance" shall mean that the Buyer is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Trust Account and no interest shall be earned, received or paid on the deposit.

Buyer agrees to pay the balance as more particularly set out in Schedule A attached.

SCHEDULE(S) A attached hereto form(s) part of this Agreement.

1. IRREVOCABILITY: This Offer shall be irrevocable by Buyer until 6 p.m. a.m./p.m. on the 1st day of October, 2021, after which time, if not accepted, this Offer shall be null and void and the deposit shall be returned to the Buyer in full without interest.

2. COMPLETION DATE: This Agreement shall be completed by no later than 5:00 p.m. on the 30th day of November, 2021. Upon completion, vacant possession of the property shall be given to the Buyer unless otherwise provided for in this Agreement.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

3. **NOTICES:** Any notice relating hereto or provided for herein shall be in writing. This offer, any counter offer, notice of acceptance thereof, or any notice shall be deemed given and received when hand delivered to the address for service provided in the acknowledgment below, or where a facsimile number is provided herein, when transmitted electronically to that number

FAX No. \_\_\_\_\_ (for delivery of notices to Seller) FAX No. \_\_\_\_\_ (for delivery of notices to Buyer)

4. **CHATELS INCLUDED:** N/A

Unless otherwise stated in this Agreement or any Schedule hereto, the Seller agrees to convey all fixtures and chattels included in the Purchase Price free from all liens, encumbrances or claims affecting the said fixtures and chattels.

5. **FIXTURES EXCLUDED:** N/A

6. **RENTAL ITEMS:** The following equipment is rented and not included in the Purchase Price. The Buyer agrees to assume the rental contract(s) if assumable N/A

HST: If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST), then such tax shall be In addition to the Purchase Price. Included in addition to If the sale of the property is not subject to HST, the Seller agrees to certify on or before closing, that the sale of the property is not subject to HST. Any HST on chattels, if applicable, is not included in the Purchase Price.

8. **TITLE SEARCH:** The Buyer shall be allowed until 6:00 p.m. on the 23rd day of November, 2021 (Requisition Date) to examine the title to the property at the Buyer's own expense and until the earlier of: (i) thirty (30) days from the later of the Requisition Date or the date on which the conditions in this Agreement are fulfilled or otherwise waived or, (ii) five (5) days prior to completion, to satisfy the Buyer that there are no outstanding work orders or deficiency notices affecting the property,

and that its present use (medical clinic) may be lawfully continued and that the principal building may be insured against risk of fire. The Seller hereby consents to the municipality or other governmental agencies releasing to the Buyer details of all outstanding work orders and deficiency notices affecting the property, and the Seller agrees to execute and deliver such further authorizations in this regard as the Buyer may reasonably require.

9. **FUTURE USE:** The Seller and the Buyer agree that there is no representation or warranty of any kind that the future intended use of the property by the Buyer is or will be lawful except as may be specifically provided for in this Agreement

10. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens and encumbrances, except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties, and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the use of the property. If within the specified times referred to in paragraph 7 of this Agreement any valid objection to title or any outstanding work order or deficiency notice, or to the fact that said present use may not lawfully be continued or that the principal building may not be insured against risk of fire is made in writing to the Seller and which the Seller is unable or unwilling to remove, remedy or satisfy or obtain insurance save and except against risk of fire (Title Insurance) in favour of the Buyer and any mortgages, (with all related costs at the expense of the Seller), and which the Buyer will not waive, this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned without interest or deduction and the Seller shall not be liable for any costs or damages. Save as to any valid objection so made by such day and except for any objection going to the root of the title, the Buyer shall be conclusively deemed to have accepted the Seller's title to the property

11. **CLOSING ARRANGEMENTS:** Where each of the Seller and Buyer retain a lawyer to complete the Agreement of Purchase and Sale of the property, and where the transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, Chapter L4 and the Electronic Registration Act, S.O. 1991, Chapter 44, and any amendments thereto, the Seller and Buyer acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Seller and Buyer will (a) not occur at the same time as the registration of

INITIALS OF BUYER(S):

*[Handwritten initials]*

INITIALS OF SELLER(S):

*[Handwritten initials]*

the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same (except in accordance with the terms of a Document Registration Agreement between the said lawyers). The Seller and Buyer irrevocably instruct the said lawyers to be bound by the Document Registration Agreement, which is recommended from time to time by the Law Society of Ontario. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.

12. **DOCUMENTS AND DISCHARGE:** The Buyer shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of the Seller. If requested by the Buyer, the Seller will deliver any sketch or survey of the property within the Seller's control to the Buyer as soon as possible and prior to the Requisition Date. If a Charge/Mortgage held by a corporation incorporated pursuant to the Trust and Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company and which is not to be assumed by the Buyer on completion, is not available in registrable form on completion, the Buyer agrees to accept the Seller's lawyer's personal undertaking to obtain, out of the closing funds, a discharge in registrable form and to register same, or cause same to be registered, on title within a reasonable period of time after completion, provided that on or before completion the Seller shall provide to the Buyer a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, and, where a real-time electronic cleared funds transfer system is not being used, a direction executed by the Seller directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on completion.
13. **INSPECTION:** The Buyer acknowledges having had the opportunity to inspect the property and understands that upon acceptance of this Offer there shall be a binding agreement of purchase and sale between the Buyer and Seller. The Buyer acknowledges having the opportunity to include a requirement for a property inspection report in this Agreement and agrees that except as may be specifically provided for in this Agreement, the Buyer will not be obtaining a property inspection or property inspection report regarding the property.
14. **INSURANCE:** All buildings on the property and all other things being purchased shall be and remain until completion at the risk of the Seller. Pending completion, the Seller shall hold all insurance policies if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, the Buyer may either terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If the Seller is taking back a Charge/Mortgage, or the Buyer is assuming a Charge/Mortgage, the Buyer shall supply the Seller with reasonable evidence of adequate insurance to protect the Seller's or other mortgagee's interest on completion.
15. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if the Seller complies with the subdivision control provisions of the Planning Act by completion and the Seller covenants to proceed diligently at his expense to obtain any necessary consent by completion.
16. **DOCUMENT PREPARATION:** The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registrable form at the expense of the Seller, and any Charge/Mortgage to be given back by the Buyer to the Seller at the expense of the Buyer. If requested by the Buyer, the Seller covenants that the Transfer/Deed to be delivered on completion shall contain the statements contemplated by Section 50(22) of the Planning Act, R.S.O. 1990.
17. **RESIDENCY:** The Buyer shall be credited towards the Purchase Price with the amount, if any, necessary for the Buyer to pay to the Minister or National Revenue to satisfy the Buyer's liability in respect of tax payable by the Seller under the non-residency provisions of the Income Tax Act by reason of this sale. The Buyer shall not claim such credit if the Seller delivers on completion the prescribed certificate or a statutory declaration that the Seller is not then a non-resident of Canada.
18. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to the Buyer.
19. **PROPERTY ASSESSMENT:** The Buyer and Seller hereby acknowledge that the Province of Ontario has implemented current value assessment and properties may be re-assessed on an annual basis. The Buyer and Seller agree that no claim will be made against the Buyer or Seller, for any changes in property tax as a result of a re-assessment of the property, save and except any property taxes that accrued prior to the completion of this transaction.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):




- 20. **TIME LIMITS:** Time shall in all respects be of the essence hereof, provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing, signed by the Seller and Buyer or by their respective lawyers who may be specifically authorized in that regard.
- 21. **TENDER:** Any tender of documents or money hereunder may be made upon the Seller or Buyer or their respective lawyers on the day set for completion. Money may be tendered with funds drawn on a lawyer's trust account in the form of a bank draft, certified cheque or wire transfer using the Large Value Transfer System.
- 22. **FAMILY LAW ACT:** The Seller warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O. 1990 unless the Seller's spouse has executed the consent hereinafter provided.
- 23. **UFFI:** The Seller represents and warrants to the Buyer that during the time the Seller has owned the property, the Seller has not caused any building on the property to be insulated with insulation containing ureaformaldehyde, and that to the best of the Seller's knowledge, no building on the property contains or has ever contained insulation that contains ureaformaldehyde. This warranty shall survive and not merge on the completion of this transaction, and if the building is part of a multiple unit building, this warranty shall only apply to that part of the building which is the subject of this transaction.
- 24. **CONSUMER REPORTS:** The Buyer is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this transaction.
- 25. **AGREEMENT IN WRITING:** If there is conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between the Buyer and Seller. There is no representation, warranty, collateral agreement or condition which affects this Agreement other than as expressed herein. For the purposes of this Agreement, Seller means Vendor and Buyer means Purchaser. This Agreement shall be read with all changes of gender or number required by the context.
- 26. **TIME AND DATE:** Any reference to a time and date in this Agreement shall mean the time and date where the property is located.
- 27. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

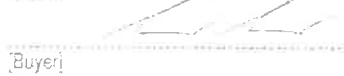
SIGNED, SEALED AND DELIVERED in the presence of:


IN WITNESS whereof I have hereunto set my hand and seal:

  
 \_\_\_\_\_  
 [Witness]

  
 \_\_\_\_\_  
 [Witness]

  
 \_\_\_\_\_  
 [Buyer]

  
 \_\_\_\_\_  
 [Buyer]

  
 \_\_\_\_\_  
 [Date]

**Sept. 14, 2021**  
 \_\_\_\_\_  
 [Date]

I/WE, the Undersigned Seller, agree to the above Offer.

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

  
 \_\_\_\_\_  
 [Seller]

  
 \_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Date]

\_\_\_\_\_  
 [Date]

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):



SPOUSAL CONSENT: The Undersigned Spouse of the Seller hereby consents to the disposition evidenced herein pursuant to the provisions of the Family Law Act, R.S.O. 1990, and hereby agrees with the Buyer that he/she will execute all necessary or incidental documents to give full force and effect to the sale evidenced herein

\_\_\_\_\_  
[Witness] \_\_\_\_\_ [Spouse] \_\_\_\_\_ [Date]

CONFIRMATION OF ACCEPTANCE: Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes, both typed and written, was finally accepted by all parties at \_\_\_\_\_ a.m. / p.m. this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**ACKNOWLEDGMENT**

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale.

\_\_\_\_\_  
[Seller] \_\_\_\_\_ [Date]

\_\_\_\_\_  
[Buyer] \_\_\_\_\_ [Date]

\_\_\_\_\_  
[Seller] \_\_\_\_\_ [Date]

\_\_\_\_\_  
[Buyer] \_\_\_\_\_ [Date]

Address for Service \_\_\_\_\_  
Tel No (\_\_\_\_\_) \_\_\_\_\_

Address for Service: \_\_\_\_\_  
Tel No (\_\_\_\_\_) \_\_\_\_\_

Seller's Lawyer \_\_\_\_\_

Buyer's Lawyer \_\_\_\_\_

Address \_\_\_\_\_

Address: \_\_\_\_\_

Tel No (\_\_\_\_\_) \_\_\_\_\_ Fax No (\_\_\_\_\_) \_\_\_\_\_

Tel No (\_\_\_\_\_) \_\_\_\_\_ Fax No (\_\_\_\_\_) \_\_\_\_\_

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

**Schedule "A"****Agreement of Purchase and Sale**

This Schedule is attached to and forms part of the Agreement of Purchase and Sale between:

Buyer(s), 2810243 Ontario Inc., and

Seller(s), The Corporation of the Township of Wellington North

for the purchase and sale of 525 Dublin Street, Mount Forest, Ontario

dated the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

The Buyer agrees to pay the balance as follows:

The buyer agrees to pay the balance of the purchase price subject to the usual adjustments in cash or by certified cheque on closing.

1. **Interest Being Acquired:** It is acknowledged by the buyer, the buyer is acquiring the seller's Fifty percent (50%) interest in the above said lands and premises. The remaining Fifty percent (50%) interest is in the name of North Wellington Health Care Corporation.
2. **Municipal Capital Facilities Agreement:**
  - a. This offer is further conditional until the 15<sup>th</sup> day of November, 2021 for the parties hereto to enter into a mutually satisfactory new Municipal Capital Facilities agreement providing for the continuing exemption of the lands and facility from taxation for municipal and school purposes, failing which this agreement shall be null and void.
  - b. The parties acknowledge that any exemption from taxation of the lands and premises, including pursuant to a present or future Municipal Capital Facilities agreement, remains subject to challenge, re-assessment, or adverse decision by statutory or regulatory authority, including under O. Reg. 603/06 under the *Municipal Act, 2001*, as amended. The parties agree that no claim will be made by either of them against the other for any imposition of property tax as a result of such re-assessment or challenge by the Province of Ontario, Municipal Property Assessment Corporation, Assessment Review Board, or other authority.
3. **Council Approval:** This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001*, as amended, and the approval of the Council of The Corporation of The Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void and the deposit returned without interest or deduction.
4. **"As is" Condition:** The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on




this Property. The Purchaser agrees to sign a release in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence.

**5. Harmonized Sales Tax:**

- a) The parties hereto acknowledge and agree that the transaction contemplated herein may be subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act* (the Act) and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
- i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) It will file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
    - (3) The Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.
  - ii) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
  - iii) A notarial true copy of its HST registration confirmation.

This form must be initialed by all parties to the Agreement of Purchase and Sale.

INITIALS OF BUYER(S):

*[Handwritten initials]*  
*as*

INITIALS OF SELLERS:

<sup>DS</sup>  
*AL*

<sup>DS</sup>  
*KW*



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021

**From:** Karren Wallace, Director of Legislative Services/Clerk  
Matthew Aston, Director of Operations

**Subject:** CLK 2021-030 being a report on the proposed sale of a road allowance (Lover's Lane)

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report CLK 2021-030 being a report on the proposed sale of a portion of the road allowance on Lover's Lane;

**AND FURTHER THAT** Council does not support the sale of the road allowance at this time.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

The owners of Part Lot 2, Concession 11 and Part Lot 3, Concession 12, shown as Part 1 on Reference Plan 61R-68947 (parcel shown in yellow on Schedule A) have inquired about purchasing an unused portion of the Lover's Lane road allowance.

The road allowance extends east from Lover's Lane westerly to the intersection of Sally Street and Sideroad 2 W (shown in red on Schedule A) and is approximately 1525 feet by 60 feet, or ~2.1 acres.

Township staff have reviewed this property and have concerns with conveying this property without further study via a transportation master plan. The closed road allowance was formerly open and provided a vehicle crossing of the South Saugeen River.

The Township has a Sale and Disposition of Land Policy No. 21-15 detailing how land owned by the township including unopened road allowances are sold and is set out in Schedule B to this report.

|                                 |
|---------------------------------|
| <b>FINANCIAL CONSIDERATIONS</b> |
|---------------------------------|

There is no financial implication in receiving this report or adopting the recommendation.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

Schedule A - showing unopened Lover's Lane

Schedule B - Sale and Disposition of Land Policy 21-15

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

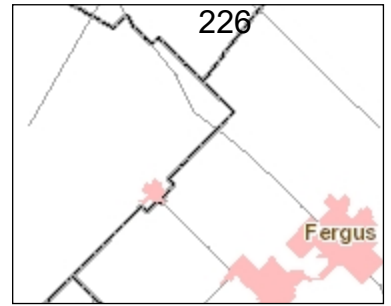
Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships

Municipal Infrastructure                       Alignment and Integration

|                        |   |                       |
|------------------------|---|-----------------------|
| <b>Prepared By:</b>    | Karren Wallace, Director Legislative Services/Clerk | <i>Karren Wallace</i> |
|                        | Matthew Aston, Director of Operations               | <i>Matthew Aston</i>  |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer        | <i>Michael Givens</i> |



Legend

- Municipal Offices
- OPP Stations
- Hospitals
- Fire Stations
- Information Centres
- Schools
- Post Offices
- Arenas
- Community Centres
- Curling Rinks
- Libraries
- Museums
- Park Parking Lots
- County Garages
- Parcels
- Roads**
  - Local Road
  - County Road
  - Highway
- Railways
- Trails
- Waterbodies
- Watercourses
- Parks
- Urban Centres and Hamlets
- Municipalities

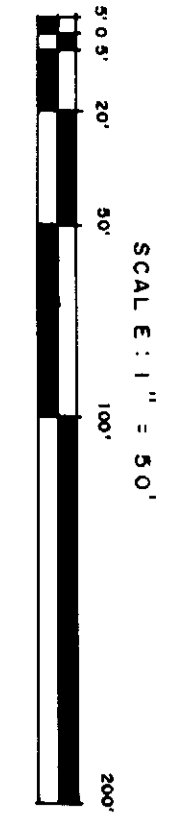
1: 16,000

0.8 0 0.41 0.8 Kilometers



Notes

PLAN OF SURVEY OF  
**PART OF LOT 2**  
**CONCESSION 11 and**  
**PART OF LOT 3**  
**CONCESSION 12**  
 TOWNSHIP OF ARTHUR  
 COUNTY OF WELLINGTON  
 SCALE: 1" = 50'  
 ALEX. R. WILSON SURVEYING INC.  
 1995

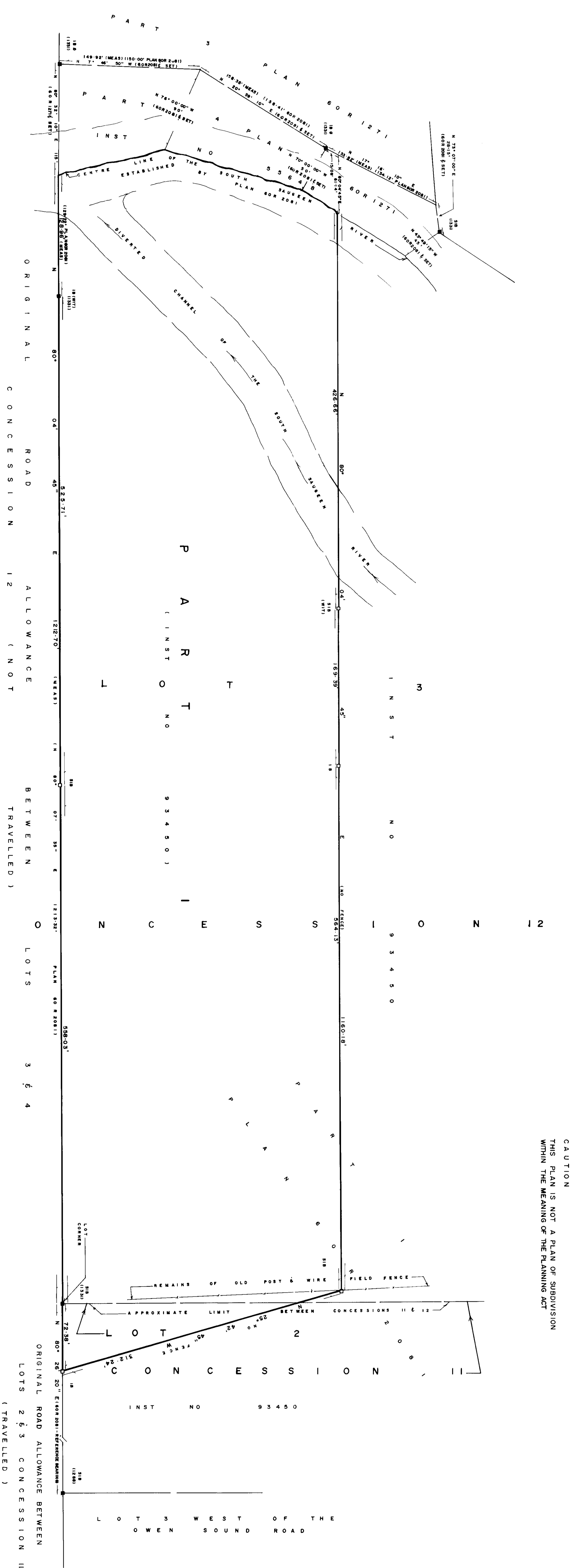


IMPERIAL NOTE  
 DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE  
 CONVERTED TO METRES BY MULTIPLYING BY 0.3048

SURVEYOR'S CERTIFICATE  
 I CERTIFY THAT  
 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE  
 WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE  
 REGULATIONS MADE THEREUNDER.  
 2) THE SURVEY WAS COMPLETED ON THE 20 DAY OF FEBRUARY, 1995

DATE 8 MARCH 1995  
 ALEX. R. WILSON  
 ONTARIO LAND SURVEYOR

CLIENT - T. SETTLE  
 PROJECT - 95-5446



CAUTION  
 THIS PLAN IS NOT A PLAN OF SUBDIVISION  
 WITHIN THE MEANING OF THE PLANNING ACT

|  |       |     |         |       |
|--|-------|-----|---------|-------|
| PLAN 61 R 18847  |       |     |         |       |
| RECEIVED AND DEPOSITED   |       |     |         |       |
| (DATE) <u>May 18, 1995</u>   |       |     |         |       |
| <br>M. J. Gannon<br>LAND REGISTRAR<br>FOR THE REGISTRY DIVISION OF<br>WELLINGTON (NO. 611) |       |     |         |       |
| I REQUIRE THIS PLAN TO BE<br>DEPOSITED UNDER THE REGISTRY<br>ACT                           |       |     |         |       |
| (DATE) <u>18 July 1995</u>   |       |     |         |       |
| <br>ALEX. R. WILSON OLS  |       |     |         |       |
| PART   | LOT   | CON | INST NO | AREA  |
| 1  | Fr. 2 | 11  | 93450   | 8.64c |
| 2  | Fr. 3 | 12  |         |       |

NOTE  
 □ - DENOTES PLANTED SURVEY MONUMENT  
 ■ - DENOTES FOUND SURVEY MONUMENT  
 SIB - DENOTES STANDARD IRON BAR (1.50)  
 IB - DENOTES IRON BAR (5/8" x 50)  
 WIT - DENOTES WITNESS  
 R - DENOTES ROUND  
 BEARINGS SHOWN HEREON ARE ASTRONOMIC AND REFERRED TO  
 THE 'SOUTHERN' LIMIT OF LOT 2 CONCESSION 11 AS N 80° 28' 20"E  
 IN ACCORDANCE WITH PLAN 60R 2081

ALEX. R. WILSON  
 SURVEYING INC.  
 ONTARIO LAND SURVEYORS  
 120 KING STREET EAST  
 BOX 294 MOUNT FOREST  
 NOG 2L0-519-323-2451



**MINUTES**  
**ARTHUR BUSINESS IMPROVEMENT ASSOCIATION MEETING**  
**October 20th, 2021 @ 7:30 PM : VIA ZOOM VIDEO CONFERENCE**

---

**BOARD MEMBER ATTENDEES:**

Gord Blyth,  
 Sheila Faulkner,  
 Councilor Lisa Hern

Paula Coffey,  
 Tom Gorecki,  
 Mitch Keirstead,

Jim Coffey  
 Keith Harris, Chair

**BOARD MEMBERS ABSENT:** Angela Alaimo**OTHER ATTENDEES:** Dale Small; WN Economic Development Officer**REVIEW AND ADOPTION OF THE AGENDA**

Chair Keith called the meeting of the BIA to order at 7:31PM. The agenda for Oct 20th, and the minutes from the July 21<sup>st</sup> meeting were reviewed and approved.

Moved by Mitch Keirstead, seconded by Sheila Faulkner

**Carried**

**UPDATE FROM THE CHAIR**

The Chair has sent a letter to Musashi thanking them for their participation in our Shop Local Sidewalk Saturday program. Also thanked everyone on the BIA for their participation as well. Was a good day all around.

General discussion that from a 2022 budget perspective the BIA should plan for three of these events a year (Two in the summer and one for the Christmas market).

Discussions have been held with the Chamber regarding a replacement for Jacklyn who will be leaving as Chamber Administrator by the end of year. Agreement reached that the position to be hired should be a joint position with 50% funded by Chamber and 50% by BIA. Funds to be included in 2022 Budget.

**UPDATE FROM THE TREASURER:**

Tom provided a copy of the Treasurers Report prior to the meeting and will also do up a report for the Annual general meeting.

**STREETSCAPE ENHANCEMENTS UPDATE**

Paula provided a brief update. Downtown looks great.

Decorative lighting around the curb extension will happen by Dec 4<sup>th</sup> and the curb extension will be completed at that time.

Concerns discussed over the flowerpots. Councillor Hern to reach-out to the Horticultural Society.

## **EDO REPORT**

Report had been provided as part of the agenda. Main discussion was around the need to start planning for next year's 150<sup>th</sup> anniversary of incorporation celebrations.

Agreed that Dale would draft letter from the Chamber, BIA, and Township to be circulated to all Service and Community Groups.

Notional dates of June 30<sup>th</sup> – July 4<sup>th</sup>, 2022, to be confirmed. (Copy of letter circulated on Oct 22<sup>nd</sup> is attached)

## **ROUNDTABLE**

Councillor Hern would like to see the BIA issue a Press Release now that the Connecting Link project has been completed and to help the community understand the intent and importance of the curb extension as a traffic calming measure.

Agreement was that the Annual General Meeting would take place on Wednesday November 17<sup>th</sup> @ 7:30pm via Zoom link. For those property owners who the BIA does not have an email address for a notice will be mailed to them. All others will receive an email and the Zoom link.

To assist with budget preparation for the AGM, Jim suggested it would be good to know the exact amount of the first payment on the \$102,000 loan. Action on Dale to find out the amount as well as when the first payment will be due.

Keith and Tom will work together on the 2022 budget to be presented at the AGM and Keith will prepare a presentation to lead the discussion

## **NEXT MEETING AND ADJOURNMENT**

Motion to adjourn was made at 8:20pm. The next meeting is the AGM on November 17th.

**Carried**



October 22<sup>nd</sup>, 2021

To: Arthur & Area Community Groups and Organizations

From: Tom Gorecki; President Arthur & District Chamber of Commerce  
Keith Harris; Chair Arthur Business Improvement Association  
Dale Small; Wellington North Cultural Roundtable

**Subject: Arthur 2022; 150<sup>th</sup> Anniversary of Incorporation Celebration**

Next year Arthur celebrates its 150<sup>th</sup> Anniversary of Incorporation and we are reaching out to everyone to get your thoughts, support, and participation into the planning of an appropriate celebration. To put this celebration together it will require the support and involvement of many groups and we know that a number of you are already talking about this and wish to be involved.

For the purposes of insurance coverage, waiving of fees and to be eligible for other possible funding we would also like to get to Wellington North council to declare this celebration in 2022 as Municipally significant and a recognized Community Festival. In order for that to take place there are a number of things that need to be decided and we hope someone from your group would be willing to work with us and participate in the planning and to be the connection back to your organization.

Our notional thinking, subject to discussion with all groups, is to declare the period from June 30<sup>th</sup> – July 4<sup>th</sup>, 2022, for the Arthur 150<sup>th</sup> Anniversary of Incorporation celebration. By picking this time period our thinking was it could be done in-conjunction with the Optimist Club's annual Canada Day Weekend festivities, The Lions Club might be able to plan your celebration of the Skateboard Park, The Chamber, BIA, and Township could plan a Shop Local Sidewalk Saturday and close George Street, and other groups would hopefully consider planning other activities over these days.

Prior to taking this to council we would like to receive your comments and feedback. Please also let us know as soon as possible if you have any concerns with the suggested dates. Assuming you wish to participate, we would ask you to identify a representative from your group to be the contact for future planning. Our hope would be to have everyone's support/comments by end of November with a report to council on December 13<sup>th</sup>.

Once you have had a chance to discuss this please reach-out to any one of the three of us. We look forward to working with you and putting together an appropriate celebration for our community.

*Tom Gorecki*

Tom Gorecki  
President Arthur Chamber  
[Tgorecki1@outlook.com](mailto:Tgorecki1@outlook.com)

*Keith Harris*

Keith Harris  
Chair Arthur BIA  
[kikimaplesweet@gmail.com](mailto:kikimaplesweet@gmail.com)

*Dale Small*

Dale Small  
WN Cultural Roundtable  
[dsmall@wellington-north.com](mailto:dsmall@wellington-north.com)



## Grand River Conservation Authority

Summary of the General Membership Meeting – October 22, 2021

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

### Action Items

*The Board approved the resolutions in the following reports as presented in the agenda:*

- GM-10-21-70 - 2022 Board Meeting Schedule
- GM-10-21-73 - Financial Summary
- GM-10-21-72 - Park Reservation System RFP Results

### Information Items

*The Board received the following reports as information:*

- GM-10-21-75 - Conservation Authorities Act Amendments - Phase 1 Regulations and Timelines
- GM-10-21-71 - Cash and Investment Status
- GM-10-21-69 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation
- GM-10-21-74 - September 22-23, 2021 Flood Event
- GM-10-21-76 - Current Watershed Conditions

### Correspondence

*There was no correspondence.*

### Delegations

*There were no delegations.*

### Source Protection Authority

*There was no meeting called for the Source Protection Authority.*

For full information, please refer to the October 22, 2021 Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on November 26, 2021.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.

GRCA General Membership Meetings Calendar

# 2022

**January**

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| 23 | 24 | 25 | 26 | 27 | GM | 29 |
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**February**

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**March**

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**April**

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**May**

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**June**

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**July**

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**August**

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**September**

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**October**


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**November**


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**December**


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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

 Agenda Published

 GM General Membership Meeting

 Holiday/Head Office Closed

 Audit Committee

 \* No meeting scheduled in July

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

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**MEETING:** Authority Meeting  
**DATE:** Thursday, September 16, 2021, 10:00 a.m.  
**LOCATION:** Electronic

**CHAIR:** Maureen Couture

**MEMBERS PRESENT:** Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Mike Myatt, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

**OTHERS PRESENT:** Jennifer Stephens, General Manager / Secretary-Treasurer  
 Erik Downing, Manager, Environmental Planning and Regulations  
 Jo-Anne Harbinson, Manager, Water Resources  
 Donna Lacey, Manager, Forestry and Lands  
 Laura Molson, Manager, Corporate Services  
 Janice Hagan, Executive Assistant / Recording Secretary

Chair Maureen Couture called the meeting to order at 10:00 a.m.

## 1. Land Acknowledgement

The following Land Acknowledgement was read by Director Dan Gieruszak:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and are grateful to have the opportunity to meet in this territory.

## 2. Adoption of Agenda

It was noted that the addition of the General Levy calculation sheet had been circulated and was to be included in the agenda.

### MOTION #G21-90

Moved by Tom Hutchinson

Seconded by Barbara Dobreen

THAT the agenda be adopted as amended.

**CARRIED**

## 3. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

## Authority Meeting – September 16, 2021

### 4. New Business

#### a. 2022 Draft Budget Review

Jennifer Stephens, GM/S-T, presented the guiding principles and considerations for the budget report. She noted that there has been an increasing and overwhelming amount of work in the Planning and Regulations and Land Management departments and the importance of retaining quality staff. Requirements for compliance with the *Conservation Authorities Act* amendments, including preparation of municipal agreements, will take time to complete. As well, an increased number of projects are required to be completed by the conservation authority to decrease concerns associated with potential risk and liability.

Steve McCabe joined the meeting at 10:10 a.m.

Laura Molson, Manager, Accounting, presented the overall 2022 budget and noted that the amended reports as circulated did not have an adjustment in any of the numbers and that the only change was in the presentation of the materials. She noted that the CPI increase of 3.5% in salaries is according to the SVCA policy. Provincial funding is expected to remain the same as 2022. It is expected that a total \$236,000 will be used from Reserve accounts.

### Corporate Services

The Corporate Services department includes administration, accounting, GIS, IT, and education and has 7 staff members. Planned priorities for 2022 include the implementation of a new reservation system, increased education programming, computer hardware updates, and improvements to online mapping.

### Environmental Planning and Regulations

The EPR department has experienced unprecedented number of permits and planning applications. It consists of 9 full time staff. Priorities for 2022 include implementation of a Content Management System, completion of updates to the Environmental Planning and Regulations Policies Manual, assessment of risks associated with natural hazards including impacts of climate change, and an additional Resource Information Technician.

Bill Stewart joined the meeting at 10:34 a.m.

### Water Resources

The Water Resources department includes 3 full time staff. It was noted that the department manager is retiring, and staff propose to retain an engineer to lead the team in 2022. Priorities include floodplain mapping improvements, completion of repairs to the Neustadt Flood Control structure, preparation of the watershed-based Resource Management Strategy, and maintenance of water and erosion control structure assets.

Sue Paterson joined the meeting at 11:15 a.m.

### Lands

The Lands budget for 2022 includes various park upgrades including a new gate system at Saugeen Bluffs CA, replacement of Stoney Island CA bridges, Mildmay-Carrick Trail System refurbishment, and completion of Master Plans and Management Plans. The new *Conservation Authorities Act* regulations requires preparation of Conservation Area Strategy.

**Authority Meeting – September 16, 2021****Forestry and Stewardship**

During 2021, the Forestry program has seen a significant increase in landscape planting projects and tree planting. These projects will continue in 2022 along with the addition of a new staff member.

Laura Molson explained the proposed general levy breakdown by each municipality. She outlined the calculation including the assessment increases in each municipality. She explained that directors should be focused on the dollar amount of the levy increase rather than the percentage increase. She gave an example of how a \$9,000 increase which appears to be a 6% increase would only impact a municipality's tax rate by 0.10%

The directors addressed issues of risk management and liability in the Forestry and Lands department. The development of the master plans will identify the risk management issues including assessment of a new Lands Technician position.

Jennifer Stephens noted that there are significant changes and requirements in the *Conservation Authorities Act* that has impacted the increase in the budget for 2022. Hiring of requisite staff to support existing staff is necessary to complete the documents, plans, and studies required by the provincial government while maintaining the mandate of the conservation authority.

The Reserve funds will be used in the 2022 budget for the phasing in of the Lands and Stewardship Technician over a three-year period. Other draws from the Reserve fund will be for capital projects.

After further discussion the following motion was amended and deferred.

**MOTION #G21-91**

Moved by Don Murray

Seconded by Cheryl Grace

THAT the SVCA Board of Directors approve the 2022 draft budget in principle; and

FURTHER THAT staff be authorized to forward the draft budget, along with the presentations and final column to be complete, including the department presentations, and final column be completed, to the Authority's watershed municipalities for a 30-day review.

**MOTION #G21-92**

Amended by Christine Robinson

Seconded by Don Murray

THAT Motion #G21-91 be amended by deferring the proposal to hire a new Resource Information Technician for the EPR department until the results of the User Fee Review study has been undertaken and is complete.

**DEFEATED**

**MOTION #G21-93**

Moved by Steve McCabe

Seconded by Christine Robinson

THAT the budget for 2022 draft approval be deferred until October 21, 2021.

**CARRIED**



**Authority Meeting – September 16, 2021**

Since the deferral motion carried, the original motion was ineffectual.

**Adjournment**

There being no further business, the meeting adjourned at 1:03 p.m. on motion of Steve McCabe and Mark Davis.

---

Maureen Couture  
Chair

---

Janice Hagan  
Recording Secretary

SAUGEEN VALLEY  
CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

---

|                         |  |
|-------------------------|--|
| <b>MEETING:</b>         | <b>Authority Meeting</b>   |
| <b>DATE:</b>            | <b>Friday, September 24, 2021, 9:00 a.m.</b>   |
| <b>LOCATION:</b>        | <b>Electronic</b>  |
| <br>                    |  |
| <b>CHAIR:</b>           | Barbara Dobreen  |
| <br>                    |  |
| <b>MEMBERS PRESENT:</b> | Paul Allen, Mark Davis, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Mike Myatt, Mike Niesen, Diana Rae, Bill Stewart  |
| <br>                    |  |
| <b>MEMBERS ABSENT:</b>  | Maureen Couture, Sue Paterson, Christine Robinson  |
| <br>                    |  |
| <b>OTHERS PRESENT:</b>  | Jennifer Stephens, General Manager / Secretary-Treasurer<br>Erik Downing, Manager, Environmental Planning and Regulations<br>Jo-Anne Harbinson, Manager, Water Resources<br>Donna Lacey, Manager, Forestry and Lands<br>Laura Molson, Manager, Corporate Services<br>Janice Hagan, Executive Assistant / Recording Secretary |

## 1. Call to Order

Due to the absence of Chair Maureen Couture, Vice Chair Barbara Dobreen assumed the position as Chair of the meeting. Chair Dobreen called the meeting to order at 9:00 a.m.

## 2. Land Acknowledgement

The following Land Acknowledgement was read by Cheryl Grace:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and are grateful to have the opportunity to meet in this territory.

## 3. Adoption of Agenda

It was noted that Item 6, Delegations, and Item 11, Closed Session were removed from the agenda, and that a verbal update from the General Manager would be added to Item 9, New Business.

### MOTION #G21-94

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT the agenda be adopted as amended.

**CARRIED**

**Authority Meeting – September 24, 2021**

**4. Declaration of Pecuniary Interest**

No persons declared a pecuniary interest relative to any item on the agenda.

**5. Introductions of New Staff**

New staff introductions will be postponed to the following Authority meeting.

**6. Approval of Authority Meeting Minutes**

- a. July 15, 2021 – Authority Meeting

**MOTION #G21-95**

Moved by Dan Gieruszak

Seconded by Cheryl Grace

THAT the minutes of the Authority meeting, held on July 15, 2021, be approved as circulated.

**CARRIED**

**7. Matters Arising from the Minutes**

There were no matters arising from the minutes.

**8. Consent Agenda**

**MOTION #G21-96**

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT the reports, Minutes, and information contained in the Consent Agenda, [items 9 a-c], along with their respective recommended motions be accepted as presented.

**CARRIED**

**9. New Business**

- a. National Day for Truth and Reconciliation

The GM/S-T reviewed the report as submitted and noted the importance of developing positive partnerships with Indigenous peoples through meaningful communication and education.

**MOTION #G21-97**

Moved by Cheryl Grace

Seconded by Steve McCabe

WHEREAS the Truth and Reconciliation Commission released its final report on June 2nd, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal

**Authority Meeting – September 24, 2021**

government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Board of Directors of Saugeen Valley Conservation Authority observe the National Day for Truth and Reconciliation through meaningful actions that honour residential school survivors and commemorate their history and the legacy of residential schools;

AND THAT all flags be lowered to half-mast and the Every Child Matters flag be flown annually on September 30;

AND THAT staff be directed to develop a Flag Lowering Policy;

AND FURTHER THAT the Every Child Matters flag be added to that Policy.

The members discussed amending the motion to remove the Every Child Matters flag being flown, until such a time that a Flag Flying Policy be approved.

**MOTION #G21-98**

Amended by Diana Rae

Seconded by Bill Stewart

WHEREAS the Truth and Reconciliation Commission released its final report on June 2nd, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

AND WHEREAS the Authority only has one flagpole;

THEREFORE, BE IT RESOLVED THAT the Board of Directors of Saugeen Valley Conservation Authority observe the National Day for Truth and Reconciliation through meaningful actions that honour residential school survivors and commemorate their history and the legacy of residential schools;

AND THAT all flags will be at half-mast on September 30<sup>th</sup> annually;

**Authority Meeting – September 24, 2021**

AND THAT staff be directed to develop a Flag Policy.

**CARRIED**

b. COVID-19 Vaccination and Testing

The GM / S-T requested direction and approval for the development of a Workplace COVID-19 Vaccination Policy, requiring SVCA employees, board and committee members, contractors, students, and volunteers provide proof of vaccination or submit to an education session and regular antigen testing.

**MOTION #G21-99**

Moved by Dan Gieruszak

Seconded by Cheryl Grace

THAT the Board of Directors of Saugeen Valley Conservation Authority (SVCA) direct staff to prepare a mandatory Novel Coronavirus (COVID-19) vaccination and testing policy requiring all SVCA employees, board and committee members, contractors, students, and volunteers to provide proof of vaccination or undergo a vaccine education session and regular antigen testing as noted in the policy outlined in this report.

AND FURTHER THAT the proposed policy be brought back to the October 2021 Meeting for approval.

It was requested that the motion be amended to remove the phrase, “requiring all SVCA employees, board and committee members, contractors, students, and volunteers to provide proof of vaccination or undergo a vaccine education session and regular antigen testing as noted in the policy outlined in this report.”

Dan Gieruszak further moved an amendment to remove the word mandatory from the motion. The mover and seconder of the motion agreed to the amendment.

**MOTION #G21-100**

Amended by Paul Allen

Seconded by Diana Rae

THAT the Board of Directors of Saugeen Valley Conservation Authority (SVCA) direct staff to prepare a Novel Coronavirus (COVID-19) vaccination and testing policy;

AND FURTHER THAT the proposed policy be brought back to the October 2021 Meeting for approval.

**CARRIED**

Chair Dobreen requested a roll call vote to have the resolution approved as amended. The resolution as amended was carried.

c. General Manager Update

**Flood watch update:**

The GM/S-T informed the directors that the water levels in the main Saugeen River have begun to recede, however a second rain event has caused levels to increase slightly in the Priceville and Durham area. The boards had to be removed from the upper dam in Durham and the walkway over the dam has been closed for safety precautions. A Watershed Conditions - Water Safety report had been released and was

**Authority Meeting – September 24, 2021**

further upgraded to a Flood Watch statement. The SVCA river watch team was dispatched. There have not been reports of high-level flooding.

**Joint Health and Safety workshop**

The Joint Health and Safety committee held a workshop for staff at a BBQ lunch hosted by the GM/ S-T. Various policy revisions were discussed. Revised Health and Safety policies will be presented to the Board of Directors in October for approval.

**Return to office plan**

A plan has been initiated to have staff return to working in the office. Staff will begin to return to 75% capacity by Friday October 1<sup>st</sup>. Those staff that are in cubicles will return to a 50% capacity. The office will be open to the public by appointment only. Any person coming into the building must continue to complete a COVID-19 screening questionnaire.

**Logo**

A logo has been chosen and text revisions are in progress. The final logo will be presented to the Board at the October meeting for approval.

**Regulations under the *Conservation Authorities Act***

Regulations have yet to be released by the provincial government; however, there is a deadline to submit the Transition Plan by the end of December outlining all programs and services offered by the conservation authority. A Section 28 Regulation is also expected, but has yet to be released.

**October Board of Directors meeting**

The October Authority meeting will include discussions on the proposed 2022 budget as presented at the previous meeting. In addition, there will be reports regarding changes to the Administration Bylaws and Section 28 Hearing guidelines to conform with Conservation Ontario recommendations. Proposed Administration Review guidelines will also be presented at the Board meeting.

**Website update**

The website development is nearing completion and will be launched in November.

**Retirement party**

Jo-Anne Harbinson's retirement party will be held on October 14<sup>th</sup> at the Sulphur Spring Conservation Area. The GM / S-T will be sending out invitations and all Authority members are invited.

**MOTION #G21-101**

Moved by Mark Davis

Seconded by Steve McCabe

THAT the update from the General Manager / Secretary-Treasurer be received.

**CARRIED**

## 10. Adjournment

There being no further business, the meeting adjourned at 10:21 a.m. on motion of Tom Hutchinson and Dan Gieruszak.

**Authority Meeting – September 24, 2021**

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Barbara Dobreen  
Chair

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Janice Hagan  
Recording Secretary

## Board of Directors Meeting #5-21

May 19, 2021

**Member's Present:** David Turton, Matt Duncan, Roger Watt, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie, Ed McGugan

**Absent with regrets:**

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Coordinator  
Steve Jackson, FESS Coordinator  
Shannon Millar, Shoreline Technician  
Jayne Thompson, Communications Coordinator  
Chris Van Esbroeck, Watershed Stewardship Services Coordinator

### 1. Call to Order

Chair Turton welcomed everyone, called the meeting to order at 7:00 pm and reviewed the meeting objectives.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #4-2021 held on April 21, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

### Motion FA #47-21

**Moved by: Alvin McLellan**

**Seconded by: Matt Duncan**

**THAT** the minutes from the General Membership meeting #4-2021 held on April 21, 2021 be approved. **(carried)**





#### 4. **Presentation: Impending Bluff Collapses along the Lake Huron Shoreline**

Steve Jackson, FESS Coordinator and Shannon Millar, Shoreline Technician made a presentation on the impending bluff collapses along the Lake Huron Shoreline.

#### 5. **Business Requiring Direction and or Decision**

- a) Review of Tenders for the Decommissioning of the Gorrie Dam: **Report #33-21**

Report #33-21 was presented and discussed by the Members. The following motion was made:

##### **Motion FA #48-21**

**Moved by: Megan Gibson**

**Seconded by: Alison Lobb**

**THAT** the contract for the Removal of the Gorrie Dam #20024 be awarded to Master Utility Division Inc. with a tendered price of \$319,000.00 + HST conditional on receiving final approvals from MNRF and DFO.

**(carried)**

- b) Direction on the Gorrie Mill Building: **Report #34-21**

Report #34-21 was presented and the following motion was made:

##### **Motion FA #49-21**

**Moved by: Alison Lobb**

**Seconded by: Matt Duncan**

**THAT** staff follow up with the Maitland Mills Association and provide additional project details at the June 16th, 2021 Members Meeting.

**(carried)**

- c) Direction on Approval of the Flood Plain Mapping for Property on Princess Street in Lower Town, Municipality of Morris-Turnberry: **Report #35-21**

Report #35-21 was presented and the following motion was made:

##### **Motion FA #50-21**

**Moved by: Roger Watt**

**Seconded by: Ed McGugan**

**THAT** the Members adopt the Wingham and Area Flood Plain mapping, dated December 16, 2020, for Planning and Regulations Purposes, for the property known as 300 Princess Street.

**(carried)**

**Moved by: Alvin McLellan**

**Seconded by: Kevin Freiburger**

**THAT** the proposed policy amendments be approved by the Members for inclusion in the MVCA’s Two-Zone Floodplain Polices.

**(carried)**

- d) Review of MECP Discussion Paper on Mandatory and Non Mandatory Services, Municipal Agreements, Community Advisory Committees: **Report #36-21**

Report #36-21 was presented and the following motion was made:

**Motion FA #52-21**

**Moved by: Ed McGugan**

**Seconded by: Cheryl Matheson**

**THAT** MVCA staff review the consultation paper and develop comments for the Members to consider at the June 16, 2021 meeting.

**(carried)**

**6. Chair and Members Reports**

- a) Alvin McLellan asked if anyone knows of any programs to support spraying for gypsy moths. Kevin noted that vinegar and dish soap can be used to make an effective spray.
- b) Ed McGugan thanked staff for building the new privy at Lake Wawanosh Conservation Area and asked why there are not garbage cans. Response. There used to be garbage cans but they were removed as people were using them to dispose of their household garbage.
- c) Dave Turton: Mid Huron Beach Association held their annual meeting on the weekend and discussed concerns related to tree removal along the bluff. These concerns have been discussed with the Tree Inspector for the municipality.

**7. Consent Agenda**

The following items were circulated to the Members for their information.

- a) Agreements Signed: **Report #37-21**
- b) Revenue-Expenditure Report: **Report #38-21**

The following motion was made:

**Motion FA #53-21**

**Moved by: Anita van Hittersum**

**Seconded by: Roger Watt**

**THAT** Report #37-21 and #38-21 along with their respective recommended motions as outlined in the Consent Agenda be approved.

**(carried)**

**8. Review of Meeting Objectives & Next Meeting Date, Wednesday, June 16, 2021 at 7:00pm.**

**9. Adjournment of Members Meeting:**

The members meeting adjourned at 8:36 pm with the following motion:

**Motion FA #54-21**

**Moved by: Megan Gibson**

**Seconded by: Alison Lobb**

**THAT** the Members Meeting be adjourned.

**(carried)**



Dave Turton  
Chair



Phil Beard  
General Manager /  
Secretary-Treasurer

## Board of Directors Meeting #6-21

June 16, 2021

**Member's Present:** Matt Duncan, Roger Watt, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie, Ed McGugan

**Absent with regrets:** Dave Turton

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Coordinator  
Steve Jackson, FESS Coordinator  
Jayne Thompson, Communications Coordinator

### 1. Call to Order

Vice Chair Duncan welcomed everyone, called the meeting to order at 7:00 pm and reviewed the meeting objectives.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #5-2021 held on May 19, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

### Motion FA #55-21

**Moved by: Alvin McLellan**

**Seconded by: Ed McGugan**

**THAT** the minutes from the General Membership meeting #5-2021 held on May 19, 2021 be approved. **(carried)**



**4. Business Out of the Minutes:**

248

a) Request from the Maitland Mills Association: **Report #39-21**

Stewart Lockie presented Report #39-21 and the following Motion was made:

**Motion FA #56-21**

**Moved by: Alison Lobb**

**Seconded by: Ed McGugan**

**THAT** staff obtain quotes from two companies to selectively demolish the structure, salvaging reusable materials and that the Maitland Mills Association be permitted to have the artifacts from the mill”

**(carried)**

b) Draft Comments Regulatory Proposals Under the Conservation Authorities Act:  
**Report #40-21**

Phil Beard presented Report #40-21 and the following motion was made:

**Motion FA #57-21**

**Moved by: Roger Watt**

**Seconded by: Alvin McLellan**

**THAT** MVCA supports the comments developed by Conservation Ontario and that a copy of Conservation Ontario’s comments be sent to Lisa Thompson, MPP for Huron Bruce and Randy Pettepiece, MPP for Perth Wellington ;

**AND** MVCA comments and concerns with respect to the consultation paper on regulatory changes as outlined in Report #40-21 are to be submitted to the Ministry of Environment, Conservation and Parks and the Ministry of Natural Resources and Forestry.

**(carried)**

**5. Business Requiring Direction and or Decision**

a) Draft Infrastructure and Equipment Strategy: **Report #41-21**

Report #41-21 was presented and discussed by the Members. The following motion was made:

**Motion FA #58-21**

**Moved by: Alison Lobb**

**Seconded by: Cheryl Matheson**

**THAT** the Infrastructure and Equipment Strategy outlined in Report #41-21 be used to develop the 2022-2024 Work Plan and Budget.

**(carried)**

Report #42-21 was presented and the following motion was made:

**Motion FA #59-21**

**Moved by: Alison Lobb**

**Seconded by: Kevin Freiburger**

**THAT** the Authority enters into a formal contract with Tri-Bridges Inc. to undertake forest harvest operations as prescribed; AND THAT the revenue from the sale of timber be directed to the Forest Management Reserve account.

(carried)

**6. Presentation: 2021 Work Plan Update:**

Jayne Thompson presented highlights from the 2021 work plan.

**7. Chair and Members Reports:**

There were no reports.

**8. Consent Agenda:**

The following items were circulated to the Members for their information.

- a) Revenue-Expenditure Report: **Report #43-21**
- b) 2021 Budget Update and Work Plan: **Report #44A&B-21**
- c) Appointment of Regulations Officers Falls Reserve Conservation Area: **Report #45-21**
- d) Correspondence: Letter from Minister Yurek, approving the Chair's term for 2021

The following motion was made:

**Motion FA #60-21**

**Moved by: Roger Watt**

**Seconded by: Megan Gibson**

**THAT** Reports #43-21 to Report #45-21 along with their respective recommended motions as outlined in the Consent Agenda be approved.

(carried)

9. Adjournment - Next Meeting Date, Wednesday, July 21, 2021 at 7:00pm for a special meeting via zoom. 250

**10. Adjournment of Members Meeting:**

The members meeting adjourned at 8:26pm with the following motion:

**Motion FA #61-21**

**Moved by: Megan Gibson**

**Seconded by: Ed McGugan**

**THAT** the Members Meeting be adjourned.

**(carried)**

**Motion FA #62-21**

**Moved by: Alvin McLellan**

**Seconded by: Cheryl Matheson**

**THAT** the Members move into the Source Water Protection Authority meeting.

**(carried)**



Matt Duncan  
Vice Chair



Phil Beard  
General Manager /  
Secretary-Treasurer

## Board of Directors Meeting #7-21

July 28, 2021

**Member's Present:** Matt Duncan, Roger Watt, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie

**Member's Absent:** Dave Turton, Ed McGugan

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Coordinator  
Jayne Thompson, Communications IT&GIS Coordinator  
Jason Moir, FRAC Park Superintendent

**Others Present:** Jennifer Morris, Gina McDonnell and Rebecca Garrett

### 1. Call to Order

Vice-Chair Duncan welcomed everyone, called the meeting to order at 7:00 pm and reviewed the meeting objectives.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #6-2021 held on June 16, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

### Motion FA #63-21

**Moved by: Anita van Hittersum**

**Seconded by: Alvin McLellan**

**THAT** the minutes from the General Membership meeting #6-2021 held on June 16, 2021 be approved. **(carried)**





**4. Delegation Request:**

Friends of Balls Bridge and Little Lakes: Proposed Aggregate Application and Rezoning Application by Lobo Sand and Gravel Ltd.

Gina McDonnell and Rebecca Garrett made their presentation at that time.

**5. Business out of the Minutes**

- a) Quotes for the Demolition of the Gorrie Mill: **Report #47-21**

Report #47-21 was presented and discussed by the Members. The following motion was made:

**Motion FA #64-21**

**Moved by: Roger Watt**

**Seconded by: Alison Lobb**

**THAT** C. and R. Barn Removal and Salvage Company proposal to salvage the Gorrie Mill be approved as outlined in Report #47-21;

**AND THAT** the site restoration work outlined in Report #47-21 be carried out.

**(carried)**

**6. Business Requiring Direction and or Decision:**

- a) Review of Tenders for Septic System: Falls Reserve Conservation Area: **Report #48-21**

Report #48-21 was presented and the following motion was made:

**Motion FA #65-21**

**Moved by: Cheryl Matheson**

**Seconded by: Alvin McLellan**

**THAT** the contract for the Onsite Sewage System Project bid number 300043549 be awarded to Sid Bruinsma Excavating Ltd. with a RFQ price of \$507,911.00 + HST;

**AND THAT** the awarded contract include; provisional item (P1) in the amount of \$18,161.00+HST for site restoration;

**AND THAT** the awarded contract includes; provisional item (P2) in the amount of \$99,674.00+HST for hook-up of sewage services at 56 campsites.

**(carried)**

Report #49-21 was presented and the following motion was made:

**Motion FA #66-21**

**Moved by: Alvin McLellan**

**Seconded by: Alison Lobb**

**THAT** staff bring a report back to the members regarding the proposed Aggregate application and rezoning application.

**(carried)**

**7. Adjournment - Next Meeting Date, Wednesday, August 25, 2021 at 6:30pm at the Falls Reserve Conservation Area**

**8. Adjournment of Members Meeting:**

The members meeting adjourned at 8:20pm with the following motion:

**Motion FA #67-21**

**Moved by: Roger Watt**

**Seconded by: Alvin McLellan**

**THAT** the Members Meeting be adjourned.

**(carried)**



Matt Duncan  
Vice-Chair



Phil Beard  
General Manager /  
Secretary-Treasurer

## Board of Directors Meeting #8-21

September 15, 2021

**Member's Present:** Dave Turton, Roger Watt, Alison Lobb, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Erinn Lawrie, Ed McGugan

**Member's Absent:** Alvin McLellan, Kevin Freiburger, Matt Duncan

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Coordinator  
Jayne Thompson, Communications IT&GIS Coordinator

### 1. Call to Order

Chair Turton welcomed everyone, called the meeting to order at 7:29 pm and reviewed the meeting objectives.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #7-2021 held on July 28, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

### Motion FA #68-21

**Moved by: Alison Lobb**

**Seconded by: Anita van Hittersum**

**THAT** the minutes from the General Membership meeting #7-2021 held on July 28, 2021 be approved.

(carried)



#### 4. Presentations:

- a) 2021 Work Plan Summer Highlights:

Jayne Thompson, Communications & IT-GIS Coordinator made a presentation on some of the conservation work undertaken over the summer.

#### 5. Consent Agenda:

The following items were circulated to the Members for their information.

- a) 2021 Work Plan and Budget Update: **Report #50A&B-21**
- b) Revenue-Expenditure Report for June, July and August: **Report #51-21**
- c) Agreements Signed: **Report #52-21**
- d) Correspondence for Members Information

The following motion was made:

#### Motion FA #69-21

Moved by: Megan Gibson

Seconded by: Ed McGugan

**THAT** Report #50A&B-21 to Report #52-21 along with their respective recommended motions as outlined in the Consent Agenda be approved.

(carried)

#### 6. Adjournment - Next Meeting Date, Wednesday, October 20, 2021 at 7:00pm at the Wroxeter Hall.

#### 7. Adjournment of Members Meeting:

The members meeting adjourned at 8:00 pm with the following motion:

#### Motion FA #70-21

Moved by: Alison Lobb

Seconded by: Megan Gibson

**THAT** the Members Meeting be adjourned.

(carried)



Dave Turton  
Chair



Phil Beard  
General Manager /  
Secretary-Treasurer

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY, NOVEMBER 2, 2021 @ 4:00 P.M.  
VIA WEB CONFERENCING**

**Committee Members Present:**

- Steve McCabe, Councillor, Chair
- Brian Milne, Deputy Mayor, Township of Southgate
- Dan Yake, Councillor

**Staff Members Present:**

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Mike Givens, CAO
- Tasha Grafos, Administrative Support

|   |
|---|
| <b>Calling to Order</b>   |
| Chair McCabe called the meeting to order at 4:00 p.m.   |
| <b>Adoption of Agenda</b>   |
| RESOLUTION RPL 2021-061<br>Moved by Member Milne<br>Seconded by Member Yake<br><br><i>THAT the agenda for the November 2, 2021, Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i><br><br>CARRIED |
| <b>Disclosure of Pecuniary Interest</b>   |
| None  |
| <b>Minutes of Previous Meeting – October 5, 2021 (approved by Council on October 12, 2021)</b>  |
|   |
| <b>Business Arising From Minutes</b>  |
| None  |
| <b>Deputation</b>   |
| None  |
| <b>Ad Hoc Committee Updates</b>   |
| Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of October 19, 2021  |

RESOLUTION RPL 2021-062

Moved by Member Yake  
Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive the minutes of the October 19 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee;*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North the following appointments to the Skatepark RFP Evaluation Committee:*

- Al Rawlins
- Glen Cheyne
- Jack Baker
- Lisa Hern
- A municipal staff member

**CARRIED**

Director of Operations explained that the focus of the project and RFP would now be the skatepark and pump track components. The BMX area may be added to the project at a later date as the group would rather concentrate funds on what they can do well. The final budget is \$180,000 + HST with a provisional budget of \$20,000 + HST. The \$180,000 is what the Lions have raised to-date. The \$20,000 is still be fundraised and will be used towards additional items in the park.

Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of October 27, 2021

RESOLUTION RPL 2021-063

Moved by Member Milne  
Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee receive the minutes of the October 27 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee.*

**CARRIED**

Director of Operations said that this meeting was to discuss potential locations for skatepark and pump track, however there was no decision made about the location.

Arthur BMX Skateboard Park Ad Hoc Advisory Committee Special meeting of October 28, 2021

RESOLUTION RPL 2021-064

Moved by Member Yake  
Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive the minutes of the October 28 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee; AND FURTHER THAT the Arthur BMX Skateboard Park Ad Hoc Advisory Committee, recommend the Recreation, Parks, and Leisure Committee (RPL), recommend the Council of the Township of Wellington North, dedicate the presented lands at 308 Tucker Street, Site Layout Option 6, be included within the Township's RFP for the Brent Barnes Memorial Skatepark;*

*AND FURTHER THAT Committee, recommend RPL, recommend Council, direct staff to investigate an alternate location / configuration for the existing horseshoe pits at 308 Tucker Street, as required, to accommodate the Brent Barnes Memorial Skatepark.*

**CARRIED**

Director of Operations stated that the Arthur BMX Skateboard Park Ad Hoc Advisory Committee have chosen a location for the park, this decision was based on the discussions at previous meetings. Proceeding with the area recommended will mean that it is likely the horseshoe pits will have to be relocated. Once the group receives proposals for the design, it will become clear how the layout will affect other amenities in this area. Currently there are 8 horseshoe pits, the Optimist Club would like to see 6 pits remain.

Member Milne suggested that the proposed area appears to be very congested.

Chair McCabe stated that safety nets will be installed along the first baseline of Diamond B as well as the outfield of Diamond A. This safety netting will protect the Skatepark from stray balls.

Director of Operations stated that the area in the image may not all be used, but will be offered to the designers, so that they can best decide how the land is utilized for the concept.

CAO offered that having the park in a well-used area was beneficial to the Township.

**Reports**

RFP 2021-011 Brent Barnes Memorial Skatepark

RESOLUTION RPL 2021-065

Moved by Member Milne

Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse the scope of work as presented.*

**CARRIED**

Director of Operations explained the minimum equipment listed in the RFP was from a list supplied by students who participated in the September meeting of the Arthur

BMX Skateboard Park Ad Hoc Advisory Committee, on what they would like to see in the park.

The RFP outlines the \$180,000 budget with the additional \$20,000 provisional items. It also includes information regarding the concrete pad and that it is the responsibility of the Lions Club to pour based on specifications provided by the successful proponent. This RFP reflects discussions that have happened with the ad hoc committee over the past 4 – 6 weeks.

RPL 2021-019 2022 Recreation Rates and Fees Amended

RESOLUTION RPL 2021-066

Moved by Member Yake

Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-019 being a report on the 2022 Recreation Rates & Fees;*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2022 Recreation Rates & Fees as amended.*

**CARRIED**

Director of Operations explained that this would be an amendment to the 2022 recreation fees by-law, which was put in place a year in advance. When staff were reviewing the 2023 rates and fees, it was decided that some housekeeping needed to be done for the 2022 rates as well. These changes include charging a set-up fee, additional clean-up as well as lowering the fees for Bronze Medallion and Bronze Cross as a way to hopefully draw more people to the course, which in turn could provide us with more lifeguards in the future.

RPL 2021-020 2023 Recreation Rates and Fees

RESOLUTION RPL 2021-067

Moved by Member Yake

Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-020 being a report on the 2023 Recreation Rates and Fees;*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township Wellington North approve the 2023 Recreation Rates & Fees.*

**CARRIED**



Director of Operations stated that the report clarifies any changes that are over the 2% increase threshold.

RPL 2021-017 Summer Programs

RESOLUTION RPL 2021-068

Moved by Member Milne

Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2021-017 being a report on summer programs;*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse a \$4,000 training budget increase to support costs associated with Lifeguard Certifications.*

**CARRIED**

Community Recreation Coordinator explained that an aquatics staff shortage affected the programming of the pools and that the staff shortage was not unique to Wellington North. The Lifesaving Society is lowering the age of a lifeguard to 15 years of age. The Township is proposing three methodologies to encourage and retain lifeguards in Wellington North; retain, recruit and succession.

CRC described the changes to the summer day camp program due to COVID-19 restrictions.

The location of the Mount Forest day camp program provides limited program offerings due to location and lack of sidewalks. The Township has approached the Mount Forest Curling Club to rent their space exclusively from June to August at a cost of \$650 a month. Moving the camp to this location would allow participants to use the Splash pad, swimming pool, and the Bill Moody Playground, walking to these locations safely on sidewalks.

Member Milne questioned the summer Splash Pad usage.

Manager of Recreation Services has offered to get statistics for the next meeting, in terms of volume of water that was used. It is not possible to track the number of people using this amenity.

Member Yake expressed concern about having to move the Mount Forest day camp to a location not owned by the Township.

Director of Operations clarified that this would be temporary location and once the area of Princess Street is developed, with the new pool and upgrades to the Campbell De Vore Park, the camp would move back the Mount Forest & District Sports Complex.

Donald Softball Diamond Update (verbal)

RESOLUTION RPL 2021-069

Moved by Member Yake  
Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive for information the verbal report on the Donald Softball Diamond.*

**CARRIED**

Recreation Services Manager provided an update on the progress of the Donald Softball Diamond project. Reeves Construction have been to the location to do the drainage on the infield but have not yet tied into the storm sewer, they are planning to do that this week, weather permitting. Modern Fencing has removed the old fencing from the infield and have new posts in place. They have also moved the player benches up the line a bit. The clay has been delivered by Marco Clay, they are now waiting for the clay to dry out, so they can install the clay on the diamond, hopefully by the end of the week. After this is complete, Modern Fencing will install the remainder of the fence, with the exception of the upper fence by home plate, they are worried about the wetness of the ground and the weight of the fence. This could move the poles, so they are considering doing this portion of the fence in the Spring.

**Items for Consideration**

Correspondence with Arthur Seniors Centre and Damascus Community Hall – October 14, 2021

RESOLUTION RPL 2021-070

Moved by Member Milne  
Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee receive for information the correspondence with the Arthur Seniors Centre and Damascus Community Hall dated October 14, 2021.*

**CARRIED**

Director of Operations stated that these letters are different than what was discussed at the last meeting of this committee. When speaking with the Arthur Seniors group, the executive expressed a desire to keep the hall closed until December 30<sup>th</sup> and continue to have the Township waive the fees until that time.

When Damascus does rent the hall, the Township hires security to verify proof of vaccination.

**Roundtable**

Member Yake nothing to report.

Member Milne asked about a meeting invite to the Mount Forest Ad Hoc Aquatic meeting. CRC clarified that the invitation was sent in error.

Chair McCabe nothing to report.

Director of Operations spoke of the architect that has been engaged to start the conceptual plan for the new Mount Forest pool. There will be a meeting next week which will signal the kick-off for this project. Last week, an electrical company was into the Mount Forest & District Sports Complex to increase the size of the concrete pad which will house the emergency generator at that location. These are both ongoing projects.

CRC explained that the majority of the wayfinding signage is now installed in Mount Forest and Arthur, with a special thanks to the Roads Department for their support.

### **Adjournment**

RESOLUTION RPL 2021-071

Moved by Member Yake

Seconded by Member Milne

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 2, 2021, be adjourned at 4:52 p.m.*

**CARRIED**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE  
MEETING MINUTES  
TUESDAY, OCTOBER, 19, 2021 @ 7:00 PM  
VIA ELECTRONIC MEETING**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member
- Jack Baker, Youth Member

Committee Members Absent:

- Al Rawlins, Lions Member

Staff Members Present:

- Mandy Jones, Community Recreation Coordinator
- Michael Givens, Chief Administrative Officer
- Catherine Conrad, Deputy Clerk

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| <b>CALLING TO ORDER</b>  |
| Chair Hern called the meeting to order at 7:02 p.m.  |
| <b>ADOPTION OF AGENDA</b>  |
| RESOLUTION ABSP 2021-14<br>Moved: Wayne Horton<br>Seconded: Glen Cheyne<br><i>THAT the agenda for the October 19, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.</i><br>CARRIED  |
| <b>DISCLOSURE OF PECUNIARY INTEREST</b>  |
| No pecuniary interest disclosed.   |
| <b>MINUTES OF PREVIOUS MEETING</b>   |
| September 21, 2021 – received by Council on October 12, 2021   |
| September 27, 2021 – received by Council on October 12, 2021   |
| <b>DELEGATION</b>  |
| No delegations.  |
| <b>ITEMS FOR CONSIDERATION</b>   |
| Review of the Draft Brent Barnes Memorial Skatepark RFP <ul style="list-style-type: none"> <li>• Scope</li> </ul> <p>The Committee discussed the criteria to be included in the Request for Proposal (RFP). During previous discussions it was felt that the BMX track is a nice to have item. The BMX wasn't the focus of the delegation. The BMX can utilize the skateboard and pump track. They don't necessarily require a separate BMX track. BMX tracks are heavily dependent upon</p> |

weather and maintenance to be successful. Initially it was a BMX and skateboard park, thinking they would have multiple purposes. The BMX bikes will use the same tools as the skateboards and scooters. Feedback from a neighboring BMX track indicated a dirt track was not well used and is hard to maintain. The question has now become do we invest all the money in those items and if we want a BMX track, we can add that down the line, or do we include it now. If the BMX track is pulled the focus will be on a more elaborate skateboard and pump track.

An RFP will be issued with a budget number and list of the criteria to be included. Council endorsed that the Lions would work with a supplier as it relates to the cement pad. That portion would be outside of the scope. There are provisions in the RFP addressing the cement pad specifically. The issue with in kind work is that the supplier wants to have some level of control because we hold them accountable for warranty, meeting specs, etc.

The Committee directed that references to the BMX track be removed from the RFP.

- Scoring

The evaluation process was reviewed. Evaluation weighs heavily on cost, design and schedule. This is typical of what has been done on previous projects. The Committee shared no concerns with the scoring.

#### RESOLUTION ABSP 2021-15

Moved: Glen Cheyne

Seconded: Councillor McCabe

*THAT the BMX/Skateboard Park Ad-Hoc Advisory Committee recommend to the Recreation, Parks and Leisure Committee the following appointments to the Skate Park RFP Evaluation Committee:*

- *Al Rawlins*
- *Glen Cheyne*
- *Jack Baker*
- *Lisa Hern*
- *A municipal staff member*

CARRIED

- Layout / Location(s)

Proposed layouts and locations were reviewed by the Committee. Originally the BMX track was to be among the trees. It was agreed not to use that area for the pump track or skatepark; but to reserve that area for a potential dirt track in the future. The trees will provide a buffer between the park area and the public.

The horseshoe pits have become a topic of conversation. Initially we discussed removing the volleyball pit because it wasn't being utilized and possibly moving the horseshoe pits. Things have changed and the volleyball pit is being used regularly in the summer months, and in early project conversations, the Optimist Club expressed their desire for the horseshoe pits to remain. If we remove the horseshoe pits from where they currently are to accommodate the skatepark, the Optimist Club may request the horseshoe pits are moved elsewhere. Concerns with a triangular shape in Option 3 were raised as it was previously thought the preference was a rectangular shape. It was suggested as long as the area is big enough the triangular shape would work. Concern was expressed in regards to moving the horseshoe pits and it was decided to involve Optimist Club members in this regard. Councillor McCabe will organize a meeting with the Optimist Club. Wayne and Glen will also attend.

- Cost

The project budget is \$180,000.00 plus HST with a provisional budget of \$20,000.00. Fundraising activities are ongoing. The cost of the concrete pad is in addition to this budget.

#### Incorporation of Arthur 150<sup>th</sup> Celebration

It is the intent to have the opening of the skate park be part of the Arthur 150<sup>th</sup> Incorporation celebration, along with the Optimist Club Canada Day celebrations and a sidewalk sales event. It is hoped this will be a community celebration and involve service clubs and churches similar to past events.

#### **OTHER BUSINESS**

No other business.

#### **NEXT MEETING**

Wednesday, October 27 at 9:00 a.m.

#### **ADJOURNMENT**

RESOLUTION ABSP 2021-16

Moved: Councillor McCabe

Seconded: Jack Baker

*THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of October 19, 2021 be adjourned at 8:33 pm.*

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE  
SPECIAL MEETING MINUTES  
WEDNESDAY, OCTOBER 27, 2021 @ 9:00 AM  
VIA ELECTRONIC MEETING**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member
- Al Rawlins, Lions Member
- Jack Baker, Youth Member

Staff Members Present:

- Mandy Jones, Community Recreation Coordinator
- Matthew Aston, Director of Operations
- Michael Givens, Chief Administrative Officer
- Tom Bowden, Recreation Services Manager
- Catherine Conrad, Deputy Clerk

|   |
|---|
| <b>CALLING TO ORDER</b>   |
| Councillor Hern called the meeting to order   |
| <b>ADOPTION OF AGENDA</b>   |
| RESOLUTION ABSP 2021-17<br>Moved: Wayne Horton<br>Seconded: Al Rawlins<br><i>THAT the agenda for the October 27, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.</i>   |
| <b>DISCLOSURE OF PECUNIARY INTEREST</b>   |
| No pecuniary interest disclosed   |
| <b>MINUTES OF PREVIOUS MEETING</b>  |
| N/A   |
| <b>DELEGATION</b>   |
| None.   |
| <b>ITEMS FOR CONSIDERATION</b>  |
| Review of Location<br><br>Councillor McCabe and Lions Club member Glen Cheyne met with members of the Optimist Club at the site to discuss the configuration of the site to include the skate park and pump track along with the horseshoe pits and volleyball court. A reconfiguration of the area involving moving the volleyball court and horseshoe pits was discussed. Concern was expressed regarding leaving room for the inclusion of a |

BMX track in future. The possibility of moving the volleyball court to another location on site was discussed, but it was felt staff input was required.

Councillor Hern, Councillor McCabe, Glen Cheyne, Al Rawlins, Wayne Horton, Jack Baker, Mike Givens, and Matthew Aston will meet at the site at 5:00 p.m. today and will measure the site and stake it off to get an idea of how everything can be accommodated.

**NEXT MEETING**

Thursday, October 28, 2021 at 3:00 p.m.

**ADJOURNMENT**

RESOLUTION ABSP 2021-18

Moved: Glen Cheyne

Seconded: Al Rawlins

*THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of October 27, 2021, be adjourned at 9:35 a.m.*

CARRIED



**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE  
SPECIAL MEETING MINUTES  
THURSDAY, OCTOBER 28, 2021 @ 3:00 PM  
VIA ELECTRONIC MEETING**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Glen Cheyne, Lions Member
- Al Rawlins, Lions Member

Committee Members Absent:

- Wayne Horton, Lions Member
- Jack Baker, Youth Member

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Catherine Conrad, Deputy Clerk

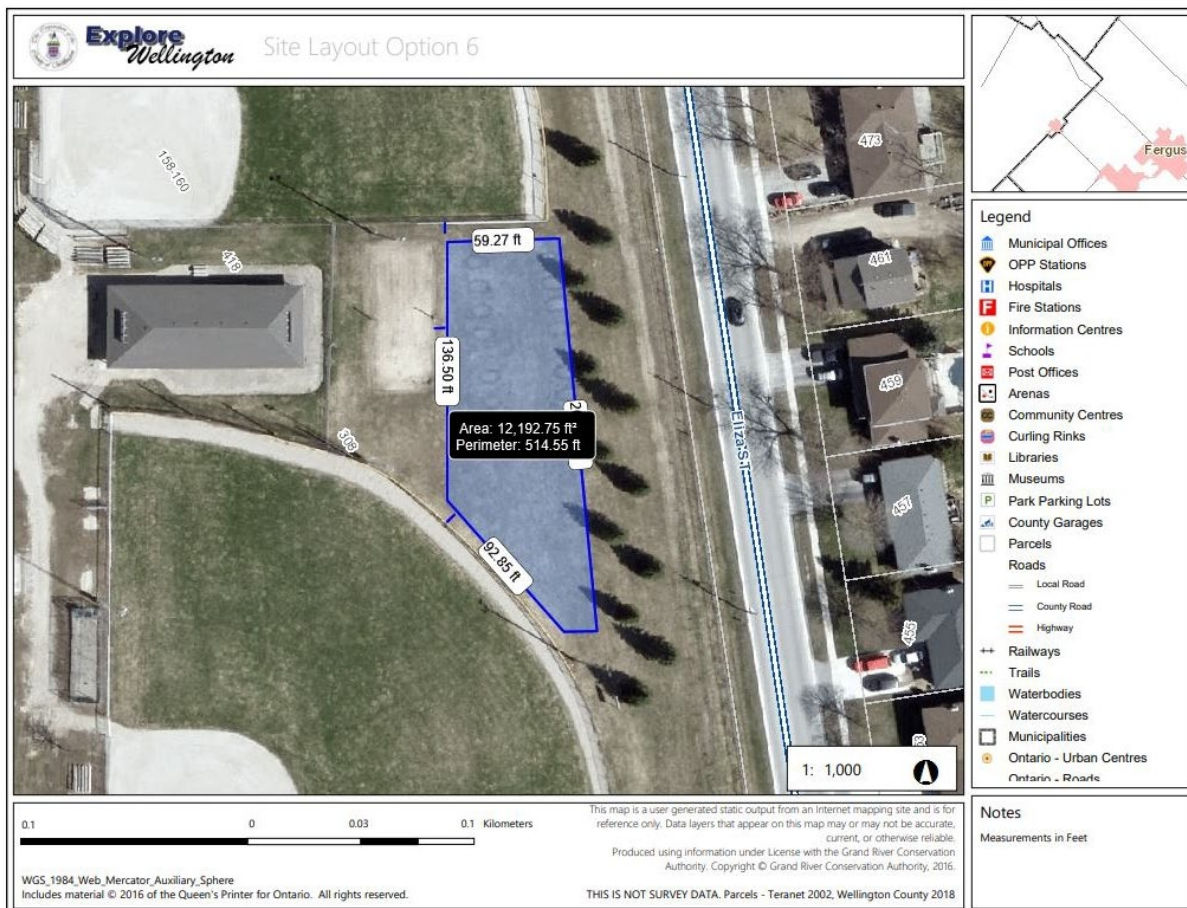
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|--|
| <b>CALLING TO ORDER</b>  |
| Chair Hern called the meeting to order at 3:00 p.m.  |
| <b>ADOPTION OF AGENDA</b>  |
| <p>RESOLUTION ABSP 2021-19<br/> Moved: Glen Cheyne<br/> Seconded: Al Rawlins<br/> <i>THAT the agenda for the October 28, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee Special Meeting be accepted and passed.</i><br/> CARRIED</p>   |
| <b>DISCLOSURE OF PECUNIARY INTEREST</b>  |
|  |
| <b>ITEMS FOR CONSIDERATION</b>   |
| <p>Councillor McCabe provided opening comments. He reminded Committee that the purpose of the meeting was to agree on a space for the BMX Skateboard Park and that no one in attendance is a designer, so there should be no pre-mindset of what it needs to look like or what it would or could look like. That is not the job of the Committee, nor our expertise.</p> <p>Any issues should be directed to Councillor Hern or Councillor McCabe, not to staff. Councillor McCabe asked that the Committee work together bearing the community and the users of this facility in mind - not ourselves. This is a great project, being named after Brent Barnes - a great person and community leader, let's keep that in mind as we discuss the potential this will have. Everyone that has been a part of this - all along the way - are all doing this for the right and good reasons....it boils down to</p> |

figuring out the area that will be used, then we need to let the designers come back to us - with their professional designs which is their job, for us to decide which best suits.

## Review of Location

The Committee discussed the site layout options presented in the agenda along with another site layout "Option 6", shown as an image below.

Committee felt this area would provide enough space for the skateboard park and pump track, while still allowing the bid takers to be creative in their approach to use of space. The area proposed is approximately 12,192ft<sup>2</sup>. This location also allows for a minimum 10' set-back from the ball diamond fencing and existing volleyball court. The Committee discussed the site visit and configuration of various components. There was a discussion regarding the horseshoe pits and potentially relocating the volleyball court to another part of the property. Space will be needed for donor benches and stones.



## RESOLUTION ABSP 2021-20

Moved: Al Rawlins

Seconded: Steve McCabe

*THAT the Arthur BMX Skateboard Park Ad Hoc Advisory Committee, recommend the Recreation, Parks, and Leisure Committee (RPL), recommend the Council of the Township of Wellington North, dedicate the presented lands at 308 Tucker Street, Site Layout Option 6, be included within the Township's RFP for the Brent Barnes Memorial Skatepark;*

*AND FURTHER THAT Committee, recommend RPL, recommend Council, direct staff to investigate an alternate location / configuration for the existing horseshoe pits at 308 Tucker Street, as required, to accommodate the Brent Barnes Memorial Skatepark.*

CARRIED

**NEXT MEETING**

TBD

**ADJOURNMENT**

RESOLUTION ABSP 2021-21

Moved: Al Rawlins

Seconded: Glen Cheyne

*THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee Special Meeting of October 28, 2021 be adjourned at 3:32 p.m.*

CARRIED



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Tammy Pringle, Development Clerk  
**Subject:** DC 2021-027, Consent Application B83-21 John & Mary Van Veen

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2021-027 being a report on Consent Application (Lot Line Adjustment) B83-21 known as Part Lot 10, Concession 8 in the former Township of West Luther.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B83-21 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and
- **THAT** the owner of the retained lands and recipient of the severed lands, enter into an agreement apportioning future maintenance costs on West Luther Drain 62 and the Applicant shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain;

**AND FURTHER THAT** Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject properties are located in the North East quadrant of the Township and are geographically known as 9055 Wellington Road 16 and 9049 Wellington Road 16, former Township of West Luther.

Proposed lot line adjustment is 0.35 hectares with no frontage, vacant land to be added to abutting rural residential lot – Brian Black & Vicki Moore.

Retained parcel is 37.6 hectares with 675m frontage, existing and proposed agricultural use.

### FINANCIAL CONSIDERATIONS

The municipality will realize \$130.00 in clearance fees.

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 21-9517 BLACK prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated September 16, 2021.
- APPENDIX B:
  - Aerial Map of Subject Property
- APPENDIX C:
  - Zach Prince, Senior Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

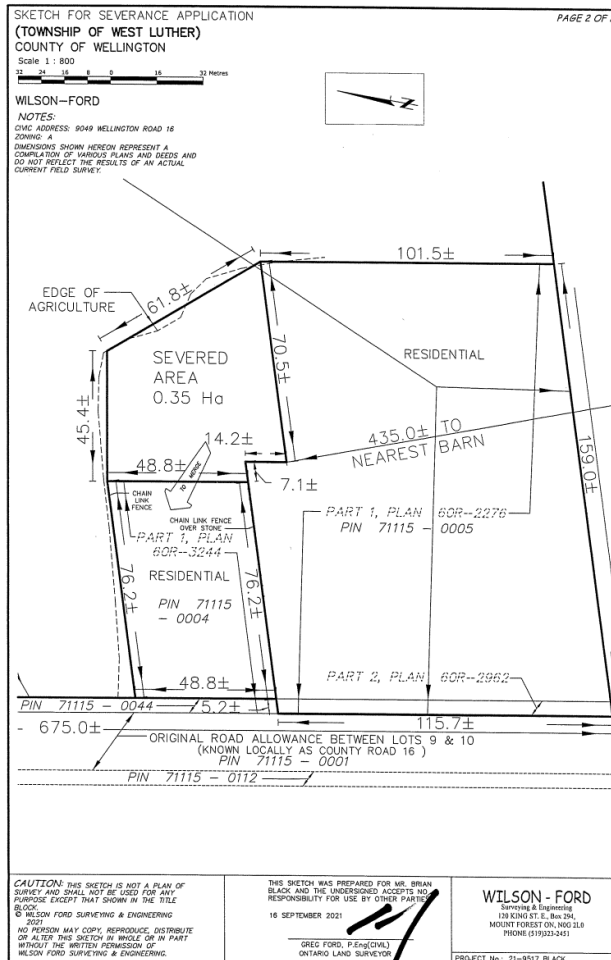
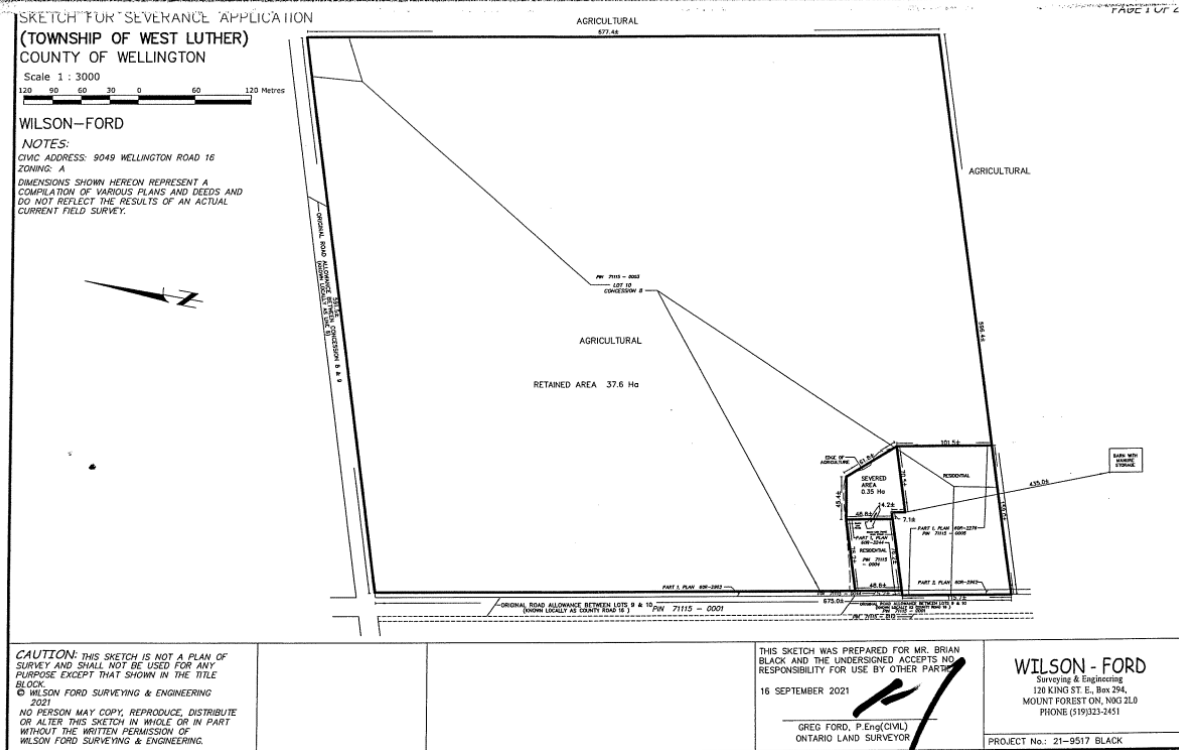
**Prepared By:** Tammy Pringle, Development Clerk

*Tammy Pringle*

**Recommended By:** Michael Givens, Chief Administrative Officer

*Michael Givens*

# APPENDIX A – Severance Sketch



APPENDIX B – Aerial Map of Subject Properties



## APPENDIX C – Planning Report



**Planning and Development Department | County of Wellington**  
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9  
 T 519.837.2600 | F 519.823.1694

|                             |   |
|-----------------------------|---|
| <b>Application Location</b> | B83/21<br>Part Lot 10, Concession 8<br>TOWNSHIP OF WELLINGTON NORTH |
| <b>Applicant/Owner</b>      | John & Mary Van Veen  |

**PRELIMINARY PLANNING OPINION:** This application for a proposed lot line adjustment would sever a 0.35 ha (0.86 ac) parcel of vacant land and merge it with an abutting rural residential lot (9049 Wellington Road 16) which contains an existing dwelling and pool. The merged lot would become approximately 0.71 ha (1.75 ac). Approximately 37.6 ha (92.91 ac) of vacant agricultural parcel will be retained.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That the purchasers take title of the severed and retained lands in the same manner as they hold their abutting land; and
- b) That Subsection 50(3) of the Planning Act, R.S.O., 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

**A PLACE TO GROW:** No concerns.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.2 states "Lot line adjustments in prime agricultural areas may be permitted for legal or technical reasons". Planning staff have no MDS concerns.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL. Section 10.3.5 permits lot line adjustments and states the following:

Lot line adjustments may be permitted for legal or technical reasons, such as easements, corrections of deeds, quit claims and minor boundary adjustments.

Lot line adjustments are permitted where no adverse effect on agriculture will occur where:

- a) Two abutting farms are merged and an existing farm residence is made surplus to the resulting enlarged farm parcel;
- b) More viable agricultural operations will result;
- c) An undersized lot is made more usable given the requirement for appropriate sewer and water systems.

No additional lots are being created as part of this lot line application.

The matters under Section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The subject property is not located within Well Head Protection Area.

**LOCAL ZONING BY-LAW:** The subject property is zoned Agricultural (A) which permits single detached dwellings. Both, severed and retained lands meet the minimum lot area and lot frontage requirements of the by-law.

**SITE VISIT INFORMATION:** The subject property has not been visited or photographed at this time.

Zach Prince RPP MCIP  
 Senior Planner  
 November 2<sup>nd</sup>, 2021





## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Tammy Pringle, Development Clerk  
**Subject:** DC 2021-028, Consent Application B85-21 James Machan

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2021-028 being a report on Consent Application (Severance) B85-21 known as Lots 39, 40, 41, 42; x/x Mill St., Survey Allan & Geddes, Lots 39, 40, 41; n/s Mill St., Survey Allan & Geddes, Pt George St. and Pt Mill St., Survey Allan & Geddes in the town of Mount Forest.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B85-21 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** a Parkland dedication fee be paid (\$1,000.00/lot or part lot created, in 2021);
- **THAT** the metal clad shed be removed from the severed portion of the property to the satisfaction of the Chief Building Official;
- **THAT** driveway access can be provided to the severed and retained lands to the satisfaction of the appropriate road authority;
- **THAT** zoning compliance be achieved to the satisfaction of the local municipality; and
- **THAT** any road or drainage upgrades required by the Township would be the responsibility of the applicant.

**AND FURTHER THAT** Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

### BACKGROUND

The subject property is located in the South/West quadrant of the town of Mount Forest and is geographically known as 550 Silver Street.

Proposed severance is 0.45 hectares 30.2m frontage, vacant land for proposed urban residential use. Together with an easement for existing well.

Retained parcel is 0.4 hectares with 30.2m frontage, existing and proposed urban residential use with existing dwelling and garage.

### FINANCIAL CONSIDERATIONS

The municipality will realize \$1,130.00 in clearance fees.

### ATTACHMENTS

- APPENDIX A:
  - Severance Sketch No. 21-9393 MACHAN prepared by Greg Ford at Wilson – Ford Surveying & Engineering, dated September 3, 2021.
- APPENDIX B:
  - Aerial Map of Subject Property
- APPENDIX C:
  - Zach Prince, Senior Planner  
Planning and Development Department, County of Wellington: Report

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
                 
  No
                 
  N/A

Which priority does this report support?

Modernization and Efficiency       Partnerships  
 Municipal Infrastructure               Alignment and Integration

**Prepared By:**                      Tammy Pringle, Development Clerk                      *Tammy Pringle*

**Recommended By:**              Michael Givens, Chief Administrative Officer                      *Michael Givens*



**APPENDIX B – Aerial Map of Subject Property**



## APPENDIX C – Planning Report



**Planning and Development Department | County of Wellington**  
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9  
 T 519.837.2600 | F 519.823.1694

|                        |   |
|------------------------|---|
| <b>Application</b>     | B85/21  |
| <b>Location</b>        | Lots 39, 40, 41, 42; s/s Mill St., Survey Allan & Geddes<br>Lots 39, 40, 41; n/s Mill St., Survey Allan & Geddes<br>Pt George St. and Pt Mill St., Survey Allan & Geddes<br>TOWNSHIP OF WELLINGTON NORTH (MT. FOREST) |
| <b>Applicant/Owner</b> | James Machan  |

**PRELIMINARY PLANNING OPINION:** This application would sever a 0.45 ha (1.11 ac) a residential lot with an existing shed (to be demolished) in the Urban Centre of Mount Forest. A 0.4 ha (1 ac) with an existing dwelling and a garage will be retained. An easement is also proposed to provide access to an existing well on the retained lands.

This application is consistent with Provincial Policy and conforms to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- That driveway access can be provided to the severed and retained lands to the satisfaction of the of the appropriate road authority;
- That the existing shed located on the severed lands be removed to the satisfaction of the local municipality;
- That any concerns from the Conservation Authority be adequately addressed;
- That servicing can be accommodated on the severed and retained lands to the satisfaction of the local municipality; and
- That zoning compliance be achieved to the satisfaction of the local municipality.

**A PLACE TO GROW:** No issues.

**PROVINCIAL POLICY STATEMENT (PPS):** The subject property is located within the Urban Centre of Mount Forest. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated as FUTURE DEVELOPMENT and located within the Urban Centre of Mount Forest according to Schedule A6-1 of the Official Plan. Section 8.10.3 states that consideration may be given to the creation of a new lot by consent provided such development is in accordance with the policies of this Plan. Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered including "a) that any new lots will be consistent with official plan policies and zoning regulations". b) "that all lots can be adequately serviced with water, sewage disposal...". item d) "that all lots have safe driveway access to an all-season maintained public road..." and item l) "that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses".

Regarding servicing, the applicant's sketch indicates a well and septic system but only the well is noted as existing. The applicant has indicated that the severed and retained lot would be required to install a new well and septic system, the existing well is proposed to be accessed by an easement and used by the retained lot only. Planning staff generally prefer not to have an easement on the severed lands and that the well be used exclusively by the severed lands or decommissioned, a condition has been added to this effect.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Unserviced Residential (R1A) Zone. Within the R1A zone, one single detached residential dwelling unit is permitted. It appears that both severed and retained lands meet the minimum lot area, however do not meet the minimum lot frontage requirements of the zoning By-law. A condition requiring zoning compliance for both severed and the retained lots for reduced frontage of 30.2 m as opposed to required minimum lot frontage of 30.5 has been proposed. The existing shed on the severed lot shall be demolished.

**WELL HEAD PROTECTION AREA:** The subject property is not located within Wellhead Protection.

**SITE VISIT INFORMATION:** The subject property has not been visited or photographed at this time.

  
 Zach Prince RPP MCIP, Senior Planner  
 November 2<sup>nd</sup>, 2021



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Tammy Pringle, Development Clerk  
**Subject:** DC 2021-029, Consent Application B88-21 Brian Smith

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive DC Report 2021-029 being a report on Consent Application (Severance) B88-21 known Part Lots 1 & 2, Concession 9 in the former Township of West Luther.

**AND FURTHER THAT** the Council of the Township of Wellington North supports consent application B88-21 as presented with the following conditions:

- **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- **THAT** a Parkland dedication fee be paid (\$1,000.00/lot or part lot created, in 2021);
- **THAT** the barn on the retained lands be demolished and removed from the property and the area left in a level graded condition to the satisfaction of the Chief Building Official;
- **THAT** zoning relief be obtained to address the reduced interior side yard setback for the drive shed on the retained portion of the property to the satisfaction of the local municipality;
- **THAT** zoning relief be obtained to address the reduced rear side yard setback for the dwelling on the severed portion of the property to the satisfaction of the local municipality;
- **THAT** the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and
- **THAT** the owner enter into an agreement apportioning future maintenance costs on West Luther Drain 19, Branch "I"; and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment of the above mentioned drain.

**AND FURTHER THAT** Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

|   |
|---|
| <b>PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS</b> |
|---|

N/A

|                   |
|-------------------|
| <b>BACKGROUND</b> |
|-------------------|

The subject property is located in the North/East quadrant of the township and is geographically known as 8046 Wellington Road 14.

Proposed severance is 84m fr x 97m = 0.8 hectares, existing and proposed rural residential use with existing dwelling & shed.

Retained parcel is 115 hectares with 1361m frontage, existing and proposed agricultural use with existing barn, shed & two drive sheds. Barn to be removed.

|                                 |
|---------------------------------|
| <b>FINANCIAL CONSIDERATIONS</b> |
|---------------------------------|

The municipality will realize \$1,130.00 in clearance fees.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

- APPENDIX A:
  - Severance Sketch Project No. 29931-21 prepared by Jeffrey E. Buisman at Van Harten Surveying Inc., dated September 16, 2021.
- APPENDIX B:
  - Aerial Map of Subject Property
- APPENDIX C:
  - Zack Prince, Senior Planner  
Planning and Development Department, County of Wellington: Report

|                                   |
|-----------------------------------|
| <b>STRATEGIC PLAN 2019 – 2022</b> |
|-----------------------------------|

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

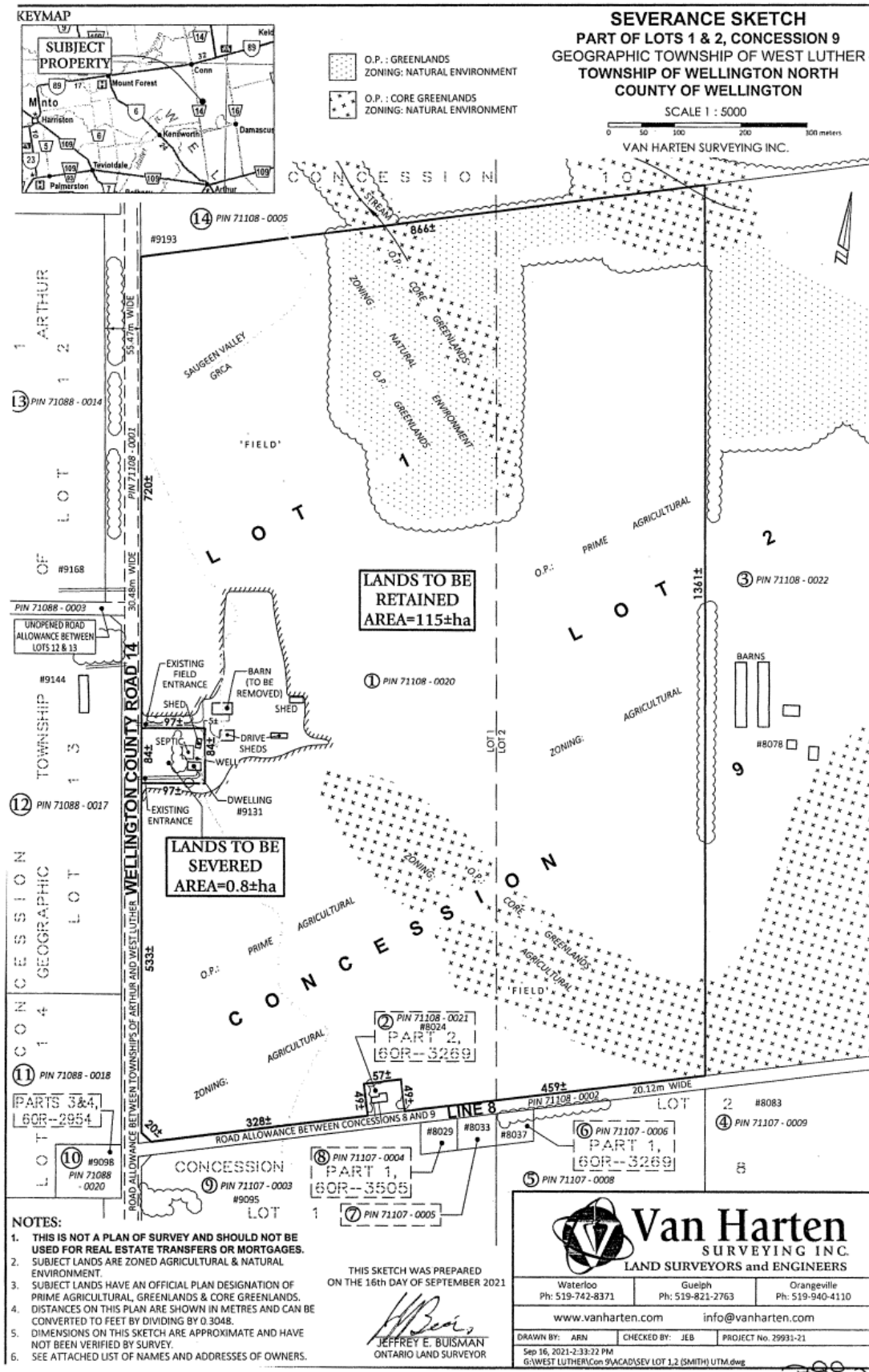
|                     |                                  |
|---------------------|----------------------------------|
| <b>Prepared By:</b> | Tammy Pringle, Development Clerk |
|---------------------|----------------------------------|

*Tammy Pringle*

|                        |  |
|------------------------|--|
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer |
|------------------------|--|

*Michael Givens*

APPENDIX A – Severance Sketch





**APPENDIX B – Aerial Map of Subject Property**



## APPENDIX C – Planning Report



Planning and Development Department | County of Wellington  
 County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9  
 T 519.837.2600 | F 519.823.1694

|                        |   |
|------------------------|---|
| <b>Application</b>     | B88/21  |
| <b>Location</b>        | Part Lots 1 & 2, Concession 9<br>TOWNSHIP OF WELLINGTON NORTH (West Luther) |
| <b>Applicant/Owner</b> | Brian Smith   |

**PRELIMINARY PLANNING OPINION:** This application would sever a 0.8 ha (2.0 ac) rural residential parcel with an existing dwelling in the Prime Agriculture Area. A vacant agricultural parcel of 115 ha (284 ac) with existing drive sheds would be retained. This application is being submitted under the surplus farm dwelling policies.

This application is consistent with Provincial Policy and would generally conform to the Official Plan. We have no concerns provided the following matters are addressed as conditions of approval:

- a) That driveway access can be provided to the retained lands to the satisfaction of the appropriate road authority;
- b) That the retained lands be rezoned to restrict residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and,
- c) That the existing barn on the retained lands be removed to the satisfaction of the local municipality.

**PLACES TO GROW:** No concerns.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for: ... “c) a residence surplus to a farming operation...;” and

Regarding MDS, the applicant has indicated the intent to remove the existing barn on the retained parcel, staff have included a condition to ensure this is met which would satisfy any MDS concerns.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval.

In terms of the overall farm operation, we have been provided with a farm information form including a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a Wellhead Protection Area.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) Zone and Natural Environment (NE) Zone. The severed lands are proposed to have a frontage of 84 m (275 ft) which would meet the minimum requirements in Section 8.5.2.2 (30.5 m). The retained lands will be required to be rezoned to prohibit a residential use, a condition is proposed to this effect.

**SITE VISIT INFORMATION:** The subject property has not been visited at this time.

Zach Prince RPP MCIP, Senior Planner  
 November 2<sup>nd</sup>, 2021



## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Tammy Pringle, Development Clerk  
**Subject:** DC 2021-30, ARTHUR GREEN DEVELOPMENTS INC.  
 SITE PLAN AGREEMENT, 164 GEORGE STREET, ARTHUR

### RECOMMENDATION

**THAT** Council of the Township of Wellington North hereby Receive Report DC 2021-030 being a report on Arthur Green Developments Inc. Site Plan Agreement – 164 George Street, Arthur;

**AND FURTHER THAT** Council authorizes the Mayor and Clerk to sign the By-law to enter into a Site Plan Agreement with Arthur Green Developments Inc.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

None

### BACKGROUND

#### Subject Lands

The subject land is in the South West quadrant of the village of Arthur and is located on the South Side of George Street, North of Charles Street West. The land holding is approximately 0.35 acres. It is legally known as:

PT LT 46 & 55 SURVEY CROWN ARTHUR VILLAGE, PTS 3, 5 & 7, 60R1487; S/T ROW OVER PT 7, 60R1487 AS IN RON55482; WELLINGTON NORTH

PIN: 71102-0132

#### The Proposal

The Owner has applied for Site Plan Approval from the Township to renovate the Queen's Hotel to include ten hotel suites including a management office on the main floor and ten two-storey accessory apartments on the second and third floor. This project will include site servicing, lot grading and site lighting.

#### Existing Policy Framework

The subject lands are designated in the (C1) Central Commercial and (OS-1) Open Space Exception Zones in the Township of Wellington North Zoning By-Law 66-01 and Central Business District designation in the County of Wellington Official Plan.

### COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed development will be constructed and maintained in a manner that is consistent with municipal standards and best practices. A copy of the agreement is with the By-law in this agenda.

### COMMUNICATION PLAN

The executed site plan agreement will be forwarded to the Township's solicitor for registration.

### FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality.

### ATTACHMENTS

A. Location Map

Site Plan Agreement: with By-law in this agenda

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes                       No                       N/A

Which priority does this report support?

- Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

|                        |  |                       |
|------------------------|--|-----------------------|
| <b>Prepared By:</b>    | Tammy Pringle, Development Clerk             | <i>Tammy Pringle</i>  |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer | <i>Michael Givens</i> |

### SCHEDULE A – Location Map





**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council, Meeting of November 8th, 2021  
**From:** Darren Jones, Chief Building Official  
**Subject:** CBO 2021-14 Building Permit Review Period Ending September 30th, 2021

### RECOMMENDATION

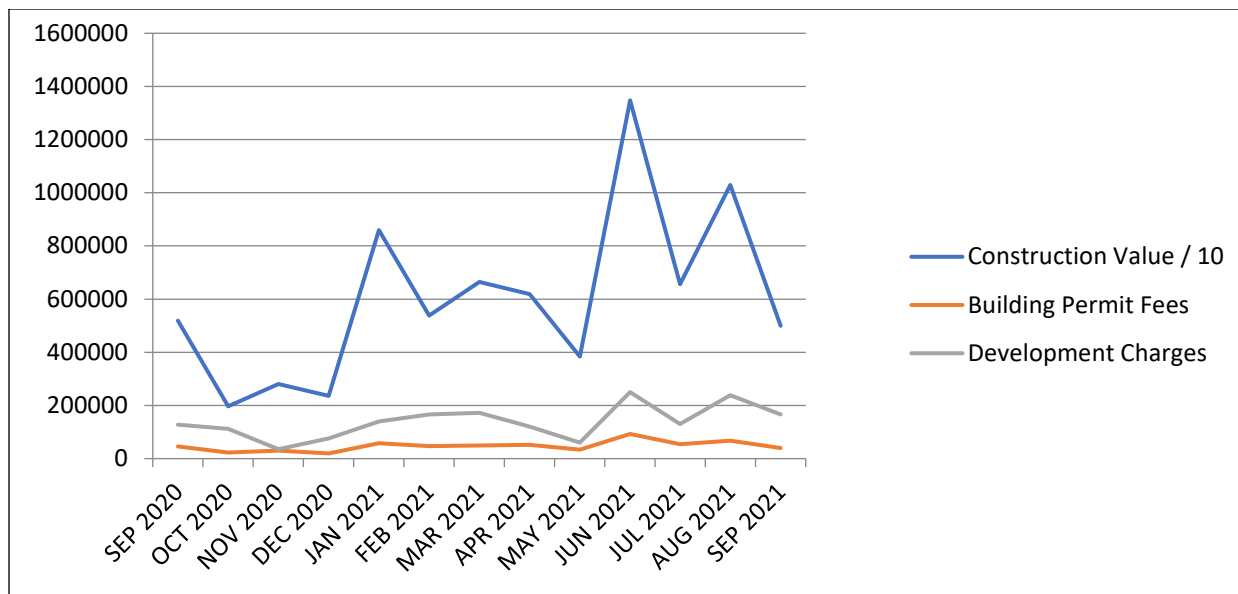
**THAT** the Council of the Corporation of the Township of Wellington North receive Report CBO 2021-14 being the Building Permit Review for the period ending September 30th, 2021.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

1. CBO 2021-12 Building Permit Review Period Ending August 31st, 2021
2. CBO 2020-13 Building Permit Review Period Ending September 30th, 2020

### BACKGROUND

| PROJECT DESCRIPTION     | PERMITS ISSUED | CONSTRUCTION VALUE | PERMIT FEES | DEVELOPMENT CHARGES |
|-------------------------|----------------|--------------------|-------------|---------------------|
| Single Family Dwelling  | 2              | 1,296,000.00       | 7,200.00    | 19,010.00           |
| Multi Family Dwelling   | 4              | 2,295,000.00       | 17,800.00   | 110,258.20          |
| Additions / Renovations | 4              | 239,000.00         | 4,104.63    | 0.00                |
| Garages / Sheds         | 3              | 148,000.00         | 1,677.00    | 0.00                |
| Pool Enclosures / Decks | 2              | 23,500.00          | 377.80      | 0.00                |
| Commercial              | 0              | 0.00               | 0.00        | 0.00                |
| Assembly                | 0              | 0.00               | 0.00        | 0.00                |
| Industrial              | 1              | 500,000.00         | 3,120.00    | 37,500.00           |
| Institutional           | 1              | 40,000.00          | 780.00      | 0.00                |
| Agricultural            | 3              | 305,000.00         | 2,627.35    | 0.00                |
| Sewage System           | 3              | 46,100.00          | 1,560.00    | 0.00                |
| Demolition              | 2              | 101,000.00         | 390.00      | 0.00                |
| Monthly Total           | 25             | 4,993,600.00       | 39,636.78   | 166,768.20          |
| Total Year to Date      | 311            | 65,930,134.00      | 492,837.61  | 1,443,372.71        |
| 12 Month Average        | 29             | 6,093,369.50       | 47,086.90   | 138,848.19          |



|                               |     |               |            |            |
|-------------------------------|-----|---------------|------------|------------|
| 10 Year Monthly Average       | 24  | 3,257,735.00  | 26,690.77  | 46,399.54  |
| 10 Year, Year to Date Average | 204 | 29,478,041.10 | 253,873.79 | 494,796.58 |

**FINANCIAL CONSIDERATIONS**

None.

**ATTACHMENTS**

None.

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes
  No
  N/A

Which priority does this report support?

- Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

|                        |  |
|------------------------|--|
| <b>Prepared By:</b>    | Darren Jones, Chief Building Official        |
| <b>Recommended By:</b> | Michael Givens, Chief Administrative Officer |

10/28/21

**Township of Wellington North**  
**VENDOR CHEQUE REGISTER REPORT**  
**Payables Management**

---

| <b>Cheque Number</b> | <b>Vendor ID</b>               | <b>Cheque Date</b> | <b>Amount</b> |
|----------------------|--------------------------------|--------------------|---------------|
| 77551                | Abell Pest Control Inc         | 10/20/21           | \$249.96      |
| 77552                | Berrn Consulting Ltd./AED4life | 10/20/21           | \$255.93      |
| 77553                |                                | 10/20/21           | \$158.19      |
| 77554                | Broadline Equipment Rental Ltd | 10/20/21           | \$693.82      |
| 77555                | Canadian Tire #066             | 10/20/21           | \$29.37       |
| 77556                | Corporate Express Canada Inc.  | 10/20/21           | \$5.64        |
| 77557                | DFA Infrastructure Internation | 10/20/21           | \$10,622.00   |
| 77558                |                                | 10/20/21           | \$702.81      |
| 77559                |                                | 10/20/21           | \$45.20       |
| 77560                |                                | 10/20/21           | \$200.00      |
| 77561                | Human Response Monitoring Cent | 10/20/21           | \$339.00      |
| 77562                | Mt Forest Lawn Bowling Club    | 10/20/21           | \$4,500.00    |
| 77563                | Midwestern Line-Striping Inc.  | 10/20/21           | \$248.60      |
| 77564                | Perfectmind Inc                | 10/20/21           | \$6,780.00    |
| 77565                | Royal Bank Visa                | 10/20/21           | \$1,186.50    |
| 77566                | Steed and Evans Limited        | 10/20/21           | \$486,187.36  |
| 77567                | Telizon Inc.                   | 10/20/21           | \$764.48      |
| 77568                | Troll Bridge Creek Inc.        | 10/20/21           | \$25.00       |
| 77569                | Enbridge Gas Inc.              | 10/20/21           | \$882.77      |
| 77570                | Waste Management               | 10/20/21           | \$1,284.81    |
| 77571                |                                | 10/20/21           | \$180.79      |
| 77572                | Wightman Telecom Ltd.          | 10/20/21           | \$694.62      |
| 77573                | Woodland Springs Women's Insti | 10/20/21           | \$31.50       |
| EFT0002598           | A J Stone Company Ltd.         | 10/20/21           | \$4,474.80    |
| EFT0002599           | ALS Laboratory Group           | 10/20/21           | \$3,537.47    |
| EFT0002600           | Arthur & District Chamber of C | 10/20/21           | \$500.00      |
| EFT0002601           | Arthur Home Hardware Building  | 10/20/21           | \$350.59      |
| EFT0002602           | B & B Custom Crushing          | 10/20/21           | \$3,390.00    |
| EFT0002603           | B M Ross and Associates        | 10/20/21           | \$7,469.65    |
| EFT0002604           | Brandt Cambridge               | 10/20/21           | \$1,336.09    |
| EFT0002605           | CARQUEST Arthur Inc.           | 10/20/21           | \$177.96      |
| EFT0002606           | County of Wellington           | 10/20/21           | \$697.50      |
| EFT0002607           | Darroch Plumbing Ltd.          | 10/20/21           | \$166.04      |
| EFT0002608           | Decker's Tire Service          | 10/20/21           | \$310.75      |
| EFT0002609           | Dewar Services                 | 10/20/21           | \$122.03      |
| EFT0002610           | Eric Cox Sanitation            | 10/20/21           | \$116.90      |
| EFT0002611           |                                | 10/20/21           | \$108.50      |
| EFT0002612           | FOSTER SERVICES/822498 ONT INC | 10/20/21           | \$10,735.00   |
| EFT0002613           | Frey Communications            | 10/20/21           | \$1,682.75    |
| EFT0002614           | G & A Lock & Security          | 10/20/21           | \$3,140.77    |



| Cheque Number | Vendor ID                       | Cheque Date | Amount      |
|---------------|---------------------------------|-------------|-------------|
| EFT0002615    | Ideal Supply Inc.               | 10/20/21    | \$257.90    |
| EFT0002616    | International Trade Specialist  | 10/20/21    | \$506.07    |
| EFT0002617    | KORE Mechanical Inc.            | 10/20/21    | \$2,947.97  |
| EFT0002618    | Lange Bros.(Tavistock) Ltd      | 10/20/21    | \$20,763.75 |
| EFT0002619    | Martin Drainage                 | 10/20/21    | \$4,170.50  |
| EFT0002620    |                                 | 10/20/21    | \$200.00    |
| EFT0002621    |                                 | 10/20/21    | \$453.59    |
| EFT0002622    | North Wellington Co-op Service  | 10/20/21    | \$208.96    |
| EFT0002623    | Officer's Auto Care Inc.        | 10/20/21    | \$118.63    |
| EFT0002624    | Orkin Canada Corporation        | 10/20/21    | \$50.85     |
| EFT0002625    | PACKET WORKS                    | 10/20/21    | \$169.50    |
| EFT0002626    | Paul Dray Legal Services        | 10/20/21    | \$282.50    |
| EFT0002627    | Pryde Truck Service Ltd.        | 10/20/21    | \$1,621.11  |
| EFT0002628    | R&R Pet Paradise                | 10/20/21    | \$2,591.42  |
| EFT0002629    | Rupture Seal/11553771 Canada I  | 10/20/21    | \$396.41    |
| EFT0002630    | SGS Canada Inc.                 | 10/20/21    | \$1,401.20  |
| EFT0002631    | Suncor Energy Inc.              | 10/20/21    | \$1,429.55  |
| EFT0002632    | Technical Standards & Safety A  | 10/20/21    | \$250.00    |
| EFT0002633    | Turriss Sites Development Corp. | 10/20/21    | \$68.74     |
| EFT0002634    | Wellington Advertiser           | 10/20/21    | \$1,287.64  |
| EFT0002635    | Young's Home Hardware Bldg Cen  | 10/20/21    | \$241.99    |
| 77574         | Arthur Foodland                 | 10/27/21    | \$30.95     |
| 77575         |                                 | 10/27/21    | \$800.00    |
| 77576         |                                 | 10/27/21    | \$400.00    |
| 77577         | CDW Canada Corp                 | 10/27/21    | \$77.01     |
| 77578         | Cedar Creek Tools               | 10/27/21    | \$320.92    |
| 77579         | Cotton's Auto Care Centre       | 10/27/21    | \$77.29     |
| 77580         | Duncan, Linton LLP, Lawyers     | 10/27/21    | \$456.53    |
| 77581         | Eramosa Engineering Inc.        | 10/27/21    | \$1,245.83  |
| 77582         | G.R. Garrity Appliance Service  | 10/27/21    | \$400.43    |
| 77583         | Grand Flags                     | 10/27/21    | \$503.42    |
| 77584         |                                 | 10/27/21    | \$800.00    |
| 77585         |                                 | 10/27/21    | \$1,987.00  |
| 77586         | Hydro One Networks Inc.         | 10/27/21    | \$2,229.75  |
| 77587         | Municipal Information Network   | 10/27/21    | \$977.45    |
| 77588         | Jim's Auto Service              | 10/27/21    | \$87.29     |
| 77589         | Joker FX Inc                    | 10/27/21    | \$12,372.37 |
| 77590         |                                 | 10/27/21    | \$811.00    |
| 77591         |                                 | 10/27/21    | \$800.00    |
| 77592         |                                 | 10/27/21    | \$400.00    |
| 77593         |                                 | 10/27/21    | \$400.00    |
| 77594         | Manulife Financial              | 10/27/21    | \$27,776.42 |
| 77595         | Jim Martin                      | 10/27/21    | \$300.00    |
| 77596         |                                 | 10/27/21    | \$400.00    |
| 77597         |                                 | 10/27/21    | \$800.00    |
| 77598         | Mount Forest Foodland           | 10/27/21    | \$96.97     |

| <u>Cheque Number</u>            | <u>Vendor ID</u>               | <u>Cheque Date</u> | <u>Amount</u>                |
|---------------------------------|--------------------------------|--------------------|------------------------------|
| 77599                           | Minister of Finance            | 10/27/21           | \$3,138.55                   |
| 77600                           | Ouwehand, Theodora             | 10/27/21           | \$104.95                     |
| 77601                           | PepsiCo Beverages Canada       | 10/27/21           | \$594.44                     |
| 77602                           |                                | 10/27/21           | \$310.75                     |
| 77603                           | Shawday Autobody Inc.          | 10/27/21           | \$6,689.60                   |
| 77604                           |                                | 10/27/21           | \$248.45                     |
| 77605                           |                                | 10/27/21           | \$400.00                     |
| 77606                           |                                | 10/27/21           | \$800.00                     |
| EFT0002636                      | ABC Recreation Ltd.            | 10/27/21           | \$186.45                     |
| EFT0002637                      | Agrisan SC Pharma              | 10/27/21           | \$1,789.92                   |
| EFT0002638                      | Arthur Home Hardware Building  | 10/27/21           | \$335.30                     |
| EFT0002639                      | B M Ross and Associates        | 10/27/21           | \$1,211.36                   |
| EFT0002640                      | Brandt Security                | 10/27/21           | \$250.00                     |
| EFT0002641                      | CARQUEST Arthur Inc.           | 10/27/21           | \$118.58                     |
| EFT0002642                      | Cedar Signs                    | 10/27/21           | \$1,480.19                   |
| EFT0002643                      | Cordes Enterprise              | 10/27/21           | \$9,548.50                   |
| EFT0002644                      | County of Wellington           | 10/27/21           | \$6,890.00                   |
| EFT0002645                      | Decker's Tire Service          | 10/27/21           | \$4,035.23                   |
| EFT0002646                      | Central Square Canada Software | 10/27/21           | \$566.12                     |
| EFT0002647                      | Digital Boundary Group         | 10/27/21           | \$22,595.48                  |
| EFT0002648                      | Econolite Canada Inc           | 10/27/21           | \$18,018.81                  |
| EFT0002649                      | Frey Communications            | 10/27/21           | \$169.49                     |
| EFT0002650                      |                                | 10/27/21           | \$27.90                      |
| EFT0002651                      | Harold Jones Enterprises       | 10/27/21           | \$82.13                      |
| EFT0002652                      | Hort Manufacturing (1986) Ltd. | 10/27/21           | \$6.89                       |
| EFT0002653                      | Ideal Supply Inc.              | 10/27/21           | \$3,825.09                   |
| EFT0002654                      |                                | 10/27/21           | \$350.86                     |
| EFT0002655                      | Kraemer LLP                    | 10/27/21           | \$2,791.99                   |
| EFT0002656                      | Maple Lane Farm Service Inc.   | 10/27/21           | \$105.19                     |
| EFT0002657                      | Martin Drainage                | 10/27/21           | \$637.32                     |
| EFT0002658                      |                                | 10/27/21           | \$525.00                     |
| EFT0002659                      |                                | 10/27/21           | \$193.73                     |
| EFT0002660                      | North Wellington Co-op Service | 10/27/21           | \$683.66                     |
| EFT0002661                      | Purolator Inc.                 | 10/27/21           | \$5.09                       |
| EFT0002662                      | ROBERTS FARM EQUIPMENT         | 10/27/21           | \$17.79                      |
| EFT0002663                      | Rural Routes Pest Control Inc. | 10/27/21           | \$84.75                      |
| EFT0002664                      | Sanigear                       | 10/27/21           | \$504.09                     |
| EFT0002665                      | Shred All Ltd.                 | 10/27/21           | \$67.80                      |
| EFT0002666                      | T&T Power Group                | 10/27/21           | \$1,084.81                   |
| EFT0002667                      | Triton Engineering Services    | 10/27/21           | \$24,091.59                  |
| EFT0002668                      | Wellington Advertiser          | 10/27/21           | \$437.31                     |
| EFT0002669                      | Wellington Construction Contra | 10/27/21           | \$221,770.41                 |
| EFT0002670                      | Wellington North Power         | 10/27/21           | \$74,766.05                  |
| EFT0002671                      | Young's Home Hardware Bldg Cen | 10/27/21           | \$24.83                      |
| <b>Total Amount of Cheques:</b> |                                |                    | <b><u>\$1,059,920.51</u></b> |



## Staff Report

**To:** Mayor and Members of Council  
Meeting of November 8, 2021

**From:** Adam McNabb, Director of Finance

**Subject:** Report TR2021-018 Being a report on the 2022 Ontario Municipal Partnership Fund (OMPF) Allocation

### RECOMMENDATION

**THAT** Council of the Township of Wellington North Report 2021-018 being a report on the 2022 Ontario Municipal Partnership Fund (OMPF) Allocation be received for information.

### PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

### BACKGROUND

The OMPF is the Province's main transfer to municipalities. In 2022, the province has maintained the OMPF funding of \$500 million, which will provide support to 389 municipalities across the province. The Province continues the review of this funding vehicle to ensure that it is sustainable and is more focused on northern and rural municipalities.

#### OMPF Review and Redesign

The OMPF was redesigned in 2014 following consultations with municipalities from across the province. A key component of the redesigned OMPF is that it better targets funding to northern and rural municipalities with challenging fiscal circumstances. Consultations with municipalities and the Association of Municipalities of Ontario (AMO) have continued over the past year and have focused on refining the program to ensure it meets the long-term priorities of municipalities.

#### 2022 OMPF

Salient points of the 2022 program are as follows:

- The Rural Communities Grant component will be increased to \$154 million to further support rural municipalities with the highest levels of farmland. These municipalities will receive up to an additional \$5 per household through this grant component.

- The Assessment Equalization Grant component will provide \$149 million to support municipalities with limited property assessment.
- The Northern Communities Grant component will provide \$89 million in recognition of the challenges of northern municipalities.
- The Northern and Rural Fiscal Circumstances Grant component will be increased to \$93 million to support northern and rural municipalities with the most challenging fiscal circumstances.
- Consistent with prior years, Transitional Assistance will ensure that municipalities in northern Ontario receive at least 90 per cent of their 2021 OMPF allocation, and municipalities in southern Ontario receive at least 85 per cent. Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

## FINANCIAL CONSIDERATIONS

The Township is poised to benefit by a funding increase of \$23,100 (1.81%) in OMPF funding over 2021.

The following chart provides the year-over-year change in each of the core grant components and Transitional Assistance:

|   | <u>2022</u>      | <u>2021</u>      | <u>Change (\$)</u> | <u>Change (%)</u> |
|---|------------------|------------------|--------------------|-------------------|
| Assessment Equalization Grant                 | -                | -                | -                  |                   |
| Northern Communities Grant                    | -                | -                | -                  |                   |
| Rural Communities Grant                       | 1,012,300        | 978,700          | 33,600             | 3.43%             |
| Northern and Rural Fiscal Circumstances Grant | 288,300          | 298,800          | (10,500)           | -3.51%            |
| Transitional Assistance                       | -                | -                | -                  | -                 |
| <b>Total OMPF</b>                             | <b>1,300,600</b> | <b>1,277,500</b> | <b>23,100</b>      | <b>1.81%</b>      |

Additional details specific to the Township's 2022 allocation are outlined in the 2022 OMPF Allocation Notice from the Province (following this report).

## ATTACHMENTS

- Township of Wellington North's municipal 2022 OMPF Allocation Notice, and applicable insert(s).
- The 2022 OMPF Technical Guide

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

**Prepared By:**

Adam McNabb, Director of Finance

*Adam McNabb*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*

**2022 Allocation Notice****Township of Wellington North**

2349

County of Wellington

**In 2022, the Province is providing the Township of Wellington North with \$1,300,600 in funding through the OMPF, which is the equivalent of \$253 per household.**

|                          |                    |
|--------------------------|--------------------|
| <b>A Total 2022 OMPF</b> | <b>\$1,300,600</b> |
|--------------------------|--------------------|

|  |             |
|--|-------------|
| 1. Assessment Equalization Grant Component                 | -           |
| 2. Northern Communities Grant Component                    | -           |
| 3. Rural Communities Grant Component                       | \$1,012,300 |
| 4. Northern and Rural Fiscal Circumstances Grant Component | \$288,300   |
| 5. Transitional Assistance                                 | -           |

**B Key OMPF Data Inputs**

|   |             |
|---|-------------|
| 1. Households   | 5,148       |
| 2. Total Weighted Assessment per Household                        | \$330,530   |
| 3. Rural and Small Community Measure (RSCM)                       | 100.0%      |
| 4. Farm Area Measure (FAM)  | 82.5%       |
| 5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI) | 4.8         |
| 6. 2022 Guaranteed Level of Support                               | 89.6%       |
| 7. 2021 OMPF  | \$1,277,500 |

*Note: See line item descriptions on the following page.*

**2022 Allocation Notice****Township of Wellington North**

2349

County of Wellington

**2022 OMPF Allocation Notice - Line Item Descriptions**

|           |   |
|-----------|---|
| <b>A</b>  | Sum of 2022 OMPF grant components and Transitional Assistance, which are described in the 2022 OMPF Technical Guide. This document can be accessed on the Ministry of Finance's website at: <a href="https://www.fin.gov.on.ca/en/budget/ompf/2022">https://www.fin.gov.on.ca/en/budget/ompf/2022</a>   |
| <b>A5</b> | If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.   |
| <b>B1</b> | Based on the 2021 returned roll from the Municipal Property Assessment Corporation (MPAC).  |
| <b>B2</b> | Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.   |
| <b>B3</b> | Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2022 OMPF Technical Guide, Appendix A.   |
| <b>B4</b> | Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2022 OMPF Technical Guide, Appendix B.   |
| <b>B5</b> | Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2022 OMPF Technical Guide, Appendix D. |
| <b>B6</b> | Represents the guaranteed level of support the municipality will receive through the 2022 OMPF. For additional information, see the 2022 OMPF Technical Guide.  |
| <b>B7</b> | 2021 OMPF Allocation Notice (Line A).   |

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

**2022 Transitional Assistance Calculation Insert****Township of Wellington North**

2349

County of Wellington

|   |            |
|---|------------|
| <b>A 2022 OMPF Transitional Assistance (Line B2 - Line B1, if positive)</b> | <b>n/a</b> |
|---|------------|

*As the municipality's 2022 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

**B Supporting Details**

|   |                    |
|---|--------------------|
| <b>1. Sum of 2022 OMPF Grant Components (excluding Transitional Assistance)</b> | <b>\$1,300,600</b> |
|---|--------------------|

|  |                    |
|--|--------------------|
| <b>2. 2022 Guranteed Support (Line B2a x Line B2b)</b> | <b>\$1,144,700</b> |
|--|--------------------|

|              |             |
|--------------|-------------|
| a. 2021 OMPF | \$1,277,500 |
|--------------|-------------|

|   |       |
|---|-------|
| b. 2022 Guranteed Level of Support (Line C) | 89.6% |
|---|-------|

|  |              |
|--|--------------|
| <b>C 2022 Guranteed Level of Support (Line C1 + Line C2)</b> | <b>89.6%</b> |
|--|--------------|

|                               |       |
|-------------------------------|-------|
| 1. 2022 OMPF Minimum Gurantee | 85.0% |
|-------------------------------|-------|

|   |      |
|---|------|
| 2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index | 4.6% |
|---|------|

*Note: See line item descriptions on the following page.*



**2022 Transitional Assistance Calculation Insert****Township of Wellington North**

2349

County of Wellington

**2022 Transitional Assistance Calculation Insert - Line Item Descriptions**

|            |   |
|------------|---|
| <b>A</b>   | Transitional Assistance ensures that in 2022, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2021. The Township of Wellington North's 2022 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required. |
| <b>B1</b>  | Sum of the following 2022 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.  |
| <b>B2</b>  | Guaranteed amount of funding through the 2022 OMPF.   |
| <b>B2a</b> | 2021 OMPF Allocation Notice (Line A).   |
| <b>B2b</b> | Represents the guaranteed level of support the municipality will receive through the 2022 OMPF. For additional information, see the 2022 OMPF Technical Guide.  |
| <b>C1</b>  | Reflects the minimum level of support for southern municipalities through the 2022 OMPF.  |
| <b>C2</b>  | Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.   |

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

## 2022 Northern and Rural Municipal Fiscal Circumstances Index

### Township of Wellington North

2349

County of Wellington

|   |            |
|---|------------|
| <b>A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)</b> | <b>4.8</b> |
|---|------------|

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

### B Northern and Rural MFCI - Indicators

| Primary Indicators  | Township of Wellington North | Median    |
|---|------------------------------|-----------|
| 1. Weighted Assessment per Household                      | \$330,530                    | \$289,000 |
| 2. Median Household Income                                | \$63,712                     | \$69,000  |
| <b>Secondary Indicators</b>                               |                              |           |
| 3. Average Annual Change in Assessment (New Construction) | 1.6%                         | 1.1%      |
| 4. Employment Rate  | 62.9%                        | 56.0%     |
| 5. Ratio of Working Age to Dependent Population           | 154.3%                       | 170.0%    |
| 6. Per cent of Population Above Low-Income Threshold      | 84.5%                        | 86.0%     |

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2022 OMPF Technical Guide, as well as in the customized 2022 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

**2022 Northern and Rural Municipal Fiscal Circumstances Index****Township of Wellington North**

2349

County of Wellington

**2022 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions**

|           |   |
|-----------|---|
| <b>A</b>  | The municipality's 2022 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2022 Northern and Rural MFCI Workbook.  |
| <b>B1</b> | Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. |
| <b>B2</b> | Statistics Canada's measure of median income for all private households in 2015.  |
| <b>B3</b> | Measures the five-year (2016 - 2021) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.                  |
| <b>B4</b> | Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.   |
| <b>B5</b> | Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).   |
| <b>B6</b> | Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.  |

**2022 Farm Area Measure Insert****Township of Wellington North**

2349

County of Wellington

|  |              |
|--|--------------|
| <b>A Farm Area Measure (Line B1 / Line B2)</b> | <b>82.5%</b> |
|--|--------------|

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

**B Supporting Details**

|                        |               |
|------------------------|---------------|
| 1. Farm Land Area      | 107,234 acres |
| 2. Municipal Land Area | 130,029 acres |

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2022 OMPF Technical Guide, as well as in the municipality's customized 2022 OMPF Workbook.

*Note: See line item descriptions on the following page.*

**2022 Farm Area Measure Insert****Township of Wellington North**

2349

County of Wellington

**2022 Farm Area Measure Insert - Line Item Descriptions**

**A** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2022 OMPF Technical Guide, Appendix B.

**B1** The number of acres of land for properties in the farm property tax class.

**B2** The total number of acres of land in the municipality.

Ministry of Finance

# ONTARIO MUNICIPAL PARTNERSHIP FUND

**2022**  
Technical Guide

## Table of Contents

|  |    |
|--|----|
| Introduction.....  | 1  |
| Overview.....  | 1  |
| 2022 OMPF — Program Details .....  | 1  |
| COVID-19 Financial Relief for Municipalities.....                                | 2  |
| 2022 Ontario Municipal Partnership Fund.....                                     | 3  |
| 2022 OMPF Grant Components.....  | 4  |
| I. Assessment Equalization Grant.....  | 4  |
| II. Northern Communities Grant.....  | 5  |
| III. Rural Communities Grant.....  | 6  |
| IV. Northern and Rural Fiscal Circumstances Grant.....                           | 9  |
| V. Transitional Assistance .....   | 11 |
| Implementation.....  | 13 |
| Municipal Workbooks .....  | 13 |
| 2022 Reporting Obligations .....   | 13 |
| Additional Information.....  | 14 |
| Municipal Services Offices at the Ministry of Municipal Affairs and Housing..... | 14 |
| Appendices .....   | 15 |
| Appendix A: Rural and Small Community Measure.....                               | 15 |
| Appendix B: Farm Area Measure.....   | 16 |
| Appendix C: Summary of Rural Communities Grant Parameters.....                   | 17 |
| Appendix D: Northern and Rural Municipal Fiscal Circumstances Index.....         | 18 |
| Appendix E: Northern and Rural Fiscal Circumstances Grant Parameters.....        | 23 |
| Appendix F: Data Sources.....  | 24 |
| Appendix G: Definitions.....   | 25 |

## INTRODUCTION

This guide outlines the grant parameters for the 2022 Ontario Municipal Partnership Fund (OMPF). It is intended to provide a technical overview of the funding program.

## OVERVIEW

The OMPF is the Province's main general assistance grant to municipalities.

The program primarily supports northern and rural municipalities across the province. Its objectives are to:

- recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances;
- support areas with limited property assessment; and
- assist municipalities that are adjusting to year-over-year funding changes.

### 2022 OMPF — Program Details

For 2022, the government is maintaining the overall structure of the OMPF and the program envelope at the same level as 2021.

**The 2022 OMPF will provide a total of \$500 million to 389 municipalities across the province.**

The program will also continue to be responsive to changing municipal circumstances through annual data updates and related adjustments.

In addition to ensuring stability, maintaining the program envelope will allow for further support to be targeted to rural farming municipalities.

Specifically, the **Rural Communities Grant** component will increase to \$154 million to further support rural municipalities with the highest levels of farmland. These municipalities will receive up to an additional \$5 per household through this grant component.

Consistent with prior years, **Transitional Assistance** will continue to ensure that municipalities in northern Ontario receive at least 90 per cent of their 2021 OMPF allocation, and municipalities in southern Ontario receive at least 85 per cent.



| <b>2022 Minimum Levels of Support (Per Cent of 2021 OMPF Allocation)</b> |     |
|--|-----|
| Northern Ontario   | 90% |
| Southern Ontario   | 85% |

Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

## **COVID-19 Financial Relief for Municipalities**

The Province has provided significant support to Ontario's municipalities to address the critical public health and economic challenges brought on by the pandemic. This includes almost \$1 billion in financial relief for municipalities in 2021 as well as \$4 billion in joint funding with the federal government through the Safe Restart Agreement in 2020 to support municipal operating and transit pressures.

## 2022 ONTARIO MUNICIPAL PARTNERSHIP FUND

The 2022 OMPF will provide a total of \$500 million to 389 municipalities across the province through the following core grant components and Transitional Assistance.

### **I. Assessment Equalization Grant Component — \$149 million**

Provides funding to eligible municipalities with limited property assessment.

### **II. Northern Communities Grant Component — \$89 million**

Provides funding to all northern municipalities in recognition of their unique challenges.

### **III. Rural Communities Grant Component — \$154 million**

Provides funding to rural municipalities, including targeted funding for rural farming communities, in recognition of their unique challenges.

### **IV. Northern and Rural Fiscal Circumstances Grant Component — \$93 million**

Provides additional, targeted funding to northern and rural municipalities based on their fiscal circumstances.

### **V. Transitional Assistance — \$16 million**

Ensures a guaranteed level of support to municipalities based on their 2021 OMPF allocation.

*Note: Figures are rounded.*

## 2022 OMPF GRANT COMPONENTS

### I. Assessment Equalization Grant

The Assessment Equalization Grant provides funding to eligible single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.

To determine the grant amount, a total assessment differential (i.e., the total municipal assessment below the provincial median per-household threshold of \$303,000) is calculated for each municipality. Single- and lower-tier municipalities receive funding based on the total assessment differential. Funding provided through this grant increases the further a municipality's total weighted assessment per household is below the provincial median.

---

Every \$10,000 increment in a municipality's total assessment differential results in an additional \$29 in funding.

---

#### Example 1.1

Municipality A:

- Weighted assessment per household: \$200,000
- Assessment per household below the \$303,000 threshold:  $\$303,000 - \$200,000 = \$103,000$
- Number of households: 2,000
- Total assessment differential:  $\$103,000 \times 2,000 = \$206,000,000$

**Grant Amount:**  $\$206,000,000 / \$10,000 \times \$29 = \$597,400$

## II. Northern Communities Grant

The Northern Communities Grant provides funding to all northern municipalities in recognition of the unique challenges they face.

The grant is based on the number of households, and the per-household amount is \$239.

### **Example 2.1**

Municipality A (Northern):

- Number of households: 1,300

**Grant Amount:  $1,300 \times \$239 = \$310,700$**

### III. Rural Communities Grant

The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities.

The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).

Funding provided through the Rural Communities Grant is being increased to \$154 million for 2022 to further target support to rural municipalities with the highest levels of farmland (i.e., where more than 70 per cent of land area is comprised of farmland). See the next section on the following page for details.

Municipalities with an RSCM of 75 per cent or more receive \$131 per household. Municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of this funding on a sliding scale. For additional information on the RSCM, see Appendix A.

---

Every 5-percentage point increase in the RSCM between 25 per cent and 75 per cent results in an additional \$13.10 per household:

---

| Rural Communities Grant*  |      |       |       |       |       |       |       |       |        |        |        |
|---------------------------|------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|
| RSCM (%)                  | 25   | 30    | 35    | 40    | 45    | 50    | 55    | 60    | 65     | 70     | 75+    |
| Per-household amount (\$) | 0.00 | 13.10 | 26.20 | 39.30 | 52.40 | 65.50 | 78.60 | 91.70 | 104.80 | 117.90 | 131.00 |

*\*The per-household amounts above are for municipalities where 70 per cent or less of municipal land area is comprised of farmland.*

#### Example 3.1

Municipality A:

- RSCM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$131 = \$393,000**

Municipality B:

- RSCM: 55%
- Number of households: 3,000

**Grant Amount: 3,000 x \$78.60 = \$235,800**

## Rural municipalities where farmland represents more than 70 per cent of their land area.

Per-household funding provided through the Rural Communities Grant includes an enhancement for municipalities with the highest levels of farmland (i.e., where farmland represents more than 70 per cent of municipal land area), in recognition of their particular challenges.

This funding enhancement is provided based on the Farm Area Measure (FAM), which reflects the percentage of a municipality's land area comprised of farmland (See Appendix B for further information on the FAM).

In 2022, this funding is being increased to further target support to rural municipalities with the highest levels of farmland. As a result, municipalities with a FAM of more than 70 per cent will receive up to an additional \$5 per household through the Rural Communities Grant component in 2022.

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM of 75 per cent or greater, receive funding according to the table outlined below.

---

Every 2-percentage point increase in the FAM between 70 per cent and 90 per cent results in an additional \$10.50 per household:

---

| <b>Rural Communities Grant for Municipalities with a FAM of more than 70 Per Cent</b> |        |        |        |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FAM (%)   | 70     | 72     | 74     | 76     | 78     | 80     | 82     | 84     | 86     | 88     | 90+    |
| Per-household amount (\$)   | 131.00 | 141.50 | 152.00 | 162.50 | 173.00 | 183.50 | 194.00 | 204.50 | 215.00 | 225.50 | 236.00 |

### Example 3.2

Municipality A (FAM < 70%):

- RSCM: 100%
- FAM: 50%
- Number of households: 3,000

**Grant Amount: 3,000 x \$131 = \$393,000**

Municipality B (FAM > 70%):

- RSCM: 100%
- FAM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$183.50 = \$550,500**

Municipality C (FAM > 90%):

- RSCM: 100%
- FAM: 93%
- Number of households: 3,000

**Grant Amount: 3,000 x \$236 = \$708,000**

### Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM between 25 per cent and 75 per cent receive a portion of the funding according to their RSCM.

The following table provides the per-household funding for a municipality with an RSCM of 50 per cent (see Appendix C for a summary of Rural Communities Grant parameters based on the RSCM and FAM).

#### Rural Communities Grant for Municipalities with an RSCM of 50 Per Cent and a FAM of more than 70 Per Cent

| FAM (%)                   | 70    | 72    | 74    | 76    | 78    | 80    | 82    | 84     | 86     | 88     | 90+    |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|
| Per-household amount (\$) | 65.50 | 70.75 | 76.00 | 81.25 | 86.50 | 91.75 | 97.00 | 102.25 | 107.50 | 112.75 | 118.00 |

### Example 3.3

Municipality A:

- RSCM: 50%
- FAM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$91.75 = \$275,250**





## Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of the per-household funding according to their RSCM.

| Per-Household Funding at MFCI 4 |    |    |    |    |    |
|---------------------------------|----|----|----|----|----|
| RSCM (%)                        | 25 | 35 | 50 | 65 | 75 |
| Per-household amount (\$)       | 0  | 8  | 20 | 32 | 40 |

See Appendix E for more detailed information.

**Example 4.2**

Municipality A (Rural):

- MFCI: 4
- RSCM: 65%
- Number of households: 1,200

**Grant Amount: 1,200 x \$32 = \$38,400**

Additional municipality-specific details are provided in the customized *2022 Northern and Rural MFCI Workbooks*.

## V. Transitional Assistance

Transitional Assistance assists municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation.

In 2022, minimum funding guarantees have been maintained at 85 per cent for southern Ontario and 90 per cent for northern Ontario. This means that municipalities in southern Ontario will receive at least 85 per cent of their 2021 OMPF allocation and northern municipalities will receive at least 90 per cent of their 2021 OMPF allocation.

These minimum levels of support will continue to be enhanced, up to 100 per cent, for eligible northern and rural municipalities across the province with more challenging fiscal circumstances, as measured by the Northern and Rural MFCI.

| 2022 Municipal Funding Levels Based on Northern and Rural MFCI |      |      |      |      |      |      |      |      |      |     |     |
|--|------|------|------|------|------|------|------|------|------|-----|-----|
| MFCI   | 0    | 1    | 2    | 3    | 4    | 5    | 6    | 7    | 8    | 9   | 10  |
| Northern Ontario (%)   | 90.0 | 90.0 | 90.0 | 91.5 | 93.0 | 94.5 | 96.0 | 97.5 | 99.0 | 100 | 100 |
| Southern Ontario (%)   | 85.0 | 85.0 | 85.0 | 86.0 | 88.0 | 90.0 | 92.5 | 95.0 | 97.5 | 100 | 100 |

### Example 5.1

Municipality A (Northern):

- 2021 OMPF allocation: \$250,000
- 2022 minimum level of support for northern municipality: 90%
- MFCI: 8
- 2022 enhanced guaranteed level of support for MFCI 8: 99%
- 2022 guaranteed funding amount:  $\$250,000 \times 99\% = \$247,500$
- Sum of 2022 OMPF grants prior to Transitional Assistance: \$180,000

**2022 Transitional Assistance:  $\$247,500 - \$180,000 = \$67,500$**

**Example 5.2**

Municipality B (Southern Rural):

- 2021 OMPF allocation: \$350,000
- 2022 minimum level of support for southern municipality: 85%
- MFCI: 7
- 2022 enhanced guaranteed level of support for MFCI 7: 95%
- 2022 guaranteed funding amount:  $\$350,000 \times 95\% = \$332,500$
- Sum of 2022 OMPF grants prior to Transitional Assistance: \$205,000

**2022 Transitional Assistance:  $\$332,500 - \$205,000 = \$127,500$**

**Example 5.3**

Municipality C (Southern Urban):

- 2021 OMPF allocation: \$250,000
- 2022 minimum level of support for southern municipality: 85%
- MFCI: n/a
- 2022 guaranteed funding amount:  $\$250,000 \times 85\% = \$212,500$
- Sum of 2022 OMPF grants prior to Transitional Assistance: \$125,000

**2022 Transitional Assistance:  $\$212,500 - \$125,000 = \$87,500$**

## IMPLEMENTATION

OMPF allocations are announced annually in time to support the municipal budget planning process, and payments are issued in quarterly installments to municipalities. All OMPF allocations are provided to municipalities as unconditional grants.

The Ministry of Finance calculates OMPF municipal allocations based on a defined set of data elements (see Appendix F).

### Municipal Workbooks

In order to assist municipalities in better understanding the 2022 program, the Ministry of Finance has developed a customized set of municipal workbooks for each municipality. These include:

1. *2022 Ontario Municipal Partnership Fund Workbook*
2. *2022 Northern and Rural Municipal Fiscal Circumstances Index Workbook*

The workbooks provide municipality-specific details and are shared electronically with municipal treasurers and clerk-treasurers.

### 2022 Reporting Obligations

Municipalities are required to submit their 2021 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2022**.

The Ministry understands that providing details related to municipalities' OMPF allocations in a timely manner is an important part of the municipal budget planning process. In order to continue to support the timely communication of OMPF allocations, the Ministry is requesting that municipalities submit their 2022 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by **August 31, 2022**.

Failure to meet these deadlines may result in the withholding of OMPF payments until these documents have been submitted.

*Note that the timelines identified above may be subject to revision by the Ministry.*

## ADDITIONAL INFORMATION

This Technical Guide and other 2022 OMPF supporting materials are posted online at:

[www.fin.gov.on.ca/en/budget/ompf/2022](http://www.fin.gov.on.ca/en/budget/ompf/2022)

[www.fin.gov.on.ca/fr/budget/ompf/2022](http://www.fin.gov.on.ca/fr/budget/ompf/2022)

For additional information regarding 2022 OMPF allocations or for other general inquiries about the program, email your inquiry and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca)

### Municipal Services Offices at the Ministry of Municipal Affairs and Housing

Alternatively, municipalities may also contact their local Municipal Services Office of the Ministry of Municipal Affairs and Housing (MMAH) who can assist in directing their inquiry:

| Municipal Services Offices: Ministry of Municipal Affairs and Housing                         |  |
|---|--|
| <p><b>CENTRAL:</b><br/>777 Bay Street, 13th Floor<br/>Toronto ON M7A 2J3</p>                  | <p>General Inquiry: (416) 585-6226<br/>Toll Free: 1-800-668-0230<br/>Fax: (416) 585-6882<br/>Email: <a href="mailto:MSOC.Admin@ontario.ca">MSOC.Admin@ontario.ca</a></p> |
| <p><b>EASTERN:</b><br/>Rockwood House, 8 Estate Lane<br/>Kingston ON K7M 9A8</p>              | <p>General Inquiry: (613) 545-2100<br/>Toll Free: 1-800-267-9438<br/>Fax: (613) 548-6822<br/>Email: <a href="mailto:MSOshared@ontario.ca">MSOshared@ontario.ca</a></p>   |
| <p><b>NORTH (SUDBURY):</b><br/>159 Cedar Street, Suite 401<br/>Sudbury ON P3E 6A5</p>         | <p>General Inquiry: (705) 564-0120<br/>Toll Free: 1-800-461-1193<br/>Email: <a href="mailto:MSONorth@ontario.ca">MSONorth@ontario.ca</a></p>                             |
| <p><b>NORTH (THUNDER BAY):</b><br/>435 James St. S., Suite 223<br/>Thunder Bay ON P7E 6S7</p> | <p>General Inquiry: (807) 475-1651<br/>Toll Free: 1-800-465-5027<br/>Fax: (807) 475-1196<br/>Email: <a href="mailto:MSOTBTemp@ontario.ca">MSOTBTemp@ontario.ca</a></p>   |
| <p><b>WESTERN:</b><br/>659 Exeter Road, 2nd Floor<br/>London ON N6E 1L3</p>                   | <p>General Inquiry: (519) 873-4020<br/>Toll Free: 1-800-265-4736<br/>Fax: (519) 873-4018<br/>Email: <a href="mailto:MSO-SW@ontario.ca">MSO-SW@ontario.ca</a></p>         |

## APPENDICES

### Appendix A: Rural and Small Community Measure

The Rural and Small Community Measure (RSCM) represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas.

The measure is based on Statistics Canada data and is calculated as follows:

1. Statistics Canada divides municipalities into small geographic areas, typically less than a few hundred residents.
2. These areas are classified by Statistics Canada as rural areas or small communities if they meet one of the following conditions:
  - They have a population density of less than 400 per square kilometre;
  - They have a population density of greater than 400 per square kilometre but cannot be grouped with other adjacent areas (each also with a population density of greater than 400 per square kilometre), to produce a total population concentration greater than 1,000; or
  - They are not economically integrated with a population centre of greater than 10,000 (see table below).
3. The RSCM is determined by calculating the proportion of a municipality's population residing in areas that are classified as either rural or a small community.

OMPF calculations incorporate a minor adjustment to Statistics Canada's classification of "small community." This adjustment provides a transition between the small community and urban centre classification for areas with a population between 10,000 and 12,500 and is made on a sliding scale:

| Percentage of Area Population Included as a Small Community |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|
| Area population   | 10,000 | 10,500 | 11,000 | 11,500 | 12,000 | 12,500 |
| Percentage (%)  | 100    | 80     | 60     | 40     | 20     | 0      |

## Appendix B: Farm Area Measure

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farmland. The measure was introduced in the 2016 OMPF in response to feedback from some municipalities that the OMPF should recognize the variation in farmland across the province.

The FAM is calculated as follows:

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

A municipality's FAM is determined using the following components:

1. **Farm Land Area**, which is equal to acres of land for properties in the farm property tax class, as of December 31<sup>st</sup>, 2020.
  - a. The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the application process for the farm property tax class and is responsible for reviewing eligibility criteria before a property can be placed in the farm property tax class. These criteria include:
    - The property must be assessed and valued as farmland by the Municipal Property Assessment Corporation (MPAC).
    - The farming business generates at least \$7,000 in Gross Farm Income (GFI) per year.
    - The farming business has a valid Farm Business Registration number from Agricorp or a valid exemption.
    - The property is being used for a farming business by either the owner or tenant farmer or both.
  - b. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database. This database was developed in partnership between the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR), MPAC and Teranet Enterprises Inc., and provides information on the land area for each individual property or parcel of land in the province.
2. **Municipal Land Area**, which represents the number of acres of land in a municipality and reflects municipal boundaries as of January 1, 2016. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

## Appendix C: Summary of Rural Communities Grant Parameters

The following table supports the Rural Communities Grant calculation for single- and lower-tier rural municipalities with an RSCM between 25 and 75 per cent and a FAM of 70 per cent or more.

| <b>Rural Communities Grant Funding Levels Based on RSCM and FAM<br/>(\$ per household)</b> |           |           |           |           |           |           |           |           |           |           |            |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <b>RSCM (%) \ FAM (%)</b>  | <b>70</b> | <b>72</b> | <b>74</b> | <b>76</b> | <b>78</b> | <b>80</b> | <b>82</b> | <b>84</b> | <b>86</b> | <b>88</b> | <b>90+</b> |
| 25   | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       |
| 35   | 26.20     | 28.30     | 30.40     | 32.50     | 34.60     | 36.70     | 38.80     | 40.90     | 43.00     | 45.10     | 47.20      |
| 50   | 65.50     | 70.75     | 76.00     | 81.25     | 86.50     | 91.75     | 97.00     | 102.25    | 107.50    | 112.75    | 118.00     |
| 65   | 104.80    | 113.20    | 121.60    | 130.00    | 138.40    | 146.80    | 155.20    | 163.60    | 172.00    | 180.40    | 188.80     |
| 75+  | 131.00    | 141.50    | 152.00    | 162.50    | 173.00    | 183.50    | 194.00    | 204.50    | 215.00    | 225.50    | 236.00     |



## Appendix D: Northern and Rural Municipal Fiscal Circumstances Index

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is determined based on six indicators. These indicators are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances.

The indicators include:

### Primary Indicators

- Weighted Assessment Per Household
- Median Household Income

### Secondary Indicators

- Average Annual Change in Assessment (New Construction)
- Employment Rate
- Ratio of Working Age to Dependent Population
- Per Cent of Population Above Low-Income Threshold

A municipality's Northern and Rural MFCI is determined through three steps, as listed below and as described in more detail on the following pages.

1. **Indicator Score** — Each primary and secondary indicator is scored based on its relationship to the median for northern and rural municipalities.
2. **Average Indicator Score** — An average indicator score is calculated based on the average of both the primary and secondary indicators.
3. **Northern and Rural MFCI** — This index reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province and is based on the relative results of each municipality's average indicator score. The Northern and Rural MFCI is measured on a scale from 0 to 10.

A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. As a result, an MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

Additional municipality-specific details are provided in the *2022 Northern and Rural MFCI Workbook*.

## 1. Indicator Score

The indicator score has a range from -100 per cent to 100 per cent and reflects how the value of a municipality's indicator compares to the median for northern and rural municipalities.

### Indicator Value Above Median

An indicator value that is above the median will have a positive score, which is reflective of relatively positive fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator value between the median and highest value for northern and rural municipalities.

### Indicator Value Below Median

An indicator value that is below the median will have a negative score, which is reflective of more challenging fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator data between the median and lowest value for northern and rural municipalities.

For example, an indicator score of 25 per cent indicates that a data value is one quarter of the distance between the median and highest value, while an indicator score of -25 per cent indicates that a data value is one quarter of the distance between the median and lowest value. An indicator score of 0 per cent reflects the median for northern and rural municipalities.

The following table outlines the median, highest and lowest values for each MFCI indicator. Illustrative examples of indicator score calculations are provided on the following page.

| <b>MFCI Indicator Parameters</b>                       |               |               |                |
|--|---------------|---------------|----------------|
| <b>Primary Indicators</b>                              | <b>Lowest</b> | <b>Median</b> | <b>Highest</b> |
| Weighted Assessment per Household                      | \$46,000      | \$289,000     | \$811,000      |
| Median Household Income                                | \$40,000      | \$69,000      | \$119,000      |
| <b>Secondary Indicators</b>                            | <b>Lowest</b> | <b>Median</b> | <b>Highest</b> |
| Average Annual Change in Assessment (New Construction) | -2.0%         | 1.1%          | 4.3%           |
| Employment Rate  | 30.0%         | 56.0%         | 75.0%          |
| Ratio of Working Age to Dependent Population           | 107.0%        | 170.0%        | 300.0%         |
| Per Cent of Population Above Low-Income Threshold      | 66.0%         | 86.0%         | 96.0%          |

**Example 1.1**

Indicator: Median Household Income

| Lowest Value | Median Value | Highest Value |
|--------------|--------------|---------------|
| \$40,000     | \$69,000     | \$119,000     |

Example Municipality: Indicator Data Value = \$54,500

**A. Difference between Indicator Value and Median:  $\$54,500 - \$69,000 = -\$14,500$**

Since the indicator value is below the median for northern and rural municipalities, the difference between the median and the lowest value for northern and rural municipalities is calculated.

**B. Difference between Median and Lowest Value:  $\$69,000 - \$40,000 = \$29,000$**

**C. Indicator Score =  $A / B: -\$14,500 / \$29,000 = -50\%$**

**Example 1.2**

Indicator: Ratio of Working Age to Dependent Population

| Lowest Value | Median Value | Highest Value |
|--------------|--------------|---------------|
| 107%         | 170%         | 300%          |

Example Municipality: Indicator Data Value = 235%

**A. Difference between Indicator Value and Median:  $235\% - 170\% = 65\%$**

Since the indicator value is above the median for northern and rural municipalities, the difference between the median and the highest value for northern and rural municipalities is calculated.

**B. Difference between Median and Highest Value:  $300\% - 170\% = 130\%$**

**C. Indicator Score =  $A / B: 65\% / 130\% = 50\%$**

## 2. Average Indicator Score

The average indicator score summarizes a municipality's overall results on all six indicators.

A municipality's average indicator score is based on both the primary and secondary indicator average, as shown below.

### Calculating Average Indicator Score

**Average Indicator Score = (Primary Indicator Average + Secondary Indicator Average) / 2**

**Primary Indicator Average: (A + B) / 2**

A. Weighted Assessment Per Household indicator score

B. Median Household Income indicator score

**Secondary Indicator Average: (C + D + E + F) / 4**

C. Average Annual Change in Assessment (New Construction) indicator score

D. Employment Rate indicator score

E. Ratio of Working Age to Dependent Population indicator score

F. Per Cent of Population Above Low-Income Threshold indicator score

*Note: A positive average indicator score reflects relatively positive fiscal circumstances, while a negative average indicator score reflects more challenging fiscal circumstances.*

### Example 2.1

#### Average Indicator Score

A. Weighted Assessment per Household indicator score: 8%

B. Median Household Income indicator score: -50%

**Primary Indicator Average: (8% + (-50%)) / 2 = -21%**

C. Average Annual Change in Assessment (New Construction) indicator score: -91%

D. Employment Rate indicator score: 1%

E. Ratio of Working Age to Dependent Population indicator score: 50%

F. Per Cent of Population Above Low-Income Threshold indicator score: -88%

**Secondary Indicator Average: (-91% + 1% + 50% + (-88%)) / 4 = -32%**

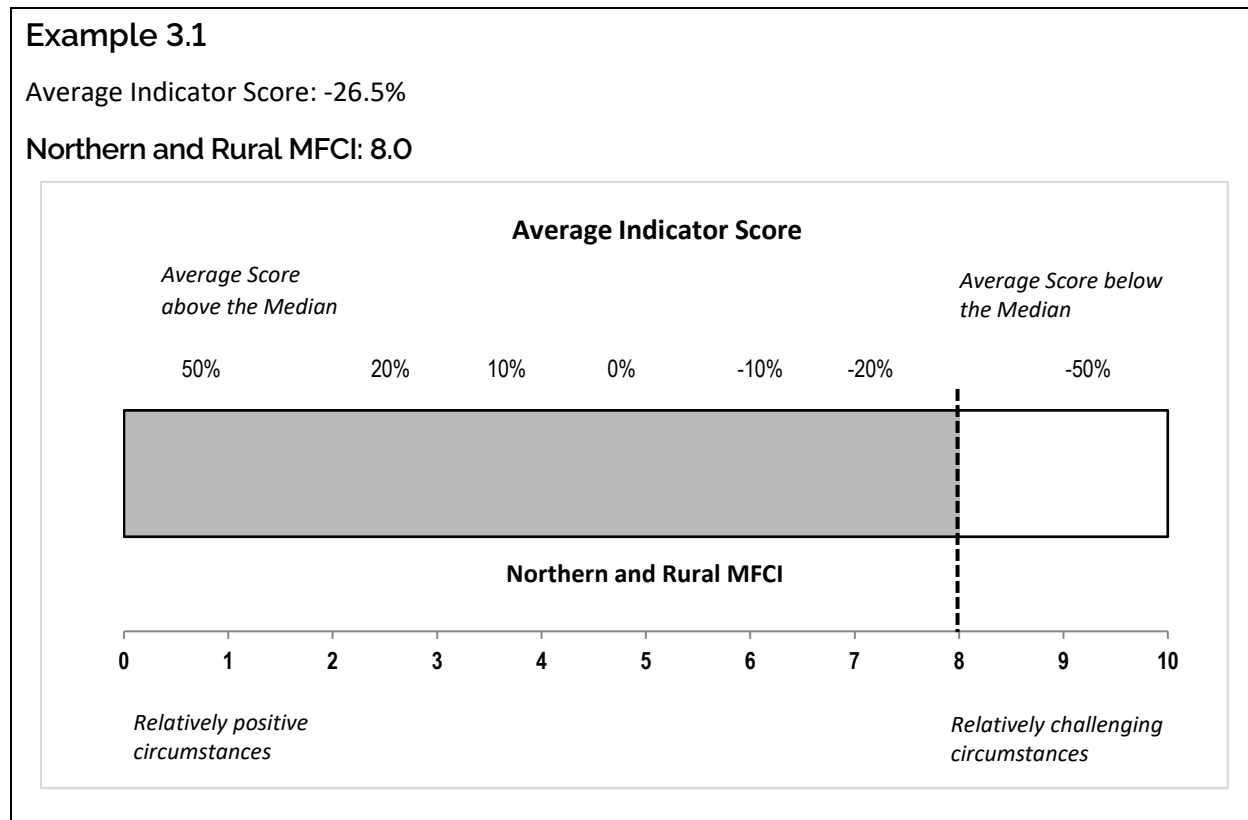
**Average Indicator Score: (-21% + (-32%)) / 2 = -26.5%**

### 3. Determination of Northern and Rural MFCI

The Northern and Rural MFCI reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is measured on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, while a higher MFCI corresponds to more challenging fiscal circumstances. A Northern and Rural MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

A municipality's MFCI is determined based on the value of the average indicator score. The example below presents how average indicator scores are used to determine a municipality's MFCI.





## Appendix F: Data Sources

| OMPF Data Elements and Sources                         |   |  |
|--|---|--|
| Data   | Year  | Source(s)  |
| Weighted Assessment                                    | Final 2020 Market Change Profile (MCP) and 2022 starting tax ratios | Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws |
| PIL Weighted Assessment                                | 2019 or 2020  | Municipal FIR  |
| Number of Households                                   | 2021  | MPAC Returned Roll   |
| Median Household Income                                | 2016  | Statistics Canada  |
| Rural and Small Community Measure                      | 2016  | Statistics Canada  |
| Per Cent of Population Above Low-Income Threshold      | 2016  | Statistics Canada  |
| Ratio of Working Age to Dependent Population           | 2016  | Statistics Canada  |
| Employment Rate  | 2016  | Statistics Canada  |
| Average Annual Change in Assessment (New Construction) | 2016–2021   | Online Property Tax Analysis System (OPTA)                                     |
| Municipal Land Area                                    | 2016  | Statistics Canada  |
| Farm Land Area   | 2020  | MPAC and Ontario Parcel  |

*Note: For municipality-specific details, refer to customized 2022 workbooks developed by the Ministry of Finance.*

## Appendix G: Definitions

|  |   |
|--|---|
| Average Annual Change in Assessment (New Construction) | Measures the five-year (2016–2021) average annual change in a municipality’s assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.  |
| Average Indicator Score                                | Summarizes a municipality’s overall results on all six indicators, based on both the primary and secondary indicator average.   |
| Employment Rate  | Statistics Canada’s measure of number of employed persons, divided by persons aged 15 and over.   |
| Farm Area Measure (FAM)                                | Represents the percentage of a municipality’s land area comprised of farmland.  |
| Farm Land Area   | Equal to the acres of land for properties in the farm property tax class, as of December 31 <sup>st</sup> , 2020. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database.   |
| Households   | Measure of households based on the 2021 returned roll from the Municipal Property Assessment Corporation (MPAC). Includes the following classes:<br>(1) Residential Unit (RU) – Permanent households;<br>(2) Residential Dwelling Unit (RDU) – Seasonal households such as cottages; and<br>(3) Farm Residential Unit (FRU) – Farmlands on which a farm residence exists. |
| Indicator Score  | Reflects the position of a municipality’s indicator data value relative to other municipalities and has a range from -100 per cent to 100 per cent. A positive indicator score is reflective of relatively positive fiscal circumstances, while a negative score is reflective of more challenging fiscal circumstances.  |
| Median Household Income                                | Statistics Canada’s measure of median income for all private households in 2015.  |
| Municipal Land Area                                    | Equal to the acres of land in a municipality and reflects municipal boundaries, as of January 1 <sup>st</sup> , 2016. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.   |



|  |  |
|--|--|
| Minimum Funding Guarantee                                      | The 2022 minimum guaranteed level of support based on 2021 OMPF allocations. In 2022, minimum funding guarantees for municipalities in southern Ontario will be at least 85 per cent of their 2021 OMPF allocation. Northern municipalities will receive at least 90 per cent of their 2021 OMPF allocation. These minimum levels of support will be enhanced, up to 100 per cent, for northern and rural municipalities in the province with more challenging fiscal circumstances. |
| Northern and Rural Municipal Fiscal Circumstances Index (MFCI) | The Northern and Rural MFCI measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to relatively more challenging fiscal circumstances. An MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.                                  |
| Per Cent of Population Above Low-Income Threshold              | Reflects the Statistics Canada measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households. The measure is based on after-tax income, and the low-income threshold is based on half the median adjusted household income in 2015.  |
| Primary Indicators   | The Northern and Rural MFCI is determined based on six indicators which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The primary indicators are weighted assessment per household and median household income.   |
| Property Tax Revenue   | Represents the municipal property tax revenue as reported in municipal Financial Information Return (Schedule 10, Line 0299).  |
| Ratio of Working Age to Dependent Population                   | Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).  |
| Rural and Small Community Measure (RSCM)                       | RSCM represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas. The measure is based on Statistics Canada data from the 2016 Census.   |

|                                   |   |
|-----------------------------------|---|
| Secondary Indicators              | The Northern and Rural MFCI is determined based on six indicators, which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The secondary indicators are average annual change in assessment (new construction), employment rate, ratio of working age to dependent population, and per cent of population above low-income threshold.  |
| Weighted Assessment Per Household | Measures the size of the municipality's tax base. Refers to the total assessment of a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. Subject to eligibility provisions (such as being a small, northern or rural municipality and/or a current recipient).  |
| Workbooks                         | The OMPF workbooks provide customized detailed data and grant calculations to assist municipalities in understanding their allocations. The workbooks include: the <i>Ontario Municipal Partnership Fund Workbook</i> and, where applicable, the <i>Northern and Rural Municipal Fiscal Circumstances Index Workbook</i> . These customized workbooks are provided to municipal treasurers and clerk-treasurers following the announcement of annual funding allocations. |





**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2021-039 being a report on the MTO Connecting Link Program Application – Intake 7

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report OPS 2021-039 being a report on the MTO Connecting Link Program Application – Intake 7 be received;

**AND FURTHER THAT** Council support and direct staff to submit an application to the MTO's Connecting Link Program for the resurfacing of Highway 6 (Smith Street), from Conestoga to Wells Street, in Arthur;

**AND FURTHER THAT** Council agree to fund the Township's portion of the project cost, as recommended by Township staff, as well as support the project schedule detailed within the application.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2019-003 being a report on the 2019 MTO Connecting Link Program Application

Report OPS 2019-021 being a report on the 2019-2020 MTO Connecting Link Program Application

### BACKGROUND

Triton Engineering Services Limited (TESL) is now completing the application form and supporting documentation for submission as per the Ministry's guidelines. A resolution of Council explicitly authorizing their submission is a requirement of the ministry guidelines. Applications are due by no later than November 19, 2019. If successful, eligible roads related project costs (roads, curb and storm sewer) would be funded up to 90% by the province.

The scope of the project is detailed within the TESL memo attached as Schedule A.

If the Township's connecting link application is approved, the intent is this project would be constructed in 2023.

### FINANCIAL CONSIDERATIONS

Refer to Schedule A

**ATTACHMENTS**

Schedule A – Triton Engineering Services Limited Cost Estimate

**STRATEGIC PLAN 2019 – 2022**

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

**Prepared By:** Matthew Aston, Director of Operations

**Recommended By:** Michael Givens, Chief Administrative Officer *Michael Givens*



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**

Consulting Engineers

**Memorandum**

DATE: October 27, 2021

TO: Matthew Aston, CET, Director  
of Operations, Township of  
Wellington North

FROM: Paul Ziegler and Matt Kerr

RE: Project Proposal for Smith  
Street (Highway 6) Connecting  
Link Reconstruction 2022-  
2023

FILE: M5989

**SMITH STREET CONNECTING LINK PROJECT PROPOSAL**

**INTRODUCTION**

Smith Street and George Street (Highway 6) are the municipal streets that are the Connecting Link that runs in a “northerly” direction through the community of Arthur, in the Township of Wellington North, in the County of Wellington. The south limit of the Connecting Link is at the north side of the Conestoga River Bridge. The north limit of the Connecting Link is at Wells Street.

Smith Street from Preston to Wells Street has a 21 year old asphalt structure and from Conestoga to Preston Street asphalt structure is 25+ years.

**PROJECT SCOPE**

The project scope of approximately 900m of Smith Street (Highway 6) from Conestoga Street to Wells Street (north Limit) will include:

- Full depth asphalt removal and replacement (Total Depth = 140mm).
- Gravel road base surface restoration prior to paving.
- Remove and replace sections of curb that are in poor condition.
- Remove and replace full depth asphalt boulevard/driveways behind the section of new curb.
- Remove, rebuild and adjust sanitary & storm sewer frame and cover/grates.
- Remove, rebuild and adjust water valve boxes to surface asphalt.
- Repair and restoration areas of deficient subgrade.
- Line painting.
- Installation of accessible sidewalk ramps

**Project Estimate**

The total probable cost of the project will be \$900,000.00 (Excluding H.S.T.). Provincial funding amount to be requested will be \$810,000.00(Excluding H.S.T.). The Townships probable portion will be \$90,000.00(Excluding H.S.T.). A cost breakdown is included in Table 1.

| <b>TABLE 1 – CONNECTIN LINK PROJECT FINANCIAL INFORMATION<br/>PROPOSED SMITH STREET (HIGHWAY 6) CONNECTING LINK RECONSTRUCTION<br/>ARTHUR, TOWNSHIP OF WELLINGTON NORTH</b> |                    |                     |                     |
|---|--------------------|---------------------|---------------------|
| <b>PHASE</b>  | <b>2022 FEES</b>   | <b>2023 FEES</b>    | <b>TOTAL</b>        |
| Engineering Design  | \$64,000.00        |                     | \$64,000.00         |
| Project Management/<br>Contract Administration  |                    | \$96,000.00         | \$96,000.00         |
| Construction  |                    | \$675,000.00        | \$675,000.00        |
| Miscellaneous   |                    | \$65,000.00         | \$65,000.00         |
| <b>Total</b>  | <b>\$64,000.00</b> | <b>\$836,000.00</b> | <b>\$900,000.00</b> |
| <b>Amount of Provincial<br/>Funding To Be Requested<br/>(90% Excluding H.S.T.)</b>  | <b>\$57,600.00</b> | <b>\$752,400.00</b> | <b>\$810,000.00</b> |
| <b>Amount of Townships<br/>Funding To Be Requested<br/>(Excluding H.S.T.)</b>   | <b>\$6,400.00</b>  | <b>\$83,600.00</b>  | <b>\$90,000.00</b>  |



## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021

**From:** Dale Clark, Manager of Transportation Services

**Subject:** Report OPS 2021-040 being a report on the Township's Winter Maintenance Program

### RECOMMENDATION

**THAT** the Council of the Township of Wellington North receive report OPS 2021-040 being a report on the Township's Winter Maintenance Program be received; and

**AND FURTHER THAT** Council approve the draft Winter Road Maintenance Information dated November 8, 2021;

**AND FURTHER THAT** Council direct staff to publish the updated Winter Road Maintenance Information document on the Township website.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report PW 2016-057 being a report on the Township's Winter Road Maintenance Program.

### BACKGROUND

Township staff have updated the contact information included in the Winter Maintenance Manual for the 2021/2022 season.

A copy of the proposed Winter Road Maintenance Manual is attached.

### FINANCIAL CONSIDERATIONS

NA

### ATTACHMENTS

Schedule A – Proposed Winter Road Maintenance Manual

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?



Yes No N/A

Which priority does this report support?

 Modernization and Efficiency Partnerships Municipal Infrastructure Alignment and Integration

**Prepared By:** Dale Clark, Manager of Transportations Service

*Dale Clark*

**Recommended By:** Matthew Aston, Director of Operations

*Matt Aston*



**WELLINGTON NORTH**  
SEMPER PORRO

# **Winter Road Maintenance Information**

Revised November 8, 2021

## WINTER CONTROL FOR ROADS WITHIN THE TOWNSHIP OF WELLINGTON NORTH

The Township of Wellington North is responsible for the maintenance of 331kms of roads. We annually use approximately 5,600 tonnes of sand (including approx. 700 tonnes of recycled sand) and 500 tonnes of salt.

The Township is committed to providing safe roads for the traveling public during the winter season. The Township tries to utilize methods that are efficient, economical and environmentally friendly to achieve this goal.

This document outlines the Township's methods and procedures used for road maintenance during the winter months.

### CONTACT LIST

- |    |                                    |  |                    |
|----|------------------------------------|--|--------------------|
| 1. | Township Office<br>Kenilworth      | Manager, Transportation Services<br>Dale Clark<br><a href="mailto:dclark@wellington-north.com">dclark@wellington-north.com</a> | 519-848-3620 x4251 |
| 2. | Works Yard<br>Arthur, Mount Forest | Supervisor, Roads<br>Andy Morrison<br><a href="mailto:amorrison@wellington-north.com">amorrison@wellington-north.com</a>       | 519-848-3620 x4530 |
| 3. | Works Yard<br>Kenilworth, Damascus | Supervisor, Roads<br>David Hill<br><a href="mailto:dhill@wellington-north.com">dhill@wellington-north.com</a>                  | 519-848-3620 x4527 |

### OTHER CONTACTS

- |   |   |                              |
|---|---|------------------------------|
| Hwy 6 & 89<br>King's Highway &<br>Connecting Link               | Owen Sound Highway Maintenance Ltd.<br>24/7 Phone Number  | 888-222-2640                 |
| Wellington County   | Joe de Koning, P.Eng.<br>Manager of Roads<br><a href="mailto:joedk@wellington.ca">joedk@wellington.ca</a> | 519-837-2601 x 2270          |
|   | Doug Shaw<br>Area Supervisor  | 519-848-2124                 |
| <b>Road Closure Contacts:</b>                                   | Guelph Wellington Paramedic Services<br>Local OPP Office  | 519-824-1677<br>519-323-3130 |
| Fire Stations:  | Arthur<br>Mount Forest  | 519-848-3500<br>519-323-1441 |
| Wellington Dufferin<br>Student Transportation<br>Admin Services | Office Administrator<br><a href="mailto:officeadmin@stwdsts.ca">officeadmin@stwdsts.ca</a>                | 888-292-2224                 |

### BOUNDARY CONTACTS

- |           |   |                                      |
|-----------|---|--------------------------------------|
| Southgate | Public Works Manager<br>Jim Ellis<br><a href="mailto:jellis@southgate.ca">jellis@southgate.ca</a> | 519-923-2110 ext 224<br>888-560-6607 |
|-----------|---|--------------------------------------|

|                          |  |   |
|--------------------------|--|---|
| West Grey                | Vance Czerwinski<br>Director of Infrastructure<br>& Public Works<br><a href="mailto:info@westgrey.com">info@westgrey.com</a> | 800-538-9647  |
| Minto                    | Roads Foreman<br>Mike McIsaac<br><a href="mailto:mike@town.minto.on.ca">mike@town.minto.on.ca</a>                            | 519-338-2511 x234   |
| East Luther Grand Valley | Public Works Superintendent<br>Henry Rooyakkers<br><a href="mailto:mail@townofgrandvalley.ca">mail@townofgrandvalley.ca</a>  | 519-928-5652<br>519-928-3140(Shed)  |
| Centre Wellington        | Roads Department<br>After hour's emergency:  | 519-846-9691 x379<br>519-846-9691   |
| Mapleton                 | Manager of Public Works<br>Jim Grose<br><a href="mailto:jgrose@mapleton.ca">jgrose@mapleton.ca</a>                           | 519-638-3313 x043   |
| Salt Supplies            | Compass Minerals   | <a href="https://www.compassminerals.com/">https://www.compassminerals.com/</a> |
| Sand Supplies            | Murray Group   | 519-323-4411  |

**NOTE:**

Within the Township, Highway #6 and #89 are maintained by the Ministry of Transportation of Ontario's winter maintenance contractor with patrolling/maintenance being provided out of the MTO Yard. The Wellington County Roads within the Township are patrolled and maintained from the Arthur County Yard. The Township of Wellington North provides winter maintenance for Wellington County on County Road #15 in West Luther and County Road #6 (Sligo Road) in Mount Forest.

**EQUIPMENT AND MATERIAL**

Three of the four Township Work Yards have a sand/salt storage building on site. All three yards use the same mixture of winter sand/salt materials. The Village of Arthur obtains its winter sand from the West Luther Yard.

All storage buildings have sufficient capacity so that we do not need to refill them with sand/salt during the winter season. We fill our sand sheds with our winter sand/salt mix during the summer so the sand is dry when being mixed. This also allows for more efficient clean-up, after the mixing and stacking process.

The winter sand/salt used on rural Township roads is mixed with 7% salt. Winter sand/salt used on urban Township roads is mixed with 10% salt. Pure salt is never applied to roads maintained by Township equipment.

Material is applied to the rural Township roads at a rate of 150kg/km to 750kg/km depending on weather conditions. It takes approximately 8 tonnes of sand/salt to cover the Village of Arthur and approximately 14 tonnes to cover the Town of Mount Forest for each winter event.

The tandem plow trucks when loaded with sand/salt carry enough material to complete each individual route. In Arthur Village the single axle sander/plow truck carries enough material to cover the roads within the Village. In Mount Forest it takes two single axle sander/plow truck loads to cover the roads within the Town.

All sander/plow trucks are equipped with automated spreader controls to ensure uniform sand/salt application rates. The automated spreader controls are calibrated every fall prior to the winter season.

**YARD LOCATIONS**

| <b>Location</b>  | <b>Yard Phone Numbers</b> | <b>Yard Supervisor</b> |
|--|---------------------------|------------------------|
| Arthur Township Yard<br>7490 Sideroad 7W, Kenilworth       | 519-848-3620 x4527        | David Hill             |
| Arthur Village Yard<br>488 Eliza Street, Arthur            | 519-848-3620 x4530        | Andy Morrison          |
| Mount Forest Yard<br>381 Main Street North, Mount Forest   | 519-848-3620 x4524        | Andy Morrison          |
| West Luther Yard<br>8987 Wellington County Rd 16, Damascus | 519-848-3620 x4527        | David Hill             |

### **EQUIPMENT LIST**

#### **Arthur Township Yard**

3 tandem sander/plow trucks  
2 graders  
1 loader

#### **Mount Forest Yard**

2 single axle sander/plow truck  
1 backhoe  
1 tractor and blower  
2 sidewalk maintainers

#### **Arthur Village Yard**

1 single axle sander/plow truck  
1 backhoe  
1 tractor and blower  
2 sidewalk maintainer

#### **West Luther Yard**

3 tandem sander/plow trucks  
2 graders  
1 loader

### **SNOW PLOW ROUTES**

The Township's rural roads are split into six plow routes. Three routes are run out of the Arthur Township Yard and three routes are run out of the West Luther Yard. The rural plow routes and related information are attached to Schedule "A".

**Note:** Although included in a rural plow route, snow removal in the Village of Conn is done by a contractor using a tractor and blower. The Township truck is then used to complete the street sanding.

In the Village of Arthur, the plow truck starts on the roads north-east of Smith/George Street and progresses towards roads south-west of Smith/George Street.

Mount Forest is split into five sections and are listed in the order of plowing:

- 1) North of Hwy#89 and west of Hwy#6
- 2) North of Hwy #89 and east of Hwy #6
- 3) South of Hwy #89 and east of Hwy #6
- 4) South of Hwy #89 and west of Hwy #6 and
- 5) Fringe roads including roads East of Egremont Street, Sligo Road including roads north of Sligo Road and roads south of the Saugeen River.

### **SIDEWALK MAINTENANCE**

The Township Work Yards in the Village of Arthur and the Town of Mount Forest are responsible for the winter maintenance of the sidewalks in their respective areas. Arthur has approximately 13kms of sidewalk and Mount Forest has approximately 20kms of sidewalk. Only the sidewalks within these two urban areas are maintained by the Township during the winter months.

Winter maintenance is accomplished by the use of one sidewalk maintainer in Arthur and two sidewalk maintainers in Mount Forest. Operations include sweeping, plowing with a two-way blade, blowing and the application of abrasive materials when required.

Pure salt is spread on the sidewalks in the downtown cores, in areas surrounding institutional properties (schools, hospital) and other high-volume pedestrian traffic areas as determined by Township staff. The other sidewalks do not receive sand or salt unless extreme conditions occur (ice/sleet storm).

Snow is removed on a regular basis from the sidewalks and curb lines in the downtown cores of Arthur and Mount Forest. The Roads Supervisor decides when the snow removal will be done based on factors as public safety, snow accumulation and weather forecasts. The work is generally done between the hours of 2am and 6am using a large tractor/blower to load trucks. Each urban area has a snow dump site and the snow is hauled to the respective sites. Each Spring, once the snow pile melts the litter and debris is collected from these sites and then disposed of in the appropriate manner.

In certain circumstances when sidewalks are located on both sides of a street, outside of the downtown cores, the Township may choose to maintain the sidewalk on only one side of the street. This decision is based on location, safety issues for pedestrians/vehicles and snow accumulations in that area.

Occasionally, snow may be removed from the boulevards, along secondary streets when the accumulation of snow creates safety concerns, visibility issues and/or interferes with the normal snow plowing of the road or sidewalk.

## **BOUNDARY ROADS**

The Township has written Boundary Road Agreements with the Townships of Centre Wellington, East Luther Grand Valley, Mapleton and Southgate.

### **Township of Centre Wellington**

The Township of Centre Wellington maintains Sideroad #25 from County Road #16 East to the E/W Garafraxa Townline. Wellington North maintains Sideroad #25 from County Road #16 West to Jones Baseline.

### **Township of Mapleton**

The Township of Mapleton maintains Sideroad #6 from County Road #109 South to the Eighteenth Line, the Eighteenth Line from Sideroad #6 East to Sideroad #12 and Sideroad #12 from the Eighteenth Line North to Highway #6. Wellington North in turn maintains Sideroad # 9 from Highway #6 East to Jones Baseline, Jones Baseline from Sideroad #9 South to Sideroad #25.

### **Township of East Luther (Dufferin County)**

The Township's of East Luther, Grand Valley and Wellington North alternate years when it comes to performing the maintenance on the two blocks of the East/West Luther Townline that are open year round from Line #4 South to County Road #109, Line 12 north to Highway # 89.

### **Township of Southgate (Grey County)**

The Township of Southgate maintains Southgate #41 from Southgate Road #04 South to the intersection of Wellington Street East. Wellington North maintains London Road from the intersection of Owen Road South to past Albert Street to the dead end.

## **EXTERNAL AGREEMENTS FOR ROAD MAINTENANCE**

### **County of Wellington**

Wellington County annually contracts with Wellington North to perform winter maintenance on County Road #15 from County Road #16 East to the East/West Luther Townline.

Wellington County annually contracts with Wellington North to perform winter maintenance on County Road #6 (Sligo Road) in Mount Forest. Since this is a boundary road with West Grey and Southgate, Wellington North has agreements with them to provide the required winter maintenance. Wellington North maintains Sligo Road from

Highway #89 going East to the intersection of London Road and Southgate maintains Sligo Road from the intersection of London Road going east to the intersection of Southgate Road #04.

### **County of Grey**

Wellington North annually contracts with the County of Grey to maintain Wellington North's half of the boundary road known as Grey Road #109 for a distance of approximately 1.0 kms East of Highway #6.

### **Ministry of Transportation (MTO)**

Wellington North signs annual agreements with the Ministry of Transportation's contractor for them to supply winter maintenance (plowing and sanding) for the highways within the limits of the Connecting Links for the Village of Arthur and the Town of Mount Forest. These agreements run from November 1st to April 1st the following year. In Arthur the agreement covers 1.9 kms of Highway #6 within the Village boundaries and in Mount Forest the agreement covers a total of 5.8 kms for Highway #6 and Highway #89 within the Town boundaries.

### **HIGHWAY AND COUNTY ROAD CLOSURES**

The MTO supplies "Road Closed Signs" to the contractor for the MTO to be used on their respective roads for emergency road closures. Highway closures only occur as a result of notification from the MTO or OPP.

### **OPERATOR RESPONSIBILITIES**

The Township of Wellington North has twelve full time staff and seven temporary contract employees working for the Township during the winter season. Annually, prior to the start of the winter season, the Director of Operations or designate arranges for training related to winter operations and requires all staff involved in winter operations to participate in this training.

The Roads Supervisor, Roads Lead-Hand or designate are on-call seven days a week, or a rotational basis, during the winter season to provide patrolling and to respond to emergency situations on the Township's roads.

Daily patrols for the winter season normally begin November 15th and end by April 15th the following year.

The patrol person is required to keep records of their patrolling activities. All equipment operators are required to keep daily logs which include information on which roads were maintained, the times at which the work was completed, the type of work performed, kilometers driven/truck or hours/grader. The quantity of sand/salt placed on the roads is also recorded.

Equipment operators must operate the Township's equipment in a safe and appropriate manner at all times.

Loader operators are responsible to not overload trucks, to reduce spillage of sand while loading and to clean up the loading area each time trucks are loaded.

Truck drivers are responsible for vehicle inspections and general vehicle maintenance.

### **It is every Roads Department employee's responsibility:**

- a) to ensure that the Township roads are maintained in accordance to the "Minimum Maintenance Standards" for Municipal Highways" and to inform their supervisor of any safety concerns that need to be addressed.
- b) to ensure that the guidelines in the Township's "Salt Management Plan" are followed.
- c) to comply with the Township's Occupational Health and Safety Policy; and
- d) to follow the Employment Standards Act and the Hours of Work for drivers set out in the Highway Traffic Act.

### **GENERAL**

Each Spring the sand swept off of the urban streets is re-screened and re-mixed with salt to be re-used as winter sand for the following winter season.

All trucks and graders have two-way radios for internal communication and as well the radios are programmed to be able to communicate with Wellington County and the Townships within the County bordering on Wellington North. This allows for better co-ordination of boundary road maintenance during severe weather conditions.

The Roads Supervisors meet each Fall with the Upper Grand District School Board to discuss bussing issues and communication methods to be used when storm conditions occur that affect school bussing on Township roads.

The Manager, Transportation Services, and Roads Supervisors have had training, are familiar with and participate in the Township's Emergency Plan to ensure an effective response should an emergency take place.

In December 2002, the Council of the Township of Wellington North adopted by resolution the "Minimum Maintenance Standards for Municipal Highways" in accordance with their traffic volumes, the Township roads can be identified as either Class 4, 5 or 6 roads. The appropriate guidelines for each class are followed when responding to the various maintenance activities including winter maintenance, as set out below

A current version of Ontario's Minimum Maintenance Standards (MMS) for Municipal Highways can be referenced at:

<https://www.ontario.ca/laws/regulation/020239> .

Recommended treatment for various conditions is outlined within the MMS and can be used in most cases. However, wind and unusual temperature fluctuations may necessitate departure from the recommended procedures.

Township does not provide twenty-four hour service.

Plowing of routes normally starts at 4:30 am.

Township maintains Class "4" roads first but may include Class "5" and "6" gravel roads in Class "4" plow routes.

Township does not use pure salt applications at any time.



## Schedule A

### “PLOW ROUTES FOR RURAL ROADS”

The following information is representation of what occurs when an average storm event occurs. Route plowing times and material usage may all vary depending on the temperature/wind conditions that occur during any storm event.

When required, plowing generally commences by 4:30 am from each rural yard.

#### Kenilworth Work Yard

Roads maintained out of the Kenilworth Work Yard are within the former Arthur Township boundaries. Winter maintenance is performed on these roads by using three plow routes which are identified on the attached map as Routes A, B & C.

|                | <u>Route Length</u> | <u>Plowing Time</u> | <u>Material Used</u> |
|----------------|---------------------|---------------------|----------------------|
| Route “A” Info | 64 kms              | 4 hours             | 7 tonnes             |
| Route “B” Info | 61 kms              | 4 hours             | 7 tonnes             |
| Route “C” Info | 60 kms              | 4 hours             | 4 tonnes             |

#### West Luther Work Yard

Roads maintained out of the West Luther Work Yard are within the former West Luther Township boundaries but also include a number of roads located South of Wellington County Road #109 in the former Township of West Garafraxa. Winter maintenance is performed on these roads by using three plow routes identified on the attached map as Routes 1, 2 & 3.

|                | <u>Route Length</u> | <u>Plowing Time</u> | <u>Material Used</u> |
|----------------|---------------------|---------------------|----------------------|
| Route “1” Info | 55 kms              | 3.5 hours           | 7 tonnes             |
| Route “2” Info | 55 kms              | 3.5 hours           | 7 tonnes             |
| Route “3” Info | 45 kms              | 3.5 hours           | 4 tonnes             |

#### **Note:**

- Village of Arthur and Town of Mount Forest maps are attached for information. Please refer to “Snow Plow Routes” Tables.
- When required, plowing will commence at 4:30 am in the Village of Arthur and takes approximately 5 hours to complete. Plowing in the Town of Mount Forest commences at 4:30 am and takes approximately 6 hours to complete.

# Arthur

Township of Wellington North

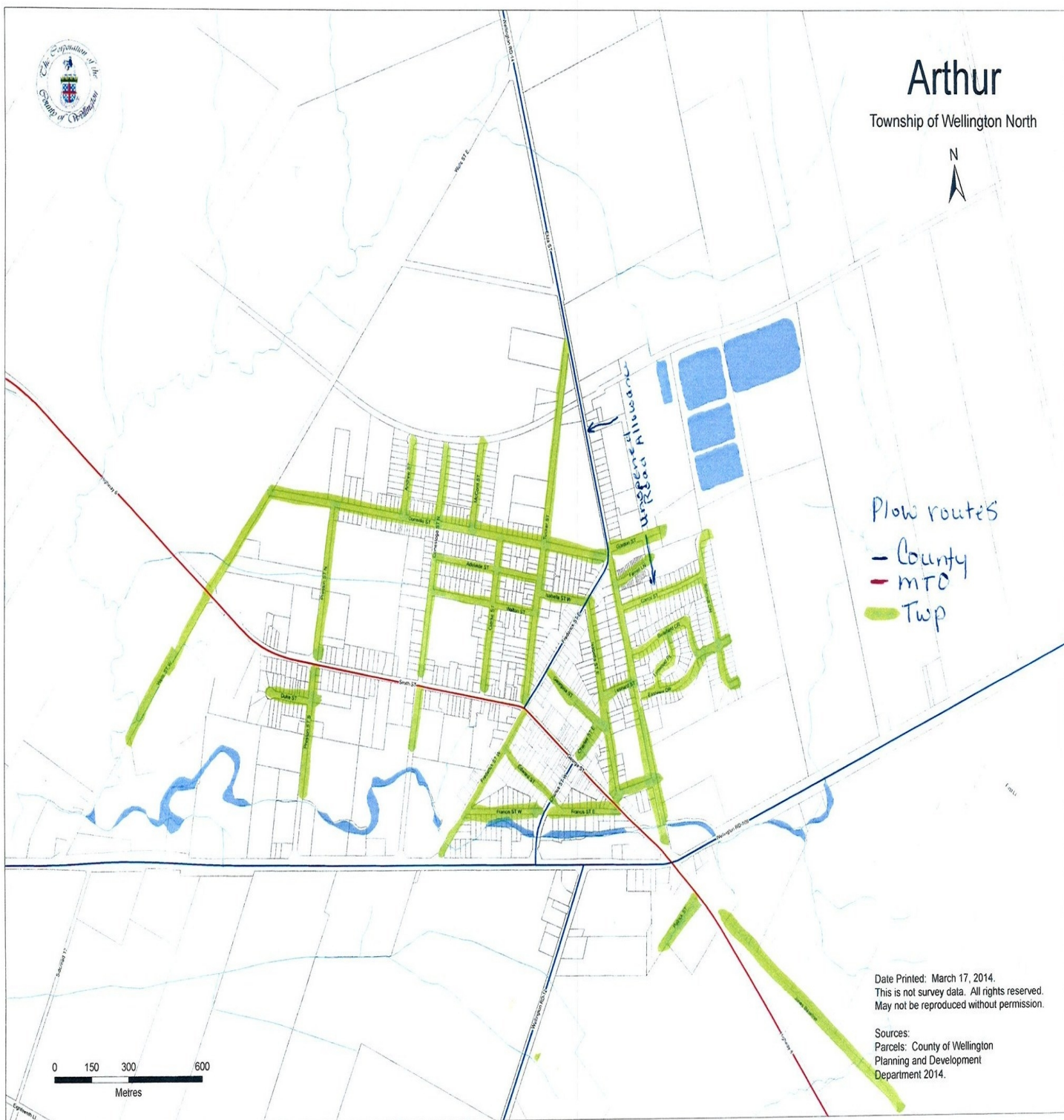
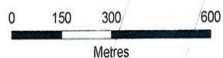


Plow routes

- County
- MTC
- Twp

Date Printed: March 17, 2014.  
 This is not survey data. All rights reserved.  
 May not be reproduced without permission.

Sources:  
 Parcels: County of Wellington  
 Planning and Development  
 Department 2014.



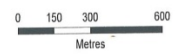
# MOUNT FOREST

Township of Wellington North



## Plow Routes

- County
- MTO
- Township



Date Printed: October 30, 2013.  
This is not survey data. All rights reserved.  
May not be reproduced without permission.

Sources:  
Parcels: County of Wellington  
Planning and Development  
Department 2013.



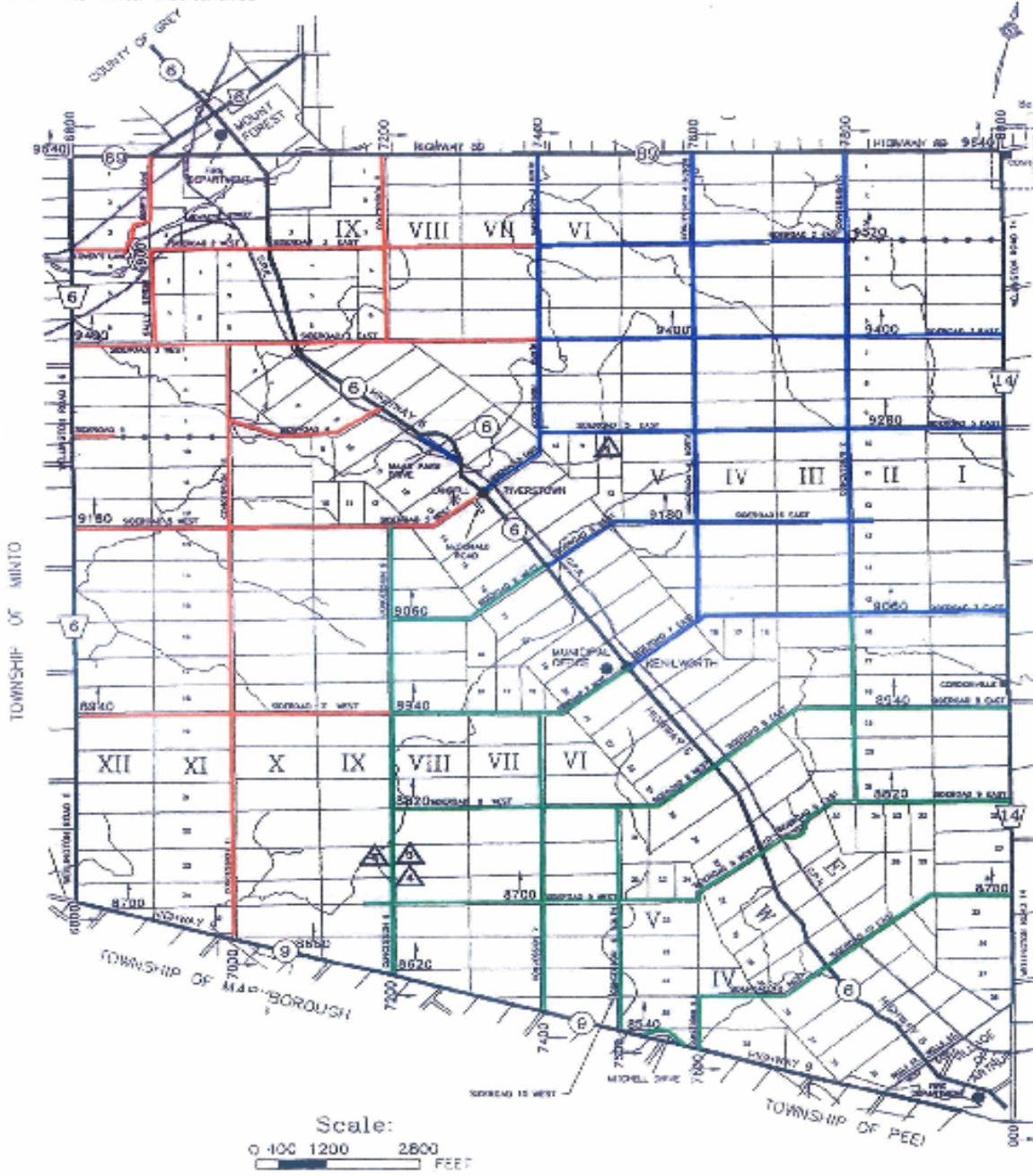
# Kenilworth Works Yard

Route "A" ■

Route "B" ■

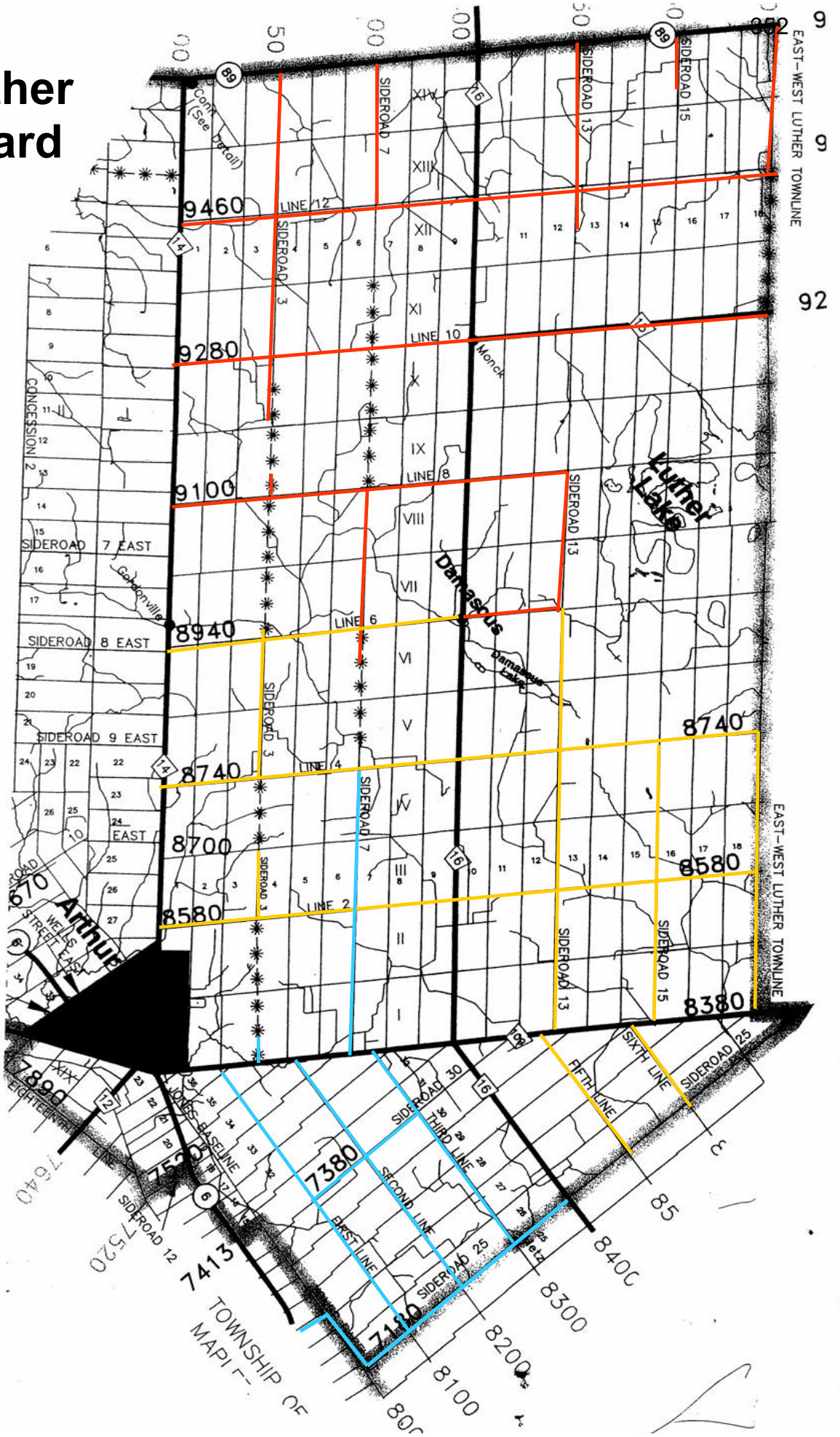
Route "C" ■

• • - No Winter Maintenance



# West Luther Works Yard

- Route 1 █
- Route 2 █
- Route 3 █





**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of November 8, 2021  
**From:** Matthew Aston, Director of Operations  
**Subject:** OPS 2021-041 being a report on the design of Preston Street North

### RECOMMENDATION

**THAT** the Council of the Township of Wellington North receive Report OPS 2021-041 being a report on the design of Preston Street North;

**AND FURTHER THAT** Council approve a budget of \$25,000 for this project to be funded from the Wellington North Roads Development Charges Reserve fund;

**AND FURTHER THAT** Council authorize the Director of Operations or their designate to sign any necessary agreements with Cachet Development (Arthur) Inc. and Triton Engineering Services Limited required to execute this project.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

NA

### BACKGROUND

Cachet Developments (Arthur) Inc. (CDA) has approached the Township about design of Preston Street North, which will include provisions to service their development. Township has received a quote from Triton Engineering Services Limited (TESL) for \$43,000 plus applicable taxes to complete the detailed engineering design for Preston Street North between Smith and Domville Streets.

Design of Preston Street North would include the installation of curb and sidewalk on the east-side (Conestoga Street side), drinking water and sanitary sewer service lateral, as well as completion of the storm sewer design of Domville Street to the outlet, which is the existing ditch which crosses Preston Street North.

Township staff have discussed with CDA about a 50% / 50% split for this design work. The reason for the proposed split is there are portions of Preston Street North along which Cachet does not have frontage. The split as proposed, at present, has only been discussed in relation to design works.

This project has been prepared as a capital request as part of the 2022 budget, however, developer would like to get started as soon as possible, such that document submission to Ministry of Environment, Conservation, and Parks can be completed as soon as possible.

### FINANCIAL CONSIDERATIONS

Council carrying of the recommendation contained within this report would provide direction to staff to commit \$25,000 to the 2022 capital budget for this project. \$25,000 represents the Township portion of the \$43,000 estimated cost, at the proposed split of 50%-50%, of the project inclusive of project contingency costs.

### ATTACHMENTS

Schedule A – Draft Letter of Understanding dated October 27, 2021

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

**Prepared By:**                      Matthew Aston, Director of Operations

**Recommended By:**                      Michael Givens, Chief Administrative Officer                      *Michael Givens*



355  
40  
YEARS

Matthew Aston  
Director of Operations  
Township of Wellington North

October 27, 2021

**RE: Letter of Understanding  
Cachet Developments (Arthur) Inc.**

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As per the email received on June 9<sup>th</sup>, 2021 (attached hereto), Cachet Developments (Arthur) Inc., is agreeable to contributing to 50% of the design costs of Preston Street North in the amount of \$43,000.00 resulting in a shared amount of \$21,500.00 to be paid by Cachet. It is our understanding that invoicing for such design work will be billed by Triton Engineering to the Town, and the Town will invoice Cachet accordingly.

Please accept this letter as Cachet's commitment and agreement to payment of the costs outlined above.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Gagliardi".

Marcus Gagliardi  
Development Planner  
Cachet Developments



Details of June 9, 2021, e-mail:

Township is agreeable to a 50% - 50% split on the design of Preston Street North as detailed within the attached Triton proposal, estimated total cost of \$43,000 plus taxes. This would result in a cost share of \$21,500 plus taxes each. Please do not consider this agreement on cost sharing for the design as precedent setting for a future agreement on cost sharing for the construction required on Preston Street North.

Township's general intent with Preston Street North is to urbanize (curb, gutter & sidewalk) the east-side of the road with the west-side (Musashi) remaining a gravel shoulder but remains subject to change that result from the planning process consultation and detailed design review.

Township will wait for Cachet approval to proceed with this design work, which we discussed as something that would followup draft plan approval.



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**

Consulting Engineers

**Memorandum**

DATE: January 11, 2021

TO: Matthew Aston, CET, Director  
of Operations, Township of  
Wellington North

FROM: Paul Ziegler and Lindsay Scott

RE: Work Plan and Fee Proposal  
for Engineering Services for  
the Proposed Reconstruction  
of Preston Street, Arthur,  
between Domville Street and  
Hwy. No.6 to support the  
Cachet Development SD.

FILE: M5985A

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**ENGINEERING WORK PLAN AND COST SUMMARY**

The following Engineering Work Plan and Fee Proposal reflects our understanding of the engineering work required to provide Engineering Design Services for the reconstruction of Preston Street from Domville Street to Hwy. No. 6.

**WORKPLAN**

**Pre-Engineering:**

- On behalf of the Township we have completed the design for the reconstruction of Domville Street from Conestoga Street to Preston Street – this design incorporated aspects of the reconstruction of Preston Street to allow for a new storm sewer outlet from Domville Street. This new storm sewer will intercept existing minor drainage events from Domville Street that currently outlets through the Cachet Development. This proposed outlet will also provide drainage outlets for the entire Cachet Development along Preston Street.
- Liaison and coordinate with the Developer's Consultant, local utility companies, Township of Wellington North and the Grand River Conservation Authority.
- Compile and review background information including, existing information regarding surrounding lots, roads, servicing and drainage features available from the Developer's Consultant and the Township.
- It is our understanding that a legal and topographic survey of the site and adjacent areas have been completed on behalf of Cachet Developments. We will perform a desktop review for completeness of the information and have allowed for one (1) day for any supplemental topographic survey work.

- It is our understanding that the Developer has had a Geotechnical Consultant provide a sub-surface geotechnical and hydrogeological investigations as required for the site and prepare reports and monitor site conditions as required. (No additional fees associated with this work have been included in Table 1).

#### **Approvals:**

- Preparation of Permit Applications for submission with design drawings, Design Briefs, and technical information as required for review by the Ministry of Environment, the Grand River Conservation Authority and the Township of Wellington North.
- Liaison with approval agencies as required to address comments and provide resubmissions where applicable.

#### **Engineering Design:**

- Design and drafting for Engineering Drawings as follows:

##### Sediment and Erosion Control:

- Prepare a design that controls the displacement of sediment from the site during construction operations.
- Include any recommendations provided by the Grand River Conservation Authority.

##### Lot Grading:

- Depending on the final lot fabric for the Cachet Development we will work with the Developer's Consultant to accommodate grading on Preston Street.

##### Road, Storm, Sanitary and Watermain:

- Prepare a general roadway design including centre-line elevations and typical urban road section in conformance with Municipal Servicing Standards for the Township of Wellington North.
- The storm system will be designed to convey and accommodate a 5-year event, including the proposed storm sewer from Domville Street. The majority of this design work including the outlet on Preston Street was completed as part of our design for Domville Street design.
- The existing sanitary is a 200mm dia. SDR35, PVC. The only proposed anticipated modifications will be to add structures and service tees to accommodate the Cachet Development. Based on our review for sewer capacity we do not anticipate a size increase.
- The existing watermain is a 150mm dia. DR18, PVC. The only proposed anticipated modifications will be to add valves and service tees to accommodate the Cachet Development. Based on our review for watermain capacity we do not anticipate a size increase.

**Site Servicing:**

- Depending on the final lot fabric for the Cachet Development we will work with the Developer's Consultant to accommodate the servicing on Preston Street.

**Utility Design:**

- Compile existing utility information for electrical, gas, and telecommunications. Requirements for future upgrades to accommodate the Cachet Development are unknown at this time. We would work the Developer's Consultant to coordinate required upgrades into the Preston Street design.

**Tendering and Contract Administration:**

- Complete quantity take-offs and engineer's construction cost estimate.
- Prepare contract documents including Form of Tender and Specifications.
- Prepare and issue Tender Call advertisement, provide assistance to questions during tendering period, attend tender opening.
- Provide Contract Administration services that includes resident inspection on site during contractor's construction operations as required by the municipality to ensure adequate construction methods and materials are adhered to. **(Not included)**
- Geotechnical Consultant services to provide Materials Testing as required during construction. **(Not Included)**

**PROJECT BUDGET AND FEE ESTIMATE**

Based on our experience with similar projects and review of the requirements for this project, we propose to undertake the Work Plan as an estimated total cost of **\$43,000.00** as summarized in Table 1.

In preparing our estimate of Engineering Fees as summarized on Table 1, the following assumptions have been made:

1. Any potential application/permit fees to the various Approval Agencies will be paid by the Client as required.
2. Legal survey to be provided by the Developer.
3. Any external consulting services (i.e. planning, geotechnical, noise or traffic study, etc.) required in support of the development will be paid by the Developer.
4. Contract Administration and Materials testing have not been included.

| TABLE 1 – ENGINEERING FEE SUMMARY<br>PROPOSED RECONSTRUCTION OF PRESTON STREET<br>ARTHUR, TOWNSHIP OF WELLINGTON NORTH |             |                |               |                 |
|--|-------------|----------------|---------------|-----------------|
| PHASE  | TRITON FEES | SUBCONSULTANTS | DISBURSEMENTS | TOTAL           |
| Pre-Engineering  | \$1,600     |                |               | \$1,600         |
| Approvals  | \$3,200     |                | \$500         | \$3,700         |
| Engineering Design   | \$8,600     |                |               | \$8,600         |
| Drafting   | \$17,500    |                |               | \$17,500        |
| Tendering and Contract Documents   | \$6,000     |                | \$500         | \$6,500         |
| Sub-Total  | \$36,900    | \$0            | \$1,000       | \$37,900        |
| 13% HST  |             |                |               | \$4,927         |
| <b>RECOMMENDED BUDGET</b>  |             |                |               | <b>\$43,000</b> |



**From:** George Laurencic  
**Sent:** October 29, 2021 10:24 AM  
**To:** Karren Wallace <[KWallace@wellington-north.com](mailto:KWallace@wellington-north.com)>  
**Subject:** Mount Forest Lions Diabetes Awareness official request

To Wellington North Council:

The Mount Forest Lions Club has been active in the community since 1938 and we support many causes locally as well as internationally.

Lions Clubs International have 5 pillars that are global causes, those being Vision, Childhood Cancer, Hunger, The Environment and Diabetes Awareness.

11 Million Canadians are living with or affected by Diabetes. In an effort to bring more awareness to the citizens of Wellington North (Mount Forest) the Lions Club along with Diabetes Canada would like permission to install for the month of November (which is Diabetes Awareness Month) Blue Lights ("Christmas" Lights) on the Mount Forest Museum and Archives Building at 102 Main St Mount Forest. The string of lights will be supplied by the Lions Club.

The Blue Circle (lights) is Diabetes Canada's symbol of Positivity, Life and Health.

We would like to have the lights installed on Friday November 12th, in time for World Diabetes Day which is November 14th to celebrate Charles Best's Birthday and taken down Wednesday December 1st.

We would also like to set up a 10x10 shelter on the side walk out side the Museum staffed by Lions Club Members to hand out Diabetes Awareness information on Saturday November 20th from 12:00 to 2:00.

Should you have any questions or concerns please free to contact me at 289-829-2638

Lion George Laurencic  
Diabetes Chair  
Mount Forest Lions Club



80 Commerce Valley Drive E, Suite 1  
 Markham, ON L3T 0B2  
 Phone: 905-739-9739 • Fax: 905-739-9740  
 Web: cupe.on.ca E-mail: info@cupe.on.ca

Dear Township of Wellington North Council:

On behalf of CUPE Ontario's nearly 125,000 active members of the Ontario Municipal Employees Retirement System (OMERS), I am writing today to express our serious concerns with OMERS' investment performance.

In 2020, OMERS posted a net loss 2.7%, representing three billion dollars in losses. This was during a year that comparable defined benefit pension plans and funds in Canada posted substantial investment gains. CUPE Ontario investigated further and tracked investment returns at OMERS for ten years. We found that OMERS has underperformed relative to other large pension plans and funds, as well as relative to its own benchmarks. We also found that OMERS no longer shares this critical information in their annual reporting, making it difficult for plan members to hold their investment managers accountable.

Attached you will find a report detailing OMERS investment underperformance. Also attached, you will find the analysis of a third-party actuary (PBI Actuarial consultants) who confirmed that our reasoning and conclusions were sound.

CUPE Ontario believes plan members and employers have the right to know why OMERS' investments have, over a ten-year period, underperformed other large defined benefit pension plans and funds. If OMERS had performed in line with the average large Canadian public pension plan, it would have a substantial, multi-billion-dollar surplus, versus the deficit it currently faces.

Considering the significant impact such underperformance could have on plan members and on all sponsors who hold the liabilities of the plan, **we are calling on OMERS to cooperate fully with an independent and transparent third-party review of its investment performance** transparent and accountable to plan members, sponsors like CUPE Ontario, other unions, and employers like the Township of Wellington North.

We are hoping that the Township of Wellington North Council will join our call for an independent expert review of OMERS. **We are asking you, and other municipal councils across the province, to debate the following motion or to pass a similar motion calling for a third-party expert review of OMERS.** The terms of such a review would need to be agreed upon by sponsors and they could explore whether reasonable costs could be funded from the plan.

**Fred Hahn**  
 President

**PUBLIC SERVICES SAVE LIVES**

**Candace Rennick**  
 Secretary-Treasurer

We simply cannot afford another decade of investment returns so far below other pension plans and funds. We know that ensuring strong investment returns is a goal shared by employers like the Township of Wellington North and by unions like CUPE.

CUPE Ontario staff person Liam Bedard is available to answer any questions you may have. He can be reached at [lbedard@cupe.on.ca](mailto:lbedard@cupe.on.ca).

All materials are available in French at [cupe.on.ca/francaisomers](http://cupe.on.ca/francaisomers).

It's time for all of us to work together to #FixOMERS.

Thank you,



Fred Hahn  
President of CUPE Ontario



**Proposed Motion – Independent Review of OMERS' Investment Performance**

1. The Township of Wellington North Council is calling for an immediate, comprehensive and independent third-party expert review of OMERS' investment performance and practices over the past ten years, conducted by the OMERS Pension Plan's sponsors and stakeholders.
2. Such a review would, at a minimum:
  - a. Compare OMERS plan-level, and asset class-level performance to other comparable defined benefit pension plans and funds, OMERS internal benchmarks, and market-based benchmarks.
  - b. Examine OMERS decision-making processes around the timing of various investment decisions.
  - c. Assess the risk management policies and protocols that were in place and determine if they were followed and/or if they were sufficient to protect the plan from undue risk.
  - d. Assess whether the disclosures provided to the OMERS Administrative and Sponsorship Boards were sufficient evidence to allow the Boards to respond appropriately and in a timely manner.
  - e. Examine executive compensation, investment fees and investment costs at OMERS in comparison to other major defined benefit pension plans and funds.
  - f. Examine other relevant issues identified by the third-party expert review.
  - g. Make recommendations for changes at OMERS to ensure stronger returns moving forward.
  - h. Issue their final report and recommendations in a timely manner.
  - i. Publicly release its full report and recommendations to ensure that it is available to OMERS sponsors, stakeholders, and plan members.
3. The Township of Wellington North Council further calls on the OMERS Administrative Corporation to:
  - a. Provide all requested data, documentation and information required of the review panel to fulfill its mandate.
  - b. Establish a step-by-step plan, with OMERS sponsors and stakeholders, to implement any recommendations set out in the review report.



PBI Actuarial Consultants Ltd.  
 Suite 1070, One Bentall Centre, 505 Burrard Street, Box 42, Vancouver, BC V7X 1M5  
 pbi@pbiactuarial.ca T 604-687-8056 F 604-687-8074

April 27, 2021

To: Fred Hahn, President CUPE Ontario  
 CUPE Ontario

From: Bradley Hough

Subject: **OMERS Performance Review**

### Scope of review

CUPE has asked PBI to review "CUPE Ontario Concerns With OMERS Investment Returns". PBI has reviewed the performance data, methods, and comparisons of OMERS with peer pension plans and funds in CUPE's report.

The intention of our review is to determine:

- a) if comparisons made between the pension plans and funds and their respective benchmarks are reasonable; and
- b) if the analysis completed by CUPE supports the conclusions of their report.

We have reviewed the performance comparisons in CUPE's report by reviewing public information provided by the plans and funds referenced. Statements of investment policies and procedures, actuarial valuation reports, annual reports and other governance documents were reviewed to add as much context around plan performance as possible with the public information available.

### Summary

We conclude that the comparisons made by CUPE are reasonable and show that there is a significant gap in performance between OMERS and other comparable public pension plans and funds. In our opinion, public information is unable to fully explain the performance gap. More information is required to truly understand why performance is so different between OMERS and comparable public pension plans and funds.

In our opinion, the comparisons and analysis in the report support CUPE's request for further review of performance.

### Review

#### **Is the choice of peer universe reasonable?**

CUPE has chosen a universe of large public sector defined benefit plans ("plans"), or public sector investment managers managing assets ("funds") including, but not exclusively, defined benefit pension plans. Scale gives public plans and funds a different opportunity set versus smaller private sector plans as a result of the size of assets and also investment opportunities. We therefore believe that CUPE's approach of focusing on a limited universe of public sector peers rather than a broader pension plan universe is reasonable and fair.

Of the universe supplied, HOOPP, OTHPP, BCMPP and LAPP are easier to directly compare given they are pension plans rather than funds; however, the public sector investment managers referenced by CUPE are still useful



points of reference when looking at comparable performance. Performance of funds such as PSP, CDPQ, BCI and AIMCO suggests that client defined benefit plans are likely to have higher absolute returns than OMERS for 2020.

LAPP and AIMCO have not published full performance information for 2020.

#### Would conclusions change if the universe of plans was expanded?

Defined benefit plans have different benefits, contributions, funding policies, and member demographics. Making comparisons across universes of defined benefit plans requires caution and it is difficult to draw firm conclusions. However, it is worth noting that OMERS performance is significantly below not only public peers, but wider universes of defined benefit plans.

RBC's universe of pension plans shows a median return of 9.2% for 2020<sup>1</sup>. PBI has access to the Northern Trust universe of Canadian defined benefit pension plans<sup>2</sup> and note that the median return is similar to RBC (full year 2020 median return is 9.9%). The lowest return in the Northern Trust Universe is 5% for 2020. We are not aware of an absolute return for PBI clients below 5%.

#### Could 'context' such as different asset mixes driven by Plan demographics or situation explain OMERS performance?

##### a. Asset Mix

We compared asset mixes with HOOPP, BCMPP and OTPP. HOOPP has a liability driven investment strategy and has a higher fixed income allocation. BCMPP and OTPP are return focused like OMERS. OMERS has a higher proportion in real assets and credit than these plans and lower fixed income assets. OTPP has a specific inflation management strategy. However, at a high level, asset allocations between OMERS, BCMPP and OTPP make use of similar asset classes and are comparable.

| Asset Class                | OMERS | BCMPP | OTPP | HOOPP |
|----------------------------|-------|-------|------|-------|
| Public Equity              | 31%   | 33%   | 19%  | 23%   |
| Fixed Income               | 6%    | 21%   | 16%  | 86%   |
| Private Equity             | 14%   | 10%   | 19%  | 13%   |
| Real Assets                | 34%   | 27%   | 21%  | 15%   |
| Credit/Mortgages           | 17%   | 6%    | 8%   | 0%    |
| Inflation Sensitive        | 0%    | 0%    | 17%  | 0%    |
| Innovation                 | 0%    | 0%    | 2%   | 0%    |
| Absolute Return Strategies | 0%    | 0%    | 6%   | 0%    |
| Money Market               | -2%   | 2%    | -8%  | -37%  |

Source: annual reports as of December 31, 2020, except for BCMPP, which is as of December 31, 2019.

<sup>1</sup> The RBC pension plan universe is published by RBC Investor and Treasury Services. "All Plan Universe" currently tracks the performance and asset allocation of a cross-section of assets under management across Canadian defined benefit pension plans.

<sup>2</sup> The Northern Trust universe of defined benefit plans is provided to PBI by Northern Trust. It consists of 34 defined benefit plans ranging from \$16.4M to \$8.7B in size. Average plan assets are \$1.9B, median plan assets are \$627M as of December 31, 2020.



As the differences in performance are so large between OMERS and two plans with comparable asset mixes (albeit with some differences), more information on specific strategies within each asset class, such as style of equity manager, exposure to office, retail, and industrial real estate within real assets, use of leverage/overlay strategies and derivatives, currency hedging, and approach to liquidity management would be required to explain differences in performance.

We note that on page 43 of the OMERS 2020 Annual Report, losses were incurred on foreign currency hedging positions due to actions taken to protect liquidity. This contributed \$2.2B to the overall loss. Again, this indicates that a review, significantly beyond simple asset mix comparisons, is required to truly understand performance differentials.

Finally, understanding the role of the 'Total Portfolio Management' approach in determining asset allocations and strategies would be helpful to putting context around the asset mix choices and investment strategies.

#### **b. Membership Demographics**

We note that BCMPP and HOOPP have broadly similar membership demographics to OMERS. OTPP is more mature with a greater proportion of retirees. PBI does not believe plan demographics are different enough to render comparisons between the plans invalid.

#### **Comments on CUPE's five principal findings:**

- 1) **OMERS 10-year annualized performance was below peer group as of December 31, 2019.** PBI believes the comparisons made are reasonable and agree with the conclusion.
- 2) **OMERS performance in 2020 was significantly below peers.** PBI agrees with this conclusion and notes that expanding the peer group adds weight to this conclusion.
- 3) **OMERS does not report comparisons of its annualized long-term returns to its own benchmarks**  
 Page 143 of the 2020 report has a comparison of calendar year returns vs benchmarks to 2011. We could not find a comparison of annualized long term performance vs benchmarks for OMERS.

We understand benchmarks are set annually by OMERS and approved by the Administration Corporation Board. From the information made public by OMERS, we would need more detail on the methodology used to derive the absolute return benchmark to interpret performance.

#### **4) 5 to 10-year returns versus 5 to 10-year benchmarks.**

PBI verified the calendar year returns shown by CUPE. We were unable independently to verify the 5 and 10-year performance versus the benchmark as this was provided verbally to CUPE by OMERS and is not published. The peer group of public plans and funds all take different approaches to benchmarking. Some use composites of public market indices/asset class benchmarks according to their target allocations. PSP uses a reference portfolio approach and HOOPP may use a liability focused benchmark. We note that comparisons of relative performance vs stated benchmarks across peer group plans are challenging because of the differences in methodology.

However, in our opinion the analysis is sufficient to show that OMERS is the only Plan underperforming their internal benchmark over a 10-year horizon. Understanding why requires a deeper understanding



Fred Hahn, President CUPE Ontario  
CUPE Ontario  
April 27, 2021  
Page 4

of performance and benchmarking methodology beyond the information made public. In our opinion this adds weight to CUPE's request for a review of performance.

- 5) **OMERS 20-year return is not above its 20-year benchmark.** We were unable to independently verify this point as the performance versus the benchmark was provided verbally to CUPE by OMERS and is not publicly available.

### Conclusions

The comparisons made by CUPE are high level and broad by the nature of information made public. However, we believe the comparisons are reasonable and that CUPE has chosen similar public plans and funds as practically possible. Overall, we believe the analysis is sufficient to conclude that OMERS investment performance in 2020 and longer term is significantly lower than other comparable plans.

PBI would require considerably more information than made public on OMERS' total portfolio management approach, investment strategies, third party managers, asset mix policies, liquidity management approach and derivative positions to interpret performance.

In our opinion, the comparisons made demonstrate that the longer-term performance gap between comparable peers is significant and supports CUPE's request for a further, more detailed review of performance beyond the information made public.

A handwritten signature in black ink, appearing to read "Bradley Hough", with a stylized flourish at the end.

Bradley Hough, FIA, ACIA, CAIA

BH:jh

U:\70001\0001\110\00\2021\0\C1.DOCX

# **NOT JUST ONE "TOUGH YEAR": THE NEED FOR A REVIEW OF OMERS INVESTMENT PERFORMANCE**

*May 2021*

# Executive Summary

CUPE Ontario represents nearly half of the 289,000 active members of the Ontario Municipal Employees Retirement System (OMERS) – the province's Defined Benefit (DB) pension plan for municipal, school board and certain other public sector workers.

While most pension plans had strong returns in 2020, OMERS recently reported billions of dollars of losses over the year. This has prompted CUPE Ontario to examine how OMERS investments have performed compared to other large pension plans and funds. We have also looked at how OMERS has performed against its own internal benchmarks.

We find that OMERS underperformance is not a new or a short-term problem. Specifically, we find that:

- 1) OMERS longer-term performance has significantly lagged behind other large pension funds and plans, in periods both before and after 2020 results were in.
- 2) OMERS has now fallen behind even some of its own internal longer-term return benchmarks – a troubling fact that, contrary to industry standards, is not disclosed in OMERS Annual Report.

Since investment returns fund the vast majority of pensions paid from the plan, returns are incredibly important to DB plan members. Lower investment returns may lead to members being asked to pay more into the plan, or could result in additional pressure for more benefit cuts.

Despite requests, OMERS has not committed to an independent, transparent review of its investment decisions.

CUPE Ontario feels these issues are so serious that a fully transparent expert review of OMERS investment strategies, returns, and internal performance assessment is urgently needed. This review should be conducted by the plan sponsors and stakeholders themselves (the risk-bearing parties to OMERS) and should be fully independent of OMERS staff, who have a clear conflict of interest in conducting a review of their own performance. We invite the other sponsors of OMERS, including our employer counterparts and the broader community of the plan's organizational stakeholders, to support this proposal and to work with us to conduct this review.



# Introduction

CUPE Ontario represents 125,000 plan members of the Ontario Municipal Employees Retirement System (OMERS). We are the largest sponsor in this defined benefit (DB) pension plan that is – at least in theory – jointly-controlled by plan sponsors like CUPE Ontario and other unions and employers.



**WE CONTINUE  
TO STRONGLY  
BELIEVE THAT  
DB PLANS ARE  
A MODEL WORTH  
NOT ONLY  
DEFENDING,  
BUT EXTENDING  
TO ALL WORKERS.**

CUPE Ontario strongly believes that DB pension plans are the best way to provide a decent and secure retirement for our hard-working members. Large public sector DB plans like OMERS allow for an efficient pooling and sharing of costs and risks between employers and plan members. DB plans allow members to know what their pensions will be in retirement. This security is incredibly important for plan members. However, it is not only retirees who benefit from good, secure pension benefits. DB pension plans have been shown to have positive macroeconomic effects on the economy as a whole.<sup>1</sup> The concerns we raise in this report are not concerns with the DB model itself; we continue to strongly believe that DB plans are a model worth not only defending, but extending to all workers.

For a number of years, we have been concerned with the lower level of OMERS pension fund investment returns in comparison to those of other similar plans. OMERS recently reported that the plan had a very bad year in 2020. This has led CUPE Ontario to perform a more in-depth examination of publicly-available annual reporting documents to determine how, in our view, OMERS is performing compared to the seven other large (\$50 billion+) pension plans and funds in Canada.<sup>2</sup> OMERS themselves refer to this club of large plans and funds as the “eight leading Canadian pension plan investment managers,” and occasionally takes coordinated activity with them.<sup>3</sup>

<sup>1</sup> Conference Board of Canada, “Economic Impact of British Columbia’s Public Sector Pension Plans,” October 2013; Boston Consulting Group, “Measuring Impact of Canadian Pension Funds,” October 2015; Ontario Teachers Pension Plan News Release, “New analysis confirms that defined benefit pensions provide significant benefits to Canadian economy,” October 22, 2013.

<sup>2</sup> Unless otherwise specified, the data in this document has been compiled from publicly-available annual reporting of the respective plans. With the exception of CDPQ, returns are as reported in these documents, and are net. CDPQ results were reported gross of some expenses, and have been reduced by 0.2% to best approximate a net return. Longer-term periods are annualized, and are as reported by the respective plans.

<sup>3</sup> OMERS News Release, “CEOs of Eight Leading Canadian Pension Plan Investment Managers Call on Companies and Investors to Help Drive Sustainable and Inclusive Economic Growth,” November 25, 2020.





**AS BAD AS  
OMERS**  
PERFORMANCE  
WAS IN 2020,  
THIS IS NOT A  
NEW OR A SHORT-  
TERM PROBLEM

Due to their scale, these large pension plans and funds are able to invest in asset classes that are typically not available to smaller investors or individuals. At the same time, we acknowledge that these eight plans are not completely similar: they have their own governance structures, asset mixes, risk appetites, and reporting periods, all of which are described in the public documents of the respective plans. However, we also acknowledge that many of these differences are the result of specific investment decisions made by the respective plans and funds. We therefore believe that there is value in comparing the performance of this small set of large funds, particularly over longer-term periods.

| Acronym       | Name  | Assets Under Management (\$ Billion) | Funded Status in Most Recent Annual Report | Most Recent Annual Reporting Date          |
|---------------|---|--------------------------------------|--|--|
| <b>CPPIB</b>  | Canada Pension Plan Investment Board  | 410                                  | N/A  | March 31, 2020                             |
| <b>CDPQ</b>   | Caisse de dépôt et placement du Québec  | 366                                  | 108% (RREGOP)                              | Dec 31, 2020                               |
| <b>OTPP</b>   | Ontario Teachers Pension Plan   | 221                                  | 103%                                       | Dec 31, 2020                               |
| <b>PSP</b>    | Public Sector Pension Investment Board  | 170                                  | 111% (Public Service Plan)                 | March 31, 2020                             |
| <b>OMERS</b>  | Ontario Municipal Employees Retirement System   | 105                                  | 97%  | Dec 31, 2020                               |
| <b>HOOPP</b>  | Healthcare of Ontario Pension Plan  | 104                                  | 119%                                       | Dec 31, 2020                               |
| <b>BC MPP</b> | BC Municipal Pension Plan (investments managed by BCI, the BC Investment Management Corporation)          | 59 (MPP)<br>171 (BCI)                | 105%                                       | Dec 31, 2019 (MPP)<br>March 31, 2020 (BCI) |
| <b>LAPP</b>   | Alberta Local Authorities Pension Plan (investments managed by Alberta Investment Management Corporation) | 50 (LAPP)<br>119 (AIMCO)             | 119%                                       | Dec 31, 2019                               |

In some cases, the pension funds above manage the investments of several pension plans (CDPQ, PSP, BCI, AIMCO are all such cases). In those cases, we look most closely at the returns at an individual plan level for the respective client plan that most closely compares to OMERS.

We have also looked at how OMERS has performed against its own internal benchmarks.

This review has resulted in some very troubling findings which suggest that, as bad as OMERS performance was in 2020, this is not a new or a short-term problem. We found evidence that OMERS longer-term return performance has significantly lagged behind



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other large pension funds and plans. We also found that OMERS has now fallen behind even some of its own internal longer-term return benchmarks – a troubling fact that, contrary to industry standards, is not disclosed in OMERS Annual Report.

Investment results are incredibly important to DB plan members because compounded returns typically fund the vast majority of the pensions that are eventually paid. OMERS indicates that investment returns are expected to fund approximately 70% of the pensions paid by the plan.<sup>4</sup> When investment returns are insufficient, it can put upward pressure on required contribution rates for both members and employers. Most other plans have now returned to pension surpluses since the global financial crisis more than a decade ago, but OMERS continues its long climb out of deficit. Contribution levels were a central talking point from OMERS when plan decision-makers removed guaranteed indexation in 2020. And we expect that, in the months to come, OMERS will once again be looking to plan members to bear the burden of plan funding issues that are, in part, a result of these investment returns. Meanwhile other pension plans, who have had better returns, are currently holding significant surpluses, many have lower contribution rates and some are even improving pension benefits.<sup>5</sup> Higher investment returns would have been better for OMERS plan members, and for OMERS employers.

Despite requests<sup>6</sup>, OMERS has not committed to an independent, transparent review of its investment decisions. Any reviews that have taken place have been behind closed doors at OMERS and have not been shared with sponsors or described in any detail. While OMERS has outlined several investment policy changes it plans to make, its overriding message remains: “the fundamentals of our long-term strategy remain sound, and we will continue to advance that strategy.”<sup>7</sup>



A FULLY  
TRANSPARENT  
EXPERT REVIEW  
OF OMERS  
INVESTMENT  
STRATEGIES,  
RETURNS,  
AND INTERNAL  
PERFORMANCE  
ASSESSMENT  
IS URGENTLY  
NEEDED.

**CUPE Ontario feels these issues are so serious that a fully transparent expert review of OMERS investment strategies, returns, and internal performance assessment is urgently needed. This review should be conducted by the plan sponsors and stakeholders themselves (the risk-bearing parties to OMERS) and should be fully independent of OMERS staff, who have a clear conflict of interest in conducting a review of their own performance. We invite the other sponsors of OMERS, including our employer counterparts and the broader community of the plan’s organizational stakeholders, to support this proposal and to work with us to conduct this review.**

<sup>4</sup> OMERS 2020 Annual Report, p. 2.

<sup>5</sup> HOOPP News Release, “HOOPP posts 11.42% return in 2020, surpasses \$100 billion in assets,” March 31, 2021.

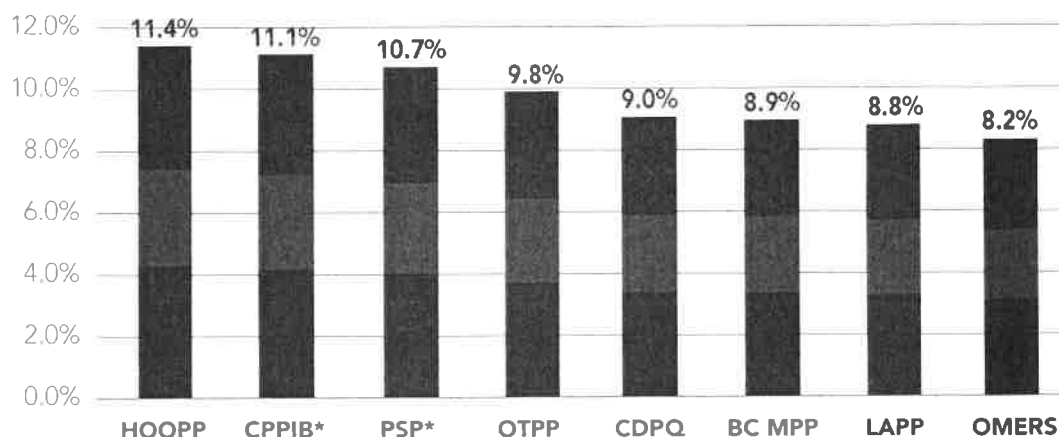
<sup>6</sup> CUPE Ontario Press Release, “We won’t pay for the mistakes of OMERS executives,” February 25, 2021.

<sup>7</sup> OMERS 2020 Annual Report, p. 23.

Our five principal findings are as follows:

- CUPE Ontario's concerns go beyond one "difficult" year in 2020. OMERS 10-year annualized returns trailed those of the other major funds and plans before the COVID crisis hit.**

### 10-Year Annualized Returns at 2019



\*To March 31, 2019, otherwise to Dec 31, 2019

Source: Respective Annual Reports



**THIS WAS  
A HISTORIC  
ANNUAL  
UNDER-  
PERFORMANCE  
COMPARED TO  
BENCHMARKS.**

- OMERS 2020 investment performance was especially poor**

OMERS 2020 annual return (-2.7%) fell far short of the plan's own benchmark for the year of +6.9%. This was a historic annual underperformance compared to benchmarks.

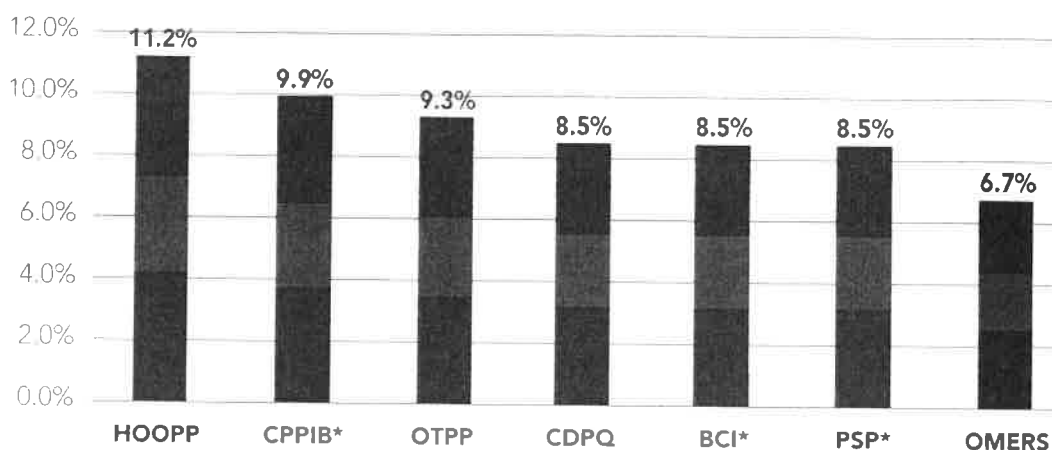
Other plans, however, have reported very strong annual returns for calendar year 2020:

| 2020 ANNUAL RETURNS                    |         |
|--|---------|
| HOOPP                                  | + 11.4% |
| RBC Pension Plan Universe <sup>8</sup> | + 9.2%  |
| OTPP                                   | + 8.6%  |
| CDPQ                                   | + 7.5%  |
| OMERS                                  | - 2.7%  |

<sup>8</sup> RBC Investor & Treasury Services, "Canadian DB pensions post near-double-digit returns despite historic, turbulent year," January 29, 2021.

This negative result led OMERS 10-year annualized return to fall from 8.2% to 6.7%.

### 10-Year Annualized Returns at 2020



\*To March 31, 2020 otherwise to Dec 31, 2020

The chart above reports the most recent available return information for the respective funds and plans as disclosed in their annual reports. LAPP and BC MPP have yet to report their December 31, 2020 results. AIMCO has also not fully reported its 2020 results. However, BCI (the investment agent for BC MPP and other BC public sector plans) has reported its March 31, 2020 results and has been included here. The chart can be updated as more plans report their 2020 investment returns.



#### OMERS

DOES NOT

REPORT CLEAR  
COMPARISONS OF  
THE PLAN'S LONG-  
TERM ANNUALIZED  
RETURNS TO ITS  
CORRESPONDING  
LONG-TERM  
BENCHMARKS.

### 3. OMERS does not report comparisons of its annualized long-term returns to its own benchmarks.

Benchmarking is a common practice where an investment *standard or goal* is set, against which *actual plan returns* are compared for ongoing assessment of investment performance. OMERS itself describes a benchmark as "a point of reference against which the performance of an investment is measured."<sup>9</sup> Comparisons of returns vs. benchmarks are typically done on a 1-year basis, but it is very common for long-term annualized comparisons to also be disclosed. Reporting these benchmarks is standard practice for pension plans and third-party investment managers. Even individual investment vehicles like mutual funds and ETFs typically provide details on how their performance compares to both annual and long-term benchmarks.

The OMERS Administration Corporation (AC) sets OMERS benchmarks each year, as described in the "Performance Management" section of the OMERS investment policy document.<sup>10</sup> OMERS Annual Reports describe how these benchmarks are constructed for each asset class. For many years, these reports stated that "Our goal is to earn stable returns that meet or exceed our benchmarks." OMERS Annual Reports compare OMERS single-year returns to the plan's single-year benchmarks. However, in sections describing investment performance, **OMERS does not report clear comparisons of the plan's long-term annualized returns to its corresponding long-term benchmarks.** While the Annual Report does compare performance to the plan's discount rate and a long-term return expectation set by the AC Board, it omits comparisons of the plan's long-term performance against their own long-term benchmarks.

<sup>9</sup> OMERS 2015 Annual Report, p. 131.

<sup>10</sup> OMERS "Statement of Investment Policies and Procedures – Primary Plan," January 1, 2021.



**IN THE ABSENCE OF LONGER-TERM COMPARATIVE DATA, STAKEHOLDERS FACE SERIOUS OBSTACLES IN EVALUATING PERFORMANCE**

OMERS believes that “paying pensions over decades means a long-term approach.”<sup>11</sup> But in the absence of longer-term comparative data, stakeholders face serious obstacles in evaluating performance. A review of historical Annual Reports shows that OMERS had a longstanding practice of reporting these long-term comparisons, but OMERS stopped this reporting, without explanation, in 2013. **This is dramatically out of step with other pension plans and is, in our view, a serious lack of transparency from OMERS.**

|   | HOOPP | CPPIB | PSP | OTPP | CDPO | BC MPP | LAPP | OMERS |
|---|-------|-------|-----|------|------|--------|------|-------|
| <b>Does annual report compare annualized longer-term returns to corresponding benchmarks?</b> | YES   | YES   | YES | YES  | YES  | YES    | YES  | NO    |

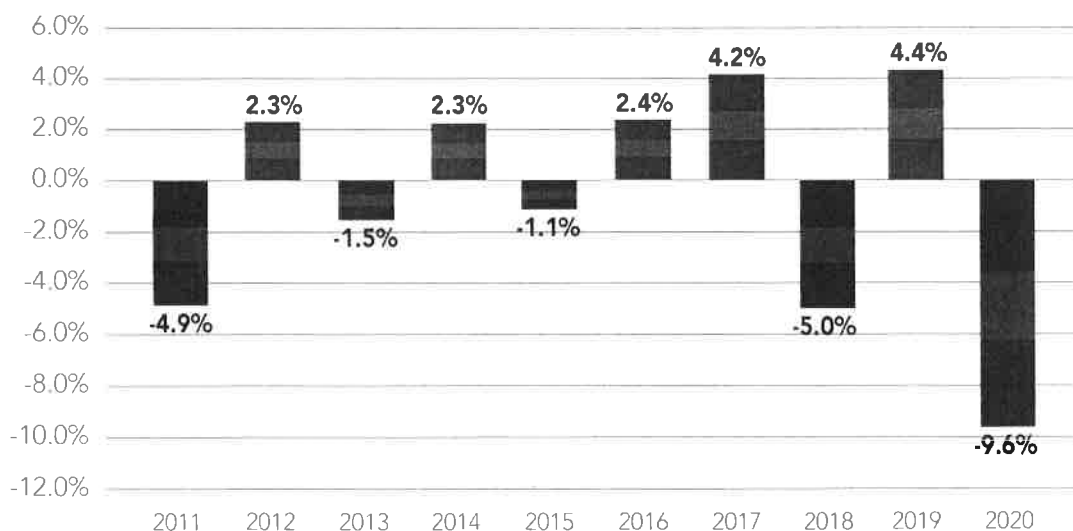


**THIS IS DRAMATICALLY OUT OF STEP WITH OTHER PENSION PLANS AND IS, IN OUR VIEW, A SERIOUS LACK OF TRANSPARENCY FROM OMERS.**

The OMERS Statement of Investment Policies and Procedures states that “performance reporting is consistent with industry recognized practices.”<sup>12</sup> The OMERS Statement of Investment Beliefs says that “articulating our investment goals and performance measures helps ensure clear accountability.”<sup>13</sup> We do not believe OMERS is meeting these standards of reporting and accountability on this point.

#### **4. OMERS 5 and 10-Year Returns are now below OMERS own benchmarks for these periods.**

##### **OMERS Annual Returns vs OMERS Annual Benchmark**



Source: OMERS 2020 Annual Report, Ten-Year Financial Review, p. 142.

<sup>11</sup> OMERS News Release, “OMERS Reports 2020 Financial Results: paying pensions over decades means a long-term approach,” February 25, 2021.

<sup>12</sup> OMERS “Statement of Investment Policies and Procedures,” January 1, 2021. [www.omers.com/governance-manual-policies-and-guidelines](http://www.omers.com/governance-manual-policies-and-guidelines)

<sup>13</sup> OMERS “Statement of Investment Beliefs,” January 1, 2020. [www.omers.com/governance-manual-policies-and-guidelines](http://www.omers.com/governance-manual-policies-and-guidelines)

|                    | OMERS Return | OMERS Benchmark | Difference |
|--------------------|--------------|-----------------|------------|
| 5-Year Annualized  | 6.5%         | 7.4%            | -0.9%      |
| 10-Year Annualized | 6.7%         | 7.3%            | -0.6%      |

Source: Returns from OMERS 2020 Annual Report  
Annualized Long-Term benchmarks not referenced in Annual Report and were reported verbally to CUPE by OMERS on our request.

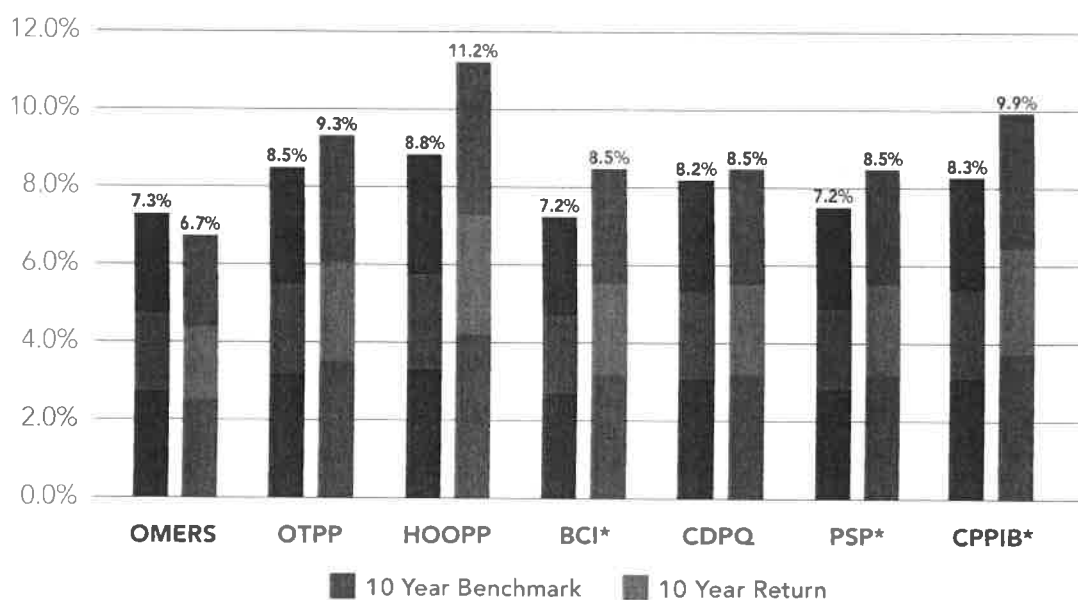
The 5 and 10-year annualized benchmark figures above were not disclosed in the OMERS 2020 Annual Report. OMERS provided these numbers verbally to CUPE Ontario upon our request. Previous OMERS Annual Reports normally included a statement that "Our goal is to earn stable returns that meet or exceed our benchmarks."<sup>14</sup> This statement appears to have been struck from the 2020 Annual Report.

We also note that, OMERS benchmarks are comparatively low over this period when examined alongside other plans. We believe this is due to a different benchmarking methodology for certain investments at OMERS compared to industry standards. The other major plans and funds that have reported 2020 results, however, are all ahead of their 10-year benchmarks as of their most recent annual reports.



THE OTHER MAJOR PLANS AND FUNDS THAT HAVE REPORTED 2020 RESULTS, HOWEVER, ARE ALL AHEAD OF THEIR 10-YEAR BENCHMARKS AS OF THEIR MOST RECENT ANNUAL REPORTS.

### 10-Year Returns vs 10 Year Benchmarks to 2020



\*To March 31, 2020 otherwise to Dec 31, 2020

<sup>14</sup> 2010 Annual Report p. 27; 2011 Annual Report p. 25; 2012 Annual Report p. 23; 2013 Annual Report p. 22; 2014 Annual Report p. 12; 2015 Annual Report p. 9; 2016 Annual Report p. 33; 2017 Annual Report p. 33; 2018 Annual Report p. 33; 2019 Annual Report p. 42; 2020 Annual Report N/A.



**HAD OMERS  
ACHIEVED  
THESE BETTER  
RESULTS,  
THE PLAN  
WOULD NOW  
HOLD A VERY  
SUBSTANTIAL  
SURPLUS.**

The impact on OMERS of these longer-term below-benchmark returns has been significant. The difference of 0.6% between OMERS actual annualized 10-year investment returns of 6.7% and its benchmark of 7.3% has meant an absolute return outcome that would have been roughly 6% higher after these 10 years (all other factors being equal). Even achieving just this benchmark return on an annualized 10 year basis would have resulted in an asset base of roughly \$6 billion higher current plan assets.<sup>15</sup> This better result would have brought OMERS reported funding level into surplus.

This difference is even greater if we were to compare the impact of OMERS investment performance to that of any of these other large plans. For example, had OMERS achieved the actual 10-year annualized returns of the OTPP of 9.3% (just below the average of the other six plans listed above), the OMERS asset base would now be (all other factors being equal) approximately 27% higher than OMERS actual asset level. In dollar-value terms, this difference represents roughly \$28 billion more in assets after the 10-year period from 2011 to 2020. Had OMERS achieved these better results, the plan would now hold a very substantial surplus.

#### **5. OMERS 20-year return is not above its 20-year benchmark.**

Upon request from CUPE Ontario, OMERS also verbally disclosed that its 20-year return is equal to its 20-year benchmark of 6%. In our view, it is troubling that the plan has not outperformed its benchmark over this long period, and that this comparison is also not disclosed in OMERS annual reporting.

<sup>15</sup> The alternative scenarios for investment performance results outlined in this section are necessarily approximate as they are based on data that is made publicly available by OMERS, and were generated using the reported OMERS asset base as at December 31, 2010 of \$53.3 billion.

# Conclusion

CUPE Ontario has serious concerns with OMERS investment performance, and with what we believe is a troubling lack of transparency about these issues. In our view, these issues cannot be dismissed as a one-year problem.



**THESE ISSUES CANNOT BE DISMISSED AS A ONE-YEAR PROBLEM.**

We anticipate that these long-term, below-benchmark investment returns are very likely to lead directly to yet another round of proposals to reduce pension benefits payable to current actives and future retirees. OMERS has already eliminated the guarantee of indexation of pension benefits for service after 2022, and OMERS management has indicated it will be examining further changes in plan design. OMERS has recently stated in writing to CUPE that “the OMERS pension plan has been facing sustainability issues for some time now and the investment results of 2020 have amplified the need to address those issues.” At the recent 2021 OMERS AGM, OMERS Sponsors Corporation CEO Michael Rolland stated that “There are no guarantees as to what decisions we will have to make based on our performance...it’s a long term performance we need to look at...the results of 2020 did have an impact...and that’s why we’re taking a look at it.”



**WE ANTICIPATE THAT THESE LONG-TERM, BELOW-BENCHMARK INVESTMENT RETURNS ARE VERY LIKELY TO LEAD DIRECTLY TO YET ANOTHER ROUND OF PROPOSALS TO REDUCE PENSION BENEFITS PAYABLE TO CURRENT ACTIVES AND FUTURE RETIREES.**

CUPE Ontario is the largest sponsor representing plan members in OMERS, with over 125,000 active members in the plan. It is true that CUPE Ontario appoints representatives to both the OMERS Administrative Corporation and the OMERS Sponsors Corporation. However, because of restrictive confidentiality rules at both boards, our representatives are unable to keep CUPE Ontario fully-informed about what is really happening at OMERS governing boards, and the decisions that are being made about our members’ hard-earned retirement savings. We do not believe this is how well-governed jointly-sponsored pension plans are supposed to function. The result is that we feel that we are a plan sponsor in name only. Our members are not being well-served by a structure that effectively cuts them out of playing the oversight function they should over their pension plan.





WE ARE NOT CONFIDENT THAT **OMERS** MANAGEMENT ITSELF HAS TAKEN, OR IS PLANNING TO TAKE, SUFFICIENT STEPS TO CRITICALLY EXAMINE ITS OWN PERFORMANCE.

These barriers will not stop CUPE Ontario from doing everything we can to ensure these concerns about OMERS investment performance are addressed. Based on their public comments to date, we are not confident that OMERS management itself has taken, or is planning to take, sufficient steps to critically examine its own performance, nor are we confident that plan members or sponsors and organizational stakeholders will receive a transparent reporting of any such review.

**Therefore, CUPE Ontario is calling on other plan sponsors from both sides of the table to work with us to commission a fully transparent and independent expert review of the investment program at OMERS. This review should be conducted in the open by the sponsors and stakeholders themselves, and not behind closed doors at OMERS. Ensuring our pension returns are as strong as they can be is not a partisan issue, nor is it an issue that the member and employer side of the table should have a difference of opinion on. We want to work with other OMERS sponsors and stakeholders to address these issues for the good of all OMERS members.**



ENSURING OUR PENSION RETURNS ARE AS STRONG AS THEY CAN BE IS NOT A PARTISAN ISSUE, NOR IS IT AN ISSUE THAT THE MEMBER AND EMPLOYER SIDE OF THE TABLE SHOULD HAVE A DIFFERENCE OF OPINION ON. WE WANT TO WORK WITH OTHER **OMERS** SPONSORS AND STAKEHOLDERS TO ADDRESS THESE ISSUES FOR THE GOOD OF ALL **OMERS** MEMBERS.



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, October 14, 2021  
**Subject:** County Official Plan Review – OPA 119 County Growth Structure



PLANWELL

### 1.0 Purpose

This report provides an overview of a draft Official Plan Amendment for a revised County Growth Structure. This is the first Amendment of the County’s phased municipal comprehensive review.

### 2.0 Background

When the County launched the Official Plan Review in September 2019 (report PD2019-17), staff kept the option open to do phased official plan amendments to complete the work if there were shifting Provincial, County and local priorities. This has been the case. Since that time, the Province has released the following major growth-related initiatives:

- Amending the 2019 Growth Plan and extending the planning horizon to 2051;
- New land needs assessment methodology;
- Amending the Provincial Policy Statement; and
- Proposing a major Greenbelt Plan expansion into Wellington.

Our consultants, Watson & Associates, have prepared a “Phase 1 MCR Report: Urban Structure and Growth Allocations” in keeping with the amended Growth Plan and new methodology. In it, Watson recommends changes to the County structure (including a revised settlement area hierarchy) and the proposed Amendment implements that work. The Amendment also addresses County and local priorities to ensure that Puslinch remains a stable community into the future.

### 3.0 Purpose of the Official Plan Amendment

The purpose of Official Plan Amendment 119 (OPA 119) is to:

- Add new policies for complete communities;
- Revise the County Growth Structure and settlement hierarchy based on servicing;
- Add new policies for a Regionally Significant Economic Development Study Area in Puslinch;
- Recognize the existing historic rural settlement of Puslinch as a Hamlet; and
- Other technical and formatting changes.

## 4.0 Main Changes to Official Plan

### 4.1 Complete Communities

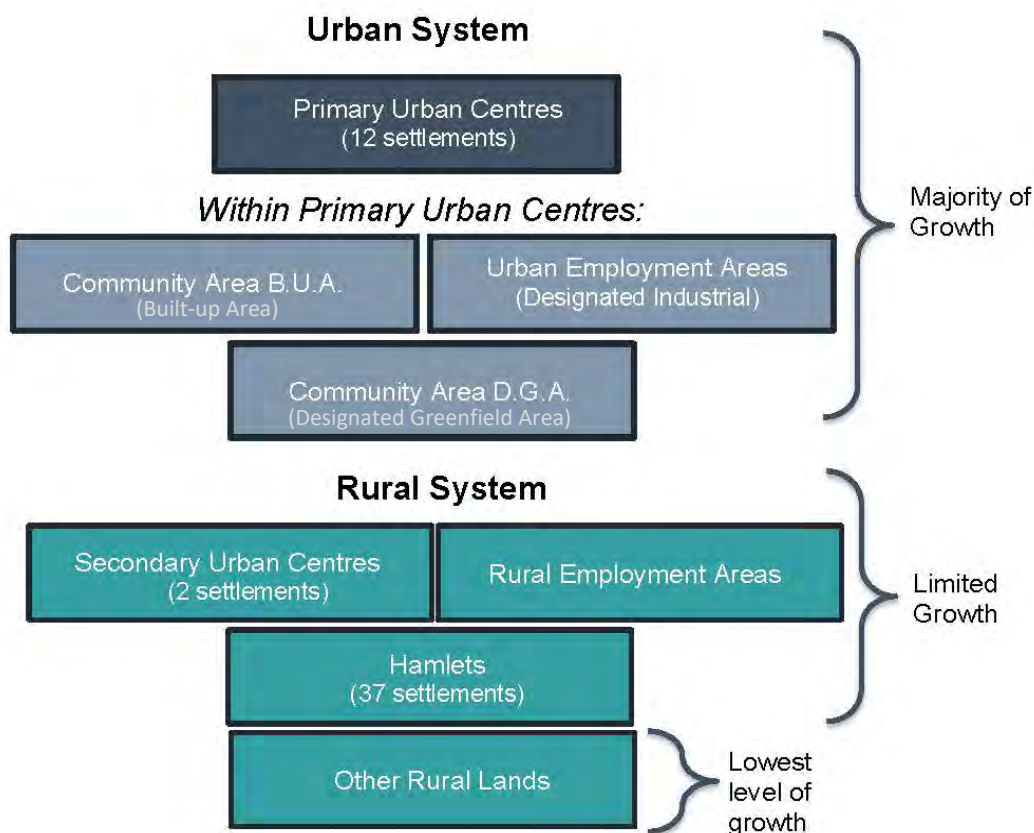
One of the guiding principles of the Growth Plan is to support the achievement of complete communities that are designed to support healthy and active living to meet people's needs for daily living throughout an entire lifetime. The draft amendment introduces complete communities as a key planning concept and objective of the Official Plan.

### 4.2 Growth Structure

Structural changes to the Urban System and Rural System are needed to reflect that privately serviced urban centres and hamlets in Wellington meet the definition of a rural settlement in the Growth Plan. There are 14 urban centres and 37 hamlets designated and delineated in the Official Plan. All are currently included in the Urban System. The growth structure recommended by the Phase 1 MCR Report and reflected in OPA 119 is shown below.

**Figure 1 County Growth Structure and Settlement Area Hierarchy**

Source: Watson & Associates



The main changes to the Official Plan that are needed to support the above County Growth Structure include the following:

| Main Changes  | Reason for Change   |
|---|---|
| <b>Urban Centres → Primary Urban Centres</b>  |   |
| Re-classify 12 urban centres with existing or planned municipal water and wastewater systems as “primary urban centres” and keep them in the Urban System | <ul style="list-style-type: none"> <li>to distinguish serviced from unserved urban centres</li> <li>to recognize Provincial Growth Plan requirement that majority of forecast growth to be allocated to areas with water and wastewater servicing</li> </ul>  |
| <b>Urban Centres → Secondary Urban Centres</b>  |   |
| Re-classify 2 urban centres without municipal services (Aberfoyle and Morriston) as “secondary urban centres” and move them to the Rural System           | <ul style="list-style-type: none"> <li>to distinguish serviced from unserved urban centres</li> <li>to recognize Provincial Growth Plan requirement that growth be limited in areas without water and wastewater servicing</li> <li>retain the “urban centre” status to recognize importance as community hubs</li> </ul> |
| <b>Hamlets</b>  |   |
| Continue to recognize existing hamlets, but move them to the Rural System   | <ul style="list-style-type: none"> <li>hamlets are an integral component of the County’s rural area</li> </ul>  |
| <b>Rural Settlement Areas – Outside Greenbelt Area</b>  |   |
| Establish that secondary urban centres and Hamlets will constitute rural settlement areas   | <ul style="list-style-type: none"> <li>to recognize Provincial Growth Plan definition of rural settlements, which are existing hamlets or similar existing small settlement areas long-established and identified in official plans</li> </ul>  |
| <b>Rural Settlement Areas – Inside Greenbelt Area</b>   |   |
| Establish that hamlets, but not secondary urban centres are considered rural settlement areas in the Greenbelt Area                                       | <ul style="list-style-type: none"> <li>to allow for Morriston to continue to be considered a Town/Village in the Greenbelt</li> </ul>   |

In addition to the above, staff notes that the Official Plan currently contains policy 6.4.7 which provides for limited residential infilling in unmapped rural settlements in prime agricultural and secondary agricultural areas:

“Rural settlements are existing small communities that form part of the rural fabric of Wellington. These settlements are primarily small clusters of housing with occasional commercial, industrial or institutional uses. These areas are not designated on Schedule “A” and are not expected to grow but they may be recognized in the zoning by-law and limited residential infilling may be allowed.”

This policy is proposed to be removed in the Amendment because:

- it does not conform with the Provincial Policy Statement which prohibits lot creation for new residences in the prime agricultural area;
- it isn't necessary in the secondary agricultural area as current policies provide for residential lot creation (subject to criteria) which isn't limited to infilling; and
- the revised County Growth Structure supports hamlets and secondary urban centres as rural settlement areas.

#### 4.3 Regionally Significant Economic Development Area

In May 2021, County Council approved submission of a request to the Ministry of Municipal Affairs and Housing (MMAH) for a Regionally Significant Economic Development Area (RSEDA) in Puslinch prior to finalization of a boundary for Greenbelt Plan expansion (report PD2021-17). Staff have had meetings with Provincial staff and we appreciate these discussions. However, the economic stability of Puslinch is important to the County as a whole for reasons including, but not limited to, the following:

- the Township carries a 15% share of the County tax levy, but only an 8% share of the population;
- Puslinch accounts for 19% of the County's commercial tax base and assessment base, and 30% of the County's industrial tax base and assessment base; and
- Puslinch is home to 7 of the top 20 corporate taxpayers and some of the County's largest employers.

Historically, a lack of municipal serviced land has not been an impediment to successful and sustainable employment land development in Puslinch.

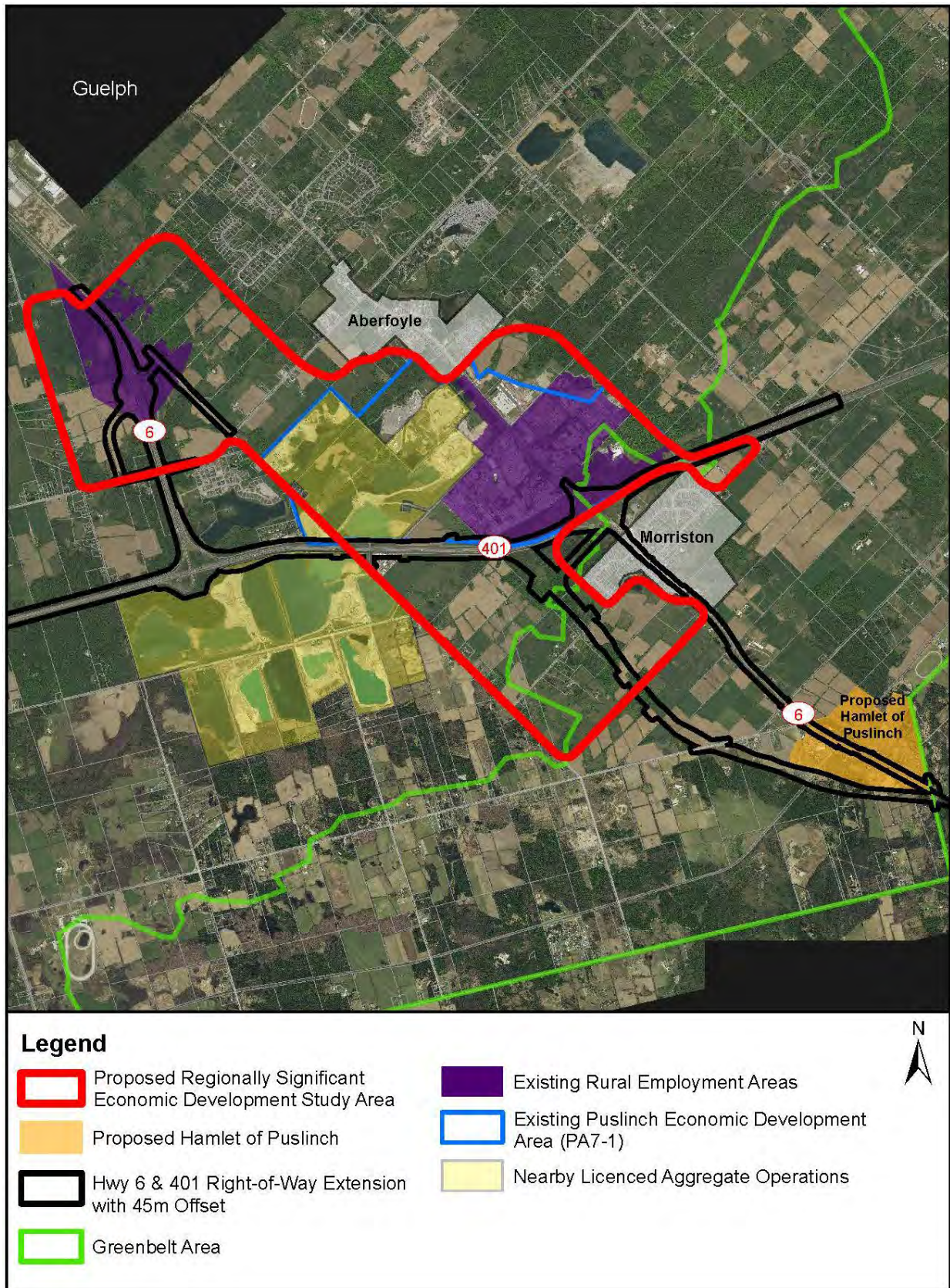
Further justification for a RSEDA is found in the June 2021 Ministry of Transportation discussion paper called "Towards a Greater Golden Horseshoe Transportation Plan". One key goal is to keep goods moving, including to:

**"Work with municipalities to plan for and protect the capacity of the routes, corridors and facilities identified in the Strategic Goods Movement Network (SGMN) by integrating consideration of the SGMN into relevant municipal land use plans and transportation studies."**

Highways 401 and 6 are identified as part of the Strategic Goods Movement Network and land should be designated and preserved near such major goods moving facilities and corridors.

The current Provincial Growth Plan and Greenbelt Plan policies make it difficult to plan for growth in a small, rural municipality which depends on private services, such as Puslinch. As a result, we continue to seek support from MMAH to address such matters, including through a proposed Regionally Significant Economic Development Study Area (Figure 2) in the draft amendment for employment and other uses. This municipal comprehensive review is an opportunity to examine new options for South Wellington. Accordingly, staff recommend that the MMAH consider exclusion of the Study Area as part of the proposed Greenbelt Plan expansion at this time.

Figure 2 Regionally Significant Economic Development Study Area and Hamlet of Puslinch



#### 4.4 Historic Hamlet of Puslinch

Notwithstanding the removal of policy 6.4.7, staff propose to identify the existing historic Hamlet of Puslinch in the Official Plan (Figure 2). There are diminishing opportunities for Puslinch to accommodate growth due to a fixed supply of available land in the following existing areas designated in the Official Plan:

- Aberfoyle Urban Centre
- Morriston Urban Centre
- Arkell Hamlet
- Country Residential Areas (expansion is prohibited by Official Plan)
- Lifestyle communities (expansion is prohibited by Official Plan)
- Secondary Agricultural Area
- Rural Employment Areas (Provincial policy limits expansion)
- Existing Greenbelt Plan Area and proposed expansion

Growth potential is limited primarily due to servicing constraints. Aberfoyle and Morriston are limited by the lack of availability of a receiving stream, a necessary element in a municipal sewage treatment system.

While the 1988 Puslinch Official Plan is no longer in effect, we note that there were five hamlets in Puslinch at that time: Aberfoyle and Morriston and the smaller areas of Arkell, Puslinch and Crieff. Policy 9.1 in the Plan dealing with Hamlets stated the following:

“A separate land use schedule for the Hamlet of Puslinch is not included within the Official Plan at this time and will not be added until after the construction of the Highway 6 realignment.”

As a result, a separate land use schedule was not included in the Official Plan for the Hamlet of Puslinch due to uncertainty around the construction of the Highway 6 By-pass. Since then, the construction of the Highway 6 and 401 Morriston By-pass expansion project has commenced. Phase 1 was completed last year when the replacement of the Puslinch Concession Road 7 bridge over Highway 401 was completed.

The historic Hamlet of Puslinch is a long standing small community in the Township with existing residential, institutional and commercial uses and should be recognized in the County Official Plan.

#### 4.5 Other Formatting and Technical Changes

The Amendment updates terminology; updates map and text formatting; adds, removes and revises definitions; italicizes defined terms; and makes housekeeping revisions related to the above changes.

Planning and communications staff are working together to update the appearance of the existing schedules in the Official Plan. This will primarily involve the layout and colour, but not content. Staff expect to have the full Official Plan map series in a new format for consideration at the open house and public meeting.

## 5.0 Conclusion

This Amendment is of strategic importance to the successful implementation of a growth strategy which conforms with the Provincial Growth Plan. Planning staff are satisfied that the proposed Amendment should be circulated to County departments, local municipalities, Indigenous communities, commenting agencies, and individuals or organizations on the mailing list, and should be made available to the public for comment and discussion at a public meeting.

The Draft Growth Structure Amendment (OPA 119) is posted online at:

<https://www.wellington.ca/en/resident-services/pl-official-plan-review.aspx>

## 6.0 Recommendations

That the report “County Official Plan Review – County Growth Structure Amendment (OPA 119)” be received for information.

That the County Clerk circulate this report to Member Municipalities for information.

That the draft County Growth Structure Amendment (OPA 119) be circulated for comments.

That staff be directed to schedule and hold an open house(s) under the Planning Act to provide the public with opportunities to review and comment on the amendment.

That the Planning Committee be authorized to hold a public meeting under the Planning Act at the appropriate time.

That staff be directed to request the Minister of Municipal Affairs and Housing to consider the exclusion of the Regionally Significant Economic Development Study Area and the Hamlet of Puslinch identified in the Amendment as part of the proposed Greenbelt Plan expansion.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP  
Manager of Policy Planning

Appendix A Historic Hamlet of Puslinch





**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 102-21**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF REAL  
PROPERTY BEING PART OF PARK LOT 6 S/S PRINCESS  
STREET, MOUNT FOREST, PART 1 ON 61R-8529 NOW THE  
TOWNSHIP OF WELLINGTON NORTH (PIN 1054-0167 LT) KNOWN  
AS 525 DUBLIN**

**WHEREAS** it is deemed to be in the best interests of The Corporation of the Township of Wellington North to convey the following lands:

PARK LOT 6 S/S PRINCESS STREET, MOUNT FOREST, PART 1 ON 61R-8529  
NOW THE TOWNSHIP OF WELLINGTON NORTH (PIN 1054-0167 LT)

***NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH*** enacts as follows:

1. The corporation is authorized to enter into an Agreement of Purchase and Sale agreement with 2810243 Ontario Inc. in the form of the draft attached as Schedule "A" for the sale of the lands.
2. The Mayor and the Clerk are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF NOVEMBER, 2021.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

RECEIVED

OCT 19 2021

Agreement of Purchase and Sale

This Agreement of Purchase and Sale dated this \_\_\_\_\_ day of August TWP. OF WELLINGTON NORTH, 2021

BUYER(S), 2810243 Ontario Inc. agrees to purchase from  
[Full legal names of all Buyers]

SELLER(S), Corporation of the Township of Wellington North  
the following [Full legal names of all Sellers]

REAL PROPERTY:

Address, 525 Dublin Street fronting on the \_\_\_\_\_ side  
of Township of North Wellington in the County of Wellington

and having a frontage of \_\_\_\_\_ more or less by a depth of \_\_\_\_\_ more or less

and legally described as PART OF PARK LOT 6, SIS PRINCESS ST., MOUNT FOREST, PT 1 61R8529; TOWNSHIP OF WELLINGTON NORTH (PIN 71054-0167 (LT))  
[the "property"].  
[Legal description of land including easements not described elsewhere]

PURCHASE PRICE: Fifty Five Thousand Thirty One Dollars and Seventy Four Cents Dollars [CDN\$] 55,031.74 Dollars

DEPOSIT: Buyer submits \_\_\_\_\_ Dollars [CDN\$] NONE  
[Here with/Upon Acceptance/ as otherwise described in this Agreement]

by negotiable cheque payable to N/A "Deposit Holder" to be held in trust pending completion or other termination of this Agreement and to be credited toward the Purchase Price on completion. For the purposes of this Agreement "Upon Acceptance" shall mean that the Buyer is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Trust Account and no interest shall be earned, received or paid on the deposit.

Buyer agrees to pay the balance as more particularly set out in Schedule A attached.

SCHEDULE(S) A attached hereto form(s) part of this Agreement.

1. IRREVOCABILITY: This Offer shall be irrevocable by Buyer until 6 p.m. a.m./p.m. on the 1st day of October, 2021, after which time, if not accepted, this Offer shall be null and void and the deposit shall be returned to the Buyer in full without interest.

2. COMPLETION DATE: This Agreement shall be completed by no later than 5:00 p.m. on the 30th day of November, 2021. Upon completion, vacant possession of the property shall be given to the Buyer unless otherwise provided for in this Agreement.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

3. **NOTICES:** Any notice relating hereto or provided for herein shall be in writing. This offer, any counter offer, notice of acceptance thereof, or any notice shall be deemed given and received when hand delivered to the address for service provided in the acknowledgment below, or where a facsimile number is provided herein, when transmitted electronically to that number

FAX No. \_\_\_\_\_ (for delivery of notices to Seller) FAX No. \_\_\_\_\_ (for delivery of notices to Buyer)

4. **CHATELS INCLUDED:** N/A

Unless otherwise stated in this Agreement or any Schedule hereto, the Seller agrees to convey all fixtures and chattels included in the Purchase Price free from all liens, encumbrances or claims affecting the said fixtures and chattels.

5. **FIXTURES EXCLUDED:** N/A

6. **RENTAL ITEMS:** The following equipment is rented and not included in the Purchase Price. The Buyer agrees to assume the rental contract(s) if assumable N/A

HST: If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST), then such tax shall be in addition to the Purchase Price. Included in addition to If the sale of the property is not subject to HST, the Seller agrees to verify, on or before closing, that the sale of the property is not subject to HST. Any HST on chattels, if applicable, is not included in the Purchase Price.

8. **TITLE SEARCH:** The Buyer shall be allowed until 6:00 p.m. on the 23rd day of November, 2021 (Requisition Date) to examine the title to the property at the Buyer's own expense and until the earlier of: (i) thirty (30) days from the later of the Requisition Date or the date on which the conditions in this Agreement are fulfilled or otherwise waived or, (ii) five (5) days prior to completion, to satisfy the Buyer that there are no outstanding work orders or deficiency notices affecting the property,

and that its present use (medical clinic) may be lawfully continued and that the principal building may be insured against risk of fire. The Seller hereby consents to the municipality or other governmental agencies releasing to the Buyer details of all outstanding work orders and deficiency notices affecting the property, and the Seller agrees to execute and deliver such further authorizations in this regard as the Buyer may reasonably require.

9. **FUTURE USE:** The Seller and the Buyer agree that there is no representation or warranty of any kind that the future intended use of the property by the Buyer is or will be lawful except as may be specifically provided for in this Agreement

10. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens and encumbrances, except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties, and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the use of the property. If within the specified times referred to in paragraph 7 of this Agreement any valid objection to title or any outstanding work order or deficiency notice, or to the fact that said present use may not lawfully be continued or that the principal building may not be insured against risk of fire is made in writing to the Seller and which the Seller is unable or unwilling to remove, remedy or satisfy or obtain insurance save and except against risk of fire (title insurance) in favour of the Buyer and any mortgages, (with all related costs at the expense of the Seller), and which the Buyer will not waive, this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned without interest or deduction and the Seller shall not be liable for any costs or damages. Save as to any valid objection so made by such day and except for any objection going to the root of the title, the Buyer shall be conclusively deemed to have accepted the Seller's title to the property

11. **CLOSING ARRANGEMENTS:** Where each of the Seller and Buyer retain a lawyer to complete the Agreement of Purchase and Sale of the property, and where the transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, Chapter L4 and the Electronic Registration Act, S.O. 1991, Chapter 44, and any amendments thereto, the Seller and Buyer acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Seller and Buyer will (a) not occur at the same time as the registration of

INITIALS OF BUYER(S):

*[Handwritten initials]*

INITIALS OF SELLER(S):

*[Handwritten initials]*

the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same (except in accordance with the terms of a Document Registration Agreement between the said lawyers. The Seller and Buyer irrevocably instruct the said lawyers to be bound by the Document Registration Agreement, which is recommended from time to time by the Law Society of Ontario. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.

12. **DOCUMENTS AND DISCHARGE:** The Buyer shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of the Seller. If requested by the Buyer, the Seller will deliver any sketch or survey of the property within the Seller's control to the Buyer as soon as possible and prior to the Requisition Date. If a Charge/Mortgage held by a corporation incorporated pursuant to the Trust and Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company and which is not to be assumed by the Buyer on completion, is not available in registrable form on completion, the Buyer agrees to accept the Seller's lawyer's personal undertaking to obtain, out of the closing funds, a discharge in registrable form and to register same, or cause same to be registered, on file within a reasonable period of time after completion, provided that on or before completion the Seller shall provide to the Buyer a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, and, where a real-time electronic cleared funds transfer system is not being used, a direction executed by the Seller directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on completion.
13. **INSPECTION:** The Buyer acknowledges having had the opportunity to inspect the property and understands that upon acceptance of this Offer there shall be a binding agreement of purchase and sale between the Buyer and Seller. The Buyer acknowledges having the opportunity to include a requirement for a property inspection report in this Agreement and agrees that except as may be specifically provided for in this Agreement, the Buyer will not be obtaining a property inspection or property inspection report regarding the property.
14. **INSURANCE:** All buildings on the property and all other things being purchased shall be and remain until completion at the risk of the Seller. Pending completion, the Seller shall hold all insurance policies if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, the Buyer may either terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If the Seller is taking back a Charge/Mortgage, or the Buyer is assuming a Charge/Mortgage, the Buyer shall supply the Seller with reasonable evidence of adequate insurance to protect the Seller's or other mortgagee's interest on completion.
15. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if the Seller complies with the subdivision control provisions of the Planning Act by completion and the Seller covenants to proceed diligently at his expense to obtain any necessary consent by completion.
16. **DOCUMENT PREPARATION:** The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registrable form at the expense of the Seller, and any Charge/Mortgage to be given back by the Buyer to the Seller at the expense of the Buyer. If requested by the Buyer, the Seller covenants that the Transfer/Deed to be delivered on completion shall contain the statements contemplated by Section 50(22) of the Planning Act, R.S.O. 1990.
17. **RESIDENCY:** The Buyer shall be credited towards the Purchase Price with the amount, if any, necessary for the Buyer to pay to the Minister or National Revenue to satisfy the Buyer's liability in respect of tax payable by the Seller under the non-residency provisions of the Income Tax Act by reason of this sale. The Buyer shall not claim such credit if the Seller delivers on completion the prescribed certificate or a statutory declaration that the Seller is not then a non-resident of Canada.
18. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to the Buyer.
19. **PROPERTY ASSESSMENT:** The Buyer and Seller hereby acknowledge that the Province of Ontario has implemented current value assessment and properties may be re-assessed on an annual basis. The Buyer and Seller agree that no claim will be made against the Buyer or Seller, for any changes in property tax as a result of a re-assessment of the property, save and except any property taxes that accrued prior to the completion of this transaction.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):


- 20. **TIME LIMITS:** Time shall in all respects be of the essence hereof, provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing, signed by the Seller and Buyer or by their respective lawyers who may be specifically authorized in that regard.
- 21. **TENDER:** Any tender of documents or money hereunder may be made upon the Seller or Buyer or their respective lawyers on the day set for completion. Money may be tendered with funds drawn on a lawyer's trust account in the form of a bank draft, certified cheque or wire transfer using the Large Value Transfer System.
- 22. **FAMILY LAW ACT:** The Seller warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O. 1990 unless the Seller's spouse has executed the consent hereinafter provided.
- 23. **UFFI:** The Seller represents and warrants to the Buyer that during the time the Seller has owned the property, the Seller has not caused any building on the property to be insulated with insulation containing ureaformaldehyde, and that to the best of the Seller's knowledge, no building on the property contains or has ever contained insulation that contains ureaformaldehyde. This warranty shall survive and not merge on the completion of this transaction, and if the building is part of a multiple unit building, this warranty shall only apply to that part of the building which is the subject of this transaction.
- 24. **CONSUMER REPORTS:** The Buyer is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this transaction.
- 25. **AGREEMENT IN WRITING:** If there is conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between the Buyer and Seller. There is no representation, warranty, collateral agreement or condition which affects this Agreement other than as expressed herein. For the purposes of this Agreement, Seller means Vendor and Buyer means Purchaser. This Agreement shall be read with all changes of gender or number required by the context.
- 26. **TIME AND DATE:** Any reference to a time and date in this Agreement shall mean the time and date where the property is located.
- 27. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

\_\_\_\_\_  
 [Witness]

\_\_\_\_\_  
 [Witness]

  
 \_\_\_\_\_  
 [Buyer]

  
 \_\_\_\_\_  
 [Buyer]

\_\_\_\_\_  
 [Date]

\_\_\_\_\_  
 [Date]

Sept. 14, 2021

I/WE, the Undersigned Seller, agree to the above Offer.

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

\_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Seller]

\_\_\_\_\_  
 [Date]

\_\_\_\_\_  
 [Date]

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):



SPOUSAL CONSENT: The Undersigned Spouse of the Seller hereby consents to the disposition evidenced herein pursuant to the provisions of the Family Law Act, R.S.O. 1990, and hereby agrees with the Buyer that he/she will execute all necessary or incidental documents to give full force and effect to the sale evidenced herein

\_\_\_\_\_  
[Witness] \_\_\_\_\_ [Spouse] \_\_\_\_\_ [Date]

CONFIRMATION OF ACCEPTANCE: Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes, both typed and written, was finally accepted by all parties at \_\_\_\_\_ a.m. / p.m. this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**ACKNOWLEDGMENT**

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale.

\_\_\_\_\_  
[Seller] \_\_\_\_\_ [Date]

\_\_\_\_\_  
[Buyer] \_\_\_\_\_ [Date]

\_\_\_\_\_  
[Seller] \_\_\_\_\_ [Date]

\_\_\_\_\_  
[Buyer] \_\_\_\_\_ [Date]

Address for Service \_\_\_\_\_

Address for Service: \_\_\_\_\_

\_\_\_\_\_  
Tel No (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Tel No (\_\_\_\_\_) \_\_\_\_\_

Seller's Lawyer \_\_\_\_\_

Buyer's Lawyer \_\_\_\_\_

Address \_\_\_\_\_

Address: \_\_\_\_\_

Tel No (\_\_\_\_\_) \_\_\_\_\_ Fax No (\_\_\_\_\_) \_\_\_\_\_

Tel No (\_\_\_\_\_) \_\_\_\_\_ Fax No (\_\_\_\_\_) \_\_\_\_\_

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):

**Schedule "A"****Agreement of Purchase and Sale**

This Schedule is attached to and forms part of the Agreement of Purchase and Sale between:

Buyer(s), 2810243 Ontario Inc., and

Seller(s), The Corporation of the Township of Wellington North

for the purchase and sale of 525 Dublin Street, Mount Forest, Ontario

dated the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

The Buyer agrees to pay the balance as follows:

The buyer agrees to pay the balance of the purchase price subject to the usual adjustments in cash or by certified cheque on closing.

1. **Interest Being Acquired:** It is acknowledged by the buyer, the buyer is acquiring the seller's Fifty percent (50%) interest in the above said lands and premises. The remaining Fifty percent (50%) interest is in the name of North Wellington Health Care Corporation.
2. **Municipal Capital Facilities Agreement:**
  - a. This offer is further conditional until the 15<sup>th</sup> day of November, 2021 for the parties hereto to enter into a mutually satisfactory new Municipal Capital Facilities agreement providing for the continuing exemption of the lands and facility from taxation for municipal and school purposes, failing which this agreement shall be null and void.
  - b. The parties acknowledge that any exemption from taxation of the lands and premises, including pursuant to a present or future Municipal Capital Facilities agreement, remains subject to challenge, re-assessment, or adverse decision by statutory or regulatory authority, including under O. Reg. 603/06 under the *Municipal Act, 2001*, as amended. The parties agree that no claim will be made by either of them against the other for any imposition of property tax as a result of such re-assessment or challenge by the Province of Ontario, Municipal Property Assessment Corporation, Assessment Review Board, or other authority.
3. **Council Approval:** This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001*, as amended, and the approval of the Council of The Corporation of The Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void and the deposit returned without interest or deduction.
4. **"As is" Condition:** The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on






this Property. The Purchaser agrees to sign a release in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence.

**5. Harmonized Sales Tax:**

- a) The parties hereto acknowledge and agree that the transaction contemplated herein may be subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act* (the Act) and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
- i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) It will file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
    - (3) The Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.
  - ii) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
  - iii) A notarial true copy of its HST registration confirmation.

This form must be initialed by all parties to the Agreement of Purchase and Sale.

INITIALS OF BUYER(S):

*[Handwritten initials]*  
*as*

INITIALS OF SELLERS:

<sup>DS</sup>  
*AL*

<sup>DS</sup>  
*KW*

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 103-21

### BEING A BY-LAW TO DESIGNATE 525 DUBLIN STREET, MOUNT FOREST, AS A MUNICIPAL CAPITAL FACILITY

WHEREAS Section 110 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "***Municipal Act***") permits a municipality to enter into agreements for the provision of municipal capital facilities;

AND WHEREAS Section 110 of the *Municipal Act* permits a Council of a municipality to designate lands within the classes of lands described in Ontario Regulation 603/06, as amended, as a municipal capital facility and to exempt that facility from taxation for municipal and school purposes;

AND WHEREAS the lands at 525 Dublin Street, Mount Forest, described in Schedule "A" to this by-law (the "**Lands**"), are used as a medical clinic providing services to the public, and for parking on the balance of the Lands for members of the public using the Medical Clinic and the hospital facility at 630 Dublin Street, Mount Forest, for the purposes of the municipality and for public use, being a permitted class under Ontario Regulation 603/06 as amended;

AND WHEREAS, in accordance with Council authorization, The Corporation of the Township of Wellington North (the "**Township**") and 2810243 Ontario Inc. ("**281-co**") and North Wellington Health Care Corporation ("**NWHCC**") have entered into an agreement, dated November 8, 2021, that provides for the use the Lands as a municipal capital facility;

***NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH*** enacts as follows:

1. The Council hereby designates the Lands as a municipal capital facility used for and all present and future improvements thereto as a municipal capital facility for the provision of health services, for the purposes of the municipality and for public use.
2. The Lands and all present and future related improvements thereto are hereby exempt from the payment of taxation for municipal and school purposes and shall be so exempt until the earliest of:
  - (a) December 31, 2031;

- (b) the day the Lands cease to be fully owned by one or both of 281-co and NWHCC; and
  - (c) the day the Township ceases to use the Lands as a municipal capital facility as that term is described in Ontario Regulation 603/06 or amendments thereto
3. The Township shall cause its Clerk to give written notice of the contents of this by-law to the Municipal Property Assessment Corporation and the secretary of any school board if the area of jurisdiction of any such board included the land that is exempted by this by-law, as required under section 110(8) of the *Municipal Act*.
  4. The Mayor and the Clerk are hereby authorized and directed to sign the by-law and to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.
  5. And that by-law 021-2001 be repealed.
  6. This by-law shall be effective as of the date of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF NOVEMBER, 2021.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**Municipal Capital Facility Agreement**  
**[525 Dublin Street, Mount Forest]**

**THIS AGREEMENT** made this 8th day of November, 2021

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

(the “**Township**”)

-and-

**2810243 ONTARIO INC. and NORTH WELLINGTON HEALTH CARE CORPORATION,**

(individually, “**281-co**” and “**NWHCC**”;  
collectively, the “**Corporations**”)

**WHEREAS** the affiliated corporations 281-co and NWHCC are to be the co-owners of the lands municipally described as 525 Dublin Street, Mount Forest, and legally described in the attached Schedule A (the “**Lands**”), as of the effective date of this agreement;

**AND WHEREAS** the Corporations operate a medical clinic providing services to the public (the “**Medical Clinic**”) on part of the Lands, and provide for parking on the balance of the Lands for members of the public using the Medical Clinic and the hospital facility at 630 Dublin Street, Mount Forest;

**AND WHEREAS** the operation of the Medical Clinic during the period of the Township’s co-ownership of the Lands was governed by the Agreement dated March 26, 2001 (the “**2001 Agreement**”), between the Township and NWHCC (under its former name of “Louise Marshall Hospital”);

**AND WHEREAS** the Lands will continue to be used as a municipal facility for the provision of social and health services and general administration of those services in Wellington North, for purposes of s. 2(1)10 of Ontario Regulation 603/06;

**AND WHEREAS** the Township and the Corporations wish to continue the use of the Lands as a Municipal Capital Facility, with exemption from municipal taxation pursuant to Section 110 of the *Municipal Act, 2001* (the “**Municipal Act**”);

**NOW THEREFORE**, in consideration of the mutual terms and covenants contained herein, the parties covenant and agree as follows:

1. **By-law:** The Township will by by-law under section 110 of the *Municipal Act* (the “**By-law**”), designate the Lands as a municipal capital facility and exempt that municipal capital facility from taxation for municipal and school purposes for the 2021 calendar year and subsequent years.
2. **Statutory Notice:** The Township shall cause its clerk to give the necessary notice of the By-law in accordance with subsections 110(5) and (8) of the *Municipal Act*.
3. **Term:** The term of this Agreement and the designation of the Lands as a municipal capital facility shall be from January 1, 2008 to the earliest of:

- (a) December 31, 2031;
  - (b) the day the Corporations cease to own the Lands; or
  - (c) the day the Township ceases to use the Lands as a municipal capital facility as that term is described in Ontario Regulation 603/06 or amendments thereto.
4. **Tax Exemption:** The Township shall exempt the Lands from property taxation for municipal and school purposes pursuant to Section 110(6) of the *Municipal Act, 2001*.
  5. **Liability:** The Corporations shall take all reasonable and appropriate steps to assume the entire liability with respect to funds borrowed from the Township under the 2001 Agreement, or the outstanding balance of such borrowed funds, and shall and hold the Township harmless from all liability with respect thereto.
  6. **Registration:** The by-law referred to in Section 1 of this Agreement shall be registered by the Township on title of the Lands. The Corporations shall, if necessary, consent to or cooperate with the Township in any requirements of registration.
  7. **Zoning:** For the purposes of clarity, the Township acknowledges and agrees that neither this Agreement nor the proposed by-law shall in any way affect the zoning of the Lands or the permitted uses of the Lands under applicable laws.
  8. **Replacement of Previous Agreement:** The 2001 Agreement is hereby terminated effective as of the date of this Agreement, and replaced by this Agreement. All obligations under the 2001 Agreement are hereby fully and finally released, except any obligation to repay amounts advanced pursuant to the 2001 Agreement.

#### GENERAL

9. **Mutual Drafting:** With respect to this agreement, the parties expressly waive *contra proferentem* and any other doctrine that would construe any ambiguity in this agreement against the party whose counsel drafted the agreement.
10. **Independent Legal Advice:** The Corporations acknowledge that they have had the opportunity to obtain independent legal advice concerning the content of this agreement and that it has either obtained such advice or voluntarily chosen not to do so.
11. **Obligations as Covenants:** Each obligation expressed in this Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes.
12. **Assignment:** This agreement may not be assigned by the Corporations, or either of them, without the prior written approval of the Township which may be withheld for any reason.
13. **Amendment:** No amendment of this Agreement of any kind shall be deemed valid unless effected by a written amendment signed by both parties and no waiver of rights of any kind under this Agreement shall be effective unless in writing by the party for whom they are a benefit.
14. **Arbitration:** If any disputes, differences or questions arise between the parties out of this Agreement, whether during the term of this Agreement or after, each such dispute, difference or question shall be submitted to and settled by arbitration and the decision of the arbitrator appointed to deal with such matters shall be final and binding and accepted by the parties. The arbitration in each of the cases mentioned above shall be conducted by a single arbitrator if the parties hereto agree upon one or otherwise by a

single arbitrator appointed by a Judge of the Ontario Superior Court of Justice on the application of either party. The arbitration shall be conducted in accordance with the provisions of the *Arbitration Act, 1991*, S.O. 1991, c. 17, and any statutory amendments thereto for the time being in effect. It is hereby agreed that it shall be a condition precedent to any action being instituted by either the Township or the Corporations against the other(s) or of any liability in connection therewith that the matter must be first referred to arbitration as herein provided for disposition.

- 15. **Enurement:** This Agreement shall be binding upon and enure to the benefit of the parties hereto, and their respective heirs, executors, administrators, successors and assigns.
- 16. **Severability:** If any covenant, provision or term of this Agreement should be at any time held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect.
- 17. **Entire Agreement:** This agreement shall constitute the entire agreement between the parties hereto and shall supersede all prior negotiations, discussions and understandings of any nature whatsoever. There are no representations, warranties, collateral agreements or conditions respecting the subject matter of this Agreement and no changes, amendments, or modifications hereto shall be effective or binding on the parties hereto unless agreed to in writing by them.
- 18. **Further Assurances:** The parties shall do and execute all such further acts, deed, instruments or things as may be necessary or desirable for the purpose of carrying out the intent of this Agreement.
- 19. **Applicable Law:** This Agreement shall be construed and enforced in accordance with the laws of Ontario and the laws of Canada applicable therein.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement.

DATED at Wellington North, Ontario, the 8th day of November, 2021.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

\_\_\_\_\_  
Name: Andrew Lennox

Title: Mayor

\_\_\_\_\_  
Name: Karren Wallace

Title: Clerk

We have the authority to bind the Corporation

DATED at \_\_\_\_\_, Ontario, the \_\_\_ day of \_\_\_\_\_, 2021.

**NORTH WELLINGTON HEALTH CARE CORPORATION**

\_\_\_\_\_  
Name: Stephen K. Street

Title: Chief Executive Officer

I have the authority to bind the Corporation

DATED at \_\_\_\_\_, Ontario, the \_\_\_ day of \_\_\_\_\_, 2021.

**2810243 ONTARIO INC.**

\_\_\_\_\_  
Name: James McDevitt

Title: President

I have the authority to bind the Corporation

**SCHEDULE A**  
**The Lands**

**Legal Description:** PART OF PARK LOT 6, S/S PRINCESS ST, MOUNT FOREST, PT 1, 61R8529;  
TOWNSHIP OF WELLINGTON NORTH

**PIN:** 71054-0167 (LT)

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 104-21**

**BEING A BY-LAW TO REGULATE TRAFFIC IN THE  
TOWNSHIP OF WELLINGTON NORTH AND TO REPEAL  
BY-LAW NO. 07-2000, 10-2008 and 076-16.**

WHEREAS Council deems it necessary to pass a by-law to regulate traffic in the Township of Wellington North and to repeal By-law No. 07-2000, 10-2008 and 076-16

**THEREFORE** the Council of the Corporation of the Township of Wellington North enacts as follows:

1. **DEFINITIONS:**

In this by-law,

**“authorized sign”** means any sign, as defined in this by-law, that is in compliance with the *Highway Traffic Act* and the regulations made under that Act and whose installation has been authorized by by-law;

**“Township” and “Township of Wellington North”** means The Corporation of the Township of Wellington North;

**“Council”** means the Council of the Township of Wellington North;

**“emergency vehicle”** includes an ambulance, fire department vehicle, and police department vehicle;

**“highway”** means a common and public highway or portion thereof, and includes any bridge, trestle, viaduct or other structure forming part of a highway;

**“install”** means to install, place or erect, and **“installation”** has a corresponding meaning;

**“Director” or** means the Director of Operations, Manager of Transportation Services their designate or, in the event of organizational changes, another employee designated by Council;



**“municipal service vehicle”** means a vehicle operated by or on behalf of the Township while the vehicle is being used for the repair or maintenance of highways, the collection or transportation of waste, or other municipal purpose for which equipment is required;

**“public utility”** means a system that is used to provide a service to the public, and includes water, sewage, electricity, gas, telephone and cable services;

**“public utility service vehicle”** means a vehicle operated by or on behalf of a Corporation that supplies or manages a public utility within the Township while the vehicle is being used for the repair or maintenance of a public utility or other purpose for which equipment is required;

**“school zone”** means the portion of a highway that adjoins the entrance to or exit from a school and that is within 150 metres along the highway in either direction beyond the limits of the land used for the purposes of the school;

**“sign”** includes any sign, marking on a roadway, curb or sidewalk, or other traffic control device, other than a traffic control signal system, that provides notice of traffic regulations; and

**“through highway”** means a highway designated in this by-law under the authority of the *Highway Traffic Act* that is marked by an authorized stop sign.

1.1 Except as otherwise provided in section 1.1, the words and terms used in this by-law have the same meaning as the words and terms used in the *Highway Traffic Act*.

1.2 Terms that are not defined in this By-law shall have the meaning set out in the Act.

## 2. **APPLICATION:**

2.1 This by-law applies to every highway over which the Township has jurisdiction or, in the case of a boundary highway, joint jurisdiction.

2.2 This by-law does not apply to a Provincial highway, County highway or to private roads.

## 3. **ADMINISTRATION:**

3.1 In accordance with the requirements of subsection 144(31) of the *Highway Traffic Act*, the Director is designated by Council as the person whose approval is required prior to the erection or installation of any new traffic

control signal system or traffic control signal used in conjunction with a traffic control signal system that has been authorized.

- 3.2 Transportation Services is responsible for the administration of this by-law, including the installation and maintenance of signs that have been authorized.

#### 4. **REGULATIONS:**

- 4.1 The intersections set out in Column 1 of Schedule A-1 to this by-law are designated as intersections where stop signs shall be erected at the locations shown in Column 2 of the Schedule.
- 4.2 The intersections set out in Column 1 of Schedule A-2 to this by-law are designated as intersections where yield right-of-way signs shall be erected at locations shown in Column 2.
- 4.3 The intersections set out in Schedule A-3 are designated as all-way stop intersections, and the installation of stop signs is authorized on each of the corners at these designated intersections.
- 4.4 The highways described in Schedule B are designated for the use of one-way traffic only and no person shall drive a vehicle on a designated highway except in the direction specified in Schedule B.
- 4.5 The installation of signs identifying the designated highways described in all schedules is authorized.

#### 5. **REDUCED LOAD PERIODS**

- 5.1 During the period from the first day of March to the fifteenth day of May, inclusive, in each calendar year, reduced load periods shall be implemented on the highways set out in Schedule C of this By-law.
- 5.2 During the period set out in clause 5.1 no vehicle shall travel on any highway set out in Schedule C with a fully loaded vehicle.
- 5.3 Notwithstanding clause 5.1 the Director has the authority to alter the period of half load season as necessary.

#### 6. **LIMITING WEIGHT OF VEHICLES ON BRIDGES**

- 6.1 THAT no vehicle or combination of vehicles or any class thereof, whether empty or loaded, having a gross weight exceeding that set forth in Schedule D of this by-law, shall be operated over bridges set out in Schedule D of this By-law

6.2 That clause 6.1 shall become effective when a notice of the limit of the weight permitted is posted in a conspicuous place at each end of the bridges set out in Schedule D.

**7. OFFENCE AND PENALTY PROVISIONS:**

7.1 Any person who contravenes this by-law is guilty of an offence and, upon conviction, is subject to a fine as provided in the *Provincial Offences Act* or the *Highway Traffic Act* and to any other applicable penalties.

7.2 If this by-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**8. VALIDITY:**

8.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this bylaw authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

**9. REPEAL**

9.1 That By-law Number 07-2000, 10-2008 and 076-16 be repealed in their entirety.

**10. COMMENCEMENT:**

10.1 This by-law comes into force on the date it receives third reading and is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS XXTH DAY OF SEPTEMBER, 2021.**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**SCHEDULE "A"**  
**A-1 STOP SIGNS**

| Column 1                                     | Column 2                         |
|--|----------------------------------|
| <b>AT THE INTERSECTION OF</b>                | <b>ERECTED AT</b>                |
| Albert St/Egremont St South                  | Egremont Street South            |
| Albert St/Forest Glen Crescent               | Forest Glen Crescent             |
| Albert St/Oakview Cres (East Side)           | Oakview Crescent (East Side)     |
| Albert St/Oakview Cres (West Side)           | Oakview Crescent (West Side)     |
| Albert St/Ruby's Cres (East side)            | Ruby's Crescent (east side)      |
| Albert St/Ruby's Cres (West side)            | Ruby's Crescent (west side)      |
| Albert Street/Church Crescent                | Church Crescent                  |
| Albert Street/Ronnie's Way                   | Ronnie's Way                     |
| Arthur Street/Prince Charles Street          | Prince Charles Street            |
| Arthur Street/Princess Ann Street            | Princess Ann Street              |
| Ayrshire Street/Clyde Street                 | Clyde Street                     |
| Bellefield Crescent/Eastview Dr              | Eastview Drive                   |
| Bellefield Crescent/Lynwood Place            | Lynwood Place                    |
| Birmingham St West/Colcleugh Ave             | Colcleugh Avenue                 |
| Birmingham Street West                       | Normanby Street North (north of) |
| Birmingham Street West                       | Normanby Street North (south of) |
| Birmingham Street West/Weber Street          | Weber Street                     |
| Byeland Drive                                | Byeland Drive                    |
| Byeland Drive/Egremont Street North          | Egremont Street North            |
| Centre Street/Maple Street                   | Maple Street                     |
| Charles St/Isabella St East (North of)       | Isabella Street East (North of)  |
| Charles Street/Edward Street                 | Edward Street                    |
| Charles Street/Francis Street East           | Francis Street East              |
| Charles Street/Francis Street West           | Francis Street West              |
| Charles Street/Georgina St (North of)        | Georgina Street (North of)       |
| Charles Street/Georgina St (South of)        | Georgina Street (South of)       |
| Cheryl Lynn St/Wendy's Lane                  | Wendy's Lane                     |
| Church St North/Birmingham St East (East of) | Birmingham Street East (east of) |
| Church St North/Birmingham St East (West of) | Birmingham Street East (west of) |
| Church St North/Cheryl Lynn St               | Cheryl Lynn Street               |

|                                       |                            |
|---------------------------------------|----------------------------|
| Church St South/Forest Glen Crescent  | Forest Glen Crescent       |
| Church St South/Forest Glen Drive     | Forest Glen Drive          |
| Clarke St/Adelaide St (North of)      | Adelaide Street (North of) |
| Clarke St/Adelaide St (South of)      | Adelaide Street (South of) |
| Clarke St/Walton St (North of)        | Walton Street (North of)   |
| Clarke St/Walton St (South of)        | Walton Street (South of)   |
| Concession 11/Sideroad 4 West         | Sideroad 4 West            |
| Concession 11/Sideroad 5 West         | Sideroad 5 West            |
| Concession 11/Sideroad 7 West         | Sideroad 7 West            |
| Concession 2/Sideroad 2 East          | Sideroad 2 East            |
| Concession 2/Sideroad 3 East          | Sideroad 3 East            |
| Concession 2/Sideroad 5 East          | Sideroad 5 East            |
| Concession 2/Sideroad 6 East          | Sideroad 6 East            |
| Concession 2/Sideroad 8 East          | Sideroad 8 East            |
| Concession 4/Sideroad 10 West         | Sideroad 10 West           |
| Concession 4/Sideroad 2 East          | Sideroad 2 East            |
| Concession 4/Sideroad 3 East          | Sideroad 3 East            |
| Concession 4/Sideroad 5 East          | Sideroad 5 East            |
| Concession 4/Sideroad 6 East          | Sideroad 6 East            |
| Concession 4/Sideroad 7 East          | Sideroad 7 East            |
| Concession 6/Sideroad 10 West         | Sideroad 10 West           |
| Concession 6/Sideroad 2 East          | Sideroad 2 East            |
| Concession 6/Sideroad 3 East          | Sideroad 3 East            |
| Concession 6/Sideroad 5 East          | Sideroad 5 East            |
| Concession 6/Sideroad 9 West          | Sideroad 9 West            |
| Concession 7/Sideroad 8 West          | Sideroad 8 West            |
| Concession 7/Sideroad 9 West          | Sideroad 9 West            |
| Concession 8/Sideroad 2 East          | Sideroad 2 East            |
| Concession 9/Sideroad 5 West          | Sideroad 5 West            |
| Concession 9/Sideroad 6 West          | Sideroad 6 West            |
| Concession 9/Sideroad 8 West          | Sideroad 8 West            |
| Concession 9/Sideroad 9 West          | Sideroad 9 West            |
| Conestoga St North /Walton St         | Walton Street              |
| Conestoga St North/Adelaide St        | Adelaide Street            |
| Cork Street/Melissa Crescent          | Melissa Crescent           |
| Cork Street/Princess Street (East of) | Princess Street (east of)  |
| Cork Street/Princess Street (West of) | Princess Street (west of)  |

|  |                             |
|--|-----------------------------|
| Cork Street/Waterloo Street                            | Waterloo Street             |
| Domville St/Andrew St                                  | Andrew Street               |
| Domville St/Clarke St                                  | Clarke Street               |
| Domville St/McCord St                                  | McCord Street               |
| Dublin Street/Page Street                              | Page St                     |
| Dublin Street/Prince Charles Street                    | Prince Charles Street       |
| Dublin Street/Princess Ann Street                      | Princess Ann Street         |
| Dublin Street/Princess Street                          | Princess Street             |
| Dublin Street/Waterloo St (West of)                    | Waterloo Street (west of)   |
| Dublin Street/Waterloo Street (East of)                | Waterloo Street (east of)   |
| Durham St West/Normanby St North                       | Normanby Street North       |
| Durham St West/Silverbirch Avenue                      | Silverbirch Avenue          |
| Durham Street West/Foster Street                       | Foster Street               |
| Durham Street West/Henry Street                        | Henry Street                |
| Durham Street West/Perth Street                        | Perth Street                |
| Durham Street West/Weber Street                        | Weber Street                |
| Eastview Drive/Lynwood Place                           | Lynwood Place               |
| Edward St/Municipal Parking Lot                        | Municipal Parking Lot       |
| Eliza St/Bellefield Crescent                           | Bellefield Crescent         |
| Eliza St/Carroll St                                    | Carroll Street              |
| Eliza St/Eastview Drive                                | Eastview Drive              |
| Eliza St/Farrell Lane                                  | Farrell Lane                |
| Eliza St/Leonard St                                    | Leonard Street              |
| Frederick St West/Edward St                            | Edward Street               |
| George St/Eliza St                                     | Eliza Street                |
| George St/Francis St East                              | Francis Street East         |
| Isabella St East/Eliza St                              | Eliza Street                |
| Isabella St East/Georgina St                           | Georgina Street             |
| John Street/Miller Street                              | Miller Street               |
| John Street/Waterloo Street                            | Waterloo Street             |
| Jones Baseline Access Road/Jones Baseline (North side) | Jones Baseline (North side) |
| Jones Baseline/Jones Baseline Access Rd                | Jones Baseline Access Road  |
| Jones Baseline/Sideroad 25                             | Sideroad 25                 |
| Kenzie Road/Owen Road                                  | Owen Road                   |
| King Street East/Ronnie's Way                          | Ronnie's Way                |
| King Street West/Elgin Street South                    | Elgin Street South          |

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Leonard St/Isabella St E (South of) | Isabella Street East (South of) |
| Line 1/Sideroad 25                  | Sideroad 25                     |
| Line 1/Sideroad 30                  | Sideroad 30                     |
| Line 10/Sideroad 3                  | Sideroad 3                      |
| Line 10/Sideroad 7                  | Sideroad 7                      |
| Line 12/East West Luther Townline   | East-West Luther Townline       |
| Line 12/Sideroad 13                 | Sideroad 13                     |
| Line 12/Sideroad 3                  | Sideroad 3                      |
| Line 12/Sideroad 7                  | Sideroad 7                      |
| Line 2/East West Luther Townline    | East-West Luther Townline       |
| Line 2/Sideroad 13                  | Sideroad 13                     |
| Line 2/Sideroad 15                  | Sideroad 15                     |
| Line 2/Sideroad 25                  | Sideroad 25                     |
| Line 2/Sideroad 3                   | Sideroad 3                      |
| Line 2/Sideroad 30                  | Sideroad 30                     |
| Line 2/Sideroad 7                   | Sideroad 7                      |
| Line 3/Sideroad 25                  | Sideroad 25                     |
| Line 3/Sideroad 30                  | Sideroad 30                     |
| Line 4/Sideroad 13                  | Sideroad 13                     |
| Line 4/Sideroad 15                  | Sideroad 15                     |
| Line 4/Sideroad 3                   | Sideroad 3                      |
| Line 4/Sideroad 7                   | Sideroad 7                      |
| Line 6/Sideroad 3                   | Sideroad 7                      |
| Line 6/Sideroad 7                   | Sideroad 3                      |
| Line 8/Sideroad 3                   | Sideroad 3                      |
| Line 8/Sideroad 7                   | Sideroad 7                      |
| London Rd North/Durham St East      | Durham Street East              |
| London Rd South/Albert St           | Albert Street                   |
| London Road North/Broomer Crescent  | Broomer Crescent                |
| London Road South/Connery Road      | Connery Road                    |
| London Road South/King Street East  | King Street East                |
| London Road South/Owen Road         | Owen Road                       |
| London Road South/Sarah Road        | Sarah Road                      |
| Main St North/Birmingham St East    | Birmingham Street East          |
| Main St North/Birmingham St West    | Birmingham Street West          |
| Main St North/Durham St West        | Durham Street West              |
| Main St South/Bentley St            | Bentley Street                  |

|                                      |                               |
|--------------------------------------|-------------------------------|
| Main St South/North Water St         | North Water Street West       |
| Main St South/North Water St East    | North Water Street East       |
| Main Street North/Durham Street East | Durham Street East            |
| Main Street North/Industrial Drive   | Industrial Drive              |
| Main Street North/Mount Forest Drive | Mount Forest Drive            |
| Main Street South/Grant Street       | Grant Street                  |
| Main Street South/King Street East   | King Street East              |
| Main Street South/King Street West   | King Street West              |
| Main Street South/Miller Street      | Miller Street                 |
| Main Street South/Murphy Street      | Murphy Street                 |
| Main Street South/Parkside Drive     | Parkside Drive                |
| Main Street South/South Water Street | South Water Street            |
| Martin Street/Cork Street            | Cork Street                   |
| Melissa Crescent/Justin's Place      | Justin's Place                |
| North Water St/Arthur St             | Arthur Street                 |
| North Water Street/James Street      | James Street                  |
| North Water Street/John Street       | John Street                   |
| North Water Street/William Street    | William Street                |
| Oak Street/Centre Street             | Centre Street                 |
| Parker Drive/Paula Crescent          | Paula Crescent                |
| Parkside Drive/Grant Street          | Grant Street                  |
| Parkside Drive/York Street           | York Street                   |
| Preston St South/Duke St             | Duke Street                   |
| Princess St/Jeremy's Cr (East Side)  | Jeremy's Crescent (East Side) |
| Princess St/Jeremy's Cr (West Side)  | Jeremy's Crescent (West Side) |
| Princess Street/Melissa Crescent     | Melissa Crescent              |
| Queen St East/Albert St              | Albert Street                 |
| Queen St East/Ayrshire St            | Ayrshire Street               |
| Queen St East/Egremont St South      | Egremont Street South         |
| Queen St East/Fergus St South        | Fergus Street South           |
| Queen St East/Parkside Drive         | Parkside Drive                |
| Queen St East/Peel Street            | Peel Street                   |
| Queen St East/York Street            | York Street                   |
| Queen St West/Arthur St              | Arthur Street                 |
| Queen St West/Birmingham St West     | Birmingham Street West        |
| Queen St West/Cork Street            | Cork Street                   |
| Queen St West/Dublin Street          | Dublin Street                 |



|                                      |                           |
|--------------------------------------|---------------------------|
| Queen St West/Durham St West         | Durham Street West        |
| Queen St West/Homewood Avenue        | Homewood Avenue           |
| Queen St West/James Street           | James Street              |
| Queen St West/John Street            | John Street               |
| Queen St West/King Street West       | King Street West          |
| Queen St West/Lover's Lane           | Lover's Lane              |
| Queen St West/Normanby St South      | Normanby Street South     |
| Queen St West/Sligo Road West        | Sligo Road West           |
| Queen St West/Wellington St West     | Wellington Street West    |
| Queen St West/William Street         | William Street            |
| Ronnie's Way/Douggie's Court         | Douggie's Court           |
| Ronnie's Way/Sarah Road              | Sarah Road                |
| Schmidt Dr/Eastview Dr (South of)    | Eastview Drive (South of) |
| Schmidt Dr/Walsh Dr                  | Walsh Drive               |
| Schmidt Drive/Eastview Dr (North of) | Eastview Drive (North of) |
| Sideroad 13/Line 6                   | Sideroad 13 North side    |
| Sideroad 13/Line 6                   | Sideroad 13 South side    |
| Sideroad 13/Line 8                   | Line 8                    |
| Sideroad 17/Eighteenth Line          | Eighteenth Line           |
| Sideroad 3 East/Concession 8         | Concession 8              |
| Sideroad 3 West/Concession 11        | Concession 11             |
| Sideroad 3 West/Sally Street         | Sally Street              |
| Sideroad 5 West/McDonald Road        | McDonald Road             |
| Sideroad 7 East/Concession 2         | Concession 2              |
| Sideroad 7 East/Concession 4         | Concession 4              |
| Sideroad 7 West/Concession 7         | Concession 7              |
| Sideroad 7 West/Concession 9         | Concession 9              |
| Sideroad 7 West/Parker Drive         | Parker Drive              |
| Sideroad 8 West/Concession 6         | Concession 6              |
| Sideroad 9 East/Concession 2         | Concession 2              |
| Smith Street /Preston Street North   | Preston Street North      |
| Smith Street/Clarke Street           | Clarke Street             |
| Smith Street/Conestoga St North      | Conestoga Street North    |
| Smith Street/Conestoga St South      | Conestoga Street South    |
| Smith Street/Preston Street South    | Preston Street South      |
| Smith Street/Wells Street East       | Wells Street East         |
| Smith Street/Wells Street West       | Wells Street West         |

|                                      |                           |
|--------------------------------------|---------------------------|
| Tucker St/Adelaide St                | Adelaide Street           |
| Tucker Street/Isabella Street West   | Isabella Street West      |
| Tucker Street/Walton Street          | Walton Street             |
| Walsh St/Eastview Drive (South of)   | Eastview Drive (South of) |
| Waterloo St/Arthur St (North of)     | Arthur Street (north of)  |
| Waterloo St/ArthurSt (South of)      | Arthur Street (south of)  |
| Waterloo St/James St (North of)      | James Street (north of)   |
| Waterloo St/James St (South of)      | James Street (south of)   |
| Waterloo St/William St (North of)    | William Street (north of) |
| Waterloo St/William St (South of)    | William Street (south of) |
| Waterloo Street/Homewood Avenue      | Homewood Avenue           |
| Wellington St East/Church St North   | Church Street North       |
| Wellington St East/Newfoundland St   | Newfoundland Street       |
| Wellington St West/Colcleugh Ave     | Colcleugh Avenue          |
| Wellington St West/Normanby St North | Normanby Street North     |
| Wellington St West/Normanby St South | Normanby Street South     |
| Wellington St West/Normanby St South | Normanby Street South     |
| Wells Street East/Domville Street    | Domville Street           |
| Wood Street/Maple Street             | Maple Street              |
| York Street/Peel Street (North of)   | Peel Street (north of)    |
| York Street/Peel Street (South of)   | Peel Street (south of)    |

**A-2 YIELD SIGNS**

Intentionally left blank

**A-3 ALL-WAY STOP SIGNS**

| <b>AT THE INTERSECTION OF</b>                |
|--|
| Domville Street/Preston Street               |
| Domville Street/Conestoga Street North       |
| Tucker Street/Domville                       |
| Albert Street/.Church Street South           |
| Birmingham Street East/Egremont Street North |
| Birmingham Street East/Fergus Street North   |
| Birmingham Street West/Elgin Street North    |
| Durham Street East/Church Street North       |
| Durham Street East/Egremont Street North     |
| Durham Street East/Fergus Street North       |
| King Street East/Egremont Street South       |
| King Street East/Fergus Street South         |
| Wellington Street East/Egremont Street       |
| Wellington Street East/Fergus Street         |
| Wellington Street West/Elgin Street North    |
| Wellington Street East/London Road           |

**SCHEDULE B ONE-WAY TRAFFIC**

This Schedule intentionally left blank

## **SCHEDULE C-REDUCED LOAD PERIODS**

Every highway under the jurisdiction of the Township of Wellington North, except:

Main Street North  
Main Street South  
Queen Street East  
Queen Street West  
Smith Street  
George Street

**SCHEDULE D – RESTRICTING THE WEIGHT OF VEHICLES PASSING OVER BRIDGES**

| <b>STRUCTURE NO.</b> | <b>MTO SITE NO.</b> | <b>LOCATION</b>  | <b>GROSS LOAD TONNES</b> |
|----------------------|---------------------|--|--------------------------|
| <b>9</b>             | <b>35-17</b>        | <b>Sideroad 3 East<br/>0.3 km East of Concession 6 N</b> | <b>18</b>                |
| <b>21</b>            | <b>35-80</b>        | <b>Sideroad 8 East<br/>1.8 KM East of Highway 6</b>      | <b>12</b>                |
| <b>38</b>            | <b>35-85</b>        | <b>Sideroad 3<br/>North of Line 6</b>                    | <b>26</b>                |

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 105-21**

**BEING A BY-LAW TO AUTHORIZE A SITE PLAN AGREEMENT  
WITH ARTHUR GREEN DEVELOPMENTS INC.**

**WHEREAS** Arthur Green Developments Inc. is the registered Owner

**WHEREAS** it is deemed expedient to enter into such an Agreement with Arthur Green Developments Inc. on the following lands:

PT LT 46 & 55 SURVEY CROWN ARTHUR VILLAGE, PTS 3, 5 & 7, 60R1487;  
S/T ROW OVER PT 7, 60R1487 AS IN RON55482; WELLINGTON NORTH  
PIN: 71102-0132

***NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH*** enacts as follows:

1. **THAT** The Corporation shall enter into a Site Plan Agreement with Arthur Green Developments Inc. in the form, or substantially the same form as the draft Agreement attached hereto as Schedule 1.
2. **THAT** the Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the By-law to enter into the Agreement on behalf of the Corporation
3. **AND THAT** the Clerk be hereby directed to cause notice of the said Agreement to be registered on the title to the lands.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8th DAY OF November, 2021.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**



**SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made this 8th day of November , 2021.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(the "Township")  
OF THE FIRST PART

-and-

**ARTHUR GREEN DEVELOPMENTS INC.**  
(the "Owner")  
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the Lands described as PT LT 46 & 55 SURVEY CROWN ARTHUR VILLAGE, PTS 3, 5 & 7, 60R1487; S/T ROW OVER PT 7, 60R1487 AS IN RON55482; WELLINGTON NORTH

PIN: 71102-0132

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the lands described in Schedule "A" attached hereto;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the premises and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows that in consideration of the Township approving the plans and drawings for the development of the Lands, the Owner covenants and agrees with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "Plans").
2. Construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.
4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph 3 of this Agreement.

5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catchbasins, where necessary, in a manner approved by the Township and/or the County of Wellington.
6. The Owner agrees that snow shall be removed from the parking lot area for the Lands.
7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
9. The Owner shall, where required by Township and/or County of Wellington resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
10. The Owner hereby releases and indemnifies the Township, and, where applicable, the County of Wellington, its servants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township,
  - (a) The Developer shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, providing coverage for a limit of not less than \$5,000,000.00 for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Developer. Such policy or policies shall be issued in the joint names of the Developer, the Township and the Township's consulting engineer and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. Proof of insurance shall be provided on an annual basis. The policy shall specify that it cannot be altered, cancelled or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the Township.
  - (b) The Owner shall, upon the earlier of (a) commencing any works on the Lands, or (b) applying for a building permit, supply the Township with cash or a Letter of Credit (the "security") in form satisfactory to the Chief Administrative Officer (CAO) and in an amount determined by the CAO, sufficiently guaranteeing the satisfactory completion of the site works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a period of one (1) year from the date that such works are constructed receive written approval from the Township Engineer. The security must further guarantee payment to the Township of all inspection or other costs that

the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer, the Letter of Credit may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said one (1) year period.

12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, the Owner shall:
  - a) provide the Township with, prior to the execution of this Agreement by the Township, a letter of credit or other satisfactory security in an amount equal to 50% to a maximum of \$50,000 of the cost of works and facilities relating to storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works.
  - b) complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within one (1) year of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the owner's sole expense.
  - c) Upon failure of the owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the lands to perform the said works and facilities.

Section 427 of the Municipal Act, S.O. 2001, c. 25, as amended, applies to this Agreement and in the event the Owner fails to perform the works and facilities required to be done herein, such works and facilities may be done by the Township at the Owner's expense and the Township may recover the expense in doing so by action or the same may be recovered in like manner as municipal taxes

13. The Owner shall grade the lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Site Plan. The Owner shall not use or cause or permit to be used any new construction on the lands until after an as-built grading survey has been provided and a professional engineer or architect has given Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the said lands which fall within the provisions of Section 41 of the Act and are required for this development by the Site Plan and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
14. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the owner may be required to apply dust suppressants, covering stock piles of top soil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
15. The Township and Owner agree that the Owner may choose to develop the lands in phases and in accordance with the approved phasing plan, as shown on the approved Site Plans. In such case, the Owner agrees as follows:
  - (a) that the Owner will not apply for nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that

servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;.

- (b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
  - (c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CAO or CBO, and the provisions of this Agreement shall apply to such security with respect to such phase(s);
  - (d) that the provisions of this Agreement shall apply to all such phases.
16. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
17. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
18. The Owner shall obtain from all mortgagees, charges and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.
19. The covenants, agreements, conditions and understandings set out herein and in Schedules "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
20. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

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THIS AGREEMENT is executed by the Township this 8th day of November, 2021.

**THE CORPORATION OF  
THE TOWNSHIP OF WELLINGTON NORTH**  
Per:

\_\_\_\_\_  
Andrew Lennox, Mayor

\_\_\_\_\_  
Karren Wallace, Clerk  
We have authority to bind the corporation.

THIS AGREEMENT is executed by the owner this \_\_\_\_ day of \_\_\_\_\_, 2021.

**ARTHUR GREEN DEVELOPMENTS INC.**  
Per:

\_\_\_\_\_  
Barbara Pambianchi, Director  
I have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 9192 Highway 9, Palgrave, ON, L0N 1P0

DEVELOPER'S PHONE NUMBER: 1-647-572-4503

DEVELOPER'S EMAIL ADDRESS: nkompasgroup@gmail.com

**SCHEDULE "A"**

**Approved Plan and Drawings**

| DOCUMENT NO | DOCUMENT NAME                      | LAST REVISION DATE | PREPARED BY  |
|-------------|------------------------------------|--------------------|--|
| A-1         | Title Page                         | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-2         | Sheet Index                        | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-3         | Site Plan                          | 8-Apr-2021         | A-D Engineering Group and Marilyn Ypes Architect Inc.                            |
| A-3a        | Site Plan                          | 8-Apr-2021         | A-D Engineering Group and Marilyn Ypes Architect Inc.                            |
| A-3b        | Site Servicing Plan                | 8-Apr-2021         | A-D Engineering Group and Marilyn Ypes Architect Inc.                            |
| A-3c        | North Elevation – Site Servicing   | 8-Apr-2021         | A-D Engineering Group and Marilyn Ypes Architect Inc.                            |
| A-3d        | West Elevation – Site Servicing    | 8-Apr-2021         | A-D Engineering Group and Marilyn Ypes Architect Inc.                            |
| A-4         | OBC Matrix                         | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-9         | Proposed East Elevation            | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-10        | Proposed South Elevation           | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-11        | Proposed West Elevation            | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-12        | Proposed North Elevation           | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-17        | Proposed Lower Level               | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-18        | Proposed First Floor Plan          | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-19        | Proposed Second Floor Plan         | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-20        | Proposed Third Floor Plan          | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| A-21        | Proposed Roof Plan                 | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-1         | Site Plan                          | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-2         | Site Servicing Plan                | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-4         | Grading Plan                       | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-5         | Zoning Map                         | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-6         | Sidewalk and Curb Location         | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-7         | Parking Lot Lighting               | 16-Aug-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-8         | Photometric Design East Elevation  | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-9         | Photometric Design West Elevation  | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-10        | Photometric Design North Elevation | 02-Sept-2021       | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-11        | Site Survey                        | 18-Jun-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
| S-12        | Turning Movement Diagram           | 18-Jun-2021        | J.D. Hubbert & Associates, A-D Engineering Group and Marilyn Ypes Architect Inc. |
|             | Stormwater Management Design Brief | 09-Jul-2021        | J.D. Hubbert & Associates  |

## **SCHEDULE "B"**

### **Site Specific Requirements**

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

- THAT upon signing of this agreement the owner shall pay Township Invoice IVC05597 and IVC05678 for the installation and rental of safety fencing.
- THAT payment for the Water Service and Sanitary Service connection (Invoice Number: IVC05690) be paid in full prior to the execution of this Agreement.

# CULTURAL MOMENT

## A Kenilworth Soldier's Story of Sorrow and Hope



John Austin Vincent Dinneen was born in 1917, son of Patrick Joseph and Ellen F. (Bodendistle) Dinneen of Kenilworth.

Austin joined the 24th Canadian Field Ambulance Royal Canadian Army Medical Corps in 1939 and served overseas for 6 years. One operation he served in was the brutal Battle of Monte Cassino. When asked about it by his son on the 40<sup>th</sup> Anniversary, Austin was too overcome to reply. Many of Austin's friends and comrades were lost in that and other battles.

In the Spring of 1943 Private Dinneen met an Irish colleen (colleen in Irish is Cailín and the meaning of Cailín is girl) at a dance in Manchester. They were so taken with each other that he made sure they met at many more dances. Margaret Jane Malloy (Peggy) soon checked out the Church Austin attended and then began a long courtship. The end of European combat meant that Austin might be sent to the Pacific. So Austin and Peggy married on March 15<sup>th</sup>, 1945 and lived in London for a year. In May 1946, Peggy, pregnant, and on her own, sailed to Canada to meet Austin's family in Kenilworth. They had become acquainted through correspondence beforehand.

Peggy's due date was the middle of August. Austin hadn't been discharged yet and there was great speculation about who would arrive first: Austin or the baby. Austin did arrive first and was in Canada when his son was born.

A few weeks later Peggy encountered one of the parishioners at Sacred Heart Church in Kenilworth. Mrs. Epoch asked Peggy what the baby's name was. Peggy replied that he was named Jerome after a friend of Austin's who did not return from the war. Mrs. Epoch said, "I was Jerome's mother."

War leads inevitably to tragedy, but some tragic stories lead to hopefulness that brings individuals, families, and communities together. Those who have lost their lives in war are remembered in innumerable ways by those who remain.

Edited from Austin Dinneen's story, submitted By Gail Donald, Wellington North Cultural Roundtable with permission by Kevin Dinneen



**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 107-21**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON  
NOVEMBER 8, 2021**

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS**:

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on November 8, 2021 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF NOVEMBER, 2021.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**