



**Township of East Garafraxa
Council Meeting Agenda
Meeting to be Held Electronically/Virtually
Tuesday, June 25, 2024 at 4:00 P.M.
[Zoom Meeting Registration Link](#)**

1. Opening of Meeting

2. Approval of Agenda

Recommended Motion:

BE IT RESOLVED THAT: The agenda be approved as circulated.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Approval of Minutes

4.1 Council Meeting Minutes

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Regular Council Meeting held on June 11, 2024 as circulated.

4.2 Special Council Meeting Minutes

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Special Council Meeting held on June 18, 2024, as circulated.

4.3 Business arising from Minutes

5. Public Question Period

*Questions to be sent by email to the Clerk at clerks@eastgarafraxa.ca no later than Monday, June 24, 2024, at noon.

6. Delegation(s) / Presentation(s) / Petition(s)

6.1 **Resident Letter**

6.1.1 Automated Speed Camera's - Marsville

7. Statutory Public Meeting(s) – 4:00 p.m.

7.1 **Zoning By-Law Amendment File Z3-24**

7.1.1 Notice of Complete Application and Public Meeting

7.1.2 Fotenn Consulting Inc Presentation

7.2 **Consent Application B4-24 and Zoning By-Law Amendment Application Z4-24**

7.2.1 Notice of Complete Application and Public Meeting

- 7.2.2 Fotenn Consulting Inc. Presentation
- 7.2.3 Loft Planning Inc. Presentation

8. Unfinished Business

- 8.1 **2024 Asset Management Plan**
- 8.1.1 Revised Asset Management Plan

Recommended Motion:
BE IT RESOLVED THAT:
Council adopt the 2024 Asset Management Plan as presented.

9. Notice of Motion(s)

- 9.1 **Sustainable Infrastructure Funding for Small Rural Municipalities (Mayor Gardhouse)**
- 9.1.1 Hastings County Resolution

Motion for Consideration:
BE IT RESOLVED THAT:
Council support the resolution from Hastings County regarding Sustainable Infrastructure Funding for Small Rural Municipalities.

10. Staff / Consultant Report(s)

- 10.1 **Thunderbird Drainage Works**
- 10.1.1 Staff Report dated June 18, 2024

Recommended Motion:
BE IT RESOLVED THAT:
Staff report dated June 18, 2024 entitled Thunderbird Drainage Works be received; and

THAT the petition for drainage and the request for improvement, both signed by Thomasfield Homes Limited and submitted under the authority of Drainage Act, be accepted; and

THAT the petition for the extension of the Thunderbird Drainage Works and the request to improve the Thunderbird Drainage Works be combined into a single project; and

THAT the Clerk be instructed to send notice of this decision to the petitioner/requestor and any other party required to receive notice in accordance with Section 5(1) and 78(2) of the Drainage Act.

- 10.2 **Budget Variance as of May 31, 2024**
- 10.2.1 Staff Report dated June 18, 2024

Recommended Motion:
BE IT RESOLVED THAT:
The Treasurer's report on May 31, 2024 Variances be received.

11. County of Dufferin Business

11.1 County Council Meeting(s)

11.1.1 [June 13, 2024 Council Meeting Video \(YouTube\)](#)

11.2 Committee Meetings Agendas – June 27, 2024

11.2.1 Infrastructure and Environmental Services – 9:00 a.m.

11.2.2 General Government Services – 11:00 a.m.

11.2.3 Health & Human Services – 1:00 p.m.

11.2.4 Community Development and Tourism – 3:00 p.m.

11.3 Access Dufferin

11.3.1 Meeting July 17, 2024 – 7:00 p.m.

12. Local Boards and Committees

12.1 Grand Valley & District Community Centre Board

12.1.1 Minutes from May 13, 2024

12.2 Grand Valley Public Library Board

12.2.1 Minutes from May 8, 2024

13. General Business and Correspondence

(Includes Municipalities within Dufferin County)

13.1 Dufferin County Older Adult Service Review and Master Housing Strategy

13.1.1 [Older Adult Services Review](#)

13.1.2 [Master Housing Strategy](#)

13.2 Ministry of Natural Resources

13.2.1 Streamlining of Approvals under the Aggregate Resources Act and Supporting Policy

14. New Business

14.1 Holding Provision Removal (A-16-H1) (4:30 p.m.)

14.1.1 Notice of Intention to Remove a Holding (H) Provision

14.1.1.1 Proposed Holding Removal By-Law – See [Item 16.1](#)

Recommended Motion:
BE IT RESOLVED THAT:

Council is reasonably satisfied that the owner of the subject lands, 2542533 Ontario LTD, has satisfied the criteria of the Holding 1 Provision;

AND FURTHER THAT Holding Zone Removal Application File Z5-24 by 2542533 Ontario LTD to remove the Holding 1 (H1) Provision from the

Agricultural Exception Sixteen Holding 1 and Holding 2 (A-16-H1 and A-16-H2) Zone for the lands municipally known as 065243 Dufferin County Road 3, East Part of Lot 6, Concession A, Township of East Garafraxa be approved.

15. Closed Meeting

Recommended Motion:

BE IT RESOLVED THAT:

A Closed Meeting of Council be held pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason(s):

15.1 Draft Community Risk Assessment (CRA)

The security of the property of the municipality or local board.

15.2 Township Gravel Pit

The security of the property of the municipality or local board.

15.3 Strategic Planning

Personal matters about an identifiable individual, including municipal or local board employees; and

Labour relations or employee negotiations.

Recommended Motion:

BE IT RESOLVED THAT:

Council do hereby resume regular business in open session. Staff and Consultants instructed in accordance with the Closed Meeting discussions.

16. By-Law(s)

Notice of the intention to pass the following:

16.1 Holding Provision Removal (A-16-H-1) RSSB Zoning By-Law Amendment Application Z5-24)

Recommended Motion:

BE IT RESOLVED THAT:

Leave be given to introduce a By-Law, Being a By-Law to Remove the Holding (H1) Provision from Agricultural Exception Sixteen Holding 1 and Holding 2 (A-16-H1 and A-16-H2) Zone for lands municipally known as 065243 Dufferin County Road 3, East Part of Lot 6, Concession A, within the Township of East Garafraxa, and that it be given the necessary readings and be passed and numbered 28-2024.

16.2 Canada Community-Building Fund (CCBF) Agreement

Recommended Motion:

BE IT RESOLVED THAT:

Leave be given to introduce a By-Law, Being A By-Law To Authorize The Execution of the Municipal Funding Agreement on the Canada Community-

Building Fund Between the Association Of Municipalities Of Ontario (AMO) And The Corporation of The Township of East Garafraxa, and that it be given the necessary readings and be passed and numbered 29-2024.

17. Confirming By-Law

Recommended Motion:

BE IT RESOLVED THAT:

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on June 25, 2024, and that it be given the necessary readings and be passed and numbered 30-2024.

18. Adjournment

Recommended Motion:

BE IT RESOLVED THAT:

Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, July 23, 2024, at 4:00 p.m., or at the call of the Chair.



Township of East Garafraxa
Electronic Council Meeting Minutes
Tuesday, June 11, 2024

The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 2:00 p.m. on June 11, 2024.

Members Present: Mayor Guy Gardhouse
Deputy Mayor John Stirk
Councillor Dave Halls
Councillor Jeremy Zukowski
Councillor Lenora Banfield (arrived at

Staff/Consultants Present: Peter Avgoustis, CAO
Jessica Kennedy, Clerk
Alan Selby, Treasurer
Dave Knight, Director of Public Works
Shannon Peart, Administration/Clerk's Dept.
Stan Floras, Township Solicitor, Thomson Rogers (For Item [15.0](#))

1. Opening of Meeting

Meeting called to order.

2. Approval of Agenda

Resolution

MOVED BY HALLS, SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT

The agenda be approved as amended pursuant to the addendum.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

Nothing at this time.

4. Approval of Minutes

4.1 Council Meeting Minutes

Resolution

MOVED BY HALLS, SECONDED BY STIRK
BE IT RESOLVED THAT

Council do hereby adopt the minutes of the Regular Council Meeting held on May 28, 2024, as circulated.

CARRIED

4.2 Business arising from Minutes – None.

5. Public Question Period

Nothing at this time.

6. Delegation(s) / Presentation(s) / Petition(s)

6.1 **Proclamation**

6.1.1 Multicultural Day – June 27, 2024

Mayor Gardhouse, on behalf of Council, declared June 27, 2024 as Multicultural Day.

6.2 **2:05 p.m. 2023 Municipal Audit - RLB Chartered Professional Accountants**

- (Township Auditors); Murray Short**
- 6.2.1 2023 Financial Statements Presentation
 - 6.2.2 Management Letter
 - 6.2.3 Draft Consolidated Financial Statements for the Year Ended December 31, 2023

Murray Short was in attendance and presented the documents circulated in the agenda with respect to the 2023 Financial Statements.

The presentation included information:

- Audit Overview
- Audit Report
- Statement of Financial Position
- Cash Equivalents
- Taxes Receivable
- Tangible Capital Assets
- Statement of Operations
- Expenditures by Department
- Statement of Changes in Net Financial Assets
- Statement of Cash Flows
- Schedule of Accumulated Surplus
- Deferred Revenue
- Reserve & Reserve Funds
- Next Steps

Mayor Gardhouse stepped out of the meeting at 2:25 p.m. Deputy Mayor Stirk Chaired the meeting.

Discussion ensued regarding uncollected taxes and tax receivables. Letters to be sent out accordingly.

Discussion ensued regarding capital assets and funding to be spent on capital projects.

Resolution

MOVED BY ZUKOWSKI, SECONDED BY HALLS

BE IT RESOLVED THAT

Council do hereby accept the 2023 Financial Audit Report and approve the 2023 Financial Statements as presented by RLB Chartered Professional Accountants.

CARRIED

Mayor Gardhouse returned to the meeting at 2:28 p.m. and resumed his seat as Chair.

7. Statutory Public Meeting(s)

Nothing at this time.

8. Unfinished Business

Nothing at this time.

9. Notice of Motion(s)

9.1 Provincial Water Testing Services for Private Drinking Water (Mayor Gardhouse)

9.1.1 Township of Amarnath Resolution

9.1.2 Town of Shelburne Resolution

Resolution
MOVED BY STIRK , SECONDED BY HALLS
BE IT RESOLVED THAT

WHEREAS private water systems (example: wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems; and

WHEREAS the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing; and

WHEREAS in the County of Dufferin, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells; and

WHEREAS the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000; and

Whereas all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

THEREFORE BE IT RESOLVED THAT the Township of East Garafraxa call on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province; and

FURTHER THAT this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks.

CARRIED

- 9.2 **Wind Turbine Projects (Renewable Energy) (Mayor Gardhouse)**
- 9.2.1 Request for Support – Proposed Motion

Resolution
MOVED BY HALLS, SECONDED BY STIRK
BE IT RESOLVED THAT

WHEREAS the Independent Electrical System Operator (the IESO) has proposed to move forward with three RFPs where new wind turbine projects can receive a contract from the IESO;

and WHEREAS people living near existing wind turbines report considerable impacts on their lives due to noise and other emissions from the wind turbines;

and WHEREAS there are gaps in the enforcement of key terms of the Renewable Energy Approvals governing existing projects relative to noise standards and resolution of complaints;

and WHEREAS municipal approval is required to locate one of these projects in the Township of East Garafraxa;

THEREFORE BE IT RESOLVED THAT the Council does not support the establishment of any new wind turbine projects within the municipality; and THAT the IESO be directed to advise potential applicants of this resolution.

CARRIED

10. Staff / Consultant Report(s)

- 10.1 **Draft 2024 Asset Management Plan**

10.1.1 Staff Report dated June 3, 2024

Discussion ensued regarding the draft plan. Plan to be included on the June 25, 2024 Council meeting for adoption in order to meet required deadline. Non-Core assets have been included. Some numbers have been provided as a best estimate.

Table 17 to be reviewed and amended by staff with respect to the replacement of the 2011 Sierra which was included twice by error, 2015 Sierra to be added.

Motion of support with respect to sustainable infrastructure funding for small rural municipalities to be considered at the next Council meeting.

Resolution

MOVED BY ZUKOWSKI, SECONDED BY STIRK

BE IT RESOLVED THAT

Council receive the Draft 2024 Asset Management Plan for information; and

THAT Council place this item for decision at the June 25, 2024 meeting.

CARRIED

10.2 **Ontario Land Tribunal (OLT) Decision OLT-22-004307**

10.2.1 Staff Report dated June 5, 2024

Resolution

MOVED BY HALLS, SECONDED BY STIRK

BE IT RESOLVED THAT

Council receive the staff report dated June 5, 2024 with respect to the Ontario Land Tribunal (OLT) OLT-22-004307 decision for information;

and that Council authorize the Township Development Review Team to proceed to implement the attached approvals;

and further that Council assign a number, for record keeping purposes, to the approved Township Zoning By-Law Amendment.

CARRIED

10.3 **Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy**

10.3.1 Staff Report dated May 30, 2024

Resolution

MOVED BY HALLS, SECONDED BY ZUKOWSKI

BE IT RESOLVED THAT

The report dated May 30, 2024, titled Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy, be received;

AND THAT the attached Respect in the Workplace – Preventing Violence, Harassment and Discrimination Policy be approved as presented;

And FURTHER THAT the Harassment and Respectful Workplace policy and the Prevention of Violence in the Workplace policy be repealed.

CARRIED

11. County of Dufferin Business

11.1 **County Council Meeting(s)**

11.1.1 June 13, 2024 County Council Meeting Agenda

12. Local Boards and Committees

12.1 Grand River Conservation Authority Board

12.1.1 General Meeting Summary – May 24, 2024

12.2 Grand Valley & District Fire Board

12.2.1 May 6, 2024 Minutes

12.3 Grand Valley & District Medical Dental Board

12.3.1 April 16, 2024 Minutes

13. General Business and Correspondence

(Includes Municipalities within Dufferin County)

13.1 Plant Based Treaty

13.1.1 Endorsement Request

14. New Business

14.1 AMO Annual Conference

14.1.1 Municipal Delegation Request Form - Deadline June 7, 2024

14.1.2 [Conference Dates - August 18 to 21, 2024](#)

15. Closed Meeting – 3:25 p.m. to 4:25 p.m.

Resolution

MOVED BY HALLS, SECONDED BY ZUKOWSKI

BE IT RESOLVED THAT:

Council do hereby move to into Closed Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

15.1 By-Law Enforcement Matter

Personal matters about an identifiable individual, including municipal or local board employees;

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

15.2 Legal Contract

A position, plan, procedure, criteria, or instruction to be applied to negotiations.

15.3 Closed Meeting Minutes for May 28, 2024

CARRIED

Councillor Banfield arrived at 3:55 p.m. during the Closed Meeting.

Resolution

MOVED BY STIRK , SECONDED BY BANFIELD

BE IT RESOLVED THAT

Council do hereby resume regular business in open session;

And further that the Township Solicitor be instructed to take all actions in accordance with Closed Meeting discussions.

CARRIED

16. By-Law(s)

16.1 Numbering of Zoning By-Law Amendment (OLT Decision OLT-22-004307)

Resolution
MOVED BY ZUKOWSKI, SECONDED BY HALLS
BE IT RESOLVED THAT

Leave be given to introduce a By-Law, being a By-law to number Zoning By-Law Amendment for the lands described as Part Lot 5 Concession 14, Township of East Garafraxa, and that it be given the necessary readings and be passed and numbered 24-2024.

CARRIED

16.2 **Road Widening (Consent Application File B1-22 – Lammerding)**

Resolution
MOVED BY ZUKOWSKI, SECONDED BY STIRK
BE IT RESOLVED THAT

Leave be given to introduce a By-Law, being a By-law to establish and lay out as part of the highway on which it abuts, Part Lot 12, Concession 13, being Parts 3 and 4 on RP 7R-6787; in the Township of East Garafraxa, County of Dufferin, and that it be given the necessary readings and be passed and numbered 25-2024.

CARRIED

17. **Confirming By-Law**

Resolution
MOVED BY HALLS, SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on June 11, 2024, and that it be given the necessary readings and be passed and numbered 26-2024.

CARRIED

18. **Adjournment**

Councillor Halls provided notice that he will not be in attendance for the Special Meeting on June 18, 2024 and the Regular Council Meeting on June 25, 2024.

Resolution
MOVED BY BANFIELD, SECONDED BY STIRK
BE IT RESOLVED THAT

Council do now adjourn to meet again for the Special Council Meeting on Tuesday, June 18, 2024, at 4:00 p.m. and the Regular Electronic Council Meeting on Tuesday, June 25, 2024, at 4:00 p.m., or at the call of the Chair.

CARRIED

Clerk

Head of Council



Township of East Garafraxa

Special Council Meeting Minutes

Strategic Planning Session

**065371 Dufferin County Road 3, Unit 2, East
Garafraxa, ON L9W 7J8 (in-person)**

Wednesday, June 18, 2024 at 4:00 p.m.

The Council of the Township of East Garafraxa held a Special Meeting of Council (in-person) in the Council Chambers at the Township Administration office, 065371 Dufferin County Road 3, Unit 2, East Garafraxa, at 4:00 p.m. on June 18, 2024.

Members Present: Mayor Guy Gardhouse
Deputy Mayor John Stirk
Councillor Lenora Banfield
Councillor Dave Halls
Councillor Jeremy Zukowski

Member(s) Absent: Councillor Dave Halls

Staff/Consultants Present: Peter Avgoustis, CAO (Acting Clerk)

Peter Avgoustis, CAO, was the Acting Clerk for the purpose of the June 18, 2024 Special Meeting.

1. Opening of Meeting

Meeting called to order.

2. Approval of Agenda

Resolution

**MOVED BY BANFIELD, SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT**

The agenda be approved as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof

Nothing at this time.

4. Closed Meeting – 4:04 p.m. to 8:03 p.m.

Resolution

**MOVED BY STIRK , SECONDED BY BANFIELD
BE IT RESOLVED THAT:**

A Closed Meeting of Council be held pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

4.1 Strategic Planning/Priorities Session

Personal matters about an identifiable individual, including municipal or local board employees; and

Labour relations or employee negotiations; and

A proposed or pending acquisition or disposition of land by the municipality or local board; and

Education and training.

4.2 **RSSB Amending Site Plan Agreement Negotiations**

A position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

Resolution

**MOVED BY HALLS, SECONDED BY STIRK
BE IT RESOLVED THAT**

Council do hereby resume regular business in open session. Staff instructed in accordance with the Closed Meeting discussions.

CARRIED

5. **Confirming By-Law**

Resolution

**MOVED BY BANFIELD, SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT**

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on June 18, 2024, and that it be given the necessary readings and be passed and numbered 27-2024.

CARRIED

6. **Adjournment**

Resolution


**MOVED BY STIRK , SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT**

Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, June 25, 2024 at 4:00 p.m., or at the call of the Chair.

CARRIED

Clerk

Head of Council

I would like you to bring
up in your meetings about speed
cameras and red light cameras in
mariaville barrie has 2 cameras
and sent out 10,000 tickets know
they want to get 2 more
the people driving thru
this town are 

EDWARD KOSTRUK



EAST GARAFRAXA

JUN 18 2024

RECEIVED



CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

065371 Dufferin County Road 3, Unit 2 • East Garafraxa ON • L9W 7J8
 T: 226-259-9400 • Toll Free: 877-868-5967 • F: 1-226-212-9812
clerks@eastgarafraxa.ca • www.eastgarafraxa.ca

**NOTICE OF RECEIPT OF A COMPLETE APPLICATION & NOTICE OF PUBLIC MEETING
 FOR A PROPOSED ZONING BY-LAW AMENDMENT UNDER THE PLANNING ACT**

June 5, 2024

An electronic/virtual Public Meeting will be held to consider the following Zoning By-Law Amendment Application:

Application Number:	Z3-24	Related Applications:	N/A
Statutory Public Meeting/Council Meeting:	June 25, 2024 at 4:00 p.m. Please note the Public Meeting (Council Meeting) will be held electronically/virtually through Zoom (video conference). If you wish to view and/or participate at the meeting, please visit the Township website to register (link is in the Calendar under the applicable date).		
Applicant:	Zoltan (Frank) Laszlo		
Owners:	Zoltan (Frank) Laszlo and Ens Colleen Doris Estate		
Location:	072148 10 th Line, Part Lot 13, Concession 10	Area:	10.6 ha / 26.19 ac (provided by the applicant)
Present Zoning:	Environmental Protection (EP)		
Proposed Zoning:	Rural Residential Exception (RR-X)		
Purpose:	<p>To rezone a portion of the subject property (approximately 1.13 ha/2.79 ac) to reinstate the Rural Residential zone in accordance with the Zoning By-Law Amendment Application (Z7/96) approved in 1996, which was approved under the Township’s previous Comprehensive Zoning By-Law, to facilitate the relocation of the existing dwelling from the Grand River Conservation Authority regulatory floodplain area.</p> <p>The proposed rezoning will require site specific provisions to recognize the existing dwelling on the property and would limit new development from occurring within the floodplain which will be established through the Rural Residential Exception (RR-X) zoning.</p>		

For additional information with respect to the application please contact Township Planning Consultant:

Jennifer Maestre, MCIP RPP, Associate, Fotenn Consultants Inc.
 416-789-4530 ext. 16
jmaestre@eastgarafraxa.ca

Background material/documents are available for review at the Township Office during office hours.

PUBLIC MEETING:

You are entitled to view and/or participate orally at the electronic public meeting regarding the proposed Zoning By-Law Amendment, please contact the Clerk of the Township of East Garafraxa at 226-259-9400 ext. 204 or clerks@eastgarafraxa.ca for more information on how to participate orally at the public hearing. Written comments will be accepted for consideration by Council prior to Council tentatively making a decision on May 28, 2024. You may forward your written comments to the Clerk at the address shown above.

FAILURE TO ATTEND PUBLIC MEETING OR PROVIDE WRITTEN SUBMISSIONS:

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of East Garafraxa to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Township of East Garafraxa before the by-law is passed, the person or public body is not entitled to appeal the decision. If a person or public body does not make oral submissions at a public meeting, or make written submission to the Council of the Township of East Garafraxa before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

DECISION:

If you wish to be notified of the Decision of the Council of the Township of East Garafraxa on the proposed Zoning By-Law Amendment, you must submit a written request to the Clerk of the Township of East Garafraxa at the address shown above. This will also entitle you to be advised of a possible Ontario Land Tribunal Hearing.



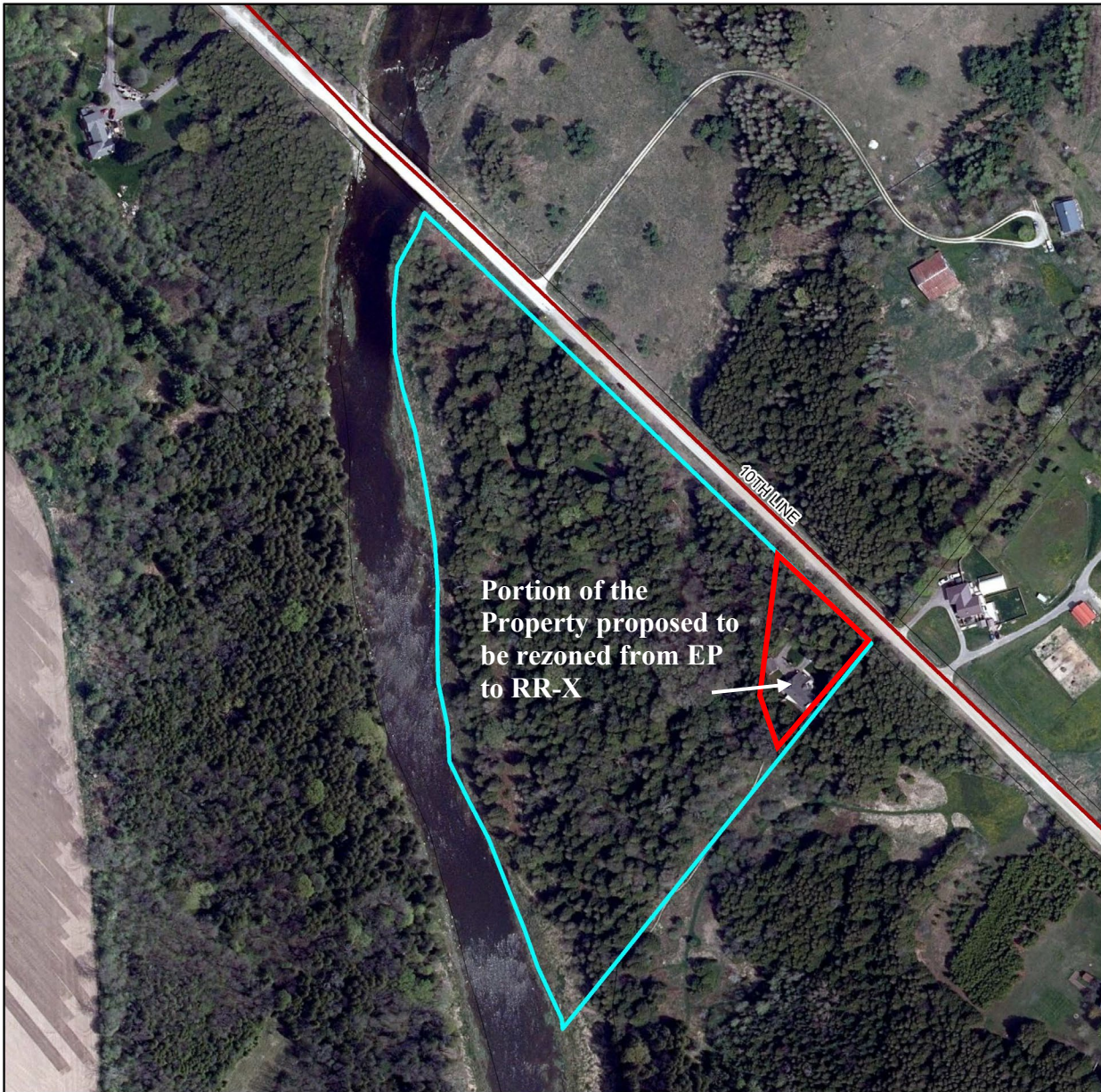
CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

065371 Dufferin County Road 3, Unit 2 • East Garafraxa ON • L9W 7J8

T: 226-259-9400 • Toll Free: 877-868-5967 • F: 1-226-212-9812

clerks@eastgarafraxa.ca • www.eastgarafraxa.ca

Location Map:



For illustration purposes only.



STATUTORY PUBLIC MEETING

**Zoning By-law Amendment Application Z3-24
072148 10th Line; East Half Part Lot 13,
Concession 10**

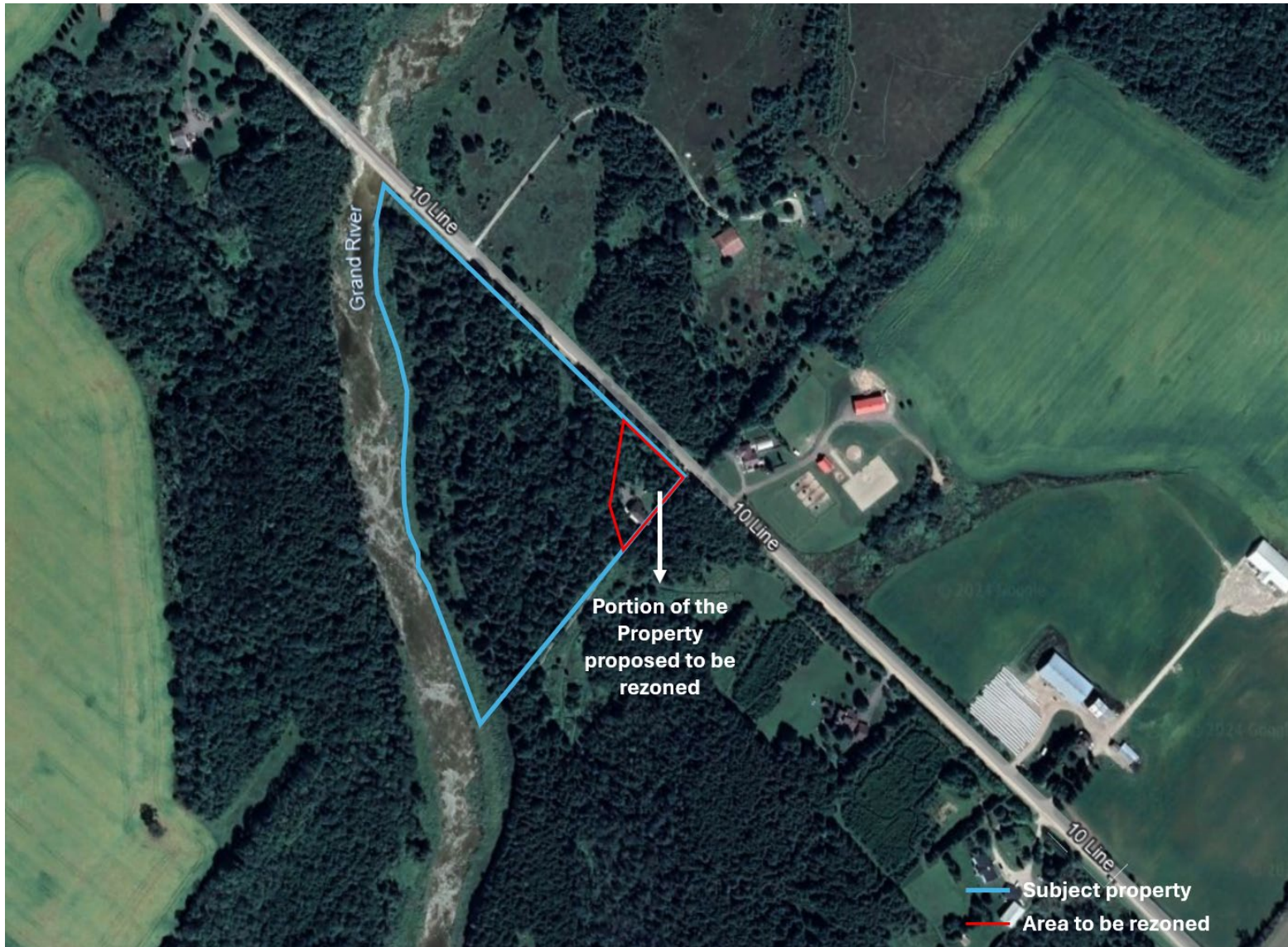
June 25, 2024

4:00 pm

Agenda

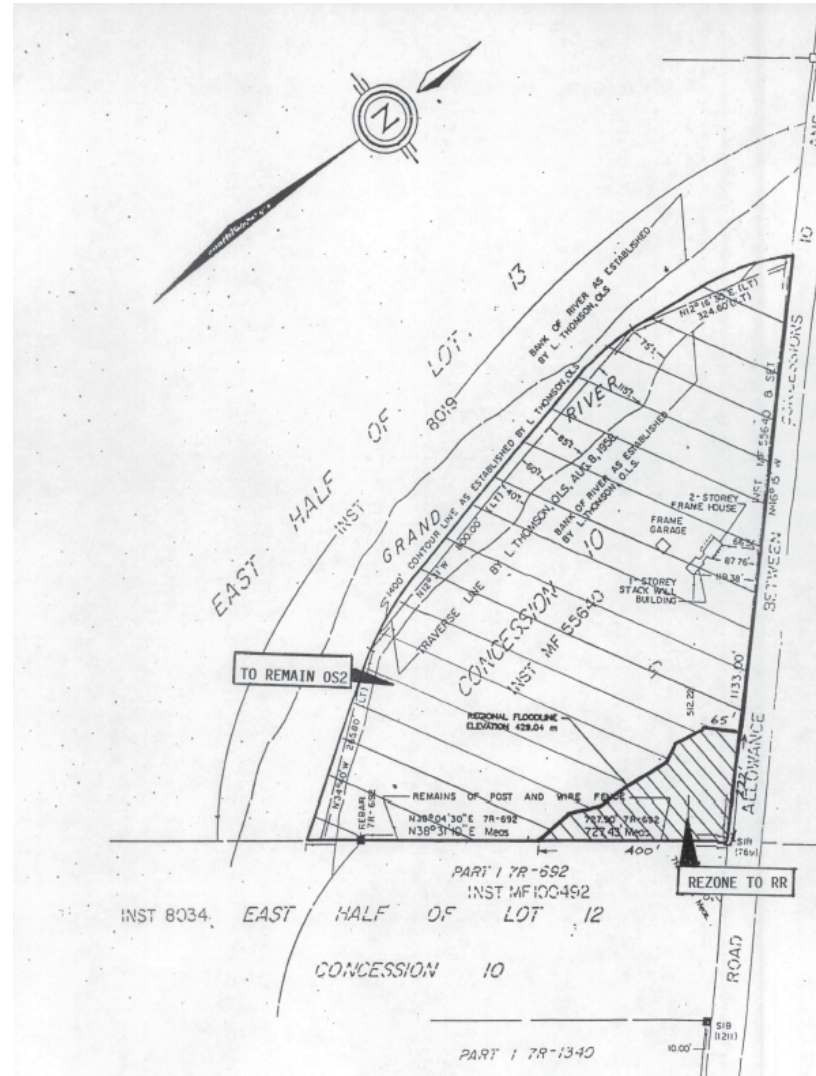
- Context & Background
- Application Overview
- Official Plan Designation
- Zoning By-law
- Application Comments
- Next Steps

Context & Background



Zoning By-law Amendment Application Z7/96

By-law 12-96 approved July 1996



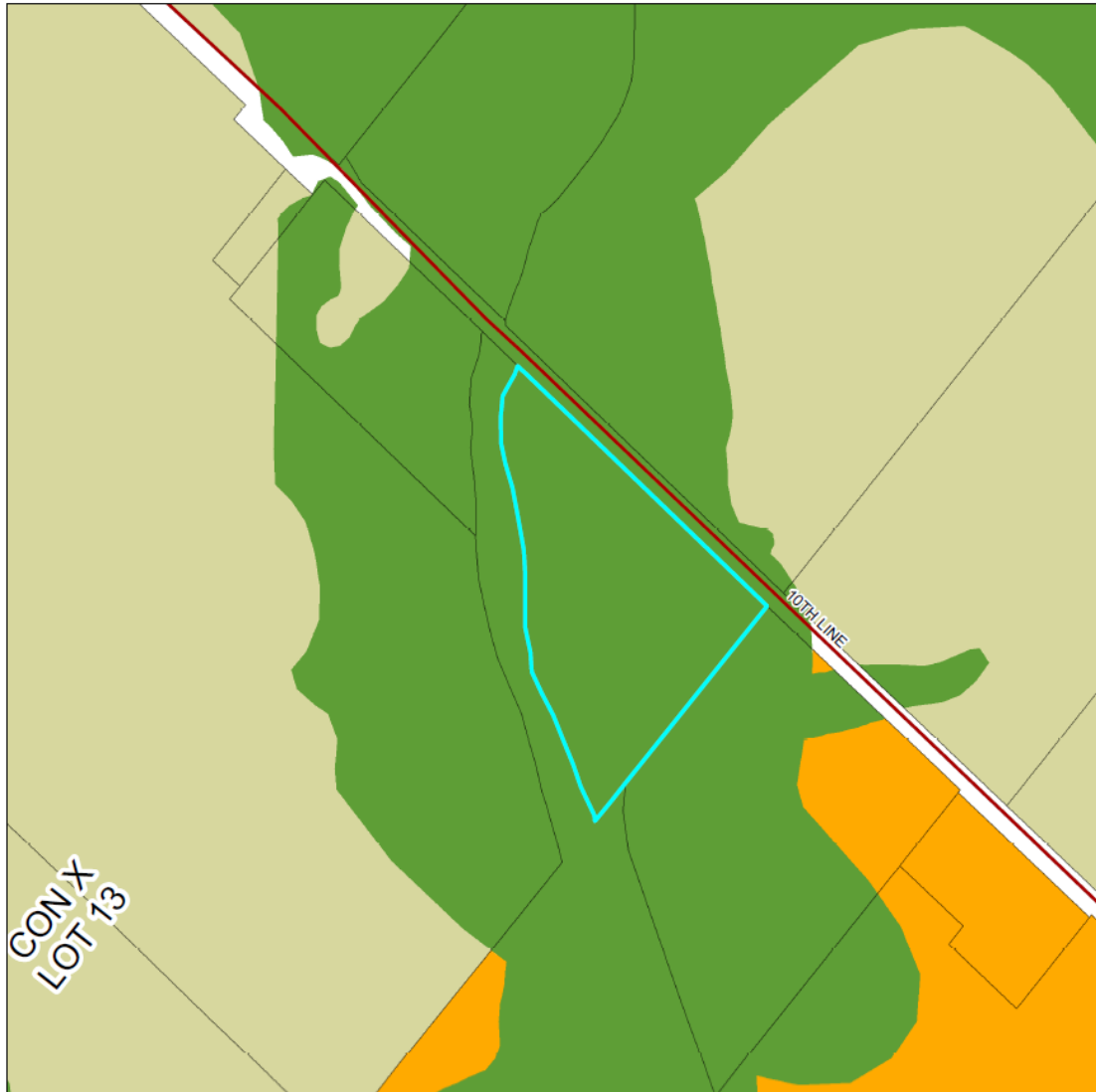
Application Overview

Zoning By-law Amendment Application Z3-24

Owner	Zoltan (Frank) Laszlo and Ens Colleen Doris Estate
Applicant	Zoltan (Frank) Laszlo
Location	072148 10th Line, Part Lot 13, Concession 10
Property Area	Subject Lands: 10.6 ha / 26.19 ac (provided by the applicant) Rezoned portion of Lands: approximately 1.13 ha/2.79 ac
Purpose of the Application	<p>To rezone a portion of the property from Environmental Protection (EP) to Rural Residential (RR-X) with site specific provisions to speak to the existing condition on the property and limit new development from occurring within the floodplain under Zoning By-law 60-2004, as amended.</p> <p>Zoning By-law Amendment is not necessary to continue the existing residential use of the property.</p>

Official Plan Designation

Environmental Protection




Township of
East Garafraxa



**OFFICIAL PLAN
MAP EXTRACT**

Legend

- Roads_ORN
- Parcels
- Waste Disposal Site
- Utility Line
- Special Policy Area
- Greenbelt Plan Area Boundary
- Agricultural
- Community Commercial
- Community Institutional
- Community Residential
- Employment
- Environmental Protection
- Estate Residential
- Extractive Industrial
- Open Space
- Rural

 **072148 10th Line
(10.6 ac)**

This map is not a Legal Survey.
Lot Fabric Created with Data Provided by Teranet Inc.

Map Created By: TWP East Garafraxa
Mapping Date: Jan 5, 2024

Zoning By-Law 60-2004

Environmental Protection




Township of East Garafraxa 

ZONING MAP EXTRACT

Legend

- Roads_ORN
- Parcels
- Utility Line
- Bylaws & Exceptions
- Tree Protection Area
- Community_Boundary_OP_Meridian
- <all other values>
- Agricultural
- Business Park
- Environmental Protection
- Estate Residential
- Extractive Industrial
- General Commercial
- Hamlet Residential
- Highway Commercial
- Industrial
- Institutional
- Open Space
- Recreation
- Rural
- Rural Residential
- Solid Waste Disposal

 **072148 10th Line (10.6 ac)**

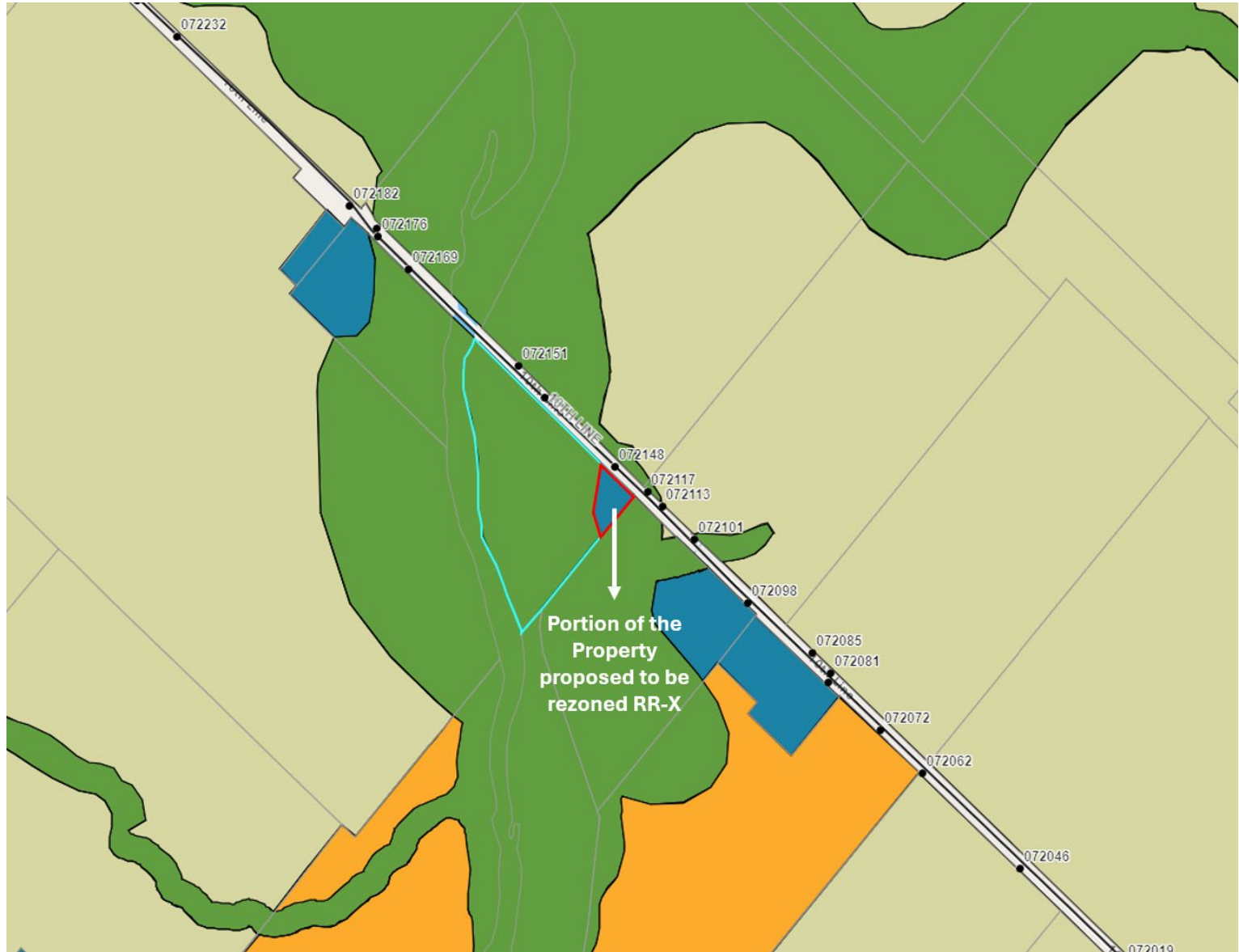
This map is not a Legal Survey.
Lot Fabric Created with Data Provided by Teranet Inc.

Map Created By: TWP East Garafraxa
Mapping Date: Jan 5, 2024

Proposed Zoning By-law Amendment Application

- ✓ To rezone a portion of the subject property (approximately 1.13 ha/2.79 ac) to reinstate the Rural Residential zone in accordance with the Zoning By-Law Amendment Application (Z7/96) approved in 1996, which was approved under the Township's Zoning By-Law, to facilitate the relocation of the existing dwelling from the Grand River Conservation Authority regulatory floodplain area.
- ✓ The proposed rezoning will require site specific provisions to recognize the existing dwelling on the property and would limit new development from occurring within the floodplain which will be established through the Rural Residential Exception (RR-X) zoning.

Proposed Rezoning



Z3-24 – Comments Circulation

- / The applications were circulated to the property owners within 120 m of the subject property and to the prescribed Agencies as required by the Planning Act, as amended.
- / Responses have been received from the following:
- / **GRCA Recommendations and Comments:**
 - / The GRCA recommends deferring this application until the applicant has had the opportunity to survey the property, clearly defining the regulatory flood elevation (RFE) of 430.47m CGVD28 and delineate the limit of the wetland on the property.
 - / Information currently available at this office indicates the subject property contains the following features regulated by the GRCA: wetland, watercourse, engineered floodplain, and the regulated allowance to these features. A permit from the GRCA pursuant to Ontario Regulation 41/24 will be required for any proposed development within these features and/or their regulated allowance.
 - / The GRCA recommends that the applicant undertake a survey of the proposed area to be rezoned, performed by a qualified OLS surveyor, outlining the extent of the engineered (modeled) flood hazard limits. The GRCA would not support an application for rezoning land within the flooding hazard. Proposed development within the flooding hazard would be subject to GRCA floodplain policies as outlined in our Policies for the Administration of Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits.
 - / The GRCA further recommends that the boundary of the wetland on the property be delineated by a qualified environmental professional and verified onsite by GRCA ecologists. It is recommended that land within the limits of the wetland remain as Environmental Protection zone.

Next Steps

Fotenn Planning + Design, on behalf of the Township, has circulated the file and at the time of preparing this presentation comments have been received by GRCA, and a neighboring resident. We anticipate that Council will reach a decision following this public meeting on July 23, 2024.

Appeal Procedure:

If a person or public body does not make oral submissions at a public meeting or make written submissions to The Township before the proposed ZBA is approved or refused, the person or public body is not entitled to appeal the decision of The Township of East Garafraxa to the Ontario Land Tribunal.

The applicant, the Minister, a specified person or public body may, not later than 20 days after the day that giving notice of passing of By-law is completed, may appeal to the application to the Tribunal.



**NOTICE OF RECEIPT OF COMPLETE APPLICATIONS & NOTICE OF A PUBLIC MEETING TO
 CONSIDER AN APPLICATION FOR CONSENT AND AN APPLICATION FOR
 A ZONING BY-LAW AMENDMENT UNDER THE PLANNING ACT**

May 30, 2024

An electronic/virtual Public Meeting will be held to consider the following applications for a proposed Consent and Zoning By-Law Amendment:

Application Numbers:	B4-24 and Z4-24	Related Application(s):	NA
Statutory Public Meeting/Council Meeting:	June 25, 2024 at 4:00 p.m. Please note the Public Meeting will be held electronically/virtually through Zoom (video conference). If you wish to view and/or participate at the meeting, please visit the Township website to register (link is in the Calendar under the applicable date).		
Applicants:	Consent/Severance Application (B4-24): Loft Planning Inc. Zoning By-Law Amendment Application (Z4-24): Jacqueline Laura Sava		
Owners:	Troy Gibeau and Matthew Miller		
Location:	Retained Lands: 023083 East Garafraxa-Erin Townline, Concession 14E, Lot 1	Existing Area:	39.15 ha / 96.14 ac (provided by the applicant)
Area to be Severed:	0.41 ha / 1.1 ac (provided by the applicant)	Area to be Retained:	38.75 ha / 95.75 ac (provided by the applicant)
Current Zoning:	Agricultural (A) and Environmental Protection (EP) (retained lands)	Official Plan Designation:	Agricultural, Environmental Protection (retained lands)
Proposed Zoning:	Rural Residential Exception (RR-X) (beneficiary lands) Agricultural Exception (A-X) and Environmental Protection (EP) (retained lands)		
Purpose:	Consent Application: To sever 0.41 hectares from 023081 East Garafraxa-Erin Townline (retained lands) and to merge with the beneficiary lands being 023135 East Garafraxa-Erin Townline. Zoning By-law Amendment Application: To rezone the proposed severed lands from Agriculture (A) to Rural Residential (RR) to be consistent with the zoning of the beneficiary lands 023135 East Garafraxa-Erin Townline. A site specific Rural Residential Exception (RR-X) zone is proposed to recognize the reduced lot area for the beneficiary lands and a site-specific Agricultural Exception (A-X) to recognize the existing buildings and structures on the retained lands.		

For additional information with respect to the applications please contact Township Planning Consultant:

Jennifer Maestre, MCIP RPP, Associate, Fotenn Consultants Inc.
 416-789-4530 ext. 16
jmaestre@eastgarafraxa.ca

Background material/documents are available for review at the Township Office during office hours.

PUBLIC MEETING: You are entitled to view and/or participate orally at the electronic public meeting regarding the proposed applications, please contact the Clerk of the Township of East Garafraxa at 226-259-9400 ext. 204 or clerks@eastgarafraxa.ca for more information on how to participate. Written comments will be accepted for consideration by Council prior to Council making a decision on the applications. You may forward your written comments to the Clerk at the address shown above.

ZONING BY-LAW AMENDMENT: FAILURE TO ATTEND PUBLIC MEETING OR PROVIDE WRITTEN SUBMISSIONS: If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of East Garafraxa to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Township of East Garafraxa before the by-law is passed, the person or public body is not entitled to appeal the decision. If a person or public body does not make oral submissions at a public meeting, or make written submission to



the Council of the Township of East Garafraxa before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

CONSENT: FAILURE TO MAKE WRITTEN SUBMISSIONS: If a person or public body has the ability to appeal the decision of the Council of the Township of East Garafraxa in respect of the proposed consent to the Ontario Land Tribunal but does not make written submissions to Council of the Township of East Garafraxa before it gives or refuses to give a provisional consent, the Tribunal may dismiss the appeal.

DECISION: If you wish to be notified of the Decisions of the Council of the Township of East Garafraxa on the proposed consent and/or Zoning By-Law Amendment applications you must submit a written request to the Township of East Garafraxa at the address above noted. This will also entitle you to be advised of a possible Ontario Land Tribunal Hearing.

Location Map:

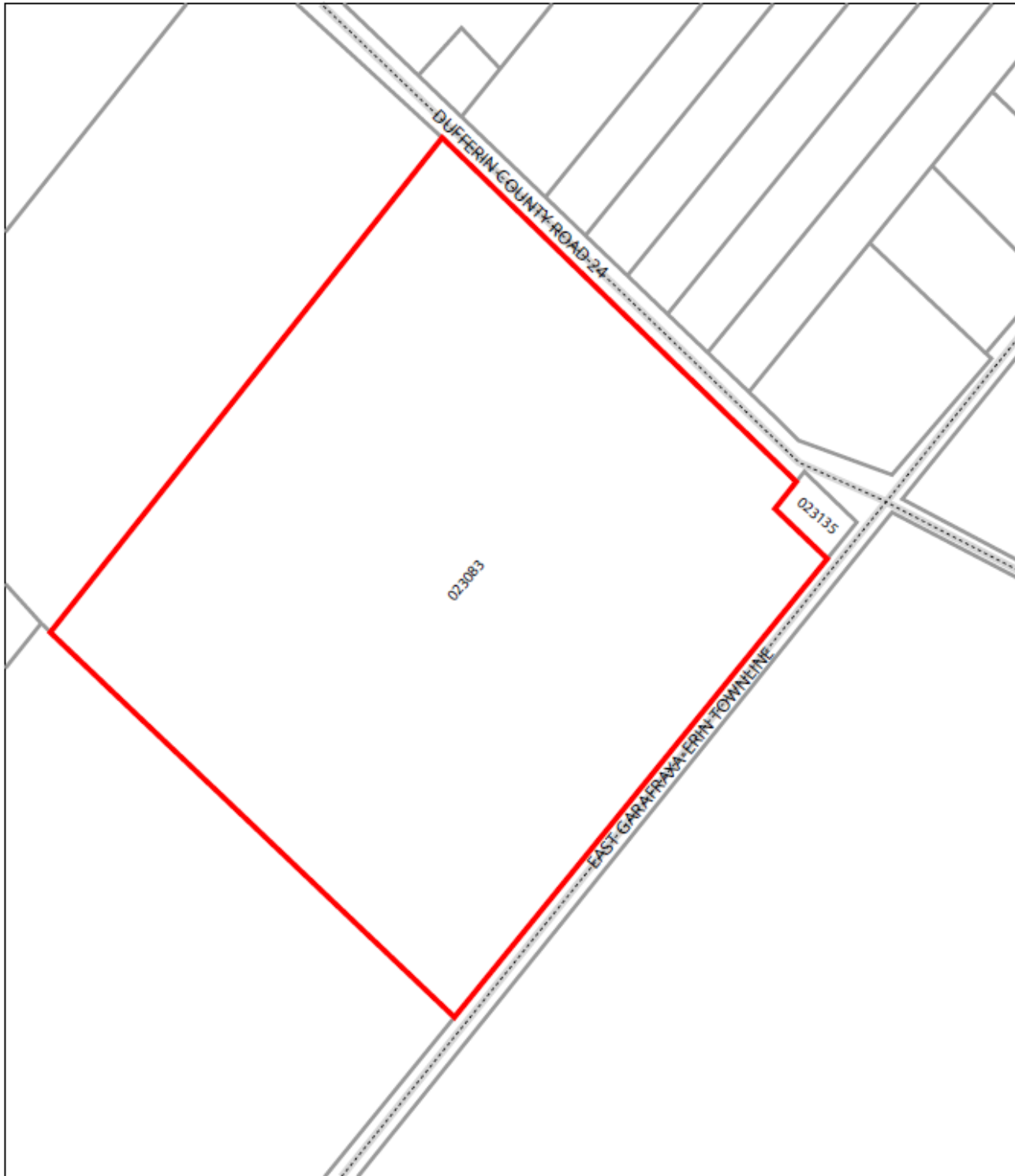
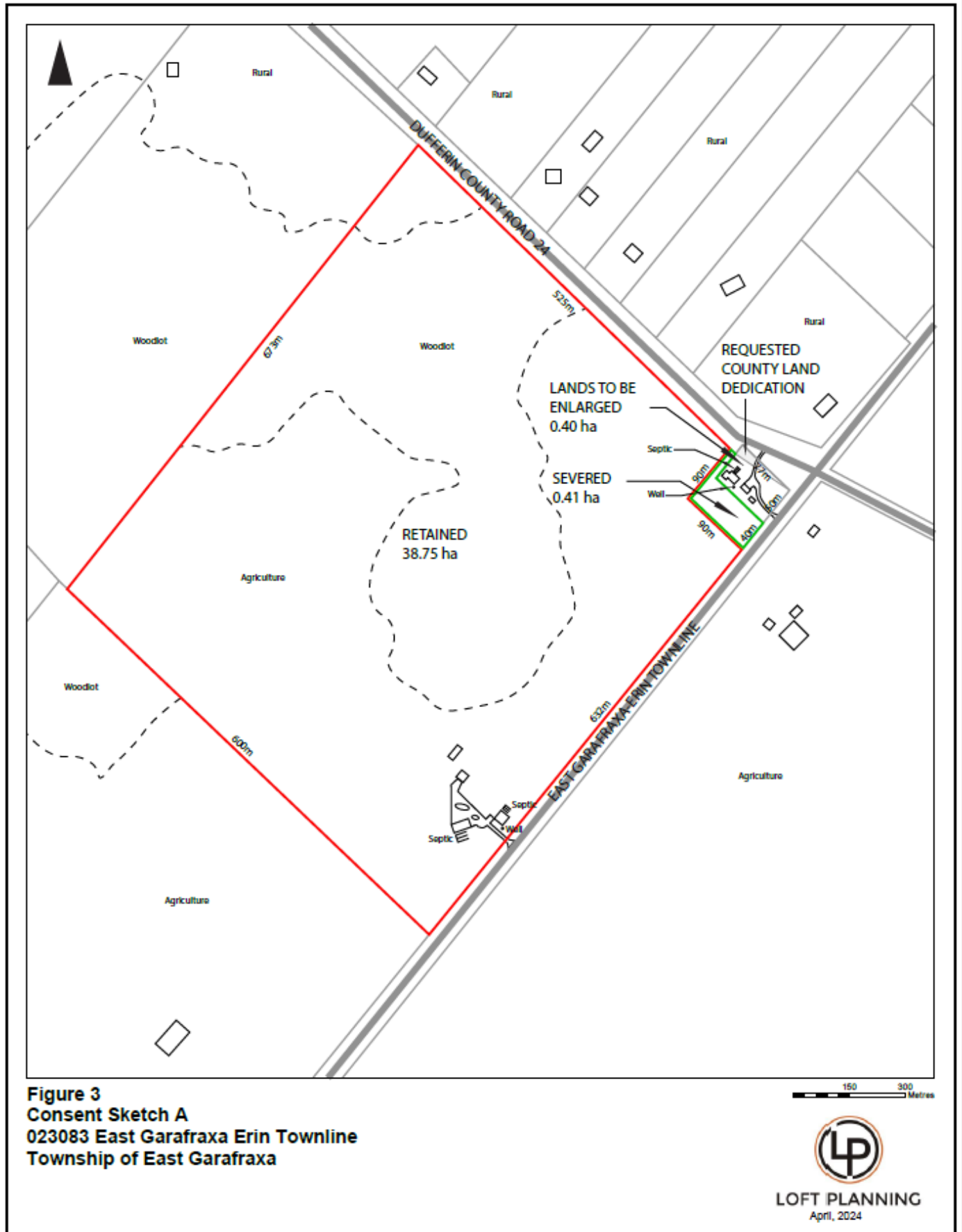


Figure 1
Location
023083 East Garafraxa Erin Townline
Township of East Garafraxa



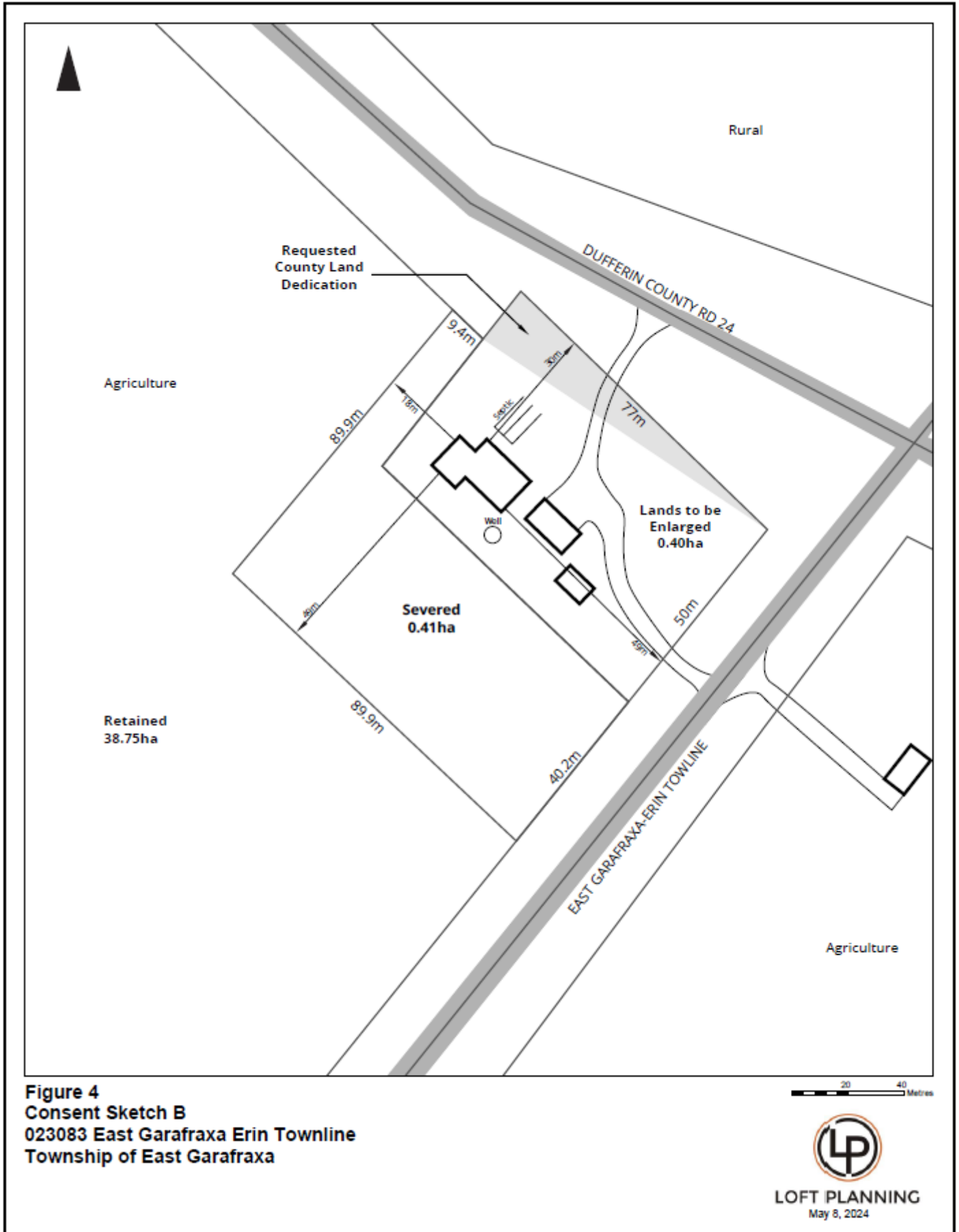
Consent Sketch (provided by the applicant):



For illustration purposes only. This is not a plan of survey.



Consent Site Sketch with Building Dimensions (provided by the applicant):



For illustration purposes only. This is not a plan of survey.



STATUTORY PUBLIC MEETING

Consent Application B4-24

Zoning By-law Amendment Application Z4-24

023083 East Garafraxa-Erin Townline

Concession 14, E Pt Lot 1

June 25, 2024

4:00 pm

Agenda

- Location
- Official Plan Designation
- Zoning By-law
- Application Overview
- Proposed Severance
- Application Comments
- Next Steps

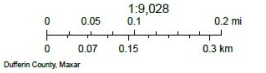
Location

Subject Lands: 023083 East Garafraxa-Erin Townline



6/12/2024, 11:21:59 AM

- Road Labels
- Dufferin County Municipal Boundaries
- Assessment Lot Parcels (Planning)



Township of East Garafraxa
Township of East Garafraxa

Beneficiary Lands: 023135 East Garafraxa-Erin Townline



Township of East Garafraxa

AERIAL PHOTO

Legend

- Roads_ORN
- Parcels
- Red: Band_1
- Green: Band_2
- Blue: Band_3

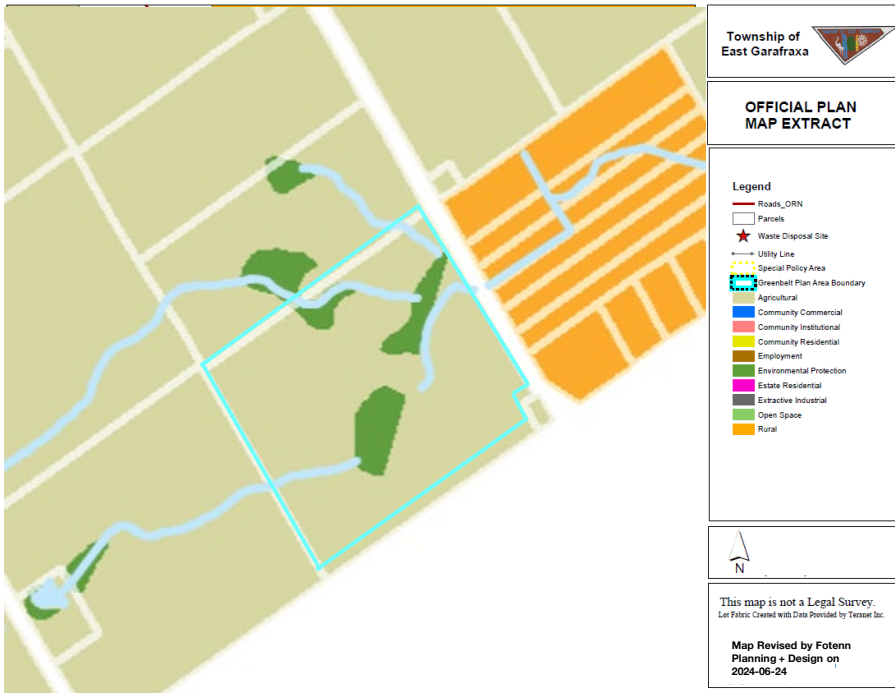
023135 Erin-East Garafraxa Townline (0.99ac)

This map is not a Legal Survey.
Lot Plans: Created with Data Provided by Tenetec Inc.

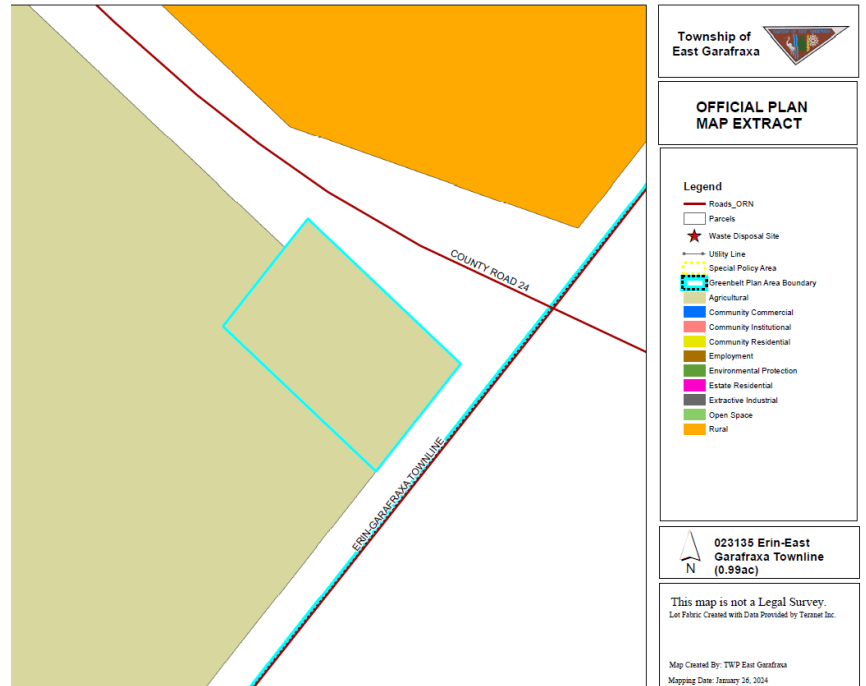
Map Created By: TWP East Garafraxa
Mapping Date: January 31, 2024

Official Plan Designation

Retained Lands: Agricultural and Environmental Protection



Beneficiary Lands: Agricultural



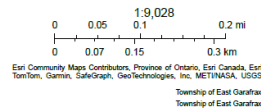
Zoning By-law 60-2004

Retained Lands: Agricultural (A) and Environmental Protection (EP)



6/12/2024, 11:17:44 AM

- Road Labels
- Greenbelt Plan Area (S. 2.1)
- Assessment Lot Parcels (Planning)
- East Garrafraxa Zoning
 - Agricultural
 - Environmental Protection
- Rural Residential
- Dufferin County Municipal Boundaries



Beneficiary Lands: Rural Residential (RR)



Township of East Garrafraxa

ZONING MAP EXTRACT

- Legend
- Roads, Drive
 - Parcels
 - Utility Line
 - Bylaws & Exceptions
 - Zone Protection Area
 - Community_Boundary_CP_Meridian
 - all other values
 - Agriculture
 - Business Park
 - Environmental Protection
 - Estate Residential
 - Extractive Industrial
 - General Commercial
 - Home Residential
 - Highways Commercial
 - Industrial
 - Institutional
 - Open Space
 - Recreation
 - Rural
 - Rural Residential
 - Town Waste Disposal

023195 Erin-East Garrafraxa Townline (0.99ac)

This map is not a Legal Survey. Lot Fabric Created with Data Provided by Tesseract Inc.

Map Created By: TWP East Garrafraxa
Mapping Date: January 26, 2024

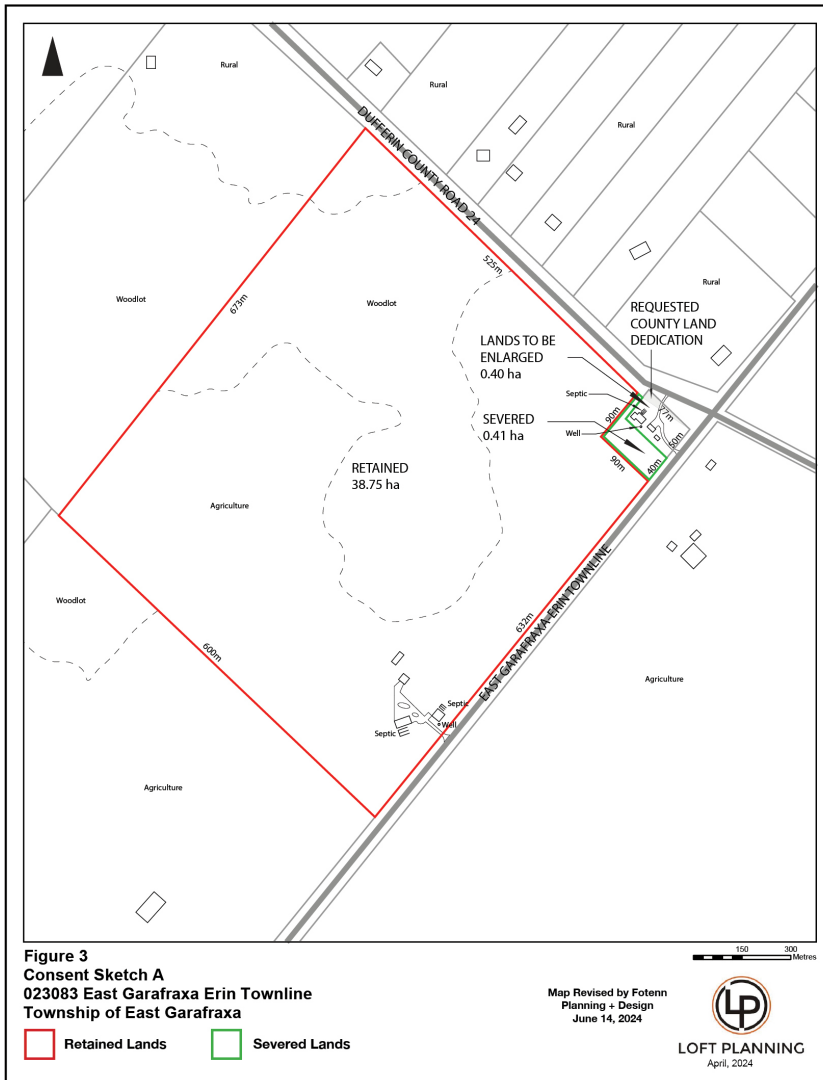
Consent Application: B4-24

ZBA Application: Z4-24

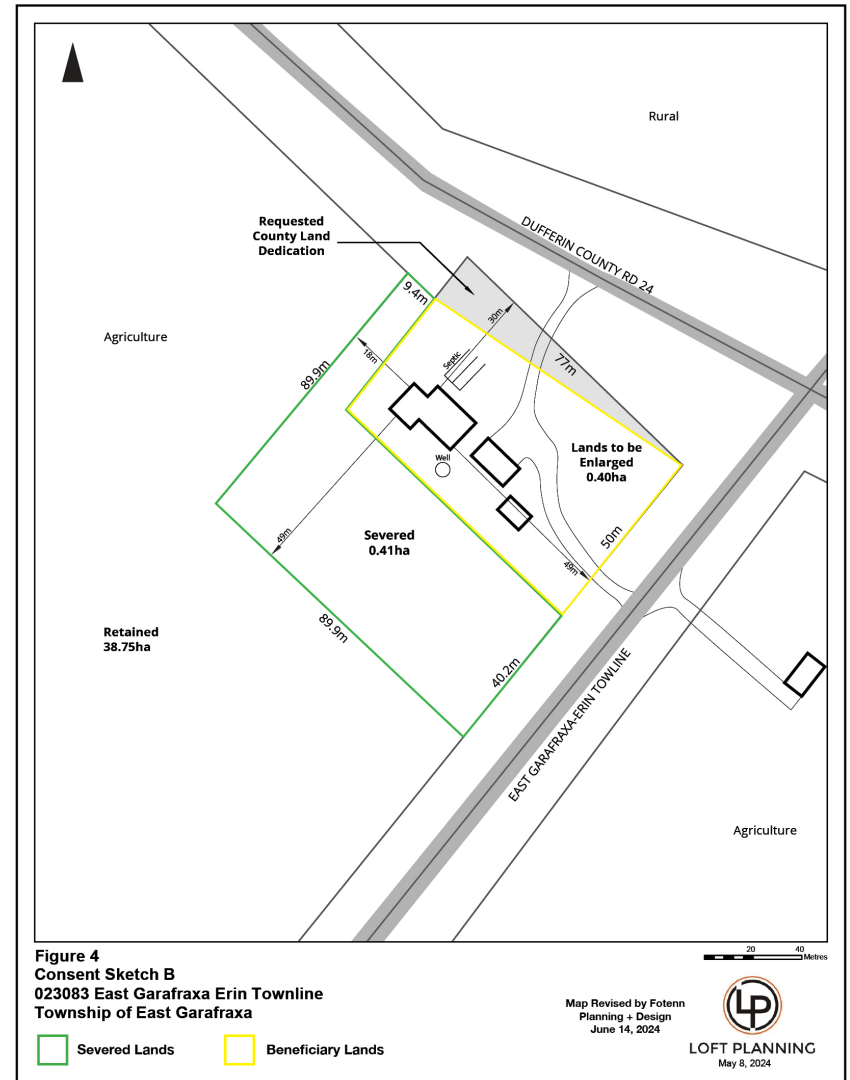
Owner	Troy Gibeau and Matthew Miller
Applicant	B4-24: Loft Planning Inc. Z4-24: Jacqueline Laura Sava
Location	023083 East Garafraxa-Erin Townline, CON 14, E Pt Lot 1
Property Area	Subject property: 39.15 ha/ 96.14 ac (as provided by the applicant) Area to be Severed: 0.41 ha/1.1 ac (as provided by applicant) Are to be Retained: 38.75/95.75 ac (as provided by applicant)
Purpose of the Application	<p>Consent: To sever 0.41 hectares from 023081 East Garafraxa-Erin Townline (retained lands) and to merge with the beneficiary lands at 023135 East Garafraxa-Erin Townline.</p> <p>Zoning By-law Amendment: To rezone the proposed severed lands from Agriculture (A) to Rural Residential (RR) to be consistent with the zoning of the beneficiary lands 023135 East Garafraxa-Erin Townline. A site specific Rural Residential Exception (RR-X) zone is proposed to recognize existing site deficiencies for the beneficiary lands and a site-specific Agricultural Exception (A-X) zone is proposed to recognize the existing buildings and structures on the retained lands</p>

Proposed Severance

Subject Lands: 023083 East Garafraxa-Erin Townline



Beneficiary Lands: 023135 East Garafraxa-Erin Townline



Submission Circulation

B4-24 & Z4-24

The applications were circulated to prescribed agencies and property owners within 120 metres of the property in accordance with the *Planning Act*.

Since preparing this presentation, comments have been received from the following agencies:

- Township of East Garafraxa comments: Confirm setback requirements with applicant
- RJ Burnside (Township Engineers): No objections/ comments
- CVC: No objections
- Enbridge Gas: No objections
- Hydro One: No objections

Next Steps

Fotenn Planning + Design, on behalf of the Township, has circulated the file and received comments back from commenting agencies.

We anticipate this application coming back to Council for decision tentatively on **August 27, 2024**. It should be noted that should the applications be approved, a draft Zoning By-law Amendment (ZBA) would be brought back to a future Council meeting for passage once the registered reference plan has been received. The 20-day appeal period with respect to the ZBA would be from the date of the Notice of Passage.

Appeal Procedure:

Consent:

The applicant, the Minister, a specified person or any public body may, not later than 20 days after the giving of notice under subsection (17) is completed, appeal the decision or any condition imposed by the council or appeal both the decision and any condition to the Tribunal by filing with the clerk of the municipality or the Minister a notice of appeal setting out the reasons for the appeal, accompanied by the fee charged by the Tribunal.

Zoning By-law Amendment:

Not later than 20 days after the day that the giving of notice as required by subsection (18) is completed, any of the following may appeal to the Tribunal by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal:

1. The applicant.
2. A person or public body who, before the by-law was passed, made oral submissions at a public meeting or written submissions to the council.
3. The Minister.

East Garafraxa Public Meeting

023083 East Garafraxa-Erin Townline & 023135 East
Garafraxa-Erin Townline Township of East Garafraxa
Applicant: Jacqueline Sava

File No: BA-24
Application for Consent

June 25th, 2024 Public Meeting



LOFT PLANNING

Site Location

- 023083 East Garafraxa-Erin Townline and 023135 East Garafraxa-Erin Townline Township of East Garafraxa
- Located on the west side of Dufferin County Road 24.
 - Lot Area – 39.16ha
 - Lot Frontage – 525m
- Lands are consolidated following previous Consent.
- The land is an agricultural parcel of land with a single detached residence and three accessory structures..
- Access to the site is from East Garafraxa Townline.



Proposed Consent

➤ Severed Parcel:

- Lot Area – 0.41ha
- Lot Frontage – 50m
- Merge the lands with 023135 East Garafraxa-Erin Townline.
- The land is a rural residential parcel of land with a single detached residence and two accessory structures.

➤ Retained Parcel

- Lot Area – 38.75ha
- Lot Frontage – 525m
- Agricultural parcel



Site Photos



Severed Parcel From East Garafraxa-Erine Townline East Corner



Severed Parcel From County Road 24

Site Photos



Retained Lands from East Garafraxa-Erine Townline



Retained Lands from County Road 24

Conclusion

- The Application is in keeping with the Planning Act RSO 1990, and is consistent with the Provincial Policy Statement, 2020.
- The Application conforms to the Dufferin County Official Plan, and the Township of East Garafraxa Official Plan.
- The Application, as amended, complies with the Township of East Garafraxa Zoning By-law 60-2004 *as applied for*.



ASSET MANAGEMENT PLAN 2024

1. INTRODUCTION

This 2024 version of the Township of East Garafraxa (“the Township”) Asset Management Plan (“AMP”) has been built on the most recent AMP of the Township, updated in 2022.

This AMP includes data on all tangible capital assets (TCA) such as roads, bridges, buildings, vehicles, land, land improvements, technology, and other equipment.

The format of this AMP is in five sections, a structure recommended by the Ontario Government 2013 publication *Building Together: Guide for Municipal Asset Management Plans*. But due to developments that have arisen since 2013, the Township has added a section on Climate Change Impacts

1.1 Legislated Requirements

In December 2017, *Ontario Regulation 588/17 (“the Regulation”)* Asset Management for Municipal Infrastructure was passed under the *Infrastructure for Jobs and Prosperity Act*.

The Regulation firstly required all municipalities to develop a Strategic Asset Management Policy, to provide guidance for future capital investment decisions. The Township adopted its Policy in 2017.

The main content of the Regulation goes on to list specific requirements on the types of analysis a municipal AMP should include. The expectation is that by following these specific requirements in the Regulation, the content of AMP’s will be made more consistent across the Province. The deadline for completing an AMP was set out in the Regulation, but was later deferred by one year by the Province, in part in response to COVID complications. The broader all-assets AMP deadline became June 30, 2024. The Regulation also contains even more specific requirements that apply only to municipalities over 25,000 population. East Garafraxa population is approx. 3,000.

Specific requirements in the Regulation will be referred to in each section of this AMP.

1.2 Asset Data

Available asset data will be disclosed in this AMP, but where data is not available, that fact will also be disclosed, along with suggestions to address the problem of incomplete data.

The Quality and Confidence of the data used in this AMP is critical, and will be discussed in each section. The following table describes the Confidence Grade for data used herein:

TABLE 1 DATA CONFIDENCE

GRADE LEVEL	DESCRIPTION
<p>5 Highly Reliable</p>	<p>Data is based on sound records, procedure, investigation, and analysis</p> <p><u>Dataset is complete and estimated to be accurate within 2%</u></p>
<p>4 Reliable</p>	<p>Data is also based on sound records, etc. but has minor shortcomings, for example some data is old, some documentation is missing and reliance is sometimes placed on unconfirmed reports or an extrapolation</p> <p><u>Dataset is complete and estimated to be accurate within 10%</u></p>
<p>3 Uncertain</p>	<p>Data is based on records that are incomplete or unsupported, or is extrapolated from a limited sample</p> <p><u>Dataset is incomplete and estimated to be accurate within 25%</u></p>
<p>2 Very Uncertain</p>	<p>Data is based on unconfirmed verbal reports and/or cursory inspection and analysis, due to lack of resources devoted to obtaining more accurate data</p> <p><u>Dataset is incomplete and estimated to be accurate within 40%</u></p>
<p>1 Missing or Unknown</p>	<p>Data is unknown, has not been gathered, or very little data is held, so whatever data is available is not used here</p> <p><u>Considered as not accurate and therefore not used.</u></p>

Efforts planned, or currently underway, to improve on the quality of data used for this AMP will be explained in other sections of the AMP.

1.3 Asset Management Overview

Well-managed public infrastructure is vital to the prosperity and the quality of life of communities large and small. Ontario municipalities have an important responsibility to ensure such infrastructure is planned, built or acquired, and maintained in a sustainable way. This is often referred to as the Asset Life Cycle, and includes asset disposal. A detailed AMP, adopted and adhered to, is essential for a municipality to carry out that responsibility for its infrastructure.

Benefits of asset management include:

- Demonstrate the Township is compliant with legislation
- Enable Township to make informed and supportable decisions about its assets
- Enable Township to co-ordinate and plan accordingly
- Higher customer satisfaction by reducing the likelihood of interruptions in service due to asset failure and breakdown
- Documented funding plans and strategy, to manage infrastructure needs in a timely way, and reduce the need for responding to financial emergencies

Although all municipalities, including the Township, may believe they have adequate asset management practices in place now, by following the specifics in the Regulation, many will discover areas where they are coming up short in their existing activities. Completing an updated AMP will identify problem-areas, and guide municipalities towards the actions needed, both in the short-term and longer-term, to maintain the levels of service their residents and businesses have come to expect, and that they rely upon every day.

1.4 AMP Integration

The AMP should be integrated with other Township records and plans. There should be a direct integration, or link, of the AMP with:

- the annual Township Budget
- the Township Development Charges Bylaw and Background Study
- Township capital asset accounting records
- Road Needs Assessment
- OSIM bi-annual studies of bridges and culverts
- most recent Buildings Condition Assessment (BCA) study

Circumstances are constantly in a state of change for municipalities, as new reporting requirements come out, as the municipality experiences growth in population, and as the cost of capital assets increase. The Province is very aware of this; that is why the first specific requirement of the Regulation we mention is, no surprise, a requirement to update the AMP every five years, after the 2024 broader version is completed.

It is incumbent on the Township, and also expected by the Province, to keep on top of the circumstances that impact the Township's AMP over time, and make changes to the AMP in response.



2. LEVELS OF SERVICE

All AMPs need to balance affordability of municipal services with customer needs and expectations. The way this is expressed in AMPs is known as Levels of Service (LOS).

2.1 Levels of Service Measures

LOS are specific measures that describe the extent and the quality of services which the municipality provides to its residents. In asset management, a great deal of work has gone into the area of LOS. A very large number of LOS measures have been developed, along with them many associated measures known as Key Performance Indicators (KPI), which can become quite extensive.

Smaller municipalities like the Township should keep in perspective the value of LOS. Only those LOS that are relevant and insightful to the Township should be kept. It is an easy mistake to make to “go overboard” with LOS and KPI, and you may find diminishing returns of value as the list of LOS measures kept becomes ever larger.

The main types of LOS measures are:

1. **Customer LOS**
2. **Technical LOS**

Customer LOS are simple, plain language description of services that customers receive. For example, What level of storm intensity is the Township Storm Sewer Network designed to handle? A 1-in-10 year storm? A 1-in-100 year storm?

Technical LOS are also called KPI and they take the Customer LOS down to a specific measurement that will indicate how a municipality is performing the service described in the Customer LOS. Technical LOS should be retained over time, to identify trends in the service level quality. For example, What is the % of Storm Sewer mains that are considered resilient to a 1-in-10 year storm? is a specific Technical LOS measurement.

The Regulation is quite specific about LOS measures. It contains a **Table in section 5(2)** where some basic LOS measures, for core assets, are provided as a minimum requirement for inclusion in any AMP.

The Township has not been actively maintaining any LOS data and so the data provided in this AMP for LOS would have a Grade Level of Uncertain. IT IS

RECOMMENDED that greater time and effort be put into the development of more accurate LOS measures in future.

For purposes of this AMP, only the basic, minimum LOS measures as listed in the Regulation are disclosed.

TABLE 2 : Basic LOS in the Regulation

SERVICE PROVIDED	Customer LOS	Technical LOS and KPI's
Roads	Township road network is safe, convenient and available to the whole community	Asphalt surfaces measured by PCI average PCI = 7.0 in 2017 average PCI = 5.9 in 2019
	Meet Minimum Maintenance Standards MMS per Ont. Regulation 239/02	Gravel surface road condition rating: Average = 5.3 in 2017 Average = 4.3 in 2019
	Service requests are responded to promptly Example : potholes filled	No specific measures are kept on response time data; generally considered adequate LOS
	Roads are safe to use: traffic signs and road markings are well maintained and visible	Staff perform regular road patrols and replace damaged signs. Pavement markings are re-done as needed.
Storm Water Network: mains, ponds, catch-basins	Network is maintained in good condition to provide continuous service delivery	% of properties resilient to a 5-year storm : 100% <i>estimate only</i> % of properties resilient to a 100-year storm : 75% <i>estimate only</i>
Potable drinking water system	Provide a safe and reliable supply of drinking water to residents connected to a municipal water system	% of properties in Marsville connected to system: 100% % of prop. in Marsville where Fire Flow is available 100%
	Service requests are responded to promptly	Number of Boil-Water Advisories issued : 2022 – 0 2021 - 0
		Number of watermain breaks 2022 - 0 2021 - 0
Bridges and culverts > 3 m. diameter AKA Structures	All Bridges and Culverts provide safe vehicular and pedestrian passage	BCI measures obtained from bi-annual OSIM studies: PER 2020-2021 OSIM review: Good = over 70 = 14 Fair = 50 to 70 = 7 Poor = BCI < 50 = 3

	All structures are fully compliant with regulatory requirements	Is an OSIM review completed bi-annually as required? YES
	Traffic types supported by the Structure Network <ul style="list-style-type: none"> • Heavy trucks • Passenger vehicles • Emergency vehicles • Cyclists • pedestrians 	Structures with Loading restrictions:
<p>NOTE: the MTO established a target for BCI measures where the expectation is to have 85% of structures in “Good” condition = a BCI above 70 by the year 2021.</p> <p>The Township has not met this MTO target, but it has completed three major bridge rehabilitations over the past ten years.</p>		

The Township currently tracks some LOS measures as part of the MMS for roads, and for Provincial water guidelines through an external consultant that tracks and documents LOS measures in annual reports to Council.

Asset Management Ontario (AMONT) is an organization providing help, training, and advice to municipalities about asset management. AMONT offers these “tips” for developing LOS measures:

- keep LOS simple, focus on the asset’s service objectives
- minimize number of LOS, ask “Why do we need this LOS?” and “What will this LOS tell us about the asset?”
- will the data needed for an LOS be available?

It is expected that LOS is an area of asset management that the Province will expand upon in the future, asking municipalities to develop and maintain more LOS measures.

2.2.1 PROPOSED Levels of Service

In Part 6 of the Regulation, the topic of Proposed Levels of Service is addressed, although these will not apply until 2025, so they don’t apply to this version of the AMP. However they are mentioned here for awareness purposes.

Proposed LOS represent target LOS that the municipality aspires to achieve in future. By June of 2025, the Township must have decided upon its Proposed LOS and must begin to measure and track its progress towards reaching them.

The next stage of LOS development would be to set **Target Values** for each Technical LOS which the Township strives to achieve. This is another activity the Township could

plan on for the future. When setting Target Values, some limitations on what could be considered realistically achievable LOS targets are:

- Budget and financial capacity
- Available external contractors and service providers
- Potential staff time that could be devoted to improvements in LOS

Proposed LOS are mentioned in this AMP as recognition of their existence and as a reminder for the future.

Part 9 of the Regulation requires ANNUAL REVIEWS of the AMP. This will become effective with the release of this 2024 AMP. Part of the Province’s expectation for Annual AMP Reviews is a tracking of LOS starting at the least with the LOS as shown in this AMP, and re-measuring them every year, beginning with 2025, to both identify trends in LOS and to introduce new LOS measures.

2.2 Risk Measurements

The second major AMP topic to be discussed in the LOS section is RISK. Risk is directly linked to LOS, and risk represents a combination of two factors:

1. chance, or likelihood, of an event occurring
2. consequence of such an event to residents/customers

Risk of Asset Failure = Probability of Failure x Consequence of Failure

In asset management , Risk relates to the likelihood and consequence of an asset failure or breakdown that prevents the continued provision of service. The failure could be caused by a weather-related event. For example, a severe winter storm recently happened in Texas, with a very low Likelihood but severe Consequences. Another example might be a snow-plow breakdown, causing the vehicle to be out-of-service, and impacting the time it takes for the remaining plows to reach all Township roads.

A Risk Matrix is the common tool used to evaluate risk for an asset. Values are assigned to the levels of Likelihood and the levels of Consequence of an asset failure. A sample Risk Matrix that the Township might use is illustrated below.

TABLE 3 : RISK MATRIX with values added

CONSEQUENCE	Insignificant = 1	Minor Impact = 2	Moderate = 3	Major Impact = 4	Catastrophic = 5
LIKELIHOOD					
Rare = 1	1 L	2 L	3 L	4 M	5 M
Unlikely = 2	2 L	4 L	6 M	8 M	10 M
Possible = 3	3 L	6 M	9 M	12 H	15 H
Likely = 4	4 M	8 M	12 H	16 H	20 H
Almost Certain = 5	5 M	10 M	15 H	20 H	25 H

Instead of numeric values, often the matrix risk-values are simply expressed as L for Low, M for Medium and H for High. These codes are also shown in the matrix above.

Climate Change has substantially impacted risk levels for many municipal assets. For example, increased frequency and severity of weather events, like floods and power outages due to storms, demands more LOS measures around asset resiliency, measuring the ability to withstand such events. The area of Climate Science has become very extensive, and this AMP has included a separate section to discuss climate measures and impacts.

The Township has not developed its own Risk measurements to any great extent, and so the values for Risk Assessment, that will appear in the State of the Infrastructure section which follows, are generic evaluations of Township staff, without specific support behind them.

IT IS RECOMMENDED that time and effort be devoted by the Township in future to a more specific assessment of asset risk, to guide the setting of priorities in future Township budgets for capital assets.



ASSET MANAGEMENT PLAN 2024

3. STATE OF THE INFRASTRUCTURE

This AMP section discloses specific data about the Township’s assets.

A required component is Replacement Cost estimates. Township financial records are based on historical costs, and because many assets are quite old, those financial values are of little benefit for asset management, and they can even be misleading. Historical values are shown in the summary Table 5 below, just to indicate how far off from current replacement values they are.

These are the sources of data used to compile this AMP section, with data-confidence ratings shown:

TABLE 4 : Data Sources used

Source of Data	Data Confidence	
Township TCA asset accounting records	4 - Reliable	Somewhat outdated
2023 OSIM report on Bridges and large culverts	5 – Highly Reliable	current
Discussions with current Township staff (vehicles+equipment)	5 – Highly Reliable	current
Road Study 2023	5 – Highly Reliable	current
Building Condition study 2023	5 – Highly Reliable	current
2023 Year-End annual Water System Report	5 – Highly Reliable	current

New external studies were completed in 2023 for roads, bridges and buildings, so more accurate asset data was available for this AMP than was available for the 2022 AMP.

Table 5 lists the asset categories with Historical Cost values, Replacement Cost estimates and a generic high-level Condition estimate. More in-depth Tables for each asset category follow. Road Bases are separated because they are assets that will not be replaced normally, except in rare situations where a full road reconstruction is considered necessary.

Table 5 : High Level Asset Valuations

Asset Category	Financial Records Historical Cost	Replacement Cost 2024-\$ estimated	Overall Condition assessment
Stormwater ponds	624,318	1,000,000	Fair
Stormwater mains and catch-basins	90,583	236,250	Fair
Asphalt road surfaces	4,631,738	4,966,000	Fair to Poor
Gravel road surfaces	1,642,245	2,675,750	Fair
Bridges and large culverts (over 3 metres)	6,546,743	41,362,000	Good to Fair
Smaller culverts, cross-culverts, guiderails, posts	477,471	600,000	Fair
FairPublic Works vehicle fleet	2,281,860	5,160,000	Fair to Poor
Land improvements including Parks (park. lots,etc.)	790,443	1,000,000	Fair
Land – all township property	1,752,709	5,500,000	Fair
Stormwater properties		1,000,000	Fair
Buildings – all Dep'ts. including Leasehold Improv.	525,286	5,700,000 -400,000water	See list. Poor /Critical
Equipment – all Dep'ts.	573,891	650,000	Fair
SUBTOTAL A Tax-Supported Assets	\$ 19,937,287	\$ 69,450,000	
Water facility (1972)	150,752	400,000	Poor
Water mains (1972)	113,720	330,000	Fair
Wells, Hydrants, Pumps and other equipment	284,443	528,250	Fair
SUBTOTAL B Rate-Supported Assets	\$ 548,915	\$ 1,258,250	
SUBTOTALS A+B Excluding Road Bases	\$ 20,486,202	\$ 70,708,250	
Road Bases: paved roads	1,839,250	1,839,250	Bases are normally not replaced
: gravel roads	493,940	1,605,450	
TOTAL	\$ 22,819,392	\$74,152,950	

Township assets have total estimated current replacement cost of about \$74.1 million, or 3.25 times the value showing on the Township books and audited financial statements.

Replacement costs above are based on “**like-for-like**” **asset replacements**, meaning these are the costs in 2024-\$ to replace existing assets with similar (or identical) assets, without considering upgrades to asset size, expanded capacity, better technology, etc., that are available for purchase in today’s marketplace.

Next this State of the Infrastructure section looks at each core asset category more closely.

Stormwater assets

Stormwater mains (2,399 m. of 4-inch, 6-inch and 12-inch Main Drain), catch-basins (25), manholes and detention ponds (7) are all relatively newer assets compared with those in other categories, and no replacements or rehabilitations are foreseen in the next few years. Regular maintenance including clean-outs and inspections should be sufficient to keep these assets in functioning condition. All stormwater assets are considered in good condition. A thorough study of these assets is planned for 2024.

Roads

The Township road network has 36.8 km. of paved roads, 0.9 km. of surface-treated road, and 107.0 km. of gravel roads **for a total network of 144.7 km.** or 289.4 lane-km.

The road conditions have been evaluated by township consultants as:

- 78.45% Good/Satisfactory (PCI = 71 +)
- 16.04% Fair (PCI = 50 – 70)
- 5.51% Poor (PCI < 50)

Roads are classified by the Ministry of Transportation (MTO) into Classes, per O. Reg. 612/06. Road classes are based on both Speed Limits and Average Daily Traffic (ADT) volumes. The breakdown of township roads is:

TABLE 6 All Roads by ADT

ADT traffic range	Township Roads in km.	Road Class
Below 200 (gravel)	105.65	6
200 to 499	17.21	6
500 to 999	5.93	5
1,000 to 1,999	7.14	4
2,000 to 2,999	3.07	3
3,000 to 3,999	1.36	3
4,000 + (shared responsibility, Boundary roads)	4.34	3
	144.7	

The consultants recommend upgrading the 5.93 km of road where ADT is 500 to 999 to a high class bituminous (HCB) surface. These are the southern section of 18th Line and the middle section of A-Line.

Table 7 is a listing of road segments and PCI's (Pavement Condition Indexes) for asphalt roads. Gravel roads receive top-up gravel on a 3-year cycle, and also dust suppressant (calcium) is applied annually.

Table 7 Township Asphalt Roads ranked by PCI

Road Segment	Road Name	Length in km.	PCI value	PCI category
LR0040	Hilltop Crescent	0.657	43	Poor
SR0140	EG-Caledon townline	0.880	49	Poor
SR0130	EG-Caledon townline	0.496	49	Poor
SR0120	EG-Caledon townline	0.745	55	Fair
LN1000	10 th Line	3.084	63	Fair
LR0131	Grand Crescent - Marsville	0.077	63	Fair
SR0150	EG-Caledon townline	1.349	64	Fair
LN1850	W. Churchill Blvd.	0.494	65	Fair
LR0035	Old Carriage Road	0.145	69	Fair
LR0140	Victoria Blvd. - Marsville	0.385	70	Satisfactory
	others	15.979	71 to 85	Satisfactory
	others	12.494	85+	Good
		36.785		

Bridges and Large Culverts

These assets are required to be inspected every two years, per the MTO Ontario Structures Inspection Manual (OSIM) guidelines. Condition is measured by a Bridge Condition Index (BCI) measure, established through the MTO. BCI measures are

- 70 to 100 = Good
- 50 to 69 = Fair
- 20 to 49 = Poor
- Below 20 = Critical

The Township has 31 of these assets and 2023 inspection results show BCI values of 19 Good (61%), 11 Fair (36%), 1 Poor (3%) and none Critical. The average BCI across all 31 assets went from **65.9 in 2019 to 68.8 in 2021 to 71.6 in 2023**. Table 8 lists the 31 bridge/large culvert assets and their BCI as measured in 2023:

Table 8 Bridges and Culverts BCI

I.D.	Located on		Replacement Cost	B.C.I.	
0001	20 th Sideroad	CSP multi-plate Ellipse culvert 1976	708,000	60.30	Fair
0002	10 th Line	Cast-in-place concr rigid frame 1950	895,000	73.71	Good
0003	10 th Line	Prefabricated fibreglass bridge 2015	1,133,000	97.62	Good
0004	10 th Line	Cast-in-place concr rigid frame 1945	833,000	73.63	Good
0005	10 th Line	CSP multi-plate Ellipse culvert 1972	1,083,000	44.10	Poor
0006	11 th Line	Precast concrete I-Girder 1987	4,843,000	74.65	Good
0007	12 th Line	Bowstring Arch (concrete, 2020 rehab.)	4,893,000	80.92	Good

0008	13 th Line	Steel Truss (timber deck) 2014 rehab	4,108,000	51.49	Fair
0009	10 th Line	Precast concrete I-Girder (replac 2008)	5,648,000	90.99	Good
0010	11 th Line	Cast-in-place concr rigid frame 2003	1,508,000	87.55	Good
0011	20 th Line	CSP multi-plate Ellipse culvert 1969	1,020,000	68.89	Fair
0014	10 th Sideroad	Cast-in-place concrete T-beam 1930	1,270,000	70.44	Good
0015	13 th Line	Cast-in-place concr box culvert 1979	958,000	74.78	Good
0016	EG-WG TnLn	Cast-in-place concr box culvert 1960	708,000	56.74	Fair
0017	13 th Line	Cast-in-place concr box culvert 1940	645,000	62.50	Fair
0019	16 th Line	Cast-in-place concr box culvert 1960	770,000	74.64	Good
0021	12 th Line	CSP multi-plate Ellipse culvert 2007	583,000	73.89	Good
0022	18 th Line	Cast-in-place concr box culvert 1940	583,000	74.47	Good
0023	19 th Line	Cast-in-place concr box culvert 2007	708,000	91.09	Good
0024	EG-Caledon	Cast-in-place concr box culvert 1950	833,000	67.88	Fair
0026	EG-Erin TnLn	Cast-in-place concr box culvert 1940	708,000	54.94	Fair
0027	EG-Caledon	Cast-in-place concr box culvert 1945	583,000	74.35	Good
0029	EG-Erin TnLn	Cast-in-place concr box culvert 1940	708,000	67.65	Fair
0031	EG-WG TnLn	Cast-in-place concr box culvert 1940	645,000	64.59	Fair
0041	10 th Sideroad	CSP round culvert	580,000	75.00	Good
0042	10 th Sideroad	Cast-in-place concrete Rigid frame	580,000	69.39	Fair
0043	13 th Line	CSP round culverts (2)	640,000	75.00	Good
0044	15 th Line	Cast-in-place concrete Rigid frame	580,000	74.06	Good
0045	EG-Erin TnLn	Cast-in-place concrete Rigid frame	722,000	56.40	Fair
0046	EG-Erin TnLn	CSP Arch culvert 3.2 m 2000	770,000	76.78	Good
0047	EG-Caledon TL	Cast-in-place concrete box 5.4 m	1,116,000	80.04	Good
			41,362,000		

In addition to these assets, there are also bridges/culverts on the municipal boundary that are shared with neighbouring municipalities. Those assets will be included on the AMP of the other municipality, as they are the owners, but the Township cost-shares in any major rehabilitation done to those assets. This cost-sharing situation will appear, and have some impact, in the Financing Strategy section of this AMP.

Smaller bridges and culverts include the ID numbers 12, 13, 18, 20, 25, 28 and 30 which are intentionally missing from Table 8, plus a large number of corrugated steel culverts valued at under \$3,000 apiece. Collectively, they are valued on the Township books at \$477,471. Condition ratings for these assets are not available. For this AMP, these assets are all listed as being in Good condition. They are estimated to have a replacement value of roughly \$600,000 per Table 5.

Bridge and culvert replacement cost values also include engineering design, contingencies, concrete end-barriers, guide posts and steel beam guide rails.

Normally in any AMP section on State of the Infrastructure, within asset Tables like Tables 5 to 8 above, a Risk measurement would be disclosed next to the condition

assessment of each asset. Risk measurement methods appeared in the Levels of Service section.

Risk values have been excluded from the Asset Tables in this section because the Township has not completed any formal risk assessment on its core assets. For this 2024 AMP, for simplicity and due to a lack of reliable information, Risk is assessed as Moderate for all Core Assets.

Non-Core Assets

Table 9 Vehicle Fleet

Asset ID	Description	Replacement Cost	Condition	Odometer end of 2023
76	2013 Western Star tandem-axle plow truck	\$450,000	Fair	228,629
77	2015 Western Star tandem-axle plow truck	\$450,000	Fair	114,984
78	2005 International tandem-axle plow truck	\$450,000	Poor	280,489
79	2009 Volvo tandem-axle plow truck	\$450,000	Fair	189,070
70	2020 Silverado 2500HD	\$65,000	Good	163,440
71	2015 Sierra 1500 4-dr.	\$65,000	Fair	224,716
72	Volvo loader	\$550,000	Fair	3,779 hrs.
73	2001 Volvo 740 Grader	\$700,000	Poor	10,790 hrs.
74	2012 Volvo 976 Grader	\$700,000	Fair	5,550 hrs.
75	2016 J. Deere Grader	\$700,000	Fair	5,318 hrs
701	2015 Hitachi excavator	\$400,000	Fair	6,838 hrs
702	2011 4WD Sierra pickup	\$65,000	Poor	325,794
703	2024 4WD Sierra pickup	\$65,000	Good	4,017
	HOLMS Sweeper 501174	\$50,000	Good	
		\$5,160,000		

Plow Truck 78 is 20 years old and needs to be replaced. Pickup 702 is no longer in regular service, and was replaced by 703.

Table 10 Land Improvements

	Historical Cost	Replacement Cost estimate	Condition
Works shop/sand dome parking lot	\$ 21,524	\$ 130,000	Poor
Gravel pit driveway, boundary fencing	11,282	35,000	Poor
Rayburn Meadows playground equip. 2023	100,217	110,000	Good
Rayburn Meadows other	41,274	To be deleted	
Orton Park amenities#, parking lot	31,297	50,000	Fair
Tot Haven Park amenities#	27,962	30,000	Fair
Garafraxa Woods parkette amenities#	11,392	20,000	Fair
Brookhaven Park amenities# + parking lot	108,214	125,000	Fair
Marsville Park amenities# + parking lot	72,796	90,000	Good
Nature's Landing trails	56,860	70,000	Good
Nature's Landing amenities (playground equip.)	250,847	280,000	Good
Nature's Landing site work 2022	56,778	60,000	Good
	790,443	1,000,000	
<i>#Includes fences, baseball backstops, basketball courts, parking lots, etc.</i>			

The township has no current plans to upgrade or renovate any Land Improvements listed above.

One additional asset not shown above is **LEASEHOLD IMPROVEMENTS**.

The township leases its admin. office space, and in 2020 the township made internal renovations to the leased physical space in the total amount of \$371,922. This amount does not include anything movable, such as furniture, technology items or kitchen appliances, which all appear under Equipment.

Table 11 Land

Prop. Size (acres)	Description	Replacement Cost	Condition
2.93	Orton Park	\$232,000	Fair
1.07	Marsville Park 207 ft. frontage	\$123,000	Fair
1.82	Rayburn Meadows Park 182.3 ft. frontage	\$294,000	Fair
0.89	Nature's Landing Park 423 ft. frontage	\$280,000	Fair
1.06	Northridge & Forest Hill Lane park	\$285,000	Fair
3.89	Old Carriage Rd @ Rd. 23 Gara.Woods park	\$300,000	Fair
4.91	Brookhaven Park	\$303,000	Fair
16.57	SUBTOTAL Parklands	\$1,817,000	

9.07	vacant farmland, 13th Line	\$1,143,000	Fair
47.86	gravel pits / quarry 17 th Line	\$700,000	Fair
3.00	vacant farmland, 15th Line conc. 16	\$400,000	Fair
1.03	vacant farmland, 19th Line @ Rd. 3	\$189,000	Fair
1.72	cemetery land, 12th Line	\$197,000	Fair
0.22	Land under Community Hall	\$83,000	Fair
2.00	Land under Works garage+sand dome	\$280,000	Fair
0.14	for drainage laneway, Marsville	\$80,000	Fair
0.17	for drainage laneway, Marsville	\$81,000	Fair
0.64	drainage laneway, R.M. & NLW subdiv.	\$270,000	Fair
0.39	drainage laneway, R.M. & NLW subdiv.	\$260,000	Fair
82.81			
		\$5,500,000	

Table 11A The Land listing above does not include these stormwater properties:

Prop. Size (acres)	Description	Replacement Cost	Condition
0.25	Brookhaven Cres. subdivision	\$200,000	Fair
0.10	end of Maywood Drive	\$180,000	Fair
0.10	end of Maywood Drive	\$180,000	Fair
0.10	on Woodland Drive 134.7 ft frontage	\$180,000	Fair
0.40	on Woodland Drive 134.7 ft frontage	\$200,000	Fair
0.50	on Nature's Landing	\$30,000	Fair
0.81	A-Line at Caledon TnLn 156.5 ft frontage	\$30,000	Fair
		\$1,000,000	

Buildings

The township has relatively few municipal buildings, as many municipal services in the township are contracted-out to adjacent municipalities that provide the physical facilities from which those services are provided [arenas, pools, libraries, firehalls].

A comprehensive Building Condition Study was completed in 2023 on the township buildings. The study analyzed each building by its component parts. The buildings were assigned an overall FCI (Facility Condition Index) rating based on this scale:

- 0 to 10% Excellent / as new
- 11 to 30% Good / performs its function
- 31 to 60% Fair / needing repair to prolong life
- 61 to 80% Poor / cannot be relied on to perform its function
- Over 80% Critical / immediate replacement, safety or code violations

Table 12 lists township buildings at a high-level overview:

BUILDING	Township Historical Cost	Estimated Replace. Cost	FCI score	Year built	Recommended repair costs 1 to 5 yr. period
Orton Park					
Storage shed	\$ 53,912	\$ 100,000	8% Excellent	2014	00
Orton Park	\$ 106,645	\$ 650,000	1% Excellent	2015	8,000
Open-air Pavilion					
Marsville Community Centre	\$ 83,967	\$1,500,000	79% Poor	1950	130,000
Public Works	\$ 81,438	\$ 700,000	10% Excellent	1987	10,000
Sand Dome					
Public Works shop and fleet garage	\$ 177,692	\$2,100,000	16% Good	1980	67,500
Marsville Water System pumphouse	\$ 150,752	\$ 400,000	98% Critical	1972	140,000
Gravel Pit shed 1	\$ 21,632	\$ 250,000	48% Fair	1978	110,000
Gravel Pit shed 2		demolition	102% Critical		n/a to demolish
Gravel Pit shed 3		demolition	160% Critical		n/a to demolish
<i>Sheds have no HVAC, no plumbing, electrical systems are abandoned</i>					
	\$ 676,038	\$5,700,000			

The township has provided some funding in its 2024 budget to complete some building repairs. Building replacement values include approx. allowances for energy efficiency improvements to modern standards, for heating and cooling systems and electricity.

Equipment

Assets in this category are generally of lower values but are significant in total. They have shorter useful lives and are replaced more frequently, such as technology items.

Instead of a detailed, itemized listing, Equipment assets are grouped for simplicity:

TABLE 13	Historical Cost	Replac. Cost	Condition
Admin items furniture etc.	70,002	75,000	Good
Admin technology items	61,700	65,000	Good
Community Hall furnishings	4,806	10,000	Fair
Public Works tools, technology, etc	146,453	175,000	Fair
Road Signs - pooled	290,930	325,000	Fair
	\$ 573,891	\$ 650,000	

Water System (Marsville subdivision)

This table lists the main assets within the waterworks system serving 33 properties in the Marsville subdivision. The system has been in place since 1972.

TABLE 14 Water System Assets

	Historical Cost	Replac. Cost	Condition
Pumphouse building 1972 [containing pumps, materials, etc.] concrete block structure with masonry, vinyl siding, and sloped shingled roof	150,752	400,000	Poor
150mm watermains 1972-install Total length = 640 m. (not including surface restorations)	113,720	330,000	Fair
Five hydrants (not functioning)	7,367	52,000	
Monitoring wells at gravel pit	24,744	26,750	Fair
Marsville production well + upgrades	86,603	145,000	Fair
2 nd Well, not in service	6,539	75,000	
Water Tank 2013	12,750	13,500	Fair
Motors, valves+process-piping, boxes, pumps, flow meter, chlorinator, tanks, analyzer, chemical injectors, SCADA, electrical controls, raw-water piping	146,440	216,000	Fair
	\$ 548,915	\$ 1,258,250	



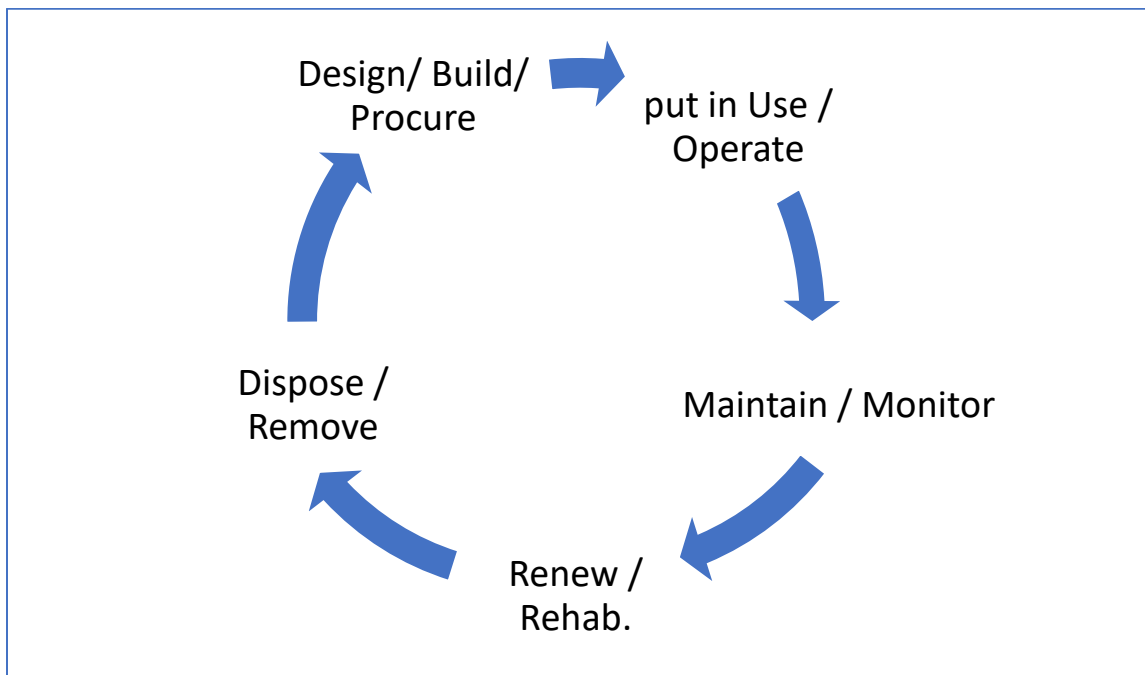
ASSET MANAGEMENT PLAN 2024

4. ASSET MANAGEMENT STRATEGY

This AMP section relates to identifying a set of actions that will assist the Township in maintaining its core assets in such condition that they may continue to provide current levels of service to residents.

These actions typically include:

- Non-infrastructure solutions
- Maintenance activities
- Renewal or rehabilitation
- Replacement and Expansion
- Disposal



ASSET LIFECYCLE aka CRADLE-to-GRAVE

Non-infrastructure solutions and maintenance activities involve the work carried out in day-to-day care of existing assets, to keep them in operating condition. Renewal and rehabilitation is the next Asset Strategy phase, when assets need a major overhaul to remain operational. Replacement is the stage where an asset is beyond rehabilitation, can no longer provide service and must be replaced. Expansion includes making plans to expand services due to growth, which normally involves more, or larger, assets than those previously in use, and not simply replacing “same with same”. Disposal involves the removal of an expired asset that is no longer of any use.

The Township currently faces serious near-term financial shortfalls for its capital assets, which will be made clear in the Financial Strategy section 5 of the AMP. This reality places the primary emphasis within the Township’s Asset Strategy on maintenance activities and non-infrastructure solutions, because it is known that necessary funds are not available for renewals, rehabilitations and replacements of core assets.

This Table identifies typical actions the Township could take, specifically for roads and bridges and culverts:

Table 15 Typical Lifecycle Actions

Non-infrastructure solutions		Changes in asset use to lessen stress on the asset : making changes to hours of operation, take break times during asset use, safer storage, regular cleaning
Maintenance activity		Snow-plowing, sweeping, grading of ruts and pot-holes, shouldering, crack sealing, cold patching, weed + grass cutting, ditching, dust control, re-graveling, deck washing, OSIM inspections, component repairs as indicated by the inspection, line-painting All part of day-to-day Public Works activities
Renewal + Rehabilitation		Asphalt removal and resurfacing. Replace joints, concrete abutments, barriers, decks, bearings, wingwalls
Replacement		Remove existing asset and install new asset of approx. the same dimension and materials
Expansion		Install a new, different asset to perform similar function, but with increased size, or more capacity, or more features, or improved technology
Disposal		Remove the replaced asset from its former location, sell or trade-in, landfill, incineration

It is recommended that the Township develop a multi-year Capital Plan that looks at existing assets and evaluates their physical condition. Based on what the data shows, realistic timetables for asset replacements need to be established. These timetables would then be converted to budget requirements based on current asset market prices, anticipated inflation increases and a matching up to the expected replacement dates.

Next, the required funding per year, for asset replacement, should be analyzed against sources of funds available. If necessary, compromises should then be made to accommodate financial shortfalls, but without over-extending reasonable asset lifecycles by over-extending replacement dates.

Where compromises are made, because of financial shortfalls, they should be reflected in increased operating budgets for repair and maintenance costs, for older assets with delays to their replacement times.

Another aspect of an Asset Strategy is lifecycle record-keeping, maintaining ongoing service records or “log-books” for large assets, such as documenting when parts were replaced or rebuilt, for example. It is recommended that asset lifecycle records be maintained.

Good maintenance of assets will

- Avoid the need for earlier-than-planned replacement
- Save financial resources through fewer major repairs
- Ensure asset performance meets customer expectations for levels of service (for example, residents expect a road that they can drive on without damaging their vehicle)
- Benefit Township employees’ health and safety by reducing chances of accidents caused by asset failure

When performing asset maintenance, these factors should be considered:

- Is the repair cost-effective? How much longer will the asset last by doing this?
- Time delays : how long will the repair work put the asset out-of-service? Example road closures, or temporary single-direction traffic
- Have local utilities been contacted? (gas, hydro)
- Will this work impact surrounding municipalities?

A recent development in Asset Strategy is the emergence of climate change adaptation in infrastructure planning. Climate adaptation is necessary to cope with the adverse effects of climate change on human and natural systems. When the Township is scheduling rehabilitation or replacement of bridges or culverts in future, consideration should be given to ways of making the new/ renewed asset more resilient to the adverse consequences of climate-related hazards.

In summary, because of limited resources, in the near-term the Township Asset Strategy will continue to consist mostly of good maintenance practices, to keep Township assets in working condition, to meet service levels expected by residents. This will remain the case until sufficient financing is raised to make asset replacements.



ASSET MANAGEMENT PLAN 2024

5. FINANCIAL STRATEGY

The Financial Strategy outlines the recommended approach to raising the funds needed to address the full asset lifecycle costs outlined in section 4 of the AMP, namely:

- Annual maintenance of capital assets a.k.a. Operating Costs
- Major rehabilitation or renewal costs (capital costs) to extend asset useful life
- Asset replacement costs (capital costs)
- Asset inventory expansion costs (capital costs)
- a Capital Plan to fully fund replacements/upgrades based on a best-estimate for the expected timing

Calculations should take Inflation into consideration.

There will always be a shortfall, commonly referred to as an Infrastructure Gap. This AMP will use the term “I-Gap” for this. The Financial Strategy must, by necessity, compromise in addressing the I-Gap, based on limited resources and the magnitude of the I-Gap. It will likely be the case that addressing the I-Gap will need to be a slower, more gradual process than what would be considered ideal. The main goal of the Township should be to consistently, although gradually, reduce its I-Gap over a period of years. This main goal will attempt to move the Township towards asset management **sustainability**.

The term **Capital Costs** will be used to include major rehabilitations, complete replacements, and expansion of capital assets. There might need to be some Capital cost deferrals due to a lack of available funding. Tax-supported funding levels for Capital costs adopted for the 2024 Budget are low; there is a long way to go to get to a sustainable level of Capital cost funding.

All types of funding sources will be included. External sources are based on the current levels of funding, including

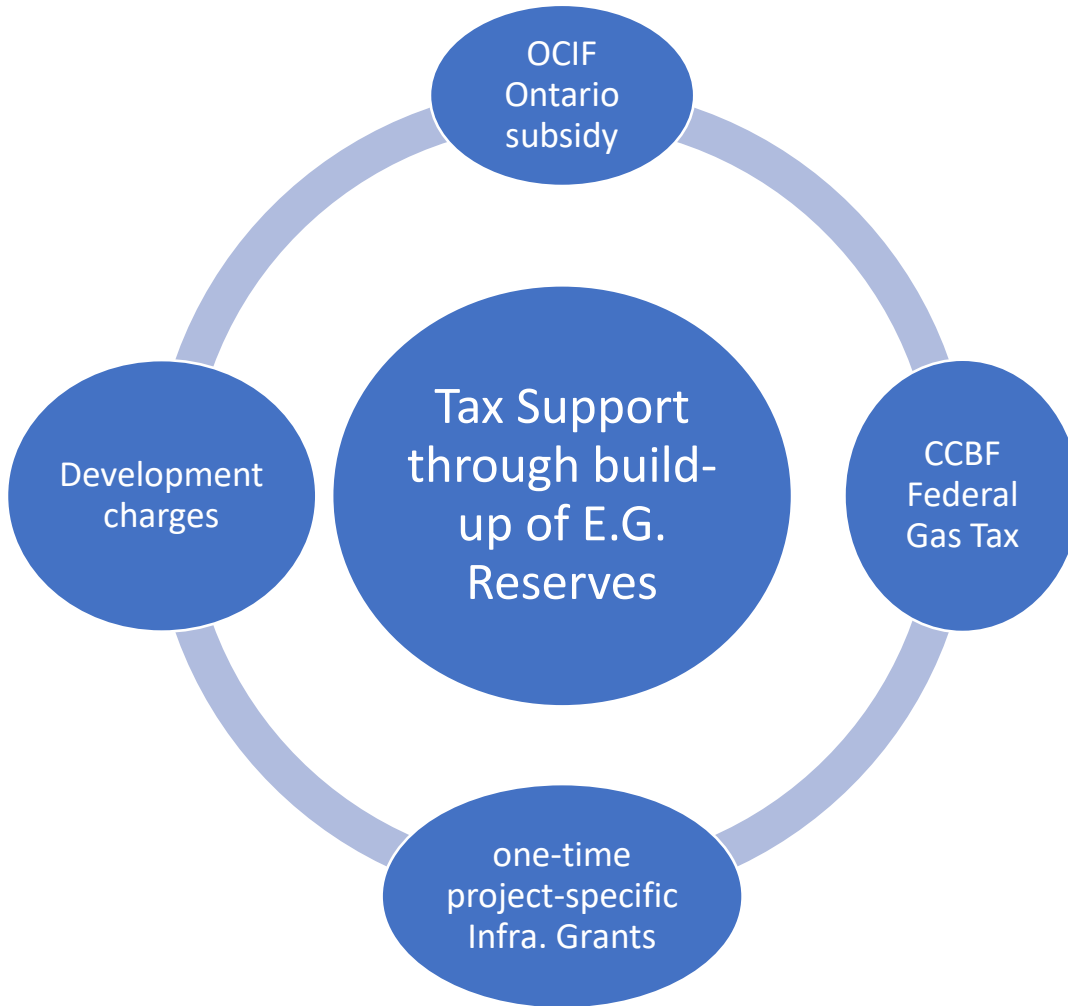
- Federal Gas Tax
- OCIF Provincial grant funding

The amounts of these two external funds are not under the control of the Township and are subject to change from time to time.

Internal sources of funds, which are under Township control, include:

- Property taxation
- Development Charges (although restricted in their use)
- Reserves established by the Township

SOURCES OF CAPITAL ASSET FINANCING



The following estimates are for annual township operational costs (not Capital Costs) required to maintain core assets, based on 2023 actual costs. All these costs are funded through property taxes, except waterworks, funded by user fees from customers on the water system. There can be no deferrals of these costs, they must be paid at the time they are incurred, to enable the operation of the related assets, to deliver services.

Employee costs (salaries + benefits) are considered indirect costs and are excluded, although it is recognized that a portion of time spent by Township staff is devoted to maintaining and operating township capital assets.

Table 16 Annual Operating Costs for Capital Assets

Asset Group	Description of Maintenance Cost	Amount from 2023
Water System	Hydro, inspection, repairs as needed	\$ 35,000
Water system	Insurance protection	2,800
Bridges + culverts	Repairs, parts, contracted service	3,000
Gravel roads	Dust control , calcium chloride	130,000
	Gravel + crushing + hauling	120,000
	Winter sand + salt 50%	42,000
Paved roads	Winter sand + salt 50%	42,000
	Crack Sealing and cold patching	31,300
	Grass mowing and weed-spraying	7,600
	Road markings / line-painting	4,100
	Liability insurance	35,000
Vehicles	Licenses	11,500
	Fuel	105,000
	General repairs	83,000
	Tires, Blades, other materials	50,000
Works Garage+Shop	Utilities and repairs	13,000
Other buildings	Utilities and repairs	9,700
		725,000

These annual costs can potentially increase substantially without notice. Inflation may cause large increases in some of these costs (fuel is a good example). Existing assets will be worn-down, and repair costs will increase, over time, especially if major capital asset rehabilitations and replacements are consistently being postponed. **Table 16** Operational Costs of capital assets amount to 18% of the 2024 tax levy, not including any staffing costs.

Capital asset cost data for preparation of forecasts of major asset rehabilitations and replacements were obtained from:

- Roads Needs Study 2023
- OSIM bridge and culvert reviews, every 2nd year per legislation
- Annual capital summary for water system, from external contractor

Bridges and culverts project data come from the 2023 OSIM review, and water asset data comes from the 2024 external contractor’s estimates for capital work. The timing of the projects in Table 17 may differ somewhat from the consultant reports. Due to limited funds, it is recognized some projects may be deferred, and the Township would be accepting the inherent risks of project deferral. Compromises in the timing of work, due to a lack of resources, is already a reality at the township. Availability of contractors to actually perform the project work (referred to as “Capacity issues”) can also be a factor in project timing.

Property taxation is normally the largest source of funding for capital work. Taxation must be increased gradually, but consistently, as much as future budget approvals will permit. Township Capital Reserves have not been built up to the level required to meet future capital project needs. In recognition of this, in the following **Table 18** financial plan, care has been taken to ensure OCIF grants, Gas Tax and Development Charges are used within the time limits imposed on their use.

Another source of financing for capital projects is Long Term Debt. The Township will need to take on some debt to meet its capital needs, due to the low level of its other funding sources. Debt has not been used by the Township in the past. Debt is a sensible method to finance large projects, because ongoing debt repayments will spread the capital asset cost of those large projects over several years, matching the fact that the related asset should be providing service for many years, therefore the residents benefitting from the services provided by that asset will be paying for the asset, instead of the full cost being borne by only those residents of the year in which the asset was acquired.

Debt Policy for many municipalities often does not permit taking on debt to replace or rehabilitate any existing asset, with the Debt Policy limiting any new debt taken on to the purpose of new asset additions only, such as the construction of a new building. The financial analysis on **Table 18** shows the Township is not in a sufficient financial position to avoid using new debt as a source of funds for asset replacements, whenever a large project comes up, as now forecasted for 2029.

The Capital Project Plan forecast that follows (**Table 17**) covers 2024 to 2031 for capital project spending. The goal of increasing tax support for capital project purposes is built into this forecast, where tax support needs to increase annually, as contribution to Reserves, in order to have sufficient Reserves in place when they are required.

All projects in the capital project forecast in **Table 17** relate to existing assets. No provision has been made for anything new, be it new roads, bridges or culverts, any vehicle fleet expansion, or any new buildings, stormwater assets or water system assets. All the Capital Cost figures in **Table 17** are for the rehabilitation of, or replacement of, existing assets.

TABLE 17 CAPITAL WORKPLAN FORECAST

	Road Resurfacing	Bridges or Culverts	Buildings	Vehicles	Others
<u>2024</u>					
50% share of Caledon paving on Townline: Shaws Creek to 19th Line HL3	\$ 150,000				
replace 2005 Int'l. plow-truck				\$ 450,000	
County to replace Computer Server					\$ 10,000
<u>2025</u>					
upgrade A-Line to asphalt, from 1km north of O.C.Rd. to Rd.3/Rd.11 intersection	\$ 410,000				
replace culvert 005 on 10th Line		\$ 1,100,000			
Water pumphouse roof replacement			\$ 22,000		
various repairs to buildings, specifics t.b.d.			\$ 75,000		
<u>2026</u>					
resurface Hilltop Cr. 0.657km	\$ 183,000				
various repairs to buildings, specifics t.b.d.			\$ 75,000		
<u>2027</u>					
Bridge 008 on 13th Line: design work (see 2029)		\$ 125,000			
replace 2001 Volvo 740 grader				\$ 700,000	
various repairs to buildings, specifics t.b.d. <i>(likely will include replacing Works garage septic system)</i>			\$ 75,000		
<u>2028</u>					
replace structure 0045 on Erin-EG TnLn		\$ 740,000			
resurface 500m W.Churchill Blvd.	\$ 60,000				
various repairs to buildings, specifics t.b.d.			\$ 75,000		
<u>2029</u>					
replace truck #71 2015 Sierra 1500				\$ 70,000	
Bridge 008 on 13th Line: replacement OR		\$ 4,150,000			
Bridge 008 on 13th Line: rehabilitation		\$ 1,400,000			
various repairs to buildings, specifics t.b.d.			\$ 75,000		
<u>2030</u>					
Culvert 0026 on Erin TnLn : rehabil. only		\$ 325,000			
resurface 3,000m 10th Line Erin TnLn -Rd. 3	\$ 450,000				
replace 2013 W.Star plow truck				\$ 500,000	
<u>2031</u>					
resurface Grand Cres+Victoria Blvd.Marsville	\$ 90,000				
replace truck #70 2020 Silverado 2500HD				\$ 73,000	
<u>2032</u> no forecast, too distant					
<u>2033</u> no forecast, too distant					
	\$ 1,343,000	\$ 3,690,000 with 008 rehab	\$ 397,000	\$ 1,793,000	\$ 10,000
Capital project spending forecasted for next 8 years			\$7,233,000	<i>if Bridge 008 rehabil. and not replaced</i>	
WorkPlan does not address any equipment replacements					
WorkPlan does not address the future of Marsville Hall building					
WorkPlan does not consider Stormwater assets					

Table 17 shows the township faces the need to finance \$7.2 million of capital spending over the next 8 years. This work is also needed to avoid losing some of the OCIF and Gas Tax funding that the township receives.

Most municipalities use capital forecasts, that identify their capital asset needs, to support committing to annual tax increases of 1% to 2% for more tax support of capital work, on top of operational budget tax increases. This is commonly referred to as a Capital Levy. The 2024 township tax levy was about \$3.9 million, so a 1% increase would raise \$39,000.

Township taxes set for 2024 included a Tax Levy increase of 2% over 2023, for capital project cost purposes. The township has increased its Tax Support for capital projects from a low-point of \$142,000 in 2021 up to \$270,000 in 2024.

Table 18B is a financing scenario for the capital costs shown for 2024 to 2028 in **Table 17**. This financing scenario is designed to:

- Fully fund each year's projects
- Do not over-draw any sources of financing, and allow some flexibility in case the project costs are higher than estimated (for example, annual inflation allowance of 3% may not be realistic as marketplace changes)
- Commit to modestly increase the Tax Levy support every year for capital projects on a consistent basis, never taking a "year off"
- Limit the use of new debt to only very large projects

New Debt is used only once, in 2029 for a major bridge rehabilitation of \$1.4 million (for a bridge on the 13th Line, that would cost \$4 million+ to replace rather than rehabilitate). It is possible that there could be one-time infrastructure grants available for such a project, and if the Township successfully applied for such a grant, debt could be reduced or avoided.

Like any multi-year workplan, capital project budgets are subject to changes by Council, and each year going further-out in the forecast, the numbers become more uncertain. For that reason, **Table 18B** only considers the financing of projects up to 2028.

Stormwater asset projects have been excluded, because of the lack of detailed information on the state of township stormwater assets. An external study will be done in 2024 to gather information on stormwater assets.

Any financial plan must have flexibility built-in as a crucial element of the plan. The existing Township reserves need to be built up, for any unexpected road, bridge or culvert project, so that the Township has some capacity to respond to an emergency situation.

Climate change will certainly increase the likelihood of an emergency (see Section 6).

There is a requirement to spend CCBF Gas Tax and OCIF funds within five years of receipt, or else those funds must be returned. This forecast was based on using some Gas Tax money and OCIF money in time to avoid this "claw-back".

Although much of the water system assets are decades old, the external consultant’s ten-year capital forecast for water asset capital work in upcoming years contains only minor repair costs forecasted, that can be funded from the existing Water Reserve, so they are excluded from Tables 17 and 18.

Table 18A CAPITAL FORECAST – Project Costs (from Table 17)

ASSET CLASS	2024	2025	2026	2027	2028	
SPENDING (Table 16)						
Asphalt roads	160,000	400,000	183,000		60,000	803,000
Bridges+culverts		1,100,000		125,000	740,000	1,965,000
Vehicles	450,000 Plow truck			700,000 Grader		1,150,000
Buildings	0	97,000	75,000	75,000	75,000	322,000
Stormwater assets		No specific data available at this time				
Others (technology)	10,000					10,000
	620,000	1,597,000	258,000	900,000	875,000	\$4,250,000

Table 18B CAPITAL FORECAST - funding [where \$\$ will come from]

	2024	2025	2026	2027	2028	
From Road Reserve		50,000	163,000	50,000		
From Bridge Reserve		350,000			250,000	
From Fleet Reserve	350,000			650,000		
From CCBF Gas Tax	160,000	415,000	20,000		250,000	
From OCIF		340,000		107,500	50,000	
From Develop. Charges		145,000		17,500	110,000	
From taxes raised for <i>Technology + buildings</i>	10,000	75,000	75,000	75,000	75,000	
From Prev.Yr. Surplus	100,000					
From NEW Infra Reserve					140,000	
From other sources: <i>Water Rsrv., Developer\$</i>	0	222,000				
	620,000	1,597,000	258,000	900,000	875,000	4,250,000

Gas Tax is relied upon heavily in Table 18B, such that it is expected there will be close to zero unspent Gas Tax on hand by the end of 2028 (see **Table 18C**).

The Fleet Reserve will be near zero after the 2024 plow purchase, and it will need to be replenished over each of the next three years (2025 to 2027) to be able to fund the replacement of the 2001 grader by 2027.

The Capital Plan provides no top-up of either the Road or the Bridges Reserves, but includes some spending of them in 2026, 2027 and 2028, so that by the end of 2028 both of those Reserves will be near zero.

In 2024, the Township Budget included \$270,000 for capital reserves. **Table 18B** shows, indirectly, the need to bump annual tax-levy contributions to about \$500,000 so that, when added to \$100,000 each of Gas Tax and OCIF funds coming in every year, the township

would have approx. \$500K + \$100K + \$100K = \$700,000 raised per year for its capital work. This gap between \$270,000 and \$500,000 is a rough estimate of the Township's **Infrastructure Gap**. That difference of \$230,000 **amounts to roughly a 6% tax increase**.

But that is an incomplete picture.

All municipalities have an Infrastructure Gap, or **I-Gap**. The I-Gap is the shortfall of available funds compared to the costs of capital work that should be completed each year.

The true I-Gap that exists in the Township is not fully measurable at this time. One reason is the asset needs for stormwater assets are unknown. For this AMP, only a small annual increase for tax support for Fleet has been presumed in the financing **Table 18B**.

The township has I-Gaps in roads, bridges, vehicles and buildings, when you consider the capital needs compared to the funds on hand currently. Capital spending in the next 5 years will mostly use-up any reserves in place for those assets. By the end of 2028, there will be insufficient funding available for projects needed in 2029 and beyond. Inflation will also impact project costs. The inflation impact gets larger when projects are delayed.

Table 18A and 18B have been intentionally structured to only disclose capital projects for which sufficient funding could be made available to complete them, during 2024 to 2028.

Other projects such as the Marsville Hall, any parkland amenities (ball diamonds, tennis courts, playground areas), any equipment replacements, any repaving of parking lots, installation of natural assets such as tree canopies and shrubs, and replacing/renovating the Works Garage, may be brought forward over the next five years. Most of those types of projects would be Ineligible for OCIF or Gas Tax funding. **Table 18C** shows how only minimal capital project funding is expected to remain in place by the end of 2028.

Table 18C CAPITAL FORECAST – Funding Sources analysis

	O C I F	GAS TAX	Road Rsrv	Bridge Rsrv	Fleet Rsrv	Infra. Rsrv
End of 2023	143,975	308,274	262,252	614,467	185,000	0
Additions over 2024 to 2028 5-yrs	500,000 [100K x 5]	500,000 [100K x 5]	0 No additions	0 No additions	1,225,000 From taxes	200,000 From taxes
Spend 2024		-160,000			-350,000	
Spend 2025	-340,000	-415,000	-50,000	-350,000		
Spend 2026			-163,000			
Spend 2027	-107,500	-20,000	-50,000		-650,000	
Spend 2028	-50,000	-250,000		-250,000		-140,000
End of 2028	146,475	-36,726	-748	14,467	410,000	60,000

A major bridge project is tentatively scheduled for 2029 (**see Table 17**), based on the 2023 OSIM study, so the funding for that project would need to come from debt/borrowing (or possibly an Infra. Grant might be available) because by 2029 the other funding sources will be depleted.

Although the township also has a Parkland Dedication reserve fund, and two small reserves for the Community Hall and the Works Garage buildings, they are insufficient in size to fully fund any significant asset upgrades.



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

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April 17, 2024

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Delivered via email

doug.fordco@pc.ola.org

premier@ontario.ca

RE: Hastings County Motion regarding sustainable infrastructure funding for small rural municipalities

Please be advised that Hastings County Council, at its meeting held on March 28, 2024, passed the following resolution:

WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads and bridges and water wastewater and municipally owned buildings including recreational facilities and libraries;

WHEREAS in 2018, the Ontario government mandated all Ontario municipalities to develop capital asset management plans with the stipulation that they be considered in the development of the annual budget;

WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

WHEREAS the only application approved through the recently awarded Housing Accelerator Fund to a small rural municipality was to Marathon Ontario, who received an allocation of \$1.9 million dollars while over \$1.369 billion going to Ontario's large urban centres, resulting in a 0.2% investment in rural Ontario;

WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway;

WHEREAS small rural Ontario cannot keep pace with the capital investments required over the next 20 years unless both the Provincial and Federal Governments come forward with new sustainable infrastructure funding;

WHEREAS it is apparent that both the Federal and Ontario Governments have neglected to recognize the needs of small rural Ontario;

NOW THEREFORE BE IT RESOLVED THAT Hastings County call on the Ontario and Federal Government to implement sustainable infrastructure funding for small rural municipalities;

AND THAT small rural municipalities are not overlooked and disregarded on future applications for funding;

AND THAT both the Federal and Ontario Governments begin by acknowledging that there is an insurmountable debt facing small rural municipalities;

AND THAT both the Federal and Ontario Governments immediately commission a Working Group that includes a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma;

AND FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; MP Shelby Kramp-Neuman, Hastings-Lennox Addington; MPP Ric Bresee Hastings-Lennox Addington, AMO, ROMA, FCM, Eastern Ontario Wardens' Caucus and all Municipalities in Ontario.

If you have any questions regarding the above motion, please do not hesitate to contact me directly.

Sincerely,



Cathy Bradley
Director of Legislative Services



**CORPORATION OF THE
TOWNSHIP OF EAST GARAFRAXA**

Staff Report

To: Council
From: Jessica Kennedy, Clerk
Report Date: June 18, 2024
Meeting Date: June 25, 2024
Subject: Thunderbird Drainage Works – Petition and Notice under the Drainage Act, R.S.O. 1990, c. D.17

RECOMMENDATION

BE IT RESOLVED THAT: staff report dated June 18, 2024 entitled Thunderbird Drainage Works be received; and

THAT the petition for drainage and the request for improvement, both signed by Thomasfield Homes Limited and submitted under the authority of Drainage Act, be accepted; and

THAT the petition for the extension of the Thunderbird Drainage Works and the request to improve the Thunderbird Drainage Works be combined into a single project; and

THAT the Clerk be instructed to send notice of this decision to the petitioner/requestor and any other party required to receive notice in accordance with Section 5(1) and 78(2) of the Drainage Act.

BACKGROUND

The Drainage Act defines a process that allows property owners to petition their municipality for a solution to their drainage problems. Upon acceptance of the petition, Council appoints an engineer who holds an on-site meeting with the affected owners. The engineer surveys the site and prepares a report recommending a solution. After holding a meeting to consider the report, Council passes a by-law, provisionally adopting the report. Property owners have a right to appeal aspects of the report and after any appeals have been heard, the by-law is given third and final reading. With the passing of the by-law, the municipality acquires a right to use the land to construct the drainage system in accordance with the specifications in the report. Costs are levied to the properties in the watershed of the drain.

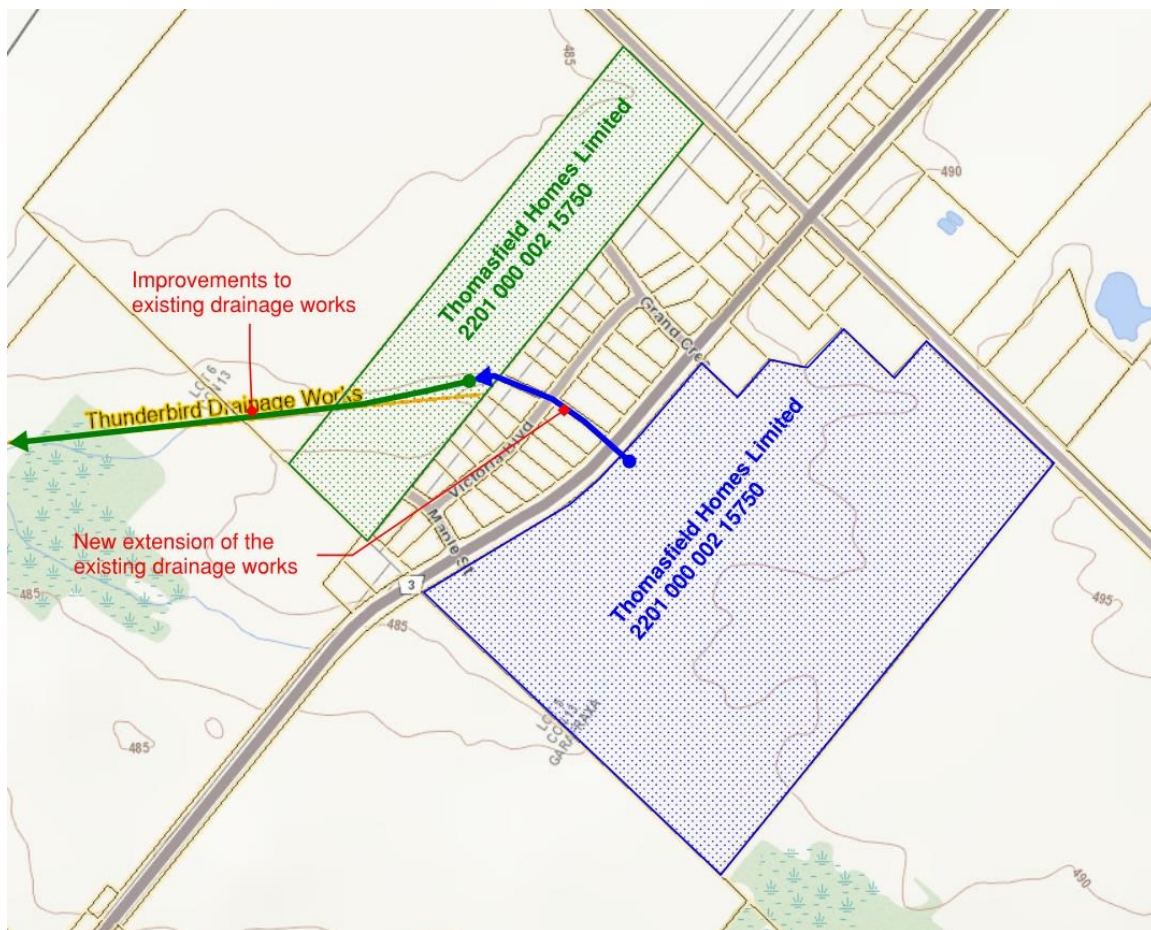
After a drain is constructed, the system becomes municipal infrastructure, and the municipality is responsible for the management of the system at the expense of the upstream lands and roads assessed for the work. Council has the authority to initiate the improvement of an existing drain by obtaining a new engineer's report for the proposed improvement work.

The Drainage Act requires an appointed engineer who must be fair and impartial.

ANALYSIS AND DISCUSSION

The Thunderbird Drainage Works, constructed in 1982, was authorized under an engineer's report dated April 28, 1981 adopted by the Township of East Garafraxa by By-law No. 12-81. Beginning in the Marsville area, it flows in a westerly direction, discharging into a wetland area downstream of the 12th Line. The 1981 plan of the Thunderbird Drainage Works is included as Attachment A.

Thomasfield Homes Limited own the two properties, as known as Marsville North (green) and Marsville South (blue), highlighted in the figure below. These properties are naturally located in the watershed of the existing Thunderbird Drainage Works and were assessed a share of the cost of the original Drain. However, the existing drain does not extend far enough east to service the property on the southeast side of County Road 3 (Marsville South). Also, the original Thunderbird Drainage Works was not designed to accommodate flows from these properties proposed for development. It should be noted that these properties are subject to Draft Plan of Subdivision and other corresponding applications under the Planning Act.



Therefore, improvements are required to the existing Thunderbird Drainage Works (green line) and the Drainage Works need to be extended upstream to the southeast side of County Road 3 (blue line).

Legally, the only way an existing drain can be extended upstream is by means of a petition for drainage. The improvements or modifications to the existing Drain is initiated by means of the Request for Improvements.

It is recommended that Council:

- Accept the petition for a new extension of the Thunderbird Drainage Works.
- Accept the request to make improvements to the Thunderbird Drainage Works.
- Since both requests are related to the Thunderbird Drainage Act, instruct the engineer, once appointed, to make one report. Drainage Act Section 8(4):
- Instruct the Clerk to send notice of these decisions, as required by the Drainage Act.

It is anticipated that a report regarding appointing an engineer will be included on the July 23, 2024 Council agenda for consideration.

LEGAL IMPLICATIONS

Section 5 of the Drainage Act requires the municipal council to "...forthwith consider the petition..." and send notice of their decision within 30 days after filing of the petition.

FINANCIAL IMPLICATIONS

The cost of drainage systems constructed under the Drainage Act are cost-shared to the properties in the watershed of the Drain, as specified in the engineer's report. The cost-share is levied on the lands and has the same status as property taxes.

Thomasfield Homes Limited has committed to paying all costs for performing this work, so no costs should be levied.

CONSULTATIONS

Gerd Uderstadt, Drainage Superintendent, R.J. Burnside and Associates Limited

NEXT STEPS

If Council decides to reject the petition and request for improvements, then:

- The petitioner/requestor must be notified of this decision.
- The petitioner/requestor has a right to appeal Council's decision to the provincial Agriculture, Food and Rural Affairs Appeal Tribunal.

If Council decides to accept the petition, then:

- The petitioner/requestor and the Grand River Conservation Authority must be notified of the decision.
- An engineer must be appointed within 60 days of notification of Council's decision.

ATTACHMENTS

Attachment A – 1981 Thunderbird Drainage Works Plan

Attachment B – Signed "Petition for Drainage Works by Owners"

Attachment C – Signed "Notice of Request for Drain Major Improvement"

CONCLUSION

Acceptance of this petition and the request for improvement of the Thunderbird Drainage Works is expected to provide Thomasfield Homes Limited with the drainage outlet needed for the development of their properties in the Marsville area. It is also expected to generally provide drainage improvements to the Marsville area.

Respectfully Submitted,

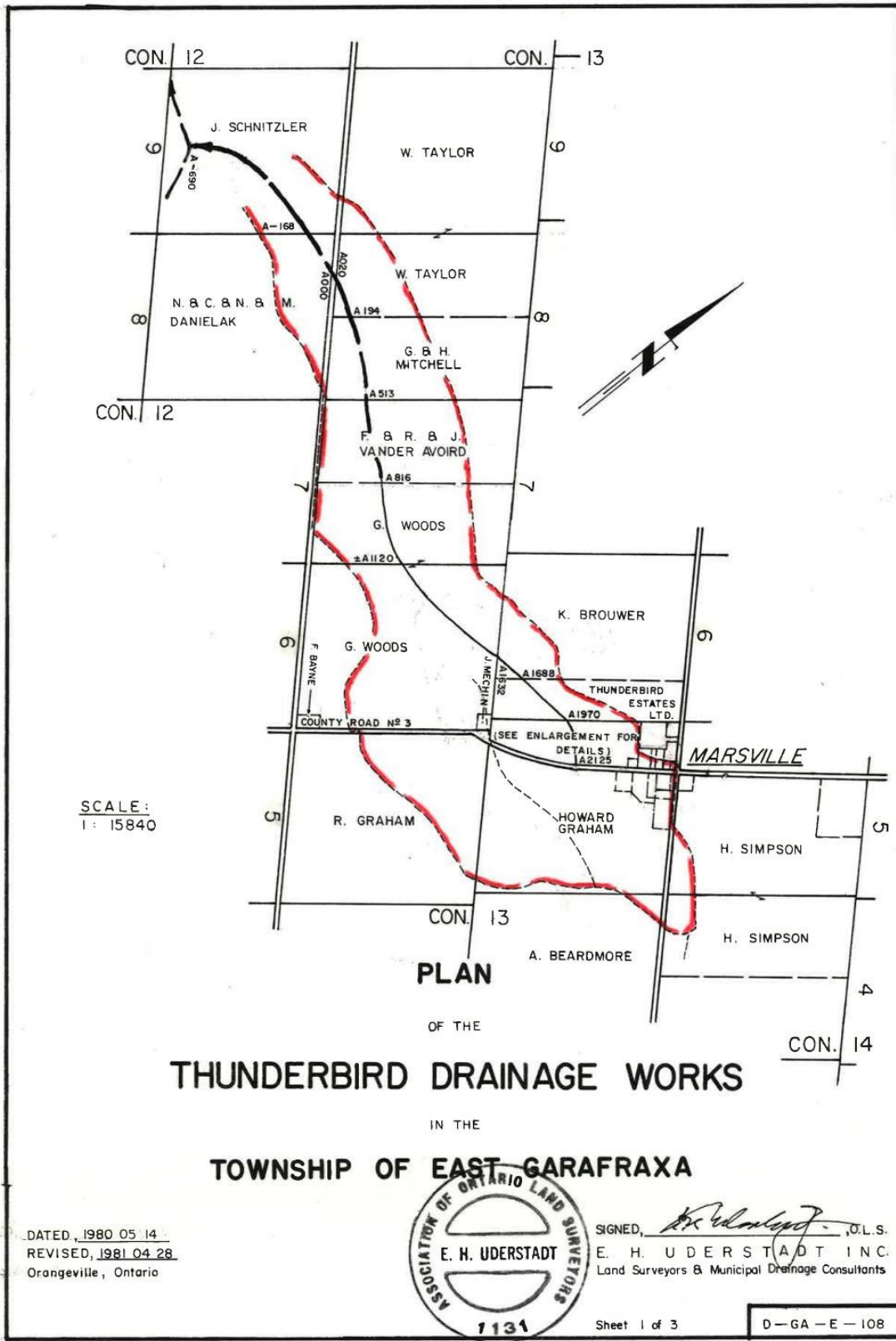
Jessica Kennedy, Clerk

Reviewed by:

Peter C. Avgoustis
Chief Administrative Officer (CAO)

Attachments: Attachment A – 1981 Thunderbird Drainage Works Plan
 Attachment B – Signed “Petition for Drainage Works by Owners”
 Attachment C – Signed “Notice of Request for Drain Major Improvement”

Attachment A – 1981 Thunderbird Drainage Works Plan





This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of East Garafraxa

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Part of East Half of Lot 5, Concession 13 - 13th Line, Marsville. This property requires an upstream extension of the Thunderbird Drainage Works to accommodate the drainage from a proposed subdivision.

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) McLaughlin	(First Name) Katherine	Telephone Number 519 836-4332 ext.
--	---------------------------	---------------------------------------

Address	
Road/Street Number 295	Road/Street Name Southgate Drive, Guelph, ON N1G 3M5 (Thomasfield Homes Limited)

Location of Project			
Lot Pt E1/2 Lot 5	Concession 13	Municipality Township of East Garafraxa	Former Municipality (if applicable) Garafraxa

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Name of watercourse (if known)
Thunderbird Drainage Works

Estimated length of project
Less than 200 metres, but the downstream Thunderbird Drainage Works will also require improvement

General description of soils in the area
Loam

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this 3rd day of June, 2024

Name of Clerk (Last, first name)

Kennedy, Jessica

Signature

- Your municipal property tax bill will provide the property description and parcel roll number
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
62390	County Road 3 (Pt. Lot 5, Con 15)

Ward or Geographic Township	Parcel Roll Number
Garafraxa	2201 000 002 17100

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership


Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
McLaughlin, Katherine	
Name of Corporation	I have the authority to bind the Corporation.
Thomasfield Homes Limited	
Position Title	Date (yyyy/mm/dd)
Manager of Land Development	2024/05/31

Number	Property Description

Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Check here if additional sheets are attached Clerk initial: 

- Petitioners become financially responsible as soon as they sign a petition.**
- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
 - After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
 - After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
 - If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information
 Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

To: The Council of the Corporation of the Township of East GarafraxaRe: Thunderbird Drainage Works

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Extending the drainage works to an outlet;
- Improving or altering the drainage works if the drainage works is located on more than one property;
- Covering all or part of the drainage works;
- Consolidating two or more drainage works; and/or
- Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

Improvements to the existing Thunderbird Drain to accommodate drainage from the proposed development on Part Lots 6-8, Concession 13 and Part Lot 5, Concession 13 in the Township of East Garafraxa (Marsville).

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Part of Lot 6, Part of Lot 7, Part of Lot 8, Concession 13 - 13th Line, Marsville

Ward or Geographic Township
Township of East Garafraxa

Parcel Roll Number
2201 000 002 15750

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation

If you need to provide additional information, please attach along with this form.

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)

Katherine McLaughlin

Position Title

Manager, Land Development

Name of Corporation

Thomasfield Homes Limited

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)



2024/05/31

Enter the mailing address and primary contact information of property owner below:

Last Name

McLaughlin

First Name

Katherine

Middle Initial

Mailing Address

Unit Number

Street/Road Number

295

Street/Road Name

Southgate Drive

PO Box

City/Town

Guelph

Province

Ontario

Postal Code

N1G 3M5

Telephone Number

519-836-4332

Cell Phone Number (Optional)

Email Address (Optional)

katherinem@thomasfield.com

To be completed by recipient municipality:

Notice filed this 3rd day of June 2024

Name of Clerk (Last, First Name)

Kennedy, Jessica

Signature of Clerk





**CORPORATION OF THE
TOWNSHIP OF EAST GARAFRAXA**

Staff Report

To: Council
From: Alan Selby, CPA CGA, Treasurer
Report Date: June 18, 2024
Meeting Date: June 25, 2024
Subject: May 31, 2024 Variance Report

RECOMMENDATION:

BE IT RESOLVED THAT: The Treasurer's report on May 31, 2024 Variances be received.

PURPOSE:

Reports on actual results are provided to Council at the end of March, May, July and Sep. for the purpose of monitoring in-year financial results, and to provide information for Council.

BACKGROUND AND DISCUSSION:

At the end of May, both non-tax revenues and operating expenses are tracking close to 2024 budget expectations. Roughly 32% of Operating Expenses have been incurred.

The only negative variance of significant size was the first quarter billing from the Erin Fire Dept. Budget expectation was \$33,000 but there was one major response call greater than 2 hrs. which was for \$18,472 in addition to the typical number of calls, so the township was charged \$49,076 in total for the first quarter.

Also on page 5 Protection was a \$5,000 insurance deductible charge paid for a Bylaw enforcement matter, not in the budget.

Transportation and Planning services are tracking slightly under-budget, Administration slightly over. On page 2 Non-Tax Revenues, the township received \$5,000 from the sale of its old sweeper. Interest and Penalties on tax arrears are running above budget, which is the result of an ongoing problem with unpaid property taxes.

CONSULTATION:

n/a

FINANCIAL IMPACTS:

No impacts. Financial activity is tracking close to the overall budget for the year-to-date.

Respectfully Submitted,

Alan Selby, CPA CGA

Treasurer

Reviewed by:

Peter C. Avgoustis

Chief Administrative Officer (CAO)

Attachments:

May 31 Variance Report schedules, pages 1 to 10

BUDGET 2024

Township of East Garafraxa
May 31 Variance Report



31-May-24

HIGH-LEVEL TOTALS

2024 Year-to-Date Actuals	2024 Pro-rated BUDGET		PG	2024 ADOPTED BUDGET		2025 DRAFT BUDGET
237,708	225,000	Non-Tax Revenues	2	709,712		704,712
5,972	5,000	Withdrawal from Reserves	3	45,000		40,000
243,680	230,000	NON-TAX REVENUES Subtotal A		754,712		744,712
		Department Operating Expenses				
(442,034)	(438,000)	Administration: Clerks/ Finance/ CAO	4	(1,144,000)		(1,176,550)
(318,192)	(296,200)	Protection: Fire/ Police/ C.A./ Bylaw	5	(1,027,815)		(1,100,000)
(508,470)	(517,000)	Transportation	6	(1,633,897)		(1,708,500)
(63,285)	(62,290)	Cemeteries, Parks, Recreation and Libraries	7	(212,325)		(223,000)
(58,761)	(61,750)	Planning and Development	8	(230,400)		(230,250)
-	-	Additions to Operational Reserves	8	(76,000)		(21,000)
(1,390,742)	(1,375,240)	OPERATING EXPENSES Subtotal B		(4,324,437)		(4,459,300)
(16,953)	(16,500)	Tax Support for Special Projects	9	(138,000)		(21,000)
-	-	CAPITAL Projects + Reserves	10	(418,900)		(515,000)
(16,953)	(16,500)	OTHER EXPENSES Subtotal C		(556,900)		(536,000)
		Use of SURPLUS carried-over from 2023 for:				
		Stormwater assets plan		40,000	<i>on pg. 9</i>	-
		plow truck cost shortfall		100,000	<i>on pg. 10</i>	-
		unspecified upgrades/repairs to buildings		34,500	<i>on pg. 10</i>	-
		SURPLUS (DEFICIT) carried-over Subtotal D		174,500		-
(1,164,015)	(1,161,740)	NET REQUIREMENT = A+B+C+D		(3,952,125)		(4,250,588)
		TAXATION REVENUE		100.0%		109.50%
1,200,000	1,200,000	TAX LEVY - core Levy		3,882,125		4,250,588
		Extra TAX LEVY - Gravel-Pit prop. re-assessed		70,000		
35,985	38,260	Actual Results Net Surplus or (Deficit)		-		-
SURPLUS or (DEFICIT)				<i>(must balance)</i>		<i>(must balance)</i>
2024	2024			2024		2025
Year-to-Date	Pro-rated			FINAL		DRAFT
Actuals	BUDGET			BUDGET		BUDGET
				<i>(must balance)</i>		<i>(must balance)</i>

amounts in this report include all receipts and all expenses paid by the end of May
 Timing delays can cause the numbers to be somewhat below what might be expected

Township of East Garafraxa



May 31 Variance Report

31-May-24

Non-Tax Revenues

2024			2024	2025
Year-to-Date	Pro-rated		ADOPTED	DRAFT
Actuals	BUDGET		BUDGET	BUDGET
		Payment-in-Lieu : Hydro	10,469	10,469
		Operating Grants		
74,050	74,050	O M P F grant - unconditional	148,100	148,100
		Library grant	3,193	3,193
		OMAFRA Drainage Sup't grant	500	1,000
		OCIF Grant, for capital projects only	100,000	100,000
		LESS: OCIF grant put in reserve	(100,000)	(100,000)
		Other grants - from County re Hybrid system	11,000	-
		User Fees and Licenses		
4,335	3,800	Dog licenses	3,800	3,800
600	-	Land Use Inquiry fees (new)	-	-
22,000	24,000	Planning Application fees	60,000	60,000
-	2,500	Munic Approval fees (County)	8,500	8,500
1,540	1,250	User fees - General Gov't	2,500	2,500
1,500	1,500	User fees - Roadways	3,750	3,750
		License fee: Aggregate Resources Corp.	120,000	123,000
80	100	Fire Call admin fees	400	400
21,586	20,000	Fire Call recoveries	35,000	35,000
200	300	Road Entrance / Culvert fees	1,000	1,000
2,550	2,500	Service fees - subdiv. Roads plowing	3,500	4,000
1,301	-	Recycling fees from Stewardship Ontario	-	1,000
45	500	misc other fees	1,500	1,000
		Other revenues		
3,798	5,000	Prov. Offences Act fines, thru Caledon	27,000	28,000
41,899	37,500	Interest on 2023 & older Tax Arrears	71,000	70,000
8,890	8,000	Penalties on Current 2024 Tax Arrears	45,000	50,000
45,610	44,000	Bank interest	115,000	111,000
		Investment income	-	-
5,000	-	Proceeds from sale of assets	-	-
2,724	-	Supplementary taxes : Resid+Farm	38,000	38,000
		Supplementary taxes : Comm./Indust.	500	1,000
		<i>Assessment Change - Gravel Pit prop.</i>	-	-
		<i>OFFSET by transfer to Reserve Pg. 8</i>		-
		misc cost recoveries	-	-
237,708	225,000		709,712	704,712
2024	2024		2024	2025
Year-to-Date	Pro-rated		ADOPTED	DRAFT
Actuals	BUDGET		BUDGET	BUDGET

Township of East Garafraxa

May 31 Variance Report



31-May-24

ADMINISTRATION

2024			2024	2025
Year-to-Date	Pro-rated		ADOPTED	DRAFT
Actuals	BUDGET		BUDGET	BUDGET
29,084	29,083	Wages+ Per Diems - Council	73,000	75,000
1,864	1,900	Benefit costs - Council	4,800	5,000
228,441	227,450	Salaries+Wages - Staff	547,175	560,000
76,555	76,130	Benefit costs - Staff	184,575	192,000
48,833	41,750	Tech. Support (County), licenses, website	68,000	69,000
10,885	10,885	Office space lease - CLD	26,125	27,000
		Shared facility costs - CLD	13,400	14,000
		Shared utilities costs - CLD	7,325	9,000
4,095	4,750	Cleaning service and supplies	11,750	12,000
4,672	5,000	Office supplies	12,000	12,000
4,496	4,500	Communic. : phone, postage, Internet	24,000	24,000
1,161	1,500	Council Internet + mobile phones	3,800	4,000
534	-	Minor technology equipment purchases	2,500	1,500
946	2,500	Prof. fees - generic legal+consulting	12,000	12,500
8,090	10,000	Prof. fees - Auditors	27,000	28,000
203	-	Insurance: Liability, Cyber, property, E+O	35,500	40,000
6,615	7,000	Insurance : Cyber security	7,000	8,000
973	1,000	Tile drainage / Drain Sup't service	3,600	5,000
2,348	2,500	Memberships	2,500	2,500
		Conferences: staff	3,000	3,000
747	800	Training seminars+courses : staff	2,400	3,500
234	502	Expenses of staff (mileage, etc.)	1,600	1,000
		Council Training+conferences	3,000	3,000
		Council expenses+mileage	500	550
96	500	Advertising	4,000	4,500
		Bad Debts - uncollectible A/R	1,000	1,000
		Taxes written-off - CLD	15,500	14,500
8,397	7,000	Taxes written-off - others	33,250	30,000
		Taxes written-off - Special Cases	-	-
1,606	1,750	Bank charges + fees	4,200	4,500
475	500	Misc grants + donations (Council approved)	2,000	2,500
684	1,000	Other expenses	5,000	5,000
		County H&S Co-ord. - 40%	2,500	3,000
442,034	438,000		1,144,000	1,176,550
2024	2024		2024	2025
Year-to-Date	Pro-rated		ADOPTED	DRAFT
Actuals	BUDGET		BUDGET	BUDGET

Township of East Garafraxa





May 31 Variance Report

31-May-24

PROTECTION

2024	2024		2024		2025
Year-to-Date	Pro-rated		ADOPTED		DRAFT
Actuals	BUDGET		BUDGET		BUDGET
		<u>FIRE PROTECTION</u>			
60,707	60,707	Orangeville FD levy	242,824		255,000
63,379	63,373	Grand Valley FD levy - oper.+capital	253,176		275,000
1,995	2,000	Grand Valley FD - per incident charge	8,000		12,000
49,076	33,000	Town of Erin FD - per call	116,000		140,000
		ARIS website report fees	800		800
		<u>POLICING PROTECTION</u>			
111,801	112,000	O P P per contract	342,420		350,000
		O P P cost adjustments	-		
		Participation in Police Services Board	5,000		3,700
		<u>CONSERVATION AUTHORITIES</u>			
10,965	10,965	GRCA - Operations+Capital	32,895		34,000
8,290	8,300	CVCA - Operations+Capital	8,300		9,000
		<u>OTHER</u>			
2,256	2,355	Dog control service	6,500		7,500
4,723	3,500	By-Law Enforcement	10,000		11,000
5,000	-	By-Law Enforcement: inc deductible			
		Bad debts w/off - uncollectible	-		
		Livestock valuer	100		200
		Emergency Shelter Generator	1,800		1,800
		per ongoing agreement			
318,192	296,200		1,027,815		1,100,000
2024	2024		2024	%	2025
Year-to-Date	Pro-rated		ADOPTED	change	DRAFT
Actuals	BUDGET		BUDGET		BUDGET

		Township of East Garafraxa			
		May 31 Variance Report			
31-May-24		Cemet./ Parks/ Recr./ Libr.			
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET
		CEMETERIES + HEALTH CARE			
1,000	750	Providence Cemetery Maintenance		3,000	3,500
323	750	Prices Corner Cemetery Maintenance		5,500	6,000
		McKees Cemetery - donation		2,000	2,000
		Groves Cemetery - donation (based on insc)		550	550
		Groves Memorial Hospital grant		750	750
6,635	5,000	Grand Valley Medical Centre 1-time Levy		20,000	-
		MECP Stormwater Licensing		2,200	2,700
7,958	6,500			34,000	15,500
		PARKS			
		Grant to Town of Erin		2,200	2,200
		Grant to Orton Community Assoc.		7,500	7,500
		Grant to Centre Wellington		1,500	1,500
		Grant to St Johns Ambulance		50	50
3,941	4,250	Township Parks mtce. (multiple sites)		24,000	28,000
		Parks + M. Hall insurance premium		10,250	12,500
		Inspection + mtce of equipment		1,000	2,000
		Trees & other improvements		2,500	3,000
1,797	1,500	NLW Park, Orton, Rayburn misc costs		5,000	6,000
		Per Diems, Public Board members GVCC		-	
5,738	5,750			54,000	62,750
		LIBRARIES			
7,320	7,200	Orangeville library card re-imburs.		20,000	22,000
18,615	18,615	GV Library Board levy		44,700	47,000
25,935	25,815			64,700	69,000
		RECREATION			
3,693	5,000	Marsville Hall utilities, repairs, etc		13,000	15,000
19,089	19,000	GVCC - Operating levy		45,875	50,000
647	-	GVCC - Capital levy		-	
		GVCC - debt payments, EG-share (2025?)		-	10,000
225	225	Non-resident Recr. fees re-imbursed		750	750
23,654	24,225			59,625	75,750
63,285	62,290	Page Total		212,325	223,000
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET

		Township of East Garafraxa			
		May 31 Variance Report			
31-May-24		PLANNING + RESERVES		2024	2025
2024	2024			ADOPTED	DRAFT
Year-to-Date	Pro-rated			BUDGET	BUDGET
Actuals	BUDGET				
		a) PLANNING			
		Membership OPPI		550	600
		Planning Education + training : staff		1,000	2,100
2,646	2,500	Materials+supplies, ESRI charges		2,500	4,300
35	500	Legal fees under the Planning Act		21,000	23,000
5,464	7,500	Planning assistance - County 1.5 days/week		39,000	38,500
17,403	16,000	Develop. Planning Consulting (non-recoverable)		36,000	40,000
11,443	12,500	MEI / OLT Appeal Fund		36,000	40,000
8,723	11,500	Policy Planning Consulting (MCR, OP)		49,500	45,000
1,803	2,000	GIS technician support services - Consulting other		7,500	9,000
47,517	52,500	PLANNING subtotal		193,050	202,500
		b) AGRICULTURE			
		GV Agricultural Society grant		250	250
		Peel & EG Plowman Assoc grant		300	300
2,241	2,500	Risk Management Official (RMO) services		12,000	12,000
1,402	-	Tier 3 water model		-	-
		Prop. taxes on surplus farmland owned, 13th Line		250	300
		c) GRAVEL PIT			
		Annual license fee paid to AORC		5,000	5,000
789	750	Engineering costs, TOARC Reporting		1,500	1,500
		Property tax on pit sites owned by EG		450	650
840	1,000	Pit Operating expenses		7,600	7,750
		<i>(grass cutting, site plan)</i>			
5,972	5,000	MTAG fees re Gravel-Pit Appeals		10,000	-
		<i>(see pg. 3 because covered by Reserve)</i>			
58,761	61,750	PLANNING & DEVELOPMENT		230,400	230,250
		Transfers into/ Expanding OPERATIONAL Reserves			
		create new Assessment Increases Reserve		70,000	-
		<i>(in case the higher Gravel Pit taxes are appealed)</i>			
		add to Tax Rate Stabilization Reserve		-	-
		add to Election 2026 Reserve		6,000	6,000
		add to GVCC Reserve (upcoming debt exp.)		-	15,000
		<i>we expect the EG-share of GVCC debt repayments could begin in late 2025</i>			
		add to Gravel Pits Reserve		-	-
-	-	ADD to OPERATING RESERVES		76,000	21,000
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET

		Township of East Garafraxa			
		May 31 Variance Report			
31-May-24		Special Projects + Studies			
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET	PROJECTS recurring periodically		BUDGET	BUDGET
		H.R. Consult.- Job Evalu.& Compens. Review		18,000	-
		OSIM Bridge+Culvert Study - net of DC applied		-	11,000
4,569	4,500	DC Study (100% comes from DC's collected)		-	
(4,569)	(4,500)	<i>taken from DC Reserve Fund</i>		-	
		Value-for-Money / Compliance Audits		20,000	TBD
1-time Projects					
		Community Risk Assessment		20,000	-
2,162	2,000	Hybrid conf. system for Council Chambers <i>(see Grant funding offset on Pg. 2)</i>		22,000	
14,791	14,500	E-Scribe system for Clerks Dep't.		18,000	10,000
		Stormwater Facilities asset plan study <i>from 2023 net Surplus</i>		40,000 see pg. 1	
16,953	16,500	Tax Support for Special Projects		138,000	21,000
		<i>Special Projects are 1-time items, or are periodic they are not annual expenses</i>			
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET



		Township of East Garafraxa			
		May 31 Variance Report			
31-May-24		CAPITAL BUDGET : Project Costs plus Adding to Reserves			
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET
-	-	ADDITION TO Roads Reserve		10,000	-
		ADDITION TO Bridges Reserve		10,000	-
		ADDITION TO Fleet Reserve		140,000	250,000
		2% Enhancement for the Fleet Reserve		70,000	
		extra TAX LEVY to build-up Capital Reserves		40,000	new 40,000
		ADDITION TO Marsville Garage/Shop Reserve		-	
		ADDITION TO Marsville Hall Reserve		-	
		ADDITION TO Parks Reserve		-	
30,597	25,000	Caledon border bridge, EG Share, 2023 c/over		25,000	50%share
		Caledon border road paving 2024, EG Share		150,000	50%share
		taken from other Reserves		-	
		taken from Develop.Chrgs.		(23,000)	
(30,597)	(25,000)	taken from Gas Tax or OCIF grant		(152,000)	Net = \$0
					<u>A-Line</u>
		Road re-surfacing, Township-owned roads		-	412,000
		taken from other Reserves			(100,000)
		taken from Dev.Chrgs			(57,000)
		taken from Gas Tax or OCIF grant			(230,000)
		Township owned bridges+culverts upgrades			1,100,000
		taken from Development Chrgs			(145,000)
		taken from Reserves / OCIF/ Gas Tax			Net = \$0 (955,000)
		ALTERNATIVE: from long-term loan (?)			
		Vehicle Fleet purchases		450,000	plow truck
		taken from Reserve - Fleet		(350,000)	
		shortfall to come from 2023 net Surplus		see pg. 1	
		upgrades of Township-owned Buildings		34,500	200,000
		specific items in Engineers' report			*****
		from 2023 net Surplus		see pg. 1	
		taken from other Reserves		-	
		Upgrades to E.G. Parks		30,000	fences
		taken from Park Dedication Fund		(30,000)	Net = \$0
		Office+Technology capital costs, per County IT		14,400	
		replacement of Misc. Equipment - Public Works		-	-
		Land purchases		-	-
-	-	Tax Support for CAPITAL ASSETS		418,900	515,000
2024	2024			2024	2025
Year-to-Date	Pro-rated			ADOPTED	DRAFT
Actuals	BUDGET			BUDGET	BUDGET
		***** it is undetermined how many building repairs will be done in 2025			Page 10
		this amount comes from selected items in the 2023 BCA Study			

GRAND VALLEY & DISTRICT COMMUNITY CENTRE

Board Meeting Minutes

Monday May 13, 2024 @ 5:30 PM

Grand Valley & District Community Centre - Boardroom

90 Main Street North, Grand Valley

Present:

Gail Little, Chair

Deb Halls, Vice Chair

Sue Graham

Clinton Taylor

Steve Soloman

Brett Lyons

Paul Latam

Jeremy Zukowski

Helena Snider, Secretary/Treasurer

Regrets:

1. Call to order

Chair Little called meeting to order at 5:30pm.

2. Agenda Approval

2.1 May 13, 2024

Resolution 2024-05-01

Moved by S. Soloman, Seconded by S. Graham

BE IT RESOLVED THAT the May 13, 2024, regular meeting agenda be approved as circulated.

CARRIED

3. Disclosure of Pecuniary Interest

4. Minutes of Previous Meetings

4.1 April 10, 2024

Resolution 2024-05-02

Moved by C. Taylor, Seconded by S. Soloman

BE IT RESOLVED THAT the minutes of April 10, 2024, be adopted as circulated.

CARRIED

5. Business arising from minutes.

6. Deputations/Presentations

7. Arena Manager's Report

7.1 Unexpected Expenses

J. Allen informed the Board that the garage door was not properly sealing, therefore, he got a new door installed. It required a new operator and track. The cost was roughly \$5000.00.

The rooftop HVAC units are not working properly. The heater exchange has expired. J. Allen received a quote to repair the units, it would be roughly \$4000.00. The units that we currently have were phased out in 2020, therefore, parts are not easy to find. The Board directed J. Allen to obtain 3 quotes for new units.

Resolution 2024-05-03

Moved by D. Halls, Seconded by J. Zukowski

BE IT RESOLVED THAT the GVCC staff seek three quotes for replacement of the rooftop HVAC units.

CARRIED

7.2 Expansion

J. Allen should have drawings by the end of the week. Once he receives the drawings, he will reach out to the subcommittee for review and discussion.

J. Allen informed the Board that the renovations to the Concession Booth have been a complete re-do, there were too many concerns to just renovate certain things. Staff have been working diligently on the renovation. The new flooring for the concession booth will be epoxy flooring, slip proof.

7.3 Truck Show

J. Allen informed the Board that River City Truck Show reached out to him regarding using the arena parking lot for the truck show. The truck show will run June 14-16. The Board discussed the request for use of the parking lot, cost, and liability. The River City Truck Show must provide insurance policy, liquor license and smart serve certificate for the event.

Resolution 2024-05-04

Moved by P. Latam, Seconded by S. Graham

BE IT RESOLVED THAT the GVCC rent the outside grounds for use during June 14-16 to River City Truck Show at a rate of \$400 plus HST

AND FURTHER THAT the truck show must provide proof of liability insurance, SOP and smart serve certificates.

CARRIED

7.4 Summer Camp

J. Allen informed the Board that all summer staff have been hired, they are currently working on WHMIS training, High Five training and Customer Service Training.

J. Allen also informed the Board that staff will be present at Duck Race Day, there will be a tent with activities for the kids.

8. Correspondence

9. Financial Reports

9.1. Accounts Payable

Resolution 2024-05-05

Moved by B. Lyons, Seconded by S. Graham

BE IT RESOLVED THAT the accounts payable for April 2024 in the amount of \$56, 993.45 be approved and paid from the Operating Account.

CARRIED

9.2. Accounts Receivables

Resolution 2024-05-06

Moved by S. Soloman, Seconded by C. Taylor

BE IT RESOLVED THAT the receipts for April 2024 in the amount of \$58, 083.09 have been deposited into the Community Centre bank account and are hereby approved.

CARRIED

9.3. Budget Variance

The Board has requested that staff create a new GL for revenue interest.

10. Unfinished Business

10.1 Renovation Project

Discussed under Arena Manager's Report, Subsection 7.2

10.2 RFQ for Snow Removal

The Board has asked staff to provide a sample RFQ at the next meeting.

11. New Business

12. Confirmation of Meeting

Resolution 2024-05-07

Moved by D. Halls, Seconded by J. Zukowski

BE IT RESOLVED THAT leave be given to confirm the proceedings of the May 13, 2024, Grand Valley & District Community Centre Board Meeting.

CARRIED

13. Adjournment

Resolution 2024-05-08

Moved by S. Soloman, Seconded by J. Zukowski

BE IT RESOLVED THAT we do now adjourn this meeting to meet again on Monday, June 10, 2024, at 5:30pm or at the call of the Chair.

CARRIED

ORIGINAL SIGNED BY

Deb Halls, Vice-Chair

ORIGINAL SIGNED BY

Helena Snider, Secretary/Treasurer

Grand Valley Public Library Board

Minutes: Wednesday May 8, 2024

Present:

Julie Van Alstine, Vice-chair
Amy Steele
Mary Hatch
Andrew Stirk, Chair, Township of Amaranth Rep.
Lenora Banfield, Township of East Garafraxa Rep.
Joanne Stevenson, CEO, secretary/treasurer

Regrets:

Brennan Solecky
James Jonker, Town of Grand Valley Rep.

1. Call to Order. 7:00pm

2. Acknowledgement Statement

We [I] would like to acknowledge that we are on the the Haldimand Tract, land promised to the Haudenosaunee (**HOE day na shun ay**) people of Six Nations, which includes six miles on each side of the Grand River. This territory is the traditional territory of the Neutral, Anishnaabeg (**On ish KNOB eck**), and Haudenosaunee (**HOE day na shun ay**) Peoples.

3. Approval of the agenda

MOTION #1: Moved by L. Banfield, seconded by A. Steele, that the agenda be approved.

4. Declaration of any conflicts of interest.

None.

5. Minutes of the April 10, 2024 meeting.

MOTION #2: Moved by J. Van Alstine, seconded by M. Hatch, that the minutes of April 10, 2024 be approved.

6. Business arising from the minutes.

7. Correspondence

FOPL News Alert, email, April 12

MOTION #3: Moved by A. Steele, seconded by M. Hatch to receive the correspondence.

8. Financial Report

Operating Account

8.1 Operating Expenses for April

MOTION #4: Moved by M. Hatch, seconded by J. Van Alstine to accept the reviewed expenses for April (\$46,650.88).

Reserve Account

8.2 Reserve Account

MOTION #5: Moved by A. Steele, seconded by L. Banfield to accept the reviewed financial statement for the reserve account.

9. Committee Reports

10. Chair Report

A. Stirk, library chair will be absent at the June 12th meeting. Township of Amaranth sent a letter to the Ontario Government in support of more funding for libraries and museums.

11. CEO Report

- Attended meeting on Service Ontario Info Session on Tuesday, April 30 – Service Ontario looking to partner with Libraries to bring services to the community. 2 year commitment if the libraries are interested in this program -Library Board has directed the CEO to inquire more about this program.
- Attended Quickbooks webinar: Work smarter, not harder on Quickbooks online. Now using Quickbooks Online, payroll is now direct deposit.
- Changing Mat Service from Olympic Dust to Swan Dust Control
- CSJ position approved for 9 weeks @ 30 hours a week, budget will allow for 12 weeks. Job posted on April 18, 2024.
- Toured Wasaga Beach Public Library and Meaford Public Library on May 3rd with J. Van Alstine.
- Survey: Are we interested in doing a new survey, last survey 2021.
- Emailed 6 French Immersion Schools with students from Amaranth, East Garafraxa and Grand Valley about Cantook Library and Lote4kids.

- Orica donation received, \$4,000.00
- **Programs:** CocoaClub, Tween Scene, Babytime, Storytime, Coffee/Tea & Connections, Coffee, Regular Programs end May 10th.
- Coffee, Conversation & Books, Author Hugh Russel (May 15th), Love your Lavendar (May 9th), Mother's Day Tea (Saturday, May 11: 1-2 (11 registered), 2:30-3:30 (9 registered). Picture Books and Pedicures (June 8th).

12. New Business

12.1 FOPL: Rural Caucus Trustee's has an opening. Board members to contact FOPL if interested in this position.

12.2 Duck Day Race: Saturday, May 25, The library will have a booth, S. McTaggart, J. Stevenson, M. Hatch are available for the day. The library will be making buttons with ducky sayings and have a mat for small children to play.

12.3 Book Sale: May 21 – May 26, L. Banfield, A. Steele and J. Stevenson are to move boxes on Thursday, May 16 @ 4:00pm, Friday, May 17 J. Van Alstine, M. Hatch and J. Stevenson to set up books.

12.4 Silent Auction: The Library Board has decided to have a Silent Auction in the Fall of this year.

12.5 Succession Plan (deferred until September), 4 year review.

13. Next Meeting

Wednesday June 12, 2024 7:00pm McGinnis Room

14. Motion to adjourn

MOTION #6: Moved by A. Steele to adjourn at 7:35 pm. CARRIED

Ministry of Natural Resources

Resource Development Section
Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Section du développement des ressources
Direction general de l'elaboration et des
politiques sur les risqué
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy

Greetings,

Further to my letter dated May 29th, 2023, I am writing to inform you that a decision notice has been posted regarding the “Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals” (ERO #[019-6767](#)).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: <https://www.ontario.ca/laws/regulation/970244>

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at ero.ontario.ca and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes,
Director, Development and Hazard Policy Branch



**NOTICE OF INTENTION TO PASS A BY-LAW
 TO REMOVE A HOLDING (H) PROVISION**

TAKE NOTICE THAT the Council of the Township of East Garafraxa will consider a by-law to remove the Holding 1 (H1) provision from the Agricultural Exception Sixteen Holding 1 and Holding 2 Zone (A-16- H1 and A-16-H2) for the subject lands 065243 Dufferin County Road 3, East Part of Lot 6, Concession 'A', East Garafraxa. This matter will be considered by Council at the Regular Electronic Meeting of Council to be held on June 25, 2024 at 4:30 p.m.

Zoning By-law Amendment 15-2024 authorizing the zoning of the subject lands as Agricultural Exception 16 Holding 1 and Holding 2 Zone (A-16-H1 and A-16-H2) was passed by Township Council on March 26, 2024. The Zoning By-law included Holding provisions that require certain conditions to be met prior to the removal of the Holds. The owner has submitted an application to remove the Holding 1 (H1) provision.

As set out in the Planning Act, there is no right of appeal of the decision of the Township Council, save and except for the right of the landowner to appeal to the Ontario Land Tribunal ("OLT") any refusal of Township Council to remove the Hold.

Application Number:	Z5-24		
Council Meeting:	June 25, 2024 at 4:30 p.m. Please note that the Council Meeting will be held electronically/virtually through Zoom (video conference). If you wish to view the meeting, please visit the Township website to register (link is in the Calendar under the applicable date).		
Owner/Applicant:	2542533 ONTARIO LTD		
Location:	065243 Dufferin County Road 3, East Part of Lot 6, Concession 'A'	Area:	40 ha / 98.8 ac (as provided by the applicant)
Present Zoning:	Agricultural Exception 16 Holding 1 and Holding 2 (A-16-H1 and A-16-H2)		
Proposed Zoning:	Agricultural Exception Sixteen and Agricultural Exception Sixteen Holding 2 (A-16-H2)		
Purpose and Effect:	<p>Council will consider a By-Law pursuant to Section 36 of the Planning Act, as amended, to remove the Holding 1 (H1) symbol subject to satisfying the applicable requirements of the Zoning By-Law, as amended, which are as follows:</p> <ul style="list-style-type: none"> a) The owner has entered into a Site Plan Agreement with the Township of East Garafraxa and the County of Dufferin; b) The owner has provided a Venue Transportation Operations Plan (VTOP) to the satisfaction of the Township of East Garafraxa and the County of Dufferin; and c) As a condition of the Site Plan Agreement, the Applicant agrees to conduct a review of the Annual Event and the VTOP in consultation with the Township of East Garafraxa for the 2024 calendar year. This review will be used as the basis for any necessary amendments to the Site Plan Agreement or VTOP, and inform the removal of the Holding Symbol H-2; 		

For additional information with respect to the application please contact Township Planning Consultant:

Jennifer Maestre, MCIP RPP,
 Associate, Fotenn Consultants Inc.
 416-789-4530 ext. 16
jmaestre@eastgarafraxa.ca

For illustration purposes only. This is not a plan of survey.



THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

BY-LAW NUMBER XX – 2024

Being a By-Law to Remove the Holding (H1) Provision from Agricultural Exception Sixteen Holding 1 and Holding 2 (A-16-H1 and A-16-H2) Zone for lands municipally known as 065243 Dufferin County Road 3, East Part of Lot 6, Concession A, within the Township of East Garafraxa

WHEREAS authority is granted under Section 36 of the *Planning Act*, R.S.O. 1900, c.P.13, as amended, to enact this By-law for the removal of a Holding Provision;

AND WHEREAS Township Council passed By-Law 15-2024 which By-Law includes a Holding (H1) Provision on lands zoned Agricultural Exception Sixteen Holding 1 and Holding 2 (A-16-H1 and A-16-H2);

AND WHEREAS the owner of the lands has submitted a Holding Zone Removal Application (Township file Z5-24);

AND WHEREAS Notice of Intention to Pass a By-law to Remove a Holding (H) Provision has been provided in accordance with the *Planning Act*, R.S.O. 1900, c.P.13, as amended;

NOW THEREFORE Council of the Corporation of the Township of East Garafraxa enacts as follows:

1. THAT the Holding (H1) Provision be removed from the Agricultural Exception Sixteen Holding 2 (A-16-H2) Zone for lands municipally known as 065243 Dufferin County Road 3, East Part of Lot 6, Concession A.
2. THAT Schedule "A" to Zoning By-law 15-2024 be amended by removing the Holding One (H1) Provision from Agricultural Exception Sixteen Holding 2 (A-16-H2) on lands municipally known as 065243 Dufferin County Road 3, East Part of Lot 6, Concession A, attached to and forming part of this By-Law as Schedule "A"
3. THAT this By-law shall take effect from the date of passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS 25th DAY OF JUNE 2024

BY-LAW READ A THIRD TIME AND PASSED THIS 25th DAY OF JUNE 2024

Clerk

Head of Council

SCHEDULE A
TO BY-LAW No. XX-2024

TOWNSHIP OF EAST GARAFRAXA
EAST PART OF LOT 6, CONCESSION A, COUNTY
OF DUFFERIN



- | | | | |
|--------------------|--------------------------|------------------------------------|-------------------------------------|
| Rural | Business Park | Wetlands | Subject Lands (85243 County Road 3) |
| Institutional | Rural Residential | Industrial | Greenbelt Plan Area (S.2.1) |
| Estate Residential | Agricultural | Extractive Industrial | River |
| Highway Commercial | Environmental Protection | Dufferin County Municipal Boundary | |



The Corporation of The Township of East Garafraxa

By-Law Number XX-2024

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF THE MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND BETWEEN THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) AND THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Township of East Garafraxa wishes to enter into this Agreement to access CCBF funding;

Now Therefore the Corporation of The Township of East Garafraxa by the Municipal Council thereof enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute the agreement in the same form or substantially the same form as attached as Schedule “A” which forms part of this by-law.
2. That by-law comes into effect upon the passing thereof.

BY-LAW READ A FIRST AND SECOND TIME THIS 25th DAY OF JUNE 2024

BY-LAW READ A THIRD TIME AND PASSED THIS 25th DAY OF JUNE 2024

Clerk

Head of Council

**MUNICIPAL FUNDING AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as "**AMO**")

AND:

THE TOWNSHIP OF EAST GARAFRAXA

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the "**Recipient**")

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the "**Administrative Agreement**"), which governs the transfer and use of the Canada Community-Building Fund ("**CCBF**") in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Township of East Garafraxa
065371 Dufferin County Rd. 3, Unit 2
East Garafraxa, ON L9W 7J8

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE TOWNSHIP OF EAST GARAFRAXA

By: _____
Name: _____ Date _____
Title: _____

Name: _____ Date _____
Title: _____

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____
Name: _____ Date _____
Title: Executive Director

Witness: _____ Date _____
Title: _____

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient's ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

BY-LAW NUMBER XX-2024

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA AT ITS MEETING HELD ON June 25, 2024

WHEREAS Section 5(1) of the Municipal Act, 2001, as amended provides the powers of a Municipal corporation are to be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, as amended provides that municipal powers shall be exercised by by-law;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA BY THE MUNICIPAL COUNCIL ENACTS AS FOLLOWS:

1. All actions of the Council of the Corporation of the Township of East Garafraxa at the Electronic Council Meeting on June 25, 2024, to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Head of Council and Officers of the Corporation of the Township of East Garafraxa are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

BY-LAW READ A FIRST AND SECOND TIME THIS 25th DAY OF JUNE 2024

BY-LAW READ A THIRD TIME AND PASSED THIS 25th DAY OF JUNE 2024

Clerk

Head of Council