



CORPORATION OF THE TOWNSHIP OF PRINCE
AGENDA
WITH ADDENDUM INSERTED
July 12, 2022
6:45 PM
COMMUNITY HALL

Zoom link: <https://us02web.zoom.us/j/84569050004>

Meeting ID: 845 6905 0004

1. Call to Order
2. Approve Agenda
3. Disclosure of Pecuniary Interest
Councillor Matthews on full meeting
4. Minutes of Previous Meeting
Minutes of Regular Meeting, June 14, and Special Meeting June 9, 2022
5. Questions and information arising out of the minutes.
6. Petitions and/or delegations
 - a) PSD – Asset Management
 - b) Conservation Authority – source water
 - c) Gayle Russell – update on St. Aloysius Cemetery
7. Staff Reports
 - a) Fire Chief Report
 - i. Insurance claim letter
 - ii. Masonry quote
 - iii. Recapping quote garage doors
 - iv. Rebricking fire hall front
 - v. Winmar summary of work
 - vi. Repairs to electrical in damaged wall
 - vii. Emergency repair work completed
 - b) Road Report
 - i. Road Report
 - ii. ~~Culvert Permit~~ New build - not required
 - c) CAO/Clerk/Treasurer's Report- Revenue and Expenditure Report from June 2022
 - d) WMG – Legal Gold Package Upgrade
 - e) Recreation Committee – cheque presentation to EarlyON and Library
8. Planning
 - a) i. Z-01-2022 Rezoning Application – Travormina
 - ii. Moore
 - iii. Algoma Public Health
 - iv. Conservation Authority
 - v. Planner Report
 - vi. Decision



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9. By-Laws
 - a) By-law 2022-14 Zoning Amendment Z-01-2022
 - b) By-law 2022-15 Budget and tax rates – repealing 2022-09 (after closed)
10. Notice and Notice of Motions
11. Correspondence
 - a) FONOM – Learning Morning
 - b) Fisheries and Oceans -Pygmy Whitefish
12. Minutes of Boards and Committees
13. New Business
 - a) i. Public Sector Digest – Moved to 6 a)
 - b) Courageous Companions Donation
 - c) i. Brantford – Former Mohawk Institute Residential School
 - ii. Shuniah – Support of above
 - d) i. Brighton – Amber Alert
 - ii. Hastings – Amber Alert
 - e) Frontenac – Community Schools Alliance Action Plan ...
 - f) Greater Madawaska – Annual Emergency Exercise Exemption
14. Closed Session
 - a) personal matters about an identifiable individual, including municipal or local board employees; municipal building business
 - b) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; water system
 - c) Personal matters about an identifiable individual, including municipal or local board employees; consulting services
15. Confirmatory By-Law 2022-16
16. Adjournment

Agenda April 14, 2020

Conflict of Interest Declaration

To prevent conflicts of interest and in accordance with The *Municipal Conflict of Interest Act*, all Township of Prince Council are required to declare all applicable conflicts:

- Please refer to the *Municipal Conflict of Interest Act* as amended
- This form must be completed any time a Council member is in conflict, and before any consideration of the issue, pursuant to the Act.

Council Member Conflict of Interest Declaration	
<p>I am declaring the following conflict of interest:</p> <p>All financial dealings of the Municipality – including <u>meetings of council</u>, on the basis that <u>I am in the Municipal Administrator hiring process.</u></p> <p>I will disclose this conflict at the regular meeting of Council held on <u>Jul 12, 2022</u></p>	
<p><i>I hereby declare that I have disclosed all relevant information that pertains to the conflict of interest noted above and that all of the information provided is accurate to the best of my knowledge.</i></p>	
Name: <u>Michael Matthews</u>	
Position: <u>Councillor</u>	
Date: <u>Jul 6, 2022</u>	Signature <u>Michael Matthews</u>
Phone Number: () <u>705-779-3575</u>	Work e-mail: <u>mMatthews@Princetwp.ca</u>
Council meeting where declaration to be made:	
Date Received by Clerk:	
Signature of Clerk:	

CORPORATION OF THE TOWNSHIP OF PRINCE

Minutes

June 9, 2022

6:30 p.m.

Council Chambers

1. Call to Order

2. Approval of Agenda

Resolution 2022-104

Moved by:

Seconded by:

Be it resolved that this council hereby approves the agenda for June 9, 2022, and any addendum, as presented.

3. Closed Session

- a) Pursuant to section 239(2)(b) to deal with a personal matter about an identifiable individual, including municipal employees, section 239(2)(d) labour relations or employee negotiations, section 239(2)(f) for Council to get advice from the Municipality's legal counsel which will be subject to solicitor-client privilege and section 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board – Candidates competency assessments

Resolution 2022-105

Moved by: Councillor

Seconded by: Councillor

Be it resolved that this council hereby proceeds into closed Session at 6:05 p.m. to consider the following subject matter in accordance with the Municipal Act.

- a) Pursuant to section 239(2)(b) to deal with a personal matter about an identifiable individual, including municipal employees, section 239(2)(d) labour relations or employee negotiations, section 239(2)(f) for Council to get advice from the Municipality's legal counsel which will be subject to solicitor-client privilege and section 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board – Candidates competency assessments.

Further be it resolved that should the closed session be adjourned Council may reconvene in closed session to continue to discuss the same matters without the need for a further authorizing resolution.

Return to open at p.m.

4. Adjournment

Resolution 2022-106

Moved by: Councillor

Seconded by: Councillor

Be it resolved that this council hereby adjourns at p.m. until June 14, 2022, 2022, or the call of the chair.

Present: Council: K. Lamming, E. Caputo, I. Chambers
Staff: L. Mousseau, L. Bagg, S. Hemsworth, J. Boissineau
Public: M. Christenson, M. Mick, T. Baxter, R. Zgraja, H. Christenson
Media: M. LaHaye
Via zoom: M. Matthews
Regrets: Councillor E. Palumbo (unable to connect)

1. Call to order 6:45 p.m.

2. Approve Agenda

Resolution 2022-107

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby approves the agenda for June 14, 2022, and any addendum, as presented. (cd)

3. Disclosure of Pecuniary Interest

Councillor Matthews declared a pecuniary interest for the meeting – applied for Municipal Administrator position

4. Minutes of Previous Meeting

a) Minutes of Regular Meeting, May 10, 2022 & May 24, 2022

Resolution 2022-108

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby approves the minutes of the regular meeting of May 10, 2022 and special meeting of May 24, 2022, as presented. (cd)

5. Questions and information arising out of the minutes.

6. Petitions and/or delegations

a) Tiffany Baxter – Skate Park Proposal

Resolution 2022-109

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby accepts the package regarding the proposal for a Skatepark in Prince Township, and

Further that this Council would like to express their appreciation for the amount of effort and information that has been provided, and

Further that this Council will present this package to the new hire for review and investigation into grants or subsidies that might be available for this type of project.

7. Staff Reports

a) Fire Chief Report

Resolution 2022-110

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this council hereby accepts the Fire Chief Report as presented. (cd)

b) Road Report / Culvert permit

Resolution 2022-111

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this council hereby accepts the roads report, as information. (cd)

Resolution 2022-112

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this council hereby agrees to allow the installation of a culvert at 1042 Town Line Road, as requested. (cd)

-
- c) CAO/Clerk/Treasurer's Report- Revenue and Expenditure Report for May 2022.

Resolution 2022-113

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby accepts the May revenue report in the amount of **\$277,897.47**, and the May expenditure report in the amount of **\$246,562.74**, as presented. (cd)

- d) OMERS offer to non-full-time employees

Resolution 2022-114

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this Council accepts the correspondence from OMERS, and

Further be it resolved that this Council chooses Option B, having OMERS send the enrolment package to NFT (non-full-time) employees, as per the correspondence. (cd)

8. Planning

9. By-Laws

10. Notice and Notice of Motions

11. Correspondence

- a) M. Mantha – answers from ADMA meeting questions
- b) MuniServ - Municipal Compensation Database
- c) Rural Economic Development – Forum

Resolution 2022-115

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this Council accepts items 11 a & c as information. (cd)

12. Minutes of Boards and Committees

13. New Business

- a) Councillor Matthews - zero emission vehicle infrastructure program

Resolution 2022-116

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby accepts the information from Councillor Matthews regarding the Zero Emission Vehicle Infrastructure Program as information. (cd)

- b) Tarbutt Twp Northern Ontario School of Medicine

Resolution 2022-117

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this Council supports the resolution of the Township of Tarbutt, requesting that the Premier of Ontario and the Minister of Health respond to the requests from the Northern Ontario School of Medicine and Northern Ontario communities to transform Human Health Resource Planning immediately to relieve the health care crisis occurring now, and

Further that the Province accelerate the approval process so that expanded medical student intake can commence in the fall of 2022, and

Further that a copy of this resolution be sent to the Premier of Ontario, ADMA, the Ontario Minister of Health, MPP Michael Mantha and Dr. Sarita Verma, President of the Northern Ontario School of Medicine University. (cd)

- c) i. City of Waterloo - build it right the first time
- c) ii. Lanark Highlands - build it right the first time
- c) iii. Kitchener – build it right the first time

Resolution 2022-118

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this Council supports the resolution from the City of Waterloo, Regarding the steps necessary to meet the adopted greenhouse gas reduction targets of 30% by 2030, and

Further that a copy of this resolution, and the resolution from Waterloo, be sent to the Minister of Municipal Affairs and Housing and MPP Michael Mantha. (cd)

d) Shuniah – Community Schools Alliance Action

Deputy clerk, L. Mousseau delegated her authority to Tim Harmer for the closed session.

14. Closed Session

- a) Minutes of May 10, May 24 and June 9, if available
- b) S. 239(2) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; - breakdown of minutes used and invoice and appointment of Investigation Committee.

Resolution 2022-119

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

BE IT RESOLVED THAT this Council proceeds into Closed Session at 7:26 p.m. to consider the following subject matter in accordance with the Municipal Act.

- a) S. 239(2) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; - breakdown of minutes used

Further be it resolved that should the closed session be adjourned Council may reconvene in closed session to continue to discuss the same matters without the need for a further authorizing resolution. (cd)

Resolution 2022-120

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this council hereby agrees to come out of closed at 8:15 p.m. (cd)

Resolution 2022-121

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

WHEREAS THE Township of Prince is currently involved in a number of confidential employment related proceedings;

AND WHEREAS Council will need to provide some direction regarding the proceedings and will need to receive reports regarding the same;

BE IT RESOLVED THAT Council hereby establishes a committee called the Prince Investigation Committee 2022, composed of Councillor Caputo, Councillor Palumbo, and Expertise for Municipalities Not for Profit Corporation;

BE IT RESOLVED THAT Council hereby appoints Expertise for Municipalities Not For Profit Corporation as Clerk for the purpose of these committee meetings;

THE TERMS OF REFERENCE for the Committee are as follows:

1. The Committee will receive advice from the Municipal Solicitor and/or other Agents directly involved in the proceedings and will provide to the Municipal Solicitor and/or other Agents all necessary instructions;
2. The Committee will receive the report(s) when they are completed and will make recommendations to Council with respect to any decisions that arise from the reports.

THIS COMMITTEE will remain in effect as long as is necessary to complete the proceedings, receive the reports and make recommendations arising from the reports and thereafter to implement the decisions of Council and in any case the necessity of this COMMITTEE will be revisited within one year. (cd)

16. Confirmatory By-Law- 2022-13

Resolution 2022-122

Moved by: Councillor I. Chambers

Seconded by: Councillor E. Caputo

Be it resolved that this council hereby adopts by-law 2022-13, being a by-law to adopt, ratify and confirm the actions of council on June 14, 2022. (cd)

17. Adjournment

Resolution 2022-123

Moved by: Councillor E. Caputo

Seconded by: Councillor I. Chambers

Be it resolved that this council hereby adjourns at 8:22 p.m. until July 12, 2022, or the call of the chair. (cd)

Mayor K. Lamming

Deputy Clerk L. Mousseau

Township of Prince - Asset Management Plan

Presented by:
Elio Ibrahim, Asset Managament Consultant

Agenda

- What is Asset Management
- Ontario Regulation 588/17
- Asset Management Plan Findings
- Key Recommendations
- Levels of Service

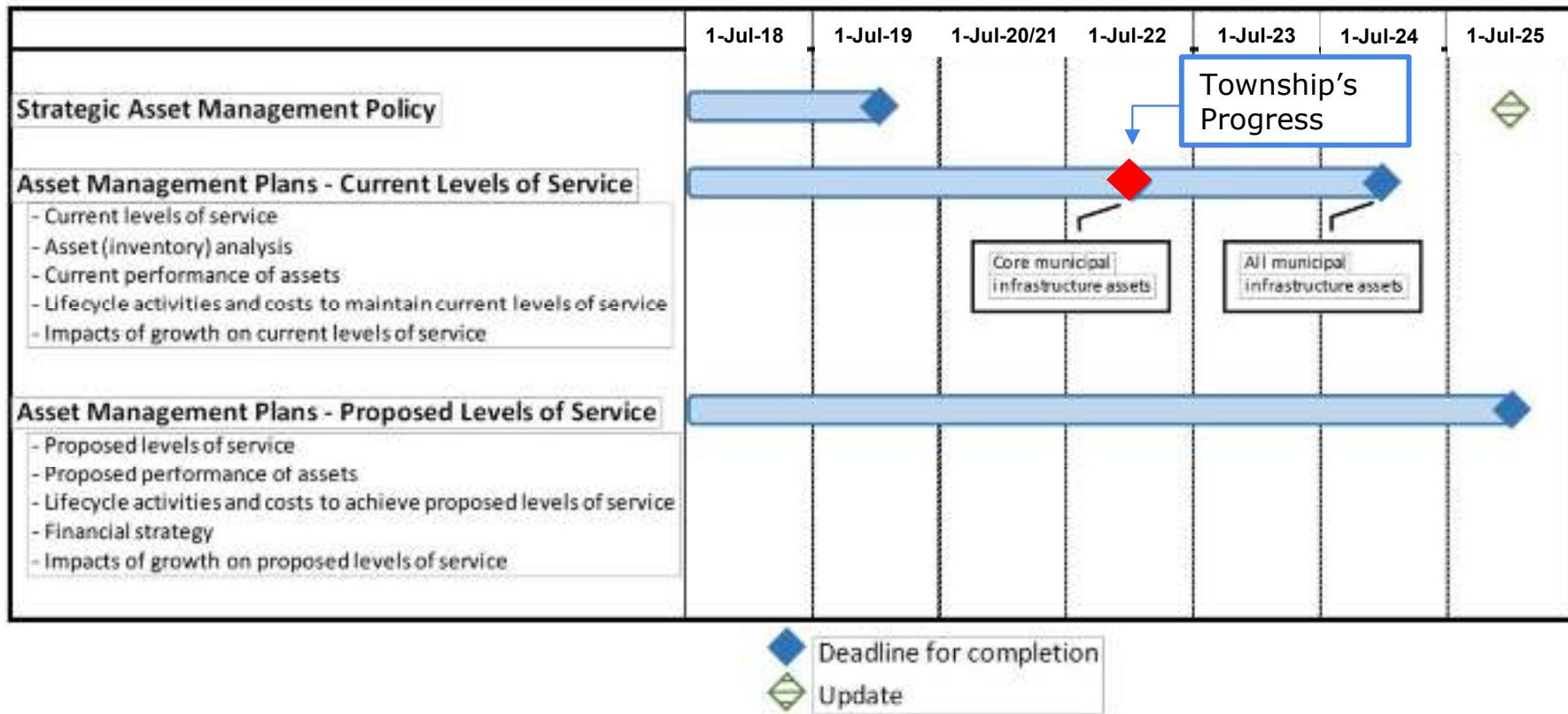


Asset Management is Service Management

- The Asset is the conduit for the service
- Infrastructure provides services that bring cities and towns to life
 - Roads, multi-use paths, and sidewalks provide a transportation service
 - Underground mains, manholes, and treatment plants provide water and wastewater services



Ontario Regulation 588/17 - Compliance



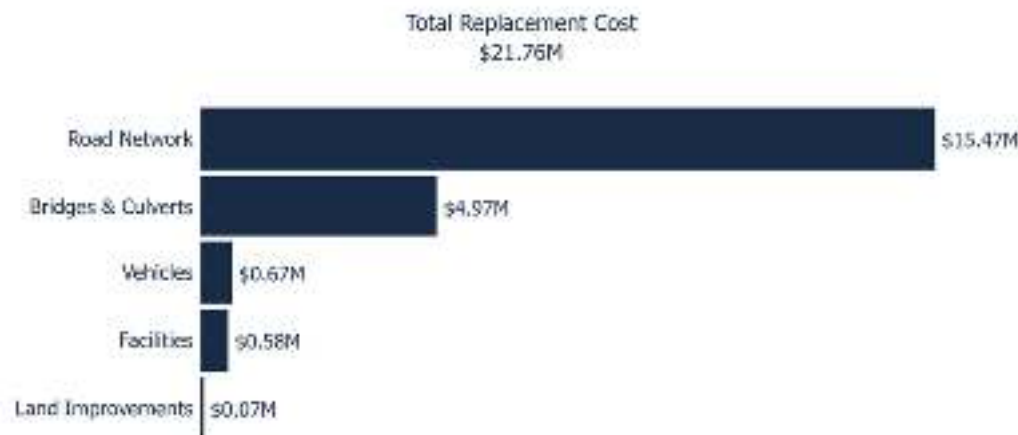
Asset Management Plan

(Based on year end 2020 Information)

- What is the current state of municipal infrastructure?
- What process improvements can increase confidence in analysis and decision-making?
- What is the municipality's financial capacity to meet long-term capital requirements?



Total Replacement Cost of Asset Portfolio



Replacement cost of
asset portfolio

\$21.76 million

Replacement cost of
infrastructure per household

\$47,096 (2021 Census)

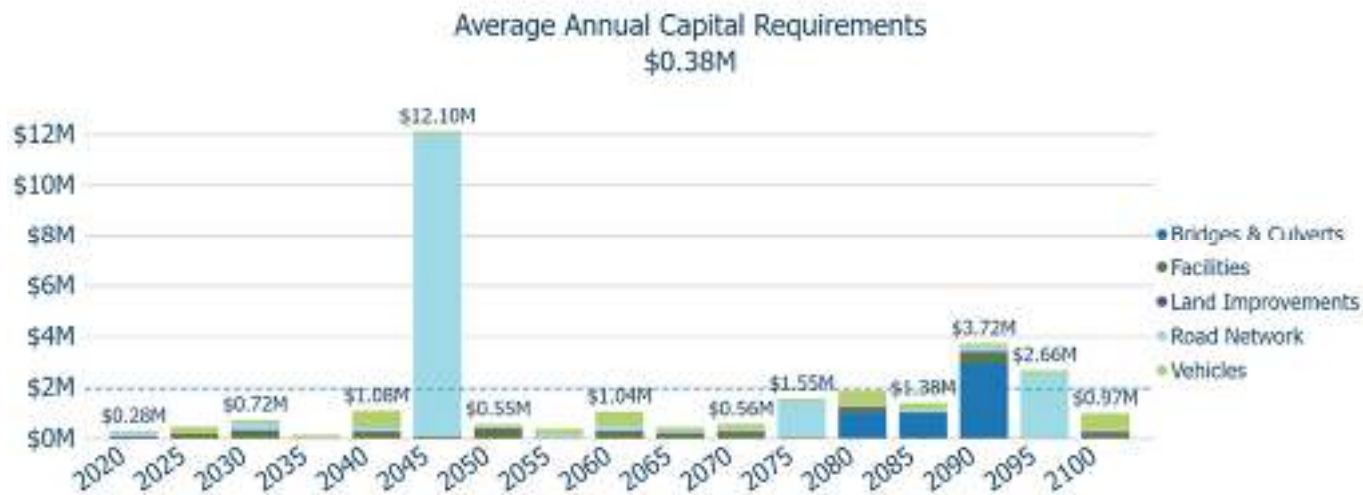
State of the Infrastructure - Condition



84%
of all assets are in fair
or better condition

Asset Category	% of Assets with Assessed Condition	Source of Condition Data
Road Network	99%	Staff Assessments (Workshop)
Bridges & Culverts	100%	2020 OSIM Report
Facilities	0%	Age-based
Land Improvements	0%	Age-based
Vehicles	0%	Age-based

Forecasted Capital Requirements




Annual Capital Requirement & Infrastructure Deficit – Tax Funded Assets

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	Gas Tax	OCIF	Total Available	
Bridges & Culverts	\$66,000	\$6,000	\$0	\$0	\$6,000	\$60,000
Facilities	\$31,000	\$3,000	\$0	\$0	\$3,000	\$28,000
Land Improvements	\$7,000	\$1,000	\$0	\$0	\$1,000	\$6,000
Road Network	\$228,000	\$19,000	\$115,000	\$94,000	\$228,000	\$0
Vehicles	\$51,000	\$4,000	\$0	\$0	\$4,000	\$47,000
	\$383,000	\$33,000	\$115,000	\$94,000	\$242,000	\$141,000

Based on a historical analysis of available capital funding from sustainable sources, the Township is facing an annual capital deficit of \$141,000.

Financial Strategy

Asset Type	Years Until Full Funding	Annual Tax/Rate Change
Tax-Funded Assets	10 Years	1%

- The deficit for tax-funded assets is \$141,000. We recommend increasing the taxes by 1% for 10 years.
 - Both sustainable and one-time grants/transfers will continue to be an essential source of revenue for investment in capital infrastructure
 - Adjustments to taxes/rates should be supplemented with project prioritization and evaluation of desired level of service
- 

Key AM Program Recommendations

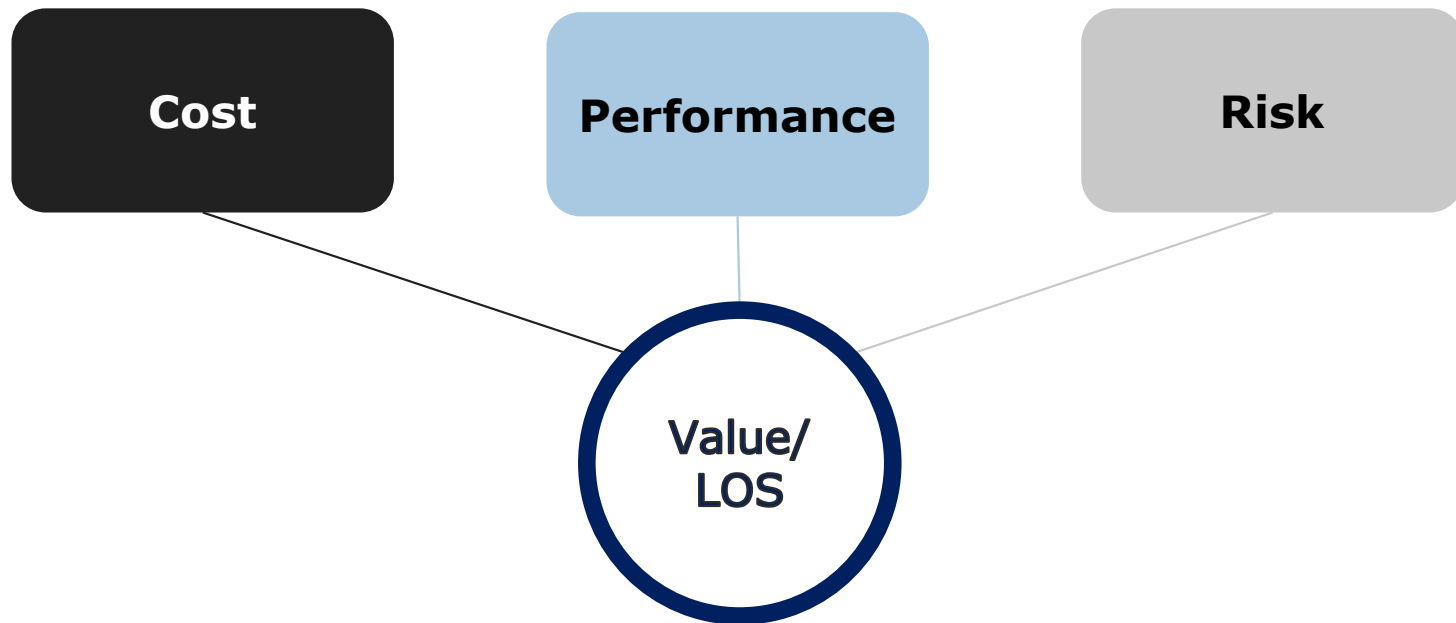
1. Continuous refinement of core and non-core asset inventory data
 - a. Gather assessed condition for underground assets and non-core assets
2. Evaluate and update lifecycle strategies and replacement costs
 - a. Evaluate capacity to deliver optimal lifecycle strategies
 - b. Review lifecycle strategies to include comprehensive project costs
 - c. Review and continuously update replacement costs
3. Evaluation of levels of service
 - a. Continue to collect current level of service data across all asset categories
 - b. Discuss proposed level of service
4. Integrate growth considerations into asset management practices
 - a. O. Reg. 588/17 requires 2025 AMP to consider growth in lifecycle management and financial strategies



Levels of Service (LOS)

Definition (ISO 55000):

“Coordinated activity of an organization to realize value from assets”





Questions

Asset Management Plan

6 a) ii.

Township of Prince

2022

Document Revision History

2022-04-28	Version 1
2022-06-01	Final Version



This Asset Management Program was prepared by:



Empowering your organization through advanced
asset management, budgeting & GIS solutions

Key Statistics

Replacement cost of
asset portfolio

\$21.76 million

Replacement cost of
infrastructure per household

\$47,096 (2021 Census)

Percentage of assets in
fair or better condition

84%

Percentage of assets with
assessed condition data

93%

Annual capital
infrastructure deficit

\$141,000

Recommended timeframe for
eliminating annual
infrastructure deficit

10 Years

Target reinvestment rate

1.76%

Actual reinvestment rate

1.11%

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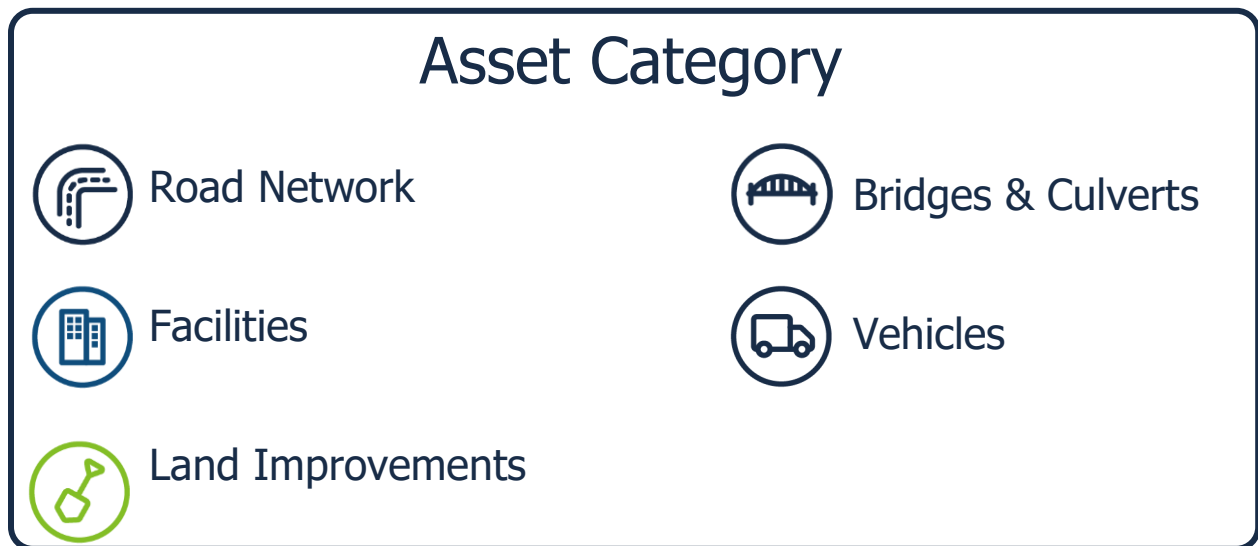
Executive Summary

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township of Prince can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

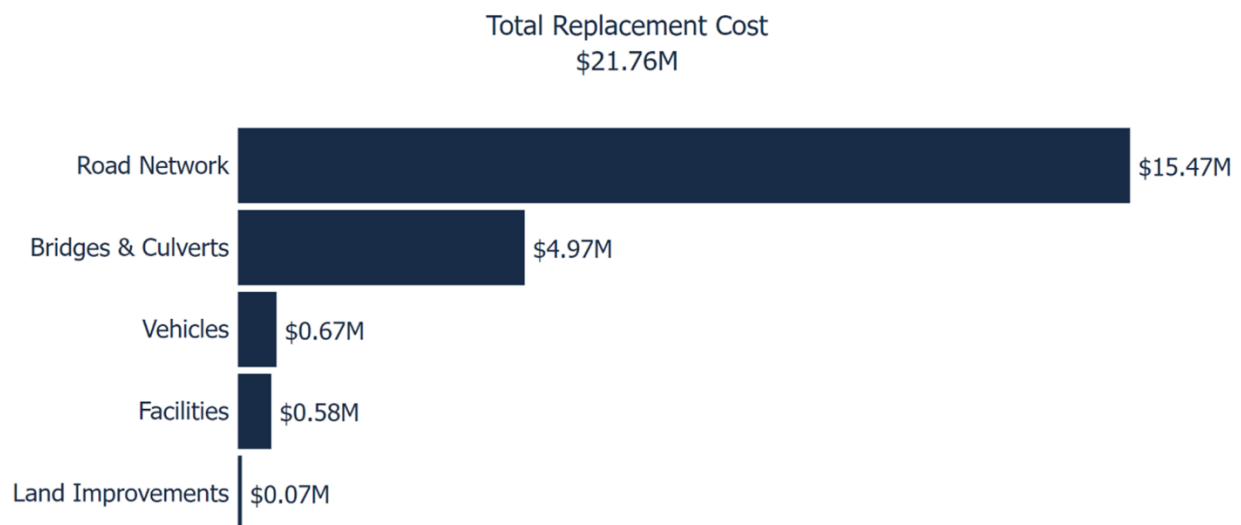
This AMP include the following asset categories:



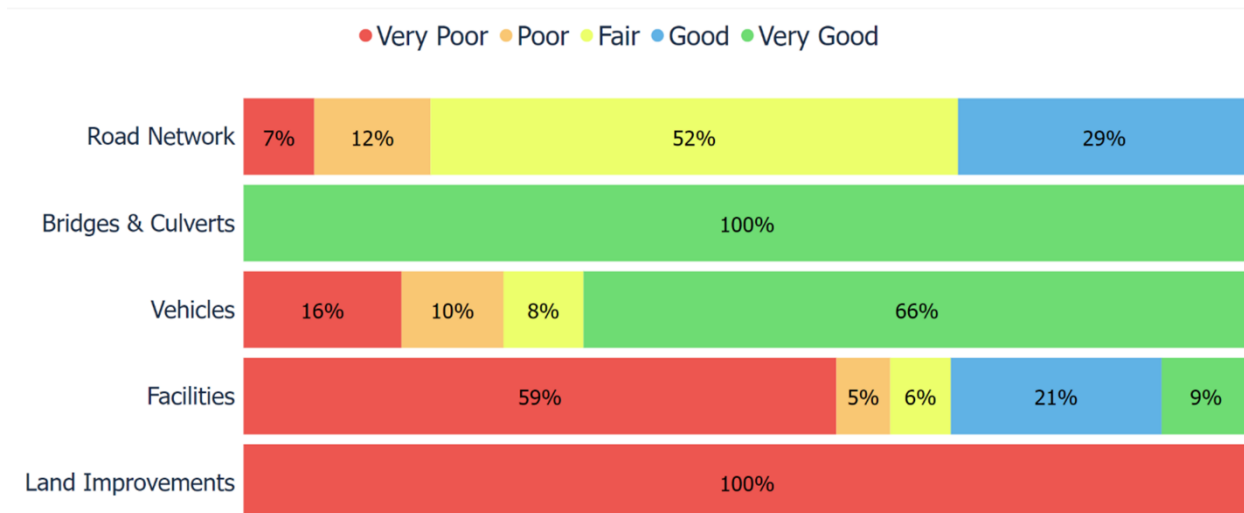
With the development of this AMP the Township of Prince has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2022. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2024 and 2025.

Findings

The overall replacement cost of the asset categories includes in this AMP totals to \$21.76 million. This is based on asset information in the portfolio as of the end of 2020.



About 84% of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 93% of assets.



For the remaining 7% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The accuracy and completeness of the asset inventory is another critical input to accurate asset management planning. It is important to review and update the primary asset inventory to ensure that it is at a higher level of data maturity for the next iteration of the AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (for paved roads) and replacement only strategies (for all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township's average annual capital requirement totals \$383,000. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$242,000 towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$141,000.

Annual Capital Requirements Per Household



It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Township's infrastructure deficit based on a 10-year period:



Recommendations to guide continuous refinement of the Township's asset management program. These include:

- Reviewing asset data to update and maintain a complete and accurate centralized asset inventory
- Developing a condition assessment strategy with a regular schedule

-
- Reviewing and updating lifecycle management strategies
 - Developing and regularly reviewing short- and long-term plans to meet capital requirements
 - Continuing to measure current levels of service and identify sustainable proposed levels of service

1 Introduction & Context

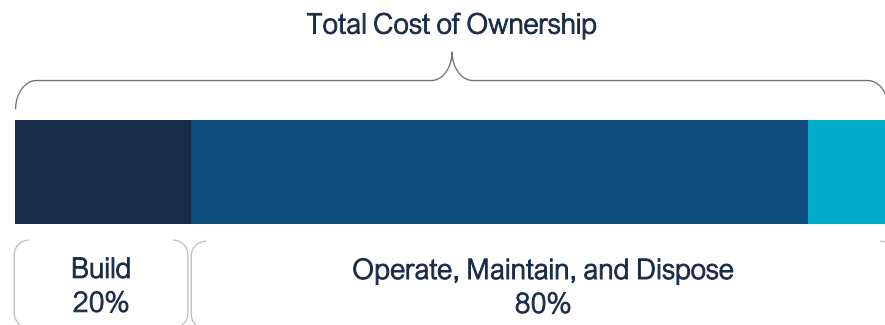
Key Insights

- The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio
- A municipal asset management program is a combination of several disciplines or business functions, including management, financial and economic analyses, engineering and operations and maintenance
- The Township's asset management policy provides clear direction to staff on their roles and responsibilities regarding asset management
- An asset management plan is a dynamic document that should be updated regularly to inform long-term planning
- Ontario Regulation 588/17 outlines several key milestone and requirements for asset management plans in Ontario between July 1, 2022 and 2025

1.1 An Overview of Asset Management

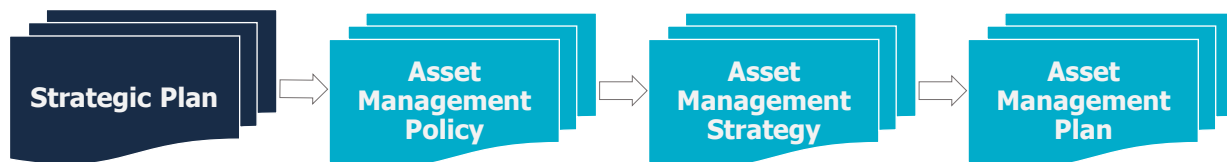
Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% derives from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program.

The diagram below depicts an industry standard approach and sequence developing a practical asset management program. Beginning with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.



This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

1.1.1 Asset Management Policy

An asset management policy represents a statement of the principles guiding the Township's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Township of Prince adopted **Policy Number: F06-0500-18** "Strategic Asset Management Policy", on September 10th, 2018 in accordance with Ontario Regulation 588/17.

The stated objectives of the policy are to:

- Provide a framework for implementing asset management to enable a consistent and strategic approach to all levels of the organization
- Demonstrate Council's commitment to support the implementation of asset management methods that are consistent with their priorities and objectives
- Provide guidance to staff responsible for asset management
- Provide transparency and accountability and demonstrate the validity of decision-making process which combine strategic plans, budgets, service levels and risks

The policy provides a foundation for the development of an asset management program within the Township. It covers key components that define a comprehensive asset management policy:

- The policy's objectives dictate the use of asset management practices to ensure all assets meet the agreed levels of service in the most efficient and effective manner;
- the policy commits to, where appropriate, incorporating asset management in the Township's other plans;
- there are formally defined roles and responsibilities of internal staff and stakeholders;
- the policy statements are well defined.

1.1.2 Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve asset management objectives through planned activities and decision-making criteria.

The strategy provides a long-term outlook on the overall asset management program development and strengthening key elements of its framework. Unlike the asset

management plan, the asset management strategy should not evolve and change frequently

The Township's Strategic Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

1.1.3 Asset Management Plan (AMP)

The AMP presents the outcomes of the Township's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Township to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

This document is an AMP that uses the updated asset inventory and has been prepared in accordance with O. Reg. 588/17.

1.2 Key Concepts in Asset Management

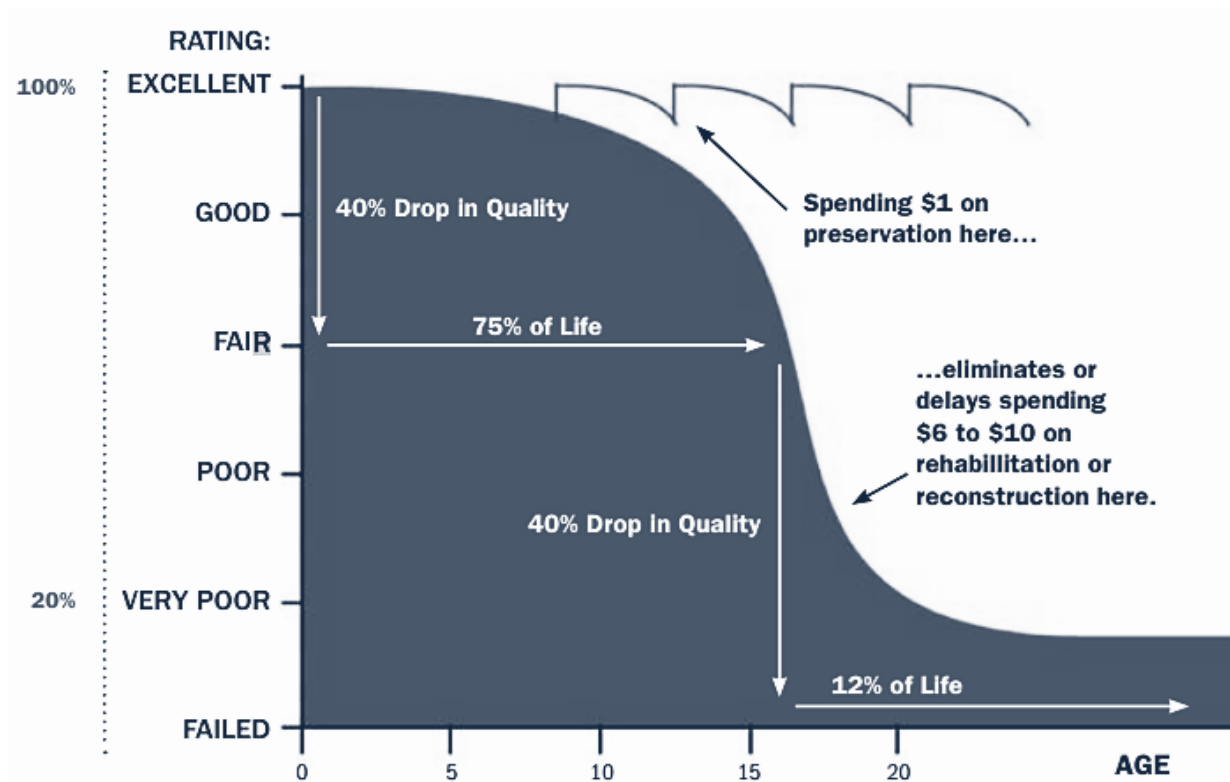
Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

1.2.1 Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. Since costs to rehabilitate tend to increase towards the end of life of an asset, proactive and timely intervention will lead to lower lifecycle costs.

This concept is further illustrated by the graphic below, highlighting the cost impact of a maintenance activity contrasted by the cost impact of a rehabilitative activity later in the life of the asset.



There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation and replacement. The following table provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

Lifecycle Activity	Description	Example (Roads)	Cost
Maintenance	defects or deteriorations from occurring	Crack Seal	\$
General Maintenance	Activities that focus on current defects or inhibit deterioration	Pothole Repairs	\$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	\$\$
Replacement/ Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	\$\$\$
Replacement Upgrade	Asset end-of-life activities that involve the replacement of an asset to an 'upgraded' asset	Gravel Road to a Surface Treated Road	\$\$\$

The Township's approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing proactive lifecycle strategies will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

1.2.2 Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation and replacement strategies for critical assets.

1.2.3 Levels of Service

A level of service (LOS) is a measure of what the Township is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Township as worth measuring and evaluating. The Township measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives.

For core asset categories (Roads, Bridges & Culverts, Water, Sanitary, Storm Water) the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP.

For non-core asset categories, the Township will define the qualitative descriptions that will be used to determine the community level of service by the July 2024 deadline.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Township's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories (Roads, Bridges & Culverts, Water, Wastewater, Stormwater) the Province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP.

For non-core asset categories, the Township will define the technical metrics that will be used to determine the technical level of service by the July 2024 deadline.

Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Township plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Township. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Township must identify a lifecycle management and financial strategy which allows these targets to be achieved.

1.3 Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

2019

Strategic Asset Management Policy

2024

Asset Management Plan for Core and Non-Core Assets (same components as

2022

Asset Management Plan for Core Assets with the following components:

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

2025

A Strategic Asset Management Policy update and an Asset Management Plan for All Assets with the following additional components:

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial

1.3.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2022. Next to each requirement a page or section reference is included in addition to any necessary commentary.

Requirement	O. Reg. Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	4.1.1 - 5.2.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1.1 - 5.2.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.1.3 - 5.2.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.1.2 – 5.2.2	Complete
Description of Township's approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.1.2 – 5.2.2	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.1.6 - 5.2.6	Complete for Core Assets Only
Current performance measures in each category	S.5(2), 2	4.1.6 - 5.2.6	Complete for Core Assets Only
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.1.4 - 5.2.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix A	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	6.1-6.2	Complete

2 Scope and Methodology

Key Insights

- This asset management plan includes 5 asset categories that are tax-funded
- Asset data from various data sources was consolidated into the Township's tangible capital asset inventory to establish it as the primary asset inventory
- The source and recency of replacement costs impacts the accuracy and reliability of asset portfolio valuation
- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

2.1 Asset categories included in this AMP

This asset management plan for the Township of Prince is produced in compliance with Ontario Regulation 588/17. The July 2022 deadline under the regulation—the first of three AMPs—requires analysis of only core assets (roads, bridges & culverts, water, sanitary, and storm).

The AMP summarizes the state of the infrastructure for the Township’s asset portfolio, establishes current levels of service and the associated technical and customer oriented key performance indicators (KPIs), outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

2.2 The Asset Inventory

Asset Category	Source of Funding
Road Network	Tax Funded
Bridges & Culverts	
Facilities	
Vehicles	
Land Improvements	

The asset information presented in this AMP has been developed from the asset inventory in CityWide Asset Manager™.

The asset inventory was restructured through the establishment of an industry standard asset hierarchy, and critical asset fields were standardized. In addition to this, and where possible, duplicate data was removed and asset data gaps were addressed.

2.3 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

User-Defined Cost and Cost/Unit: Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience

Cost Inflation/CPI Tables: Historical/Adjusted cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Township incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.4 Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Township can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Township can more accurately forecast when it will require replacement. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

2.5 Deriving Annual Capital Requirements

By dividing the replacement cost of an asset with the asset's estimated useful life and factoring in the cost and impact of any lifecycle activities, the average annual capital requirements can be derived. The average annual requirement is calculated as follows:

$$\begin{aligned} \text{Annual Capital Requirement (Lifecycle Scenario)} &= \\ &= \frac{(\text{Replacement Cost} + \text{Cost of Lifecycle Activities})}{(\text{Estimated Useful Life (EUL)} + \text{Impact of Lifecycle Activities})} \end{aligned}$$

$$\text{Annual Capital Requirement (Replacement Only Scenario)} = \frac{\text{Replacement Cost}}{\text{Estimated Useful Life (EUL)}}$$

2.6 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Township can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

$$\text{Actual Reinvestment Rate} = \frac{\text{Annual Capital Funding}}{\text{Total Replacement Cost}}$$

2.7 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township's asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix D includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well-maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

3

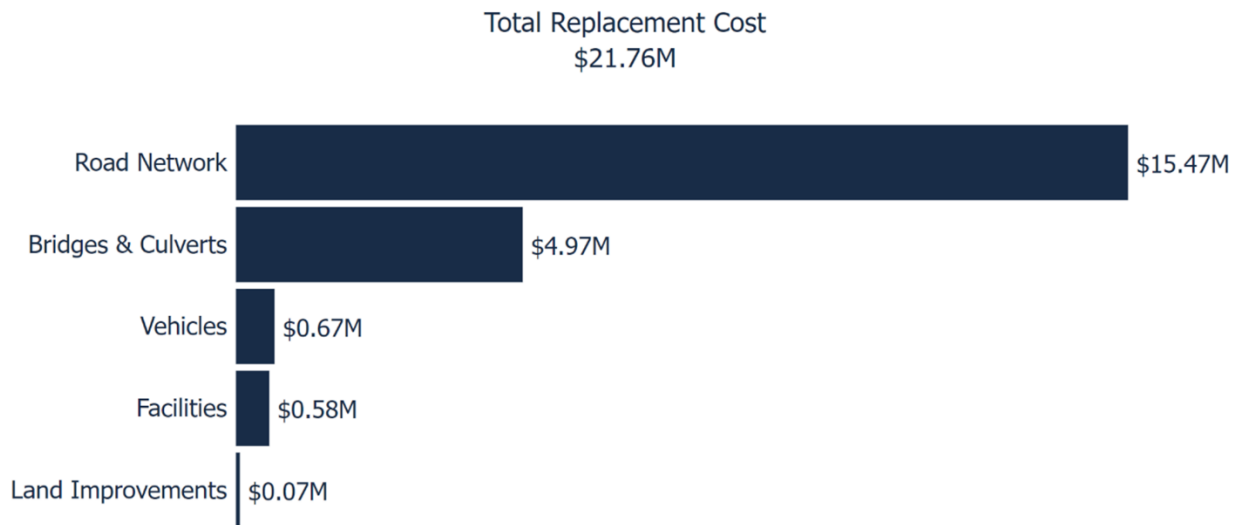
Portfolio Overview

Key Insights

- The total replacement cost of the Township's asset portfolio is \$21.76 million
- The Township's target re-investment rate is 1.76%, and the actual re-investment rate is 1.11%, contributing to an expanding infrastructure deficit
- 84% of all assets are in fair or better condition
- 74% of assets are projected to require replacement in the next 10 years
- Average annual capital requirements total \$383,000 per year across all assets
- Annual capital funding available by the Township totals \$242,000 across all assets

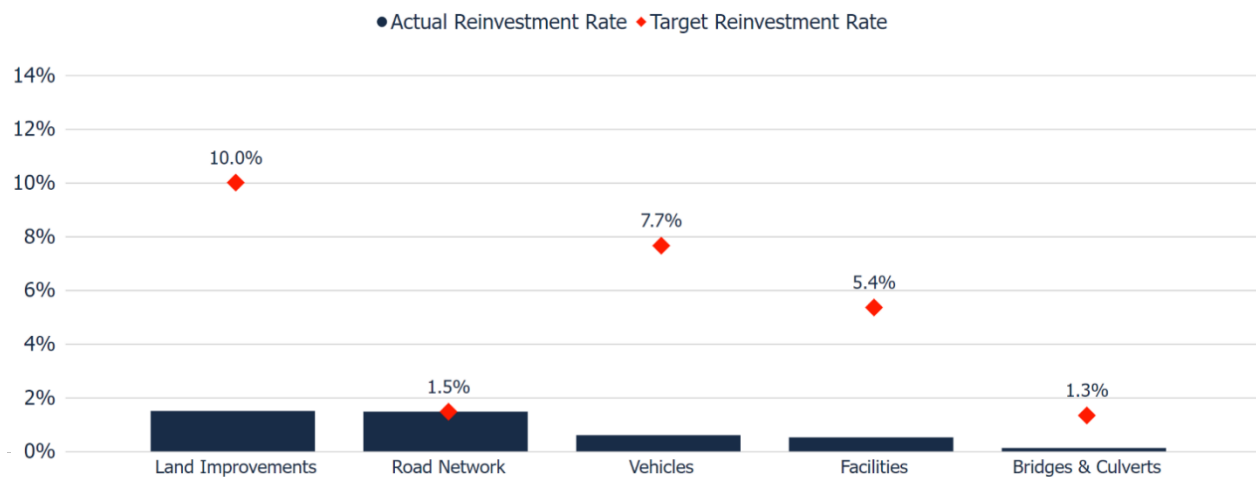
3.1 Total Replacement Cost of Asset Portfolio

The asset categories analyzed in this AMP have a total replacement cost of \$21.76 million based on inventory data at the end of 2020. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.



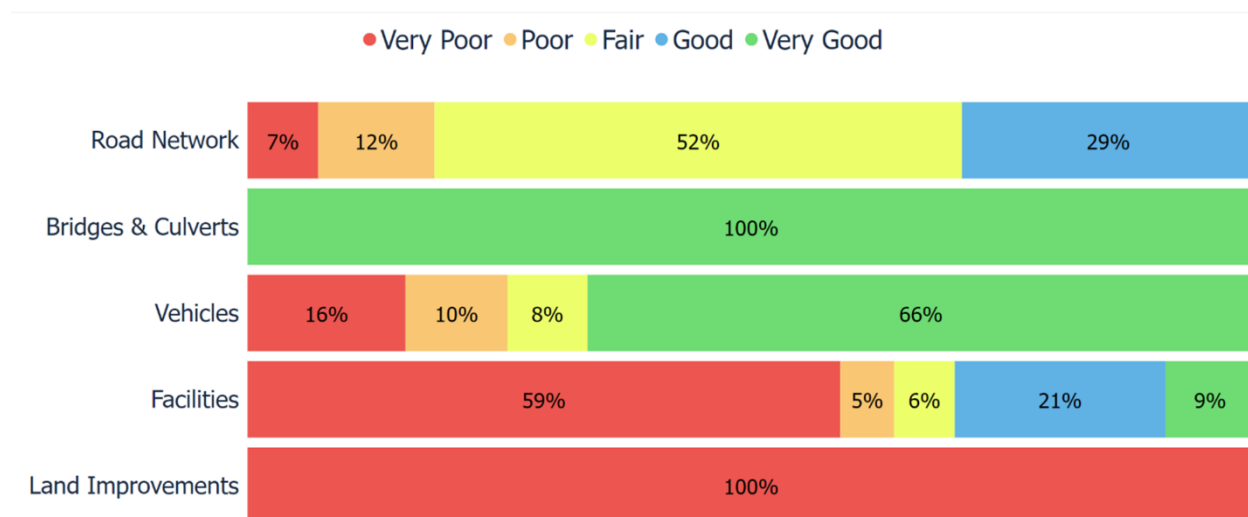
3.2 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps or surpluses by comparing the target vs the actual reinvestment rate. To meet the long-term replacement needs, the Township should be allocating approximately \$343,000 annually, for a target reinvestment rate of 1.76%. Actual annual spending on infrastructure totals approximately \$242,000 for an actual reinvestment rate of 1.11%.



3.3 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 84% of assets in Prince are in fair or better condition. This estimate relies on both age-based and field condition data. It is also important to acknowledge that for certain larger assets such as facilities, having a componentized inventory will produce a more accurate condition and forecast, rather than just an asset.



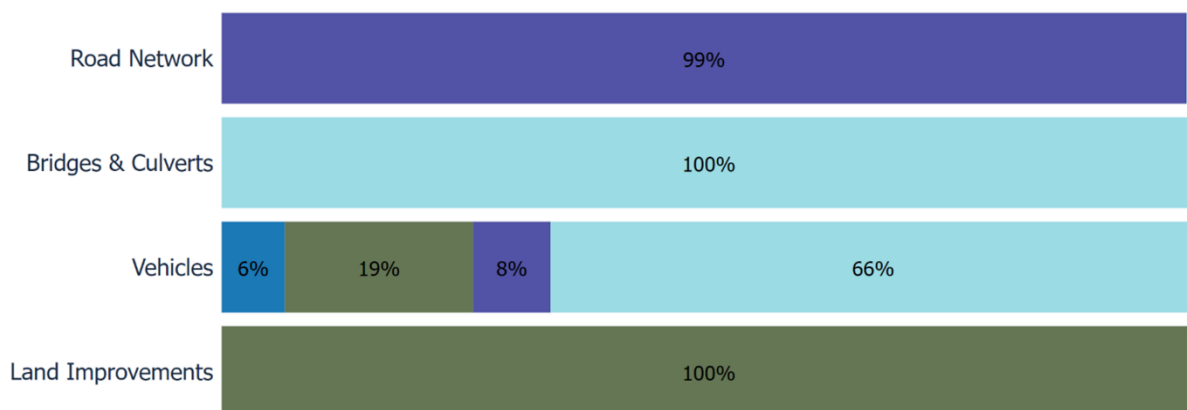
This AMP relies on assessed condition data for 93% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

3.4 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 74% of the Township's assets will require replacement within the next 10 years. Capital requirements over the next 10 years are identified in Appendix B.

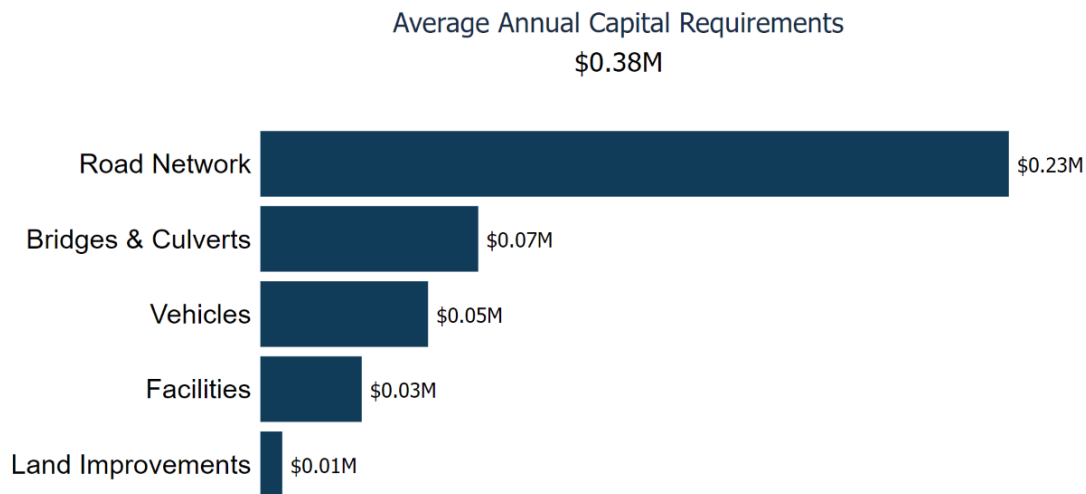
Asset Category	% of Assets with Assessed Condition	Source of Condition Data
Road Network	99%	Staff Assessments (Workshop)
Bridges & Culverts	100%	2020 OSIM Report
Facilities	0%	Age-based
Land Improvements	0%	Age-based
Vehicles	0%	Age-based

● No Service Life Remaining
 ● 0-5 Years Remaining
 ● 6-10 Years Remaining
 ● Over 10 Years Remaining



3.5 Annual Capital Requirements

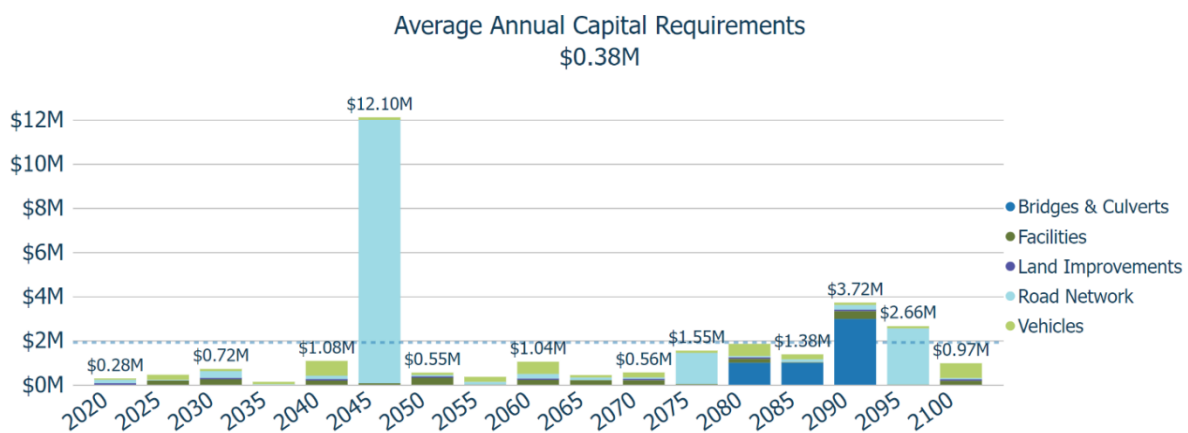
Based on the replacement cost of the assets, the estimated useful life, the cost and impact of lifecycle activities, the average annual capital requirements can be calculated for each category in the asset portfolio. This is the average annual amount required to maintain the current level of service that the Township is providing.



3.6 Forecasted Capital Requirements

The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events and the refinement of the asset inventory, the Township can produce an accurate short- and long-term capital forecast.

The following graph identifies the average annual capital requirements required over the next 90 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and are based on the Township's asset inventory as of 2020 and do not include assets that may be required for growth. The trend line represents the average 5-year capital requirements.



The specific projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

3.7 Risk & Criticality

Advanced risk models for core linear assets and high-level risk models for all other assets were developed as part of this asset management plan. The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the asset portfolio based on 2020 inventory data.

Municipal staff also identified and grouped assets based on service areas, including those that support the delivery of fire and emergency services, with a higher risk rating attribute to ensure that a prioritization process is in place.

Consequence	5	5 Assets 5.00 unit(s) \$4,973,084.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	4	1 Asset 4,870.00 m \$3,652,500.00	1 Asset 5,637.00 m \$3,474,850.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	3	1 Asset 1.00 unit(s) \$442,129.00	1 Asset 3,246.00 m \$2,434,500.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	2	1 Asset 927.00 m \$695,250.00	2 Assets 1,613.00 m, unit(s) \$1,254,662.00	1 Asset 1,593.00 m \$1,194,750.00	0 Assets - \$0.00	1 Asset 1,447.00 m \$1,085,250.00
	1	9 Assets 18.00 unit(s) \$104,227.00	9 Assets 1,440.00 unit(s), m \$1,211,369.00	4 Assets 793.00 unit(s), m \$797,892.12	2 Assets 2.00 unit(s) \$98,585.00	5 Assets 5.00 unit(s) \$392,894.00
		1	2	3	4	5
		Probability				

See Appendix C for the criteria used to determine the risk rating of each asset.

4 Analysis of Tax-funded Assets

Key Insights

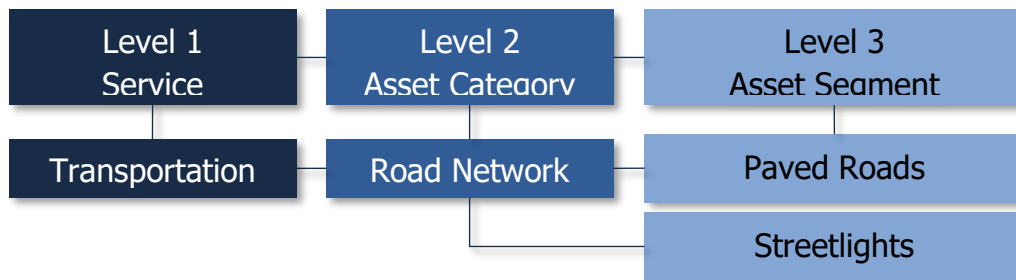
- Tax-funded assets are valued at \$21.76 million
- 84% of tax-funded assets are in fair or better condition
- The average annual capital requirement to sustain the current level of service for tax-funded assets is approximately \$383,000
- To reach sustainability, tax revenues need to be increased by 1% annually for the next 10 years to eliminate annual deficits

4.1 Road Network

The Township's Road Network inventory is managed in CityWide™, and comprises of 21.4 kilometres of surface treated roads and roadway appurtenances such as streetlights.

4.1.1 Asset Hierarchy and Segmentation

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Most reports and analytics presented in this AMP are summarized at the Asset Segment and/or Asset Category Levels.



4.1.2 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's road network inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Paved Roads	21437 Length (m)	User-Defined Cost	\$15,324,850
Streetlights	124	CPI Tables	\$150,018
			\$15,474,868

Total Replacement Cost \$15.47M

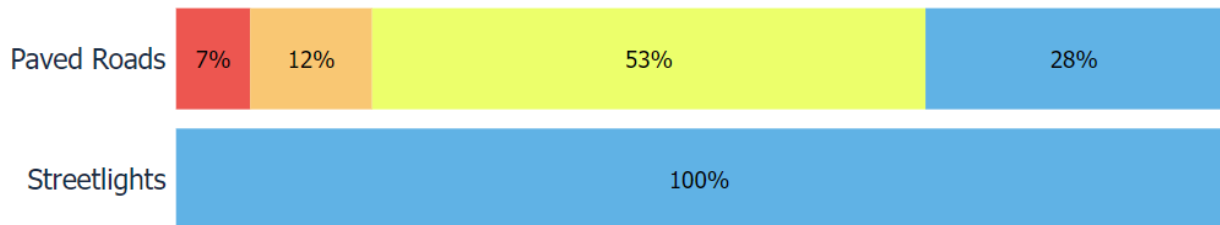


4.1.3 Asset Condition

The table below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Paved Roads	57%	Fair	100% Assessed
Streetlights	71%	Good	Age-based
	58%	Fair	

● Very Poor ● Poor ● Fair ● Good ● Very Good



Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township's current approach:

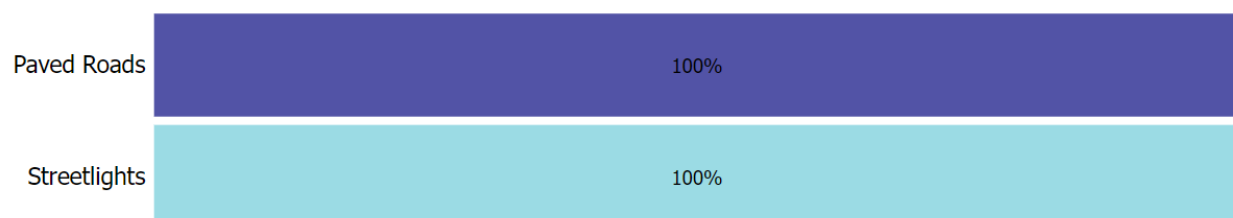
- Most assessments are completed internally, staff conduct a weekly drive on gravel roads to assess condition and identify maintenance needs
- The Township hired an engineering firm to complete a study on Prince Lake Road, the study resulted in getting 0.5 km of the road paved
- Currently, there are no plans to increase the frequency of assessments

4.1.4 Estimated Useful Life & Average Age

The Estimated Useful Life for Road Network assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Paved Roads	75	43.1	6.3
Streetlights	15	3.7	11.3
		30.8	7.8

● No Service Life Remaining ● 0-5 Years Remaining ● 6-10 Years Remaining ● Over 10 Years Remaining



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.1.5 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

The Township uses a proactive approach for renewal and rehabilitation projects based on engineering studies, when budget is available. Road assessments from road crews would use a reactive approach based on visual inspections.

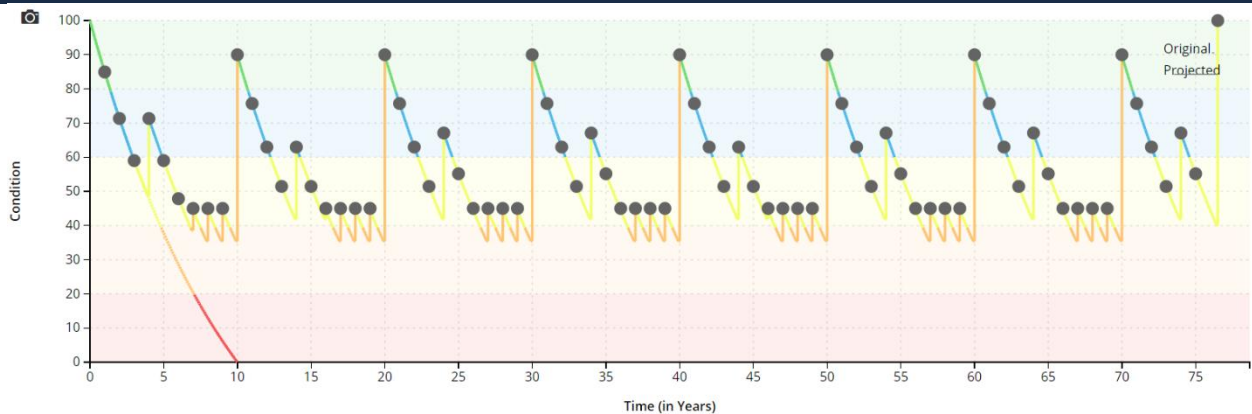
The following table outlines the Township's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Municipal roads crews apply patching on an as needed and severity basis after a road has been in-service for one year. The frequency of maintenance activities increases with time. Road crews respond to requests in areas of higher priority. The Type of patching (i.e., recycled asphalt, cold patch, hot asphalt) impacts the longevity and quality of the maintenance activity
	Gravel roads are usually graded on an as needed basis. Prince Lake road is usually graded every other week during the summer period. The road also receives a calcium treatment due to the amount of traffic it gets in the summer.
Rehabilitation	The Township follows the standards provided by Provincial Regulation Procedures. This will include single and double surface treatment procedures. Road conditions influence the prioritization of activities.
Replacement	Road reconstruction projects are identified based on road condition and when rehabilitation activities are no longer effective.

The following lifecycle strategies have been developed to formalize the current approach to manage the lifecycle of surface treated roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Surface Treated Roads

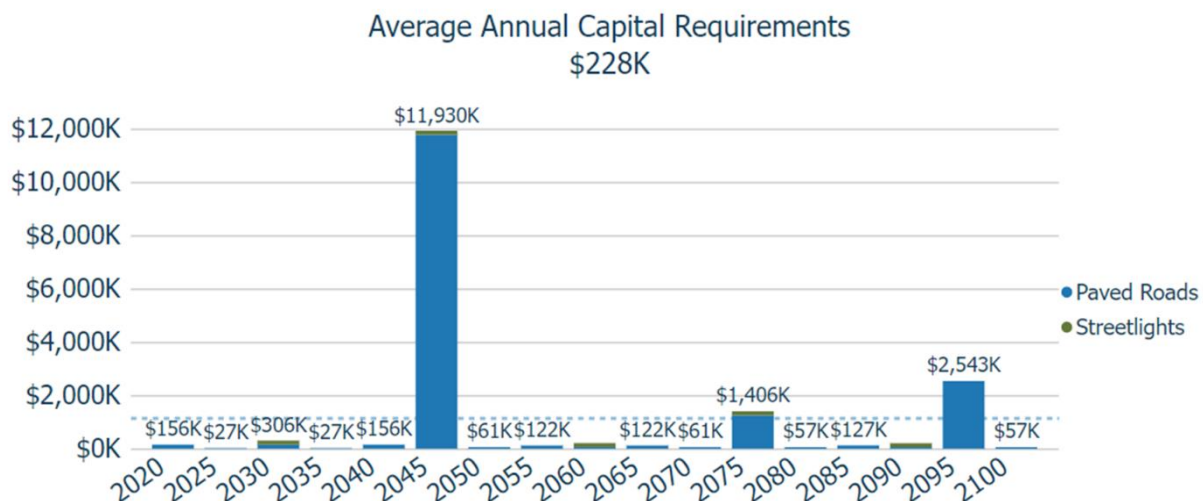
Event Name	Event Class	Event Trigger
Patching	Maintenance	Yearly
Single Surface Treatment 1	Rehabilitation	Year 4
Single Surface Treatment 2	Rehabilitation	Year 14
Single Surface Treatment 3	Rehabilitation	Year 24
Single Surface Treatment 4	Rehabilitation	Year 34
Single Surface Treatment 5	Rehabilitation	Year 44
Single Surface Treatment 6	Rehabilitation	Year 54
Single Surface Treatment 7	Rehabilitation	Year 64
Single Surface Treatment 8	Rehabilitation	Year 74
Double Surface Treatment	Rehabilitation	Repeat every 10 Years (seven cycles)
Full Reconstruction	Replacement	Condition: 40



Forecasted Capital Requirements

Based on the lifecycle strategies identified previously for surface treated roads, and assuming the end-of-life replacement of all other assets in this category

The following graph identifies the average annual capital requirements required over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and are based on the Township's asset inventory as of 2020 and do not include assets that may be required for growth. The trend line represents the average 5-year capital requirements.



The specific projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.1.6 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2020 inventory data. See Appendix C for the criteria used to determine the risk rating of each asset.

Consequence	Probability				
	1	2	3	4	5
5	0 Assets -\$0.00	0 Assets -\$0.00	0 Assets -\$0.00	0 Assets -\$0.00	0 Assets -\$0.00
4	2 Assets 10,507.00 m \$7,127,350.00	0 Assets -\$0.00	0 Assets -\$0.00	0 Assets -\$0.00	0 Assets -\$0.00
3	0 Assets -\$0.00	0 Assets -\$0.00	1 Asset 3,246.00 m \$2,434,500.00	0 Assets -\$0.00	0 Assets -\$0.00
2	3 Assets 3,967.00 m \$2,975,250.00	1 Asset 96.00 unit(s) \$116,912.00	1 Asset 1,517.00 m \$1,137,750.00	0 Assets -\$0.00	0 Assets -\$0.00
1	4 Assets 2,200.00 m \$1,650,000.00	4 Assets 28.00 unit(s) \$33,106.00	0 Assets -\$0.00	0 Assets -\$0.00	0 Assets -\$0.00

Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



Asset Data & Information

There is a good level of confidence in the data, however, this data has been sourced from multiple sources. There has not been any Road Needs Study to capture all roads related attributes in one document.



Infrastructure Design/Installation

Staff have noted that there are some issues with select roads such as log base roads.

Infrastructure Re-investment



The Township is always looking for acquiring grants/additional external funding for the road network capital projects. Some projects related to rehabilitation and renewal could be subject to funding opportunities.



Lifecycle Management Strategies

The Township relies on conditional ratings from the Road Needs Study. The Township have invested in PSD CityWide™ and is working towards developing asset lifecycle strategies.



Climate Change & Extreme Weather Events

Staff noticed issues with excessive downpours. Roads between hills have been experiencing issues with washouts. The Township is trying to mitigate impacts of climate change with the use of new construction materials.



Other Risks

Staff noted that the overflow of heavy traffic because of the proximity to a major city is expediting the deterioration of some roads.

4.1.7 Levels of Service

The following tables identify the Township's current level of service for the Road Network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Road Network.

Service Attribute	Qualitative Description	Current LOS (2020)
Scope	Description, which may include maps, of the road network in the Township and its level of connectivity	See Appendix B
Quality	Description or images that illustrate the different levels of road class pavement condition	The Condition Rating is based on a visual assessment of the structural condition or integrity of the road (very poor, poor, fair, good, very good). The rating numbers were assigned on a scale of 1 to 100 with the lower numbers describing those roads with the most structural distress or poorest shaped road cross section. (1-50) Road surface exhibits moderate to significant deterioration and requires improvement. (60-100) Road surface is in generally good condition, with localized deficiencies.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Road Network.

Service Attribute	Technical Metric	Current LOS (2020)
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0 km/km ²
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	0 km/km ²
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²)	1.295 km/km ²
Quality	Average pavement condition index for paved roads in the Township	74
	Average surface condition for unpaved roads in the Township (e.g., excellent, good, fair, poor)	Good
Performance	Capital reinvestment rate	1.47%

4.1.8 Recommendations

Asset Inventory

- Review inventory to determine whether all municipal assets within all asset segments have been accounted for.
- Continue to consolidate critical asset information from other asset data sources into the Township's centralized asset inventory.
- Gather unit costs for assets that have relied primarily on historical inflation such as streetlights and review periodically to ensure a higher level of accuracy and within the context of current market condition.

Lifecycle Management Strategies

- Evaluate the efficacy of the Township's lifecycle management strategies at regular intervals to determine the impact cost, condition and risk.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

4.2 Bridges & Culverts

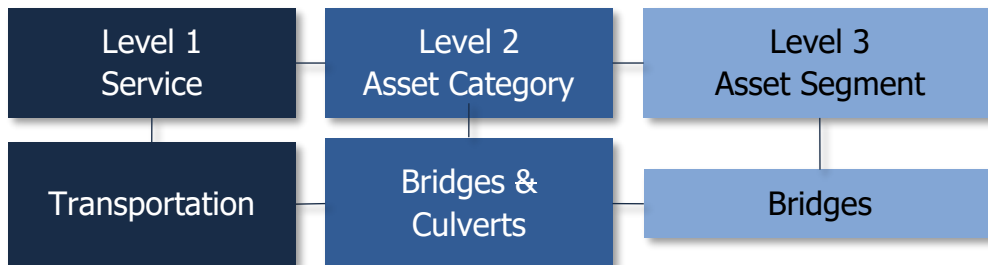
The Township's Bridges and Culverts inventory is managed in CityWide™ and comprises of 5 structures that have a span of 3 meters or more and are therefore categorized as a bridge asset.

The Public Works department is responsible for the planning and managing of all bridges and structural culverts located across municipal roads with the goal of keeping structures in an adequate state of repair and minimizing service disruptions.

Based on the requirements outlined by the Ministry of Transportation, the most recent Bridge and Culvert inspection was conducted in 2020. The ownership of the bridges except for the Gagnon road bridge is shared between the Township and the City of Sault Ste. Marie.

4.2.1 Asset Hierarchy and Segmentation

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Most reports and analytics presented in this AMP are summarized at the Asset Segment and/or Asset Category Levels.



4.2.2 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Bridges & Culverts inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Bridges	5	80% CPI Tables, 20% User-Defined Cost	\$4,973,084
			\$4,973,084

Total Replacement Cost
\$4.97M



4.2.3 Asset Condition

The table below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Bridges	93%	Very Good	100% Assessed
93%		Very Good	

● Very Poor ● Poor ● Fair ● Good ● Very Good

Bridges

100%

To ensure that the Township's Bridges & Culverts continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the Bridges & Culverts.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township's current approach:

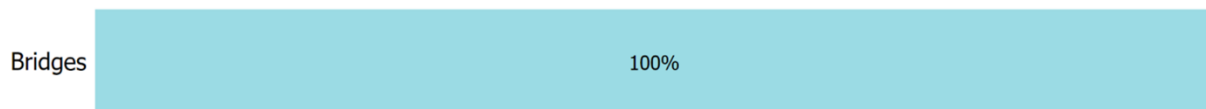
- Condition assessments of all bridges with a span greater than or equal to 3 meters are completed every 2 years in accordance with the Ontario Structure Inspection Manual (OSIM)

4.2.4 Estimated Useful Life & Average Age

The Estimated Useful Life for Bridges & Culverts assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Bridges	75	25.4	69.9
		25.4	69.9

● No Service Life Remaining ● 0-5 Years Remaining ● 6-10 Years Remaining ● Over 10 Years Remaining



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.2.5 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Maintenance is performed by the the City of Sault Ste. Marie. Only Gagnon Road is the responsibility of the Township. No regular maintenance activities are performed on this bridge.
Rehabilitation / Replacement	A deck replacement was performed on Gagnon road bridge in 2017. The other four bridges were replaced due to their insufficient structural capacity (i.e., plough trucks not permitted to use them).
Inspection	The most recent inspection reports were completed in 2020. This usually falls under the City of Sault Ste. Marie.

Forecasted Capital Requirements

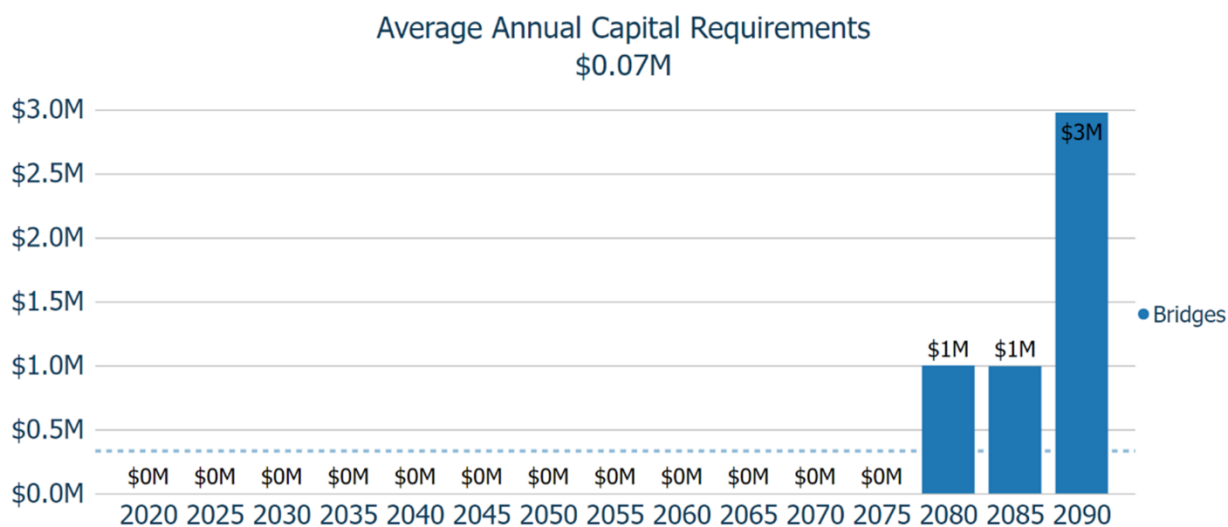
Based on the lifecycle activities identified in the 2020 inspection report, and assuming end-of-life replacement for all assets, the following graph forecasts short- and long-term capital requirements for the Bridges & Culverts category.

The annual capital requirement represents the average amount per year that the Prince should allocate towards funding rehabilitation and replacement needs to meet future capital needs.

The specific projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

The graph below provides a 70-year forecast. This projection is used as it ensures that every asset has gone through one full iteration of replacement and does not include assets that may be required for growth. The forecasted requirements are aggregated into 5-year bins and are based on the Township's asset inventory as of 2020 and do not

include assets that may be required for growth. The trend line represents the average 5-year capital requirements.



4.2.6 Risk & Criticality

Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2020 inventory data. See Appendix C for the criteria used to determine the risk rating of each asset.

Consequence	5	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	4	5 Assets 5.00 unit(s) \$4,973,084.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	3	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	2	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	1	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
		1	2	3	4	5
		Probability				

Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:



Asset Data & Information

A portion of the data is held by the city of Sault Ste. Marie. Therefore, the Township does not have any control over this data.



Lifecycle Management Strategies

Currently, no formal lifecycle strategies have been adopted for the bridges.

4.2.7 Levels of Service

The following tables identify the Township's current level of service for Bridges & Culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Bridges & Culverts.

Service Attribute	Qualitative Description	Current LOS (2020)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	The majority of the bridges in the Township supports local residential traffic as well as traffic to the city of Sault Ste. Marie.
Quality	Description or images of the condition of bridges & culverts and how this would affect use of the bridges & culverts	Good (BCI 80-100): Generally considered to be in good-excellent condition, and repair or rehabilitation work is not usually required within the next 5 years. Routine maintenance, such as sweeping, cleaning, and washing are still recommended. Fair (BCI 50-80): Generally considered to be in good-fair condition. Repair or rehabilitation work recommended is ideally scheduled to be completed within the next 5 years. Poor (BCI Less than 50): Generally considered poor with lower numbers representing structures nearing the end of their service life. The repair or rehabilitation of these structures is ideally best scheduled to be completed within approximately 1 year. However, if it is determined that the replacement of the structure would be a more viable, the structure can be identified for continued monitoring and scheduled for replacement within the short-term.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by Bridges & Culverts.

Service Attribute	Technical Metric	Current LOS (2020)
Scope	% of bridges in the Township with loading or dimensional restrictions	25%
Quality	Average bridge condition index value for bridges in the Township	Very Good
Performance	Capital re-investment rate	1.33%

4.2.8 Recommendations

Data Review/Validation

- Continue to review and validate inventory data, assessed condition data and replacement costs for all bridges upon the completion of OSIM inspections every 2 years.

Risk Management Strategies

- Coordinate with the city of Sault Ste. Marie to implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Lifecycle Management Strategies

- Incorporate the recommended maintenance, rehabilitative and renewal activities from the OSIM inspections as they become available.

Levels of Service

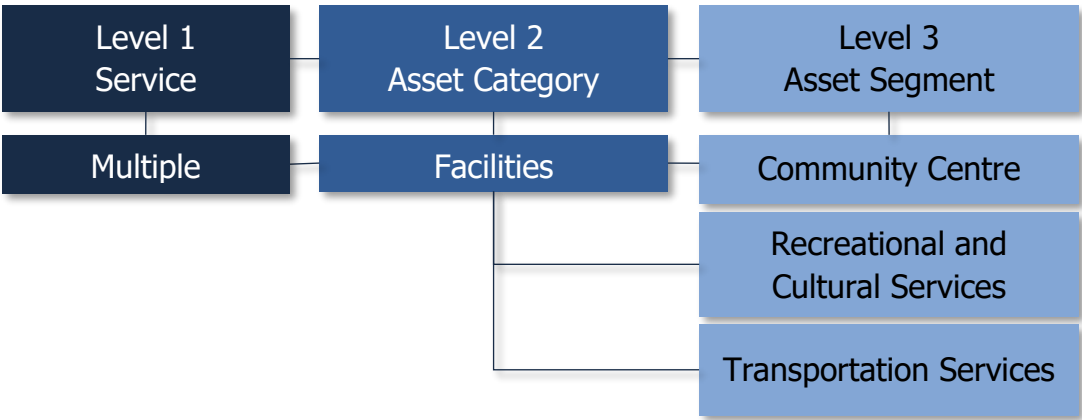
- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believe to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

4.3 Facilities

The Township’s Facilities inventory is managed in CityWide™, and comprises of 14 individual assets. These are owned by the Township and maintained by various departments that provide key administrative, transportation, as well as recreational and cultural services to the community.

4.3.1 Asset Hierarchy and Segmentation

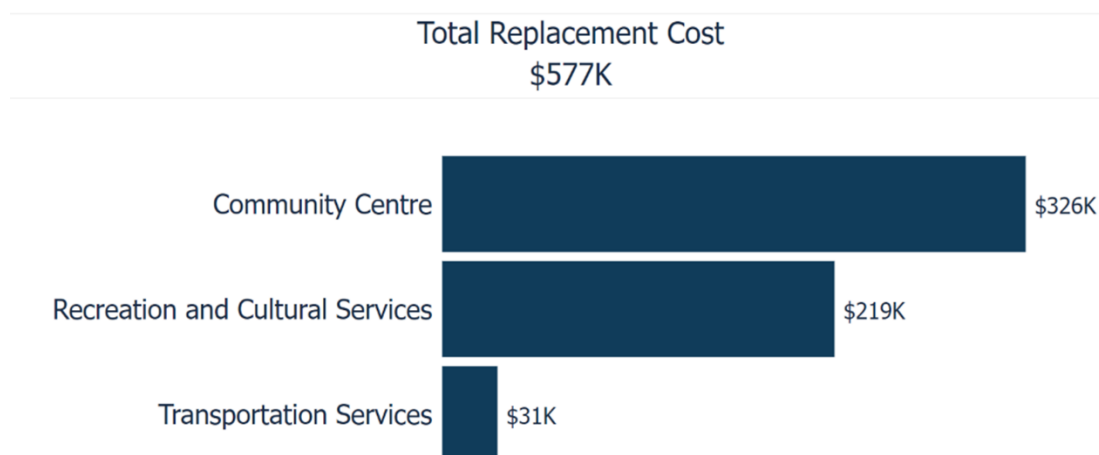
Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Most reports and analytics presented in this AMP are summarized at the Asset Segment and/or Asset Category Levels.



4.3.2 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township’s Facilities inventory.

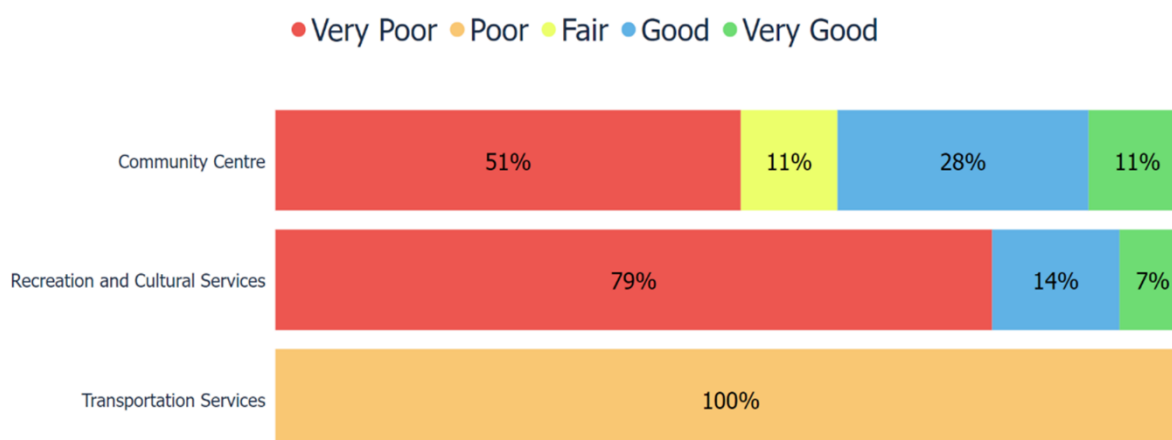
Asset Segment	Number of Facilities	Replacement Cost Method	Total Replacement Cost
Community Centre	10	CPI Tables	\$326,400
Recreation and Cultural Services	13	54% User-Defined Cost 46% CPI Tables	\$219,462
Transportation Services	1	CPI Tables	\$30,937
			\$576,799



4.3.3 Asset Condition

The table below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Community Centre	43%	Fair	Age-based
Recreation and Cultural Services	16%	Very Poor	Age-based
Transportation Services	38%	Poor	Age-based
	33%	Poor	



To ensure that the Township's Facilities continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Facilities.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township's current approach:

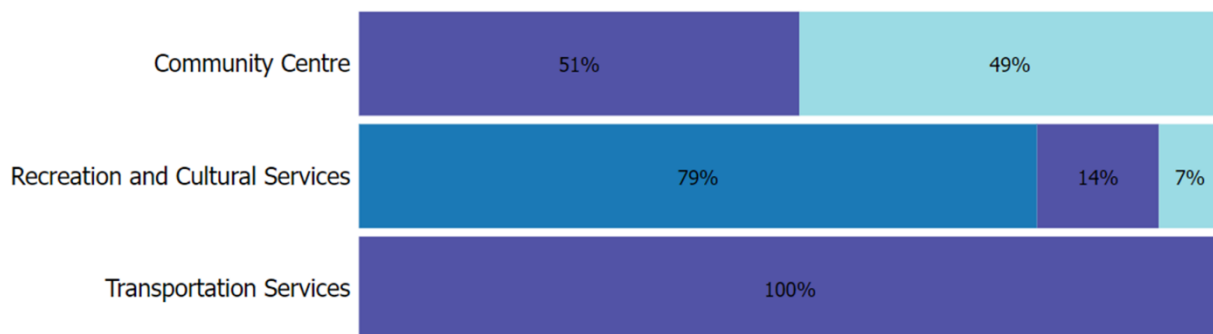
- High-level assessments by internal staff are performed annually to determine the condition of facilities.

4.3.4 Estimated Useful Life & Average Age

The Estimated Useful Life for Facilities assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Community Centre	20 - 40	9.3	22.1
Recreation and Cultural Services	10 - 25	9.9	3.6
Transportation Services	20	12.5	7.5
		9.8	12.5

● No Service Life Remaining ● 0-5 Years Remaining ● 6-10 Years Remaining ● Over 10 Years Remaining



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.3.5 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

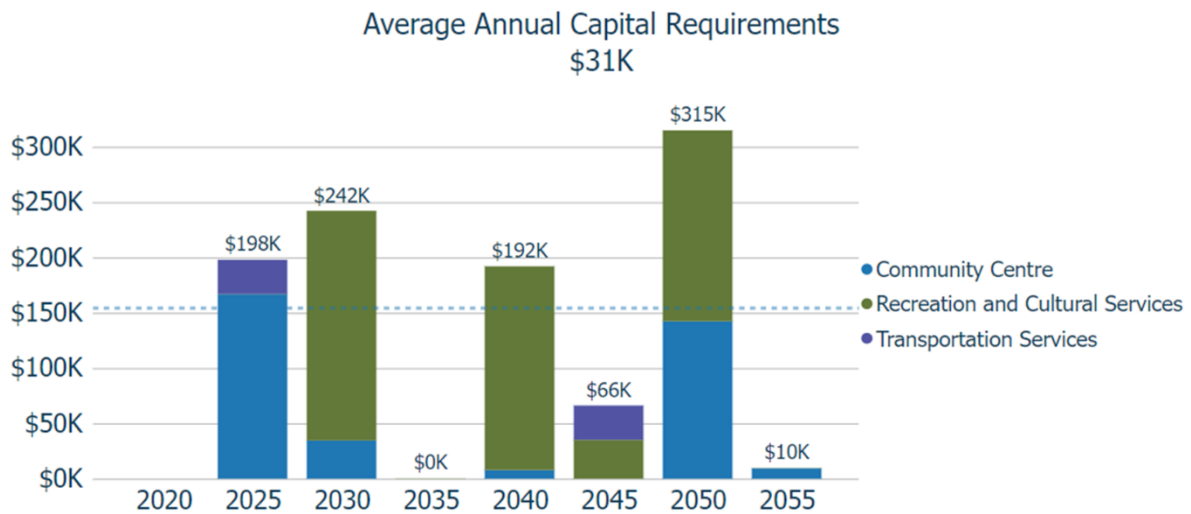
Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	Municipal buildings are subject to regular inspections to identify health & safety requirements as well as structural deficiencies that require additional attention.
Replacement	Assessments are completed strategically as buildings approach their end-of-life to determine whether replacement or rehabilitation is appropriate.

Forecasted Capital Requirements

Based on the current buildings and facilities inventory and assuming end-of-life replacement for all assets, the AMP forecasts short- and long-term capital requirements for the Facilities category.

The specific projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

The graph below provides a 35-year forecast. This projection is used as it ensures that every asset has gone through one full iteration of replacement and does not include assets that may be required for growth. The forecasted requirements are aggregated into 5-year bins and are based on the Township's asset inventory as of 2020 and do not include assets that may be required for growth. The trend line represents the average 5-year capital requirements.



4.3.6 Risk & Criticality

The Facilities Category is considered a non-core asset category. As such, the Township has until July 1, 2024, to determine the qualitative descriptions and technical metrics that measure the risk and criticality associated to assets within this category.

4.3.7 Levels of Service

The Facilities Category is considered a non-core asset category. As such, the Township has until July 1, 2024, to determine the qualitative descriptions and technical metrics that measure the current level of service provided.

4.3.8 Recommendations

Asset Inventory

- The Township's asset inventory contains a single or a few assets for all facilities. Facilities consist of several separate capital components that have unique estimated useful lives and require asset-specific lifecycle strategies. Staff should work towards a component-based inventory of all facilities to allow for component-based lifecycle planning.

Replacement Costs

- All replacement costs used in this AMP were based on the inflation of historical costs. These costs should be evaluated to determine their accuracy and reliability. Replacement costs should be updated according to the best available information on the cost to replace the asset in today's value.

Condition Assessment Strategies

- A comprehensive structural assessment of all facilities is highly recommended to gain a better understanding of the overall health and condition of each facility to identify accurate short- and long-term capital requirements.

Risk Management Strategies

- Work towards developing risk models and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Work towards identifying current and proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

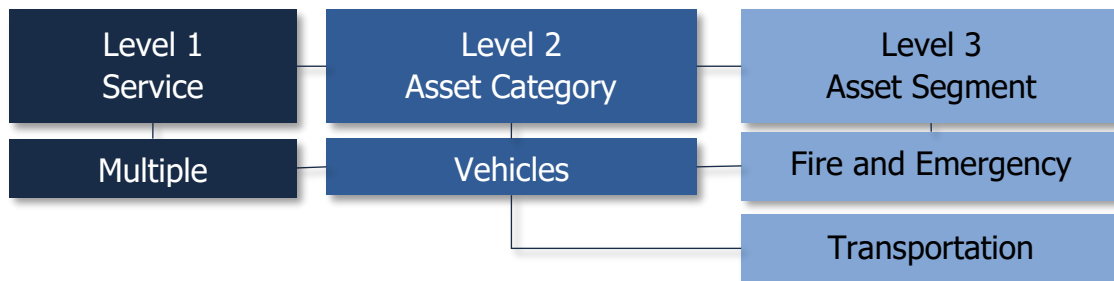
4.4 Vehicles

The Township's Vehicles inventory is managed in CityWide™ and comprises of 5 assets. Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal Vehicles assets are used to support several service areas, some of which are:

- Fire and Emergency Services
- Transportation

4.4.1 Asset Hierarchy and Segmentation

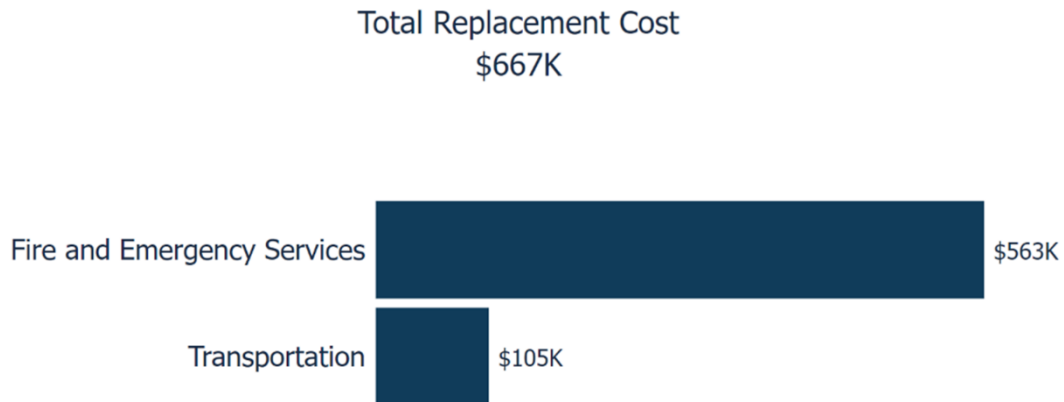
Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Most reports and analytics presented in this AMP are summarized at the Asset Segment and/or Asset Category Levels.



4.4.2 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Vehicles category.

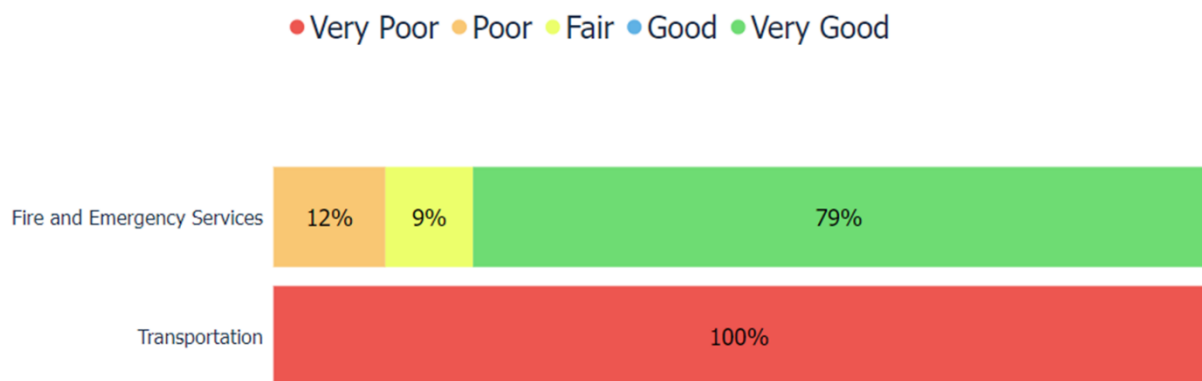
Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Fire and Emergency Services	3	CPI Tables	\$562,769
Transportation	2	CPI Tables	\$104,597
			\$667,366



4.4.3 Asset Condition

The table below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Fire and Emergency Services	83%	Very Good	Age-based
Transportation	6%	Very Poor	Age-based
	71%	Good	



To ensure that the Township's Vehicles assets continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy

to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Vehicles.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township's current approach:

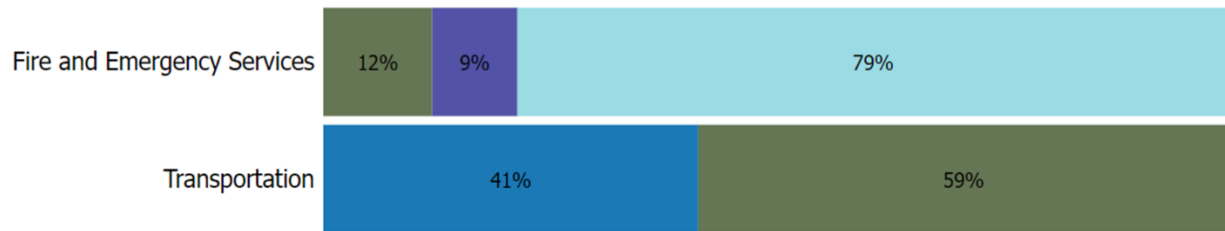
- Staff complete regular visual inspections of Vehicles assets to ensure they are in state of adequate repair prior to operation.

4.4.4 Estimated Useful Life & Average Age

The Estimated Useful Life for Vehicles assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Fire and Emergency Services	15 - 20	6.2	10.5
Transportation	5	8.0	-3.0
		6.9	5.1

● No Service Life Remaining ● 0-5 Years Remaining ● 6-10 Years Remaining ● Over 10 Years Remaining



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

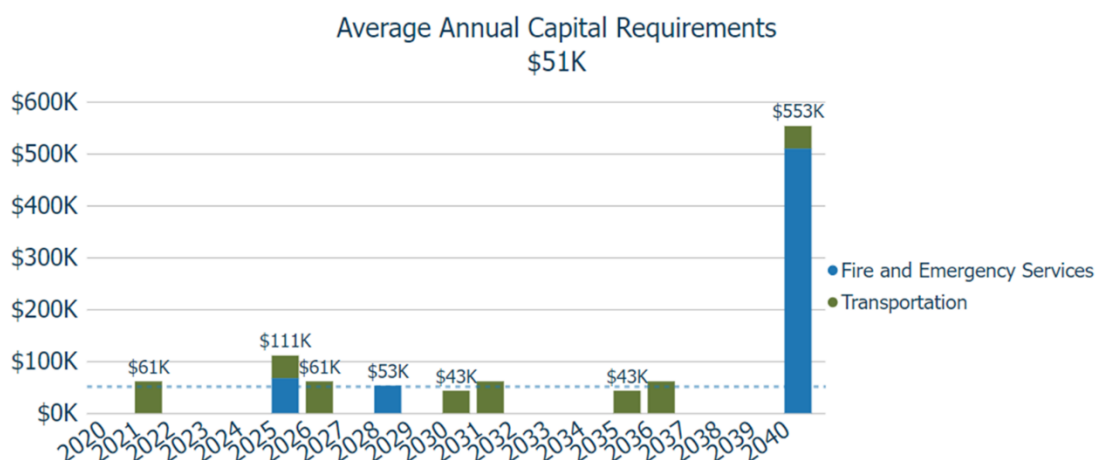
4.4.5 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	Visual inspections completed and documented daily; fluids inspected at every fuel stop; tires inspected monthly
	Annual preventative maintenance activities include system components check and additional detailed inspections
Replacement	Vehicle age, kilometres and annual repair costs are taken into consideration when determining appropriate treatment options

Forecasted Capital Requirements

Based on the current Vehicles inventory, and assuming end-of-life replacement for all assets, the graph below provides a 20-year forecast. This projection is used as it ensures that every asset has gone through one full iteration of replacement and does not include assets that may be required for growth. The forecasted requirements are aggregated into 1-year bins and are based on the Township's asset inventory as of 2020 and do not include assets that may be required for growth. The trend line represents the average 1-year capital requirements.



The specific projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.4.6 Risk & Criticality

The Vehicles category is considered a non-core asset category. As such, the Township has until July 1, 2024, to determine the qualitative descriptions and technical metrics that measure the risk and criticality associated to assets within this category.

4.4.7 Levels of Service

The Vehicles category is considered a non-core asset category. As such, the Township has until July 1, 2024, to determine the qualitative descriptions and technical metrics that measure the current level of service provided.

4.4.8 Recommendations

Replacement Costs

- All replacement costs used in this AMP were based on the inflation of historical costs. These costs should be evaluated to determine their accuracy and reliability. Replacement costs should be updated according to the best available information on the cost to replace the asset in today's value.

Condition Assessment Strategies

- Identify condition assessment strategies for high value Vehicles.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Work towards developing risk models and adjust these models according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Work towards identifying current and proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

4.5 Parks & Land Improvements

The Parks & Land Improvements inventory is managed in CityWide™ and comprises of 1 asset that assist the Township in providing community recreation services.

4.5.1 Asset Hierarchy and Segmentation

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Most reports and analytics presented in this AMP are summarized at the Asset Segment and/or Asset Category Levels.



4.5.2 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Land Improvements inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Parks	1	CPI Tables	\$66,599
			\$66,599

Total Replacement Cost
\$67K



4.5.3 Asset Condition

The table below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Parks	5%	Very Poor	Age-based
	5%	Very Poor	

● Very Poor ● Poor ● Fair ● Good ● Very Good

Parks

100%

To ensure that the Township's Parks & Land Improvements continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Land Improvements.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township's current approach:

- Staff complete regular visual inspections of parks and land improvements assets to ensure they are in state of adequate repair
- Staff conduct formal inspections of outdoor play space, fixed play structures and surfacing in accordance with CAN/CSA-Z614 and required as per O. Reg. 137/15
- There are no formal condition assessment programs in place for other parks and land improvements assets

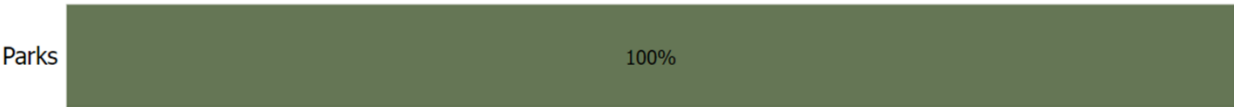
4.5.4 Estimated Useful Life & Average Age

The Estimated Useful Life for Land Improvements assets has been assigned according to a combination of established industry standards and staff knowledge. The Average

Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Parks	10	9.5	0.5
		9.5	0.5

● No Service Life Remaining
 ● 0-5 Years Remaining
 ● 6-10 Years Remaining
 ● Over 10 Years Remaining



Each asset’s Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.5.5 Lifecycle Management Strategy

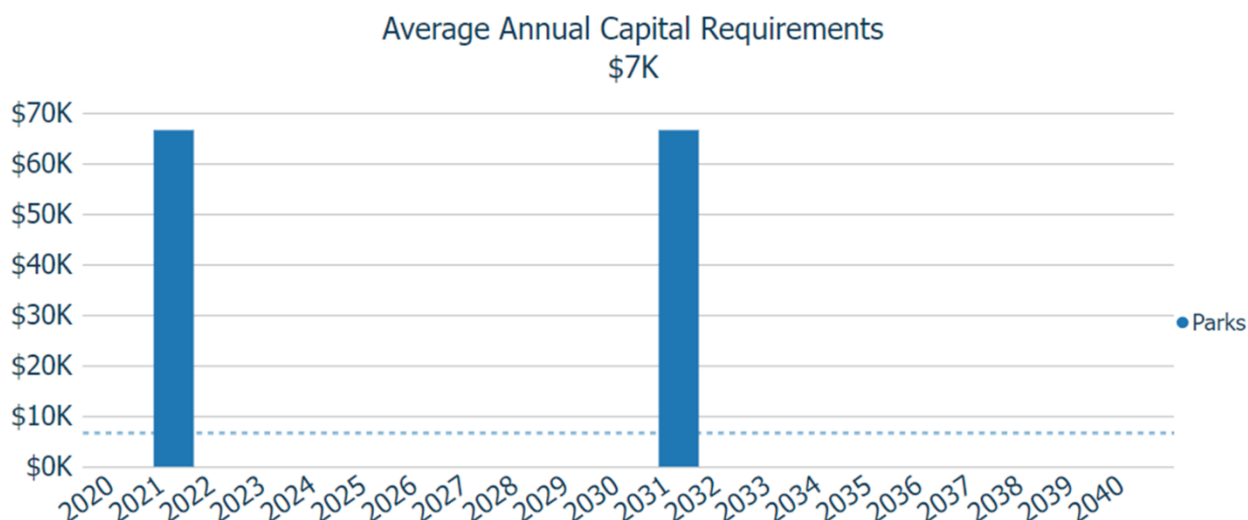
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	The Parks and Land Improvement assets are maintained and replaced as needed.

Forecasted Capital Requirements

Based on the current parks and land improvements inventory, and assuming end-of-life replacement for all assets, the graph below provides a 20-year forecast. This projection is used as it ensures that every asset has gone through two full iteration of replacement and does not include assets that may be required for growth. The forecasted requirements are aggregated into 1-year bins and are based on the Township's asset inventory as of 2020 and do not include assets that may be required for growth. The trend line represents the average 1-year capital requirements.



The specific projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix A.

4.5.6 Risk & Criticality

The Parks & Land Improvements category is considered a non-core asset category. As such, the Township has until July 1, 2024, to determine the qualitative descriptions and technical metrics that measure the risk and criticality associated to assets within this category.

4.5.7 Levels of Service

The Parks & Land Improvements category is considered a non-core asset category. As such, the Township has until July 1, 2024, to determine the qualitative descriptions and technical metrics that measure the current level of service provided.

4.5.8 Recommendations

Asset Inventory

- The Township should conduct an inventory review, collect, and consolidate asset data to ensure all relevant assets are accounted for. Parks consist of several separate capital components that have unique estimated useful lives and require asset-specific lifecycle strategies. Staff should work towards a component-based inventory of all park infrastructure to allow for component-based lifecycle planning in the future.

Replacement Costs

- All replacement costs used in this AMP were based on the inflation of historical costs. These costs should be evaluated to determine their accuracy and reliability. Replacement costs should be updated according to the best available information on the cost to replace the asset in today's value.

Condition Assessment Strategies

- Identify condition assessment strategies for all assets.

Risk Management Strategies

- Work towards developing risk models and adjust these models according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Work towards identifying current and proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

5

Impacts of Growth

Key Insights

- Understanding the key drivers of growth and demand will allow the Township to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure
- The costs of growth should be considered in long-term funding strategies that are designed to maintain the current level of service

5.1 Description of Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

5.1.1 Prince Township Official Plan (January 2012)

In 2021, the Township adopted the Official Plan to build upon and implement the development related goals of the Township's Strategic Plan. This combined with the Provincial Policy Statement provide the basis for determining the Township's policies for guiding future land-use decisions. This Official Plan will also review and project existing land-use trends, protect natural and cultural resources, and provide the Township with a framework to guide development to the year 2028.

The following table outlines the population and number of households forecasts allocated to Prince.

	2011	2016	2021	2026
Population Forecast – Prince	997	1,020	1,045	1,069
Number of Households Forecast – Prince	453	464	475	486

The Official Plan projects the population of Prince to increase at a slow rate. However, according to the 2021 Census the population has decreased from 1,010 in 2016 to 975 in 2021, which represents a 3.5% decline.

5.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Township's asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Township's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with

growth, the Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

6

Financial Strategy

Key Insights

6.1 Financial Strategy Overview

For an asset management plan to be effective and meaningful, it must be integrated with a long-term financial plan (LTFP). The development of a comprehensive financial plan will allow Township of Prince to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

- 1) The financial requirements for:
 - a) Existing assets
 - b) Existing service levels
 - c) Requirements of contemplated changes in service levels (none identified for this plan)
 - d) Requirements of anticipated growth (none identified for this plan)
- 2) Use of traditional sources of municipal funds:
 - a) Tax levies
 - b) User fees
 - c) Reserves
 - d) Debt
 - e) Development charges
- 3) Use of non-traditional sources of municipal funds:
 - a) Reallocated budgets
 - b) Partnerships
 - c) Procurement methods

4) Use of Senior Government Funds:

- a) Gas tax
- b) Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

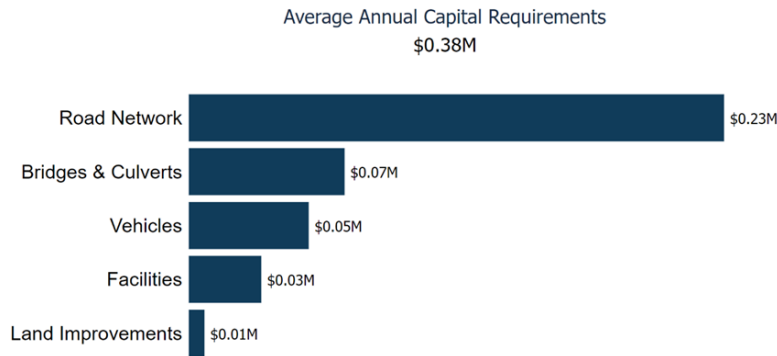
If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Township's approach to the following:

1. In order to reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered. For example:
3. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.
4. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

6.1.1 Annual Requirements & Capital Funding

Annual Requirements

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Township must allocate approximately \$383,000 annually to address capital requirements for the assets included in this AMP.



For most asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, for the Road Network, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Township’s roads. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented. The following table compares two scenarios for the Road Network:

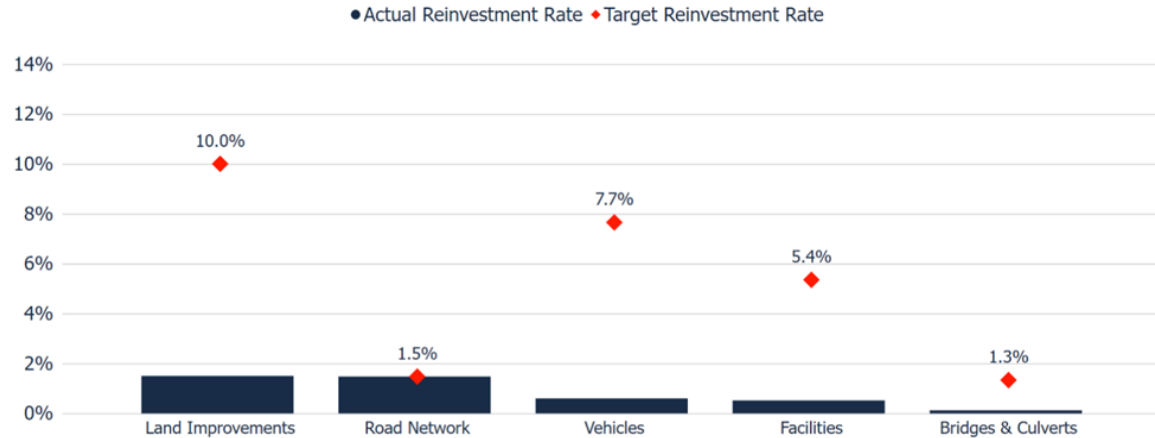
- **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
- **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Asset Category	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Road Network	\$1,542,000	\$228,000	\$1,314,000

The implementation of a proactive lifecycle strategy roads leads to an annual cost avoidance of \$1,314,000 for Road Network. This represents an overall decrease of the annual requirement of 85% for Road Network. As the lifecycle strategy scenario represents the lowest cost option available to the Township, we have used these annual requirements in the development of the financial strategy.

Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$242,000 towards capital projects per year. Given the annual capital requirement of \$383,000, there is currently a funding gap of \$141,000 annually.



6.2 Funding Objective

We have developed a scenario that would enable Prince to achieve full funding within 1 to 20 years for the following assets:

- **Tax Funded Assets:** Bridges & Culverts, Facilities, Land Improvements, Road Network, Vehicles

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

6.3 Financial Profile: Tax Funded Assets

6.3.1 Current Funding Position

The following tables show, by asset category, Prince's average annual asset capital expenditure (CapEx) requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	Gas Tax	OCIF	Total Available	
Bridges & Culverts	\$66,000	\$6,000	\$0	\$0	\$6,000	\$60,000
Facilities	\$31,000	\$3,000	\$0	\$0	\$3,000	\$28,000
Land Improvements	\$7,000	\$1,000	\$0	\$0	\$1,000	\$6,000
Road Network	\$228,000	\$19,000	\$115,000	\$94,000	\$228,000	\$0
Vehicles	\$51,000	\$4,000	\$0	\$0	\$4,000	\$47,000
	\$383,000	\$33,000	\$115,000	\$94,000	\$242,000	\$141,000

The average annual investment requirement for the above categories is approximately \$ 383,000. Annual revenue currently allocated to these assets for capital purposes is \$242,000 leaving an annual deficit of \$141,000. Put differently, these infrastructure categories are currently funded at 63% of their long-term requirements.

6.3.2 Full Funding Requirements

In 2020, Township of Prince has annual tax revenues of \$1.4 million. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Bridges & Culverts	4.3%
Facilities	2.0%
Land Improvements	0.4%
Road Network	0%
Vehicles	3.4%
Total	10.1%

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) Prince's formula based OCIF grant is scheduled to grow from \$50,000 in 2020 to \$100,000 in 2021.
- b) Prince's debt payments for these asset categories will be decreasing by \$46,000 over the next 5 years and by \$21,000 over the next 10 years.
- c) Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	Without Capturing Changes				With Capturing Changes			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000
Change in Debt Costs	N/A	N/A	N/A	N/A	\$21,000	\$(4000)	\$(25,000)	\$(25,000)
Change in OCIF Grants	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Resulting Infrastructure Deficit:	\$141,000	\$141,000	\$141,000	\$141,000	\$162,000	\$137,000	\$116,000	\$116,000
Tax Increase Required	10.1%	10.1%	10.1%	10.1%	11.6%	9.8%	8.3%	8.3%
Annually:	2.0%	1.0%	0.7%	0.5%	2.3%	1.0%	0.6%	0.4%

6.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 10-year option. This involves full CapEx funding being achieved over 10 years by:

- a) when realized, reallocating the debt cost reductions of \$4,000 to the infrastructure deficit as outlined above.
- b) increasing tax revenues by 1.0% each year for the next 10 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- c) allocating the current gas tax and OCIF revenue as outlined previously.
- d) should the scheduled OCIF grant increase, the Township should reduce the annual tax increase by an amount equal to the grant increase as it occurs.
- e) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- f) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment¹.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full CapEx funding on an annual basis in 10 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of \$173,000 Facilities and \$43,000 for Vehicles.

¹ The Township should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

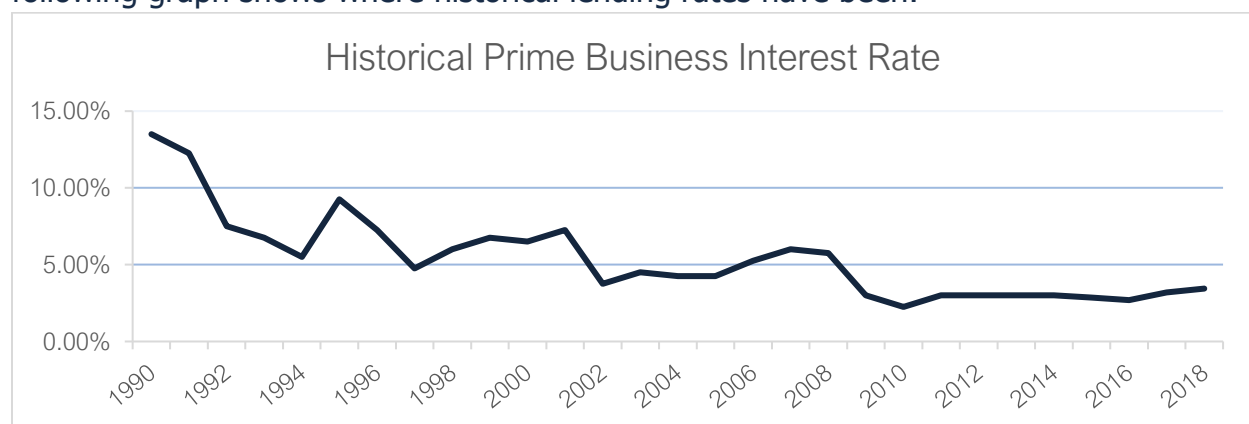
Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

6.4 Use of Debt

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1M project financed at 3.0%² over 15 years would result in a 26% premium or \$260,000 of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

It should be noted that current interest rates are near all-time lows. Sustainable funding models that include debt need to incorporate the risk of rising interest rates. The following graph shows where historical lending rates have been:



² Current municipal Infrastructure Ontario rates for 15-year money is 3.2%.

A change in 15-year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

The following tables outline how Prince has historically used debt for investing in the asset categories as listed. \$399,000 of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$25,000, well within its provincially prescribed maximum of \$380,340.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years				
		2016	2017	2018	2019	2020
Bridges & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Land Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Road Network	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$399,000	\$0	\$0	\$0	\$0	\$420,000
Total Tax Funded:	\$399,000	\$0	\$0	\$0	\$0	\$420,000

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2020	2021	2022	2023	2024	2025	2030
Bridges & Culverts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Network	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$25,000	\$50,000	\$49,000	\$48,000	\$47,000	\$46,000	\$21,000
Total Tax Funded:	\$25,000	\$50,000	\$49,000	\$48,000	\$47,000	\$46,000	\$21,000

The revenue options outlined in this plan allow Prince to fully fund its long-term infrastructure requirements without further use of debt.

6.5 Use of Reserves

6.5.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Prince.

Asset Category	Balance at December 31, 2020
Bridges & Culverts	\$0
Facilities	\$99,000
Land Improvements	\$383,000
Road Network	\$1,036,000
Vehicles	\$74,000
Total Tax Funded:	\$1,592,000

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Township should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should consider when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Prince's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

6.5.2 Recommendation

In 2025, Ontario Regulation 588/17 will require Prince to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

7

Appendices

Key Insights

- Appendix A identifies projected 10-year capital requirements for each asset category
- Appendix B includes several maps that have been used to visualize the current level of service
- Appendix C identifies the criteria used to calculate risk for each asset category
- Appendix D provides additional guidance on the development of a condition assessment program

Appendix A: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years in order to meet projected capital requirements and maintain the current level of service.

Road Network											
Asset Segment	Backlog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Paved Roads	\$0	\$95,042	\$0	\$4,323	\$9,251	\$47,521	\$0	\$0	\$0	\$8,647	\$18,502
Streetlights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$95,042	\$0	\$4,323	\$9,251	\$47,521	\$0	\$0	\$0	\$8,647	\$18,502

Bridges & Culverts											
Asset Segment	Backlog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Bridges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Facilities

Asset Segment	Backlog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Community Centre	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,775	\$0	\$0
Recreation and Cultural Services	\$172,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$296
Transportation Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,937	\$0
	\$172,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,775	\$30,937	\$296

Vehicles

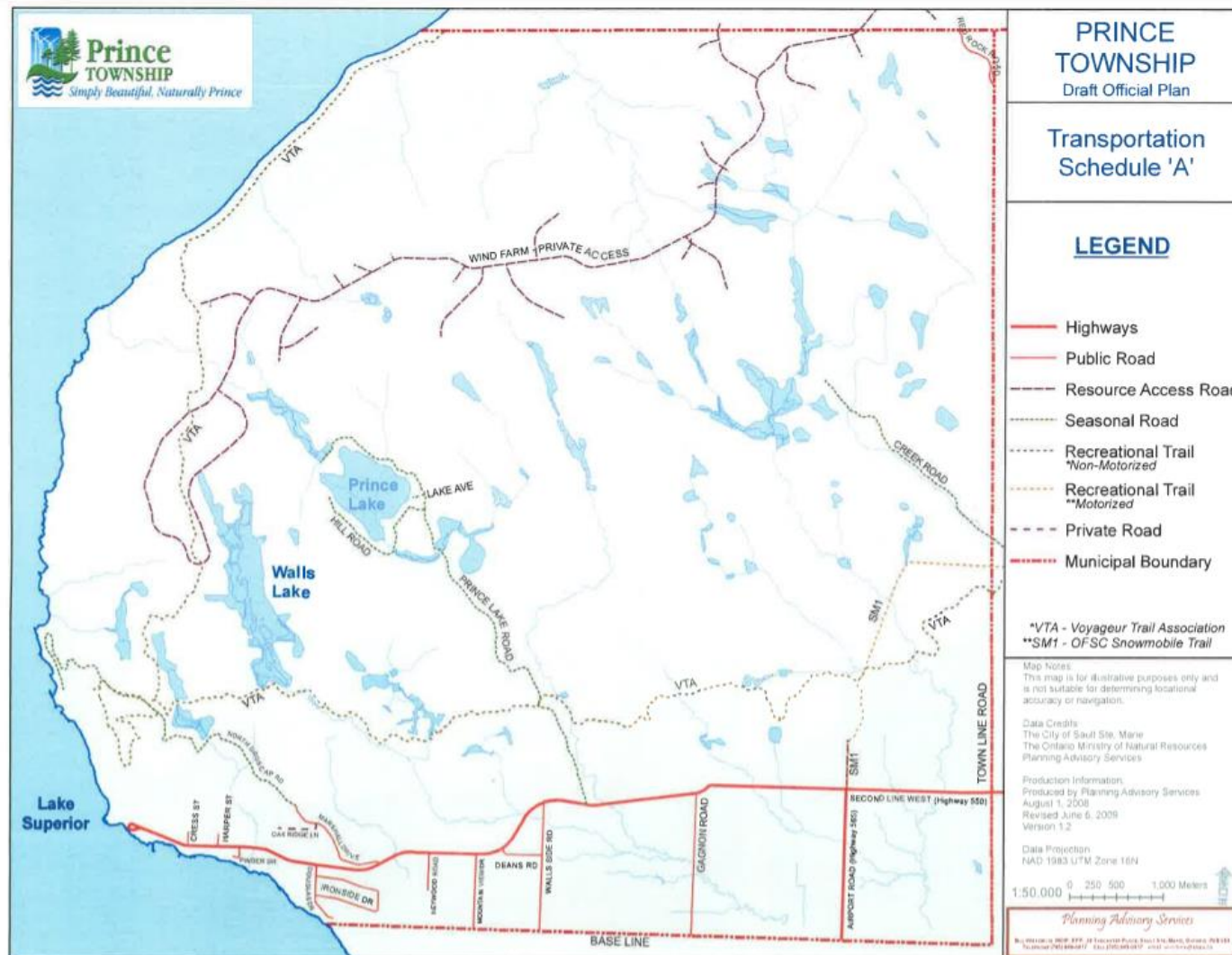
Asset Segment	Backlog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Fire and Emergency Services	\$0	\$0	\$0	\$0	\$0	\$0	\$67,648	\$0	\$0	\$52,992	\$0
Transportation	\$43,308	\$0	\$61,289	\$0	\$0	\$0	\$43,308	\$61,289	\$0	\$0	\$0
	\$43,308	\$0	\$61,289	\$0	\$0	\$0	\$110,956	\$61,289	\$0	\$52,992	\$0

Land Improvements

Asset Segment	Backlog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Parks	\$0	\$0	\$66,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$66,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Appendix B: Level of Service Maps/Images

Road Network Maps



Appendix C: Risk Rating Criteria

PROBABILITY OF FAILURE

Asset Category	Risk Criteria	Criteria Weighting	Value/Range	Probability of Failure Score
Road Network (Roads)	Condition	100%	80-100	1
			60-80	2
			40-60	3
			20-40	4
			0-20	5
Bridges & Structural Culverts	Condition	100%	80-100	1
			60-80	2
			40-60	3
			20-40	4
			0-20	5

Consequence of Failure

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
Road Network (Roads)	Economic (80%)	Replacement Cost (100%)	\$0-\$200,000	1
			\$200,000-\$600,000	2
			\$600,000-\$1,500,000	3
			\$1,500,000-\$3,000,000	4
			\$3,000,000+	5
	Social (20%)	Road Design Class (100%)	Class 6	1
Bridges & Culverts	Economic (80%)	Replacement Cost (100%)	\$0-\$50,000	1
			\$50,000-\$250,000	2
			\$250,000-\$400,000	3
			\$400,000-\$450,000	4
			\$450,000+	5
	Social (20%)	Road Class (100%)	Local Road	2
			Collector Road	3

Appendix D: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Township's condition assessment strategy should outline several key considerations, including:

The role of asset condition data in decision-making

Guidelines for the collection of asset condition data

A schedule for how regularly asset condition data should be collected

Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service.

Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Township's risk management and financial strategies. Assessed condition is a key variable in the determination of an asset's probability of failure. With a strong understanding of the probability of failure across the entire asset portfolio, the Township can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Township can develop long-term financial strategies with higher accuracy and reliability.

Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of

condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project.

There are many options available to the Township to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource-intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Township should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

1. **Relevance:** every data item must have a direct influence on the output that is required
2. **Appropriateness:** the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
3. **Reliability:** the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
4. **Affordability:** the data should be affordable to collect and maintain

SAULT STE. MARIE REGION SOURCE PROTECTION PLAN

SOURCE PROTECTION PLAN SECTION 36 UPDATE AND
2021 DIRECTORS TECHNICAL RULES WORKPLAN



July 2022

BACKGROUND

Source Protection Plan Section 36 Update –Approved April 2021 by MECP - announced by Press Release, on social media and website.

The updated Assessment Report (AR), Source Protection Plan (SPP) and Explanatory Document (ED) are posted on the [SSMRCA website](#) within the Source Water Protection tab.

Director's Technical Rules have had versions since 2008 culminating in the most recent approved version in December 2021. This work is to be completed tentatively by March 2024.

Under *Clean Water Act, Section 34*, this presentation will summarize some of the potential changes, assessment and work planning to occur between 2022 to 2024 to the SSMR Source Protection Plan, Assessment Report and Explanatory Document. Typographical and other changes are under Ontario Regulation 287/07, Section 51.

Annual Progress Reports are on the SSMRCA website for reference as required by the *Clean Water Act, 2006*.

Update – Impervious Surface application of road salt

Definition – “total Impervious surface area” in respect of subrule 16 (11) means the surface area of all highways and other impervious land surfaces used for vehicular traffic and parking, and all pedestrian paths.

Circumstances:

12.1 Application of Road Salt

Where the percentage of impervious surface area less than 1% to greater than 30% within WHPA-A, B, C, D or HVA with vulnerability score of 8-10 to identify Significant Drinking Water Threats

The vulnerable areas of the Goulais and Steelton wells have a score of 8-10 while the Shannon and Lorna have a score of 10 within the WHPA-A vulnerable area.

Policies to be impacted – previous rules were specific to 1km grid and impervious surface area less than 1% to greater than 80%.

SSM-Salt-E/F-1.4 – regarding application of road salt

SSM-Salt-F-2.2 – regarding existing and future of salt storage facilities

Update – Handling and storage of Road Salt

Circumstances:

13.1 Handling and Storage of Road Salt – Exposed to Precipitation or Runoff

Circumstances of less than 10kg to more than 20kg
(yellow salt bins outside retail outlets)

13.2 Handling and Storage of Road Salt – Potentially Exposed to Precipitation or Runoff

Circumstances of less than 50kg to more than 100kg (skids of bagged salt)

13.3 Handling and Storage of Road Salt – Not Exposed to Precipitation or Runoff

Circumstances of less than 250,000kg to more than 500,000kg (salt dome)

Changes are to affect AR, SPP and ED– quantity and circumstances to change score in vulnerable areas.

- review policy SSM-Salt-F-2.2 and RMP's regarding Shannon, Lorna, Goulais and Steelton

Update – storage of snow

Circumstances:

14.1 Storage of Snow on a Site

Circumstances of area is less than 200m² to more than 2000m²

Review of snow dumps (private and public) with the City that may be within a vulnerable area with a score of 8 to 10.

Policies SSM-Snow-E-1.1 and SSM-snow-F-2.1 do not stipulate a volume or area.

– Risk Management Plan to be reviewed in one area in WHPAA of the Shannon Well.

Update – Intake Protection Zone

Intake Classification Type A – located in a Great Lake (Lake Superior) and

Water System I – as described in CWA Section 15 (2)(e)(i) existing and planned municipal drinking water systems that serve or are planned to serve major residential developments.

Update – Climate Consideration

Staff would use the Climate Change Risk Assessment Tool developed by Conservation Ontario in consultation with MECP (but not endorsed by MECP) to develop a summary to add to the AR, SPP and ED.

Reference ED Section 7.0

Assumption – that free data is readily available to populate the Climate Change Risk Assessment Tool.

Required municipal staff in the population of the tool and review the summary for accuracy.

GOING FORWARD

Updates - Decisions on methodology of changes that requires the documentation to justify the changes and methodology with MECP upon submission.

Climate Change Risk Assessment Tool – working with municipal staff for data collection and population into the tool to produce the draft summary.

SPC Update – Chair appointment expiry in August 2022, expect new or reappointment in the fall

- Member appointments will expire December 31, 2024

Annual Progress Reports have been submitted to MECP and posted on the SSMRCA website and can be found at <https://ssmrca.ca/source-water-protection/resources/reports/> .

MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

BEST PRACTICES DOCUMENT

- MECP wants to help you protect water sources and drinking water systems that are not included in a [source protection plan](#) or aren't regulated by the *Clean Water Act*.
- <https://www.ontario.ca/document/best-practices-source-water-protection>

QUESTIONS

Should you have any further questions don't hesitate to contact:

Marlene McKinnon, mmckinnon@ssmrca.ca, 705-946-8530 ext 1004

THANK YOU

Gayle Russell

Request to address council on the following:

1. Update on St.Aloysius Cemetery
2. Request plan to keep grass cut at St. AloysiusCemetery.



COUNCIL REPORT

Date: July 6, 2022	Date Presented: July 12, 2022
Prepared By: Steve Hemsworth	Rank: Fire Chief

Operations

Responses for June	2022 Total
Medical – 1	5
Fires – 0	0
MVA – 1	1
Other- 0	2

Personnel

We are pleased to announce Prince Fire Captain Rob Charette has been hired as a full time firefighter by Sault Fire. Rob, who is a native of Prince, started with us in 2017 and was promoted to captain in 2019. Rob will be continuing as a captain with Prince Fire and we are looking forward to benefiting from his upcoming experiences.

Training

During June we had three firefighters attend courses at the Sault Fire Regional Training Center. One firefighter completed a five day NFPA 1002 Pump Operators course and a captain and one firefighter completed the three day NPFA 1521 Incident Safety Officer course. Both courses were blended meaning there was a significant on line course of study before attending the practical portion.

Equipment

As per the June council report, our donated chain saw was updated with a carbide chain, upgraded bar and depth gauge. Training on the saw has been completed and it is now in service.

Fire Prevention

Fire safety and prevention messaging is continuing to be distributed on the departments Facebook and Instagram social media accounts.

June 29, 2022

ClaimsPro File No: 37110-017268 IBJ
Your Insurer's File No: 53640-170107 (Aviva)

Sent via Email Only - clerk@twp.prince.on.ca

Corporation of the Township of Prince
3042 Second Line West
Sault Ste. Marie, ON P6A 6K4

Attention: Peggy Greco

RE: Type of Loss: Impact
Date of Loss: June 1, 2022
Your Policy: JLTPS-224
Your Insurers: Aviva Insurance and Zurich Insurance
through International Programs Group (IPG)

Dear Ms. Greco:

As you are aware, we are the insurance adjusters retained by your property insurer, Aviva Insurance and Zurich Insurance, through the International Programs Group (IPG), to assist them in the handling of your claim.

We are writing to follow up our correspondence of June 22, 2022 and our initial attendance at the loss location.

As per our correspondence of June 22, 2022 we again enclose the estimates from Winmar of Sault Ste. Marie for the repairs to the fire hall as a result of this loss.

Total repairs including HST total \$16,350.39.

We understand that you have an invoice directly for the garage door track repair following the incident as well.

Based on the enclosed, the loss will fall below the \$25,000.00 property damage deductible under the policy.

Therefore there is no claim to present as a result of the incident of June 1, 2022.

We are therefore at this time taking the liberty of closing our file to your insurer.

We trust you will deal directly with Winmar of Sault Ste. Marie for their cost for the emergency services initially provided by Winmar as a result of this incident.

If you wish to have Winmar complete the repairs to the fire hall as per their enclosed estimate you may contact Winmar directly with regards to the above.

In accordance with the Insurance Act of Ontario we again enclose a blank Proof of Loss form. Proscription for the loss is one year from the date of loss, June 1, 2023.

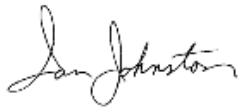
If by that date your claim has not been fully satisfied, you must commence an action against your insurer, or your claim will be statute barred. Please refer to the specific wordings of the statutory conditions in your policy.

If you have any questions with respect to the enclosed please feel free to contact our office at any time.

We thank you for your kind manner in dealing with our office with respect to this loss.

Yours very truly

CLAIMSPRO
An SCM Company



Ian Johnston, BPHE, CIP
Adjuster
ian.johnston@scm.ca
Direct Phone (705) 999-5111
Cellular (705) 946-9691

IBJ/pkv

- c. 1. Aviva Insurance and Zurich Insurance through International Programs Group (IPG)
 2. Steve Hemsworth via e-mail – firechief@princetwp.ca

- Encl.: 1. Winmar emergency estimate
 2. Winmar subtrade electrical invoice
 3. Winmar repair estimate
 4. Winmar subtrade electrical quote
 5. Winmar subtrade capping quote
 6. Winmar subtrade masonry quote.

MV Masonry Ont Inc 2313776**GST #** 836030908

63 Palomino Drive SSM, Ont

7059718048

mvmasonry@hotmail.ca

ESTIMATE

EST0008

DATE

06/13/2022

TOTAL

CAD \$11,865.00

TO**Winmar**

DESCRIPTION	RATE	QTY	AMOUNT
Brick work to be completed at Fire Hall in Prince Township to existing designated area. Labour and material included	\$10,500.00	1	\$10,500.00
SUBTOTAL			\$10,500.00
TAX (13%)			\$1,365.00
TOTAL			CAD \$11,865.00



Installation Proposal



7 a(iii.

LYONS TIMBER MART
500 Wellington St. W
Sault Ste. Marie, Ontario P6C 3T5
705-759-1555

Quote No 420275
Creation Date 06/13/2022
Expiration Date 06/14/2022
Customer 110679
Your Ref Prince Twsp hall
Taken By lanG
HST # R103427217

Invoice Address

Winmar Restoration
766 Peoples Road
Sault Ste Marie, ON
(705) 946-8765

Delivery Address

766 Peoples Road
Sault Ste Marie, ON
(705) 946-8765



Original Document

Page 1 of 1

We hereby submit specifications and estimate for:

To remove existing weather strip, on one side of each garage door and recap each 14' section in white aluminum, and then reset the weather strips.

For the Prince Township hall.

- This quote includes all applicable taxes, as well as the cleanup and removal of all debris related to this installation.
- All permits to be obtained by owner if required.
- 50% deposit required to open contract. However, any install proposal that is \$1,000 or less, if accepted, shall be paid in full prior to commencement of work.
- Up to 40% progress payment required to match work completed up to 90% of contract. 10% final payment upon completion of work.
- Contract has to be paid up to at least 90% in order for warranty work to be fulfilled.

We propose hereby to furnish material and labour - complete in accordance with above specifications, for the sum of:

Five Hundred Forty-Six And 75 / 100 dollars. \$546.75

Payment Schedule

Deposit	50%	\$273.38
Progress Payment	40%	\$218.70
Final Payment	10%	\$54.67

All material is guaranteed as per the manufacturer's warranty. All labour is guaranteed for 18 months from the date of installation. All material is guaranteed to be as specified. All work to be completed on a workmanlike manner according to standard practices. (Any deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.) Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Workplace Safety Insurance Board (WSIB) Materials delivered or installed on jobsite remain the property of Lyons until paid for. Special orders are not returnable for credit.

Note: This Proposal may be withdrawn by Lyons if not accepted within 30 days.

Authorized Signature:

Please Print: Ian Galbraith

Date: 6 13 2022
Month Day Year

Acceptance Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Tax Exempt? Yes / No Delivered to Reserve? Yes / No Card Number: _____

Must be declared at time of signing.



DT Electrical Contractors Ltd.

624 Wellington Street West | Sault Ste. Marie, Ontario P6C 3T9
705-254-5673 | info@dtelectricalcontractor.ca | dtelectrical.org

7 a) iv.

RECIPIENT:

Winmar

766 Peoples Road
Sault Ste. Marie, ON P6C 3V5

Phone: 705-946-8765

SERVICE ADDRESS:

3042 Second Line West
Sault Ste. Marie, Ontario P6A 6K4

Quote #41

Sent on

Jun 21, 2022

Total

\$326.57

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Outside GFCI	Supply and install new GFCI set in brick complete with exterior rated cover.	1	\$289.00	\$289.00

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$289.00
HST (13.0%)	\$37.57
Total	\$326.57

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

Insured: Prince Township
Property: 3042 Second Line W
Sault Ste. Marie, ON P6A 6K4

Claim Rep.: Ian Johnston - Claims Pro

Business: (705) 254-4037

Estimator: Noah Russell
Position: Estimator
Company: Winmar Sault Ste. Marie

Contractor:
Company: Winmar Sault Ste Marie
Business: 766 People Road
Sault Ste Marie, ON P6C 3V5

Business: (705) 946-8765

Claim Number:

Policy Number:

Type of Loss:

Date of Loss:
Date Inspected:

Date Received:
Date Entered: 6/20/2022 4:16 PM

Price List: ONSB8X_JUN22
Restoration/Service/Remodel
Estimate: 3042_SECOND_LINE-R

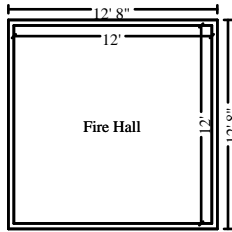
Winmar attended the above site to determine the extent of damage caused by vehicle impact. Please find our report/estimate for damages.

The following proposal is based on current material and labour costs. A delay of acceptance of more than 30 days will require review of same. I trust that this information will be of assistance and please do not hesitate to contact me for any further information required.

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

3042_SECOND_LINE-R

Main Level



Fire Hall

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Masonry (Bid Item)	1.00 EA	0.00	10,500.00	1,569.75	1,575.00	13,644.75
Subtrade price to supply and install new brick						
2. Scaffold - per section (per week)	2.00 WK	0.00	59.26	17.72	17.78	154.02
3. Labour to set up and take down scaffold - per section	2.00 EA	0.00	30.46	9.11	9.14	79.17
4. Siding (Bid Item)	1.00 EA	0.00	546.75	81.74	82.02	710.51
Subtrade quote to remove and replace damaged weather stripping and capping						
5. Electrical (Bid Item)	1.00 EA	0.00	289.00	43.21	43.35	375.56
Subtrade quote to install new outdoor plug						
6. Drywall patch / small repair, ready for paint	2.00 EA	0.00	84.19	25.17	25.26	218.81
Patch damage to the interior drywall						
Totals: Fire Hall				1,746.70	1,752.55	15,182.82
Total: Main Level				1,746.70	1,752.55	15,182.82
Line Item Totals: 3042_SECOND_LINE-R				1,746.70	1,752.55	15,182.82

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

Grand Total Areas:

384.00	SF Walls	144.00	SF Ceiling	528.00	SF Walls and Ceiling
144.00	SF Floor	16.00	SY Flooring	48.00	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	48.00	LF Ceil. Perimeter
144.00	Floor Area	160.44	Total Area	384.00	Interior Wall Area
456.00	Exterior Wall Area	50.67	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



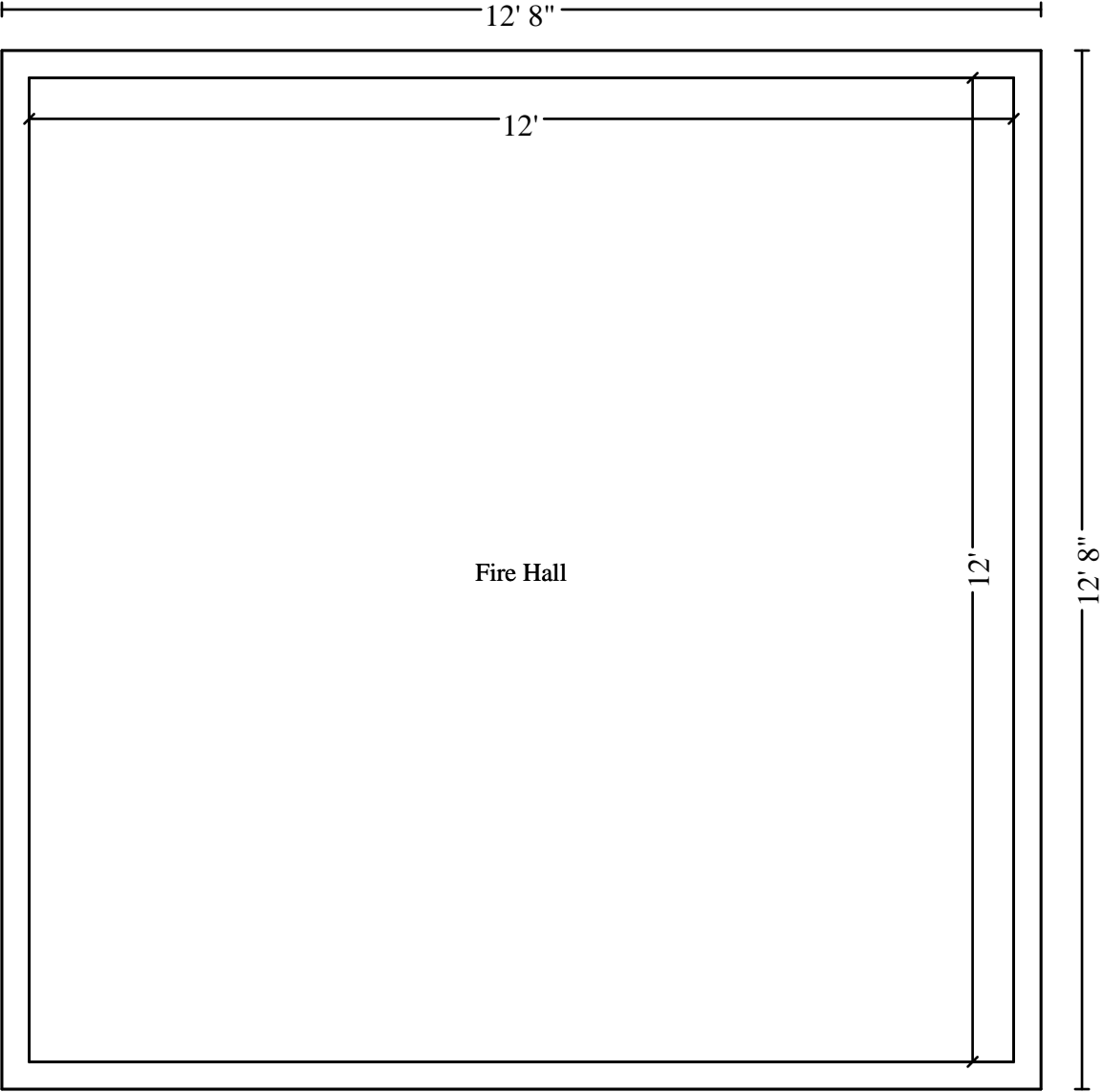
Winmar_ Sault Ste Marie

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

Summary for Dwelling

Line Item Total	11,683.57
Overhead	1,168.36
Profit	584.19
HST	1,746.70
	<hr/>
Replacement Cost Value	\$15,182.82
Net Claim	\$15,182.82
	<hr/> <hr/>

Noah Russell
Estimator





DT Electrical Contractors Ltd.

624 Wellington Street West | Sault Ste. Marie, Ontario P6C 3T9
705-254-5673 | info@dtelectricalcontractor.ca | dtelectrical.org

7. a) vi.

RECIPIENT:

Winmar

766 Peoples Road
Sault Ste. Marie, ON P6C 3V5

Phone: 705-946-8765

SERVICE ADDRESS:

3042 Second Line West
Sault Ste. Marie, Ontario P6A 6K4

3042 Second Line West

Invoice #4860

Issued Jun 06, 2022

Due Jul 06, 2022

Total \$144.08

Account Balance \$16,961.99

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Service	As per Gavin. Address electrical in damaged wall. Enter GFCI into electrical box for future repair	1.5	\$85.00	\$127.50

Thank you for your business. Please contact us with any questions regarding this invoice.

Due on Receipt.

We accept Visa, Mastercard, Debit and E-transfers.

HST 86752 0959

Subtotal \$127.50

HST (13.0%) \$16.58

Total \$144.08

Account balance **\$16,961.99**

**Winmar_ Sault Ste Marie**

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

Insured: Prince Township
Property: 3042 Second Line W
Sault Ste. Marie, ON P6A 6K4

Claim Rep.: Ian Johnston - Claims Pro

Business: (705) 254-4037

Estimator: Noah Russell
Position: Estimator
Company: Winmar Sault Ste. Marie

Contractor:
Company: Winmar Sault Ste Marie
Business: 766 People Road
Sault Ste Marie, ON P6C 3V5

Business: (705) 946-8765

Claim Number:**Policy Number:****Type of Loss:**

Date of Loss:
Date Inspected:

Date Received:
Date Entered: 6/20/2022 4:16 PM

Price List: ONSB8X_JUN22
Restoration/Service/Remodel
Estimate: 3042_SECOND_LINE

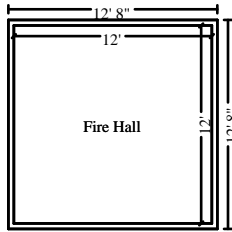
As per your and the insured's request, Winmar attended to the above site to assist as directed with necessary emergency work for damages caused by vehicle impact.

The following is a report indicating work which was performed. If you have any questions at all please call.

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

3042_SECOND_LINE

Main Level



Fire Hall

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Carpenter - General Framing - per hour	7.00 HR	0.00	75.10	78.59	78.86	683.15
Labour to secure the brick, and install new tyvar (2hrs), to remove sheathing to allow for inspection of wall (2hrs), and to repair the wall framing (3hrs)						
2. Carpentry - General Labourer - per hour	2.00 HR	0.00	44.47	13.29	13.34	115.57
Labour to secure the brick and install new tyvar (2hrs)						
3. Residential Supervision / Project Management - per hour	1.00 HR	0.00	69.10	10.33	10.37	89.80
Labour to inspect the wall framing (1hr)						
4. 2" x 4" x 10' #2 & better Fir / Larch (material only)	3.00 EA	0.00	13.77	6.18	6.20	53.69
Material to secure the brick						
5. Material Only House wrap (air/moisture barrier)	108.00 SF	0.00	0.18	2.91	2.91	25.26
6. Electrical (Bid Item)	1.00 EA	0.00	127.50	19.07	19.13	165.70
labour to make safe on lead with no box on the exterior wall						
7. 2" x 6" x 10' #2 & better Fir / Larch (material only)	1.00 EA	0.00	19.99	2.99	3.00	25.98
Material to replace the damaged bottom plate						
8. Material Only Wedge anchor bolt - 5/8" x 6"	2.00 EA	0.00	3.24	0.97	0.97	8.42
Material to replace the damaged anchor bolt						
Totals: Fire Hall				134.33	134.78	1,167.57
Total: Main Level				134.33	134.78	1,167.57
Line Item Totals: 3042_SECOND_LINE				134.33	134.78	1,167.57

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

Grand Total Areas:

384.00	SF Walls	144.00	SF Ceiling	528.00	SF Walls and Ceiling
144.00	SF Floor	16.00	SY Flooring	48.00	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	48.00	LF Ceil. Perimeter
144.00	Floor Area	160.44	Total Area	384.00	Interior Wall Area
456.00	Exterior Wall Area	50.67	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



Winmar_ Sault Ste Marie

766 People Road
Sault Ste. Marie, Ontario
P6C 3V5
Ph(705) 946-8765
Fx (705) 946-8627

Summary for Dwelling

Line Item Total	898.46
Overhead	89.84
Profit	44.94
HST	134.33
	<hr/>
Replacement Cost Value	\$1,167.57
Net Claim	\$1,167.57
	<hr/> <hr/>

Noah Russell
Estimator

ADMINISTRATIVE REPORT

Agenda item 7 b)

Date: July 8, 2022	Date Presented: July 12, 2022
Prepared By: Brian Evans	Department: Roads Department
Subject: Road Superintendent Report	

Pothole patching is on going

Have been able to catch up on grass cutting and lawn mowing with the help of a temporary roads labor and the three summer students

There is a new house going to be put on the vacant lot on Gagnon Road this will increase heavy truck traffic which breaks up the road surface. Because of this I have requested the city engineering dept to put in change order to do the single layer on Townline south instead.

Specification for new roads truck:

Crew Cab

4x4

Trailer towing package including trailer brake controller

Rubber floor – not carpet

Vinyl seats

Spray-on box liner

If possible – Red colour for times when it is used by fire department.

Make is not a priority.

Respectfully yours,

Brian Evans

Prince Township Roads Superintendent

**Prince Township Revenue Report
June 2022**

Agenda Item
7 c)

Decription	Amount	Totals
Culvert Permits	\$ 30.00	
Dog Tags	52.50	
Fire Donations - MTO & Airways	1,049.28	
Fire Permit	380.00	
Hall Rentals	908.00	
Marina Revenue	3,423.00	
Nomination Papers	100.00	
Planning - Rezoning	700.00	
Provincial Offences Act - revenue	3,636.47	
Service Charges	25.00	
Stewardship Ontario - WDO	5615.39	
Tax Certificates	90	
Subtotal		\$ 16,009.64
Property Tax		56,503.83
Total		\$72,513.47

Prince Township Expenditure Report
Jun-22

Agenda
7 c)

Chq #	Date	Name	Description	Amount
10052	6/2/2022	Receiver General	May remittance	\$ 318.86
10053	6/8/2022	Huron Superior School Board	2nd quarter levy	12,000.00
10054	6/8/2022	Grand Nord School Board	2nd quarter levy	500.00
10055	6/8/2022	Public Utilities Corporation	Hydro - May	675.53
10056	6/8/2022	Spectrum Group	Tower Rental	367.25
10057	6/8/2022	WirelessCom Ca Inc.	Telephone service	343.52
10058	6/8/2022	Wishart Law Firm	2nd installment - WMG minutes	11,300.00
10059	6/8/2022	Airways General Store	Pumper fuel, chevy fuel, equipment fuel	481.77
10060	6/8/2022	Trio	batteries for John Deer Mower	114.88
10061	6/8/2022	Algoma District School Board	2nd quarter levy	60,000.00
10062	6/8/2022	FONOM	membership	168.00
10063	6/8/2022	Service Rentals and Sales	blades for cub cadet	150.69
10064	6/8/2022	Frankie's Automotive	annual inspections dodge/ trailer	471.37
10065	6/8/2022	Wayne Lion	Audit prep	3,073.60
10066	6/8/2022	Sault College	air brake endorsement	1,452.76
10067	6/8/2022	GFL Environmental Inc.	May recycling and waste collection	6,739.84
10068	6/8/2022	Orkin Canada Corporation	pest control - May	153.85
10069	6/8/2022	Reliable Maintenance Products	cleaning supplies	64.93
10070	6/8/2022	Steve Hemsworth	essentials of fire fighting training books	377.25
10071	6/8/2022	Fed of Canadian Municipalities	membership	470.24
10072	6/8/2022	TIFFANY BAXTER	cleaning supplies	51.87
10073	6/8/2022	Spadoni's Furn. and Appliances	balance of two fridges	848.62
10075	6/22/2022	Avery Construction	asphalt millings for walls road	1,072.18
10076	6/22/2022	City of Sault Ste Marie	June policing	17,457.44
10077	6/22/2022	Public Utilities Corporation	hydrants and water system	1,266.53
10078	6/22/2022	Airways General Store	lawnmower and vehicle fuel -propane	656.25
10079	6/22/2022	UAP INC.	Pumper 1 part	6.61
10080	6/22/2022	FireCon	leadership program for 5 - 2 day course	5,650.00
10081	6/22/2022	ICONIX Waterworks LP	signs and culvert for Prince Lake & Base Line	1,791.38
10082	6/22/2022	Steve Hemsworth	Batter for chain saw and defib pads	514.99
10083	6/22/2022	E4m	professional and consulting fees	2,203.51
10084	6/22/2022	All North Overhead Doors Inc.	reapair to cables and tracks on quonset hut door	699.47
10085	6/22/2022	Barbie Rudnicki	Jan to June Mileage	70.47
10086	6/22/2022	E4m	prep and process for new CAO	6,757.40
10087	6/22/2022	TIFFANY BAXTER	Dish clothes and towels	45.55
10088	6/23/2022	E4m	IC&OMB.matters-Interim Administrator - April May	34,890.77
10089	6/23/2022	Archibald Bros.	Grading, sweeping, boulder removal and culverts	4,070.83
10090	6/23/2022	Pioneer Construction Inc.	cold mix walls road	195.29
10091	6/23/2022	WAMCO	dust control	3,686.62
3899-3922	6/25/2022	Payroll	June Payroll	15,578.98
				196,739.10

ADMINISTRATIVE REPORT

Agenda item 7 d)

Date: July 6, 2022	Date Presented: July 12, 2022
Prepared By: Peggy Greco	Department: General
Subject: Legal	

Notification came in from Wishart Law Firm that the municipality has 274 minutes left on their existing package and there is an invoice to be prepared that requires 546 minutes.

The effective rate of WMG is \$325 so if a lawyer's hourly rate is higher, we reduce their hourly rate and if a lawyer's hourly rate is lower, we reduce their time (minutes).

Council can choose to renew the minutes in the gold package as follows:

Gold Package 2 - renewal

4500 WMG minutes for \$24,000 plus HST and 5% discount on any other legal fees. This option provides for 120 bonus WMG minutes and no additional charge for workshops. Any unused minutes carry over to the next year.

The only way that this option would **NOT** be the best option, would be if council worked exclusively with the two most junior lawyers, which is not often the case. With the package, the number of minutes are reduced is working with the junior lawyers, so either way, the package should work out less expensive.

Recommendation: That this council hereby agrees to renew the Gold Package 2 with Wishart Municipal Group as quoted.



PLANNING MATTER

21 June 2022

REZONING APPLICATION Z-01-2022

Name of Applicant: **Alfonso Tavormina & Carmela Tavormina**

A meeting of council dealing with this matter is to be held shown below at **6:45 p.m.** in the Council Chambers of the Community Centre, 3042 Second Line West, Prince Township, Ontario.

This notice is sent to you because you are either the Applicant concerned or a person likely interested. Should you desire to express your approval or objection to the application, you may do so at the public hearing. You may record the approval or objection in writing signed by you and addressed to the Clerk-Treasurer of the council. If your letter is received before the public hearing, it will be read and discussed publicly. Letters received after the hearing will not be considered.

All applicants or their agents must appear at this hearing, otherwise the hearing will be postponed. If the applicants or the agent are unable to appear, please notify the undersigned prior to the hearing.

The following application will be considered at the hearing of

Date July 12, 2022

Subject Property

SEC 31 SE ¼ PT

Roll #57 66 000 000 36700 0000

Second Line West (Vacant land located on the SW corner of Second Line West and Pinder Dr.)

Township of Prince

The Applicant is applying for an amendment to the provisions of Zoning By-law 2015-19 of the Township of Prince as follows:

- The applicant is applying for an amendment to the provisions of Zoning By-law 2015-19 of the Township of Prince, to allow, by way of a "Special Exception" to Section 1.22, Home Based Business, a chiropractic office.

Inquiries and Written Submissions can be made to Lorraine Mousseau, Deputy Clerk at 705-779-2992, or fax 705-779-2725, or 3042 Second Line West, Prince Township, ON P6A 6K4

Lorraine Mousseau, Deputy Clerk

If you wish to be notified of the adoption of the proposed official plan amendment or of the refusal of a request, you must make a written request to the Township of Prince.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Prince before the proposed official plan amendment and rezoning are adopted, the person or public body is not entitled to appeal the decision of the Township of Prince to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Prince before the proposed official plan amendment and rezoning are adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party.

REZONING APPLICATION Z-01-2022

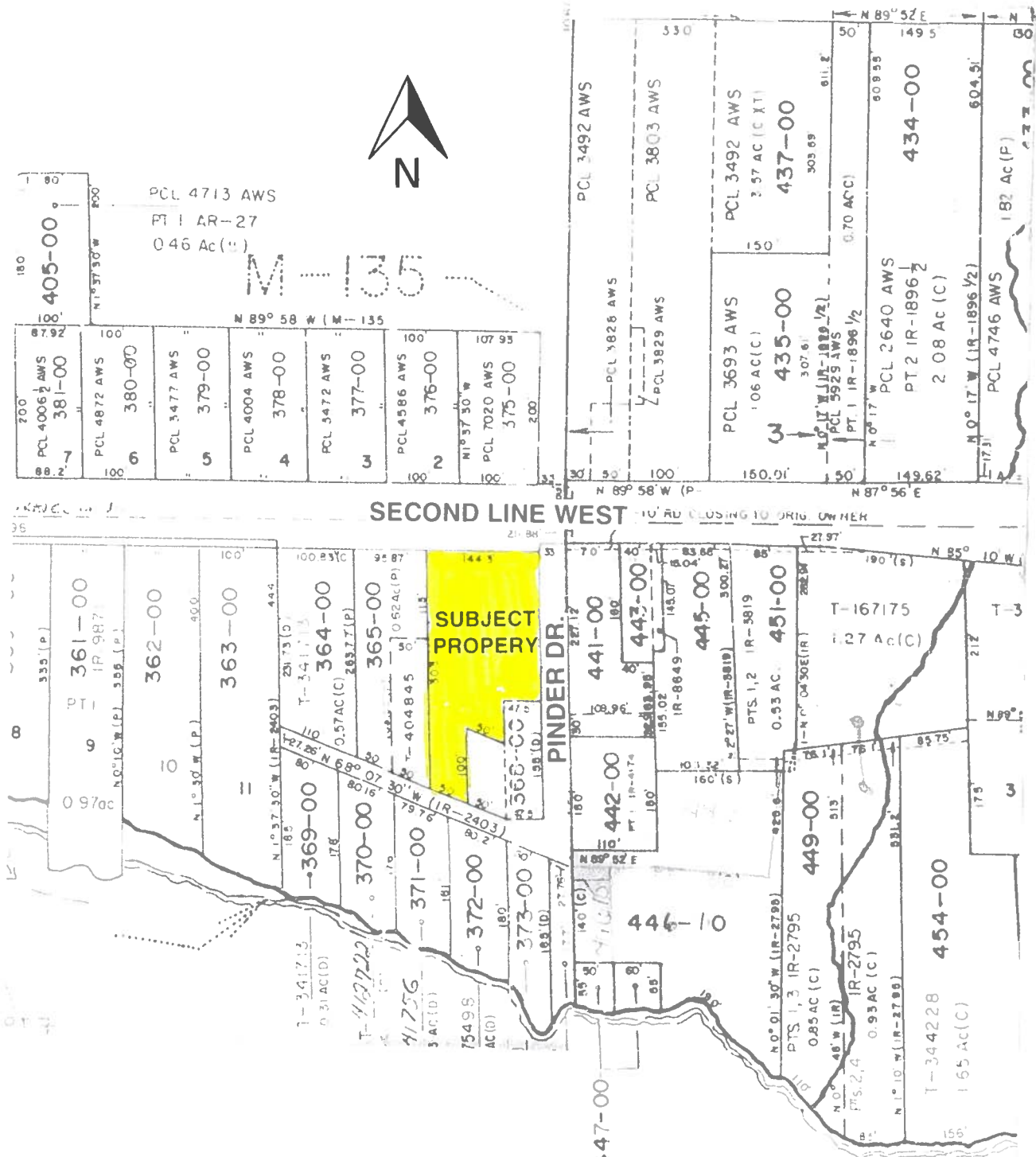
Subject Property

SEC 31 SE1/4 PT

Roll # 57 66 000 000 36700 0000

Second Line West (Vacant land located on the SW corner of Second Line West and Pinder Dr.)

Township of Prince





New Form Entry: Contact Form

1 message

no-reply@weebly.com <no-reply@weebly.com>

Tue, Jun 28, 2022 at 10:17 AM

Reply-To: craftyssm@yahoo.ca

To: clerk@twp.prince.on.ca

8 a) ii.

Comment

We received the letter concerning the amendment of the property on Pinder drive and Second Line from residential to Home Business. These are our concerns.

-will there be adequate parking? since there are no sidewalks, having cars parked on the side of the road makes it difficult for pedestrians and people coming out of their driveways to see on coming traffic.

-would the building have a residential appearance?

-would the rezoned property be limited to the stated purpose...the owners would like to have a chiropractic office but are they allowed to change their mind and open another type of business on this property?

-once the property is rezoned for a business are future owners able to change the type of business at this location

Jim and Mary Moore



Algoma
PUBLIC HEALTH
Santé publique Algoma

www.algomapublichealth.com

June 24, 2022

Lorraine Mousseau
Deputy Clerk
Prince Township
3042 Second Line W
Prince Township, ON P6A 6K4

**Re: Application – Z-01-2022
4619 Second Line W
TAVORMINA, Alfonso and Carmela**

Algoma Public Health has no objections to the proposed amendment to the provisions of Zoning By-Law 2015-19 of the Township of Prince, to allow, by way of a "Special Exception" to Section 1.22, Home Based Business, a chiropractic office.

If there are any questions, comments or concerns please do not hesitate to contact me at 705-942-4646 ext. 3308.

For healthier communities,

Melissa Francella

Melissa Francella, CPHI(C), BSc, Btech
Public Health Inspector

/cd

RECEIVED JUN 24 2022

Blind River
P.O. Box 194
9B Lawton Street
Blind River, ON P0R 1B0
Tel: 705-356-2551
TF: 1 (888) 356-2551
Fax: 705-356-2494

Elliot Lake
ELNOS Building
302-31 Nova Scotia Walk
Elliot Lake, ON P5A 1Y9
Tel: 705-848-2314
TF: 1 (877) 748-2314
Fax: 705-848-1911

Sault Ste. Marie
294 Willow Avenue
Sault Ste. Marie, ON P6B 0A9
Tel: 705-942-4646
TF: 1 (866) 892-0172
Fax: 705-759-1534

Wawa
18 Ganley Street
Wawa, ON P0S 1K0
Tel: 705-856-7208
TF: 1 (888) 211-8074
Fax: 705-856-1752



8 a) iv.

1100 Fifth Line East
Sault Ste. Marie, ON P6A 6J8
Phone: (705) 946-8530
Fax: (705) 946-8533
Email: nature@ssmrca.ca
www.ssmrca.ca

June 22, 2022

Conservation Authority Comments:

Via Email deputyclerk@twp.prince.on.ca

Application # **Z-01-2022**
Alfonso Tavormina and Carmela Tavormina
Roll 57 66 000 000 36700 0000 (aka 4619 Second Line W)
Township of Prince

- ☒ The subject property is located in an area under the jurisdiction of the Conservation Authority with regard to the Development, Interference with Wetlands and Alterations to Shoreline and Watercourses O.Reg.176/06.
- ☐ This property is subject to the Shoreline Management Plan.
- ☒ A permit is required prior to ANY site grading, excavating, filling, development or construction.
- ☐ We have no comments or objections to this application
- ☒ Other:

The subject property is located in an area under the jurisdiction of the Conservation Authority with regard to the Ont. Reg.176/06 Development, Interference with Wetlands and Alterations to Shoreline and Watercourses.

Any further development on the subject property, Roll 57 66 000 000 36700 0000 (aka 4619 Second Line W) will require a site plan review and may require a permit from SSMRCA.

SSMRCA requests a copy of the decision and to be included on the contact list for any appeals resulting from the decision of this application.

Sincerely,

Marlene McKinnon, CGS
GIS Specialist

Council Date: July 12, 2022

Attention: Mayor Lamming, Prince Township Council

RE: Rezoning Application Z-01-2022 - 4619 Second Line West

Author: Stephen Turco, RPP, Borealis Planning Services

Purpose: The purpose of this report is to recommend a rezoning, to permit a medical office home based business, specifically, a chiropractic clinic.



Analysis: The subject property at 4619 Second Line West, is approximately 0.34 hectares (0.84 acres) in size, with an approximate frontage of 44 meters (144'), and a depth 95 meters (311'). The lot is currently vacant, and the applicants are planning to construct a new home on the property. The proposed chiropractic office will be located entirely within the new home.

Conformity with the Official Plan: The subject property is designated Hamlet in the Prince Township Official Plan. The proposed use does not conflict with the Hamlet policies of the Official Plan. The property is within an area regulated by the Sault Ste. Marie Region Conservation Authority. As such, a permit will be required from the Conservation Authority, prior to any development on site.

Conformity with Zoning By-law 2015-19: The subject property is zoned Hamlet, which allows Home Based Businesses as a permitted use. The regulations, under section 1.22 of the By-law, however, prohibits ambulatory health care services, such as chiropractors, physiotherapists, etc.

While ambulatory health services are prohibited, it is the opinion of the planner that a chiropractic clinic would function in a similar manner to other permitted home based

businesses, such as massage therapists. In addition, it is recommended that approval be subject to the condition that all other required home based business provisions of the by-law apply to the proposed chiropractic clinic (as outlined in section 1.22.1).

Conformity with Provincial Policy: Policy 1.1.4.1 Healthy, integrated and viable rural areas should be supported by: a) building upon rural character, and leveraging rural amenities and assets. The proposed chiropractic clinic will be developed in a way that will conform to the Hamlet standards of the by-law, and the Home Based Business standards outlined in the Zoning By-law.

Summary: It is the opinion of the planner, that the requested rezoning meets the intent of the Official Plan, meets the intent of the Zoning By-law, and is recommended for approval. It should be noted that correspondence has been received, regarding questions on the proposed home based businesses. To summarise, the letter asks about adequate parking, the appearance of the building, and would the use be limited to only the stated purpose - being a chiropractic clinic.

With regards to parking, all parking associated with the use, is proposed on the site. In addition, the by-law states that "the use shall not have an adverse effect on the area, with special regard for parking, traffic, noise, vibration, dust and odour". Should any issues arise with parking, the Township can enforce the provisions of the by-law. With respect to appearance, the use will be occupied within the proposed residence, and will blend into the residential character of the area. Lastly, it is important to note, that only a chiropractic clinic is recommended for approval, no other ambulatory health care service is being recommended, nor any other use that is not expressly permitted under the home based business provisions of the by-law. Future owners would not be able to change the type of business, unless it's a business permitted by the by-law, or a future rezoning application is approved by the Township.

Recommendation: "RESOLVED THAT the report dated July 12, 2022 - **regarding Rezoning Application Z-01-2022** - be accepted, and that Council approve the requested rezoning, subject to the following:

1. That a chiropractic clinic only, be permitted as a home based business
2. That the provisions of section 1.22.1 of the by-law apply to the chiropractic clinic.

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of the Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.



Peggy Greco, Acting Clerk <clerk@twp.prince.on.ca>

FONOM August 4th Learning Morning

1 message

FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Mon, Jun 27, 2022 at 10:06 AM

Bcc: pgreco@twp.prince.on.ca

Good Day

Please share this email and its attachment with your Council and Senior Staff.

The next FONOM Learning morning will be held on Wednesday, August 4th, 2022. The presentations will be on FedNor and your community, how immigration will contribute to the North's Future, our Tourism Industry plan coming out of the pandemic, and how Current Underwriting guidelines for Insurers that provide Cyber coverage to Municipalities.

You cannot make the sessions on Thursday, August 4th, 2022! But, no worries, the presentations are recorded and uploaded to the FONOM YouTube channel for viewing later. <https://www.youtube.com/user/FONOM1>

If you have any questions that you would like asked the Presenters, they can be submitted to the FONOM Office prior to August 4th.

Talk soon, Mac

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
[615 Hardy Street](#) North Bay, ON, P1B 8S2
Ph. 705-498-9510

Helen Keller once said, ***"Alone we can do so little; together we can do so much"***.

Thank you to our Conference Sponsors

Platinum

Municipal Finance Officers' Association of Ontario, FedNor

Intact Public Entities, Nuclear Waste Management Organization

Gold

Kennedy Insurance Brokers, Local Authority Service (LAS)

Silver

Ontario Forest Industries Association (OFIA), TC Energy

Ontario Wood WORKS! (Canadian Wood Council)

Bronze

Hobson Chahal Advisory Group, Hydro One, TC Energy

Municipal Insurance Services, Ontario Forest Industries Association (OFIA)



Peggy Greco, Acting Clerk <clerk@twp.prince.on.ca>

Pygmy Whitefish: Consultations on listing under the Species at Risk Act

Stacey, Joshua <Joshua.Stacey@dfo-mpo.gc.ca>
To: "Stacey, Joshua" <Joshua.Stacey@dfo-mpo.gc.ca>

Wed, Jul 6, 2022 at 8:41 AM

Good afternoon,

Fisheries and Oceans Canada is conducting consultations on the proposed addition of the Pygmy Whitefish (Great Lakes – Upper St. Lawrence populations Designatable Unit 5) to the List of Wildlife Species at Risk under the Species at Risk Act (SARA) as Threatened. Indigenous groups, interested stakeholders, and the public are being asked to participate in the consultations from June 28, 2022 - September 26, 2022.

The consultation documents for Pygmy Whitefish can be found at:

<https://species-registry.canada.ca/index-en.html#/documents/738>

We welcome you to share your opinions on the potential listing of this species. Please send your comments to SARA/LEP.XNCR@dfo-mpo.gc.ca.

Thanks,

Joshua Stacey

Species at Risk Biologist / Biologiste, espèces en péril

Species at Risk Program / Programme des espèces en péril

Fisheries and Oceans Canada / Pêches et Océans Canada

Ontario and Prairie Region / Région de l'Ontario et des Prairies

[867 Lakeshore Road Burlington, ON L7S 1A1](#)

905 749-1542

Joshua.Stacey@dfo-mpo.gc.ca



Thank you for your interest in Courageous Companions. We thank all military personnel and first responders for their service. Many of the volunteers at Courageous Companions have experienced the trauma of operational injuries in service to our great nation and are therefore in a unique position to understand the challenges of stress injuries.

Courageous Companion service dogs are provided at no charge to our Veterans and First Responders. We rely entirely on individuals, businesses and service organizations like yours for funding.

Together we can really help veterans and first responders in need

Together with your financial support, we can provide more services to our injured Veterans and First Responders. Your support will be used to help rebuild the lives of those who have sacrificed for all of us.

Ad Sizes

Rates

Back Cover (8.25" x 10.625")	\$2200
Inside Covers (8.25" x 10.625")	\$1600
Full Page (8.25" x 10.625")	\$1300
Half Page (7.5" x 4.75")	\$870
Quarter Page (3.625" x 4.75")	\$670
Banner (7.5" x 1.75")	\$570
Eighth Page (3.625" x 2.25")	\$395
Business Card (2.33" x 1.5")	\$295

applicable taxes extra

A mission to help Military and First Responders

Courageous Companions provides quality trained certified Service Dogs to Military Veterans and First Responders who suffer with physical and/or psychological operational injuries as a result of their service.

One-Hundred Percent Volunteer Driven

a 100% volunteer driven organization that strives to restore dignity, rebuild confidence, and increase the quality of life for our brave men and women who serve in uniform.

Service Dogs Provided at No Cost

Courageous Companion service dogs are provided at no charge, which is why we rely entirely on the support from individuals and businesses and service organizations. A Courageous Companions Elite K-9 Service Dog is a specifically molded Service Dog trained to respond to the specific needs of an individual manifesting the symptoms of physical and/or physiological operational injuries.

Injured, Not Broken

Together we can give our Veterans and First Responders a chance to live whole again in our community with their heads held high. In our business we like to say "injured, not broken".

Thank you for choosing to help support the work at Courageous Companions!

I want to support Courageous Companions by placing an ad in Courageous K-9

PLEASE SELECT THE DESIRED AD : ALL ADS ARE IN FULL COLOUR ON GLOSS PAPER

☐ BACK COVER ☐ INSIDE COVERS ☐ FULL PAGE ☐ HALF PAGE ☐ QUARTER PAGE ☐ BANNER ☐ EIGHTH PAGE ☐ BUSINESS CARD

PLEASE SELECT THE DESIRED PAYMENT METHOD: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ INVOICE ME

CREDIT CARD#

EXP. DATE: /

COMPANY: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ PRINT NAME: _____

THANK YOU FOR YOUR SUPPORT! CALL 1-866-767-1731

FAX: 1-866-277-1994 | EMAIL: sponsor@courageousk9.ca

www.courageousk9.ca



Courageous Companions
Compagnons Courageux

Dear Prospective Advertiser:

Thank you so much for showing interest in the "Courageous K9" magazine for Courageous Companions. Courageous Companions is a non-profit charitable organization which provides to military service men and women, veterans, and first responders diagnosed with an operational stress injury to be paired and trained with a service dog. These dogs minimize the individual's functional limitations resulting from their injury. Courageous Companions is volunteer run and governed by a board of directors, most of whom have ties to the Canadian Armed Forces or First Responder field.

Each Service Dog undertakes specialized training to provide for the needs of the individual for whom they are being trained. The two are then trained together to become a service dog team. Service dogs are an additional treatment option to psychiatric and social support. The dogs have been shown to have a calming effect on PTSD sufferers. Among other effects, a service dog can provide the following:

- psychiatric support and interruptive behavior;
- deliberate disobedience to redirect the clients' behavior, then tactile stimulation to disrupt emotional overload;
- waking the client from nightmares;
- deep pressure grounding for a calming effect;
- crowd control and panic prevention in public;
- arousal from fear paralysis or a disassociation spell;
- assisting a client to leave an area by finding an exit;
- allowing the client to feel calm enabling personal space expansion.

Courageous Companions provides all the funding related to acquisition, training, certification, equipment and transportation of the dog and person team. We depend on sponsorship and donations as the average cost of training, certifying, and maintaining the certification of a service dog is between \$15,000 and \$20,000. The initial training takes approximately two years to complete. By placing an advertisement, you will be helping to improve an individual's quality of life by providing them with a specially trained companion, specifically chosen to help reduce the effects of their post-traumatic stress injury.

Sincerely,

John Dugas (K9 Mia)
Chairman
Board of Directors
jdugas@courageouscompanions.ca



**Prince
TOWNSHIP**

Simply Beautiful, Naturally Prince

www.princetownship.ca



**3042 Second Line West
Prince Township, ON P6A 6K4**

**Tel: (705) 779-2992
Fax: (705) 779-2725**



13 c) i.

May 18, 2022

Federation of Canadian Municipalities (FCM);

Association of Municipalities of Ontario (AMO);

Sent via email: resolutions@fcm.ca ; policy@amo.on.ca

To Whom it may concern:

Please be advised that Brantford City Council at its Special City Council meeting held May 17, 2022 adopted the following:

5.1 Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School

WHEREAS the Truth and Reconciliation Commission Final Report, 2015 confirmed that Residential Schools were part of a coherent policy implemented by the Federal Government to eliminate Indigenous people as distinct Peoples and to assimilate them into Christian society against their will; and

WHEREAS the Deputy Minister of Indian Affairs Duncan Campbell Scott outlined the goals of that policy in 1920, when he told a parliamentary committee that “our object is to continue until there is not a single Indian in Canada that has not been absorbed into the body politic...”; and

WHEREAS the Truth and Reconciliation Commission Final Report, 2015 also confirmed that despite the coercive measures that the government adopted, it failed to achieve its policy goals. Although Indigenous Peoples and cultures have been badly damaged, they continue to exist; and

WHEREAS the former Mohawk Institute Residential School operated from 1831 to 1970 within the boundaries of what is now the City of Brantford; and

WHEREAS Survivors have released statements of missing, murdered, and buried students; and

WHEREAS, to date, the unmarked burials of over 7000 missing Indigenous children have been discovered nation-wide; and

WHEREAS, following the May 2021 announcement by Tk'emlúps te Secwépemc First Nation of locating 215 potential burials of children in unmarked graves at the Kamloops Indian Residential School in British Columbia, the Survivors of the Mohawk Institute,

along with their families and community members called on the Federal and Provincial governments to support a search for the remains of missing children who may have been buried on the Mohawk Institute's grounds and the surrounding area; and

WHEREAS, as of November, 2021, a search, led by the Survivors' Secretariat, of the Mohawk Institute Residential School grounds and over 200 hectares of land associated with the school began; and

WHEREAS Survivors of the Mohawk Institute Residential School are demanding the release of all Federal and Provincial documents related to the former Mohawk Institute Residential School; and

WHEREAS staff of the City of Brantford are currently undertaking a search of City records and archives for any documents, maps, or other relevant information related to the operation of the Mohawk Institute Residential School in order to release this information to the Survivors' Secretariat to aid in the search for truth, justice and healing; and

WHEREAS this Council is committed to working to advance reconciliation and renewed relationships with First Nations; and

WHEREAS the Truth and Reconciliation Commission of Canada issued 94 Calls to Action, thirteen of which are directed at municipal governments;

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Council of The Corporation of the City of Brantford respectfully REQUESTS THE IMMEDIATE RELEASE, to the Survivors' Secretariat, of all documents in the possession of the Government of Canada or the Government of Ontario and the Anglican Church related to the former Mohawk Institute Residential School now located on Six Nations of the Grand River Territory, within the geographic boundaries of the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to send a copy of this resolution to: Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Crown-Indigenous Relations Marc Miller; Minister of Indigenous Services, Patty Hajdu; Minister of Indigenous Affairs, Greg Rickford; Linda Nicholls, Primate of the Anglican Church of Canada; MPP Will Bouma; MP Larry Brock, Mayor David Bailey; Chief Mark Hill; Chief Stacey Laforme; and the Survivors' Secretariat; and
- C. THAT the Clerk BE DIRECTED to send a copy of this resolution to the Federation of Canadian Municipalities (FCM) and the Association of Municipalities Ontario (AMO) for circulation to all municipalities in Ontario with an invitation to adopt a similar resolution, and, specifically, to those located within the Haldimand Tract,

including: Haldimand County; the County of Brant; the City of Cambridge; the City of Kitchener; the City of Waterloo; and the Region of Waterloo.

I trust this information is of assistance.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tanya Daniels', with a stylized flourish at the end.

Tanya Daniels
City Clerk, tdaniels@brantford.ca

Cc All Ontario Municipalities
Survivors' Secretariat



MUNICIPALITY OF SHUNIAH

420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8

Phone: (807) 683-4545 Fax: (807) 683-6982

Email: shuniah@shuniah.org www.shuniah.org

June 30th, 2022

Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)

Via Email

To Whom it may concern,

RE: Letter of Support – The Corporation of the City of Brantford - 5.1 Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School

Please be advised that, at its meeting on June 28th, 2022, the Council of the Municipality of Shuniah resolved to support the resolution adopted May 17, 2022 by The Corporation of the City of Brantford.

A copy of the above noted resolution is enclosed for your reference and consideration.

We kindly request your support and endorsement for the release of all Federal and Provincial document related to the Former Mohawk Institute Residential School.

Yours truly,

Kerry Bellamy
Clerk
KB/jk

Cc:

Right Hon. Justin Trudeau, Prime Minister of Canada
Hon. Doug Ford, Premier of Ontario
Hon. Marc Miller, Minister of Crown-Indigenous Relations
Hon. Patty Hajdu, Minister of Indigenous Services and MP
Hon. Greg Rickford, Minister of Indigenous Affairs
The Most Rev. Linda Nicholls, Primate of the Anglican Church of Canada
Hon. Kevin Holland, MPP Thunder Bay-Atikokan
Hon. Lise Vaugeois, MPP Thunder Bay Superior North
The Survivors Secretariat
All municipalities in Ontario



Municipality of
SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 231-22

Date: Jun 28, 2022

Moved By: Donna Blunt

Seconded By: Donna Blunt

THAT Council hereby supports the resolution from the City of Brandtford regarding the Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School; and

BE IT RESOLVED:

THAT the Clerk be directed to forward a copy of this resolution to: Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Crown-Indigenous Relations Marc Miller; Minister of Indigenous Services and MP Patty Hajdu; Minister of Indigenous Affairs Greg Rickford; Primate of the Anglican Church of Canada Linda Nicholls; MPP Kevin Holland, MPP Lise Vaugeois; the Survivors' Secretariat; the Federation of Canadian Municipalities (FCM); the Association of Municipalities of Ontario (AMO) and to all municipalities in Ontario with an invitation to adopt a similar resolution.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Wendy Landry

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



Date: June 20, 2022

Resolution No. 2022-256 ^{COV}

Moved By: [Signature]

Seconded By: [Signature]

Whereas the Ontario Amber Alert is a warning system that quickly alerts the public of a suspected abduction of children who are in imminent danger;

And Whereas the goal is to broadcast as much information about the child, the abductor and suspect vehicles as quickly as possible so that the public can respond with any relevant information that might lead to the child's safe return;

And Whereas people are encouraged to share the Amber Alert with as many people as possible. If a child or vulnerable person is abducted, spreading the information quickly is critical to their safe return;

And Whereas an Amber Alert makes the Public aware to keep an eye out for the child, vulnerable person, suspect and the vehicle described, in the alert. If they spot them, try to gather as many details as they can, including the specific location where they saw them, the time, the direction they were travelling in and any other identifying details that will help to locate them;

And Whereas an Amber Alert gives citizens instructions to call 9-1-1 or the phone number included in the alert immediately if they have a trip or a sighting related to an Amber Alert;

An Amber Alert will only be activated if:

- The police have confirmed that an abduction has taken place; and
- There is reason to believe the victim is in danger of serious physical injury, and there is information available that, if broadcast to the public, could assist in the safe recovery of the victim.

And Whereas it is essential to remember that an Amber Alert is not always appropriate in every circumstance and that their continued effectiveness depends on ensuring that they are only used in cases that meet the above criteria;

And Whereas the recent tragic death of 11 year old Draven Graham showed that the Amber Alert system is flawed when it comes to vulnerable children who can go missing but are not abducted;

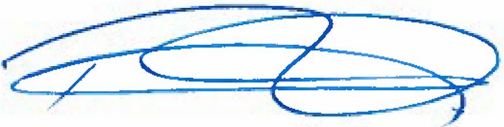
And Whereas at the time this motion was written, there have been almost 75,000 citizens who had signed a petition on Change.Org requesting that a Draven Alert be created;

And Whereas it is clear that there needs to be an addition to the alert system to allow for law enforcement to send out an alert for vulnerable children who go missing under circumstances that do not involve an abduction but are at serious risk of injury or death;

Therefore be it resolved that the Municipality of Brighton and its Council endorse the following:

1. That the Minister of the Solicitor General and the Commissioner of the Ontario Provincial Police, as well as the Premier's Office, be requested to make the necessary changes to the Amber Alert system and create a new alert called the Draven Alert, which will protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing.
2. That this motion be sent to all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.

Carried ☒ OR Defeated ☐



Mayor

Recorded Vote		For Clerks Use Only			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Councillor Ron Anderson					
Councillor Mark Bateman					
Councillor Doug LeBlanc					
Councillor Emily Rowley					
Councillor Mary Tadman					
Deputy Mayor Laura Knecht					
Total					
Carried <input type="checkbox"/>		Defeated <input type="checkbox"/>		Clerk's Initials <input type="text"/>	



Office of the Warden, C.A.O. & Clerk
Hastings County

235 Pinnacle St. Postal Bag 4400, Belleville ON
K8N 3A9

Tel: (613) 966-1311
Fax: (613) 966-2574
www.hastingscounty.com

July 4, 2022

The Honourable Doug Ford
Premier of Ontario
Minister of Intergovernmental Affairs
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

VIA email: doug.fordco@pc.ola.org

Dear Premier Ford:

Re: Hastings County Council – June 30, 2022 – Expanding Amber Alert System

Please be advised that the Council of the County of Hastings, at its regular meeting held June 30, 2022, passed the following resolution:

Moved by: Councillor Tom Deline
Seconded by: Councillor Loyde Blackburn

WHEREAS we have all become aware of the recent tragic death of Draven Graham, and 11 year old child on the autistic spectrum, after walking away from the family home;

WHEREAS the Amber Alert has been very effective in announcing to the public, children who have been abducted and;

WHEREAS a similar alert program for those who have special needs who leave family custody would seem to be warranted in the Province of Ontario;

BE IT RESOLVED THAT the County of Hastings request the Province of Ontario to develop and implement a community warning program similar to Amber Alert for those persons of special needs or circumstances who leave the caregivers or locations and potentially put themselves at risk;

AND THAT copies of this resolution be forwarded to Premier Ford, the leaders of the Opposition Parties in Ontario, the District School Boards, all Hastings County Municipalities, and the local Ontario Provincial Police Service to ask them to support the resolution.

Carried

I trust you will find this in order; however should you have any questions or concerns, please do not hesitate to contact me at 613-966-1311, ext. 3205 or via email at bradleyc@hastingscounty.com.

Yours Truly,

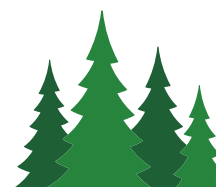
A handwritten signature in black ink, reading "Cathy Monzon-Bradley". The signature is written in a cursive, flowing style.

Cathy Monzon-Bradley
County Clerk

Copy: The Honourable Stephen Lecce, Minister of Education to all Ontario School Boards
Mr. Peter Tabuns, Interim Leader NDP - Leader of Official Opposition
Mr. Steven Del Duca, Leader of the Liberal Party
All Ontario Municipalities
Ontario Provincial Police Local Detachments - Centre Hastings and Bancroft
Hastings County Member Municipalities

T: 613.548.9400
F: 613.548.8460

And Further That the province increase the Rural and Northern Education Fund (RNEF) to \$50 million;



And Further That should the current moratorium on accommodation reviews and school closures be lifted, we ask that the moratorium remain in place for schools that qualify for the RNEF until a thorough review of the education funding formula is completed;

And Further That before templates required by the 2018 Pupil Accommodation Review Guide (PARG) are developed, there be consultation with school boards and community groups including the Community Schools Alliance.

And Further That a copy of this resolution be forwarded to Ontario municipalities, Community Schools Alliance, local MP's and MPP's and the Premier of Ontario.

Carried

I trust you will find this in order; however should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at jamini@frontenacounty.ca.

Yours Truly,



Jannette Amini, Dipl.M.M., M.A. CMO
Manager of Legislative Services/Clerk

Copy: Community Schools Alliance
Mark Gerretsen, MP, Kingston and the Islands: mark.gerretsen@parl.gc.ca
Scott Reid, MP, Lanark-Frontenac-Kingston: scott.reid@parl.gc.ca
Ted Hsu, MPP, Kingston and the Islands: tedhsu.mpp.co@ola.org
John Jordan, MPP, Lanark-Frontenac-Kingston: info@johnjordanlfc.com
Ontario Municipalities



Council Resolution Form

Date: 20 Jun 2022 No: Resolution No.131-22
 Moved By: Councillor Rigelhof, Seconded by Disposition: CARRIED.
Councillor MacPherson
 Item No: 7.06.1

Description: Annual Emergency Exercise Exemption

RESOLUTION:

WHEREAS Ontario Regulation 380/04: Standards under the Emergency Management and Civil Protection Act sets the municipal standards for emergency management programs in Ontario and requires municipalities to conduct an annual exercise with their Emergency Control Group in order to evaluate the municipality's emergency response plan and procedures, O. Reg. 380/04, s. 12(6);

AND WHEREAS Emergency Management Ontario previously granted municipalities exemption for the annual exercise requirement when the municipality experienced an actual emergency with documented proof of the municipality actively engaging their emergency management procedures and plan in response to the emergency;

AND WHEREAS on August 5, 2021 the Chief, Emergency Management Ontario (EMO) issued a memo to Community Emergency Management Coordinators stating that effective immediately, the Chief, EMO would no longer be issuing exemptions to the O. Reg. 380/04 requirements to conduct an annual exercise;

AND WHEREAS municipalities experience significant costs and burden to staff resources when faced with the response to an actual emergency and activation of their Emergency Control Group and/or Emergency Operations Centre;

AND WHEREAS a municipality's response to an actual emergency is more effective than an exercise in evaluating its emergency response plan and procedures as mandated by O. Reg. 380/04;

Pg 1 of 2

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

MAYOR

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s),
 abstained from discussion and did not vote

AND WHEREAS planning, conducting and evaluating an emergency exercise requires significant time and effort for the Community Emergency Management Coordinator and Municipal Emergency Control Group that is duplicated when the Municipality experiences a real emergency;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Township of Greater Madawaska hereby requests the Province of Ontario to amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures;

AND THAT a copy of this resolution be forwarded to the Premier of Ontario, local MPP, Minister of Municipal Affairs, Solicitor General, and all other municipalities of Ontario

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____


MAYOR

Declaration of Pecuniary Interest:

.....
Disclosed his/her/their interest(s), vacated he/her/their seat(s),
abstained from discussion and did not vote

THE CORPORATION of THE TOWNSHIP of PRINCE

By-Law 2022-16

BEING A BY-LAW to confirm proceedings of the meeting of Council, July 12, 2022.

WHEREAS Section 5(3) of the Municipal Act, R.S.O. 2001, as amended requires a municipal council to exercise its power by bylaw except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw;

THE COUNCIL of THE CORPORATION of PRINCE HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting, ***July 12, 2022:***

1. in respect to each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. **THAT** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.

READ and passed in open Council this 12th day of July 2022.

Mayor, K. Lamming

Seal

Deputy Clerk, L. Mousseau