AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, October 8th 2024 – 6:00 pm

1. CALL TO ORDER
   Land Acknowledgement

2. APPROVAL OF AGENDA

3. DECLARATIONS OF PECUNIARY INTEREST

4. DEPUTATIONS
   None

5. MINUTES OF PREVIOUS MEETING(S)

   5.1. Minutes – Special Council Meeting – September 20th 2024
   Recommendation:
   BE IT RESOLVED that the Minutes of the Special Council Meeting held on Sept 20th 2024 be approved

   5.2. Minutes – Regular Council Meeting – September 24th 2024
   Recommendation:
   BE IT RESOLVED that the Minutes of the Regular Council Meeting held on Sept 24th 2024 be approved

6. DISBURSEMENT LIST
   6.1. Payroll Report
   6.2. Payment Register
   Recommendation:
   BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 7117 through 7127 totalling $33,081.69 and electronic bank payments totalling $4,908.95, for a grand total of $33,081.69

7. REPORTS FROM MUNICIPAL OFFICERS
   7.1. Clerk's Report
   Topics include: dog complaints, co-op student, fire auxiliary, grant opportunities
   7.2. Public Works Report
   Topics include: maintenance, landfill
   7.3. Deputy Clerk-Treasurer Report
   Topics include: administrative tasks; training completed or scheduled
   7.4. Councillor Reports (verbal)
   Topic: A summary of activities and meetings
   7.5. Other Agencies' Reports

8 NEW BUSINESS
   8.1 Municipal Alcohol Policy
   8.2 Asset Management Plan (2024 draft)
   8.3 Variance report

9 BY-LAWS
   9.1 By-Law 1468 – appoint community representatives to Lakehead District OPP Detachment Board

10 CORRESPONDENCE

   10.1 JML Engineering: 2024 Structural Inspection Three Bridges
   Action requested: review, integrate into 2025 budget/workplan
   10.2 OPP Annual Billing
   10.2.1 Annual Billing Statement
   Action requested: receive for information
   10.3 Red Rock – request for sponsorship of Beer Fest
   Action requested: support
   10.4 MOBIA – upgrade networking on Ilkka and Pokki
   10.5 ROMA: annual conference
   Action requested: determine attendance before Oct 31st early bird deadline

Municipalities requesting support

10.6 Brock – resolution regarding rideshare services

10.7 Cobourg – resolution regarding support of involuntary care for individuals with severe mental health and addictions issues

10.8 East Ferris – resolution requesting combined OGRA/ROMA conference

10.9 Larder Lake – resolution requesting financial assistance to complete Asset Retirement Obligations

10.10 St Charles – resolution regarding nicotine pouches

10.11 Temiskaming – resolution regarding alcohol sales in convenience stores and locations that sell fuel to drivers

Action requested: review, support

10.12 Other correspondence

11 UPCOMING MEETING DATES

October 22nd, 2024	Regular Council Meeting
November 12th, 2024	Regular Council Meeting
November 26th, 2024	Regular Council Meeting
December 17th, 2024	Regular Council Meeting
January 14th, 2025	Regular Council Meeting
January 28th, 2025	Regular Council Meeting
February 11th, 2025	Regular Council Meeting
February 25th, 2025	Regular Council Meeting
March 11th, 2025	Regular Council Meeting
March 25th, 2025	Regular Council Meeting
April 9th, 2025	Regular Council Meeting
April 23rd, 2025	Regular Council Meeting

12 CLOSED SESSION

12.1 Closed Minutes – September 24th 2024

12.2 Landfill – Trespassing Incident (verbal)

13 CONFIRMING BY-LAW

13.1 By-law 1469 – To Confirm the Proceedings of the Meeting

Recommendation:
BE IT RESOLVED THAT By-law 1469 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 1469, being a By-law to confirm the proceedings of this evening's meeting.

14 ADJOURNMENT

MINUTES - REGULAR COUNCIL MEETING
Tuesday, September 24th 2024 – 6:00 pm

PRESENT: Mayor Sheila Maxwell
Councillor David Maxwell
Councillor Grant Arnold
Councillor Chris Kresack
Councillor David Halvorsen

ALSO PRESENT: Shara Lavallee, CAO/Clerk
Kyle Foekens, Senior Machine Operator
Robb Day, Fire Chief
Tara Wupori, Deputy Clerk-Treasurer
Leanne Maxwell, Treasurer
Olabisi Akinsanya-Hutka, HR Assistant

REGRETS: Len Arps, Public Works Manager

1. CALL TO ORDER
Mayor Maxwell called the meeting to order at 6:00 p.m.

Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2024-0184
Moved by Councillor Arnold
Seconded by Councillor Kresack
BE IT RESOLVED THAT the agenda for the regular council meeting of September 24th, 2024 be approved
CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST
None

4. DEPUTATIONS
None

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes – Regular Council Meeting – September 10th 2024

RESOLUTION 2024-0185
Moved by Councillor Maxwell
Seconded by Councillor Arnold
BE IT RESOLVED that the Minutes of the Regular Council Meeting held on Sept 10th 2024 be approved
CARRIED

Mayor ____
Clerk ____

6. DISBURSEMENT LIST
   6.1. Payroll Report
   6.2. Payment Register

RESOLUTION 2024-0186
Moved by Councillor Arnold
Seconded by Councillor Kresack

BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 7095 through 7111 totalling $30,393.57 and electronic bank payments totalling $4,908.95, for a grand total of $35,302.52

CARRIED

7. REPORTS FROM MUNICIPAL OFFICERS
   7.1. Clerk's Report

The MBLEO responded to complaints regarding dogs running at large. One Owner was given a warning; next time a fine will be issued. Another Owner is being monitored as the Complainant declined to make an official complaint. The reports were filed at the office.

The co-op student started on Wednesday September 19th. He will be at the office in the mornings for the entire semester. He will be attending the morning portions of the AMCTO zoning meeting with the rest of the staff (no registration cost).

The Conmee Fire Department Auxiliary requests permission to use the Conmee Community Centre parking lot during the winter for its bottle drives. The Clerk has no concerns with the request, provided the Auxiliary informs the Facilities Manager of the day/time and there are no conflicts with rentals/events. Council had no concerns; permission shall be granted.

The office shall investigate the potential funding opportunities through the NOHFC Rural Community Enhancement Stream and the Intact Insurance Municipal Climate Resiliency grant.

7.2. Public Works Report

Maintenance included grading and work at the landfill. Nineteen loads of gravel was hauled and spread on Pokki Road. All the road signs were inspected and will be replaced as necessary.

Senior Machine Operator Foekens left at 6:14 p.m.

7.3. Fire Chief Report

Discussions continue at the Mutual Aid Zone meetings regarding the new training requirements which take effect in July 2026. In the future, the Mutual Aid agreement may transition into Automatic Aid depending on the Conmee VFD's capability.

No emergency calls for the month of September. The Pumper is back in service but should be replaced soon.

A complaint was made regarding Councillor Kresack (who is also a VFD member) on the grounds that he did not avoid conflicts of interest during current personnel and mechanical issues. Under By-Law 1194, Councillor Kresack had the opportunity to speak to Council regarding the complaint. He explained the reasoning behind his decision to speak with the mechanic regarding Pumper 75 and his decision to call a special council meeting to relay his findings. He conceded that a different course of action should have been taken and shall do so in the future. Councillor Kresack resigned as VFD member and thus shall no longer have any potential conflicts of interest in the role as Councillor. Council declined to take further action.

Fire Chief Day left council chambers at 6:32 p.m.

7.4. Councillor Reports

Mayor Maxwell attended several HR meetings with Fire Chief, Deputy Fire Chief, VFD members and the HR Assistant. She attended the annual roads inspection. She is scheduled to attend an EMPC meeting.

Councillor Arnold requested that a letter be sent to the MTO regarding the recent accidents on the highway Council agreed with the request. Councillor Arnold attended the monthly TBDHU – financial restraints are being felt in the staffing and servicing. He attended the annual roads inspection. He had a meeting with the office staff (as Office Liaison) and received the formal resignation of the CAO/Clerk. He is scheduled to attend LRCA and EMPC meetings.

Councillor Halvorsen attended the LRPB meeting and the LPSB meeting.

Councillor Maxwell completed CCOHS training and attended the roads inspection.

Councillor Kresack attended the Rural Cupboard Food Bank meeting. He attended the roads inspection.

7.5. Other Agencies' Reports
Filed

8 NEW BUSINESS

8.1 Hiring Process – CAO/Clerk
8.1.1 Resignation – CAO/Clerk Lavallee

The Hiring Committee shall be composed of the Mayor, Councillor Arnold and HR Assistant Hutka. The position shall be for a Clerk. The Hiring Committee was delegated with the recruitment and selection of the new Clerk. Council shall be updated at future meetings.

9 BY-LAWS
none

10 CORRESPONDENCE

10.1 NOMA letter of support for *Solve the Crisis* Campaign
10.1.1 News Release – OBCM launches *Solve the Crisis* Campaign regarding homelessness

Council directed that a letter of support be sent.

10.2 Township of O'Connor – resolution requesting that the Province of Ontario consider establishing a funding program specifically for the purchase of fire trucks

RESOLUTION 2024-0187
Moved by Councillor Halvorsen
Seconded by Councillor Maxwell

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by the Township of O'Connor requesting that the Province of Ontario consider establishing a funding program specifically for the purchase of fire trucks

AND THAT copies of this resolution be forwarded to Premier Ford, Minister of Municipal Affairs and Housing, Minister of Finance, Minister of Infrastructure, Minister of Forestry, Ontario Solicitor-General, MPP Kevin Holland (Thunder Bay – Atikokan), ROMA, NOMA, and AMO

CARRIED

Mayor ____
Clerk ____

10.3 Tillsonburg – resolution regarding cellular coverage concerns

RESOLUTION 2024-0188
Moved by Councillor Maxwell
Seconded by Councillor Arnold

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by the Town of Tillsonburg regarding cellular coverage concerns and the need to prioritize infrastructure

AND THAT copies of this resolution be forwarded to Federal Minister of Innovation, Science and Industry of Canada; Federal Minister of Export Promotion, International Trade and Economic Development; MP Marcus Powlowski; and MPP Kevin Holland (Thunder Bay – Atikokan)

CARRIED

10.4 Other correspondence

11 UPCOMING MEETING DATES

October 8th, 2024	Regular Council Meeting
October 22nd, 2024	Regular Council Meeting
November 12th, 2024	Regular Council Meeting
November 26th, 2024	Regular Council Meeting
December 17th, 2024	Regular Council Meeting
January 14th, 2025	Regular Council Meeting
January 28th, 2025	Regular Council Meeting
February 11th, 2025	Regular Council Meeting
February 25th, 2025	Regular Council Meeting
March 11th, 2025	Regular Council Meeting
March 25th, 2025	Regular Council Meeting
April 9th, 2025	Regular Council Meeting
April 23rd, 2025	Regular Council Meeting

12 CLOSED SESSION

RESOLUTION 2024-0189
Moved by Councillor Arnold
Seconded by Councillor Kresack

BE IT RESOLVED THAT, the time being 7:30 p.m., Council resolve into closed session, under the authority of paragraph 239(2)(b) and (d) of the Municipal Act, 2001 to discuss Item 12.2 regarding human resources

AND under the authority of those paragraphs of the Municipal Act, 2001 for which they were authorized to be closed, to review the minutes of the closed session of the meetings of September 10th 2024

CARRIED

12.1 Closed Minutes – September 10th 2024
12.2 Human Resources - VFD

RESOLUTION 2024-0190
Moved by Councillor Halvorsen
Seconded by Councillor Maxwell

BE IT RESOLVED THAT, the time being 8:03 p.m., Council rise from closed session and report in open session

AND THAT the Closed Minutes of the Regular Council Meeting held on September 10th 2024 be approved

AND THAT Administration proceed as directed

CARRIED

Mayor ____
Clerk ____

13 CONFIRMING BY-LAW

13.1 By-law 1467 – To Confirm the Proceedings of the Meeting

RESOLUTION 2024-0191
Moved by Councillor Maxwell
Seconded by Councillor Kresack

BE IT RESOLVED THAT By-law 1467 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 1467, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

14 ADJOURNMENT

Meeting was adjourned at 8:04 p.m.

_____
Mayor Sheila Maxwell

_____
Clerk Shara Lavallee

Staff Payroll -September 27, 2024
Council Payroll - September 30, 2024

	Administration	Public Works	Landfill	Complex	Fire	Council	Total
Wages	6,627.53	4,845.90	452.13	774.00	1,500.00	5,331.70	19,531.26
EI	154.03	114.12	10.93	18.70	34.86	128.28	460.92
CPP	370.31	276.06		39.89	60.00	190.84	937.10
RRSP	225.06	170.63					
mileage	251.58					149.10	400.68
total	7,628.51	5,406.71	463.06	832.59	1,594.86	5,799.92	21,725.65

Township of Conmee
Payment Register
Report Date
Batch: 2024-00108 to 2024-00108 2024-10-03 2:59 PM

Bank Code: GEN - TD Operating Account

Payment #	Vendor	Date	Amount	
7117	CSDC de Aurores Boreales	2024-09-30	43.30	
7118	Con Scolaire Pub du Grand Nord	2024-09-30	96.64	
7119	Lakehead Cleaners	2024-09-30	75.46	
7120	Lakehead Board of Education	2024-09-30	25,475.11	
7121	Local Authority Services	2024-09-30	337.72	
7122	Maki's Diesel Repair	2024-09-30	587.60	
7123	MPAC	2024-09-30	3,322.72	quarterly billing
7124	M&L Supply Fire & Safety	2024-09-30	767.00	
7125	Staples Professional	2024-09-30	38.42	
7126	Testmark Laboratories Ltd.	2024-09-30	45.20	
7127	TBay Catholic Dist School Bd	2024-09-30	2,292.52	
		Total for Computer Cheque:	33,081.69	
		Total for GEN:	33,081.69	

Payments Printed: 16

The Corporation of the Township of Conmee
Administrative Report

Date: **October 10 2024**

To: **Mayor and Council**

Subject: **Administrative Activity Report**

File Number: **01-C10-0000 Administrative Activity Reports**

Submitted by: **Shara Lavallée, Clerk**

RECOMMENDATION:
Council to provide direction as requested

BACKGROUND:
Administration reports to Council, at regular council meetings, on its activities.

DISCUSSION:

The MBLEO responded to a dog running at large complaint. As it was the second incident, the owner was ticketed. A full report is available at the office.

Kinna-aweya Legal Clinic shall be providing a presentation to the public of the services it provides on October 15th from 1:30-3:30. The Clerk agreed to permit the use of the Council Chambers at no cost as there will no staff time or set up required. The Kinna-aweya Legal Clinic provides free legal advice and assistance to all low-income residents in the District of Thunder Bay.

The FOTENN consultants had a quick meeting with MMAH who advised that the final decision should be made shortly regarding the Official Plan.

OCIF Allocation notice for 2025 was received. Amount is $100,000 the same as years before.

The Ministry of Municipal Affairs and Housing, Northern Municipal Services Office has scheduled its annual Northwest Planning Workshop for October 23rd & October 24th. Usually, only the Clerk attends the workshop but the Deputy could benefit.

Office schedule:

Oct 7th	Deputy	Off
Oct 11th	Clerk	off
Oct 14th	Office closed	Holiday (Thanksgiving)
Oct 18th	Deputy	off
Oct 30 - Nov 1	Treasurer	Off

The Corporation of the Township of Conmee
Report

Date: **October 10th 2024**

To: **Mayor and Council**

Subject: **Public Works Report**

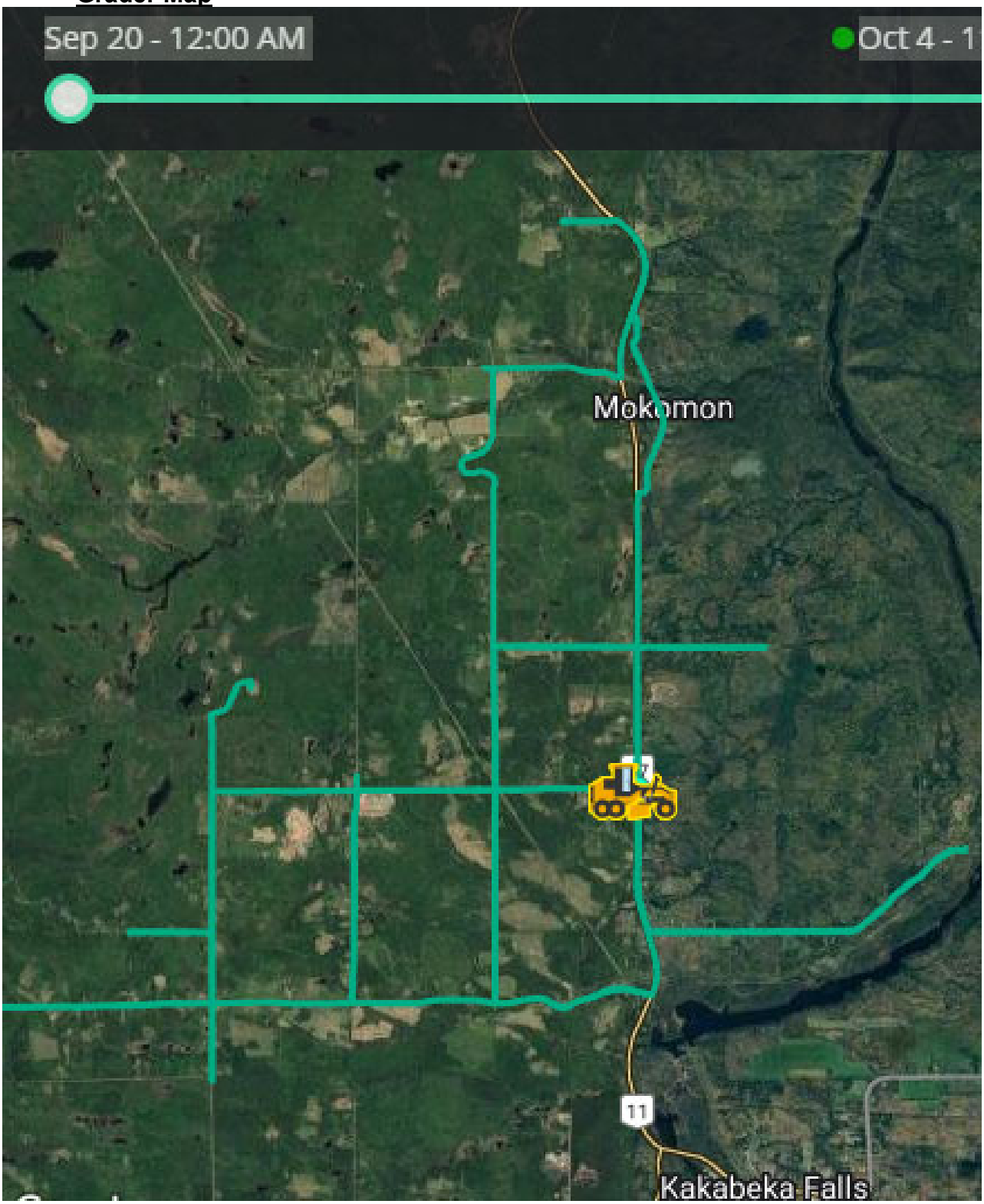
Submitted by: **Len Arps, Public Works Manager**

Activities

Roads

- Grading
- Work at landfill
- Calcium applied on certain roads
- Investigated trespassing onto landfill; OPP addressed the situation; council to advise on further actions

Grader Map



Date: **October 8th, 2024**

To: **Mayor and Council**

Subject: **Deputy Clerk-Treasurer Intern/Health and Safety Representative Activity Report**

Submitted by: **Tara Wupori, Deputy Clerk-Treasurer Intern/Health and Safety Representative**

RECOMMENDATION:

- For Information
- Request for permission to proceed on further CEMC training

BACKGROUND:

The Deputy Clerk-Treasurer Intern and Health and Safety Representative reports to Council, at regular council meetings, on her activities.

DISCUSSION:

A review of what has been worked on by Deputy Clerk Treasurer/Health and Safety Representative.

Tasks Worked On:

- Completed IMS 100
- Clerked Special Council Meeting 09-20-24
- Continued monthly inspections
- Created Safe Talk
- Attended AMCTO Zone 9 Fall conference
- Worked with HR to provide her with information to assist with administrative duties for fire department
- Begun creation of policy for burning at landfill
- Begun work on elections portal for updates in preparation for election
- Enrolled in WSPS Partners in Prevention 2024 Regional Health & Safety Conference (Forum North) & Trade Show November 5 & 6

Other Agencies' Reports

The actual email is available if you would like it sent; most reports are also available online

1. TBDML June 15th minutes
2. LRCA minutes for August 28th 2024

The Corporation of the Township of Conmee
Administrative Report

Date: **September 24th, 2024**

To: **Mayor and Council**
Subject: **Review – *"Serving of Alcohol during Community Centre Rentals"* Policy --- to be renamed as "Municipal Alcohol Policy"**

Submitted by: **Shara Lavallee, CAO/Clerk**

RECOMMENDATION

It is requested that Council review the update policy and approve the policy if sufficient.

BACKGROUND

The *"Serving of Alcohol"* Policy was created at the regular council meeting of *September 11th, 2012*. Records indicate that the policy was last reviewed or amended by council on *October 25th 2016.*

An updated police renamed the "Municipal Alcohol Policy" was presented at the July 10th council meeting and subsequently tabled.

An amended policy was reviewed and discussed at the July 23rd 2024 council meeting.

An amended policy was reviewed and discussed at the Sept 10th 2024 council meeting.

DISCUSSION

Amendments done to the policy, as requested by Council at the Sept 10th meeting:

- Section 4.2 Facilities Manager
  - addition: The Facilities Manager shall provide a copy of the MAP to the permit holder
- Section 5.0 "Doorkeeper"
  - addition: "When necessary, the doorkeeper shall keep count of the number of attendees at the event. "
  - deletion: ~~arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.~~
- Section 6.6 Suggested Ratio of Event Workers
  - Addition: Sufficient staff must be present to effectively monitor all entrances, exits, alcohol consumption and behaviour of guests.The following table outlines

the minimum required number of event workers, and numbers may need to be increased depending on the nature of the event or the facility. Reduction of the number of event workers may only be approved by Council.

- Amendment: changed the ratio of event workers

REFERENCES:

The Municipal Alcohol Policy Guide (252 pages)
https://www.camh.ca/-/media/files/map_policyguide-pdf.pdf

MAP by other municipalities considered appropriate and used as reference:

- East Zorra-Tavistock (22 pages)
  https://www.ezt.ca/en/township-office/resources/Policies-and-By-laws/Municipal-Alcohol-Policy.pdf
- Township of South-West Oxford (17 pages)
  https://www.swox.org/Approved---Municipal-Alcohol-Policy---updated-February,-2024.pdf
- City of Thunder Bay (7 pages)
  https://www.thunderbay.ca/en/recreation/municipal-alcohol-policy.aspx
- Public Health – Municipal Alcohol Policies Map (access all MAPs in Ontario)
  https://dev.cm.publichealthontario.ca/en/Diseases-and-Conditions/Mental-Illness-Substance-Use/Alcohol/Alcohol-Repository

ATTACHMENT:

#1 - "Serving of Alcohol" Policy
#2 - Municipal Alcohol Policy

ATTACHMENT #1

Policy No.: 30 Date Approved: September 11, 2012 Date Amended: October 25, 2016 Approving Resolution: 2016-221	Procedure: Serving of Alcohol during Community Centre Rentals 6.1.1

Purpose

The Council for the Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee. This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

Definitions

For the purposes of this document the following definitions shall apply:

"Liquor Permit" means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

"Standard Drink" means 12oz bottle of 5% beer, cider, or cooler. 5oz glass of 12% wine. 1.5oz serving of 40% distilled alcohol (rye, gin, rum, etc.)

"Permit Holder" means the person who is named on any permit or licence to serve liquor.

"Smart Serve" means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

"Serve" means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

"Security guard" shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to.

"SOP" means Special Occasion Permit. A SOP is required any time liquor is sold or served anywhere other than in a licenced establishment or a private place (for example, a corporate boardroom). Note: liquor cannot be sold at a residence. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Register has reason to believe the event is being used for personal gain.

Policy

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

1. Liquor Permit

   With the Alcohol and Gaming Commission of Ontario (AGCO) which is responsible for administering the *Liquor Licence and Control Act, 2019 (LLCA),* every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario. This permit shall be posted where the liquor is being dispensed, before any liquor is served. The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

2. Liquor Service

   It shall be the Policy of the Council for the Township of Conmee that ~~all persons who will serve liquor shall use the Township appointed bartenders. The cost of the bartenders will be as per By-law No. 1090, the Fees and Charges By-law and is payable to the Township of Conmee~~
   the renter is responsible for obtaining bartenders which must be trained in Smart Serve. The renter will provide a list of the names and qualifications.

   Council reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy, shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

   - Serving liquor to underage customers
   - Serving intoxicated customers
   - Drinks containing more than one standard drink size being sold or served. (double shots or pitchers)
   - Serving liquor without a valid Smart Serve certificate
   - Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
   - “last call” being announced prior to the closure of the bar
   - Serving liquor in any manner not consistent with the requirements under the liquor permit

- Serving liquor in any manner not consistent with the requirements of this Policy
- Event workers and volunteers consuming alcohol before or during the event
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.

3. Security Guard

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire a “security guard”, who’s duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The “security guard” shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Security guard shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

4. Insurance

The holder of the liquor permit shall ensure that there is an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of $2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 12 pm of that same day.

5. Food and Non-Alcoholic Beverage Options

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served. Non-alcoholic beverages must be made available (ex: water, juice, tea, coffee, soda) No caffeinated energy drinks are to be served.

6. **Liquor Types and Games**

   No ~~jello type~~ “shooters” or “shots”, jello type or otherwise, may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no “drinking games” are allowed. ~~A “last call” prior to the closing of the bar is also prohibited.~~

7. **Safe Transportation**
   There must be access to safe transportation. It is the event holder’s responsibility to ensure availability of safe transportation and putting up signs as required.

8. **Prescribed Zones Approved for Alcohol**
   For outdoor events, a “Beer Garden” must be constructed. Alcohol may not leave the prescribed zones (beer gardens or indoor concession area) Please be advised that alcohol is prohibited in the playground. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

9. **Notice of Deficiency**

   One week before the function or event at which liquor will be served or provided under a liquor permit, the Administration will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed. If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall **NOT** be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

10. **Public Notification**

    In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

_____ _____
Signature of Liquor Licence Holder Date

_____ _____
Print Name Contact Phone Number

ATTACHMENT #2

CORPORATION OF THE TOWNSHIP OF CONMEE

MUNICIPAL ALCOHOL POLICY

Created: **September 11, 2012**
Reviewed: **October 25, 2016**
July 10th, 2024

1.0 POLICY STATEMENT

It is the policy of the Corporation of the Township of Conmee to promote responsible management practices related to alcohol use on Township lands, at Township facilities, and for community events in order to reduce and/or avoid significant legal liability.

2.0 PURPOSE

The Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee.

This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

3.0 SCOPE

This Policy applies to both No Sale permit events and Sale or Licensed events (whether private or public events) which are held on municipal properties.

Under the Act, the Township is authorized to:

1. recommend to the AGCO permission for applicants to have alcohol in Township facilities, closed streets and open spaces;
2. recommend to the AGCO permission for applicants to have alcohol at sporting events;
3. designate an event as a “public event” in order for applicants to apply to the AGCO for a liquor permit; and

4. recommend temporary extensions of liquor permits or licences for public events.

EX. an event holder obtains a liquor permit for the hall but then decides that a outdoor ‘beer garden’ would be nice for the smokers.

4.0 RESPONSIBILITY

4.1. Members of Council

Any additions or changes to the MAP must be approved by Council.

Authority for all requests for the use of alcohol during an event or rental occurring at any municipal property including the Conmee Community Centre.

Authority for all requests for designating an event as a ‘public event’ (including designation as an event of municipal, provincial, national or international significance), and recommendations for temporary extensions of existing liquor licences are designated to the Council.

4.2. Facilities Manager

Authority for all requests for the use of alcohol during an event or rental occurring at Conmee Community Centre.

The Facilities Manager shall provide a copy of the Municipal Alcohol Policy to the Permit Holder.

4.3. Permit Holder, Event Organizers and Designates

The Permit Holder and designates must be 19 years of age or older. Event Organizers and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the MAP. and attached list of controls, facility rental agreement, the Act and its regulations
- organization, planning, set up and clean-up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door
- monitors and security
- training of event workers and designates for permit holder and/or Event Organizer, if applicable
- posting the SOP visibly on the premises to which the permit applies or readily available for inspection along with receipts for stock purchased on the permit
- alcohol sales and service
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event

- organizing safe transportation options (eg. taxis, designated drivers)
- responding to emergencies
- Smart Serve certification for all servers/bartenders on display

The Permit Holder and Event Organizer or designates must attend the event for the entire duration and be responsible for decisions regarding the operation of the event.

5.0 DEFINITIONS

"the Act" refers to the Liquor Licence Act, R.S.O. 1990, Chapter 19 and Regulations and any subsequent legislation enacted to replace it.
"AGCO" refers to the Alcohol and Gaming Commission of Ontario which is the provincial regulatory agency for alcohol.

"Alcohol" means all spirits, wine, liquor, or beer or any combination thereof.

"Alcohol use" means alcohol that is served, sold, or consumed.

"Doorkeeper" - A paid/volunteer person(s) appointed by the event organizer, who is over the age of 19 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. A door monitor checks identification and for signs of intoxication, and keeps out intoxicated and troublesome persons. When necessary, the doorkeeper shall keep count of the number of attendees at the event. ~~arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.~~

"Event worker" is a paid/volunteer person(s) appointed by the Permit holder, who is over the age of 18 and shall not consume or be under the influence of alcohol or recreational drugs of any kind for the entire duration of the event. This may include floor monitors, door monitors, servers/bartenders, tickets sellers and other workers.

"Event Designate" may replace the permit holder to assume responsibility and liability for the operation of the event. They must also sign the Special Occasion Permit.

"Liquor Permit" means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

"No Sale" event refers to an event that is serving alcohol without charge, where no money is collected directly or indirectly for alcohol from guests, and the permit holder absorbs all alcohol costs.

"Permit Holder" means the person who is named on any permit or licence to serve liquor. The Permit Holder shall assume responsibility and liability for the entire operation of the event and shall not consume or be under the influence of alcohol for the duration of the event.

"Private Event" is defined by the AGCO as an event which is for invited guests only and cannot be advertised (eg. wedding). There can also be no intent to gain or profit from the sale of alcohol at private events.

"Public Event" is defined by the AGCO as an event which is open to the public and is conducted by a charity or non-profit entity. An individual or business may host a public event if the event is a) being held in a licensed facility, or b) has been deemed of municipal, provincial, national or international significance.

"Security guard" shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to. A Security Guard must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons.

"Serve" means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

"Smart Serve" means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

"SOP" means Special Occasion Permit. A SOP is required any time liquor is sold or served anywhere other than in a licenced establishment or a private place (for example, a corporate boardroom). Note: liquor cannot be sold at a residence. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Register has reason to believe the event is being used for personal gain.

"Standard Drink" means:

12 oz (341 mL) bottle of 5% beer, cider, or cooler.
5 oz (142 mL) glass of 12% wine.
1 oz (29 mL) serving of 40% distilled alcohol (rye, gin, rum, etc.)

6.0 PROCEDURE

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

6.1. Designation of Events

6.1.2 Public Events

Applicants must have their event designated by the municipality as a "public event" prior to applying to the AGCO for a liquor permit or a temporary extension of a licence.

According to The Act, Public Events are events that are open to the public that are conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance. In order to be eligible for an SOP, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality.

As per The Act, an applicant for a Public Event SOP must provide at least 30 days' notice to the AGCO and the Township for events. The notice period is increased to 60 days if 5,000 or more people are expected to attend.

The permit area must be clearly defined and separated from the area(s) where the SOP does not apply by a minimum 36" (0.9 metres) high partition (ex. beer garden).

Under the Municipal Alcohol Policy, a public event may deemed to be 'a public event of municipal significance' in order for applicants to apply to the AGCO for a liquor licence or permit. Preferably, the event would provide one or more of the following benefits to the Township:

- the event promotes social or cultural significance; economic development; or local, regional, national or international historical significance
- Event open to the general public (i.e. advertised broadly and not just to a certain group or club)
- Tourism promotion
- Benefit the community at large
- Benefit a local charity or non-profit organization (ex. Comedy Night – fundraiser for Food Bank)

~~The MAP delegates to the Clerk and/or Deputy Clerk the authority of designating an event as a public event of municipal significance for the purpose of obtaining a liquor permit. Alternatively, a request can be made directly to Council.~~

Designation as a public event is determined by Council during a regular council meeting. Please provide sufficient time when submitting a request to the Municipal Office for inclusion in the regular council meeting agenda.

6.1.3 Private Events

Private events are not open to the public and only invited guests attend. The event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

It should be noted that an event can be private (i.e. only certain people are invited or eligible to purchase tickets) but if there is an intent to profit from liquors sales (ex. fundraise), then a Public SOP must be obtained.

6.1.4 Youth-Focused Events

Facilities or events that are primarily youth-focused (eg. youth centres, minor sports tournaments) will not be permitted to serve or sell alcohol, unless the event has been designated as an event of provincial, national or international significance (eg. Championships for youth sports that draws a crowd of all ages).

6.1.5 High Risk Events

Events may be deemed high risk at the discretion of the Municipality, AGCO, Fire Chief, and/or Police. These events will require additional staffing/security and may require an operational plan be developed in consultation with the AGCO. Fire Chief, and Police.

6.2. Prescribed Zones Approved for Alcohol

For outdoor events, a “Beer Garden” must be constructed. Alcohol may not leave the prescribed zones (beer gardens or indoor concession area) Please be advised that alcohol is prohibited in the playground. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

Under the Liquor Licence Act and Regulations, the municipality has the authority to recommend to the AGCO permission for applicants to have alcohol in Township-owned, leased, or managed facilities and open spaces.

To manage the use of alcohol in Township facilities and open spaces, the MAP. designates those Township facilities and open spaces that will permit alcohol use as follows:

1. Conmee Community Centre – building, pavilion (summertime), open area, nearby parking area
2. Vacant land owned by the Township, with prior approval from Council

Areas not eligible for consideration:

1. Conmee Community Centre – playground; skate shack; pavilion (winter when there’s ice)
2. Conmee Public Works Garage
3. Conmee Fire Hall
4. Any landfill, active or closed
5. Any quarry or pit owned by the Township

6.3. Liquor Permit

Applicants holding an event at any of the designated municipal properties must:

- Be in good standing with the Township of Conmee
- Comply with the requirements indicated in the MAP.
- Comply with the regulations of the Liquor Licence Act
- Comply with all rules, regulations, standards, policies and procedures of the Township of Conmee including all its By-laws

With the Alcohol and Gaming Commission of Ontario (AGCO), every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario.

This permit shall be posted where the liquor is being dispensed, before any liquor is served.

The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

6.4. Liquor Service

It shall be the Policy of the Council for the Township of Conmee that the renter is responsible for obtaining bartenders which must be trained in Smart Serve. The renter will provide a list of the names and qualifications.

The Township of Conmee reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underage customers
- Serving intoxicated customers
- Drinks containing more than one standard drink size being sold or served. (double shots or pitchers)
- Serving liquor without a valid Smart Serve certificate
- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- "last call" being announced prior to the closure of the bar
- Serving liquor in any manner not consistent with the requirements under the liquor permit
- Serving liquor in any manner not consistent with the requirements of this Policy
- Event workers and volunteers consuming alcohol before or during the event
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.

6.5. Doorkeeper or Security Guard

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire Doorkeepers or Security Guards, whose duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

The number of Doorkeeper or Security Guards required for the event is at the sole discretion of the Township but shall never be less than one (1) person, whether it is a Doorkeeper or a Security Guard.

Doorkeepers are only for small private events; Security Guards are only for large events or public events as they have additional legal rights and powers such as detaining and arresting people.

All Security Guards must be licensed as per provincial legislation (the Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34).Therefore, proof of the Security Guard's legal authority must be provided such a copy of the security guard license or a copy of the contract with an accredited security company.

6.6. Suggested Ratio of Event Workers

Sufficient staff must be present to effectively monitor all entrances, exits, alcohol consumption and behaviour of guests.

The following table outlines the minimum required number of event workers, and numbers may need to be increased depending on the nature of the event or the facility.

Reduction of the number of event workers may only be approved by Council.

Number of Participants	Bartenders	Doorkeepers or Security Guards
Up to 50	1	1
51-100	1	2
101-150	1	2
151-200	2	2
201-250	2	3
251-300	2	4

note - these numbers come from the Township of East Torra; council may wish to adjust

Event organizers must have sufficient staff to ensure control during the event. Events may be subject to additional workers, including security licensed by the Ministry of Community Safety & Correctional Services based on the size and nature of the event, as required by the Township and/or Police.

6.7. Insurance

The holder of the liquor permit shall ensure that there is an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of $2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must

specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 2 pm of that same day.

The renter must provide proof of insurance before the event. Alternatively, the renter may purchase “Facility User Insurance” from the Township at the rate set.

6.8. Food and Non-Alcoholic Beverage Options

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served.

Non-alcoholic beverages must be made available (ex: water, juice, tea, coffee, soda) No caffeinated energy drinks are to be served.

6.9. Liquor Types and Games

No “shooters” or “shots”, jello type or otherwise, may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no “drinking games” are allowed.

6.10. Safe Transportation

There must be access to safe transportation. It is the event holder’s responsibility to ensure availability of safe transportation and putting up signs as required.

6.11. Notice of Deficiency

One week before the function or event at which liquor will be served or provided under a liquor permit, the Township will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed.

If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall NOT be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

6.12. Public Notification

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy, a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

The Fire Chief, the OPP and other relevant authorities shall be notified if the Township deems the notification to be appropriate.

6.13. Policy Violations

A violation occurs when a section of the Liquor Licence Act of Ontario or the Municipal Alcohol Policy is contravened by anyone. Permit holders or event designates must report the violation to both the Township and AGCO within 24 hours.

It is also the responsibility of the permit holder or event designate to document complaints and incidents and send them to the Township within seven days. A detailed incident report should be kept for future reference.

The Township reserves the right to cancel the event if there is a failure to comply with this policy at any point prior to or during the event.

Policy violations and/or failure to report a violation may impact the approval of future requests by a Permit Holder or Event Organizer to host events with alcohol on municipal property.

7.0 REVIEW

Review: once per Council Term

8.0 REFERENCES

Legislation

Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22
https://www.ontario.ca/laws/statute/19l15b

AGCO – Special Occasion Permits
https://www.agco.ca/en/alcohol/special-occasion-permits

Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34
https://www.ontario.ca/laws/statute/05p34

Examples

City of Thunder Bay MAP:
https://www.thunderbay.ca/en/recreation/resources/Events/Municipal-Alcohol-Policy-Revised-2021-accessible.pdf

Township of Wilmot
https://www.wilmot.ca/en/things-to-do/resources/Municipal-Alcohol-Policy.pdf

Sources

Thunder Bay District Health Unit (TBDHU): Municipal Alcohol Policy (MAP):
https://www.tbdhu.com/municipal-alcohol-policy-map

Centre for Addiction and Mental Health: The Municipal Alcohol Policy Guide:
https://www.camh.ca/-/media/files/map_policyguide-pdf.pdf

Public Health Ontario: The Eight Steps for Developing a Municipal Alcohol Policy:
https://www.publichealthontario.ca/-/media/Documents/A/2014/at-a-glance-8step-alcohol-policy.pdf?rev=11ba209f42374a3e905a37b994d82ecd&sc_lang=en

SCHEDULE “A”

I hereby acknowledge that they have read the Municipal Alcohol Policy and understood my obligations under it, and that I must file a signed original with the Administration one week before the licensed event is to be held.

_____ _____

Signature of Liquor Licence Holder Date

_____ _____

Print Name Contact Phone Number

Event: _____

Event Date: _____

The Corporation of the Township of Conmee
Administrative Report

Date: **September 24 2024**

To: **Mayor and Council**

Subject: **Asset Management Plan 2024**

Submitted by: **Shara Lavallée, Clerk**

RECOMMENDATION:

The Township's 2024 AMP is presented for Council's information and approval to achieve compliance with O. Reg. 588/17, Asset Management Planning for Municipal Infrastructure.

RECOMMENDED That Council receive and approve the Township's Asset Management Plan (2024) once it has reviewed and accepted the draft

RECOMMENDED That Council begin discussion to determine plan for achieving compliance with 2025 regulations

BACKGROUND:

What is Asset Management?
The Township's infrastructure systems support a range of municipal services that enable residents, businesses, and visitors to live, work and play within the Township. The Township currently owns and manages over $14.9 million worth of capital assets based on current replacement values. As these assets age, investments are required to maintain them in a state of good repair and ultimately replace the assets at the end of their service life. Asset management refers to a planned approach for managing and investing in a municipality's infrastructure. Asset management is an ongoing and long-term process that allows municipalities to make the best possible investment decisions for their infrastructure assets. It involves both budgeting processes and long-term financial planning. Good asset management planning helps municipalities make well-informed decisions about when to invest in their infrastructure assets.

Why is Asset Management Important?
The Province of Ontario released Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act, 2015. Under the legislation, every municipality is required to prepare a strategic asset management policy, a plan to maintain core municipal infrastructure, define current and proposed levels of service, lifecycle strategies, long term financial strategy and a publicly accessible asset management plan. The primary goal of asset management is to

maximize the value of the Township's assets and understand the balance between risk, performance, and cost. Staff conducts various activities that guide the process of making the best possible decisions regarding the building, operating, maintaining, renewing, replacing, and disposing of infrastructure assets. One of those activities is the development of this Asset Management Plan (AMP). The required components of the AMP include:

- Asset Inventory - currently held within the Township's GIS system
- Levels of Service (LOS) - A level of service (LOS) is a measure of what the Township is providing to the community and the nature and quality of that service. For example, how comfortable and safe does the Township want the road's pavement to be? For example: To track and report the road LOS, the pavement condition index will be used.
- Lifecycle Management Strategy - this is how we provide the service, i.e. at what pavement condition will the Township repair the road, in order to maintain the LOS.
- Financial Strategy - is the long-term cost to maintain the desired LOS. A comprehensive long term financial strategy will be provided in the next phase of the plan update scheduled to begin in 2022.
- The Province of Ontario released Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act, 2015. Under the legislation, every municipality is required to prepare a strategic asset management policy, a plan to maintain core municipal infrastructure, define current and proposed levels of service, lifecycle strategies, long term financial strategy and a publicly accessible asset management plan.

What Asset Management Regulations Apply?

The requirements and timelines associated with the regulation are outlined below.

This 2024 AMP meets the third milestone of having an asset management plan in place for all core and non-core municipal assets.

- July 1, 2019 - Strategic Asset Management Policy - Requires municipalities to outline commitments to best practices and continuous improvement
- July 1, 2022 - Asset Management Plan (AMP): Phase 1 - For the core assets - roads, bridges and culverts, water, wastewater and stormwater:
    - Inventory of assets
    - Current levels of service measured by standard metrics
    - Costs to maintain levels of service
- July 1, 2024 - AMP: Phase 2 - adds to the Phase 1 plan to include
    - all assets (facilities, fleet, community services amenities)
- July 1, 2025 - AMP: Phase 3 - builds on Phase 1 and 2 AMP by adding:
    - Proposed levels of service
    - Lifecycle management
    - Long term financial strategy

DISCUSSION:

The Township's Asset Management Plan guides the Township in delivering municipal services through the development and implementation of asset management strategies and long-term financial planning.

Asset Inventory and Replacement Cost

The Township's infrastructure has an estimated current replacement value of $15 million, which is summarized by asset service below. Various methods and sources were used to determine the future replacement costs, current studies and the Township's GIS system provided the unit inventory measures.

Current Levels of Township Services

A level of service (LOS) is a measure of what the Township is providing to the community and the nature and quality of that service. For each asset service covered in the AMP measures were established through workshops with Township staff.

Ontario Regulation 588/17 requires two levels of service for assets. The first are community levels of service, which use qualitative data to communicate service outcomes from the perspective of the customer (e.g. how smooth/comfortable is it to drive on Township road surfaces).

The second are technical levels of service, which use metrics that are described in technical terms (e.g. the PCI, pavement condition index is used to measure road surface condition).

Current Asset Lifecycle Management Strategy

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

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Current and Forecast Funding Requirements

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township's average annual capital requirement totals $684 thousand. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately $137 thousand towards capital projects or reserves per year. As a result, there is currently an annual funding gap of $547 thousand. The Township will need to incorporate increased investment in the annual infrastructure to meet the objective and future projected needs over time. The gap between current and planned funding can be addressed by:

Use of traditional sources of municipal funds:

- Tax levies
- User fees
- Capital levies
- Reserves
- Debt

Use of non-traditional sources of municipal funds:

- Reallocated budgets
- Partnerships
- Procurement methods

Use of Senior Government Funds:

- Ontario Infrastructure Grants
- Federal Infrastructure Grants

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

Next Steps

By July 1, 2025, the Township must have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

Currently the AMP inventory is based on 2020/2021 analysis or older. A supplemental plan must be developed to ensure that data used in this plan will be documented, updated and maintained for future plan updates. An investigation into what further studies will be required to provide data for the next scheduled plan updates (i.e. data/studies related to facilities, fleet & equipment, land improvements).

The AMP inventory could be further expanded by including specific assets such as culverts, ditches, and IT assets or by utilizing a minimum value to determine whether an asset is included. While it may be useful for some municipalities to include road signs or office furniture in the AMP, Council may be content with such guidelines as “any asset with a value of $$$ or more” such as an auto-extrication tool or the A/V system.

Asset management costs, including staff, are eligible expenses under the OCIF funding.

Assistance with the 2025 updates could be provided by (1) consultant, (2) summer student, primarily to assist with data entry or asset condition inspections, or (3) NOHFC intern.

Asset Management Plan

2024

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

This Asset Management Plan was prepared with the following asset management software:

PSD | CITYWIDE

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

Key Statistics

Replacement cost of asset portfolio
$14,979,539

Replacement cost of infrastructure per household
$45,809 (2016)

Percentage of assets in fair or better condition
59%

Percentage of assets with assessed condition data
76%

Annual capital infrastructure deficit
$547 thousand

Recommended timeframe for eliminating annual infrastructure deficit
15 Years

Target reinvestment rate
4.6%

Actual reinvestment rate
0.9%

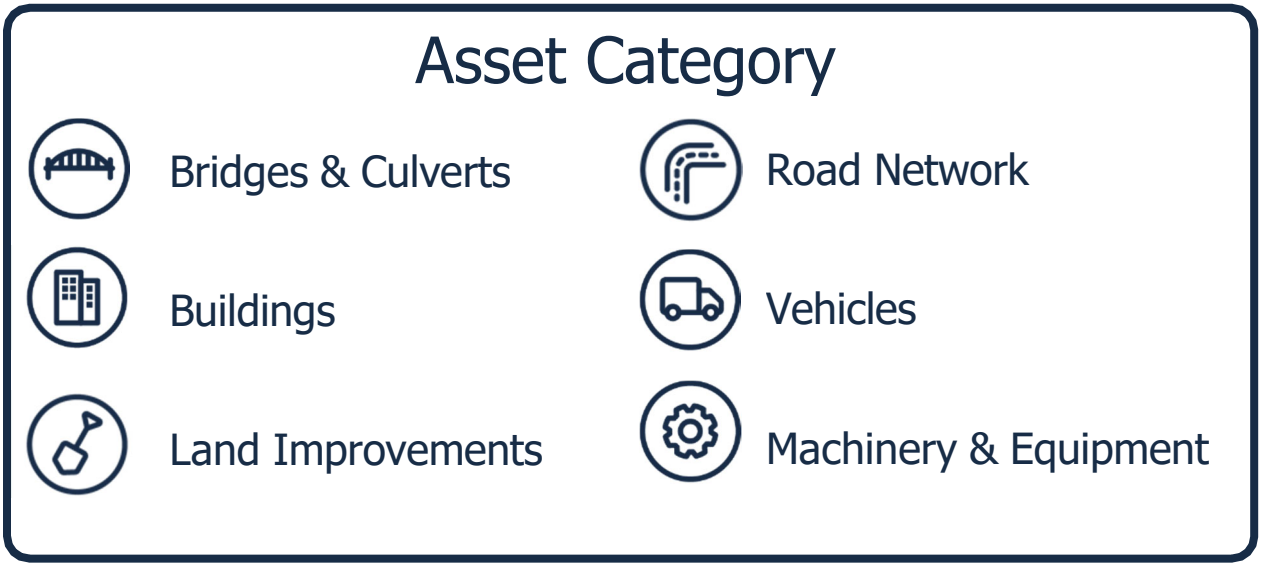
Table of Contents

Executive Summary

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

All municipalities in Ontario are required to complete an asset management plan (AMP) in accordance with Ontario Regulation 588/17 (O. Reg. 588/17). This AMP outlines the current state of asset management planning at the Township of Conmee. It identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP is based on inventory data from 2020 and includes the following tax-funded asset categories:



The overall replacement cost of the asset categories included in this AMP totals $14.9 million. 59% of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 76% of assets. For the remaining 24% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

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

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township's average annual capital requirement totals $684 thousand. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately $137 thousand towards capital projects or reserves per year. As a result, there is currently an annual funding gap of $547 thousand.

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

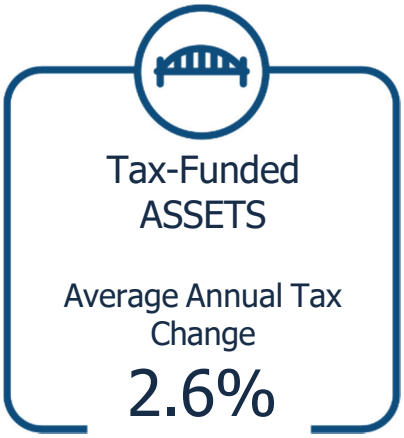
This AMP identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township can ensure that public infrastructure is managed to support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

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

Annual Infrastructure Gap Per Household

Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Township's infrastructure deficit based on a 15-year plan:



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

- Review data to update and maintain a complete and accurate dataset
- Develop a Condition Assessment Program for all asset categories
- The continuous review, development, and implementation of optimal lifecycle management strategies for all asset categories
- Development and regularly review short- and long-term plans to meet capital requirements
- Measure current levels of service and identify sustainable proposed levels of service

1 Introduction & Context

Key Insights

- The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value taxpayers receive from the asset portfolio

- The Township's asset management policy provides clear direction to staff on their roles and responsibilities regarding asset management

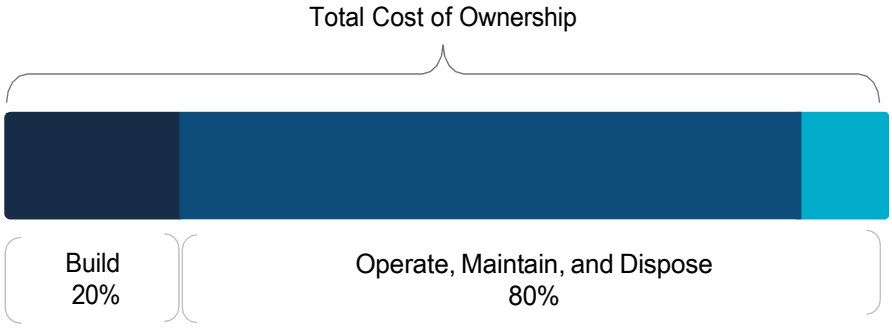
- An asset management plan is a living document that should be updated regularly to inform long-term planning

- Ontario Regulation 588/17 outlines several key milestones and requirements for asset management plans in Ontario between July 1, 2022 and 2025

1.1 An Overview of Asset Management

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

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



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

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

The Township is taking a proactive approach to asset management by considering the capital, operational, maintenance and replacement costs of assets as part of the development review process.

1.1.1 Asset Management Policy

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

The Township adopted Policy No. 71 "Strategic Asset Management Policy" in December 2018 in accordance with Ontario Regulation 588/17.

The objectives of the policy include:

- Provide a consistent framework for implementing asset management throughout the organization.
- Provide transparency and accountability and to demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels and risks.

1.1.2 Asset Management Strategy

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

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

1.1.3 Asset Management Plan

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

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

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

1.2 Key Concepts in Asset Management

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

1.2.1 Lifecycle Management Strategies

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

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. There are several field intervention activities that are available to extend the life of an asset. These activities can generally fall within the categories of maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Lifecycle Activity	Description	Example (Roads)	Cost
General Maintenance	Activities that repair current defects or inhibits deterioration	Pothole Repairs	$
Preventative Maintenance	Activities that prevent defects or deteriorations from occurring	Crack Seal	$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	$$
Replacement/ Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	$$$
Replacement Upgrade/Reconstruction	Asset end-of-life activities that involve the complete replacement of assets with an upgraded asset	Full Reconstruction LCB to HCB Design Upgrade	$$$$

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

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

1.2.2 Risk Management Strategies

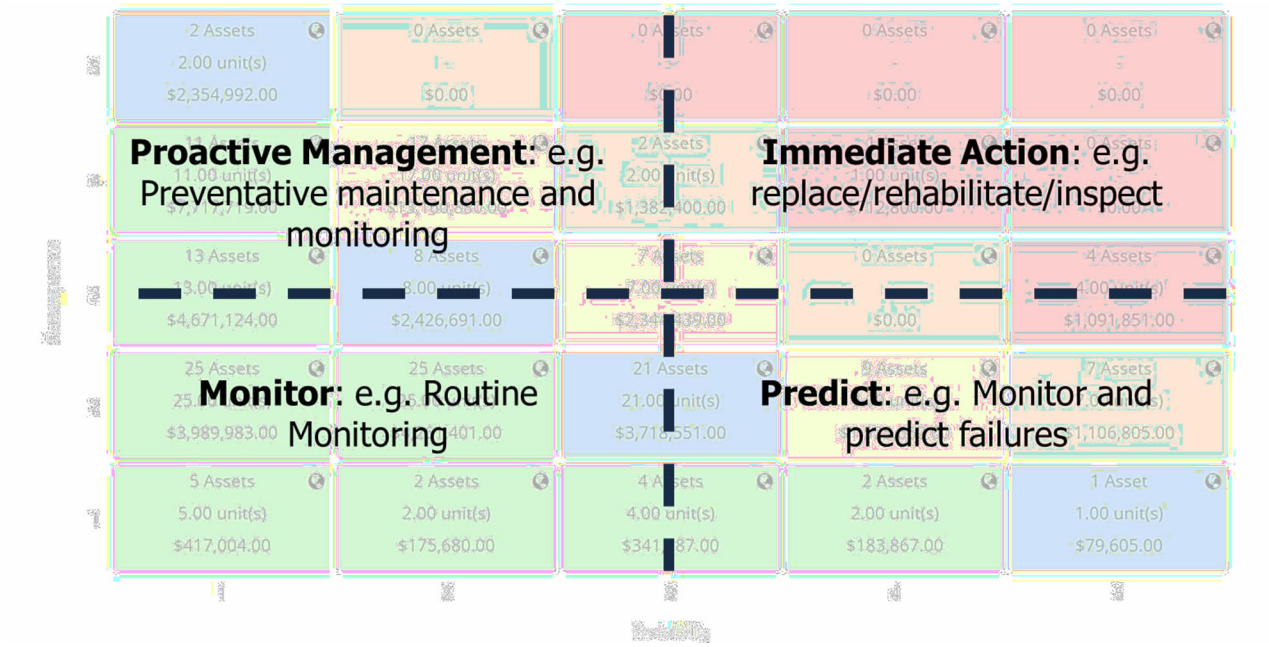
Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road servicing a very small number of properties. However, not all assets are created equal, and some assets pose a greater risk to service delivery if they were to fail.

$$\boldsymbol{Risk\ Rating} = Probability\ of\ Failure\ x\ Consequence\ of\ Failure$$

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

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

Risk matrices are a useful tool used to visualize risk across a group of assets. The following image provides an example of the actions or strategies that may be considered depending on an asset's risk rating.



1.2.3 Levels of Service

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

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

1.2.3.1 Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For the Township's core asset categories (Roads and Bridges & Culverts) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP. These descriptions can be found in the Levels of Service subsection within each asset category.

For non-core asset categories, the Municipality has determined the qualitative descriptions that will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

1.2.3.2 Technical Levels of Service

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

For the Township's core asset categories (Road Network and Bridges & Culverts) the province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP. These metrics can be found in the Levels of Service subsection within each asset category.

For non-core asset categories, the Municipality has determined the technical metrics that will be used to determine the technical level of service provided. These metrics can be found in the Levels of Service subsection within each asset category.

1.2.3.3 Current and Proposed Levels of Service

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

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

1.3 Ontario Regulation 588/17

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

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

2019

Strategic Asset Management Policy

2022

Asset Management Plan for Core Assets with the following components:

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

2024

Asset Management Plan for Core and Non-Core Assets (same components as 2022)

2025

Asset Management Policy Update

and

an Asset Management Plan for All Assets with the following additional components:

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

1.3.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2024. Next to each requirement a page or section reference is included in addition to any necessary commentary.

Requirement	O. Reg. Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	3.1.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1.1, 4.2.1, 5.1.1, 5.2.1, 5.3.1, 5.4.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.1.3, 4.2.3, 5.1.3, 5.2.3, 5.3.3, 5.4.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.1.2, 4.2.2	Complete
Description of municipality's approach to assessing the condition of core assets in each category	S.5(2), 3(v)	4.1.2 - 4.2.2	Complete
Current levels of service for core assets	S.5(2), 1(i-ii)	4.1.6 - 4.2.6	Complete
Current performance measures for core assets	S.5(2), 2	4.1.6 - 4.2.6	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.1.4 - 4.2.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix A	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	6.1 - 6.2	Complete

2 Scope and Methodology

- This asset management plan includes 6 asset categories belonging to the tax-funded category

- The source and recency of replacement costs impacts the accuracy and reliability of asset portfolio valuation

- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

2.1 AMP Asset Categories

This asset management plan for Conmee Township is produced in compliance with Ontario Regulation 588/17. The July 2022 deadline under the regulation—the first of three AMPs—required analysis of only core assets (Road Network and Bridges & Culverts).

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

Asset Category	Source of Funding
Road Network	Tax Levy
Bridges & Culverts	
Buildings	
Machinery & Equipment	
Vehicles	
Land Improvements	

2.2 Deriving Replacement Costs

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

- **User-Defined Cost and Cost/Unit**: Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience
- **Cost Inflation/CPI Tables**: Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

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

2.3 Estimated Useful Life and Service Life Remaining

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

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

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

2.4 Reinvestment Rate

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

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

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

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

2.5 Deriving Asset Condition

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

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

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

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

3 Portfolio Overview

- The total replacement cost of the Township's asset portfolio is $14.9 million

- The Township's target re-investment rate is 4.6%, and the actual re-investment rate is 0.9%, contributing to an expanding infrastructure deficit

- 59% of all assets are in fair or better condition

- 48% of assets are projected to require replacement in the next 10 years

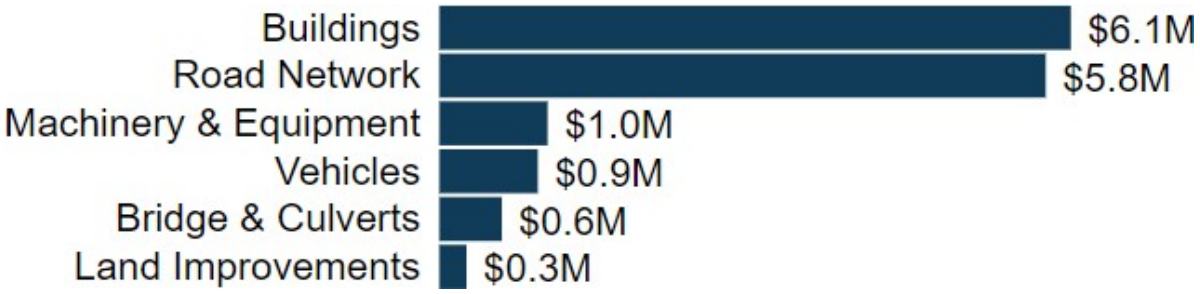
- Average annual capital requirements total $684 thousand per year across all assets

3.1 State of the Infrastructure

Asset Category	Replacement Cost	Asset Condition	Financial Capacity	
Road Network	$5.8M	Fair	Annual Requirement:	$140,000
			Funding Available:	$134,000
			Annual Deficit:	**$6,000**
Bridges & Culverts	$602k	Good	Annual Requirement:	$10,300
			Funding Available:	$3,000
			Annual Deficit:	**$7,300**
Buildings	$6.1M	Good	Annual Requirement:	$413,000
			Funding Available:	$0
			Annual Deficit:	**$413,000**
Machinery & Equipment	$1M	Fair	Annual Requirement:	$59,000
			Funding Available:	$0
			Annual Deficit:	**$59,000**
Vehicles	$948k	Very Poor	Annual Requirement:	$317,000
			Funding Available:	$0
			Annual Deficit:	**$317,000**
Land Improvements	$262k	Fair	Annual Requirement:	$12,000
			Funding Available:	$0
			Annual Deficit:	**$12,000**
Overall	$14.9M	Fair	Annual Requirement:	$684,000
			Funding Available:	$137,000
			Annual Deficit:	**$547,000**

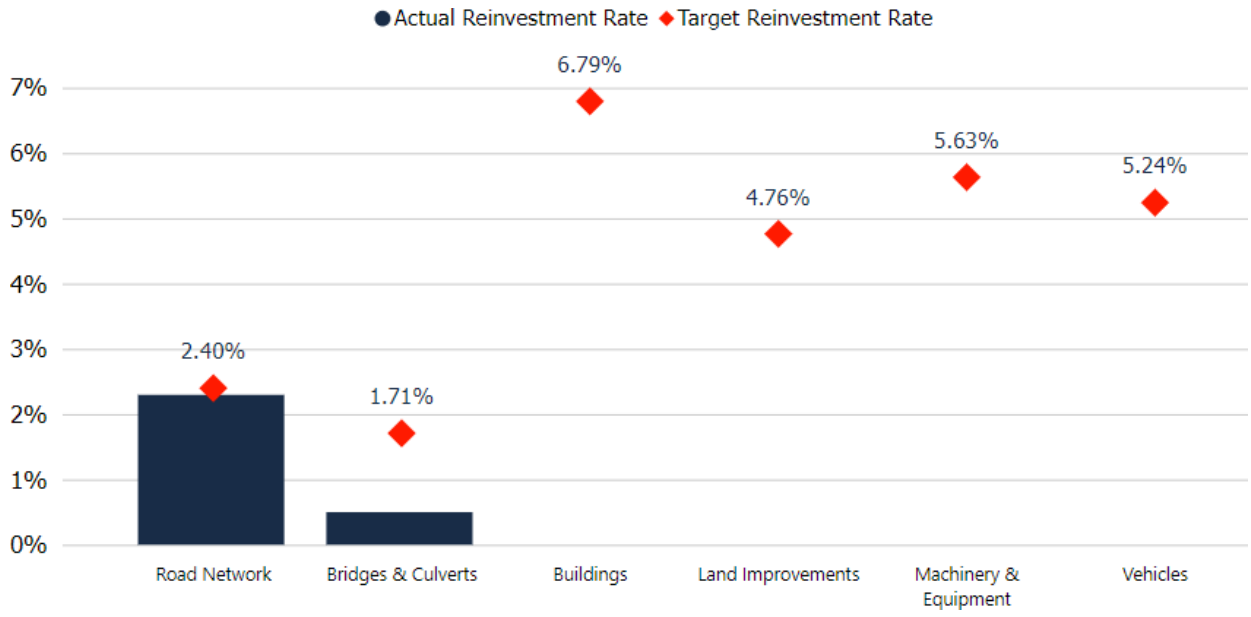
3.2 Asset Portfolio Total Replacement Cost

The asset categories analyzed in this AMP have a total replacement cost of $14.9 million based on inventory data from 2024. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.



3.3 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps or surpluses by comparing target vs actual reinvestment rate. To meet the long-term replacement needs, the Township should be allocating approximately $684 thousand annually, for a target reinvestment rate of 4.6%. Actual annual spending on infrastructure totals approximately $137 thousand, for an actual reinvestment rate of 0.9%.



3.4 Condition of Asset Portfolio

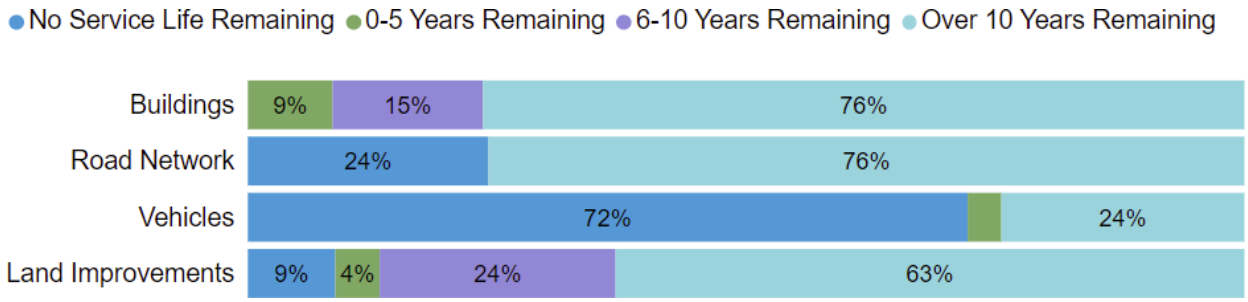
The current condition of the assets is central to all asset management planning. Collectively, 59% of assets in Conmee Township are in fair or better condition. This estimate relies on both age-based and field condition data.

This AMP relies on assessed condition data for 76% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment	% Of Assets with Assessed Condition	Source of Condition Data
Road Network	All Roads	70%	2020 Internal Assessment / Age-Based
Bridges & Culverts	Bridges	100%	2019/2020 OSIM Report
	Structural Culverts	100%	2019 OSIM Report
Buildings	All	100%	2020 Building Assessments
Machinery & Equipment	All	0%	Age-Based
Vehicles	All	0%	Age-Based
Land Improvements	All	0%	Age-Based

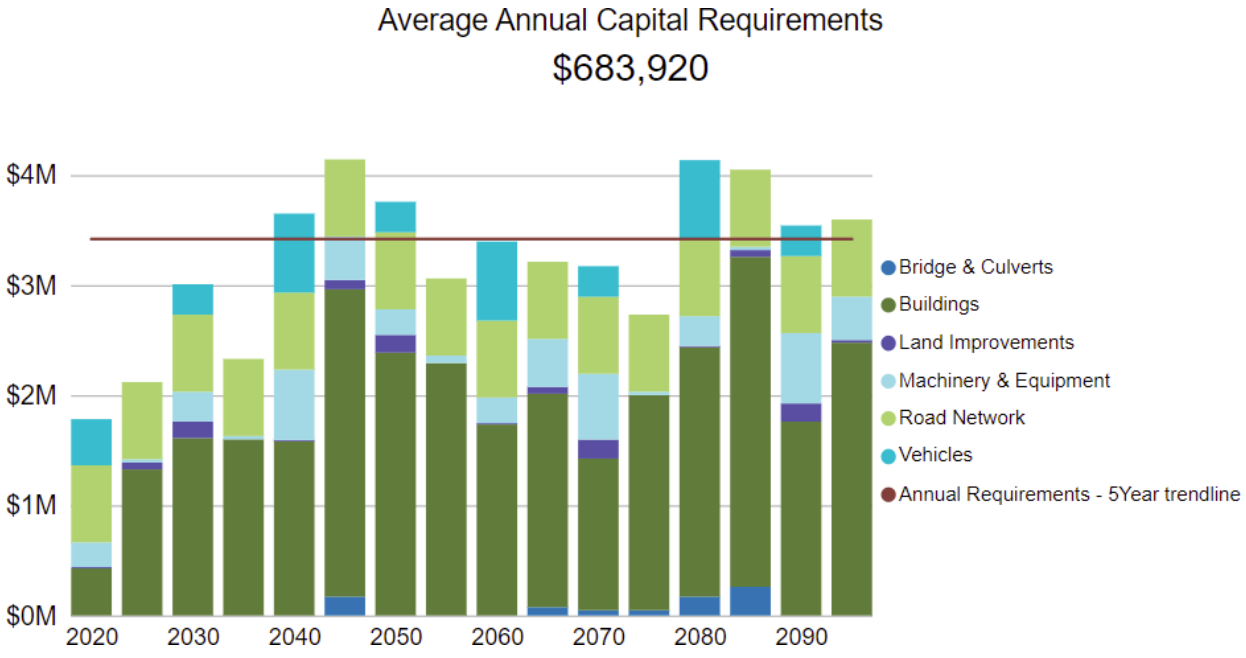
3.5 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 48% of the Township's assets will require replacement within the next 10 years. Capital requirements over the next 10 years are identified in Appendix A.



3.6 Forecasted Capital Requirements

The following graph identifies the average annual capital requirements for the next 75 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and are based on the Township's asset inventory as of 2020 and do not include assets that may be required for growth. The trend line represents the average 5-year capital requirements.



4 State of Local Infrastructure Core Assets

- 59% of core assets are in fair or better condition

- The average annual capital requirement to sustain the current level of service for core assets is approximately $150 thousand

- Core infrastructure assets should be assessed regularly to better understand the performance of assets

4.1 Road Network

The road network is a critical component of the provision of safe and efficient transportation services and represents the second highest value asset category in the Township's asset portfolio. The road network is mainly comprised of gravel roads with the exception of one surface treated road segment providing access to the Township's Municipal Complex in addition to supporting roadside infrastructure including road culverts and guiderails.

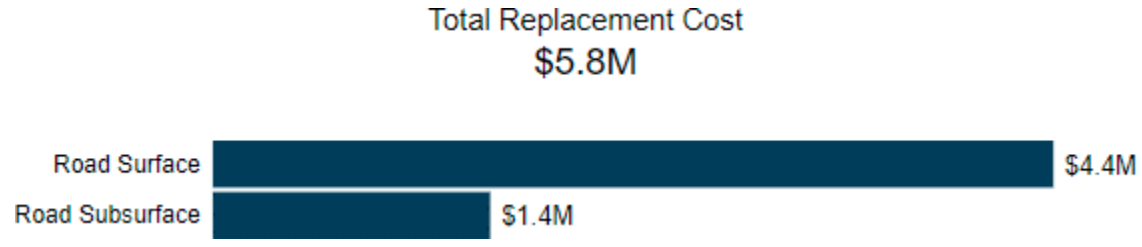
The Township's roads are maintained by the Public Works department, which is also responsible for winter snow clearing, ice control and snow removal operations.

4.1.1 Asset Inventory & Replacement Cost

Table 1 below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Road Network inventory.

Table 1: Road Network Replacement Cost Summary

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Road Surface	70,459m	Not Planned for Replacement[1]	$4,389,046
Road Subsurfaces (Including Culverts)	70,459m	Subsurface Not Planned for Replacement[1] Accept for strategic culvert replacement cycles	$1,448,096
			$5,837,142



[1] Gravel roads have been included as they comprise all the Township's Road Network with the exception of one surface treated segment. However, the lifecycle management strategies for these assets consist of perpetual maintenance activities funded by an operational budget and annual rehabilitation strategies funded through an annual capital budget.

4.1.2 Asset Condition

Table 2 below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Table 2: Road Network Asset Condition Summary

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Road Surface	63%	Good	100% Assessed
Road Subsurface	18%	Very Poor	Age-Based
	40.5%	**Poor**	**70% Assessed**

4.1.3 Current Approach to Condition Assessment

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

- 2013 field review of the existing road network was conducted by Hatch Mott MacDonald
- The Township's Public Works Manager performs weekly road patrol visual inspections

4.1.4 Estimated Useful Life & Average Age

Table 3 illustrates the Estimated Useful Life for Road Network assets that have been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Table 3: Road Network Service Life Summary

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Road Surface	15 Years	15.2	3.3
Road Subsurface	60 Years	78.5	0
		46.8	**1.6**

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

4.1.5 Lifecycle Management Strategy

Gravel roads typically have poor base construction. This can lead to wheel track rutting in wet weather, and traffic will continually displace gravel from the surface to the shoulder and ditch areas during wet and dry weather. Maintaining the shape of the road surface and shoulder is essential to ensure proper performance and to provide a sufficient level of service for the public.

Therefore, the management of gravel roads is not through major rehabilitation and replacement, but rather through good perpetual maintenance and some minor rehabilitation which depend on a few basic principles: proper techniques and cycles for grading; the use and upkeep of good surface gravel; and dust abatement and stabilization. The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies in **Table 4** have been documented to illustrate the perpetual maintenance and rehabilitation required to keep gravel roads in a good state of repair.

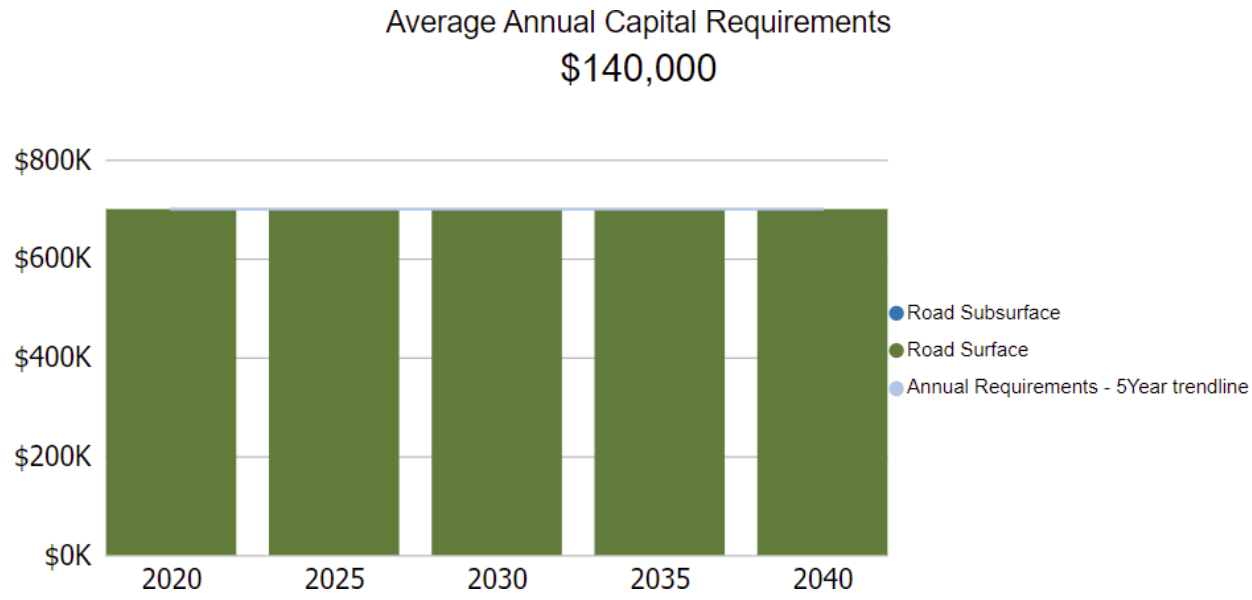
Instead of allowing the roads to deteriorate until replacement is required, strategic maintenance and rehabilitation is expected to extend the service life of roads at a lower total cost.

Table 4: Road Network Lifecycle Strategies

Gravel Roads		
Event Name	**Event Class**	**Event Trigger**
Gravelling	Rehabilitation	5 Yr Plan Approx. 6km/Yr.
Ditching / Culvert Replacements	Rehabilitation	Aligned with Gravelling 5yr Plan Approx. 6km/Yr.
Grading	Preventative Maintenance	As Needed
Dust Abatement	Maintenance	Seasonal Approx. 30-40 km/Yr.

4.1.6 Forecasted Capital Requirements

Based on the lifecycle strategies identified previously for gravel roads, and assuming gravel roads are never planned for replacement, the following graph forecasts the annual capital requirements for the Road Network in 5-year blocks.



The annual capital requirement represents the average amount per year that the Township should allocate towards funding road rehabilitation and end of life replacement for road culverts to meet future capital needs. In addition to the Township's commitment to capital projects, an estimated $182,000 is required annually to sustain the Township's current maintenance program for all roads.

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

4.1.7 Risk Analysis - Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2018 inventory data. **See** Table 5 for the criteria used to determine the risk rating of each asset.

Table 5: Road Network Quantitative Risk Rating Criteria

Asset Category	Criteria & Weight	Value/Range	Probability of Failure Score
Road Network	Performance (PCI) 100%	0 - 20	5
		20 - 40	4
		40 - 60	3
		60 - 80	2
		80 - 100	1
			Consequence of Failure Score
	Economic 100%	$250,000 or greater	5
		$100,000 - $250,000	4
		$25,000 - $100,000	3
		$10,000 - $25,000	2
		$0 - $10,000	1

4.1.8 Critical Assets

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. These may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data. Critical assets do not necessarily require immediate renewal or replacement.

4.1.9 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing in addition to the stated risks in section 1.2.2:

4.1.10 Accessibility to Government Grants and Programs

Government funding and programs are specific to project components leaving the Municipalities to cover other costs (i.e., engineer, contract admin, etc.) which the Township may not have the adequate financial resources in turn renders the available funding inaccessible.

4.1.11 Financial Reinvestment

The current level of financial reinvestment does not sufficiently address maintenance and capital rehabilitation requirements to ensure roads remain in an adequate state of repair and achieve. The financial strategy in this report addresses the extent of this underfunding.

4.1.12 Staff Resources & Capacity

The Township's geographic location and limited resource capacity makes it very challenging to manage competing priorities within a very short summer construction season.

4.1.13 Levels of Service

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

Figure 1: Road Network Connectivity

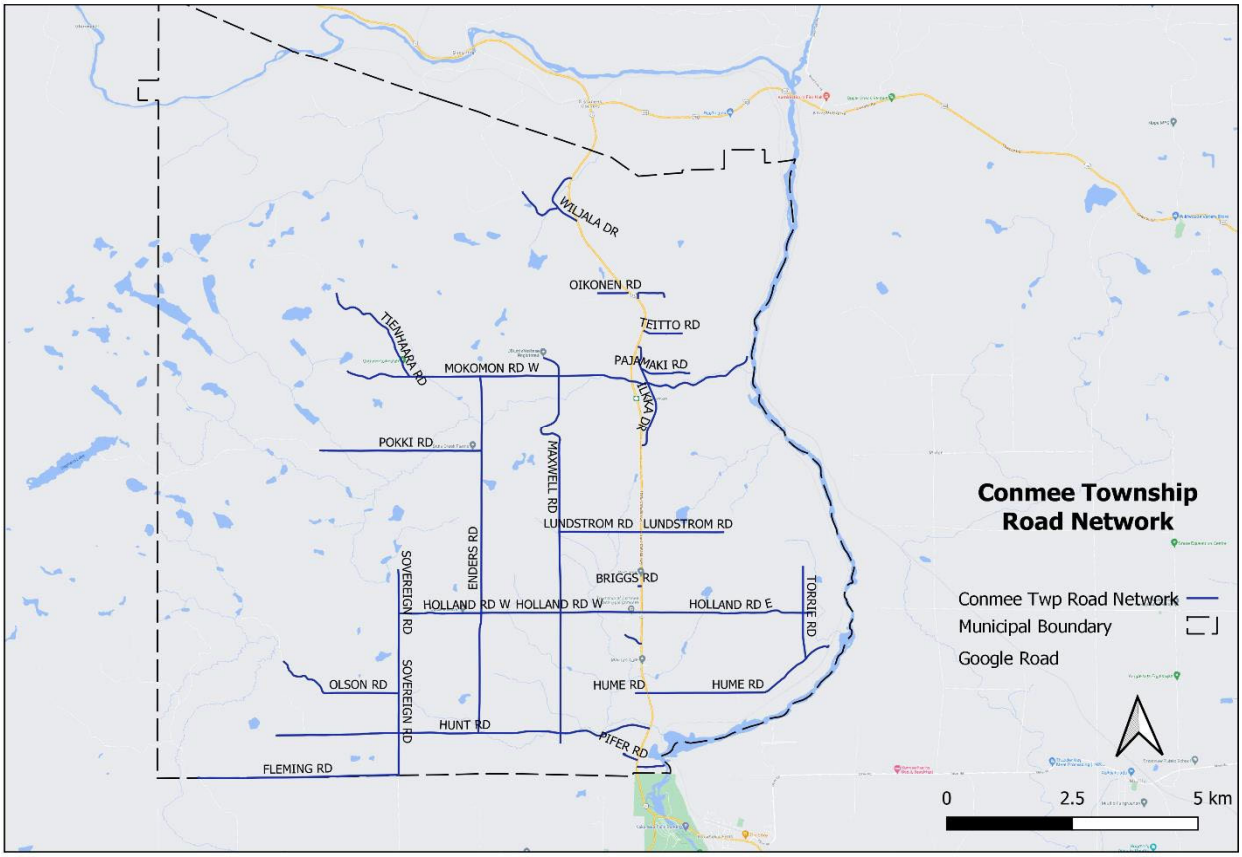


Table 6: Road Network Qualitative & Quantitative Levels of Service Metrics

Service Attribute	Community Levels of Service	
Availability	The road network serving Conmee Township is comprised of MMS Class 5 & 6 Local Roads. These local roads connect residence and business to the Trans Canada Hwy which serve as the Township's lifeline to critical services and supplies from neighbouring centres and the City of Thunder Bay. These roads also provide access to individual properties, natural resources, utilities, and MNR service trails. Refer to **Figure 1** for a map of the Townships Road Network	
	Technical Levels of Service	**2020**
	Number of MMS Class 5 & 6 lane-km of roads / sq. km of land area	2.4 lane-km/km^2
Reliability	**Community Levels of Service**	
	See Section 4.1.2 for a description of the Townships current approach to assessing road condition. **Table 6** below illustrates the condition rating criteria used to assess road condition.	
	Technical Levels of Service	**2020**
	Average condition of all road surfaces (unpaved)	90 (Fair)
Cost-Effectiveness	**Community Levels of Service**	
	See Section 4.1.4 for a description of the lifecycle activities performed on the road network.	
	Technical Levels of Service	**2020**
	O&M costs for all roads/km	$650
Safe and Regulatory	**Community Levels of Service**	
	Minimum Maintenance Standards (MMS) for roads are outlined in Ontario Regulation 239/02. This Regulation sets out the minimum standards or repair for roadways under municipal jurisdiction. The Township's current road maintenance strategies are directly informed by the MMS, and staff make every reasonable effort to meet all outlined standards.	
	Technical Levels of Service	**2020**
	Percent of the complete road network inspected weekly	100%
Sustainability	**Community Levels of Service**	
	The Township is committed to establishing sustainable revenue to ensure the rehabilitation and maintenance of the road network will meet current and future requirements of Ontario Regulation 239/02 while providing a sustainable level of service to the Township's taxpayers.	
	Technical Levels of Service	**2020**
	Annual capital reinvestment rate	2.3%

Table 7: Road Network Condition Assessment Criteria

Very Good	• No surface distress manifestation
Good	• Intermittent to isolated pothole and distorted sections • Generally good travelling road surface
Fair	• Mixture of properly shaped roadway surface and improperly shaped areas • Various surface distress manifestations such as potholes, wash-boarding – in slight to moderate class
Poor	• Majority of roadway improperly shaped • Various roadway surface distress manifestations making travel unpleasant due to potholes, wash-boarding, distortions and poor drainage
Very Poor	• Severe roadway surface distress • Severe distorted areas • Very rough on vehicular traffic

Recommendations

Condition Assessment Strategies

- The last comprehensive assessment of the road network was completed in 2013. Consider completing an updated assessment of all roads within the next 1-2 years.

Lifecycle Management Strategies

- Evaluate the efficacy of the Township's lifecycle management strategies at regular intervals (recommended cycle is two years) to determine the impact cost, condition and risk.

Risk Management Strategies

- Consider risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

Levels of Service

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

4.2 Bridges & Structural Culverts

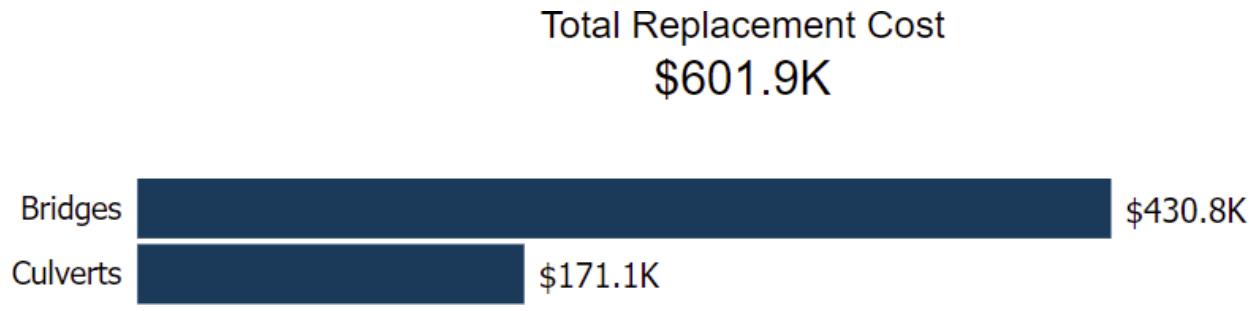
Bridges & Structural Culverts represent a critical portion of the transportation services provided to the community. The Township's bridge and structural culvert portfolio is comprised of bailey bridges and one structural culvert. The Public Works Department is responsible for the maintenance and repair of these assets. All bridge and structural culverts (>=3m in span) are subject to biennial inspections as per the Ontario Bridge Inspection Manual (OSIM).

4.2.1 Asset Inventory & Replacement Cost

Table 8 below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Bridges & Culverts inventory.

Table 8: Bridges & Structural Culverts Replacement Cost Summary

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Bridges	5	94% User-Defined Cost 6% CPI Tables	$430,760
Structural Culverts	1	100% User-Defined Cost	$171,139
			$601,899



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurate represent realistic capital requirements.

4.2.2 Asset Condition

Table 9 below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Table 9: Bridges & Structural Culverts Asset Condition Summary

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Bridges	62%	Good	100% Assessed
Structural Culverts	59%	Fair	100% Assessed
	62%	**Good**	**100% Assessed**

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

4.2.3 Current Approach to Condition Assessment

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

- Condition assessments of all bridges and culverts with a span greater than or equal to 3 meters are completed every 2 years in accordance with the Ontario Structure Inspection Manual (OSIM)
- Internal staff perform visual bridge inspections on all bridges on a quarterly basis

4.2.4 Estimated Useful Life & Average Age

Table 10 Estimated Useful Life for Bridges & Culverts assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Table 10: Bridges & Structural Culverts Service Life Summary

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Bridges (5)	85 Years	51	49
Structural Culvert (1)	35 Years	38	21
		45	**42**

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

4.2.5 Lifecycle Management Strategy

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

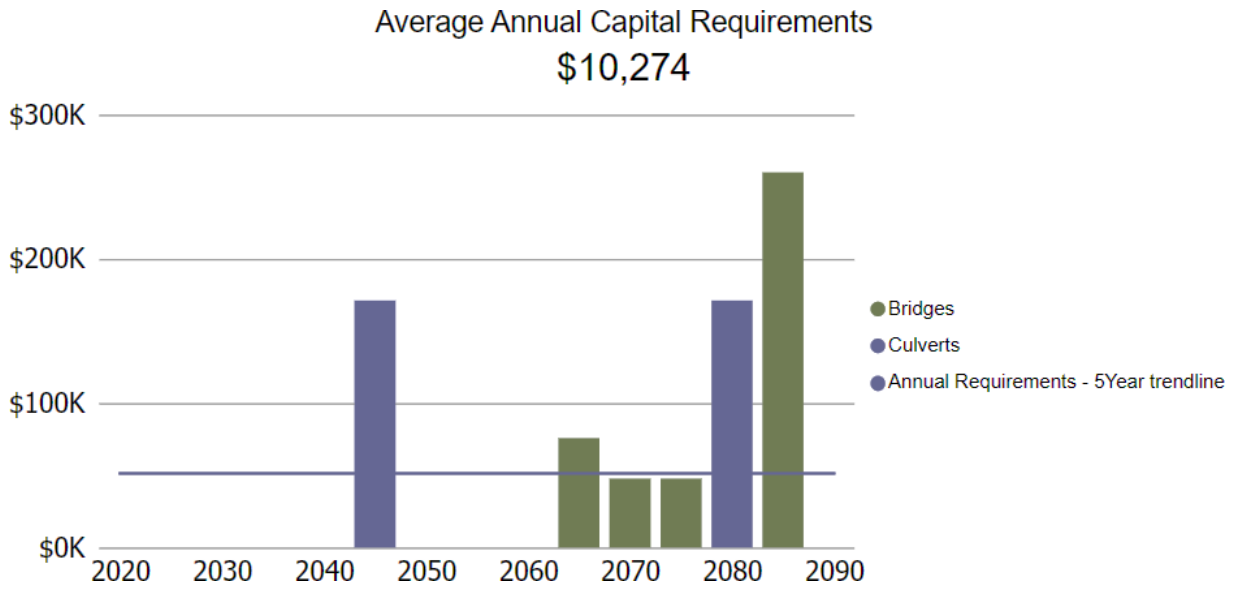
Table 11 below outlines the Township's current lifecycle management strategy.

Table 11: Bridges & Structural Culverts Lifecycle Strategies

Activity Type	Description of Current Strategy
Preventative Maintenance	Township staff perform annual deck surface cleaning, periodic debris removal, annual spring culvert steaming
Maintenance, Rehabilitation and Replacement	All lifecycle activities are driven by the results of mandated structural inspections competed according to the Ontario Structure Inspection Manual (OSIM)
Inspection	The most recent inspection report was completed in 2022/2023 by JML Engineering

4.2.6 Forecasted Capital Requirements

The illustration below forecasts the annual capital requirements for bridges & structural culverts in 5-year blocks. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs.



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

4.2.7 Risk Analysis

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2018 inventory data. See Table 12 for the criteria used to determine the quantitative risk rating of each asset.

Table 12: Bridge & Structural Culverts Quantitative Risk Rating Criteria

Asset Category	Criteria & Weight	Value/Range	Probability of Failure Score
Bridges & Structural Culverts	Performance (BCI) 100%	0 - 40	5
		40 - 60	4
		60 - 70	3
		70 - 90	2
		90 - 100	1
			Consequence of Failure Score
	Economic 100%	$200,000 or greater	5
		$150,000 - $200,000	4
		$100,000 - $150,000	3
		$50,000 - $100,000	2
		$0 - $50,000	1

4.2.8 Critical Assets

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. These may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data. Critical assets do not necessarily require immediate renewal or replacement.

4.2.9 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing in addition to the stated risks in section 1.2.2:

4.2.10 Accessibility to Government Grants and Programs

Similar to managing the road network, government funding and programs are specific to project components leaving the Municipalities to cover other costs (i.e., engineer, contract admin, etc.) which the Township may not have the adequate financial resources in turn renders the available funding inaccessible.

4.2.11 Staff Resources & Capacity

Through biennial bridge inspections staff receive a list of recommended maintenance and rehabilitation activities for bridges. The Township's approach in managing these assets have been proactive in nature but the geographic location and limited resource capacity makes it very challenging to manage competing priorities with other infrastructure needs.

4.2.12 Levels of Service

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

Figure 2: Bridges & Structural Culverts Road Network Connectivity

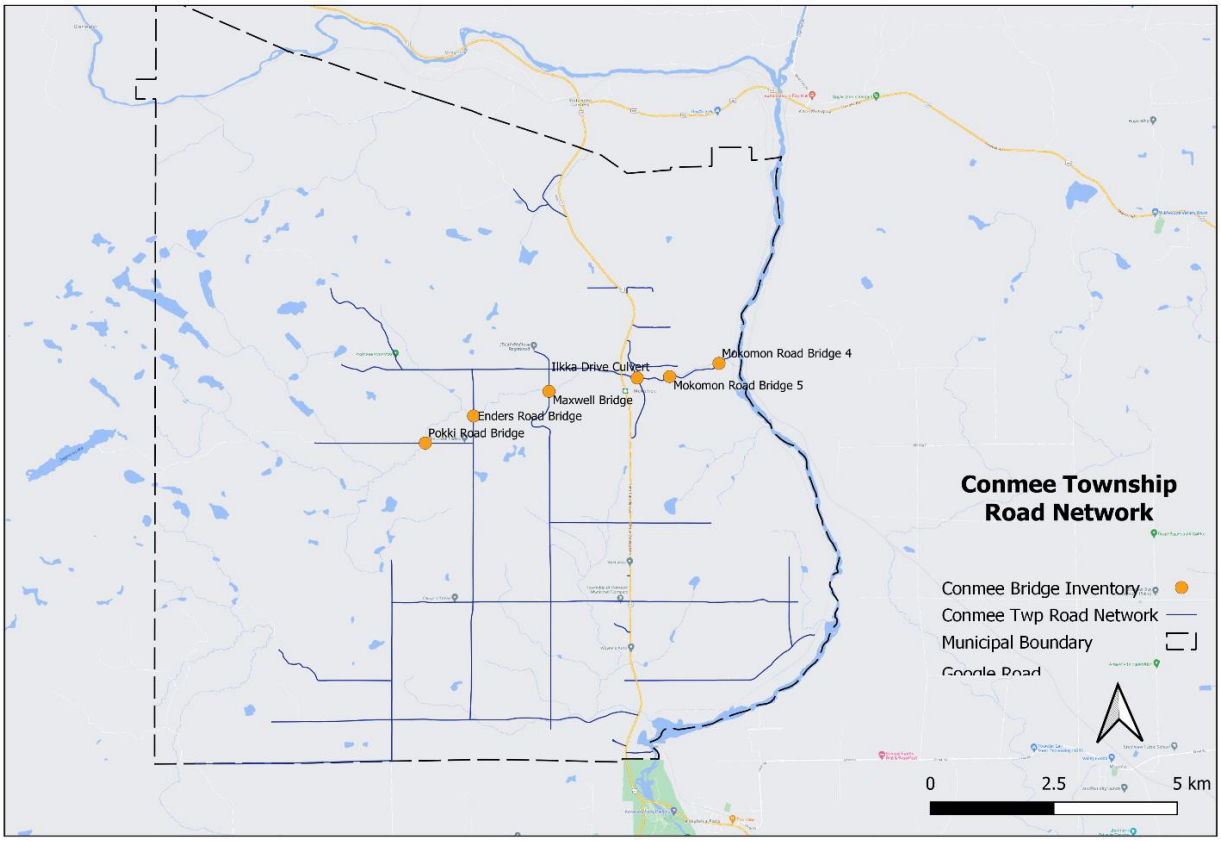


Table 13: Bridges & Structural Culverts Qualitative & Quantitative Levels of Service Metrics

Service Attribute	Community Levels of Service	
Availability	The Township's structures are designed in accordance with the Public Transportation and Highway Improvement Act, R.S.O. 1990, c.P.50, Ontario Regulation 104/97 Standards for Bridges and provide access to different users according to the structure class and crossing over type. The Township's uses of these assets range from farm equipment, heavy commercial, passenger vehicles, emergency vehicles, and recreational off-highway vehicles. Refer to **Figure 2** for a map of the Townships Road Network	
	Technical Levels of Service	**2020**
	% Of bridges that have loading or dimensional restrictions	83%
Reliability	**Community Levels of Service**	
	See Section 4.2.2 for a description of the Townships current approach to assessing bridge and structural culvert condition. **Table 14** illustrates how the BCI Rating is used to assess the condition of bridges and structural culverts.	
	Technical Levels of Service	**2020**
	Average bridge condition index for bridge structures	75 (Good)
	Average bridge condition index for structural culverts	70 (Good)
Cost-Effectiveness	**Community Levels of Service**	
	See Section 4.2.4 for a description of the lifecycle activities performed on bridges & structural culverts	
	Technical Levels of Service	**2020**
	O&M cost for bridges & culverts	$4,691
Safety	**Community Levels of Service**	
	Biennial structure inspections are performed on all bridges and major structures in accordance with Ontario Regulation 104/97 Standards for Bridges to ensure structures are kept safe and in good repair. The detailed visual inspections follow the guidelines in Ontario's Structure Inspection Manual (OSIM) which sets standards for the visual inspection and condition rating of bridges and their elements. Bridge condition is typically reported in terms of a single value called the Bridge Condition Index (BCI).	
	Technical Levels of Service	**2020**
	% Of bridges and structural culverts subjected to condition assessment study	100%
Sustainability	**Community Levels of Service**	
	The Township is committed to establishing sustainable revenue to ensure the rehabilitation and maintenance of the bridges/structural culverts to provide a sustainable level of service to the Township's taxpayers.	
	Technical Levels of Service	**2020**
	Annual capital reinvestment rate	0.5%

Table 14: Bridge Condition Assessment Criteria Example

Condition Grade	Bridge ID	2020 BCI	Bridge Example
Very Good Approaching Good	Maxwell Road Bridge	82	
Fair Approaching Poor	Mokomon Road Bridge No. 4	60	

4.2.13 Recommendations

Data Review/Validation

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

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

Lifecycle Management Strategies

- This AMP only includes capital costs associated with the reconstruction of bridges and culverts. The Township should work towards identifying projected current and future operational and maintenance costs for bridges and culverts and integrating these costs into long-term planning.

Levels of Service

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

5 State of Local Infrastructure Other Assets

Key Insights

- Non-core assets are valued at $8.3 million
- 79% of non-core assets are in fair or better condition
- The average annual capital requirement to sustain the current level of service for non-core assets is approximately $534 thousand

5.1 Buildings

Conmee Township owns and maintains several facilities that provide key services to the community. These include:

- Administration
- Ambulance
- Fire
- Landfill
- Public works garages and storage sheds
- Recreation

5.1.1 Asset Inventory & Replacement Cost

Table 15 below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Buildings & Facilities inventory.

Table 15: Buildings Portfolio Replacement Cost Summary

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Administration	1	Cost/Unit	$3,837,825
Emergency Services	2	Cost/Unit	$1,277,800
Landfill	2	Cost/Unit	$73,325
Public Works	4	Cost/Unit	$1,036,785
			$6,288,735

5.1.2 Asset Condition

Table 16 below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Table 16: Building Condition Summary

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Administration	39%	Poor	100% Assessed
Emergency Services	38%	Poor	100% Assessed
Landfill	30%	Poor	100% Assessed
Public Services	17%	Very Poor	100% Assessed
	33%	**Good**	**100% Assessed**

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

5.1.3 Current Approach to Condition Assessment

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

- Detailed building condition assessments were performed by Accent Building Sciences Inc. in 2021. This included a detailed breakdown of building components and assessments of each facility's general condition, required repairs and recommended upgrades.
- Internal visual inspections are performed regularly

5.1.4 Estimated Useful Life & Average Age

Table 17 below illustrates the Estimated Useful Life for buildings assets that have been assigned according to a combination of established industry standards, detailed assessments, and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Table 17: Buildings Service Life Summary

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Administration	50 - 70 Years	7.9	9.8
Emergency Services	50 - 70 Years	16.9	14.9
Landfill	25 - 70 Years	9.0	6.3
Public Services	25 - 70 Years	7.2	1.8
		10.3	**8.11**

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

5.1.5 Lifecycle Management Strategy

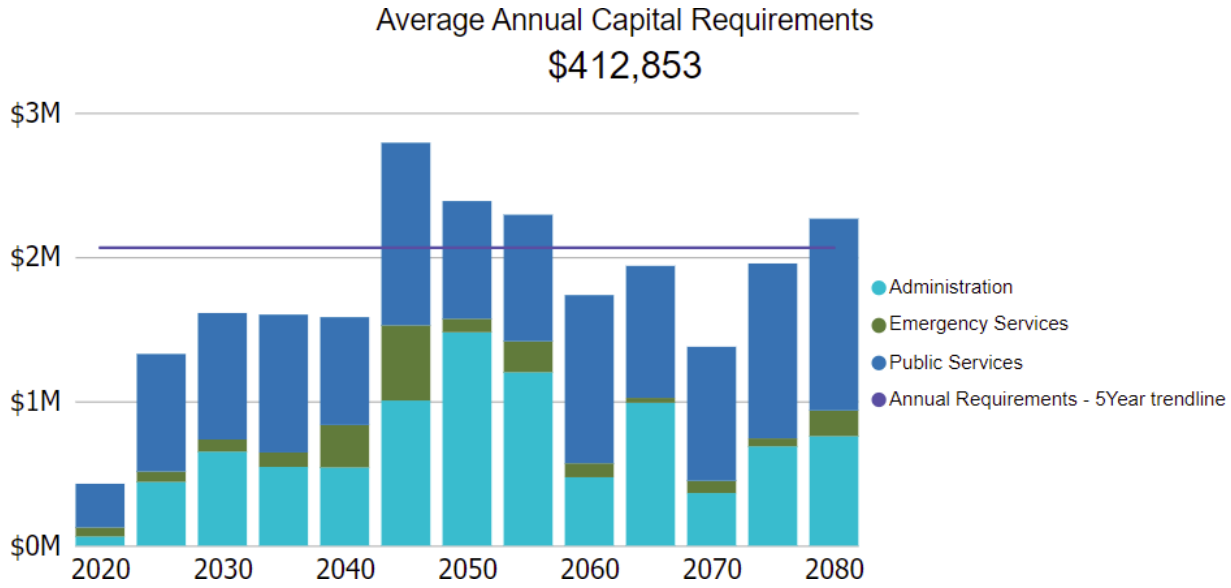
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. **Table 18** outlines the Township's current lifecycle management strategy.

Table 18: Buildings Lifecycle Management Strategies

Activity Type	Description of Current Strategy
Maintenance / Repair / Rehabilitation	Municipal buildings are subject to regular inspections to identify health & safety requirements as well as structural deficiencies that require additional attention
	Critical buildings such as fire stations have a detailed maintenance and rehabilitation schedule, while the maintenance of other facilities are dealt with on a case-by-case basis
Replacement	As a supplement to the knowledge and expertise of municipal staff the Township recently completed a comprehensive assessment of each building to inform replacements, rehabilitation, and repairs over the next 10 years

5.1.6 Forecasted Capital Requirements

The following graph forecasts the annual capital requirements for the buildings in 5-year blocks. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs.



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

5.1.7 Risk Analysis

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2020 inventory data. See **Table 19** for the criteria used to determine the quantitative risk rating of each asset.

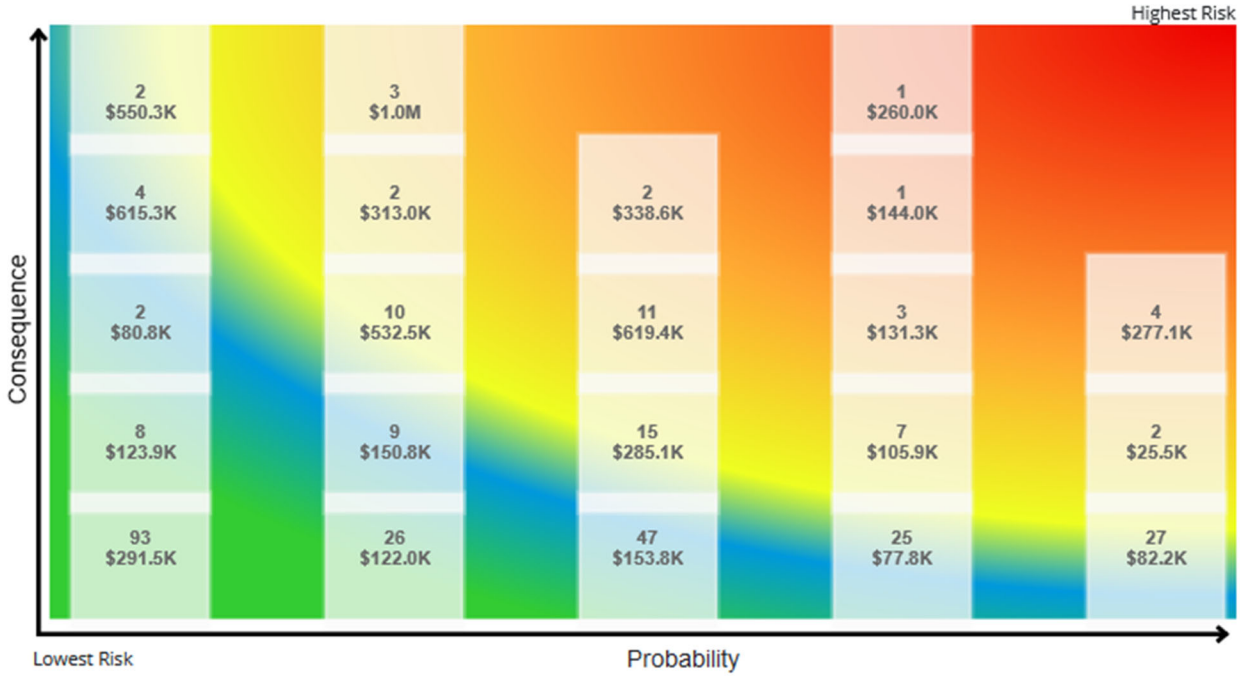


Table 19: Buildings Quantitative Risk Rating Criteria

Asset Category	Criteria & Weight	Value/Range	Probability of Failure Score
Buildings	Performance (BCA) 1 - 5	0 - 1	5
		1 - 2	4
		2 - 3	3
		3 - 4	2
		4 - 5	1
			Consequence of Failure Score
	Economic 100%	$200,000 or greater	5
		$100,000 - $200,000	4
		$30,000 - $100,000	3
		$10,000 - $30,000	2
		$0 - $10,000	1

5.1.8 Risks to Current Asset Management Strategies

In the next Asset Management Plan (2025), the Township should identify key trends, challenges, and risks to service delivery that the Township faces in addition to the stated risks in section 1.2.2.

5.1.9 Levels of Service

By comparing the cost, performance (average condition) and risk year-over-year, the Township will be able to evaluate how their services/assets are trending. The Township will use this data to set a target level of service and determine proposed levels for the regulation by 2025.

Community Levels of Service

The qualitative descriptions that determine the community levels of service provided by municipal facilities are based on the types of facilities outlined below:

- Administrative
- Emergency Services
- Landfill
- Public Works

Technical Levels of Service

The quantitative metrics that determine the technical level of service provided by the Township are going to be the analysis of reinvestment rates, average condition and average asset risk levels.

5.1.10 Recommendations

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- With the new robust buildings inventory, it is recommended the Township further enhance the quantitative risk model to better determine higher risk assets and inform the short- and longer-term budgets

Levels of Service

- Work towards identifying proposed levels of service as per O. Reg. 588/17 (July 2025) and identify the strategies that are required to close any gaps between current and proposed levels of service.

5.2 Machinery & Equipment

In order to maintain the high quality of public infrastructure and support the delivery of core services, Township staff own and employ various types of machinery and equipment. This includes:

- Office and administrative equipment
- Fire equipment to support the delivery of emergency services
- Plows and sand hoppers to provide winter control activities

Keeping machinery & equipment in an adequate state of repair is important to maintain a high level of service.

5.2.1 Asset Inventory & Replacement Cost

Table 20 below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Machinery & Equipment inventory.

Table 20: Machinery & Equipment Replacement Cost Summary

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Administration	5	CPI Tables	$197,379
Emergency Services	1	CPI Tables	$9,246
Landfill	1	CPI Tables	$8,619
Public Works	9	CPI Tables	$826,741
			$1,041,985

5.2.2 Asset Condition

Table 21 below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Table 21: Machinery & Equipment Asset Condition Summary

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Administration	0%	Very Poor	Age-Based
Emergency Services	0%	Very Poor	Age-Based
Landfill	76%	Very Good	Age-Based
Public Works	15%	Poor	Age-Based
	40%	**Fair**	**Age-Based**

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

5.2.3 Current Approach to Condition Assessment

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

- Staff complete regular visual inspections of machinery & equipment to ensure they are in state of adequate repair
- There are no formal condition assessment programs in place

5.2.4 Estimated Useful Life & Average Age

Table 22 illustrates the Estimated Useful Life for machinery & equipment assets that have been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Table 22: Machinery & Equipment Service Life Summary

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Administration	10 - 25 Years	11.7	2.7
Emergency	5 - 25 Years	15.0	5.0
Landfill	5 – 25 years	6.0	19.0
Public Works	5 - 25 Years	22.7	1.5
		17.8	**0.9**

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

5.2.5 Lifecycle Management Strategy

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

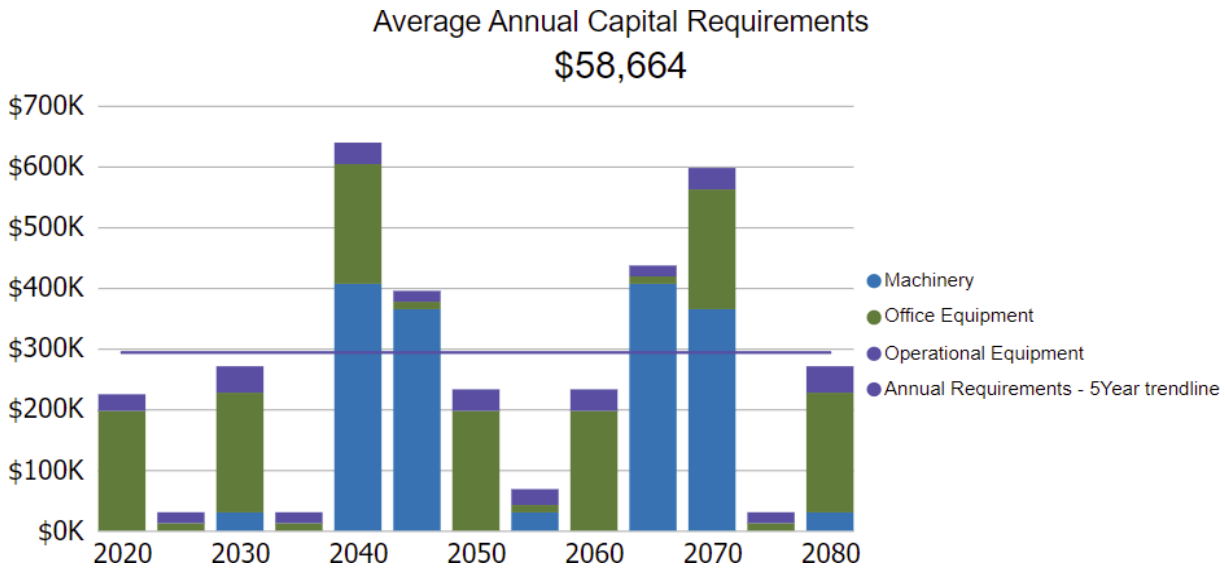
Table 23 outlines the Township's current lifecycle management strategy.

Table 23: Machinery & Equipment Lifecycle Management Strategies

Activity Type	Description of Current Strategy
Maintenance/ Rehabilitation	Maintenance program varies by department
	Fire Protection Services equipment is subject to a much more rigorous inspection and maintenance program compared to most other departments
	Machinery & equipment is maintained according to manufacturer recommended actions and supplemented by the expertise of municipal staff
Replacement	The replacement of machinery & equipment depends on deficiencies identified by operators that may impact their ability to complete required tasks

5.2.6 Forecasted Capital Requirements

The following graph forecasts the annual capital requirements for machinery & equipment in 5-year blocks. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs.



5.2.7 Risk Analysis

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2020 inventory data. See Table 24 for the criteria used to determine the quantitative risk rating of each asset.

Table 24: Machinery & Equipment Quantitative Risk Criteria

5.2.8 Risks to Current Asset Management Strategies

Asset Category	Criteria & Weight	Value/Range	Probability of Failure Score
Machinery & Equipment	Performance (Age) 100%	0 - 20	5
		20 - 40	4
		40 - 60	3
		60 - 80	2
		80 - 100	1
			Consequence of Failure Score
	Economic 100%	$60,000 or greater	5
		$20,000 - $60,000	4
		$10,000 - $20,000	3
		$5,000 - $10,000	2
		$0 - $5,000	1

5.2.9 Levels of Service

By comparing the cost, performance (average condition) and risk year-over-year, the Township will be able to evaluate how their services/assets are trending. The Township will use this data to set a target level of service and determine proposed levels for the regulation by 2025.

Community Levels of Service

The qualitative descriptions that determine the community levels of service provided by machinery and equipment are by ensuring that they are reliable, sustainable, and affordable to meet the needs of staff and the community.

Technical Levels of Service

The quantitative metrics that determine the technical level of service provided by the Township are going to be the analysis of reinvestment rates, average condition, and average asset risk levels.

5.2.10 Recommendations

Replacement Costs

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

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.
- Develop a formal condition assessment program that include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

5.3 Vehicles

Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

- tandem axle trucks for winter control activities
- fire rescue vehicles to provide emergency services
- pick-up trucks to support the maintenance of critical infrastructure

5.3.1 Asset Inventory & Replacement Cost

Table 25 below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Vehicles.

Table 25: Vehicles Replacement Cost Summary

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Emergency Services	2	CPI Tables	$418,995
Public Services	4	CPI Tables	$528,975
			$947,970

5.3.2 Asset Condition

Table 26 below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Table 26: Vehicles Asset Condition Summary

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Emergency Services	0%	Very Poor	Age-Based
Public Services	17%	Poor	Age-Based
	11%	**Very Poor**	**Age-Based**

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

5.3.3 Current Approach to Condition Assessment

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

- Staff complete regular visual inspections of vehicles to ensure they are in state of adequate repair prior to operation
- The mileage of vehicles is used as a proxy to determine remaining useful life and relative vehicle condition except for the Fire Department

5.3.4 Estimated Useful Life & Average Age

Table 27 illustrates the Estimated Useful Life for Vehicles assets that have been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase

or decrease the average service life remaining.

Table 27: Vehicles Service Life Summary

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Emergency Services	20 Years	23.6	3.6
Public Services	10 - 20 Years	26.6	1.3
		25.6	**2**

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

5.3.5 Lifecycle Management Strategy

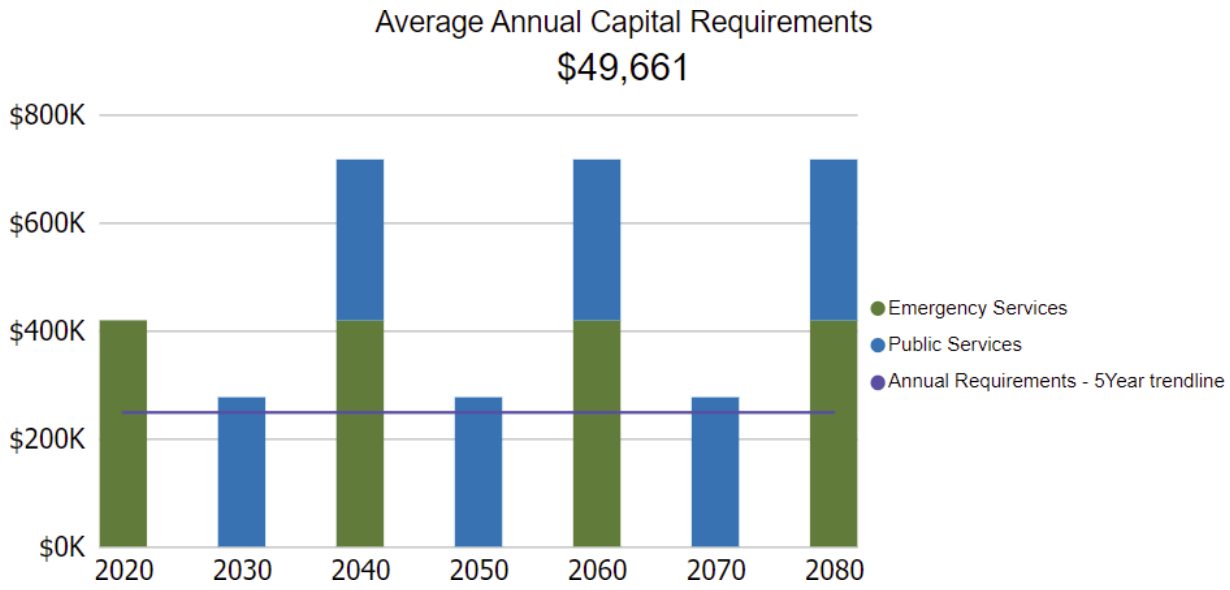
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. **Table 28** outlines the Township's current lifecycle management strategy.

Table 28: Vehicles Lifecycle Management Strategies

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	Visual inspections completed and documented daily; fluids inspected at every fuel stop; tires inspected monthly
	Every 4-7000km includes a detailed inspection; tires are rotated and oil changed
	Annual preventative maintenance activities include system components check and additional detailed inspections
Replacement	Vehicle replacements are based on the Township's Capital Asset Policy (Policy No. 34)
	Vehicle age, kilometres and annual repair costs are taken into consideration when determining appropriate replacement options

5.3.6 Forecasted Capital Requirements

The following graph forecasts the annual capital requirements for the Vehicles in 5-year blocks. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs.



5.3.7 Risk Analysis

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2020 inventory data. See **Table 29** for the criteria used to determine the quantitative risk rating of each asset.

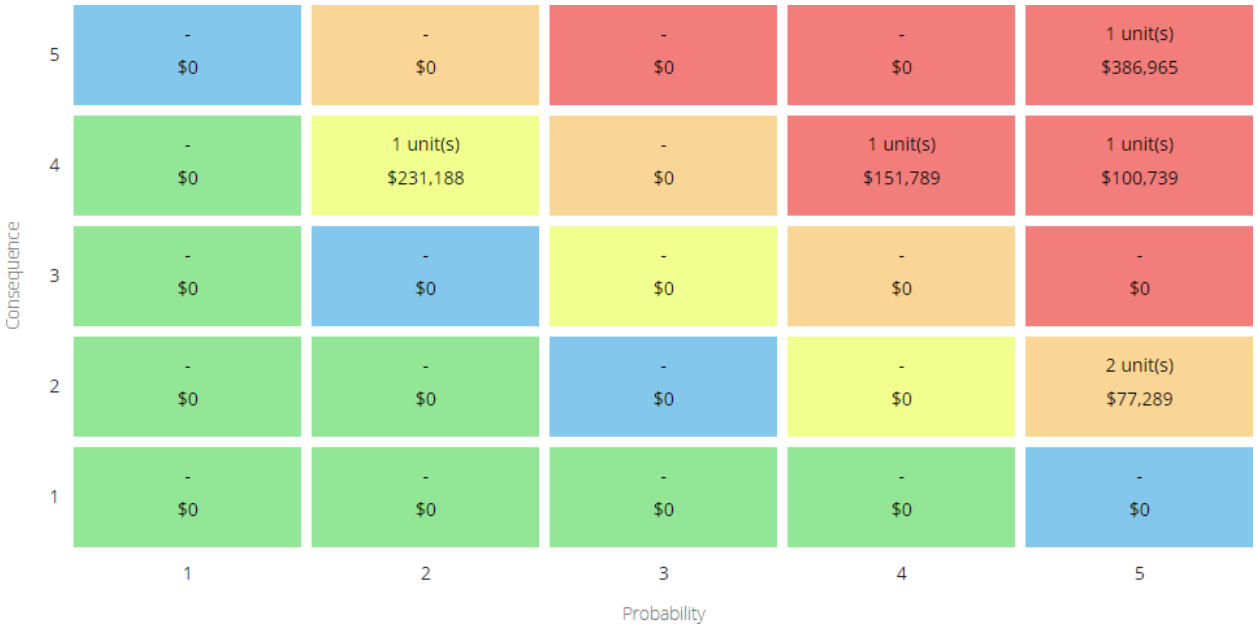


Table 29: Vehicles Quantitative Risk Criteria

Asset Category	Criteria & Weight	Value/Range	Probability of Failure Score
	Performance (Age) 100%	0 - 20	5
		20 - 40	4
		40 - 60	3
		60 - 80	2
		80 - 100	1
Vehicles			Consequence of Failure Score
	Economic 100%	$300,000 or greater	5
		$100,000 - $300,000	4
		$60,000 - $100,000	3
		$25,000 - $60,000	2
		$0 - $25,000	1

5.3.8 Levels of Service

Vehicles are considered a non-core asset category.

The following tables identify the Municipality's current level of service for the vehicles. These metrics include the technical and community level of service metrics that the Municipality has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by machinery & equipment assets.

Service Attribute	**Qualitative Description**	**Current LOS**
Scope	Description or images of the types of vehicles (e.g. light, medium and heavy-duty) that the municipality operates and the services that they help to provide to the community	Using assessed condition data as available, and age-based condition otherwise vehicle assets range in condition from very poor to very good and are on average in fair condition. Fleet assets include diverse assets that service the Township's fire, public works, and parks and recreation departments.
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Fleet investments are generally planned several years out and consider the asset's age, condition, utility, and cost-benefit analysis of replacement.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by machinery & equipment assets.

Service Attribute	**Technical Metric**	**Current LOS**
Scope	Average Condition Rating Average Risk Rating	Fair Fair
Quality	Capital reinvestment Rate	Standard

5.3.9 Recommendations

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk vehicles.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.
- Develop a formal condition assessment program that include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making.

Risk Management Strategies

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

Levels of Service

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

5.4 Land Improvements

Conmee Township owns a small number of assets that are considered Land Improvements. This category includes:

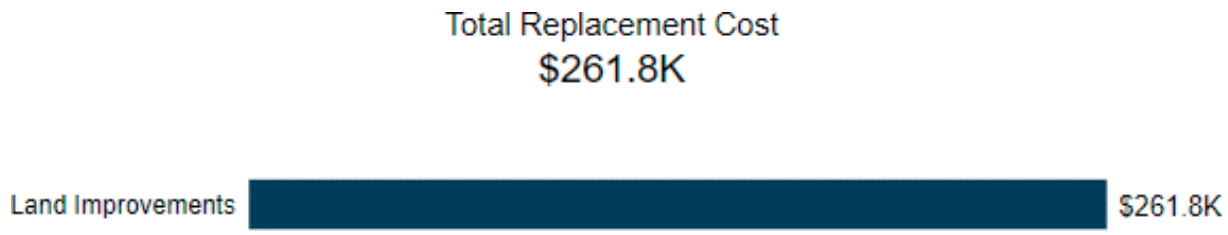
- Parking lots for municipal facilities
- Columbarium
- Fencing and signage
- Playground structures
- Miscellaneous landscaping and other assets

5.4.1 Asset Inventory & Replacement Cost

Table 30 below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Land Improvements inventory.

Table 30: Land Improvements Replacement Cost Summary

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost
Land Improvements	8	CPI Tables	$261,808
			$261,808



5.4.2 Asset Condition

Table 31 below identifies the current average condition and source of available condition data for each asset segment. The Average Condition (%) is a weighted value based on replacement cost.

Table 31: Land Improvements Asset Condition Summary

Asset Segment	Average Condition (%)	Average Condition Rating	Condition Source
Land Improvements	34%	Poor	Age-Based
	50%	**Fair**	**Age-Based**

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

5.4.3 Current Approach to Condition Assessment

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

- Staff complete regular visual inspections of land improvements assets to ensure they are in state of adequate repair
- There are no formal condition assessment programs in place for land improvements

5.4.4 Estimated Useful Life & Average Age

Table 32 below illustrates the Estimated Useful Life for Land Improvements assets that have been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

Table 32: Land Improvements Service Life Summary

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Land Improvements	10 - 75 Years	20.5	12.9
		20.5	**12.9**

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

5.4.5 Lifecycle Management Strategy

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

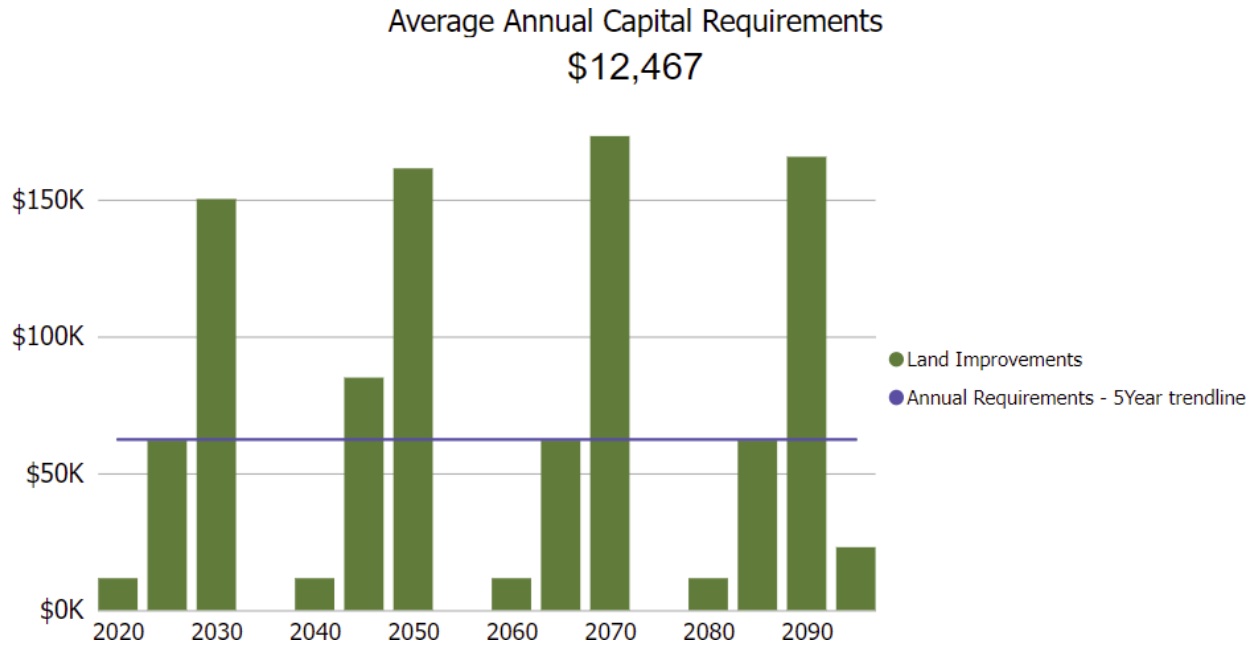
Table 33 outlines the Township's current lifecycle management strategy.

Table 33: Land Improvements Lifecycle Management Strategies

Activity Type	Description of Current Strategy
Maintenance, Rehabilitation & Replacement	The Land Improvements asset category includes several unique asset types and lifecycle requirements are dealt with on a case-by-case basis

5.4.6 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs.



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

5.4.7 Risk & Criticality

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2018 inventory data. See **Table 34** for the criteria used to determine the quantitative risk rating of each asset.

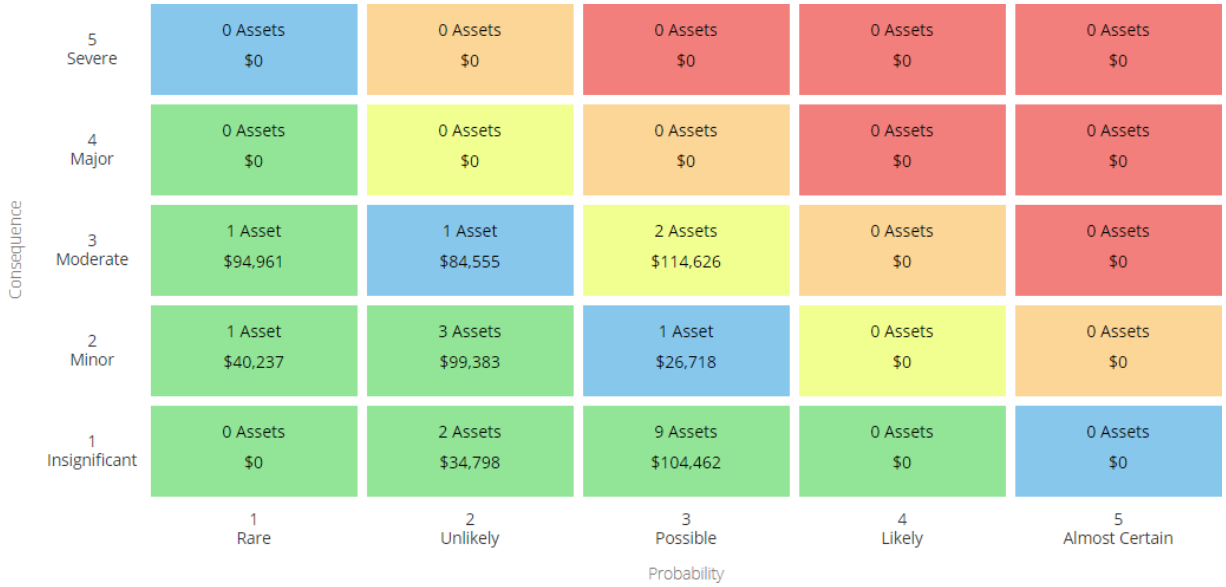


Table 34: Land Improvements Quantitative Risk Criteria

Asset Category	Criteria & Weight	Value/Range	Probability of Failure Score
Land Improvements	Performance (Age) 100%	0 - 20	5
		20 - 40	4
		40 - 60	3
		60 - 80	2
		80 - 100	1
			Consequence of Failure Score
	Economic 100%	$50,000 or greater	5
		$30,000 - $50,000	4
		$20,000 - $30,000	3
		$10,000 - $20,000	2
		$0 - $10,000	1

5.4.8 Levels of Service

The following tables identify the Municipality's current level of service for the vehicles. These metrics include the technical and community level of service metrics that the Municipality has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by machinery & equipment assets.

Service Attribute	**Qualitative Description**	**Current LOS**
Scope	Description, which may include maps, of the outdoor recreational facilities that the municipality operates and maintains	Using age-based condition, land improvement assets range in condition from very poor to very good and are in average in fair condition. Land improvement assets include active and passive parkland, waterfront parks, and trails. Wherever possible, assets are designed to serve a wide range of users.
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Land improvement asset investment decisions are predominantly based on asset condition and expected future utility alongside existing rate of use and relevant Master Plan findings. Land improvement capital investment projects are formally and publicly identified one year in advance and internally identified several years in advance.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by machinery & equipment assets.

Service Attribute	**Technical Metric**	**Current LOS**
Quality	Average condition of outdoor recreational facilities in the municipality (e.g. very good, good, fair, poor, very poor)	See 5.4.2

Performance	% of land improvements in good or very good condition % of land improvements in poor or very poor condition	See 5.4.2

5.4.9 Recommendations

Replacement Costs

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

Condition Assessment Strategies

- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.
- Develop a formal condition assessment program that include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.

Levels of Service

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

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

6 Impacts of Growth

- Understanding the key drivers of growth and demand will allow the Township to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure

- The costs of growth should be considered in long-term funding strategies that are designed to maintain the current level of service

6.1 Description of Growth Assumptions

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

6.1.1 Conmee's Official Plan (1993)

Conmee Township's current Official Plan was adopted in 1993 and has received amendments to date. The Township is actively reviewing their Official Plan and intend to update it soon. The current plan identifies several infrastructure requirements for new development to ensure it's financially and operationally sustainable. Specifically, it requires that new road construction does not occur solely for the creation of new lots except where new lots can be created through modest extension of an existing dead-end road. It also requires that new development be serviced by private water wells and septic systems and that the new lots are of sufficient size and nature to reasonably accommodate such services.

As well the Official Plan identifies goals for its rural land uses such as maintaining a low-density character, providing flexibility by permitting a variety of land uses, and allowing the development of natural resources and economic activities in a manner that's compatible with other land uses. Accordingly commercial and industrial uses are only permitted in rural areas where they are of a small scale

The plan notes the Township's value for the rural nature of the landscape and stipulates that municipally owned recreational lands shall retain their scenic and natural values while facilitating accessible use for a variety of recreation styles.

6.1.2 Conmee Township Population Patterns

Conmee Township's population is modestly sized but has recently seen more rapid population growth than the province of Ontario. Specifically, between 2011 and 2016 Conmee Township's population grew by 7.2% compared to the Province of Ontario at 4.6%. The Table below outlines historical population levels for Conmee Township.

	1991	1996	2001	2006	2011	2016
Historical Total Population	651	729	740	748	764	819

6.2 Impact of Growth on Lifecycle Activities

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

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Township's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

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

7 Financial Strategy

7.1 Financial Strategy Overview

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

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

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

4. Use of Senior Government Funds:
    a. Gas tax
    b. Annual grants

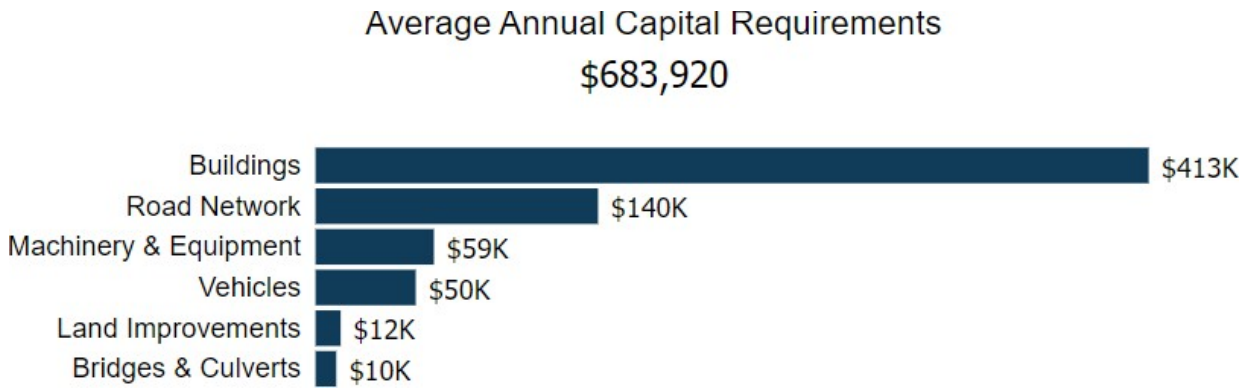
Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

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

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

7.1.1 Annual Requirements & Capital Funding

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Township must allocate approximately $684 thousand annually to address capital requirements for the assets included in this AMP.



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

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

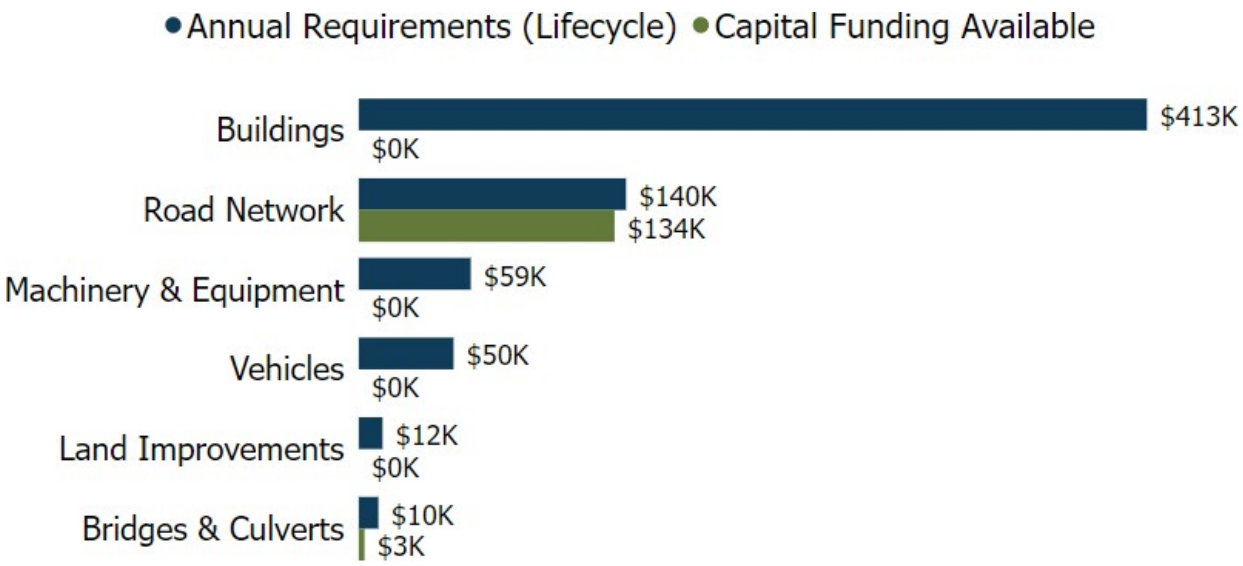
- **Replacement Only Scenario**: Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
- **Lifecycle Strategy Scenario**: Based on the assumption that lifecycle activities are performed at strategic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

Asset Category	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Road Network	$317,000	$140,000	$177,000

The implementation of a proactive lifecycle strategy for roads leads to a potential annual cost avoidance of $177,000 for the Road Network. This represents an overall reduction of the annual requirements for the Road Network by 56%. As the lifecycle strategy scenario represents the lowest cost option available to the Township, we have used these annual requirements in the development of the financial strategy.

7.1.2 Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately $137,000 towards capital projects per year. Given the annual capital requirement of $684,000, there is currently a funding gap of $547,000 annually.



7.2 Funding Objective

A scenario was developed to enable Conmee Township to achieve full funding within 1 to 20 years for the following assets:

Tax Funded Assets: Road Network, Bridges & Culverts, Buildings, Machinery & Equipment, Land Improvements, Vehicles.

Note: For the purposes of this AMP, we have included an annual capital expenditure for gravel roads since they are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly, they can theoretically have a limitless service life.

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

7.3 Financial Profile: Tax Funded Assets

7.3.1 Current Funding Position

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

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	Gas Tax	OCIF	Total Available	
Bridge & Culverts	10,000		3,000		3,000	7,000
Buildings	413,000				0	413,000
Land Improvements	12,000				0	12,000
Machinery & Equipment	59,000				0	59,000
Road Network	140,000		46,000	88,000	134,000	6,000
Vehicles	50,000				0	50,000
	684,000	**0**	**49,000**	**88,000**	**137,000**	**547,000** [2]

The average annual CapEx requirement for the above categories is $684 thousand. Annual revenue currently allocated to these assets for capital purposes is $137 thousand leaving an annual deficit of $547 thousand. Put differently, these infrastructure categories are currently funded at 20% of their long-term requirements.

7.3.2 Full Funding Requirements

In 2024, Township of Conmee has budgeted annual tax revenues of $1.01 million. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

[2] The Totals may be slightly different than the sum of lines due to rounding.

Asset Category	Tax Change Required for Full Funding
Bridge & Culverts	0.6%
Buildings	37.2%
Land Improvements	1.1%
Machinery & Equipment	5.3%
Road Network	0.5%
Vehicles	4.5%
	49.2%

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

a) Conmee's debt payments for these asset categories will be decreasing by $6,000 over the next 5 and 10 years respectively. Although not shown in the table, debt payment decreases will be $45,000 over the next 15 and 20 years respectively.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	Without Capturing Changes				With Capturing Changes			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	547,000	547,000	547,000	547,000	547,000	547,000	547,000	547,000
Change in Debt Costs	N/A	N/A	N/A	N/A	-6,000	-6,000	-45,000	-45,000
Change in OCIF Grants	N/A	N/A	N/A	N/A				
Total Tax Increase Required	49.3%	49.3%	49.3%	49.3%	48.8%	48.8%	45.3%	45.3%
Tax Increase Required Annually[3]:	**8.4%**	**4.1%**	**2.8%**	**2.1%**	**8.3%**	**4.1%**	**2.6%**	**1.9%**

[3] The tax increase required annually is calculated as a constant portion of the taxes budgeted for 2024

7.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 15-year option. This involves full CapEx funding being achieved over 15 years by:

a) when realized, reallocating the debt cost reductions of $45,000 to the infrastructure deficit as outlined above.
b) increasing tax revenues by 2.6% each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
c) allocating the current gas tax and OCIF revenue as outlined previously.
d) allocating the scheduled OCIF grant increases to the infrastructure deficit as they occur.
e) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
f) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment[4].
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full CapEx funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of $3.7 million for the Road Network, $373 thousand for Machinery & Equipment, $146 thousand for Vehicles and $23 thousand for Land Improvements.

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

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

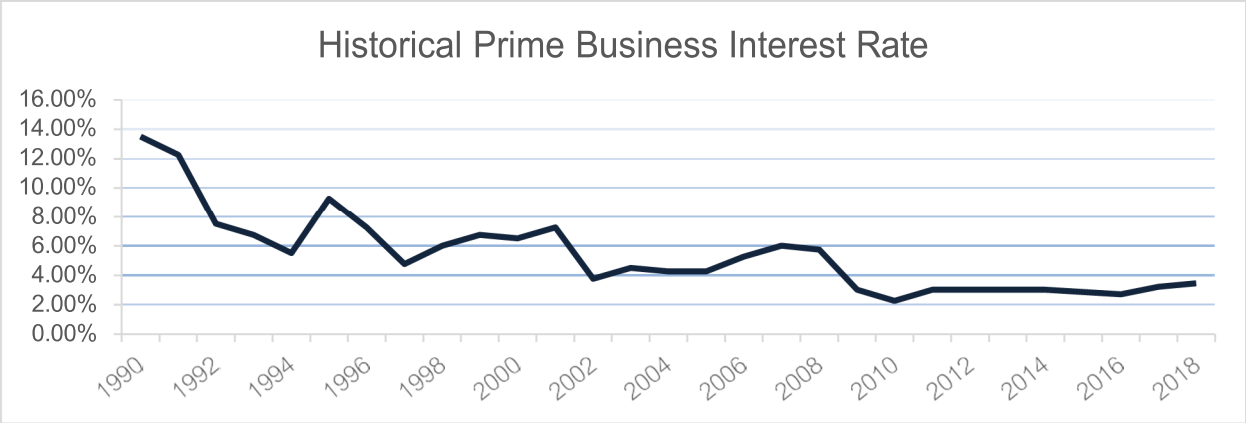
7.4 Use of Debt

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a $1M project financed at 3.0%[5] over 15 years would result in a 26% premium or $260,000 of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

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

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

[5] Current municipal Infrastructure Ontario rates for 15-year money is 3.2%.



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

The following tables outline how Conmee has historically used debt for investing in the asset categories as listed. There is currently $360K of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of $45K, well within its provincially prescribed maximum of $170K.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years				
		2014	2015	2016	2017	2018
Bridge & Culverts						
Buildings	8,000					
Land Improvements						
Machinery & Equipment	352,000				379,000	
Road Network						
Vehicles						
Total Tax Funded:	**360,000**	**0**	**0**	**0**	**0**	**0**

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2020	2021	2022	2023	2024	2025	2030
Bridge & Culverts							
Buildings	6,000	6,000	6,000				
Land Improvements							
Machinery & Equipment	39,000	39,000	39,000	39,000	39,000	39,000	39,000
Road Network							
Vehicles							
Bridge & Culverts							
Total Tax Funded:	**45,000**	**45,000**	**45,000**	**39,000**	**39,000**	**39,000**	**39,000**

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

7.5 Use of Reserves

7.5.1 Available Reserves

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

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

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

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

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

7.5.2 Recommendation

In 2024, Ontario Regulation 588/17 required the Township of Conmee to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

8. Appendices

- Appendix A identifies projected 10-year capital requirements for each asset category

- Appendix B provides additional guidance on the development of a condition assessment program

Appendix A: 10-Year Capital Requirements

Bridges & Culverts

klog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
$0	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Buildings

klog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
$0	$0	$3,500	$55,650	$3,500	$167,150	$4,400	$60,170	$34,120	$175,150	$0
$0	$0	$4,550	$48,660	$9,500	$0	$22,160	$0	$47,350	$2,500	$0
$0	$0	$74,230	$139,280	$89,230	$139,280	$81,230	$154,280	$75,430	$364,430	$0
$0	**$0**	**$0**	**$82,280**	**$243,590**	**$102,230**	**$306,430**	**$107,790**	**$214,450**	**$156,900**	**$542,080**

Land Improvements

klog	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
,994	$0	$0	$0	$11,651	$0	$0	$0	$0	$0	$61,966
,994	**$0**	**$0**	**$0**	**$11,651**	**$0**	**$0**	**$0**	**$0**	**$0**	**$61,966**

Machinery & Equipment											
Segment	**Backlog**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Machinery	$364,764	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office Equipment	$0	$12,278	$0	$0	$185,101	$0	$12,278	$0	$0	$0	$0
Operational Equipment	$8,110	$9,246	$0	$17,955	$0	$0	$0	$0	$17,955	$0	$0
Total:	**$372,874**	**$21,524**	**$0**	**$17,955**	**$185,101**	**$0**	**$12,278**	**$0**	**$17,955**	**$0**	**$0**

Road Network											
Segment	**Backlog**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Road Subsurface	$1,409,360	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Road Surface	$0	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000
Total:	**$1,409,360**	**$140,000**	**$140,000**	**$140,000**	**$140,000**	**$140,000**	**$140,000**	**$140,000**	**$140,000**	**$140,000**	**$140,000**

Vehicles											
Segment	**Backlog**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Emergency Services	$0	$386,965	$0	$0	$32,030	$0	$0	$0	$0	$0	$0
Public Services	$145,998	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total:	**$145,998**	**$386,965**	**$0**	**$0**	**$23,030**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Appendix B: Condition Assessment Guidelines

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

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

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

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

Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project.
There are many options available to the Township to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

Developing a Condition Assessment Schedule

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

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

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
3230-00 - Interest Earned - Cemetery OLD			(6,665.32)		(6,665.32)	
4125-00 - Interest Earned - CCBF Reserves			1,402.45		1,402.45	
4130-00 - Interest Earned - OCIF Reserve			964.43		964.43	
4135-00 - Interest Earned - Fire Dept Reserve			279.08		279.08	
4140-00 - Interest Earned - Cons Reserves			142.87	18,172.00	(18,029.13)	99.2-
4145-00 - Interest Earned - Cemetery Care Fund			415.33		415.33	
Revenue Totals:			(3,461.16)	18,172.00	(21,633.16)	119.1-
Net Surplus (Deficit):			(3,461.16)	18,172.00	(21,633.16)	119.1-

Accounts Printed: 6

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4100-10 - Other Revenue		44,728.97	113,522.19	10,000.00	103,522.19	1035.2
4120-10 - Interest Earned - Bank			2,094.37	2,000.00	94.37	4.7
4430-10 - Newsletter Revenue		27.55	308.55	400.00	(91.45)	22.9-
4435-10 - Tax Certificate Revenue		150.00	240.00		240.00	
4480-10 - Donations			600.00		600.00	
Revenue Totals:		44,906.52	116,765.11	12,400.00	104,365.11	841.7
5005-10 - Wages Full Time		13,255.06	124,935.66	161,354.00	36,418.34	22.6
5010-10 - Wages Part TIme				3,600.00	3,600.00	100.0
5015-10 - EI Expense		308.06	2,941.39	125.00	(2,816.39)	2253.1-
5020-10 - CPP Expense		740.62	7,119.37		(7,119.37)	
5030-10 - EHT Expense			3,265.57		(3,265.57)	
5035-10 - RRSP Expense		450.12	3,583.25	5,577.00	1,993.75	35.8
5040-10 - Medical Insurance Expense		721.89	6,745.94		(6,745.94)	
5050-10 - Mileage Expense		251.58	1,447.00	1,200.00	(247.00)	20.6-
5060-10 - Vacation Expense		140.00	1,755.18		(1,755.18)	
5105-10 - Office Supplies Expense		1,743.78	6,242.59	15,000.00	8,757.41	58.4
5106-10 - Software/Hardware		782.68	20,912.51	17,000.00	(3,912.51)	23.0-
5165-10 - Event Expense			(300.00)		300.00	
5250-10 - Bank Charges			2,865.61	10,100.00	7,234.39	71.6
5260-10 - Taxes Written Off			669.29		(669.29)	
5270-10 - Property Tax Charity Rebate Expense			1,403.56		(1,403.56)	
5305-10 - Membership Expense		446.82	1,728.47	4,000.00	2,271.53	56.8
5310-10 - Conference Expense			2,796.26	3,000.00	203.74	6.8
5315-10 - Travel Expense			2,611.65	2,000.00	(611.65)	30.6-
5320-10 - Meal Expense			37.00	200.00	163.00	81.5
5325-10 - Training Expense		360.00	3,524.89	4,500.00	975.11	21.7
5326-10 - Health & Safety / PPE Expense			67.87	1,500.00	1,432.13	95.5
5329-10 - Emergency Management				600.00	600.00	100.0
5340-10 - Postage/Newsletter Expense		290.36	1,714.42	1,200.00	(514.42)	42.9-
5400-10 - Insurance Expense			65,666.98	63,502.00	(2,164.98)	3.4-
5415-10 - Telephone/Internet Expense		175.48	2,365.11	5,500.00	3,134.89	57.0
5531-10 - Project Expense			2,136.96		(2,136.96)	
5600-10 - Auditing Fees			7,247.50		(7,247.50)	
5605-10 - Legal Fees			5,758.62		(5,758.62)	
5610-10 - Other Professional Fees		300.00	(2,573.00)	3,000.00	5,573.00	185.8
5615-10 - Property Assessment Expense			9,968.16		(9,968.16)	
5650-10 - Other Expenses			517.66	5,000.00	4,482.34	89.7

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
5705-10 - Lakehead Rural Planning Board Expense			250.00		(250.00)	
5910-10 - Education Levy Expense			61,833.88		(61,833.88)	
Expense Totals:		19,966.45	349,239.35	307,958.00	(41,281.35)	13.4-
Net Surplus (Deficit):		24,940.07	(232,474.24)	(295,558.00)	63,083.76	21.3

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4440-20 - Building Permits		50.00	5,371.35		5,371.35	
Revenue Totals:		50.00	5,371.35		5,371.35	
Net Surplus (Deficit):		50.00	5,371.35		5,371.35	

Accounts Printed: 1

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4200-30 - Cemetery Plots		275.00	3,467.00	1,500.00	1,967.00	131.1
4210-30 - Internment - Open & Close			250.00	1,500.00	(1,250.00)	83.3-
4220-30 - Perpetual Care & Monument Revenue		250.00	2,378.00		2,378.00	
Revenue Totals:		525.00	6,095.00	3,000.00	3,095.00	103.2
5545-30 - Cemetery Open/Close				500.00	500.00	100.0
5546-30 - Cemetery Expense		4.22	1,371.75	2,000.00	628.25	31.4
5610-30 - Other Professional Fees			330.67		(330.67)	
Expense Totals:		4.22	1,702.42	2,500.00	797.58	31.9
Net Surplus (Deficit):		520.78	4,392.58	500.00	3,892.58	778.5

Accounts Printed: 6

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
5010-50 - Wages Part Time		5,681.70	46,069.00	62,000.00	15,931.00	25.7
5015-50 - EI Expense		136.41	1,064.76		(1,064.76)	
5020-50 - CPP Expense		195.00	1,741.25	2,300.00	558.75	24.3
5050-50 - Mileage Expense		151.90	1,048.86	1,400.00	351.14	25.1
5106-50 - Software/Hardware			915.81		(915.81)	
5305-50 - Memebership Expense			1,064.75	1,000.00	(64.75)	6.5-
5310-50 - Conference Expense		985.62	1,478.54	4,500.00	3,021.46	67.1
5315-50 - Travel Expense			1,698.85	2,000.00	301.15	15.1
5320-50 - Meal Expense		145.06	419.64	1,000.00	580.36	58.0
5415-50 - Telephone/Internet Expense			1,435.84	1,000.00	(435.84)	43.6-
5650-50 - Other Expense			377.38	1,000.00	622.62	62.3
Expense Totals:		7,295.69	57,314.68	76,200.00	18,885.32	24.8
Net Surplus (Deficit):		(7,295.69)	(57,314.68)	(76,200.00)	18,885.32	24.8

Accounts Printed: 11

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4100-60 - Other Revenue			9,375.50	18,399.00	(9,023.50)	49.0-
Revenue Totals:			9,375.50	18,399.00	(9,023.50)	49.0-
5010-60 - Wages Part Time		1,500.00	13,500.00	19,000.00	5,500.00	29.0
5015-60 - EI Expense		34.86	361.84	500.00	138.16	27.6
5020-60 - CPP Expense		60.00	680.15	700.00	19.85	2.8
5025-60 - WSIB Expense			500.00	650.00	150.00	23.1
5050-60 - Mileage Expense			32.20	200.00	167.80	83.9
5055-60 - Honorarium Expense				7,500.00	7,500.00	100.0
5100-60 - Equipment Repairs			69.20	1,000.00	930.80	93.1
5105-60 - Office Supplies Expense			615.53	1,000.00	384.47	38.5
5106-60 - Software/Hardware		204.52	958.55		(958.55)	
5110-60 - Janitorial Supplies Expense			89.83		(89.83)	
5115-60 - Shop Supplies/Equipment/Small Tools			20,346.91	6,000.00	(14,346.91)	239.1-
5145-60 - Radio Expense		510.58	3,201.95	3,500.00	298.05	8.5
5210-60 - Building Expense				1,000.00	1,000.00	100.0
5305-60 - Membership Expense			934.07	1,700.00	765.93	45.1
5320-60 - Meal Expense			174.11		(174.11)	
5325-60 - Training Expense		508.80	3,665.75	9,000.00	5,334.25	59.3
5326-60 - Health & Safety / PPE Expense		809.38	4,331.18		(4,331.18)	
5330-60 - Public Education		301.99	1,641.80	6,000.00	4,358.20	72.6
5400-60 - Insurance Expense		3,246.48	6,487.68		(6,487.68)	
5405-60 - Propane Expense			6,915.19	11,000.00	4,084.81	37.1
5410-60 - Hydro Expense		182.99	1,126.60	3,500.00	2,373.40	67.8
5415-60 - Telephone/Internet Expense		85.55	1,767.13	2,500.00	732.87	29.3
5450-60 - Vehicle Repair & Maintenance Expense			1,865.49	10,000.00	8,134.51	81.4
5455-60 - Gas & Oil for Patrol Veh/Small Equip Exp			20.42	1,000.00	979.58	98.0
5460-60 - Diesel Clear Expense		113.49	439.08	1,500.00	1,060.92	70.7
5505-60 - Building Repairs/Maintenance Expense			2,776.24	12,000.00	9,223.76	76.9
5531-60 - Project Expense			19,293.70		(19,293.70)	
5620-60 - CEPG Event Expenses			5,047.33		(5,047.33)	
5650-60 - Other Expense			1,060.82	3,000.00	1,939.18	64.6
5661-60 - Emerg First Response Expense				1,000.00	1,000.00	100.0
Expense Totals:		7,558.64	97,902.75	103,250.00	5,347.25	5.2

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Net Surplus (Deficit):		(7,558.64)	(88,527.25)	(84,851.00)	(3,676.25)	4.3-

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
REVENUE						
4010-00 - Municipal Tax Levy			1,199,860.04		1,199,860.04	
4012-00 - Supplementary Tax Levy			(15,167.21)		(15,167.21)	
4020-00 - Interest Earned - Tax Related		2,472.50	20,336.46		20,336.46	
4025-00 - Province of Ontario - PIL				500.00	(500.00)	100.0-
4100-00 - Other Revenue			370.00		370.00	
4104-00 - Foodbank Revenue			3.23	21,600.00	(21,596.77)	100.0-
4115-00 - Collection/Real Tax			7,300.00		7,300.00	
4140-10 - Grants - Provincial			78,673.07		78,673.07	
4150-00 - OMPF			154,350.00	205,800.00	(51,450.00)	25.0-
4460-00 - Provincial Offences			5,763.00	7,000.00	(1,237.00)	17.7-
Total REVENUE:		2,472.50	1,451,488.59	234,900.00	1,216,588.59	517.9
Revenue Totals:		2,472.50	1,451,488.59	234,900.00	1,216,588.59	517.9
EXPENSES						
5030-00 - EHT Expense				1,000.00	1,000.00	100.0
5030-40 - EHT Expense			191.60		(191.60)	
5030-50 - EHT Expense			1,193.95		(1,193.95)	
5030-60 - EHT Expense			379.02		(379.02)	
5030-70 - EHT Expense			295.35		(295.35)	
5030-90 - EHT Expense			3,041.34		(3,041.34)	
5160-00 - Conmee Community Foundation Expense			522.18		(522.18)	
5400-00 - Insurance Expense			(3,241.20)		3,241.20	
5605-00 - Legal Fees		580.03	580.03	5,000.00	4,419.97	88.4
5610-00 - Other Professional Fees			2,074.07	1,500.00	(574.07)	38.3-
5611-10 - By-law Enforcement Officer Fees			482.77		(482.77)	
5613-00 - Gov Mandated Exp			3.80		(3.80)	
5660-00 - Policing & 911 Expense			85,570.76	88,516.00	2,945.24	3.3
5665-00 - Land Ambulance Expense			49,021.00	65,000.00	15,979.00	24.6
5700-00 - Lakehead Region Conservation Authority			4,927.00	4,927.00		
5715-00 - TBay District Health Unit Expense			19,827.00	19,827.00		
5720-00 - DSSAB Expense		7,690.00	69,210.00	92,277.00	23,067.00	25.0
Total EXPENSES:		8,270.03	234,078.67	278,047.00	43,968.33	15.8
Expense Totals:		8,270.03	234,078.67	278,047.00	43,968.33	15.8

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Net Surplus (Deficit):		(5,797.53)	1,217,409.92	(43,147.00)	1,260,556.92	2921.5

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4420-70 - Landfill Revenue		2,976.57	3,247.19	1,000.00	2,247.19	224.7
4425-70 - Recycling Revenue			4,509.77	14,000.00	(9,490.23)	67.8-
Revenue Totals:		2,976.57	7,756.96	15,000.00	(7,243.04)	48.3-
5010-70 - Wages Part TIme		956.15	9,790.57	22,000.00	12,209.43	55.5
5015-70 - EI Expense		23.12	234.29	400.00	165.71	41.4
5020-70 - CPP Expense			(19.97)	1,000.00	1,019.97	102.0
5025-70 - WSIB Expense				750.00	750.00	100.0
5060-70 - Vacation Expense - Landfill		38.26	210.96		(210.96)	
5100-70 - Equipment Repairs				2,000.00	2,000.00	100.0
5326-70 - Heath & Safety / PPE Expense			127.44		(127.44)	
5405-70 - Propane Expense			381.94	1,000.00	618.06	61.8
5500-70 - Recycling Expense			12,905.49	25,000.00	12,094.51	48.4
5505-70 - Building Repairs/Maintenance Expense				2,500.00	2,500.00	100.0
5550-70 - Monitor Fees Expense			17,843.47	19,000.00	1,156.53	6.1
5610-70 - Other Professional Fees			5,596.80		(5,596.80)	
5650-70 - Other Expense			2,473.85	6,000.00	3,526.15	58.8
Expense Totals:		1,017.53	49,544.84	79,650.00	30,105.16	37.8
Net Surplus (Deficit):		1,959.04	(41,787.88)	(64,650.00)	22,862.12	35.4

Accounts Printed: 15

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4146-00 - Library				1,225.00	(1,225.00)	100.0-
4165-40 - Event Revenue		3,936.00	4,553.32		4,553.32	
4400-40 - Hall/Event Rental		1,083.00	4,683.75	8,000.00	(3,316.25)	41.5-
4405-40 - Social Committee Revenue			512.50	5,000.00	(4,487.50)	89.8-
Revenue Totals:		5,019.00	9,749.57	14,225.00	(4,475.43)	31.5-
5010-40 - Wages Part Time		1,017.16	5,509.46	15,000.00	9,490.54	63.3
5015-40 - EI Expense		24.58	133.16	250.00	116.84	46.7
5020-40 - CPP Expense		46.93	236.82	1,000.00	763.18	76.3
5025-40 - WSIB Expense				500.00	500.00	100.0
5050-40 - Mileage Expense				100.00	100.00	100.0
5060-40 - Vacation Expense - Complex		40.69	213.13		(213.13)	
5100-40 - Equipment Repairs			131.27		(131.27)	
5106-40 - Software/Hardware				2,000.00	2,000.00	100.0
5110-40 - Janitorial Supplies Expense		81.17	1,481.34	3,000.00	1,518.66	50.6
5115-40 - Hall Rental Expense				1,000.00	1,000.00	100.0
5160-40 - Social Committee Expense			819.18	5,000.00	4,180.82	83.6
5165-40 - Event Expense		609.04	1,231.75		(1,231.75)	
5205-40 - Capital Expense				3,000.00	3,000.00	100.0
5210-40 - Building Expense				2,000.00	2,000.00	100.0
5325-40 - Training Expense		89.90	219.57		(219.57)	
5405-40 - Propane Expense			6,229.26	12,000.00	5,770.74	48.1
5410-40 - Hydro Expense		1,051.90	12,354.13	19,000.00	6,645.87	35.0
5415-40 - Telephone/Internet Expense		212.47	2,348.57	7,000.00	4,651.43	66.5
5505-40 - Building Repairs/Maintenance Expense		1,701.73	22,501.46	19,000.00	(3,501.46)	18.4-
5506-40 - Municipal Complex Supplies			7,999.46	700.00	(7,299.46)	1042.8-
5650-40 - Other Expense			181.58	1,000.00	818.42	81.8
Expense Totals:		4,875.57	61,590.14	91,550.00	29,959.86	32.7
Net Surplus (Deficit):		143.43	(51,840.57)	(77,325.00)	25,484.43	33.0

Accounts Printed: 25

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4130-90 - Gas Tax (CCBF) Revenue				50,178.00	(50,178.00)	100.0-
4140-90 - OCIF GRANT			100,000.00	100,000.00		
4450-90 - Roads Revenue			1,656.14	25,000.00	(23,343.86)	93.4-
4490-90 - Project Revenue				240,000.00	(240,000.00)	100.0-
Revenue Totals:			101,656.14	415,178.00	(313,521.86)	75.5-
5005-90 - Wages Full Time		9,540.05	71,298.54	150,000.00	78,701.46	52.5
5010-90 - Wages Part Time		641.45	3,584.94	5,000.00	1,415.06	28.3
5015-90 - EI Expense		244.72	1,797.37	3,600.00	1,802.63	50.1
5020-90 - CPP Expense		554.82	4,246.35	8,500.00	4,253.65	50.0
5025-90 - WSIB Expense				5,200.00	5,200.00	100.0
5035-90 - RRSP Expense		341.26	2,697.49	3,600.00	902.51	25.1
5040-90 - Medical Insurance Expense		930.27	5,860.35	10,576.00	4,715.65	44.6
5045-90 - Benefits/Eyeglasses			515.45	1,000.00	484.55	48.5
5050-90 - Mileage Expense				500.00	500.00	100.0
5060-90 - Vacation Expense		846.54	4,967.37		(4,967.37)	
5100-90 - Equipment Repairs		304.13	10,334.42	25,000.00	14,665.58	58.7
5101-90 - Equipment Purchase				2,000.00	2,000.00	100.0
5105-90 - Office Supplies Expense			118.05		(118.05)	
5106-90 - Software/Hardware		50.88	559.68		(559.68)	
5115-90 - Shop Supplies/Equipment/Small Tools		1,695.81	4,889.15	10,000.00	5,110.85	51.1
5120-90 - Gravel		12,580.20	14,249.00	8,000.00	(6,249.00)	78.1-
5125-90 - Calcium			24,076.81	33,390.00	9,313.19	27.9
5130-90 - Sand			529.15	5,000.00	4,470.85	89.4
5135-90 - Salt				2,000.00	2,000.00	100.0
5140-90 - Road Maintenance			4,348.18	1,000.00	(3,348.18)	334.8-
5145-90 - Radio Expense		427.39	4,438.59	8,000.00	3,561.41	44.5
5210-90 - Building Expense			331.59		(331.59)	
5326-90 - Health & Safety / PPE Expense			24.58	1,000.00	975.42	97.5
5405-90 - Propane Expense			11,715.18	22,000.00	10,284.82	46.8
5410-90 - Hydro Expense		175.60	1,431.32	4,000.00	2,568.68	64.2
5415-90 - Telephone/Internet Expense			656.05	800.00	143.95	18.0
5450-90 - Vehicle Repair & Maintenance Expense			4,855.88	10,000.00	5,144.12	51.4
5451-90 - Vehicle Licensing		51.00	51.00	9,000.00	8,949.00	99.4
5455-90 - Gas & Oil for Patrol Veh/Small Equip Exp			94.55		(94.55)	
5460-90 - Diesel Clear Expense		1,016.93	10,731.36	26,000.00	15,268.64	58.7
5465-90 - Diesel Marked Expense		3,500.61	13,736.85	35,000.00	21,263.15	60.8
5505-90 - Building Repairs/Maintenance Expense		1,510.12	1,510.12	5,000.00	3,489.88	69.8

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
5510-90 - Bridges & Signs Expense		239.80	4,266.09	1,500.00	(2,766.09)	184.4-
5525-90 - Culvert Expense			5,719.05	8,000.00	2,280.95	28.5
5530-90 - Brush/Grass Expense			7,294.37	5,000.00	(2,294.37)	45.9-
5531-90 - Project Expense			81,839.44		(81,839.44)	
5535-90 - Dam Expenses			908.20	2,000.00	1,091.80	54.6
5650-90 - Other Expenses			64.56		(64.56)	
Expense Totals:		34,651.58	303,741.08	411,666.00	107,924.92	26.2
Net Surplus (Deficit):		(34,651.58)	(202,084.94)	3,512.00	(205,596.94)	5854.1-

Accounts Printed: 42

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW NO. 1468

Being a by-law to appoint a representative to the Lakehead District OPP Detachment Board (LDODB).

WHEREAS the Council for the Township of Conmee is a member of the temporary police services board known as LDODB;

AND WHEREAS the Council for the Township of Conmee is desirous of appointing representatives to the LDODB;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF CONMEE HEREBY ENACTS AS FOLLOWS:

1. That Council hereby appoints the following two people as Community Representatives to the Lakehead District OPP Detachment Board:

   Lisa Laitinen-Egbuchulam
   Ralph Falcioni

2. That this By-law come into force and effect on the date of passing thereof.

Read and passed this 8th day of October, 2024.

THE CORPORATION OF THE TOWNSHIP OF CONMEE

_____
Mayor Sheila Maxwell

_____
Clerk Shara Lavallee

2024 Structural Inspection
Three Bridges

for

Conmee Township

Ref. No. JML2024001

September 2024

105 Villa Street, 2nd Floor
Thunder Bay, ON P7A7W5
Phone: 807.345.1131
Fax: 807.345.1229
Email: info@jmleng.com

September 24, 2024
Ref. No. JML2024001

Conmee Township
19 Holland Rd. W., RR #1
Kakabeka Falls, ON P0T 1W0

Attention: Shara Lavallee
CAO/Clerk

Reference: **Bi-annual Inspection Five Bridges and One Culvert**

Dear Shara:

JML Engineering has been retained by Conmee Township to conduct a structural inspection of five bridges and one circular culvert located in the Conmee Township over a two calendar year period. Contained within this report is the 2024 structural inspection of three bridges. A location map indicating the location of all three structures is provided. The three remaining structures will be inspected in 2025.

The purpose of this exercise was to determine the physical and functional characteristics of the various bridge components, and to provide recommendations for remedial repair, where required, at each of the three structures.

The three structures inspected in the 2024 program are as follows:

1. Maxwell Road Bridge over Brule Creek,
2. Mokomon Road Bridge No. 4 over Brule Creek, and
3. Mokomon Road Bridge No. 5 over Brule Creek.

On June 19, 2024, Mohamed Chehabeddine, E.I.T. and Jakob Cano, B.Eng. from JML Engineering inspected the structures. The inspection was performed and the data was recorded as per the requirements of the Ministry of Transportation's 'Ontario Structural Inspection Manual (OSIM)'. The physical and functional condition of all bridge components were assessed and recorded.

Photographs were taken of the general arrangement of each structure, and all significant findings.

This report is divided into three sections; one for each structure. A brief physical description of each structure is provided. The significant findings observed during the field investigation are identified. Recommendations for remedial repairs are provided, along with estimated

construction costs. The Bridge Condition Index is also provided. OSIM data sheets and photographs complete the balance of each bridge report.

The estimated cost to complete the recommended maintenance items for each structure is as follows:

Structure Name	Estimated Maintenance Cost
Maxwell Road Bridge over Brule Creek	$ 5,500.00
Mokomon Road Bridge No. 4 over Brule Creek	$ 6,000.00
Mokomon Road Bridge No. 5 over Brule Creek	$ 4,500.00
Total Maintenance Cost	**$ 16,000.00 + HST**

The estimated construction cost to complete the recommended remedial repairs for each structure is as follows:

Structure Name	Estimated Remedial Repair Cost
Maxwell Road Bridge over Brule Creek	$ 33,000.00
Mokomon Road Bridge No. 4 over Brule Creek	$ 106,000.00
Mokomon Road Bridge No. 5 over Brule Creek	$ 75,000.00
Total Remedial Repair Cost	**$ 214,000.00 + HST**

Closing

We recommend the next inspection of all three structures be done in 2026.

Even though the structural inspection was carefully done, we do not claim that the observations made represent all of the faults or imperfections which may exist.

We trust this report is satisfactory. Please contact the undersigned if you require any additional information or clarification.

Best regards,

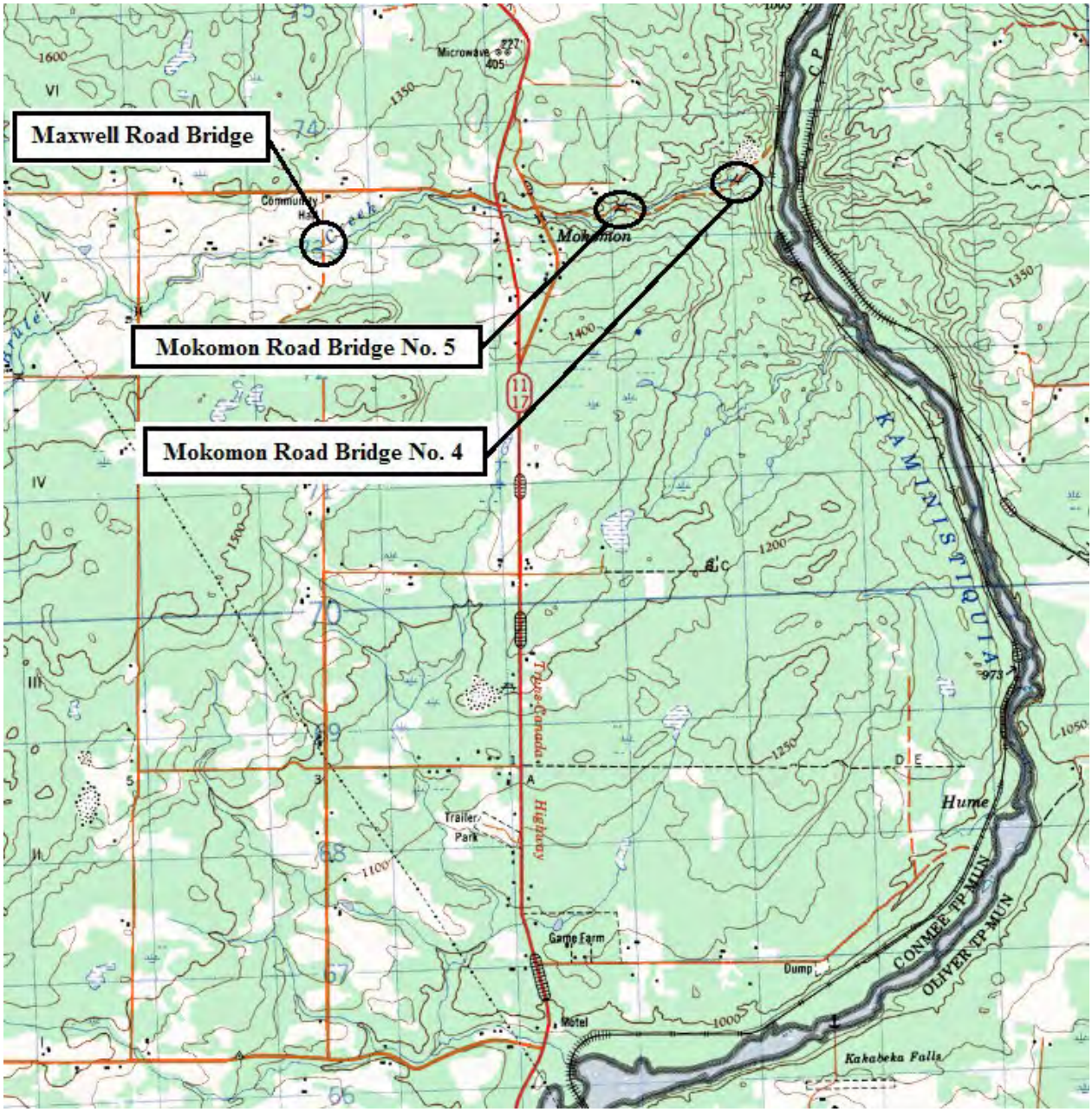
JML Engineering Ltd.

Michael Edmonds, P. Eng.
Senior Project Engineer

Natalie Stevens, M.Eng., P. Eng.
Senior Project Engineer

:mmc
Encl.

P:\2024001 - Township of Conmee - Bi-annual Inspection Five Bridges One Culvert\Admin\Reports\2024\2 2024-09-24 Shara Lavallee.doc



Location Map

Maxwell Road Bridge, Mokomon Road Bridge No. 4, Mokomon Road Bridge No. 5

Structural Inspection
Maxwell Road Bridge

for

Conmee Township

JML Engineering
Celebrating 25 Years

Ref. No. JML2024001 **September 2024**

105 Villa Street, 2nd Floor
Thunder Bay, ON P7A7W5
Phone: 807.345.1131
Fax: 807.345.1229
Email: info@jmleng.com

MAXWELL ROAD BRIDGE OVER BRULE CREEK

1.0 Description

The Maxwell Road Bridge is located approximately 3.5 km west of Highway 11/17 on Maxwell Road, accessed by Mokomon Road (see Location Map). The structure crosses Brule Creek.

The Maxwell Road Bridge was constructed in 2013. The structure is a single lane, single span bridge consisting of steel girders with a timber plank deck supported on closed cell timber cribs. The overall length of the bridge is approximately 9.2 m.

The transverse timber plank deck consists of 200 mm x 200 mm sawn, CCA treated timbers. The superstructure includes a longitudinal timber wearing surface, steel guide rails, and timber curbs. The timber wearing surface consists of 80 mm x 200 mm sawn, untreated timbers extending across the entire deck width. The galvanized railing system consists of steel beam guide rails with CCA treated timber posts. The curbs consist of 140 mm x 140 mm CCA treated sawn timbers.

The deck is supported by five – W610x113 painted steel girders spaced at 1.37 m centres. Each girder end sits upon a 305 mm x 305 mm CCA treated bearing timber. The abutments are rock-filled, closed-cell timber cribs consisting of 200 mm x 200 mm CCA treated timbers c/w a timber ballast wall consisting of 200 mm x 200 mm CCA treated timbers.

Hazard marker signs are located at the four corners of the bridge. Narrow bridge warning signs are located approximately 150 metres from the bridge approaches.

Brule Creek at the site is a meandering, slow flowing stream inside a stable channel consisting primarily of till deposits. Brule Creek is a tributary of the Kaministiquia River, which flows into Lake Superior. The watershed is riddled with small streams and wetlands, and also contains several small lakes. Notable lakes include Gold Lake, Marble Lake, Cedarlimb Lake, and Stephens Lake, which is the largest in the watershed. The embankments are vegetated with grasses and trees.

2.0 Significant Findings

Twelve guide rail splice connection bolts are loose. Five bolts connecting the guide rail to the posts are loose.

Severe rot was observed at six guide rail posts and offsets.

Severe potholes were observed at the south approach.

Gravel has accumulated on the deck.

Vegetation growth was observed in front of the guide rail at the approaches.

The north and south narrow bridge signs are leaning south.

There are no offsets between the guide rail and the posts at the bridge.

The bolts at the fixed-end connection of the girders are bent and have failed. The girders have shifted toward the fixed end. The ballast wall at the south end has started to crush against the girders.

A few bolts connecting the wood blocks to the underside of the posts are loose. The wood blocks are not aligned with the posts at a few locations.

Exposed geotextile was observed at the north and south embankments.

3.0 Conclusions and Recommendations

Maintenance and minor remedial repairs are required to extend the life of the bridge.

The following maintenance items should be done over the next 1-2 years:

- Tighten all guide rail splice connection bolts and post connection bolts.
- Regrade both approaches.
- Remove gravel off the deck.
- Remove the vegetation growth from in front of the guide rails at the approaches.
- Re-install both narrow bridge signs.
- Tighten bolts at the underside of the posts. Re-align wood blocks.

The following remedial repairs items should be done over the next 1-2 years:

- Provide rock protection at the north and south embankments.
- Replace rotten guide rail posts.
- Provide new bearing fasteners at the fixed-end of the bridge.

The crushing observed at the ballast wall against the south end of the girders does not appear to have worsened. This should continue to be monitored during future inspections.

190 mm x 190 mm wood offset blocks exist at the approach guide rails, but are not provided at the bridge. Due to the low volume of traffic at the bridge, providing 190 mm x 190 mm wood offset blocks is not recommended at this time. Providing 190 mm x 190 mm wood offset blocks should be explored when the guide rail needs to be replaced.

4.0 Estimated Construction Costs

The estimated cost to complete the recommended maintenance items is as follows:

1.	Tighten loose bolts at guiderail	$ 300.00
2.	Regrade the south approach	$ 1,500.00
3.	Remove gravel off the deck.	$ 1,500.00
4.	Remove vegetation from in front of guide rail	$ 1,000.00
5.	Re-install both narrow bridge signs	$ 500.00
6.	Tighten loose bolts at underside of posts/re-align wood blocks	$ 700.00
	Total Maintenance Cost	**$ 5,500.00 + HST**

The following are the estimated construction costs for the recommended remedial repairs:

1.	Provide rock protection at the north and south embankments	$ 13,500.00
2.	Replace rotten guide rail posts	$ 3,000.00
3.	Provide new bearing fasteners and reposition the girders	$ 6,000.00
	Subtotal	$ 22,500.00
	Mob/Demob (10%)	$ 2,500.00
	Engineering/Contingency (35%)	$ 8,000.00
	Total Remedial Repair Cost	**$ 33,000.00 + HST**

Assuming regularly scheduled inspections occur and identified minor, remedial repairs are implemented, the remaining useful life of this bridge is approximately 40 years.

The overall Bridge Condition Index (BCI) of the Maxwell Road Bridge is 79. The BCI is the ratio of the value of each bridge element in its current state to the total replacement value of the bridge. The BCI value of the Maxwell Road Bridge indicates that the bridge is in good condition.

We recommend the next structural inspection be done in 2026.

Ontario Structure Inspection Manual – Inspection Form

Structure Number:

Inventory Data:					
Structure Name	Maxwell Road Bridge				
Main Hwy/Road #		On ☒ Under ☐	Crossing Type:	☐ Navig. Water ☒ Non-Navig. Water ☐ Rail ☐ Road ☐ Ped. ☐ Other	
Hwy/Road Name	Maxwell Road				
Structure Location	Brule Creek Crossing				
Latitude	48° 28’ 51” N		Longitude	89° 39’ 29” W	
Owner(s)	Conmee Township		Heritage Designation:	☒ Not Cons. ☐ Cons./not App. ☐ List/not Desig. ☐ Desig./not List ☐ Desig. & List	
MTO Region	60		Road Class:	Freeway ☐ Arterial ☐ Collector ☐ Local ☒	
MTO District	61		Posted Speed		No. of Lanes: 1
Ward	22		AADT		% Trucks
River Crossing	473		Inspection Route Sequence		
Structure Type	Steel Stringer/Timber Deck		Interchange Number		
Total Deck Length	9.2 (m)		Interchange Structure Number		
Overall Str. Width	6.6 (m)		Min. Vertical Clearance	1.6 (m)	
Total Deck Area	61 (sq. m)		Special Routes:	☐ Transit ☐ Truck ☐ School ☐ Bicycle	
Roadway Width	6.2 (m)		Detour Length Around Bridge	13 (km)	
Skew Angle	0 (Degrees)		Direction of Structure	North/South	
No. of Spans	1		Fill on Structure	(m)	
Span Lengths	9.2 (m)				

Historical Data:			
Year Built	2013	Year of Last Major Rehab.	
Last OSIM Inspection	2022	Last Evaluation	
Last Enhanced OSIM Inspection		Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)		Load Limit By-Law #	
Last Underwater Inspection		By-Law Expiry Date	
Last Condition Survey			

Rehab History: (Date/description)

Field Inspection Information:			
Date of Inspection:	June 19, 2024	Type of Inspection:	☒ OSIM ☐ Enhanced OSIM
Inspector:	Mohamed Chehabeddine, E.I.T.		
Others in Party:	Jakob Cano, B.Eng.		
Access Equipment Used:			
Weather:	Cloudy		
Temperature:	15°C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey	X		
Detailed Deck Condition Survey:	X		
Non-destructive Delamination Survey of Asphalt-Covered Deck:	X		
Concrete Substructure Condition Survey:	X		
Detailed Coating Condition Survey:	X		
Detailed Timber Investigation	X		
Post-Tensioned Strand Investigation	X		
Underwater Investigation:	X		
Fatigue Investigation:	X		
Seismic Investigation:	X		
Structure Evaluation:	X		
Monitoring	X		
Monitoring of Deformations, Settlements and Movements:		X	
Monitoring Crack Widths:	X		
Investigation Notes:			

Overall Structure Notes:	
Recommended Work on Structure:	☐ None ☒ Minor Rehab. ☐ Major Rehab. ☐ Replace
Timing of Recommended Work:	☒ 1 to 5 years ☐ 6 to 10 years
Overall Comments:	Remove gravel from deck. Regrade both approaches. Remove vegetation in front of guide rail at approaches. Tighten bolts at guide rail. Re-align wood blocking at bottom of posts and tighten loose bolts. Provide rock protection at north and south embankments. Replace rotten guide rail posts. Provide additional fasteners at the fixed-end of the bridge. Re-install north and south Narrow Bridge signs.
Date of Next Inspection:	2026

Suspected Performance Deficiencies

01 Load carrying capacity
02 Excessive deformations (deflections & rotations)
03 Continuing settlement
04 Continuing movements
05 Seized bearings
06 Bearing not uniformly loaded/unstable
07 Jammed expansion joint
08 Pedestrian/vehicular hazard
09 Rough riding surface
10 Surface ponding
11 Deck drainage
12 Slippery surfaces
13 Flooding/channel blockage
14 Undermining of foundation
15 Unstable embankments
16 Other

Maintenance Needs

01 Lift and Swing Bridge Maintenance
02 Bridge Cleaning
03 Bridge Handrail Maintenance
04 Painting Steel Bridge Structures
05 Bridge Deck Joint Repair
06 Bridge Bearing Maintenance
07 Repair to Structural Steel
08 Repair of Bridge Concrete
09 Repair of Bridge Timber
10 Bailey bridges - Maintenance
11 Animal/Pest Control
12 Bridge Surface Repair
13 Erosion Control at Bridges
14 Concrete Sealing
15 Rout and Seal
16 Bridge Deck Drainage
17 Scaling (Loose Concrete or ACR Steel)
18 Other

Element Data

Element Group:	**Deck**	**Length:**	9.2 m
Element Name:	**Wearing Surface**	**Width:**	6.2 m
Location:		**Height:**	0.08 m
Material:	Wood	**Count:**	
Element Type:	Wood Planks	**Total Quantity:**	57 sq. m.
Environment:	Severe	**Limited Inspection**	☐
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		54	3	

Performance Deficiencies:

Comments: Medium splits observed in six wearing surface planks. 80 mm x 200 mm planks the width of deck. Gravel Accumulation.

Recommended Work:	**Priority:**	**Maintenance Needs:**	02
		Remove gravel accumulation from deck.	

Element Group:	**Deck**	**Length:**	9.2 m
Element Name:	**Deck Top**	**Width:**	6.6 m
Location:		**Height:**	0.2 m
Material:	Wood	**Count:**	
Element Type:	Timber Cross Beams	**Total Quantity:**	61 sq. m.
Environment:	Severe	**Limited Inspection**	☒
Protection System:	CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		61		

Performance Deficiencies:

Comments: 200 mm x 200 mm timber cross beams spaced at 225 mm centres. Unable to inspect deck top due to wearing surface.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Deck Soffit**	**Length:**	9.2 m
Element Name:	**Thin Slab**	**Width:**	6.6 m
Location:		**Height:**	
Material:	Wood	**Count:**	
Element Type:	Timber Cross Beams	**Total Quantity:**	61 sq. m.
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.	32	28	1	

Performance Deficiencies:

Comments: Impact damage at one deck timber at south end.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Sidewalks/Curbs**	**Length:**	9.2 m
Element Name:	**Curb**	**Width:**	140 mm
Location:	Outside Edges of Deck	**Height:**	140 mm
Material:	Wood	**Count:**	2
Element Type:		**Total Quantity:**	6 sq. m.
Environment:	Severe	**Limited Inspection**	☐
Protection System:	CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		3	3	

Performance Deficiencies:

Comments: 140 mm x 140 mm curb on 140 mm x 140 mm x 600 mm spacers spaced at 1880 mm centres. Medium splits observed at east curb near south side.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Barriers**	**Length:**	28 m
Element Name:	**Railing System**	**Width:**	
Location:	East/West sides	**Height:**	0.3 m
Material:	Steel	**Count:**	2
Element Type:	Flex Beam	**Total Quantity:**	56 m
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Hot Dip Galvanizing		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	m	30	26		

Performance Deficiencies:

Comments: Graffiti on rails. Ten splice bolts are loose at the west side. Two splice bolts are loose at east side. Two loose post to guide rail bolt at east side, three loose post to guide rail bolts at west side.

Recommended Work:	**Priority:**	**Maintenance Needs:**	18
		Tighten loose bolts.	

Element Group:	**Barriers**	**Length:**	0.19 m
Element Name:	**Posts**	**Width:**	0.19 m
Location:	East/West Side	**Height:**	
Material:	Wood	**Count:**	30
Element Type:		**Total Quantity:**	30
Environment:	Severe	**Limited Inspection**	☐
Protection System:	CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		8	16	6

Performance Deficiencies:

Comments: 190 mm x 190 mm posts with 190 mm x 190 mm offsets at approaches. No offsets at bridge. Severe rot observed at 6 posts. Medium rot observed at 14 offsets. The bolts connecting the wood blocks to the bottom of the posts are loose.

Recommended Work:	**Priority:** 1 year	**Maintenance Needs:**	18
Replace 6 rotten guide rail posts.		Tighten loose bolts. Realign wood blocking.	

Element Group:	**Coatings**	**Length:**	28 m
Element Name:	**Railing System**	**Width:**	
Location:		**Height:**	
Material:	Hot Dip Galvanizing	**Count:**	2
Element Type:		**Total Quantity:**	56 m
Environment:	Severe	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	m		56		

Performance Deficiencies:

Comments:

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Approach**	**Length:**	9.5 m
Element Name:	**Wearing Surface**	**Width:**	6.6 m
Location:	North/South End	**Height:**	
Material:	Gravel	**Count:**	2
Element Type:		**Total Quantity:**	126 sq. m
Environment:	Severe	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		38	88	

Performance Deficiencies:

Comments: Severe potholes at south approach. Vegetation growth in front of guide rail at corners of approach.

Recommended Work:	**Priority:** 1 year	**Maintenance Needs:**	18
		Remove vegetation in front of guide rail. Regrade south approach.	

Element Group:	**Beams/MLE's**	**Length:**	9.2 m
Element Name:	**Girders**	**Width:**	0.230 m
Location:	Underside of Bridge	**Height:**	0.608 m
Material:	Steel	**Count:**	5
Element Type:	I-Type	**Total Quantity:**	88 sq. m
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	Paint		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		88		

Performance Deficiencies:

Comments: Graffiti on beams. Light corrosion observed throughout. Five – W610x113 girders spaced at 1.37 m centres. The deck clips are attached to the interior girders rather than the exterior girders, however, still function as intended.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	Coatings	Length:	
Element Name:	Structural Steel	Width:	
Location:		Height:	
Material:	Paint	Count:	
Element Type:		Total Quantity:	88 sq. m.
Environment:	Benign	Limited Inspection	☐
Protection System:			

Condition Data:	Units	Exc.	Good	Fair	Poor
	Sq. m.		68	20	

Performance Deficiencies:

Comments: Paint peeling and light corrosion observed at girders.

Recommended Work:	Priority:	Maintenance Needs:	

Element Group:	Beams/MLE's	Length:	1.32 m
Element Name:	Diaphragms	Width:	0.075 m
Location:	Ends and Intermediate	Height:	0.3 m
Material:	Steel	Count:	12
Element Type:	Channel	Total Quantity:	12
Environment:	Benign	Limited Inspection	☐
Protection System:	Paint		

Condition Data:	Units	Exc.	Good	Fair	Poor
	Each		12		

Performance Deficiencies:

Comments: C310x31 end diaphragms and one line of intermediate diaphragms. Bearing stiffeners are misaligned from the bearing timber centerline by 140 mm at the north abutment and 150 mm at the south abutment. The misalignment of the girder bearing stiffeners is likely acceptable based upon our experience on the evaluation of girder web crippling on other similar bridges. Therefore, no remedial action is recommended.

Recommended Work:	Priority:	Maintenance Needs:	

Element Group:	Abutments	Length:	
Element Name:	Ballast Walls	Width:	9.81 m
Location:		Height:	1.2 m
Material:	Wood	Count:	2
Element Type:		Total Quantity:	24 sq. m.
Environment:	Benign	Limited Inspection	☐
Protection System:	CCA		

Condition Data:	Units	Exc.	Good	Fair	Poor
	Sq. m.		20	4	

Performance Deficiencies:

Comments: Graffiti on north side timbers. Girder ends at sliding end starting to crush ballast wall timbers.

Recommended Work:	Priority:	Maintenance Needs:	

Element Group:	**Abutments**	**Length:**	
Element Name:	**Abutment Walls**	**Width:**	9.81 m
Location:		**Height:**	1 m
Material:	Wood	**Count:**	2
Element Type:	190 mm x 190 mm	**Total Quantity:**	20 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.	14	6		

Performance Deficiencies:

Comments: Medium splits at north abutment wall.

Recommended Work:	**Priority:** 1 year	**Maintenance Needs:**
		Provide one missing nut.

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Slope Protection**	**Width:**	
Location:		**Height:**	
Material:	Rock Protection	**Count:**	6
Element Type:		**Total Quantity:**	6
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		4	2	

Performance Deficiencies:

Comments: Exposed geotextile at north and south embankments.

Recommended Work:	**Priority:**	**Maintenance Needs:**
Provide rock protection over the exposed geotextile.		

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Embankments**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	6
Element Type:		**Total Quantity:**	6
Environment:		**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		6		

Performance Deficiencies:

Comments: Embankments appear stable. Gabion baskets at west embankments.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Streams and Waterways**	**Width:**	
Location:	Brule Creek	**Height:**	
Material:		**Count:**	
Element Type:		**Total Quantity:**	All
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	All	☐	☒	☐	☐

Performance Deficiencies:

Comments: Stream is unobstructed at crossing.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Foundations**	**Length:**	
Element Name:	**Foundations (Below Ground Level)**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	
Element Type:		**Total Quantity:**	
Environment:		**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**

Performance Deficiencies:

Comments: Rated for performance only.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Accessories**	**Length:**	
Element Name:	**Signs**	**Width:**	
Location:	East and West End	**Height:**	
Material:		**Count:**	6
Element Type:		**Total Quantity:**	6
Environment:	Moderate	**Limited Inspection** ☐	
Protection System:			

2Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		4	2	

Performance Deficiencies:

Comments: Hazard marker signs at four corners of bridge. Narrow bridge sign at each approach. North and south Narrow Bridge sign leaning south.

Recommended Work:	**Priority:** 1 year	**Maintenance Needs:**	18
		Re-install a north and south Narrow Bridge sign.	

Photo 1: North approach.

Photo 2: South approach.

Photo 3: Upstream elevation.

Photo 4: Downstream elevation.

Photo 5: Upstream view.

Photo 6: Downstream view.

Photo 7: South abutment.

Photo 8: Underside of bridge from north abutment.

Photo 9: North abutment.

Photo 10: Underside of bridge from south abutment.

Photo 11: Deck cross-section.

Photo 12: Northwest embankment.

Photo 13: Northeast embankment.

Photo 14: Southwest embankment.

Photo 15: Southest embankment.

Photo 16: Fixed end bent fastener and/or crushed wood.

Photo 17: End diaphragm.

Photo 18: Interior diaphragm.

Photo 19: Medium splits at north abutment wall.

Photo 20: Misaligned bearing stiffener, not centred over bearing.

Photo 21: Paint peeling at girder.

Photo 22: Wood blocking loose at bottom of post.

Photo 23: Severe rot at guide rail offset.

Photo 24: Medium potholes at north approach.

Photo 25: Medium splits at east curb.

Photo 26: Medium checks and splits at wearing surface.

Photo 27: Gravel accumulation on deck.

Photo 28: Severe potholes at south approach.

Photo 29: Loose guide rail splice connection bolt.

Photo 30: Loose bolt at post to guide rail connection

Photo 31: Impact damage at deck soffit timber near south end.

Photo 32: Sliding end bent fastener and/or crushed wood.

Photo 33: Girder crushing ballast wall.

Photo 34: Deck clips at interior girder.

Photo 35: Exposed geotextile.

Photo 36: Vegetation growth at approach.

Photo 37: South Narrow Bridge sign leaning south.

Structural Inspection
Mokomon Road Bridge No. 4

for

Conmee Township

Ref. No. JML2024001

September 2024

105 Villa Street, 2nd Floor
Thunder Bay, ON P7A7W5
Phone: 807.345.1131
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Email: info@jmleng.com

MOKOMON ROAD BRIDGE NO. 4 OVER BRULE CREEK

1.0 Description

The Mokomon Road Bridge No. 4 is located approximately 2 km east of Highway 11/17 on Mokomon Road (see Location Map). The structure crosses Brule Creek. The structure is currently load rated at 21/38/53 tonnes.

The structure is a single lane, single span bridge consisting of steel girders with a transversely laminated timber deck supported by closed cell timber cribs. The overall length of the bridge is approximately 12.5 m.

The transversely laminated timber deck consists of 38 mm x 240 mm creosote treated sawn timbers. The superstructure includes a timber wearing surface, steel guide rails, and timber curbs. The timber wearing surface consists of longitudinal 80 mm x 200 mm sawn, untreated timbers extending across the entire deck width. The galvanized railing system consists of steel beam guide rails and creosote treated timber posts. The curbs consist of 190 mm x 190 mm creosote treated sawn timbers.

The deck is supported by three-W610x155 painted steel girders spaced at 2.05 m centres. Each girder end sits upon a 305 mm x 305 mm bearing timber. The abutments are rock-filled, closed-cell timber cribs consisting of 200 mm x 200 mm treated timbers c/w a timber ballast wall consisting of 200 mm x 200 mm treated timbers. The west abutment timbers are creosote treated, and the east abutment timbers are CCA treated.

Hazard marker signs are located at the four corners of the bridge. One Narrow bridge warning sign is located approximately 150 metres from the west approach. One load posting sign is located west of the bridge.

Brule Creek at the site is a meandering, slow flowing stream inside a stable channel consisting primarily of till deposits. Brule Creek is a tributary of the Kaministiquia River, which flows into Lake Superior. The watershed is riddled with small streams and wetlands, and also contains several small lakes. Notable lakes include Gold Lake, Marble Lake, Cedarlimb Lake, and Stephens Lake, which is the largest in the watershed. The embankments are vegetated with grasses and trees.

2.0 Significant Findings

Medium potholes were observed at the east approach.

Vegetative growth was observed along the sides of the bridge and at the approaches in front of the guide rail.

Very severe rot was observed throughout the wearing surface.

Impact damage was observed at the northwest section of guide rail.

Trees are growing at the north and south sides of the west abutment.

Severe impact damage was observed at one timber at the west abutment.

10 guide rail splice connection bolts are loose and one nut is the wrong size. One bolt connecting the guide rail to the post is loose. There is one rotated post offset.

Severe rot was observed at 26 guide rail posts.

Geotextile is exposed at the southeast embankment.

Undermining of the timber crib was observed at the southeast corner of the east abutment.

All hazard marker signs are damaged. The load posting sign at the west approach is damaged. One load posting and one narrow bridge sign are missing at the east approach.

Impact damage was observed at the bottom flange of the centre girder.

The paint system on the steel girders has failed.

3.0 Conclusions and Recommendations

Maintenance is required to extend the life of the structure. Major rehabilitation is required at several elements.

The following maintenance items should be done over the next 1-2 years:

- Regrade approaches.
- Remove the vegetation from the sides of the bridge and at the approaches in front of the guide rail.
- Remove trees from the west abutment.
- Tighten all loose bolts at the guide rail. Provide one nut at a bolt connecting the guide rail to the post. Rotate one post offset.
- Replace all hazard marker signs and the load posting sign at the west approach. Provide one narrow bridge sign and one load posting sign at the east approach.

The following remedial repair items should be done over the next 1-2 years:

- Replace the wearing surface.
- Replace one section of guide rail.
- Replace 26 guide rail posts.
- Provide rock protection over the exposed geotextile.
- Repair undermining at the east abutment.

Undermining was observed at the southeast corner of the east timber crib. Continuous erosion and undermining may eventually lead to crib instability and bridge closure. The undermining should be repaired by pouring tremie concrete below the crib and providing rock protection c/w geotextile around the base of the crib. The work should be done in the dry by constructing a temporary cofferdam.

The coating system at the structural steel has failed. Without a means of protection, the steel will corrode more readily. To prolong the remaining useful life of the structural steel, recoating may be considered. However, based upon the traffic at this crossing, and the good condition of the steel, we do not recommend recoating the steel at this time.

4.0 Estimated Construction Costs

The estimated cost to complete the recommended maintenance items is as follows:

1.	Regrade approaches	$ 1,500.00
2.	Remove the vegetation	$ 1,500.00
3.	Remove the trees from the west abutment	$ 1,000.00
4.	Tighten loose bolts. Provide proper sized nut, rotate offset	$ 500.00
5.	Replace/provide signs	$ 1,500.00
	Total Maintenance Cost	**$ 6,000.00 + HST**

The following are the estimated construction costs for the recommended remedial repairs:

1.	Replace the wearing surface	$ 20,000.00
2.	Replace one section of guide rail	$ 1,500.00
3.	Replace 26 guide rail posts	$ 7,500.00
4.	Provide rock protection c/w geotextile	$ 9,000.00
5.	Repair Undermining	
	a. Cofferdam	$ 11,000.00
	b. Dewatering	$ 5,500.00
	c. Tremie Concrete	$ 7,500.00
	d. Environmental Protection	$ 11,000.00
	Subtotal	$ 73,000.00
	Mob/Demob (10%)	$ 7,500.00
	Engineering/Contingency (35%)	$ 25,500.00
	Total Remedial Repair Cost	**$ 106,000.00 + HST**

The estimated construction cost to recoat the steel girders is approximately **$ 120,000.00 + HST**.

The following additional study is recommended within the next 1-2 years:

- Due to the severe rot observed in the wearing surface, a detailed deck condition survey should be done when the wearing surface is removed to confirm the condition of the exposed top of deck.

The wearing surface should be replaced in the next 1-2 years. The existing rotten, wet wearing surface will increase the rate of deterioration at the timber deck below, eventually leading to a more costly deck replacement.

Assuming regularly scheduled inspections occur and identified minor, remedial repairs are implemented, the remaining useful life of this bridge is approximately 20+ years.

The overall Bridge Condition Index (BCI) of the Mokomon Road Bridge No. 4 is 60. The BCI is the ratio of the value of each bridge element in its current state to the total replacement value of the bridge. The BCI value of the Mokomon Road Bridge No. 4 indicates that the bridge is in fair, approaching poor condition.

We recommend the next structural inspection be done in 2026.

P:\2024001 - Township of Conmee - Bi-annual Inspection Five Bridges One Culvert\Admin\Reports\2024\Mokomon Bridge No. 4\2 Mokomon Road Report.doc

Ontario Structure Inspection Manual – Inspection Form **Structure Number:**

Inventory Data:

Structure Name	Mokomon Road Bridge #4				
Main Hwy/Road #		On ☒ Under ☐	Crossing Type:	☐ Navig. Water ☒ Non-Navig. Water ☐ Rail ☐ Road ☐ Ped. ☐ Other	
Hwy/Road Name	Mokomon Road				
Structure Location	Brule Creek Crossing				
Latitude	48° 29’ 10” N		Longitude	89° 36’ 42” W	
Owner(s)	Conmee Township		Heritage Designation:	☒ Not Cons. ☐ Cons./not App. ☐ List/not Desig. ☐ Desig./not List ☐ Desig. & List	
MTO Region	60		Road Class:	Freeway ☐ Arterial ☐ Collector ☐ Local ☒	
MTO District	61		Posted Speed		No. of Lanes: 1
Ward	22		AADT		% Trucks
River Crossing	473		Inspection Route Sequence		
Structure Type	Steel Stringer/Timber Deck		Interchange Number		
Total Deck Length	12.5 (m)		Interchange Structure Number		
Overall Str. Width	6.4 (m)		Min. Vertical Clearance	1.8 (m)	
Total Deck Area	80 (sq. m)		Special Routes:	☐ Transit ☐ Truck ☐ School ☐ Bicycle	
Roadway Width	7.3 (m)		Detour Length Around Bridge	none (km)	
Skew Angle	45 (Degrees)		Direction of Structure	East/West	
No. of Spans	1		Fill on Structure	(m)	
Span Lengths	12.3 (m)				

Historical Data:

Year Built		Year of Last Major Rehab.	
Last OSIM Inspection	2022	Last Evaluation	2012
Last Enhanced OSIM Inspection		Current Load Limit	21/38/53 (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)		Load Limit By-Law #	
Last Underwater Inspection		By-Law Expiry Date	
Last Condition Survey			

Rehab History: (Date/description)

Field Inspection Information:			
Date of Inspection:	June 19, 2024	Type of Inspection:	☒ OSIM ☐ Enhanced OSIM
Inspector:	Mohamed Chehabeddine, E.I.T.		
Others in Party:	Jakob Cano, B.Eng.		
Access Equipment Used:			
Weather:	Cloudy		
Temperature:	15° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey	X		
Detailed Deck Condition Survey:		X	
Non-destructive Delamination Survey of Asphalt-Covered Deck:	X		
Concrete Substructure Condition Survey:	X		
Detailed Coating Condition Survey:	X		
Detailed Timber Investigation	X		
Post-Tensioned Strand Investigation	X		
Underwater Investigation:	X		
Fatigue Investigation:	X		
Seismic Investigation:	X		
Structure Evaluation:	X		
Monitoring	X		
Monitoring of Deformations, Settlements and Movements:	X		
Monitoring Crack Widths:	X		
Investigation Notes: Detailed deck condition survey recommended due to the severe rot observed throughout the wearing surface.			

Overall Structure Notes:	
Recommended Work on Structure:	☐ None ☒ Minor Rehab. ☐ Major Rehab. ☐ Replace
Timing of Recommended Work:	☒ 1 to 5 years ☐ 6 to 10 years
Overall Comments:	Regrade approaches. Replace wearing surface and guide rail posts. Remove vegetation at approaches. Provide rock protection at southeast embankment. Replace damaged guide rail sections. Tighten all bolts at guide rail. Provide proper nut at guide rail splice bolt. Rotate one post offset. Replace one section of guide rail. Remove trees from west abutment. Replace signs. Provide material at undermined abutment and rock protection.
Date of Next Inspection:	2026

Suspected Performance Deficiencies

01 Load carrying capacity
02 Excessive deformations (deflections & rotations)
03 Continuing settlement
04 Continuing movements
05 Seized bearings
06 Bearing not uniformly loaded/unstable
07 Jammed expansion joint
08 Pedestrian/vehicular hazard
09 Rough riding surface
10 Surface ponding
11 Deck drainage
12 Slippery surfaces
13 Flooding/channel blockage
14 Undermining of foundation
15 Unstable embankments
16 Other

Maintenance Needs

01 Lift and Swing Bridge Maintenance
02 Bridge Cleaning
03 Bridge Handrail Maintenance
04 Painting Steel Bridge Structures
05 Bridge Deck Joint Repair
06 Bridge Bearing Maintenance
07 Repair to Structural Steel
08 Repair of Bridge Concrete
09 Repair of Bridge Timber
10 Bailey bridges - Maintenance
11 Animal/Pest Control
12 Bridge Surface Repair
13 Erosion Control at Bridges
14 Concrete Sealing
15 Rout and Seal
16 Bridge Deck Drainage
17 Scaling (Loose Concrete or ACR Steel)
18 Other

Element Data

Element Group:	**Deck**	**Length:**	12.5 m
Element Name:	**Wearing Surface**	**Width:**	5.7 m
Location:		**Height:**	
Material:	Wood	**Count:**	
Element Type:	Wood Planks	**Total Quantity:**	71 sq. m.
Environment:	Severe	**Limited Inspection**	☐
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.				71

Performance Deficiencies:

Comments: Severe to very severe rot observed throughout wearing surface. 80 mm x 200 mm planks full width of deck.

Recommended Work: 9	**Priority:** 1-5 years	**Maintenance Needs:**
Replace wearing surface.		

Element Group:	**Deck**	**Length:**	12.5 m
Element Name:	**Deck Top**	**Width:**	6.4 m
Location:		**Height:**	
Material:	Wood	**Count:**	
Element Type:	Transverse Laminated	**Total Quantity:**	80 sq. m.
Environment:	Severe	**Limited Inspection**	☒
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.			71	9

Performance Deficiencies:

Comments: 38 mm x 240 mm transverse laminated timbers. Vegetative growth along sides of deck. Medium splits and medium end rot observed at a few deck timbers. Unable to inspect majority of deck top due to wearing surface.

Recommended Work:	**Priority:**	**Maintenance Needs:**
Perform deck condition survey with wearing surface removed.		

Element Group:	**Deck Soffit**	**Length:**	12.5 m
Element Name:	**Thin Slab**	**Width:**	6.4 m
Location:		**Height:**	
Material:	Wood	**Count:**	
Element Type:	Transverse Laminated	**Total Quantity:**	80 sq. m.
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		80		

Performance Deficiencies:

Comments:

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Sidewalks/Curbs**	**Length:**	12.5 m
Element Name:	**Curb**	**Width:**	190 mm
Location:	Outside Edges of Deck	**Height:**	190 mm
Material:	Wood	**Count:**	2
Element Type:	Timber	**Total Quantity:**	10 sq. m.
Environment:	Severe	**Limited Inspection**	☐
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		7	3	

Performance Deficiencies:

Comments: 190 mm x 190 mm curb on 190 mm x 190 mm x 600 mm spacers spaced at 2.1 m centres. Impact damage observed at 3 spacers. Medium splits observed at three sections of curb.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Barriers**	**Length:**	46 m
Element Name:	**Railing System**	**Width:**	
Location:	North/South Sides	**Height:**	0.3 m
Material:	Steel	**Count:**	2
Element Type:	Flex Beam	**Total Quantity:**	92 m
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Hot Dip Galvanizing		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	m		88		4

Performance Deficiencies:

Comments: Severe impact damage NW corner. Minor impact damage at two section. One wrong nut size at north splice bolt. Two splice bolts are loose at the north side and 8 are loose at the south side. One loose post to guide rail bolt at north side.

Recommended Work: 8	**Priority:** 1-5 years	**Maintenance Needs:** 18
Replace one guiderail section.		Tighten all splice bolts and post to guide rail bolts. Provide proper nut at one splice bolt.

Element Group:	**Barriers**	**Length:**	0.19 m
Element Name:	**Posts**	**Width:**	0.190 m
Location:	North/South Sides	**Height:**	
Material:	Wood	**Count:**	25 per side
Element Type:		**Total Quantity:**	50
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		24		26

Performance Deficiencies:

Comments: Severe rot and severe splits observed at 14 posts at south side , 12 at north side. 190 mm x 190 mm posts c/w 190 mm x 190 mm offsets at approaches. 85 mm x 190 mm offsets at bridge. One offset has rotated.

Recommended Work: 8	**Priority:** 1-5 years	**Maintenance Needs:**
Replace 26 posts.		

Element Group:	**Coatings**	**Length:**	46 m
Element Name:	**Railing System**	**Width:**	
Location:		**Height:**	
Material:	Hot Dip Galvanizing	**Count:**	2
Element Type:		**Total Quantity:**	92 m
Environment:	Moderate	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	m		86	2	4

Performance Deficiencies:

Comments: Severe coating loss at damaged section of guide rail. Rust staining at southwest corner.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Approach**	**Length:**	16 m
Element Name:	**Wearing Surface**	**Width:**	5.7 m
Location:	East/West End	**Height:**	
Material:	Gravel	**Count:**	2
Element Type:		**Total Quantity:**	182 sq. m.
Environment:	Severe	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		100	82	

Performance Deficiencies:

Comments:
Vegetation growth at 4 corners of approach. Medium potholes at east approach.

Recommended Work: 9	**Priority: 1 year**	**Maintenance Needs:** 18
Regrade east approach.		Remove vegetation growth.

Element Group:	**Beams**	**Length:**	12.3 m
Element Name:	**Girders**	**Width:**	0.324 m
Location:	Underside of Bridge	**Height:**	0.61 m
Material:	Steel	**Count:**	3
Element Type:	I-Type	**Total Quantity:**	81 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	Paint		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		79	1	1

Performance Deficiencies:

Comments: 3-W610x155 spaced at 2.05 m centres. Light corrosion and paint peeling throughout. Impact damage at bottom flange of centre girder near west side.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Coatings**	**Length:**	
Element Name:	**Structural Steel**	**Width:**	
Location:		**Height:**	
Material:	Paint	**Count:**	
Element Type:		**Total Quantity:**	81 Sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.				81

Performance Deficiencies:

Comments: Paint system has failed.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Beams**	**Length:**	2.03 m
Element Name:	**Diaphragms**	**Width:**	0.075 m
Location:	Ends and Intermediate	**Height:**	0.3 m
Material:	Steel	**Count:**	6
Element Type:	Channels	**Total Quantity:**	6
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	Paint		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		6		

Performance Deficiencies:

Comments: C310x31 end diaphragms and one line of the intermediate diaphragms. Light corrosion and peeling paint throughout.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Abutments**	**Length:**	
Element Name:	**Ballast Walls**	**Width:**	9.75 m
Location:		**Height:**	1.2 m
Material:	Wood	**Count:**	2
Element Type:		**Total Quantity:**	24 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	Creosote/CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		20	4	

Performance Deficiencies:

Comments: Girder ends at sliding end starting to crush ballast wall.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Abutments**	**Length:**	
Element Name:	**Abutment Walls**	**Width:**	9.75 m
Location:		**Height:**	1 m
Material:	Wood	**Count:**	2
Element Type:	200 mm x 200 mm	**Total Quantity:**	20 sq. m.
Environment:		**Limited Inspection** ☐	
Protection System:	Creosote/CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		19	1	

Performance Deficiencies:

Comments: Trees growing in west abutment. Impact damage at one abutment member.

Recommended Work:	**Priority:** 1-5 years	**Maintenance Needs:** 18
		Remove trees.

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Slope Protection**	**Width:**	
Location:	East and West Ends	**Height:**	
Material:		**Count:**	5
Element Type:	Rock Protection	**Total Quantity:**	5
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		4		1

Performance Deficiencies:

Comments: Geotextile exposed at southeast embankment.

Recommended Work: 15	**Priority:** 1-5 years	**Maintenance Needs:**
Provide new rock protection over exposed geotextile.		

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Embankment**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	5
Element Type:		**Total Quantity:**	5
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		5		

Performance Deficiencies:

Comments: Embankments appear stable.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Streams and Waterways**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	
Element Type:		**Total Quantity:**	All
Environment:		**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	All		All		

Performance Deficiencies:

Comments: Stream is unobstructed at crossing. Undermining at southeast corner of east timber crib.

Recommended Work: 6	**Priority:** 1 year	**Maintenance Needs:**
Provide material at undermined abutment.		

Element Group:	**Foundations**	**Length:**	
Element Name:	**Foundations (Below Ground Level)**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	
Element Type:		**Total Quantity:**	All
Environment:		**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
			All		

Performance Deficiencies:

Comments: Rated for performance only.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Accessories**	**Length:**	
Element Name:	**Signs**	**Width:**	
Location:	East and West End	**Height:**	
Material:		**Count:**	8
Element Type:		**Total Quantity:**	
Environment:	Moderate	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
			1		7

Performance Deficiencies:

Comments: Bullet holes, graffiti. One load posting sign and one Narrow Bridge sign are missing at east approach. All Hazard Marker signs are damaged. Narrow Bridge sign at west approach is partially obstructed by vegetation.

Recommended Work: 16	**Priority:** 1-5 years	**Maintenance Needs:** 18
		Replace all Hazard Marker signs. Provide Load Posting sign and Narrow Bridge sign at east approach. Replace Load Posting sign at west approach.

Photo 1: East approach.

Photo 2: West approach.

Photo 3: Upstream elevation.

Photo 4: Downstream elevation.

Photo 5: Upstream view.

Photo 6: Downstream view.

Photo 7: West abutment.

Photo 8: Underside of deck from east abutment.

Photo 9: End diaphragm.

Photo 10: Interior diaphragm.

Photo 11: East abutment.

Photo 12: Underside of deck from west abutment.

Photo 13: Deck cross-section.

Photo 14: Northwest embankment.

Photo 15: Northeast embankment.

Photo 16: Southwest embankment.

Photo 17: Southeast embankment.

Photo 18: Severely rotten wearing surface.

Photo 19: Vegetation growth at deck.

Photo 20: Medium split at curb.

Photo 21: Impact damage at curb spacer.


Photo 22: Severe rot at guide rail post.

Photo 23: Severe impact damage at post.

Photo 24: Loose guide rail to post connection.

Photo 25: Loose splice connection.

Photo 26: Gap between post and offset.

Photo 27: Impact damage at northwest guide rail.

Photo 28: End splits in deck.

Photo 29: Impact at bottom of girder flange.

Photo 30: Paint system failed at girder.

Photo 31: Vegetation growth at approach (typ.).

Photo 32: Impact damage at west abutment.

Photo 33: Exposed geotextile at southeast embankment.

Photo 34: Vegetation growth at west abutment (typ.).

Photo 35: Load Posting sign.

Photo 36: Medium potholes at east approach.

Photo 37: Damaged Hazard Marker sign.

Photo 38: Rotated post offset.

Photo 39: Scour at southeast abutment.

Photo 40: Split in crib timber.

Photo 41: Narrow Bridge sign at west approach.

Structural Inspection
Mokomon Road Bridge No. 5

for

Conmee Township

Ref. No. JML2024001

September 2024

105 Villa Street, 2nd Floor
Thunder Bay, ON P7A7W5
Phone: 807.345.1131
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Email: info@jmleng.com

MOKOMON ROAD BRIDGE NO. 5 OVER BRULE CREEK

1.0 Description

The Mokomon Road Bridge No. 5 is located approximately 1.0 km east of Highway 11/17 on Mokomon Road (see Location Map). The structure crosses Brule Creek. The structure is currently load rated at 24/43/64 tonnes.

The structure is a single lane, single span bridge consisting of steel girders with a transversely laminated timber deck supported by closed cell timber cribs. The overall length of the bridge is approximately 12.5 m.

The transversely laminated timber deck consists of 38 mm x 240 mm creosote treated sawn timbers. The superstructure includes a timber wearing surface, steel guide rails, and timber curbs. The timber wearing surface consists of longitudinal 80 mm x 200 mm sawn, untreated timbers extending across the entire deck width. The galvanized railing system consists of steel beam guide rails and creosote treated timber posts. The curbs consist of 190 mm x 190 mm creosote treated sawn timbers.

The deck is supported by three-W610x155 painted steel girders spaced at 2.05 m centres. Each girder end sits upon a 305 mm x 305 mm bearing timber. The abutments are rock-filled, closed-cell timber cribs consisting of 200 mm x 200 mm treated timbers c/w a timber ballast wall consisting of 200 mm x 200 mm treated timbers. The west abutment timbers are creosote treated, and the east abutment timbers are CCA treated.

Hazard marker signs are located at the four corners of the bridge. Narrow bridge warning signs are located approximately 150 metres from the bridge approaches. One load posting sign is located west of the bridge.

Brule Creek at the site is a meandering, slow flowing stream inside a stable channel consisting primarily of till deposits. Brule Creek is a tributary of the Kaministiquia River, which flows into Lake Superior. The watershed is riddled with small streams and wetlands, and also contains several small lakes. Notable lakes include Gold Lake, Marble Lake, Cedarlimb Lake, and Stephens Lake, which is the largest in the watershed. The embankments are vegetated with grasses and trees.

2.0 Significant Findings

Vegetative growth was observed along the sides of the bridge and at the approaches in front of the guide rail.

Severe rot was observed throughout the wearing surface.

Impact damage was observed at seven sections of guide rail.

12 guide rail splice connection bolts are loose and three are missing.

Severe rot was observed at 28 guide rail posts.

Light potholes were observed at the west approach.

Medium impact damage was observed at one curb spacer.

Granular material has been lost at the west crib.

There is no rock protection at the east crib. Geotextile is exposed at the northeast embankment.

The load posting sign and one narrow bridge sign are missing at the east approach. Two Hazard Marker Signs are loose.

There is very severe rot at the west butt block timber.

The paint system on the steel girders has failed.

3.0 Conclusions and Recommendations

Maintenance is required to extend the life of the structure. Major rehabilitation is required at several elements.

The following remedial repair items should be done over the next 1-2 years:

- Remove the vegetation from the sides of the bridge and at the approaches in front of the guide rail.
- Tighten all loose bolts at the guide rails. Provide one guide rail splice connection bolt and one guide rail to post nut.
- Regrade the west approach.
- Provide a load posting sign at the east approach.
- Reattach two Hazard Marker Signs.

The following rehabilitation item should be done over the next 1-2 years:

- Replace the wearing surface.
- Replace seven sections of guide rail.
- Replace 28 guide rail posts.
- Provide granular material at the west crib.
- Replace west butt block timber.
- Provide rock protection at the east crib and at the northeast embankment.

The coating system at the structural steel has failed. Without a means of protection, the steel will corrode more readily. To prolong the remaining useful life of the structural steel, recoating can be considered. However, based upon the traffic at this crossing, and the good condition of the steel, we do not recommend recoating the steel at this time.

4.0 Estimated Construction Costs

The estimated cost to complete the recommended maintenance items is as follows:

1.	Remove the vegetation	$ 1,000.00
2.	Tighten loose bolts. Provide missing bolts and nuts	$ 500.00
3.	Regrade the west approach	$ 1,500.00
4.	Reattach two Hazard Marker Signs	$ 500.00
5.	Provide load posting sign and narrow bridge sign at east approach	$ 1,000.00
	Total Maintenance Cost	**$ 4,500.00 + HST**

The following are the estimated construction costs for the recommended remedial repairs:

1.	Replace the wearing surface	$ 20,000.00
2.	Replace seven sections of guide rail	$ 8,000.00
3.	Replace 28 guide rail posts	$ 8,000.00
4.	Provide granular material at west crib	$ 1,500.00
5.	Replace west butt block	$ 1,000.00
6.	Provide rock protection	$ 13,500.00
	Subtotal	$ 52,000.00
	Mob/Demob (10%)	$ 5,000.00
	Engineerng/Contingency (35%)	$ 18,000.00
	Total Remedial Repair Cost	**$ 75,000.00 + HST**

The estimated construction cost to recoat the steel girders is approximately **$ 120,000.00 + HST**.

The following additional study is recommended within the next 1-2 years:

- Due to the severe rot observed in the wearing surface, a detailed deck condition survey should be done when the wearing surface is removed to confirm the condition of the exposed top of deck.

The wearing surface should be replaced in the next 1-2 years. The existing rotten, wet wearing surface will increase the rate of deterioration at the timber deck below, eventually leading to a more costly deck replacement.

Assuming regularly scheduled inspections occur and identified minor, remedial repairs are implemented, the remaining useful life of this bridge is approximately 20+ years.

The overall Bridge Condition Index (BCI) of the Mokomon Road Bridge No. 5 is 60. The BCI is the ratio of the value of each bridge element in its current state to the total replacement value of the bridge. The BCI value of the Mokomon Road Bridge No. 5 indicates that the bridge is in fair, approaching poor condition.

We recommend the next structural inspection be done in 2026.

Inventory Data:

Structure Name	Mokomon Road Bridge #5		
Main Hwy/Road #		On ☒ Under ☐	Crossing Type: ☐ Navig. Water ☒ Non-Navig. Water ☐ Rail ☐ Road ☐ Ped. ☐ Other
Hwy/Road Name	Mokomon Road		
Structure Location	Brule Creek Crossing		
Latitude	48° 29’ 01” N	Longitude	89° 37’ 30” W
Owner(s)	Conmee Township	Heritage Designation:	☒ Not Cons. ☐ Cons./not App. ☐ List/not Desig. ☐ Desig./not List ☐ Desig. & List
MTO Region	60	Road Class:	Freeway ☐ Arterial ☐ Collector ☐ Local ☒
MTO District	61	Posted Speed	N/A — No. of Lanes: 1
Ward	22	AADT	% Trucks
River Crossing	473	Inspection Route Sequence	
Structure Type	Steel Stringer/Timber Deck	Interchange Number	
Total Deck Length	12.5 (m)	Interchange Structure Number	
Overall Str. Width	6.4 (m)	Min. Vertical Clearance	2.1 (m)
Total Deck Area	80 (sq. m)	Special Routes:	☐ Transit ☐ Truck ☐ School ☐ Bicycle
Roadway Width	7.3 (m)	Detour Length Around Bridge	none (km)
Skew Angle	45 (Degrees)	Direction of Structure	East/West
No. of Spans	1	Fill on Structure	(m)
Span Lengths	12.3 (m)		

Historical Data:

Year Built		Year of Last Major Rehab.	
Last OSIM Inspection	2022	Last Evaluation	2012
Last Enhanced OSIM Inspection		Current Load Limit	24/43/64 (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)		Load Limit By-Law #	
Last Underwater Inspection		By-Law Expiry Date	
Last Condition Survey			

Rehab History: (Date/description)

Field Inspection Information:			
Date of Inspection:	June 19,2024	Type of Inspection:	☒ OSIM ☐ Enhanced OSIM
Inspector:	Mohamed Chehabeddine, E.I.T.		
Others in Party:	Jakob Cano, B.Eng.		
Access Equipment Used:			
Weather:	Cloudy		
Temperature:	15°C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey	X		
Detailed Deck Condition Survey:		X	
Non-destructive Delamination Survey of Asphalt-Covered Deck:	X		
Concrete Substructure Condition Survey:	X		
Detailed Coating Condition Survey:	X		
Detailed Timber Investigation	X		
Post-Tensioned Strand Investigation	X		
Underwater Investigation:	X		
Fatigue Investigation:	X		
Seismic Investigation:	X		
Structure Evaluation:	X		
Monitoring	X		
Monitoring of Deformations, Settlements and Movements:	X		
Monitoring Crack Widths:	X		
Investigation Notes: Detailed deck condition survey recommended due to the severe rot observed throughout the wearing surface.			

Overall Structure Notes:	
Recommended Work on Structure:	☐ None ☒ Minor Rehab. ☐ Major Rehab. ☐ Replace
Timing of Recommended Work:	☒ 1 to 5 years ☐ 6 to 10 years
Overall Comments:	Replace wearing surface and guiderail posts. Remove vegetation from sides of deck at shoulders and at west crib. Replace west butt block. Provide material at west crib. Provide rock protection at east crib and northeast embankment. Replace seven sections of guide rail. Tighten/replace missing nuts and bolts at guide rail. Regrade west approach. Provide one load posting sign and one narrow bridge sign at east approach. Remove vegetation at Load Posting sign at west approach. Replace Load Posting sign at west approach.
Date of Next Inspection:	2026

Suspected Performance Deficiencies

01 Load carrying capacity
02 Excessive deformations (deflections & rotations)
03 Continuing settlement
04 Continuing movements
05 Seized bearings
06 Bearing not uniformly loaded/unstable
07 Jammed expansion joint
08 Pedestrian/vehicular hazard
09 Rough riding surface
10 Surface ponding
11 Deck drainage
12 Slippery surfaces
13 Flooding/channel blockage
14 Undermining of foundation
15 Unstable embankments
16 Other

Maintenance Needs

01 Lift and Swing Bridge Maintenance
02 Bridge Cleaning
03 Bridge Handrail Maintenance
04 Painting Steel Bridge Structures
05 Bridge Deck Joint Repair
06 Bridge Bearing Maintenance
07 Repair to Structural Steel
08 Repair of Bridge Concrete
09 Repair of Bridge Timber
10 Bailey bridges - Maintenance
11 Animal/Pest Control
12 Bridge Surface Repair
13 Erosion Control at Bridges
14 Concrete Sealing
15 Rout and Seal
16 Bridge Deck Drainage
17 Scaling (Loose Concrete or ACR Steel)
18 Other

Element Data

Element Group:	**Deck**	**Length:**	12.5 m
Element Name:	**Wearing Surface**	**Width:**	5.7 m
Location:		**Height:**	0.08 m
Material:	Wood	**Count:**	
Element Type:	Wood Planks	**Total Quantity:**	71 sq. m.
Environment:	Severe	**Limited Inspection**	☐
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.				71

Performance Deficiencies:

Comments: Severely rotten wearing surface throughout. 80 mm x 200 mm planks full width of deck.

Recommended Work:	**Priority:** 1-5 years	**Maintenance Needs:**	02
Replace wearing surface.			

Element Group:	**Deck**	**Length:**	12.5 m
Element Name:	**Deck Top**	**Width:**	6.4 m
Location:		**Height:**	0.24 m
Material:	Wood	**Count:**	
Element Type:		**Total Quantity:**	80 sq. m.
Environment:	Severe	**Limited Inspection**	☒
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.				80

Performance Deficiencies:

Comments: Limited inspection. 38 mm x 240 mm transverse laminated timbers. Vegetative growth along sides of bridge. Medium end splits observed in a few deck timbers. Unable to inspect deck top due to wearing surface.

Recommended Work:	**Priority:**	**Maintenance Needs:**	02
Perform deck condition survey with wearing surface removed.		Remove vegetation from deck.	

Element Group:	**Deck Soffit**	**Length:**	12.5 m
Element Name:	**Thin Slab**	**Width:**	6.4 m
Location:		**Height:**	
Material:	Wood	**Count:**	
Element Type:	Transverse Laminated	**Total Quantity:**	80 sq. m.
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		79		1

Performance Deficiencies:

Comments:
Severe checking of one deck member.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Sidewalks/Curbs**	**Length:**	12.5 m
Element Name:	**Curb**	**Width:**	190 mm
Location:	Outside Edges of Deck	**Height:**	190 mm
Material:	Wood	**Count:**	2
Element Type:	Timber	**Total Quantity:**	10 sq. m.
Environment:	Severe	**Limited Inspection**	☐
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		3	3	4

Performance Deficiencies:

Comments: 190 mm x 190 mm curb on 190 mm x 190 mm x 600 mm spacers at 1.9 m centres. Severe splits throughout. Medium impact damage at two spacers. Impact damage at south curb.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Barriers**	**Length:**	46 m
Element Name:	**Railing System**	**Width:**	
Location:	North/South Sides	**Height:**	0.3 m
Material:	Steel	**Count:**	2
Element Type:	Flex Beam	**Total Quantity:**	92 m
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Hot Dip Galvanizing		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	m		69	16	7

Performance Deficiencies:

Comments: Medium to severe impact damage at 7 sections of guide rail. One missing post to guide rail nut at south side. One loose and one missing splice bolt at south side. 11 loose and two missing splice bolts at north side.

Recommended Work:	**Priority:** 1-5 years	**Maintenance Needs:**
Replace four sections of guide rail.		Tighten loose bolts. Provide missing bolts.

Element Group:	**Barriers**	**Length:**	0.19 m
Element Name:	**Posts**	**Width:**	0.19 m
Location:	North/South Sides	**Height:**	
Material:	Wood	**Count:**	49
Element Type:		**Total Quantity:**	49
Environment:	Moderate	**Limited Inspection**	☐
Protection System:	Creosote		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		14		35

Performance Deficiencies:

Comments: 190 mm x 190 mm posts c/w 190 mm x 190 mm offsets at approaches and 85 mm x 190 mm offsets at bridge. Severe rot observed at 28 posts. Medium rot observed at 5 posts. Two missing posts. Four rotated offsets.

Recommended Work: 8	**Priority:** 1-5 years	**Maintenance Needs:**
Replace 28 posts.		

Element Group:	**Coatings**	**Length:**	46 m
Element Name:	**Railing System**	**Width:**	
Location:		**Height:**	
Material:	Hot Dip Galvanizing	**Count:**	2
Element Type:		**Total Quantity:**	92 m
Environment:	Moderate	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	m		73	12	7

Performance Deficiencies:

Comments:

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Approach**	**Length:**	13.7 m
Element Name:	**Wearing Surface**	**Width:**	5.7 m
Location:	East/West End	**Height:**	
Material:	Gravel	**Count:**	2
Element Type:		**Total Quantity:**	156 sq. m.
Environment:	Severe	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		155	0	1

Performance Deficiencies:

Comments: Light potholes at west approach.

Recommended Work:	**Priority:** 1-5 years	**Maintenance Needs:**	18
		Regrade west approach.	

Element Group:	**Beams**	**Length:**	12.3 m
Element Name:	**Girders**	**Width:**	324 mm
Location:	Underside of Bridge	**Height:**	611 mm
Material:	Steel	**Count:**	3
Element Type:	I-Type	**Total Quantity:**	81 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		81		

Performance Deficiencies:

Comments: 3-W610x155 girders spaced at 2.05 m centres. Light corrosion and peeling paint throughout.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Coatings**	**Length:**	
Element Name:	**Structural Steel**	**Width:**	
Location:		**Height:**	
Material:	Paint	**Count:**	
Element Type:		**Total Quantity:**	81 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.				81

Performance Deficiencies:

Comments: Paint system has failed.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Beams**	**Length:**	2.03 m
Element Name:	**Diaphragms**	**Width:**	0.075 m
Location:	Ends and Intermediate	**Height:**	0.3 m
Material:	Steel	**Count:**	6
Element Type:	Channels	**Total Quantity:**	6
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
			6		

Performance Deficiencies:

Comments: C310x31 end diaphragms and one line of intermediate diaphragms. Light corrosion throughout.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Abutments**	**Length:**	
Element Name:	**Ballast Walls**	**Width:**	9.75 m
Location:		**Height:**	1 m
Material:	Wood	**Count:**	2
Element Type:		**Total Quantity:**	20 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	Creosote/CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		19		1

Performance Deficiencies:

Comments: There is very severe rot at the west butt block timber.

Recommended Work:	**Priority:**	**Maintenance Needs:**	
Replace west butt block timber			

Element Group:	**Abutments**	**Length:**	
Element Name:	**Abutment Walls**	**Width:**	9.75 m
Location:		**Height:**	1.5 m
Material:	Wood	**Count:**	2
Element Type:	200 mm x 200 mm	**Total Quantity:**	30 sq. m.
Environment:	Benign	**Limited Inspection** ☐	
Protection System:	Creosote/CCA		

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Sq. m.		30		

Performance Deficiencies:

Comments: Loss of granular material at south side of west crib. No rock protection at east crib. Vegetation growth at west abutment.

Recommended Work: 16	**Priority:** 1-5 years	**Maintenance Needs:** 18
Provide rock protection at east crib.		Provide granular material in west crib.

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Slope Protection**	**Width:**	
Location:	East and West Ends	**Height:**	
Material:		**Count:**	3 at west, 2 at east
Element Type:	Rock Protection	**Total Quantity:**	5
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		4		1

Performance Deficiencies:

Comments: Exposed geotextile at northeast embankment.

Recommended Work:	**Priority:**	**Maintenance Needs:**
Provide rock protection at northeast embankment.		

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Embankments**	**Width:**	
Location:	East and West Ends	**Height:**	
Material:		**Count:**	3 at west, 2 at east
Element Type:		**Total Quantity:**	5
Environment:	Benign	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each		5		

Performance Deficiencies:

Comments: Embankments appear stable.

Recommended Work:	**Priority:**	**Maintenance Needs:**

Element Group:	**Embankments and Streams**	**Length:**	
Element Name:	**Streams and Waterways**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	
Element Type:		**Total Quantity:**	All
Environment:		**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	All		All		

Performance Deficiencies:

Comments: Stream is unobstructed at the crossing.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Foundations**	**Length:**	
Element Name:	**Foundations (Below Ground Level)**	**Width:**	
Location:		**Height:**	
Material:		**Count:**	
Element Type:		**Total Quantity:**	6
Environment:		**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
	Each				

Performance Deficiencies:

Comments: Rated for performance only.

Recommended Work:	**Priority:**	**Maintenance Needs:**	

Element Group:	**Accessories**	**Length:**	
Element Name:	**Signs**	**Width:**	
Location:	East and West End	**Height:**	
Material:		**Count:**	5
Element Type:		**Total Quantity:**	
Environment:	Moderate	**Limited Inspection** ☐	
Protection System:			

Condition Data:	**Units**	**Exc.**	**Good**	**Fair**	**Poor**
			5		

Performance Deficiencies:

Comments: Bullet holes at load posting sign at west approach. One load posting sign and one narrow bridge sign are missing at east approach. West Load Posting sign blocked by vegetation. The southwest and northwest Hazard Markers signs are loose.

Recommended Work:	**Priority:** 1-5 years	**Maintenance Needs:**	18
		Provide load posting sign and one narrow bridge sign at east approach. Remove vegetation at west Load Posting sign. Reattach two Hazard Marker signs.	

Photo 1: East approach.

Photo 2: West approach.

Photo 3: Upstream elevation.

Photo 4: Downstream elevation.

Photo 5: Upstream view.

Photo 6: Downstream view.

Photo 7: West abutment.

Photo 8: Underside of bridge from east abutment.

Photo 9: East abutment.

Photo 10: Underside of bridge from west abutment.

Photo 11: Deck cross-section.

Photo 12: Northeast embankment.

Photo 13: Southeast embankment.

Photo 14: Southwest embankment.

Photo 15: Northwest embankment.

Photo 16: Bent fastener and/or crushed timber at fixed end (typ.).

Photo 17: Crushing east ballast wall.

Photo 18: Severely rotten wearing surface (typ.).

Photo 19: Severe splits in curb.

Photo 20: End diaphragm.

Photo 21: Interior diaphragm.

Photo 22: Impact damage at curb spacer.

Photo 23: Missing nut at guide rail post.

Photo 24: Missing bolts at guide rail splice connection.

Photo 25: Severly rotten post (typ.).

Photo 26: Broken post.

Photo 27: Vegetation growth in front of guide rail.

Photo 28: End splits at deck.

Photo 29: Paint peeling at girder (typ.).

Photo 30: Exposed geotextile at northeast embankment.

Photo 31: Loss of granular fill at southwest abutment.

Photo 32: Light pothole at west approach.

Photo 33: Bracing angle at east bearing timber.

Photo 34: Load Posting sign at west approach.

Photo 35: Vegetation at west abutment.

Photo 36: Narrow Structure sign.

Photo 43: Very severe rot at butt block timber.

Ontario Provincial Police
Police provinciale de l'Ontario

Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
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Tél. : 705 329-6140
Téléc.: 705 330-4191

File Reference: 612-20

October 4, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2025 Annual Billing Statement package.

This year's billing package includes a statement for the 2023 year-end reconciliation. The final cost adjustment calculated as a result of the 2023 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2025 calendar year.

The final reconciliation of the 2025 annual costs will be included in the 2027 Annual Billing Statement.

For more detailed information on the 2025 Annual Billing Statement package please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in October/November. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Steve Ridout
Superintendent
Commander,
Municipal Policing Bureau

OPP 2025 Annual Billing Statement

Conmee Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			Cost per Property $	Total Cost $
Base Service	**Property Counts**			
	Household	325		
	Commercial and Industrial	14		
	Total Properties	339	189.44	64,219
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0134%	82.62	28,009
Overtime	(see notes)		13.81	4,683
Prisoner Transportation	(per property cost)		1.67	566
Accommodation/Cleaning Services	(per property cost)		5.70	1,932
Total 2025 Estimated Cost			**293.24**	**99,409**
2023 Year-End Adjustment	(see summary)			3,807
Grand Total Billing for 2025				**103,215**
2025 Monthly Billing Amount				**8,601**

OPP 2025 Annual Billing Statement

Conmee Tp

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.

2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of $189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.

3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.

4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.

5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

   There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

6) Year-end Adjustment - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%	$/FTE	$	$	$
Uniform Members Note 1						
Inspector	26.56	100.0	*187,318*	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander	8.60	100.0	*156,717*	1,347,770	1,347,770	-
Staff Sergeant	38.53	100.0	*168,657*	6,498,335	6,498,335	-
Sergeant	226.23	50.7	*143,480*	32,459,478	16,460,024	15,999,454
Constable	1,618.15	50.7	*120,835*	195,529,705	99,147,813	96,381,892
Part-Time Constable	11.97	50.7	*91,572*	1,096,112	555,839	540,272
Total Uniform Salaries	1,930.04			241,906,577	128,984,959	112,921,618
Statutory Holiday Payout			*6,207*	11,906,411	6,262,929	5,643,483
Shift Premiums			*1,129*	2,095,821	1,062,740	1,033,081
Uniform Benefits - Inspector			*29.47%*	1,466,114	1,466,114	-
Uniform Benefits - Full-Time Salaries			*36.38%*	85,791,541	44,909,750	40,881,790
Uniform Benefits - Part-Time Salaries			*18.75%*	205,571	104,245	101,326
Total Uniform Salaries & Benefits				**343,372,035**	**182,790,737**	**160,581,298**
Detachment Civilian Members Note 1						
Detachment Administrative Clerk	164.29	50.7	*75,342*	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk	3.41	50.7	*69,798*	238,011	120,750	117,260
Detachment Clerk - Typist	1.74	50.7	*62,349*	108,488	54,867	53,620
Court Officer - Administration	28.73	50.7	*92,124*	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator	0.89	50.7	*73,240*	65,184	32,958	32,226
Cadet	1.62	50.7	*51,219*	82,974	41,999	40,975
Total Detachment Civilian Salaries	200.68			15,519,324	7,869,568	7,649,757
Civilian Benefits - Full-Time Salaries			*36.13%*	5,606,608	2,843,009	2,763,599
Total Detachment Civilian Salaries & Benefits				**21,125,933**	**10,712,577**	**10,413,355**
Support Costs - Salaries and Benefits Note 2						
Communication Operators			*6,682*	12,896,527	6,782,230	6,114,297
Prisoner Guards			*2,061*	3,977,812	2,091,915	1,885,897
Operational Support			*7,119*	13,739,955	7,225,785	6,514,170
RHQ Municipal Support			*3,208*	6,191,568	3,256,120	2,935,448
Telephone Support			*157*	303,016	159,355	143,661
Office Automation Support			*938*	1,810,378	952,070	858,308
Mobile and Portable Radio Support			*357*	693,298	364,522	328,776
Total Support Staff Salaries and Benefits Costs				**39,612,554**	**20,831,997**	**18,780,557**
Total Salaries & Benefits				**404,110,521**	**214,335,311**	**189,775,210**
Other Direct Operating Expenses Note 2						
Communication Centre			*150*	289,506	152,250	137,256
Operational Support			*1,112*	2,146,204	1,128,680	1,017,524
RHQ Municipal Support			*360*	694,814	365,400	329,414
Telephone			*1,458*	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance			*168*	326,258	171,540	154,718
Office Automation - Uniform			*4,487*	8,660,089	4,554,305	4,105,784
Office Automation - Civilian			*1,154*	231,585	116,485	115,100
Vehicle Usage			*10,219*	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment			*1,073*	2,070,933	1,089,095	981,838
Uniform & Equipment			*2,360*	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer			*1,037*	29,793	15,109	14,684
Total Other Direct Operating Expenses				**41,569,403**	**21,854,744**	**19,714,660**
Total 2025 Municipal Base Services and Calls for Service Cost				**$ 445,679,925**	**$ 236,190,055**	**$ 209,489,870**
Total OPP-Policed Municipal Properties					**1,246,809**	
Base Services Cost per Property					**$ 189.44**	

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

   The equivalent of 85.71 FTEs with a cost of $17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

   Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

   The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

   Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of $2,101 per Constable FTE and $3,330 per Sergeant FTE for the Frontline Patrol Premium and $76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

   FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary

Conmee Tp

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	0	2	0	0	1	5.9	3	0.0002%	339
Drugs	0	0	0	0	0	88.1	0	0.0000%	0
Operational	21	30	17	29	24	3.9	95	0.0052%	10,879
Operational 2	12	13	5	12	11	1.7	18	0.0010%	2,053
Other Criminal Code Violations	1	5	0	2	2	7.1	14	0.0008%	1,633
Property Crime Violations	5	6	5	5	5	6.2	33	0.0018%	3,744
Statutes & Acts	6	9	3	7	6	3.5	22	0.0012%	2,516
Traffic	3	7	1	1	3	3.8	11	0.0006%	1,311
Violent Criminal Code	3	3	4	3	3	14.8	48	0.0026%	5,533
Municipal Totals	**51**	**75**	**35**	**59**	**55**		**244**	**0.0134%**	**$28,009**

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	**371,740**	**380,453**	**380,156**	**382,502**	**378,713**		**1,821,214**	**100%**	**$209,489,870**

Notes to Calls for Service Billing Summary

1) Displayed without decimal places, exact numbers used in calculations
2) Displayed to four decimal places, nine decimal places used in calculations
3) Total costs rounded to zero decimals
4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details

Conmee Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Grand Total	**51**	**75**	**35**	**59**	**55.00**
Drug Possession	0	2	0	0	0.50
Possession - Cocaine	0	1	0	0	0.25
Possession - Other Controlled Drugs and Substances Act	0	1	0	0	0.25
Operational	21	30	17	29	24.25
Animal - Bear Complaint	3	0	0	0	0.75
Animal - Bite	0	1	0	0	0.25
Animal - Injured	1	0	0	0	0.25
Animal - Master Code	0	0	0	1	0.25
Animal - Other	0	2	0	0	0.50
Animal - Stray	2	0	0	0	0.50
Assist Public	4	2	1	10	4.25
Distressed / Overdue Motorist	0	0	1	0	0.25
Domestic Disturbance	3	1	3	2	2.25
Family Dispute	4	4	1	7	4.00
Fire - Building	0	4	1	0	1.25
Fire - Other	0	2	2	0	1.00
Found - Sporting Goods, Hobby Equip.	1	0	0	0	0.25
Found Property - Master Code	0	1	1	0	0.50
Lost Property - Master Code	0	0	1	0	0.25
Missing Person 12 & older	0	1	0	0	0.25
Missing Person Located 12 & older	0	3	2	1	1.50
Neighbour Dispute	1	0	0	3	1.00
Noise Complaint - Others	0	0	1	0	0.25
Phone - Nuisance - No Charges Laid	0	1	0	0	0.25
Sudden Death - Natural Causes	0	0	0	2	0.50
Suspicious Person	0	1	2	1	1.00
Suspicious vehicle	1	6	1	2	2.50
Unwanted Persons	1	1	0	0	0.50
Operational 2	12	13	5	12	10.50
911 call - Dropped Cell	1	0	0	2	0.75
911 call / 911 hang up	3	6	1	1	2.75
False Alarm - Others	3	2	1	7	3.25
False Holdup Alarm - Accidental Trip	1	3	2	0	1.50
Keep the Peace	4	2	1	2	2.25
Other Criminal Code Violations	1	5	0	2	2.00
Bail Violations - Breach of Recognizance	0	1	0	0	0.25
Bail Violations - Fail To Comply	0	1	0	1	0.50
Breach of Probation	1	0	0	0	0.25
Breach of Probation - In relation to children	0	0	0	1	0.25
Interfere with boundary lines	0	1	0	0	0.25
Offensive Weapons - Other Weapons Offences	0	1	0	0	0.25
Offensive Weapons - Possession of Weapons	0	1	0	0	0.25
Property Crime Violations	5	6	5	5	5.25
Break & Enter	0	0	2	1	0.75

OPP 2025 Calls for Service Details

Conmee Tp

For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Fraud - False Pretence Under $5,000	0	0	0	1	0.25
Fraud - Fraud through mails	0	1	0	0	0.25
Fraud - Money/property/security Under $5,000	1	1	0	0	0.50
Fraud - Other	1	1	0	0	0.50
Interfere with lawful use, enjoyment of property	1	0	0	0	0.25
Mischief	0	1	1	0	0.50
Property Damage	0	1	0	0	0.25
Theft Over - Master Code	0	0	0	1	0.25
Theft from Motor Vehicles Under $5,000	1	1	0	0	0.50
Theft Under $5,000 - Master Code	0	0	0	1	0.25
Theft Under $5,000 - Other Theft	1	0	1	1	0.75
Unlawful in a dwelling house	0	0	1	0	0.25
Statutes & Acts	6	9	3	7	6.25
Custody Dispute	0	0	0	1	0.25
Landlord / Tenant	0	1	0	3	1.00
Mental Health Act	1	2	1	1	1.25
Mental Health Act - Attempt Suicide	2	2	0	0	1.00
Mental Health Act - Placed on Form	1	0	0	0	0.25
Mental Health Act - Threat of Suicide	0	0	1	1	0.50
Mental Health Act - Voluntary Transport	0	1	0	0	0.25
Trespass To Property Act	2	3	1	1	1.75
Traffic	3	7	1	1	3.00
MVC - Personal Injury (Motor Vehicle Collision)	1	1	0	0	0.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	0	1	0	1	0.50
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	2	5	1	0	2.00
Violent Criminal Code	3	3	4	3	3.25
Assault - Level 1	2	2	0	1	1.25
Attempted Murder	0	1	0	0	0.25
Criminal Harassment	0	0	1	0	0.25
Discharge Firearm with Intent	1	0	1	0	0.50
Sexual Assault	0	0	1	0	0.25
Utter Threats to Person	0	0	0	2	0.50
Voyeurism	0	0	1	0	0.25

OPP 2023 Reconciled Year-End Summary

Conmee Tp

Reconciled cost for the period January 1 to December 31, 2023

			Cost per Property $	Reconciled Cost $	Estimated Cost $
Base Service	**Property Counts**				
	Household	324			
	Commercial and Industrial	13			
	Total Properties	337	174.11	58,677	55,828
Calls for Service					
	Total all municipalities	187,830,598			
	Municipal portion	0.0155%	86.42	29,123	27,688
Overtime			9.51	3,203	3,839
Prisoner Transportation	(per property cost)		1.45	489	394
Accommodation/Cleaning Services	(per property cost)		5.06	1,705	1,641
Total 2023 Costs			**276.55**	**93,197**	**89,390**
2023 Billed Amount				**89,390**	
2023 Year-End-Adjustment				**3,807**	

Notes

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.
This amount is incorporated into the monthly invoice amount for 2025.
The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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Dear Shara Lavallee / Township of Conmee,

I hope this letter finds you well. I am writing on behalf of the Red Rock Beerfest Committee, and we are excited to announce the first annual Red Rock Beerfest, which will be held on Saturday, July 12, 2025. This one-day event will showcase a fantastic lineup of local talent, including live music from bands like The Hoolies, Pretty Ugly, and Curb Side Cruisers, along with performances by comedians Chris Holland and Todd Genno. We will also feature local breweries such as Sleeping Giant Brewery, Lakehead Beer Co., and Dawson Trail Brewery, as well as food vendors and family-friendly entertainment.

The Red Rock Beerfest is expected to attract a large and diverse crowd from across the region, offering a wonderful opportunity to highlight our community's culture and local businesses. As a valued neighboring municipality, we invite the Township of Conmee to join us as a sponsor and help make this inaugural event a success.

To recognize your support, we have created several sponsorship levels:

Gold Sponsor (Donation of $1,000 – $5,000):

- Your municipality's name prominently displayed on the banner at the main stage.
- Acknowledgment in all event advertisements.
- Mentions from the main stage during the event.

Silver Sponsor (Donation of $500 – $1,000):

- Your municipality's name included in our social media advertisements.
- Mentions from the main stage during the event.

Bronze Sponsor (Donation of $0 – $500):

- Your municipality's name featured in our social media advertisements.

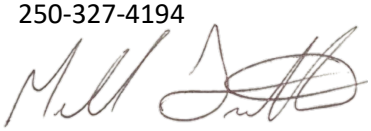
In addition to financial contributions, in-kind donations, such as products or services, are also greatly appreciated and will be recognized during the event. Sponsoring this event will offer your municipality a unique opportunity to engage with our community, promote local culture, and support the creation of an annual tradition.

I would be delighted to further discuss how the Township of Conmee can be involved in making the Red Rock Beerfest a resounding success.

Thank you for considering this exciting opportunity to support our community. Together, we can create an unforgettable event!

Sincerely,

Mickel Smith
Red Rock Beerfest Committee
Mickelsmith291@gmail.com
250-327-4194



Conmee Clerk

From: Bobbi-Jo Hanson-Jones <Bobbi-Jo.hansonjones@mobia.io>
Sent: September 25, 2024 11:37 AM
To: Conmee Clerk
Cc: Tim Beachey
Subject: FSA2811A Kaministiquia MC Request
Attachments: KMTQON52_2811A_MUNICIPAL CONSENT SERVICE POLE 20 ILKKA DR QC FINAL_GW_20240129.pdf; KMTQON52_2811A_MUNICIPAL CONSENT Buried Cable 10 POKKI RD QC FINAL_GW_20240129.pdf

Categories: in progress

Good morning,

On behalf of Bell Canada, please see the attached for your approval. This is part of an ongoing program by Bell to upgrade their network in your area. If you require additional information, please feel free to reach out.

Your help and time are greatly appreciated.

Thanks

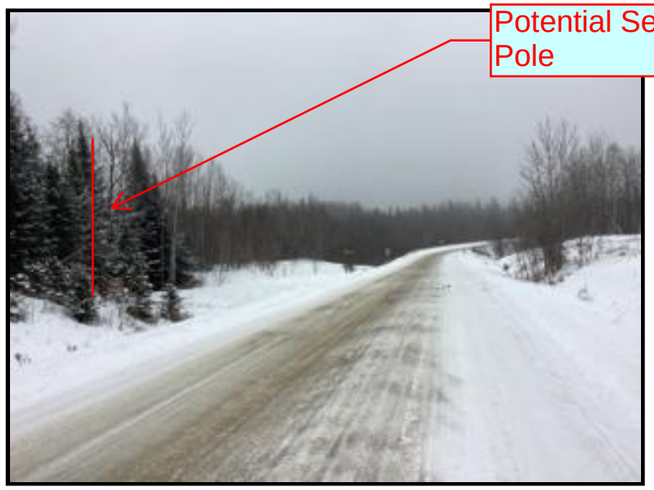
Bobbi-Jo Hanson-Jones
Project Manager, Service Provider Solutions,MOBIA
M: +1 506 650 2517 Bobbi-Jo.hansonjones@mobia.io www.mobia.io
LinkedIn

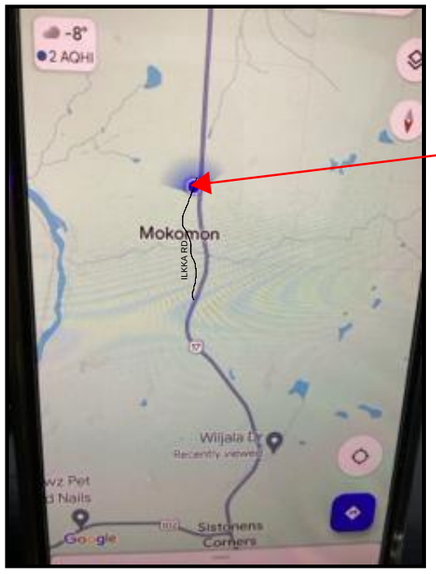
Proudly Named Canada's Best Managed Companies 2021

MOBIA Technology Innovations

MUNICIPAL CONSENT

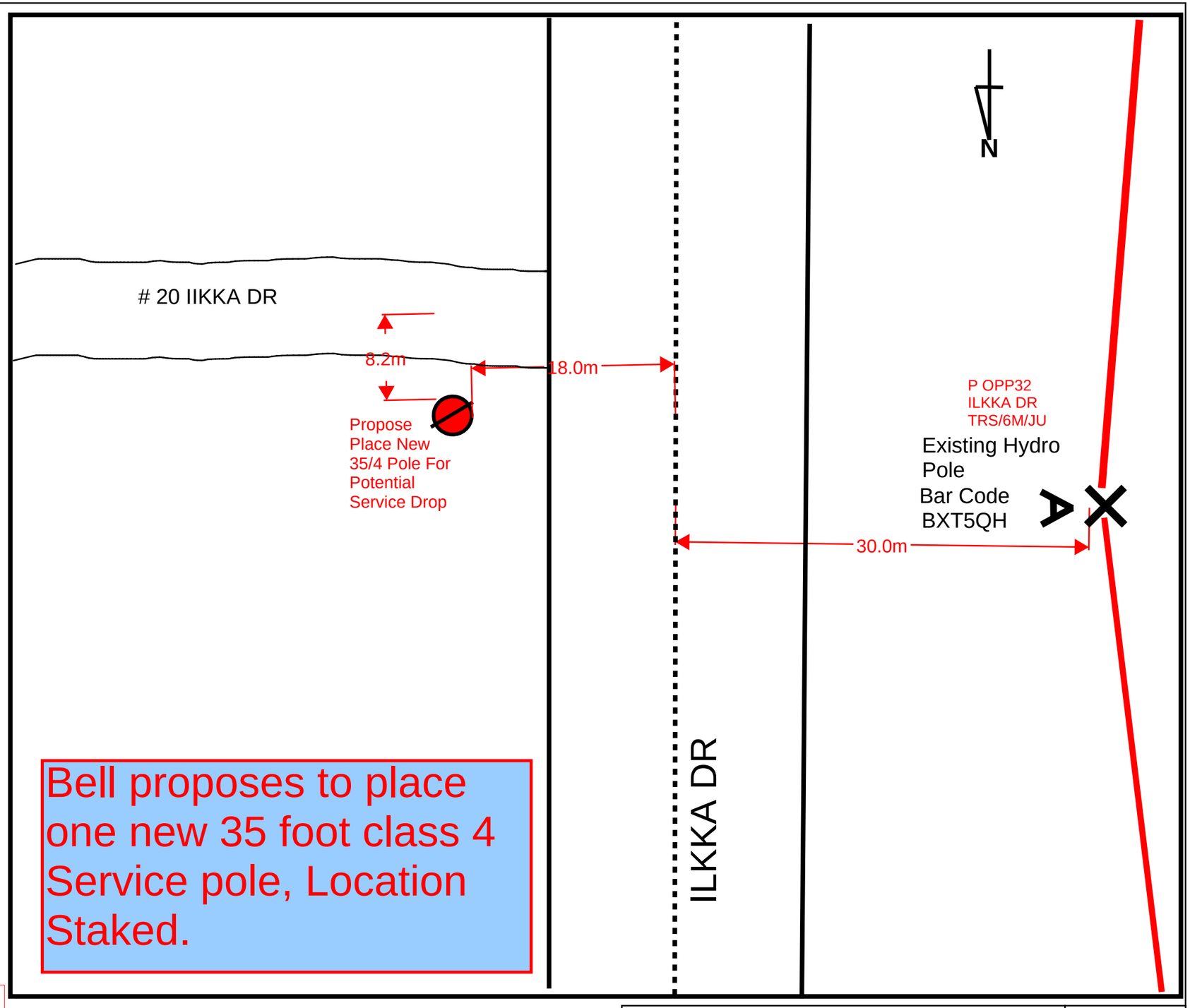
KAMINISTIQUIA
FSA2811A
20 ILKKA DR
CONMEE TWP





Location

QC FINAL
01/29/2024

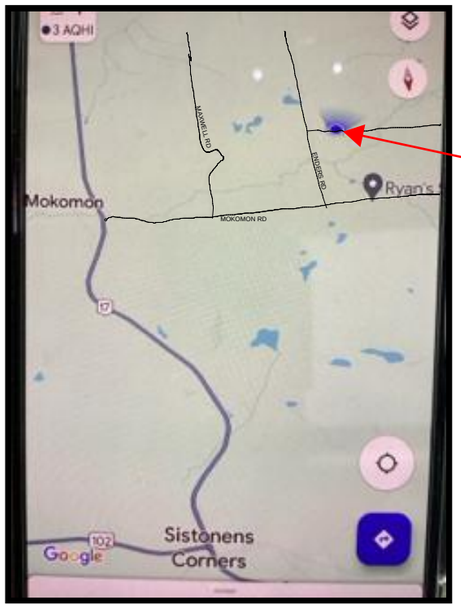


Bell proposes to place one new 35 foot class 4 Service pole, Location Staked.

ORIGINATOR Timothy MacDonell						SD
MOBIA	CONSTRUCTION NOTES :	CAUTION: CONSTRUCTION NOTES : NETWORK EXPOSED TO DIRECT OR INDIRECT ELECTRICAL POWER WITH VOLTAGES UP TO 14.4 kV CITY:	ISSUE DATE JAN 2024	REISSUE DATE	KAMINISTQA	FSA 2811A
			ENGINEERING; This plan represents a Letter of Instruction . The work will be completed according to cost/requirements established in BCH-Vendor contracts and conform to schedules determined by the individual BCH Companies		TELEPHONE (249) 377-4462 Email: timothy.macdonell@bell.ca	CC KMTQON52
						SIGNATURE
						PROJET Z80439
						PLAN MC

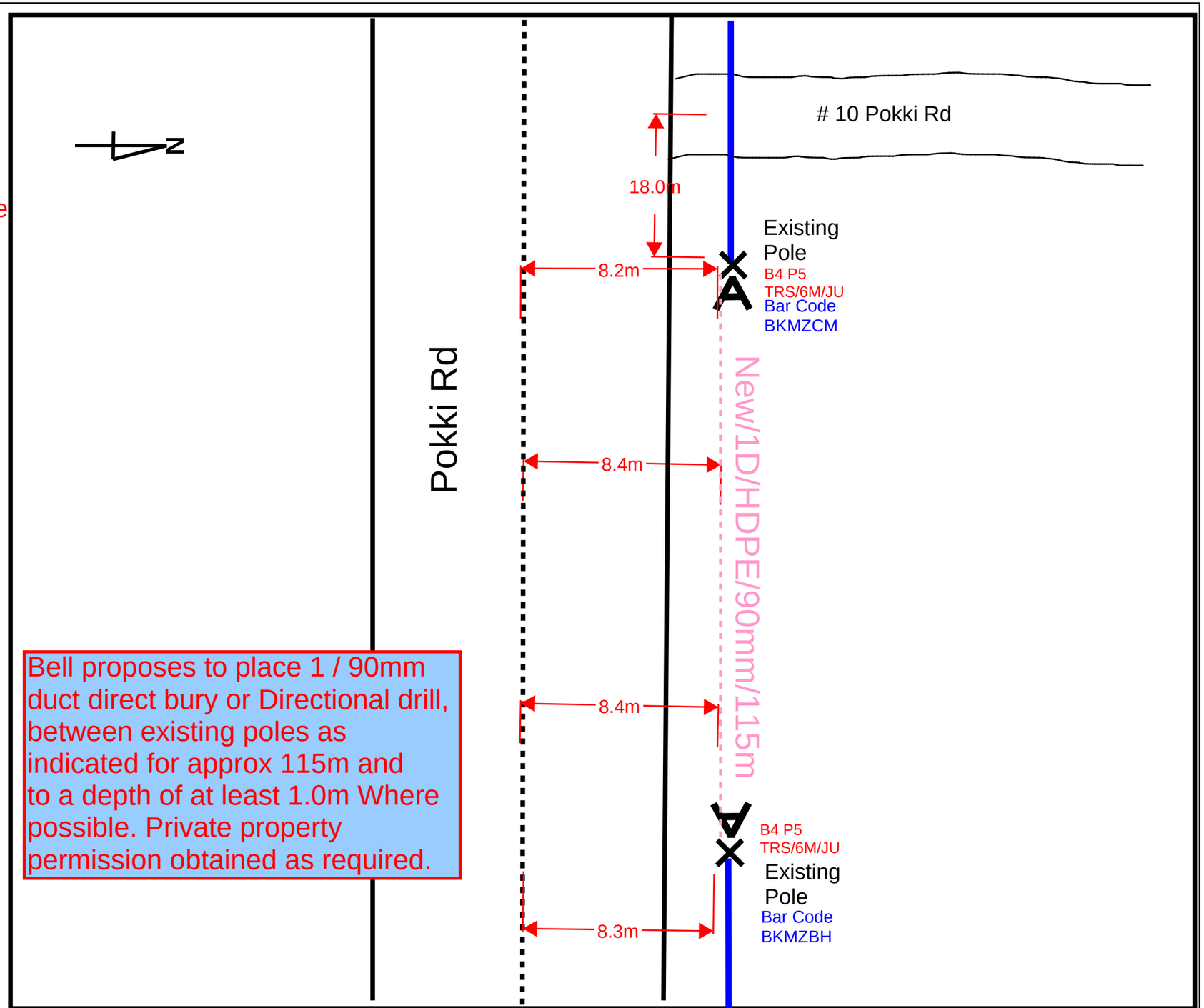
MUNICIPAL CONSENT

KAMINISTIQUIA
FSA 2811A
10 POKKI RD
CONMEE TWP



Location

QC FINAL
01/29/2024



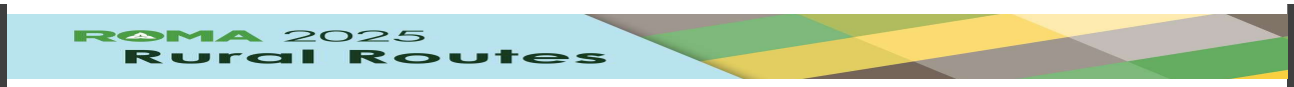
Bell proposes to place 1 / 90mm duct direct bury or Directional drill, between existing poles as indicated for approx 115m and to a depth of at least 1.0m Where possible. Private property permission obtained as required.

ORIGINATOR Timothy MacDonell					SD
MOBIA	CONSTRUCTION NOTES :	CAUTION: CONSTRUCTION NOTES : NETWORK EXPOSED TO DIRECT OR INDIRECT ELECTRICAL POWER WITH VOLTAGES UP TO 14.4 kV CITY:	ISSUE DATE Jan 2024 / REISSUE DATE	KAMINISTQA	FSA 2811A
			ENGINEERING; This plan represents a Letter of Instruction . The work will be completed according to cost/requirements established in BCH-Vendor contracts and conform to schedules determined by the individual BCH Companies	TELEPHONE (249) 377-4462 / Email: timothy.macdonell@bell.ca	CLLI KMTQON52
					SIGNATURE / PROJET Z80439 / PLAN MC

Conmee Clerk

Subject: FW: ROMA Conference: Registration and Hotel Information

From: ROMA Events [mailto:events@roma.on.ca]
Sent: October 1, 2024 2:30 PM
To: Conmee Clerk <conmee@conmee.com>
Subject: ROMA Conference: Registration and Hotel Information



ROMA 2025 Annual Conference

January 19 – 21, 2025

Sheraton Centre Hotel, Toronto

You can now register for the ROMA 2025 Annual conference. Join the ROMA Board of Directors as they celebrate rural Ontario. This year's event is themed ***Rural Routes***, and offers educational programming, expert panels, keynotes and so much more, all from a rural perspective and the day-to-day realities of local rural municipal leaders.

The ROMA Conference is also your opportunity to meet on local matters through delegation meetings and to hear from the Premier of Ontario and provincial party leaders on their priorities and vision for Ontario.

Program information is coming soon but make sure to register today for this in demand event.

Registration

Registration for ***Rural Routes*** is open now. Save on registration fees by registering as an Early Bird. The deadline to take advantage of these rates is **October 31, 2024**.

Click here to register today.

Registration Type	Member	Non Member
Full - Early	$670.00	$765.00

Accommodations

You can now also book your hotel rooms for the Conference. Here are a few important pieces of information to remember when booking your hotel:

The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

October 1, 2024

The Honourable Doug Ford
Premier of Ontario

Sent via email: premier@ontario.ca

Re: Rideshare Services

Please be advised that Council adopted the following resolution at their Council meeting held on September 23, 2024:

C-2024-226

"Whereas, the Township of Brock faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community; and

Whereas Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel; and

Whereas, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework; and

Whereas, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

Therefore, Be It Resolved that the Township of Brock Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

Be It Further Resolved that the Township of Brock Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable Laurie Scott, Member of Provincial Parliament for Haliburton-Kawartha Lakes-Brock; the

Association of Municipalities of Ontario (AMO); the Region of Durham; all Durham Region lower-tier municipalities, and all Ontario municipalities."

Should you have any questions or concerns please do not hesitate to contact Clerks@Brock.ca.

Yours truly,

THE TOWNSHIP OF BROCK

Maralee Drake
Deputy Clerk

MD:dh

cc. Hon. Prabmeet Sarkaria, Minister of Transportation – minister.mto@ontario.ca
Hon. Paul Calandra, Minister of Municipal Affairs & Housing – minister.mah@ontario.ca
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock - laurie.scott@pc.ola.org
Robin Jones, President, AMO - amopresident@amo.on.ca
Durham Region municipalities
All Ontario municipalities

The Corporation of the Town of Cobourg

Resolution

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

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

Delivered via email
Doug.fordco@pc.ola.org
premier@ontario.ca

October 4, 2024

RE: Motion from Mayor Lucas Cleveland regarding Support of Involuntary Care for Individuals with Severe Mental Health and Addictions Issues

Please be advised that the Town of Cobourg Council, at its meeting held on September 25, 2024, passed the following resolution:

> WHEREAS the Province of British Columbia has announced the creation of highly secure facilities to provide involuntary care for individuals with severe mental health and addictions issues under the Mental Health Act, including dedicated mental health units in correctional centres and regional secure care facilities; and
>
> WHEREAS the Town of Cobourg, along with municipalities across Ontario, are facing growing challenges in addressing the complex needs of individuals with severe mental health and addictions issues, which place a significant strain on local emergency services, healthcare systems, community resources, and public safety; and
>
> WHEREAS individuals experiencing severe mental health and addictions issues often cannot voluntarily seek the care they need, and involuntary care, provided with compassion and appropriate safeguards, can ensure they receive the necessary treatment to help stabilize their condition and improve community safety.
>
> NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg supports the BC government's approach to providing secure, involuntary care for individuals with severe mental health and addictions challenges, as a compassiqnate and necessary intervention for those unable to seek help on their own; and
>
> FURTHER THAT the Town of Cobourg urges the Province of Ontario to implement similar measures to ensure that individuals with severe mental health and addictions issues in Ontario have access to secure, involuntary care when necessary; and

FURTHER THAT this motion be forwarded to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), The Premier, Honourable David Piccini, MPP, all other Members of Provincial Parliament and all Ontario municipalities to seek their endorsement and support.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

cc. Association of Municipalities of Ontario (AMO);
the Federation of Canadian Municipalities (FCM);
Honourable, David Piccini, Minister of Labour, Immigration, Training and Skills Development and Northumberland – Peterborough South MPP;,
All other Members of Provincial Parliament; and
All Ontario Municipalities

REGULAR COUNCIL MEETING
HELD
September 24th, 2024

2024-204
Moved by Councillor Champagne
Seconded by Councillor Trahan

WHEREAS on February 27th, 2024, Council for the Municipality of East Ferris supported a resolution received from the Town of Petrolia calling upon both the Rural Ontario Municipal Association (ROMA) and Ontario Good Roads Association (OGRA) Boards to re-establish a combined OGRA and ROMA annual conference;

AND WHEREAS on May 16th, 2024, correspondence was received from ROMA Chair, Robin Jones, stating that in 2019 the ROMA Board of Directors and the OGRA Executive Committee decided not to hold a joint conference, but agreed that there are matters the organizations can work together on;

AND WHEREAS with ROMA being the rural voice of the Association of Municipalities of Ontario (AMO) it makes great sense for the ROMA and AMO conferences to be a combined conference, not only financially for municipalities but also for availability for participation of members of Council and staff;

AND WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, moving to a combined ROMA/AMO conference provides a better respect to their availability and participation;

NOW THEREFORE BE IT RESOLVED that the Council for the Municipality of East Ferris call upon both the ROMA & AMO Boards to establish a combined ROMA/AMO annual conference;

BE IT FURTHER RESOLVED should the conferences be combined and held during the winter months, as has been past practice for the ROMA conference, that a hybrid participation option be considered as winter weather can be unpredictable and not all persons who wish to attend can do so in person;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to ROMA, AMO, MPP Vic Fedeli, and all municipalities in Ontario.

Carried Mayor Rochefort

T: 705-752-2740
E: municipality@eastferris.ca
25 Taillefer Road, Corbeil, ON. P0H 1K0

East Ferris
MUNICIPALITY · MUNICIPALITÉ

CERTIFIED to be a true copy of
Resolution No. 2024-204 passed by the
Council of the Municipality of East Ferris
on the 24th day of September, 2024.

K Hanselman

Kari Hanselman, Dipl. M.A.
Clerk

T: 705-752-2740
E: municipality@eastferris.ca
25 Taillefer Road, Corbeil, ON. P0H 1K0

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
69 Fourth Avenue, Larder Lake, ON
Phone: 705-643-2158 Fax: 705-643-2311

MOVED BY:	SECONDED BY:	
☐ Thomas Armstrong	☐ Thomas Armstrong	Motion #: 12
☑ Patricia Hull	☐ Patricia Hull	Resolution #:
☐ Paul Kelly	☑ Paul Kelly	Date: June 11, 2024
☐ Lynne Paquette	☐ Lynne Paquette	

WHEREAS, the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities; And

WHEREAS, the Municipal Act, 2001 section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada; And

WHEREAS, PS 3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018; And

WHEREAS, the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities; And

WHEREAS, many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting change will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Larder Lake hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO; And

FINALLY, THAT a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers

Recorded vote requested: ☐

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

☐ Carried
☐ Lost / Defeated
☐ Deferred to: _____ (enter date) Because:
☐ Referred to: _____ (enter body) Expected response: (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

***Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.**

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
69 Fourth Avenue, Larder Lake, ON
Phone: 705-643-2158 Fax: 705-643-2311

MOVED BY:	SECONDED BY:	
___ ☐ Thomas Armstrong	___ ☐ Thomas Armstrong	Motion #: 13
___ ☐ Patricia Hull	___ ☐ Patricia Hull	Resolution #:
___ ☐ Paul Kelly	___ ☐ Paul Kelly	Date: June 11, 2024
___ ☐ Lynne Paquette	___ ☐ Lynne Paquette	

of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Ontario Municipalities (FONOM), and all municipalities within the District of Timiskaming.

Recorded vote requested: ☐

	For	Against
Tom Armstrong		
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

☑ Carried
☐ Lost / Defeated
☐ Deferred to: _____ (enter date) Because:
☐ Referred to: _____ (enter body) Expected response: (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

***Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.**

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE

Regular Meeting of Council

Agenda Number: 7.4.

Resolution Number 2024-325

Title: Resolution stemming from May 15, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #12

Date: August 14, 2024

Moved by: Councillor Loftus

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution #26-24 passed by Public Health Sudbury and Districts, regarding recommendations for Government Regulations of nicotine pouches;
AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Premier of Ontario, Doug Ford; the Deputy Premier and Minister of Health, Sylvia Jones; our local member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO); the Public Health Sudbury & Districts; and all Ontario Municipalities.

CARRIED

MAYOR

Public Health
Santé publique
SUDBURY & DISTRICTS

April 22, 2024

VIA ELECTRONIC MAIL

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

Dear Premier Ford:

Re: Recommendations for Government Regulation of Nicotine Pouches

In July 2023, Health Canada gave approval to Imperial Tobacco Canada to sell Zonnic under the Natural Health Product Regulations as a Nicotine Replacement Therapy (NRT) product. Consequently, Zonnic is sold under the Health Canada approval without adhering to the restrictions of the Federal *Tobacco and Vaping Products Act, 1997* and the *Smoke-Free Ontario Act, 2017*.

Since this time, nicotine pouches have become widely available to youth. These flavoured pouches can be legally purchased by those under 18 years of age in Ontario. The unrestricted sale, display, and promotion of nicotine pouches contribute to accessibility, normalization, and potential health hazards. Nicotine is highly addictive and its use, in any form, is unsafe for children[1] and youth[2]. Exposure to nicotine can have adverse effects on the developing brains of children and youth and increases the likelihood of initiation and long-term use of tobacco[2].

In March 2024, Public Health Sudbury & Districts released an advisory alert to local health system partners sharing concerns related to nicotine pouches. Additionally, letters were sent to education directors, educators, and parents to increase awareness of the availability and risks of nicotine pouches to children and youth.

At its meeting on April 18, 2024, the Board of Health for Public Health Sudbury & Districts took further action and carried the following resolution #26-24:

Sudbury
1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place
10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est
1 rue King Street
Box / Boîte 58
St.-Charles ON P0M 2W0
t: 705.222.9201
f: 705.867.0474

Espanola
800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island
6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON P0P 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau
34 rue Birch Street
Box / Boîte 485
Chapleau ON P0M 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais
1.866.522.9200

phsd.ca

WHEREAS Health Canada approved nicotine pouches for sale under the Natural Health Product regulations providing no restrictions on advertising or sale to children and youth; and
WHEREAS the unrestricted sale, display, and promotion of nicotine pouches contribute to their accessibility, the normalization of nicotine use, and potential health hazards; and

WHEREAS nicotine is highly addictive and its use, in any form, is unsafe for children and youth; and

WHEREAS exposure to nicotine can have adverse effects on the developing brains of adolescents and young adults and increases the likelihood of initiation and long-term use of tobacco products; and

WHEREAS the emergence of nicotine pouch products occurred rapidly without requiring adherence to the restrictions of the federal Tobacco and Vaping Products Act, 1997, and the Smoke-Free Ontario Act, 2017; and

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly encourage Health Canada to take immediate action to close the regulatory gap that permits the sale of nicotine pouches to youth under 18 years of age; and

FURTHER THAT the Board of Health urge Health Canada to strengthen regulations to restrict the sale of new and emerging tobacco and nicotine products, ensuring that nicotine availability to children and youth never occur again; and

FURTHER THAT the Board of Health for Public Health Sudbury & Districts strongly encourage the Government of Ontario to exclusively sell nicotine pouches from behind pharmacy counters, limit their display in retail settings, and restrict their promotion, especially to youth; and

FURTHER THAT the Government of Ontario expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.

We strongly encourage the Government of Ontario to follow immediately the Government of British Columbia and the Government of Québec to exclusively sell nicotine pouches in pharmacies, specifically behind the counter. This decision reduces product availability, restricts their promotion, and limits their display in retail settings.

Until tighter restrictions of nicotine pouches are implemented, the widely available and accessible product will continue to expose children and youth to nicotine. The Board of Health for Public Health Sudbury & Districts strongly encourages the Government of Ontario to expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.

We thank you for your speedy attention to this important issue, and we continue to look forward to opportunities to work together to promote and protect the health of Ontarians.

Sincerely,

René Lapierre
Chair, Board of Health

M. Mustafa Hirji, MD, MPH, FRCPC
Acting Medical Officer of Health and Chief Executive Officer

cc: Honourable Mark Holland, Minister of Health of Canada
Honourable Sylvia Jones, Deputy Premier and Minister of Health
Honourable Ya'ara Saks, Canada's Minister of Mental Health and Addictions and Associate Minister of Health
Honourable Michael Parsa, Minister of Children, Community and Social Services
Yasir Naqvi, Parliamentary Secretary to the Minister of Health, Honorable Mark Holland
Dr. Kieran Moore, Chief Medical Officer of Health of Ontario
France Gélinas, Member of Provincial Parliament, Nickel Belt
Jamie West, Member of Provincial Parliament, Sudbury
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin
Viviane Lapointe, Member of Parliament, Sudbury
All Ontario Boards of Health
Association of Local Public Health Agencies

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[1] U.S. Department of Health and Human Services. (2014). "The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General." https://www.ncbi.nlm.nih.gov/books/NBK294308/#ch5.s2

[2] National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. (2016). "E-cigarette Use Among Youth and Young Adults: A Report of the Surgeon General." Retrieved on January 30, 2024 from www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016_sgr_entire_report_508.pdf.

Public Health
Santé publique
SUDBURY & DISTRICTS

April 22, 2024

VIA ELECTRONIC MAIL

The Honourable Mark Holland
Minister of Health of Canada
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister Holland:

Re: Recommendations for Government Regulation of Nicotine Pouches

In July 2023, Health Canada gave approval to Imperial Tobacco Canada to sell Zonnic under the Natural Health Product Regulations as a Nicotine Replacement Therapy (NRT) product. Consequently, Zonnic is sold under the Health Canada approval without adhering to the restrictions of the Federal *Tobacco and Vaping Products Act, 1997* and the *Smoke-Free Ontario Act, 2017*.

Since this time, nicotine pouches have become widely available to youth. These flavoured pouches can be legally purchased by those under 18 years of age in Ontario. The unrestricted sale, display, and promotion of nicotine pouches contribute to accessibility, normalization, and potential health hazards. Nicotine is highly addictive and its use, in any form, is unsafe for children[1] and youth[2]. Exposure to nicotine can have adverse effects on the developing brains of children and youth and increases the likelihood of initiation and long-term use of tobacco products[2].

In March 2024, Public Health Sudbury & Districts released an advisory alert to local health system partners sharing concerns related to nicotine pouches. Additionally, letters were sent to education directors, educators, and parents to increase awareness of the availability and risks of nicotine pouches to children and youth.

At its meeting on April 18, 2024, the Board of Health for Public Health Sudbury & Districts took further action and carried the following resolution #26-24:

WHEREAS Health Canada approved nicotine pouches for sale under

Sudbury
1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place
10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est
1 rue King Street
Box / Boîte 58
St.-Charles ON P0M 2W0
t: 705.222.9201
f: 705.867.0474

Espanola
800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island
6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON P0P 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau
34 rue Birch Street
Box / Boîte 485
Chapleau ON P0M 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais
1.866.522.9200

phsd.ca

the Natural Health Product regulations providing no restrictions on advertising or sale to children and youth; and

WHEREAS the unrestricted sale, display, and promotion of nicotine pouches contribute to their accessibility, the normalization of nicotine use, and potential health hazards; and

WHEREAS nicotine is highly addictive and its use, in any form, is unsafe for children and youth; and

WHEREAS exposure to nicotine can have adverse effects on the developing brains of adolescents and young adults and increases the likelihood of initiation and long-term use of tobacco products; and

WHEREAS the emergence of nicotine pouch products occurred rapidly without requiring adherence to the restrictions of the federal Tobacco and Vaping Products Act, 1997, and the Smoke-Free Ontario Act, 2017; and

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly encourage Health Canada to take immediate action to close the regulatory gap that permits the sale of nicotine pouches to youth under 18 years of age; and

FURTHER THAT the Board of Health urge Health Canada to strengthen regulations to restrict the sale of new and emerging tobacco and nicotine products, ensuring that nicotine availability to children and youth never occur again; and

FURTHER THAT the Board of Health for Public Health Sudbury & Districts strongly encourage the Government of Ontario to exclusively sell nicotine pouches from behind pharmacy counters, limit their display in retail settings, and restrict their promotion, especially to youth; and

FURTHER THAT the Government of Ontario expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.

We applaud your pledge to take action to review the approval process for flavoured nicotine sales and advertising. We acknowledge the advisory Health Canada issued in March stating nicotine pouches should be used for nicotine replacement therapy in adults and the emphasis on keeping them out of reach of children and youth.

However, only until tighter restrictions of nicotine pouches are implemented, the widely available and accessible product will continue to expose children and youth to nicotine. The Board of Health for Public Health Sudbury & Districts strongly encourages the federal government to take immediate action to close the regulatory gap by restricting the sale of nicotine pouches to those under 18 years of age. We also support Health Canada in their assertion to halt the legal purchasing loophole and ensure that nicotine availability to children and youth never occurs with new and emerging products.

We thank you for your attention to this important issue, and we continue to look forward to opportunities to work together to promote and protect the health of Canadians.

Sincerely,

René Lapierre
Chair, Board of Health

M. Mustafa Hirji, MD, MPH, FRCPC
Acting Medical Officer of Health and Chief Executive Officer

cc: Honourable Doug Ford, Premier of Ontario
Honourable Sylvia Jones, Deputy Premier and Minister of Health
Honourable Ya'ara Saks, Canada's Minister of Mental Health and Addictions and Associate Minister of Health
Honourable Michael Parsa, Minister of Children, Community and Social Services
Yasir Naqvi, Parliamentary Secretary to the Minister of Health, Honorable Mark Holland
Dr. Kieran Moore, Chief Medical Officer of Health of Ontario
France Gélinas, Member of Provincial Parliament, Nickel Belt
Jamie West, Member of Provincial Parliament, Sudbury
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin
Viviane Lapointe, Member of Parliament, Sudbury
All Ontario Boards of Health
Association of Local Public Health Agencies

[1] U.S. Department of Health and Human Services. (2014). "The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General." https://www.ncbi.nlm.nih.gov/books/NBK294308/#ch5.s2

[2] National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. (2016). "E-cigarette Use Among Youth and Young Adults: A Report of the Surgeon General."

Retrieved on January 30, 2024 from
www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016_sgr_entire_report_508.pdf.

The Corporation of the City of Temiskaming Shores
Regular Council Meeting
Tuesday, September 17, 2024

Resolution

Provincial decision regarding alcohol sales in convenience stores and locations that sell fuel to drivers, and the development of a comprehensive provincial alcohol strategy

Resolution No. 2024-332
Moved by: Councillor Whalen
Seconded by: Councillor Wilson

Whereas excessive consumption of alcohol has a negative impact on many communities because of detrimental health effects, road safety, and other harms; and

Whereas the number of cases of individuals driving under the influence are increasing in Ontario, and the Timiskaming District has recently seen its highest rate ever for impaired driving infractions with 10 in April of 2024; and

Whereas jurisdictions with broader access to alcohol have higher rates of driving under the influence and crashes associated with alcohol; and

Whereas alcohol causes at least seven types of cancer and is a risk factor for, disease, disability and premature death, and is a direct cause of 4,300 deaths and 195,000 emergency department visits per year in Ontario; and

Whereas alcohol related emergency department visits increased 18 percent after the introduction of alcohol sales in grocery stores in Ontario; and

Whereas 35 percent of youth in grades 10 and 11 in the Timiskaming District have indicated that they consumed alcohol at 13 years or younger; and

Whereas 49 percent of youth in grades 10 and 11 in the Timiskaming District have been drunk at least once in their life; and

Whereas alcohol related harms cost the Ontario economy 7 billion dollars a year; and

Whereas alcohol is a factor in many domestic, sexual and physical assaults in Ontario; and

Whereas most tax revenue generated by the sale of alcohol goes to the province yet the costs and harms that are alcohol related are borne by the municipalities in the form of policing and social services and public health costs.

Therefore be it resolved that Council for the City of Temiskaming Shores requests the Government of Ontario reverse their decision to allow alcohol to be sold in more locations and implement the following recommendations:

1. Permit municipalities to opt out of retail alcohol expansion;
2. Grant municipalities the powers to use zoning to determine where new alcohol retail locations are acceptable;
3. Not permit alcohol sales within 150 m of schools, daycares, or substance use facilities;
4. Prohibit the sale of Alcohol at gas stations;
5. Require health warning labels on all alcohol containers;
6. Dedicate a portion of provincial alcohol revenue to addressing alcohol related harms; and
7. Develop and implement a comprehensive provincial alcohol strategy, in partnership with municipalities, that prioritizes health and safety and considers the costs associated with alcohol consumption.

Further that a copy of this resolution be provided to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; the Honourable Doug Downey, Attorney General; the Honourable Prabmeet Sarkaria, Minister of Transportation; John Vanthof, MPP Timiskaming Cochrane; AMO; FONOM; ROMA; Temiskaming Municipal Association (TMA); Timiskaming Health Unit (Planet Youth Timiskaming); Temiskaming Shores OPP Detachment Board; and all Ontario Municipalities.

Carried

Certified True Copy
City of Temiskaming Shores

Logan Belanger
Municipal Clerk

List of Correspondence

Electronic

1. OMAFRA - Agricultural Workforce Equity and Diversity Initiative (funding available for projects that support agribusiness ventures led by underrepresented groups)
2. OMAFRA - IAW Welcoming Communities Initiative - Information Sessions
3. We have a new name—Doane Grant Thornton LLP
4. AMO Watchfile - September 26, 2024
5. AMO Policy Update – AMO Response to BILD Report
6. Waasigan Transmission Line Project - Notice of Approval

Upcoming Training Available

Various	AMO	New Councillor Training ($525/ea)
Various	AMO	New Head of Council Training ($525/ea)
Various	AMO	Foundations in Planning for Elected Officials ($225)
Various	AMO	Navigating Conflict Relationships as an Elected Official ($200)
Various	AMO	Foundations in Planning for Elected Officials ($250)
Various	AMO	Indigenous Community Awareness Training ($375)
Various	AMO	Advanced Councillor Training Series ($425)
On demand	NOMA	Webinar On-Demand: How to Attract New Residents to Your Community

Upcoming Conferences/Events (please refer to the Conmee Conference Attendance Policy)

2024

Oct 16-18	MFOA	Northern Finance Workshop – Thunder Bay $75 (free accommodations)
Oct 24	CAMA	Employment Agreements & Law Updates (free webinar)
Nov 5-6	WSPS	Partners in Prevention Regional Health & Safety Conference
Nov 14th	AMO	Competing Rights: What You Need to Know! $525

2025

Apr 8-10		Northwest Response Forum (Dryden)

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 1469

Being a By-law to confirm the proceedings of Council at its meeting.

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Council of The Corporation of the Township of Conmee deems it desirable to confirm the proceedings of Council at its meeting by by-law to achieve compliance with the *Municipal Act, 2001.*

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. **Ratification and Confirmation**

   The action of this Council at its meeting set out below, with respect to each motion, resolution and other action passed and taken by this Council at its meeting is adopted, ratified and confirmed as if such proceeding and action were expressly adopted and confirmed by by-law:

   Meeting held October 8th, 2024

2. **Execution of all Documents**

   That the Mayor of the Council and the proper officers of the Township are authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 8th day of October, 2024.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

_____
Sheila Maxwell, Mayor

_____
Shara Lavallee, CAO/Clerk