AGENDA

Faraday Township Council Meeting

Wednesday, June 4, 2025 - 9:00 AM

The Township of Faraday Municipal Office

All draft resolutions are for discussion purposes only and should not be considered as the opinion/direction of Council.

1. CALL TO ORDER

We would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation.

2. MOMENT OF SILENCE

3. DISCLOSURE OF INTEREST

(a) **Municipal Conflict of Interest Act** - Section 5 requires where a member, either on his or her own behalf or while acting, for, by, with, or through another, has pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member;

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

The disclosures become part of a Public Registry as required under the Act.

Municipal Conflict of Interest Act - Section 4 sets out two general exemptions where Section 5 does not apply to a pecuniary interest that a member has:

(j) by reason of the member having a pecuniary interest which is an

interest in common with electors generally; and

(k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member.

4. ADOPTION OF AGENDA

(a)

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday adopt the Agenda for the June 04, 2025 meeting, as circulated.

5. PUBLIC MEETING

(a)

Staff initially sent a Notice out for a public meeting scheduled for June 04, 2025 with regard to the Bierworth severance as it relates to the condition for rezoning. It was discovered by the County Planning Staff that a further rezoning is required with regard to some EP (environmentally protected) land. Because of this, it was necessary for staff to amend the Notice and re-send it to the individuals within the proximity of the Bierworth property. As it is necessary to provide twenty (20) days notice for a public meeting, municipal Staff could not meet this deadline and the rezoning hearing has to be rescheduled. We apologize for any inconvenience caused.

6. APPOINTMENTS/DELEGATIONS

7. REVIEW OF COUNCIL MINUTES

(a) 8 - 16

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday approve the minutes of the regular Council meeting of May 07, 2025 as circulated.
Council - 07 May 2025 - Minutes - Pdf

8. BUSINESS ARISING FROM MINUTES

9. CORRESPONDENCE

9.1 POSSIBLE CONSIDERATION FOR RECEIVE & FILE

(a) 17 - 64

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday receive and file the correspondence presented for information purposes.

April 2025 County Council Report
CABHC News - May 2025
CROWE VALLEY - MUNICIPAL BRIEF
EMERGENCY SERVICES STEERING COMMITTEE - Press Release
HASTINGS COUNTY - 911 Misuse Press Release
EOWC NEWS RELEASE - The EOWC Meets with Premier Ford Ministers and MPPs on Eastern Ontarios Economic Resilience - May 15 2025
FARADAY REC COMMITTEE MEETING MINUTES - MAY 07-2025
HASTINGS COUNTY - Hastings County Reaches New Collective Agreement with OPSEU Local 496
HASTINGS COUNTY - Economic Development - Meeting Notes - March 20-2025
HASTINGS COUNTY - Economic Development - Municipal Partners Group Agenda May 22 2025
HASTINGS COUNTY - Economic Development - RECOMM- Film Policy
HASTINGS COUNTY - Economic Development - Film Policy 2025
MUNICIPAL DOG POUND - DRAFT Meeting Minutes May 22-2025

9.2 POSSIBLE CONSIDERATION FOR SUPPORT

(a) **Town of Cobourg** - Support for Ontario Works Financial Assistance Rates 65

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday support the correspondence received from the Town of Cobourg as outlined in their letter dated May 05, 2025 regarding Ontario Works Financial Assistance rates.

Town of Cobourg Council Resolution - Ontario Works Financial Assistance Rates

(b) 66 - 67

City of Kingston - Bill 5 Concerns

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday support the correspondence received

from the City of Kingston as outlined in their letter dated May 21, 2025 regarding concerns with Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025.
CITY OF KINGSTON - BILL 5 CONCERNS

10. ACCOUNTS

(a) 68 - 70

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday approve the Accounts for May, 2025, as presented.
MAY ACCOUNTS

11. STAFF REPORTS

(a) **CAO/Clerk-Treasurer** 71 - 72

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Clerk Report, as presented;

AND FURTHER, that Council directs the Clerk to send a letter to the Municipal Dog Pound Board to inquire whether the Board would be interested in appointing an individual to attend at the Landfill Site to pick up the alcohol and beer bottles/cans left at the Site. Any money obtained from the return of the alcohol and beer bottles/cans to remain with the Municipal Dog Pound.
CLERK REPORT - GENERAL

(b) **CAO/Clerk-Treasurer - Name change for Joy Bible Camp Lake Road** 73 - 74

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Clerk Report with regard to the name change for Joy Bible Camp Lake Road, as presented;

AND FURTHER that council agree to change the road name to _____ Road and directs the Clerk to complete the required documentation to proceed with a By-law.
CLERK REPORT - JOY BIBLE CAMP ROAD NAME CHANGE

(c) **Deputy Clerk** 75 - 94

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Deputy Clerk Report, as presented.
Report to Council May 2025
Draft Strategic Asset Management Policy

(d) **Deputy Clerk - Report Options to Fill Vacant Council Seat** 95 - 104

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Deputy Clerk Report, as presented and further, that Council approve the draft by-law Procedure Manual to Appoint an Individual to Fill a Vacancy.
Report to Council Options to Fill Vacant Council Seat
Draft-2025 - PROCEDURAL MANUAL TO APPOINT AN INDIVIDUAL TO FILL A VACANCY

(e) **Deputy Treasurer** 105 - 114

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Deputy Treasurer Report, as presented.
Deputy Treasurer May Report
Budget Update May

(f) **Operations Supt.** 115

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Operations Superintendent Report, as presented.
OPERATIONS REPORT - June 04-2025

(g) **Operations Supt.** 116 - 117

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Operations Superintendent Report regarding Airport Road Maintenance, as presented;

AND FURTHER, that council agrees to waive the Procurement Policy for this project.
OPERATIONS REPORT - Airport Road - June 04-2025

(h) **Fire Chief** 118

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the Fire Chief Report, as presented.
May 2025 Report for Council

(i) **CBO/By-Law Enforcement Officer** 119

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday accept the CBO/By-law Enforcement Officer Report, as presented.

Building Department Monthly Report- June

12. BY-LAWS

(a) 120 - 184

30-2025 - ASSET MANAGEMENT PLAN

DRAFT RESOLUTION: BE IT RESOLVED that By-law 30-2025, being a by-law to adopt an Asset Management Plan under Ontario Regulation 588/17, be passed this 04th day of June, 2025, to be signed by the Mayor and Clerk with the corporate seal affixed hereto.
30-2025 - ASSET MANAGEMENT PLAN BY-LAW
30-2025 - ASSET MANAGEMENT PLAN

(b) 185 - 199

31-2025: PLANNING SERVICES AGREEMENT WITH COUNTY OF HASTINGS

DRAFT RESOLUTION: BE IT RESOLVED that By-law 31-2025, being a by-law to authorize the execution of a Planning Services Agreement between the Township of Faraday and the County of Hastings, be passed this 04th day of June, 2025, to be signed by the Mayor and Clerk with the corporate seal affixed hereto.
31-2025 - BY-LAW FOR AGREEMENT WITH THE COUNTY OF HASTINGS
31-2025 - PLANNING SERVICES AGREEMENT

(c) 200 - 231

32-2025: PRODUCT CARE ASSOCIATION OF CANADA

DRAFT RESOLUTION; BE IT RESOLVED that By-law 32-3025, being a by-law to authorize the execution of a Municipality Hazardous and Special Products Materials Service Agreement between The Township of Faraday and Product Care Association of Canada be passed this 04th day of June, 2025 to be signed by the Mayor and Clerk with the corporate seal affixed hereto.
32 - 2025 Authorize Entering into Agreement with Product Care
Product Care pt 1
Product Care pt 2

(d) 232 - 233

33-2025: To appoint a member of council as an alternate member of Hastings County Council. Appointment name to be discussed at meeting.

DRAFT RESOLUTION: BE IT RESOLVED that By-law 33-2025 Being a by-law to appoint a member of Council as an alternate member of Hastings County Council be passed this 04th day of June, 2025 to be signed by the Mayor and Clerk with the corporate seal affixed hereto.

33-2025 To Appoint to act in place of Mayor at County Council

13. CLOSED MEETING

(a) **DRAFT RESOLUTION:** BE IT RESOLVED that the Council of the Township of Faraday go into a closed meeting:
1. To approve the closed meeting minutes of May 07, 2025;
2. Under Section 239(2)(f) of the **Ontario Municipal Act**, 2001 – advice that is subject to solicitor-client privilege, including communications necessary for that purpose – WSIB.
3. Under Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and under Section 239(2)(e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Waste Management Board/Landfill Site.
4. Under Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board: Landfill Site, possible reclamation.

DRAFT RESOLUTION: BE IT RESOLVED that the Council of the Township of Faraday rise from the closed meeting, resuming regular business.

14. CONFIRMING BY-LAW

(a) 234

DRAFT RESOLUTION: BE IT RESOLVED that By-law 34-2025, being a By-law to confirm the proceedings of the June 04, 2025 meeting, be passed this 04th day of June, 2025, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.
34-2025 - CONFIRMING BY-LAW

15. ADJOURNMENT

(a)

BE IT RESOLVED that the Council of the Township of Faraday adjourn at _____ a.m. to meet again on August 06, 2025 at 9:00 a.m. at the Township of Faraday Council Chambers or at the call of the Mayor.

MINUTES
Council Meeting

9:00 AM - Wednesday, May 7, 2025
The Township of Faraday Municipal Office

The Council of the Faraday Township met on Wednesday, May 7, 2025 at the The Township of Faraday Municipal Office for their regular meeting with the following members present:

Present:

Dennis Purcell, Mayor
Marg Nicholson, Deputy Mayor
Bill Green, Councillor
Murray Bowers, Councillor
John O'Donnell, Councillor

Absent:

Also Present:

CAO/Clerk-Treasurer: B. Crocker
Deputy Clerk: S. Scott
Operations Supt.: S. Laundry
Fire Chief: B. Sears
CBO: S. Richardson
Library Board: N. Clements

CALL TO ORDER

Mayor Purcell acknowledged the land on which we gather is the traditional and unceded territory of the Algonquin Nation followed by a moment of silence.

MOMENT OF SILENCE

DISCLOSURE OF INTEREST

No disclosure of interest declared.

ADOPTION OF AGENDA

Moved by: Councillor Bowers Seconded by: Councillor O'Donnell

BE IT RESOLVED that the Council of the Township of Faraday adopt the Agenda for the May 07, 2025 meeting, as circulated.

-Carried-

PUBLIC MEETING - NONE

APPOINTMENTS/DELEGATIONS

1. Mary Kavanagh: To present the history of Joy Bible Camp Road for consideration of the renaming of Joy Bible Camp Road.

2. Justin Harrow, Director of Planning and Development, County of Hastings: To discuss SPARC (Streamlined Planning Approach & Resource Centralization) Program Implementation.

Moved by: Deputy Mayor Nicholson Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday accept the presentation received from Mary Kavanagh.

-Carried-

Moved by: Deputy Mayor Nicholson Seconded by: Councillor O'Donnell

BE IT RESOLVED that Council of the Township of Faraday accept the report received from Justin Harrow, Director of Planning and Development, County of Hastings regarding the SPARC (Streamlined Planning Approach & Resource Centralization) Program Implementation;

AND THAT Council directs Staff to work with County Planning and move forward with the SPARC Program.

-Carried-

REVIEW OF COUNCIL MINUTES

The minutes of the council meeting held on April 07, 2025 were reviewed and discussed.

Moved by: Deputy Mayor Nicholson Seconded by: Councillor Bowers

BE IT RESOLVED that the Council of the Township of Faraday approve the minutes of the Council meeting of April 07, 2025 as circulated.

-Carried-

BUSINESS ARISING FROM MINUTES - NONE

CORRESPONDENCE

POSSIBLE CONSIDERATION FOR RECEIVE & FILE

Moved by: Councillor Green Seconded by: Councillor O'Donnell

BE IT RESOLVED that the Council of the Township of Faraday receive and file the correspondence presented for information purposes.

-Carried-

POSSIBLE CONSIDERATION FOR SUPPORT

Harwood - Severance Application

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday approve the severance application for Robert Harwood as outlined in the County of Hastings Preliminary Report dated April 03, 2025 for the property located at Part of Lot 10, Concession 10, and further that Council recommends the following conditions:

1. The applicant convey lands for the purpose of road widening to the Township across the frontage of the proposed severed and
retained lands, as necessary.
2. The severed lands be rezoned from Rural (RU) zone to Limited Service Residential (LSR) zone to provide for consistent zoning with the resultant benefitting parcel. The retained lands to be rezoned from Rural (RU) zone to a more appropriate zone, such as Waterfront Residential (WR) zone.
3. A cheque in the amount of $400.00 under Section 51 of the Planning Act, 1990 be made payable to the Township of Faraday and lodged with the Land Division Office prior to the endorsing of the deed for the severed lot.
4. All taxes and municipal fees, if any, to be paid prior to the endorsing of the deed.
5. Any further conditions as deemed necessary by the County of Hastings.

-Carried-

Kwan - Severance Application - 4 applications:
i. B125/24 and B128/24 in the name of Toy Kwan
ii. B126/24 and B127/24 in the name of Donna Kwan

The Kwan's have submitted four (4) applications to facilitate lot reconfigurations: two (2) lot additions; the creation of one new lot; and the creation of a Right-Of-Way (ROW).

B125/24 and B126/24 are lot additions. B127/24 is a new lot. B128/24 is a Right-Of-Way (ROW).

Moved by: Councillor Green Seconded by: Councillor O'Donnell

BE IT RESOLVED that the Council of the Township of Faraday approve the severance applications as follows:

1. B125/24 and B128/24 in the name of Toy Kwan as outlined in the County of Hastings Preliminary Report dated March 18, 2025 for the property located at Part of Lot 3, Concession 10;
2. B126/24 and B127/24 in the name of Donna Kwan as outlined in the County of Hastings Preliminary Report dated March 18, 2025 for the property located at Part of Lot 3, Concession 10;

AND further that Council recommends the following conditions:
1. The applicant convey lands for the purpose of road widening to the Township across the frontage of the proposed severed and
retained lands, as necessary.
2. Properties to be rezoned as required by the County of Hastings.
3. A cheque in the amount of $1,200.00 under Section 51 of the Planning Act, 1990 be made payable to the Township of Faraday and lodged with the Land Division Office prior to the endorsing of the deeds for the severed lots.
4. All taxes and municipal fees, if any, to be paid prior to the endorsing of the deed.
5. Any further conditions as deemed necessary by the County of Hastings.

-Carried-

HASTINGS PRINCE EDWARD PUBLIC HEALTH - West Nile Virus Preparedness

Moved by: Deputy Mayor Nicholson Seconded by: Councillor Bowers

BE IT RESOLVED that the Council of the Township of Faraday support the correspondence received from the Hastings Prince Edward Public Health Unit as outlined in their letter dated April 3, 2025, in regard to supporting the efforts of the Health Unit to reduce the risk of West Nile Virus in our area;

AND FURTHER THAT the Township of Faraday gives permission to the Health Unit to carry out larviciding activities to prevent and/or control West Nile Virus in our area, if deemed necessary.

-Carried-

MUNICIPALITY OF ST. CHARLES, TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN AND THE COUNTY OF RENFREW - Child Welfare Funding

Moved by: Councillor O'Donnell Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday support the correspondence received from the Municipality of St. Charles, the Township of Brudenell, Lyndoch and Raglan and the County of Renfrew in regard to child welfare funding, as per the attached correspondence.

-Carried-

TOWN OF TILLSONBURG - Strong Mayors Act

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday support the correspondence received from the Town of Tillsonburg pursuant to Resolution 2025-125 adopted at their April 14, 2025 meeting as it pertains to the Strong Mayors Act

-Carried-

ACCOUNTS

Moved by: Councillor O'Donnell Seconded by: Deputy Mayor Nicholson

BE IT RESOLVED that the Council of the Township of Faraday approve the Accounts for April, 2025, as presented.

-Carried-

STAFF REPORTS

Moved by: Deputy Mayor Nicholson Seconded by: Councillor O'Donnell

BE IT RESOLVED that the Council of the Township of Faraday accept the Clerk Report, as presented;

AND THAT Council directs the Clerk to forward the names of Wicklow Way and Darby Road to the County for consideration of the change of the name of Joy Bible Camp Road.

-Carried-

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday approves, in principle, the Shoreline Sale Application received from Andrew & Brittany Canonico for the shoreline property lying in front of their property at Lot 29, Concession A, PLAN 2116 along Bentley Lake; and that Council directs Staff to send all necessary documentation to the municipal solicitor to commence the process for the sale of the Shoreline Application.

-Carried-

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday accept the Deputy Clerk Report, as presented.

-Carried-

Moved by: Councillor Green Seconded by: Councillor O'Donnell

BE IT RESOLVED that the Council of the Township of Faraday accept the Operations Superintendent Report, as presented.

AND FURTHER THAT Council declare the Sweepster Hydraulic Broom including Brushes as Surplus.

-Carried-

Moved by: Councillor Bowers Seconded by: Deputy Mayor Nicholson

BE IT RESOLVED that the Council of the Township of Faraday approve Drain Bros. Excavating Ltd. as the successful bidder for RFQ 02-2025 Grading and Hot Mix Paving.

-Carried-

Moved by: Deputy Mayor Nicholson Seconded by: Councillor O'Donnell

BE IT RESOLVED THAT the Council of the Township of Faraday approve Freymond Lumber as the successful bidder for RFQ 03-2025 Supply and Delivery of Approximately 3,500 Tonne of 5/8" Quarried M Gravel.

-Carried-

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED THAT the Council of the Township of Faraday approve Freymond Lumber as the successful bidder for RFQ 04-2025 Supply and Delivery of Approximately 1,000 Tonne of Granular B Type 2 Quarried Gravel.

-Carried-

Moved by: Councillor Bowers Seconded by: Deputy Mayor Nicholson

BE IT RESOLVED that the Council of the Township of Faraday accept the Fire Chief Report, as presented;

AND FURTHER THAT Council accept the recommendation of the Fire Chief and agree to the appointment of Clarissa Graham as a Volunteer Fire Fighter.

-Carried-

Moved by: Councillor Green Seconded by: Councillor O'Donnell

BE IT RESOLVED that the Council of the Township of Faraday accept the CBO/By-law Enforcement Officer Report, as presented.

-Carried-

Moved by: Deputy Mayor Nicholson Seconded by: Councillor Bowers

BE IT RESOLVED that the Council of the Township of Faraday accept the Library Report, as presented.

-Carried-

BY-LAWS

Moved by: Councillor O'Donnell Seconded by: Councillor Green

BE IT RESOLVED that By-law 24-2025, being a by-law to amend the Building Permit Fees, be passed this 07th day of May, 2025, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

-Carried-

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that By-law 25-2025, being a by-law to establish User Fees, be passed this 07th day of May, 2025, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

-Carried-

Moved by: Councillor O'Donnell Seconded by: Deputy Mayor Nicholson

BE IT RESOLVED that By-law 26-2025, being a by-law to appoint an Integrity Commissioner, be passed this 07th day of May, 2025, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

-Carried-

Moved by: Deputy Mayor Nicholson Seconded by: Councillor Bowers

BE IT RESOLVED that By-law 27-2025, being a By-law to authorize execution of an Agreement between His Majesty the King in right of Ontario as represented by the Office of the Fire Marshall and The Corporation of the Township of Faraday, be passed this 07th day of May 2025, to be signed by the Mayor and Clerk with the corporate seal affixed hereto.

-Carried-

Moved by: Deputy Mayor Nicholson Seconded by: Councillor O'Donnell

BE IT RESOLVED that By-law 28-2025, being a By-law to authorize execution of an Agreement between the Township of Faraday and the Township of Carlow/Mayo, be passed this 07th day of May 2025, to be signed by the Mayor and Clerk with the corporate seal affixed hereto.

-Carried-

CLOSED MEETING

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that the Council of the Township of Faraday go into a closed meeting:

1. To approve the closed meeting minutes of April 07, 2025;

2. Under Section 239(2)(e) of the Ontario Municipal Act, 2001: litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Lyman Road and Waste Management Board/Landfill Site.

-Carried-

Moved by: Councillor O'Donnell Seconded by: Deputy Mayor Nicholson

BE IT RESOLVED that the Council of the Township of Faraday rise from the closed meeting, resuming regular business.

-Carried-

CONFIRMING BY-LAW

Moved by: Councillor Bowers Seconded by: Councillor Green

BE IT RESOLVED that By-law 29-2025, being a By-law to confirm the proceedings of the May 07, 2025 meeting, be passed this 07th day of May, 2025, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

-Carried-

ADJOURNMENT

Moved by: Councillor Green Seconded by: Councillor Bowers

BE IT RESOLVED that the Council of the Township of Faraday adjourn at 11:55 a.m. to meet again on June 04, 2025 at 9:00 a.m. at the Township of Faraday Council Chambers or at the call of the Mayor.

-Carried-

_____

MAYOR: DENNIS PURCELL

_____

CLERK: BERNICE CROCKER

COUNCIL REPORT

SUPPORTING PEOPLE Hastings™ AND OUR COMMUNITIES

April 2025

This report highlights items considered by County Council at its last regular meeting on April 24, 2025. It is a summary and is provided for the interest of County employees.

County Council met in Council Chambers and virtually via Zoom, which was livestreamed on the County Facebook page.

Council began by observing a moment of silence for the Deputy Fire Chief of Belleville, Jim Young, who recently passed away. He was recognized for his many contributions, working with our first responders through Hastings/Quinte Paramedics Services in his roles with the municipal fire departments of both Prince Edward County and the City of Belleville.



Warden's Report to Council

His Honour began his remarks by stating the Land Acknowledgement to recognize the traditional First Nations, Métis, and Inuit territories of land in Canada and honour the original occupants of these lands.

Warden Mullin attended various meetings and events during April, including:

- The Good Roads Conference with several members of County Council
- Gateway Health Strategic Planning meeting
- Presentation to Belleville City Council with CAO Dorey and Director of Finance, Tony Bird, to provide an overview of the budget process regarding shared services

The Warden also attended some celebration events for local businesses.



Warden Mullin joined Economic Development Manager, Andrew Redden for the grand opening of The Food Boutique in Stirling.

Long Service Recognition



Congratulations and thank you to Vicki Smith on 25 years of service with Hastings County. Vicki is a PSW at Hastings Manor who does a great job supporting the residents.

Vicki was recognized at County Council by Long-Term Care Director, Erin Chapman and Warden Mullin.



Congratulations to Tim Vinkle, who was recognized for 10 years of service with Hastings County at the April Community and Human Services Committee meeting. Pictured (L-R): Garnet Thompson, Acting Committee Chair; Alyssa Colasante, Maintenance Supervisor; Tim Vinkle; Warden Bob Mullin.



Congratulations to Amanda O'Brien, who was recognized for 10 years of service with Hastings County at the April Community and Human Services Committee meeting. Pictured (L-R): Angela Devries, Client Access Supervisor; Warden Bob Mullin; Amanda O'Brien; Garnet Thompson, Acting Committee Chair.



Congratulations and thank you to Brittany Downey, Registered Practical Nurse at Hastings Manor, on 10 years of long-service supporting the residents.

CAO's Report

Long-Term Care Director Erin Chapman joined CAO Dorey for a Health PULSE meeting in April. Hastings County has been part of this group, along with the cities of Belleville, Quinte West, Prince Edward County, Loyalist College, and Quinte Health since its inception. A primary focus of the meeting was on a group called Blue Branch, whose focus is to address the employment gaps within the healthcare sector. They are currently looking at how they can potentially partner with a community group to help with human resources challenges in healthcare. The Health PULSE group expressed its interest in partnering to focus on a regional approach to our area and is continuing conversations with Blue Branch to explore the opportunity further.

CAO Dorey joined a recent Hastings Prince Edward Ontario Health Team meeting where there was a discussion regarding the Province's call for proposals for Interprofessional Primary Care Teams. This work is being facilitated through the Ontario Health Team, led by primary care providers. The submission date to the province is May 9th.

Community and Human Services Committee Update

Community and Human Services is entering into an agreement with the County of Northumberland to facilitate greater access to child care fee subsidies for families. This five-year agreement will determine eligibility and provide child care fee subsidies for families and children who are accessing a child care provider outside of the service delivery boundaries of their resident Consolidated Municipal Service Manager (CMSM). This will allow children who reside in Hastings County to be eligible for child care fee subsidies while attending a licensed child care program in the County of Northumberland. Conversely, this will also allow children who reside in the County of Northumberland to be eligible for child care fee subsidies when attending a licensed child care program in Hastings County. The agreement outlines the policies, procedures, indemnification, and responsibilities of both municipalities. Although this is the first cross-jurisdictional agreement with the County of Northumberland, Hastings County currently has cross-jurisdictional child care fee subsidy agreements with Lanark County, Prince Edward, Lennox & Addington Counties, City of Kingston, the United Counties of Leeds and Grenville, and, most recently, the City of Peterborough. The agreement with the County of Northumberland, as the CMSM of Children's Services, will have a particular impact on the western rural communities in Hastings County, which are priority areas for child care spaces and access.

The Quinte West Community and Human Services office is extending its lease at 91 Creswell Drive in Trenton for 5 years beginning on May 1st, 2025. The office was constructed to the specifications of the Community and Human Services Department in 2005 and has met needs and expectations since then.



Local officials, including Warden Mullin, members of County Council, County staff, members of the Community and Human Services Joint Committee, developers, members of Quinte West Council, and staff gathered on April 4th the celebrate the ground breaking of Hastings County's new 32-unit affordable housing building in Quinte West.

Hastings/Quinte Emergency Services Committee Update

Warden Mullin has proclaimed May 1st as First Responders Day and May 19-25 as Paramedic Services Week. May 1st is recognized as First Responders Day in Ontario and is an opportunity to recognize and acknowledge the public service of individuals who protect life, property, and the health and safety of our residents. Paramedic Services Week is an annual event recognized across Canada, the United States, and many parts of the world. During the week, paramedics and their selfless devotion to the welfare of others are recognized. This year's theme is "We Care, For Everyone," and the week will be devoted to activities that recognize the impact of pre-hospital care.

Warden Mullin also proclaimed May 4-10 as Emergency Preparedness Week. This is a national awareness campaign coordinated by Public Safety Canada aimed at increasing individual preparedness in the event of an emergency. This year's theme is "Be Prepared, Know Your Risks", and encourages people to understand risks in their area and take steps to protect themselves and their families.

Training began recently for 10 new full-time and 10 new part-time paramedics, which will help to address some of the staffing challenges. Training is scheduled to be completed by July 1st, which will help to provide coverage for summer holidays.

In March, Hastings/Quinte Paramedic Services sent members of their Peer Support Team to the Breakwater Institute for an intensive, 3-day training course. Breakwater provides specialized mental health services to those in high-stress occupations and has been instrumental in assisting the service in selecting members of the team and providing them with necessary skills to help the team function more autonomously, while being able to identify and refer paramedics in need to essential support services.





Staff from Hastings/Quinte Paramedic Services took part in this year's Polar Plunge in Belleville to "freeze for a reason". Over $18,000 was raised locally to support programming and events for over 23,000 athletes across the province for Special Olympics Ontario.

Hastings/Quinte Long-Term Care Committee Update

Hastings and Centennial Manors submitted their Quality Improvement Plan to Health Quality Ontario, as part of annual requirements for Long-Term Care homes in Ontario, to identify goals for improvements and change ideas associated with each goal. Their priority indicators are unchanged from 2024/25 and are:

- **Access and Flow**: a high-quality health system that provides people with the care they need when and where they need it
- **Equity**: Advancing equity, inclusion, and diversity, and addressing racism to reduce disparities in outcomes
- **Experience**: better experiences result in better outcomes
- **Safety**: a high-quality health system ensures people receive care in a way that is safe and effective

Hastings and Centennial Manors have developed Quality Improvement Plans that address these areas.

Warden Mullin, with the support of County Council, has proclaimed May 12-18 as Nursing Services Week in Hastings County. Hastings County is thankful to have dedicated nurses who are essential members of the teams at both homes. National Nursing Week is celebrated annually, coinciding with the week of Florence Nightingale's birthday on May 12. Florence Nightingale, widely regarded as the founder of modern nursing, played a pivotal role in establishing the foundations and regulations that protect the nursing profession. She was instrumental in emphasizing the importance of handwashing, which led to a significant reduction in infections during the Crimean War. This year's theme from the Canadian Nurses Association is "The Power of Nurses to Transform Health". This theme highlights the incredible impact nurses have in shaping health care, driving innovation, and advocating for resident-centred care. During Nursing Services Week, the homes celebrate the entire team that provides care and services to the residents.

Hastings and Centennial Manors are applying to the Royal Canadian Legion Ontario Provincial Command Branches and Ladies Auxiliaries Charitable Foundation for grants towards the purchase of equipment for the homes. Hastings Manor is requesting $7,805 for the purchase of a lift, and Centennial Manor is requesting $6,696 for the purchase of 2 vital signs machines. Both homes have been fortunate over the years to receive generous contributions from these organizations for the purchase of equipment that supports the care provided to veterans who call Hastings Manor and Centennial Manor home.

Mobile Dental Ontario will be providing dental services to the residents at Hastings and Centennial Manors. Residents are billed directly according to the Ontario Dental Fee Guide.

Planning and Development Committee Update

Hastings County is a member of the new Bay of Quinte Film Office, and through this office, a draft Film Policy has been produced for municipalities who wish to boost their local economy by welcoming television/film productions into their community and provide a level of consistency for the film industry to encourage them to film here and inject money into our local economies. As an example, in 2023, the City of Belleville hosted "Murdoch Mysteries" and later reported that the three days of filming generated $25,000 in fees, as well as $80,600 in "private procurement" in the community. The draft Film Policy outlines the steps required for a film company to apply for a permit to film on municipally owned or managed property, including information for production

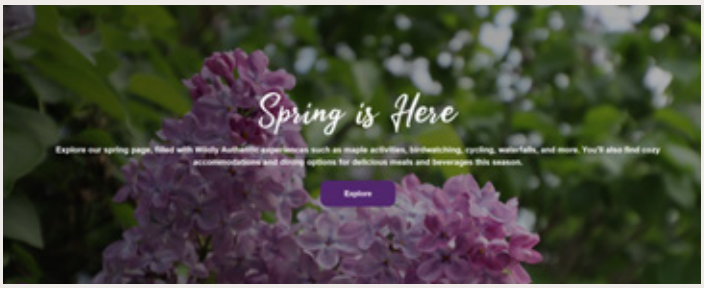
companies, relevant municipal contacts, the necessary application requirements, and guidelines to ensure public safety and well-being.



Andrew Redden presented the Economic Development and Tourism 2024 Summary Report to the Planning and Development Committee. Highlights include:

- Marketing of Hastings County as an ideal place to live, work, and visit, was elevated, resulting in a significant increase of visibility and awareness by 45% with 1.1 million online views and over 22,000 printed promotional materials distributed
- 128 businesses inquired and 67 businesses were directly assisted (including 19 businesses created, purchased or expanded) by the Small Business Coordinator, spending $1.1 million in investment
- 784,471 overnight visitors staying 2,661,457 nights
- $128.6 million in visitor spending in Hastings County
- $3.2 million in municipal taxes collected that is attributed to overnight visitors
- For every $1 invested by Hastings County directly into business coaching, $11 is the estimated rate of return in local spending through private jobs created and investments by the businesses

The full report can be viewed **here**.





As a part of the Economic Development department's Smart Goal to increase visitation during shoulder seasons, staff have launched an updated Spring landing page on the website. This includes, a new maple map, new and updated blogs, purchasable experiences, events, accommodations, and planning a summer staycation.

Hastings County's Economic Development and Tourism office partnered with the Municipality of Tweed, at the Quinte Sportsman Boat and RV Show, distributing brochures and maps. Feedback from the event was excellent, with many attendees expressing interest in camping in our region, as well as in our culinary offerings, maps and water trails.

Finance, Property and Personnel Committee Update

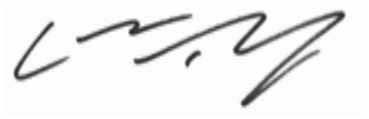
Hastings County awarded contracts to CBV Collection Services Ltd. and Credit Bureau Services Canada to augment the internal collection services performed by the County's Collection Unit.

Hastings County is submitting an application to Infrastructure Ontario for $14M to debt finance the new Quinte West housing building at South Street in Trenton.

Hastings County passed its annual by-law to establish the municipal levy of $20,126,125 based on the approval of the 2025 budget at the March County Council meeting.

Hastings County has extended a lease with Ontario Health at Home (formerly South East Local Health Integration Network) to remain a tenant in the County's North Hastings Professional Building in Bancroft.

Further information regarding other decisions approved by County Council and the full agenda package is available **here**.



Connor Dorey, Chief Administrative Officer

SUPPORTING PEOPLE Hastings™ AND OUR COMMUNITIES

The CABHC Patch

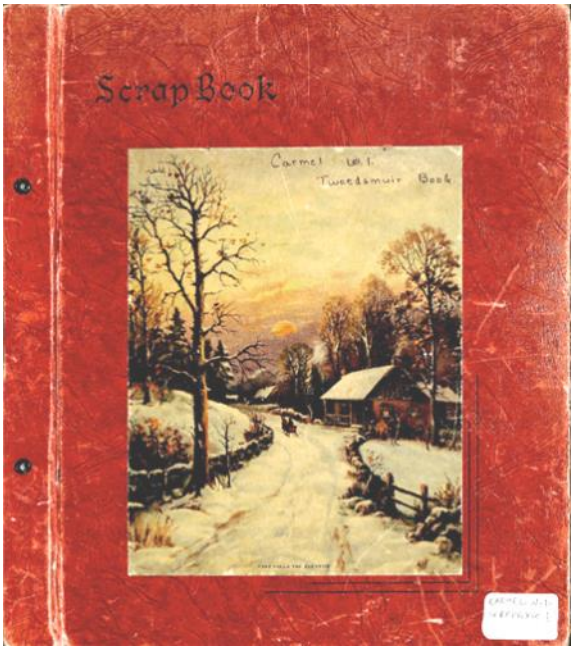
News from the Community Archives

May 2025

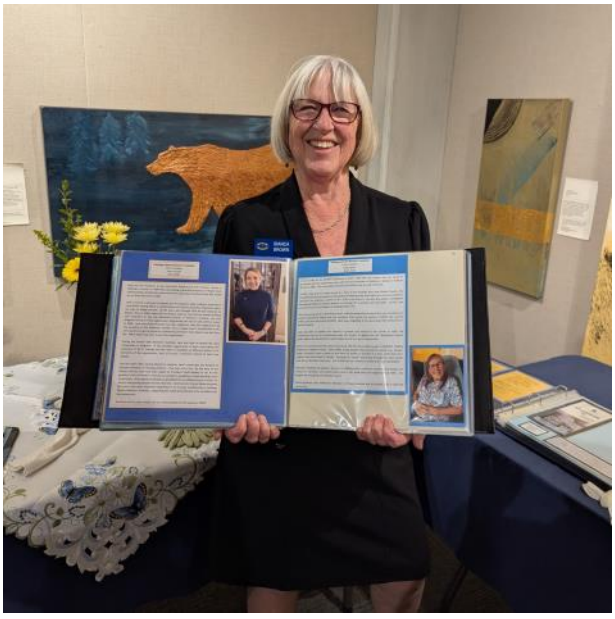
Women's Institute history books now online

Across Ontario, Women's Institute members have been steadily collecting stories of their communities for many decades. The scrapbooks compiled by these groups were named Tweedsmuir Histories in 1940, in honour of former Governor-General of Canada, Lord Tweedsmuir.

In 2016, the Federated Women's Institutes of Ontario received a grant from Library and Archives Canada's Documentary Heritage Communities Program to digitize over 200,000 pages from the province's Tweedsmuir history books. The Community Archives became involved, as many of these volumes had made their way to the archives over the years and arrangements were made for them to be loaned out for digitization. As books were scanned and returned to the archives, even more were donated and are now kept safely here in Belleville.



CABHC: 2015-61
Carmel Women's Institute Tweedsmuir History book, 1949-1959



Tweedsmuir Digitization Committee Chair, Bianca Brown, holding one of the Hastings District Tweedsmuir Books

Further grants of $35,000 and $50,000 from the Parrott Foundation allowed for the digitization of additional volumes. At an event in March 2025, the launch of the digitized volumes was celebrated in the John M. Parrott Art Gallery of the Belleville Public Library.

The full provincial collection can be searched online at https://collections.fwio.on.ca/search. And where the Hastings County original books are held at the Community Archives, we have added links to the individual digital volumes from our online descriptions so that users can find them easily. They are a great resource for the history of rural parts of the county.

Community Archives of Belleville and Hastings County, 254 Pinnacle Street, Belleville ON K8N 3B1 613-967-3304 archives@cabhc.ca

Recent Additions to the Archives

2025-032 Argyll Chapter IODE scrapbooks, 1970-1986

2025-033 Scanned copies of deeds for land in Marmora township, 1827-1921

2025-035 Scanned copy of *The Canada Directory*, 1851

2025-036 Minute books of Marmora Women's Institute, 1922-1993

2025-037 Griffin's Theatre ticket, c. 1922

2025-038 Various City of Belleville downtown policies and plans, 1971-2008

2025-039 Records of Belleville Mayor Shirley Langer, 1988-2022

2025-040 2025 Federal election candidate materials, 2025

2025-041 Copies of selected Thurlow Township subdivision plans, 1850-1936

2025-042 Booklet of souvenir postcards of Belleville, c.1940s

2025-043 Booklets on aspects of the history of Sir James Whitney School for the Deaf, 2025

2025-044 Invitation to the Deseronto United Empire Loyalist event, June 1929

2025-045 Marmora Methodist Church attendance register, 1914-1917

Mystery couple identified

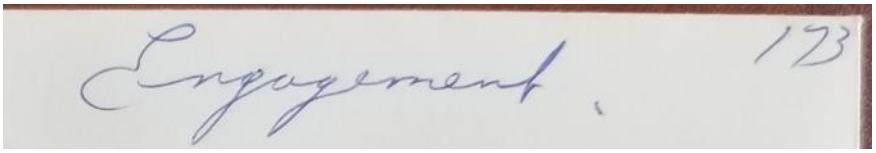


CABHC: Unidentified Intelligencer engagement photo, 1973

An ongoing project at the Community Archives has been dealing with the extensive collections of negatives from *The Intelligencer* newspaper. The negatives were originally received from the former owners of the newspaper in 2008.

We are currently working on the collection that the *Intelligencer* staff called "Mug Shots." These are generally portraits of politicians, heads of state or local people who were featured in the newspaper. Among them are a series of negatives labelled "Engagements."

The engagement photos date mainly from the 1970s and were taken to accompany announcements of a couple's forthcoming wedding in the newspaper. We have been using the photographers' notes on the envelopes and the Belleville Public Library's index of marriage announcements to help identify the couples in these photographs, but occasionally the notes on the envelopes are unhelpful.



In this example, the only words on the envelope are "Engagement /73."

We shared one of the five negatives from this envelope on Flickr and these individuals have now been identified by a visitor to the site as Mary O'Bryan and Leon Fox, who did indeed get married in July 1973. Thank you!



Meeting – 17 April 2025

Board Members Present

Jerry Chadwick
Tudor and Cashel Township

Michael Metcalf
Municipality of Trent Hills

Colin McLellan – **Chair**
Township of North Kawartha

Jim Martin
Township of Havelock-Belmont-Methuen

John O'Donnell
Township of Faraday

Paul Ordanis – **Vice-Chair**
Wollaston Township

Ron Derry
Municipality of Marmora and Lake

Jeremy Solmes
Township of Stirling-Rawdon

Board Members Absent
Dave Burton
Municipality of Highlands East

Shawn Pack
Township of Limerick

Staff Members Present

Tim Pidduck
General Manager, CVCA

Amanda Donald
Recording Secretary, CVCA

Kelsey Davidson
Regulations Officer, CVCA

Liam Bailey-=McDade
Regulations Officer, CVCA

Watershed Advisory Hearing Board Meeting

- Kelsey Davidson provided a presentation outlining the location of the property near Cordova Lake, a description of the proposed development, the CVCA policies and legislation the proposed development does not conform to and the recommendation to deny the application
- The applicant answered the Board's questions and referred to the Environmental Impact Study provided
- The Board passed a motion to approve permit 085/24 with the condition the construction route be provided to the satisfaction of CVCA staff prior to development

Source Protection Authority Board Meeting

SPC Meeting – March 27, 2025

- Liam Bailey-McDade informed the Board the Source Protection Committee (SPC) reviewed and approved the 2024 annual reporting for the TCC region

2024 Annual Progress Report for CVSPA

- Liam informed the Board the results of the 2024 annual report for the Source Protection Plans are "on target and progressing well"
- Liam informed the Board of the 45 required septic inspections, 41 have been completed & is confident the remaining inspections will be completed

2024 TCC Annual Progress Report for the Trent Source Protection Plan

- Liam informed the Board the only section of the report that did not receive a progressing well grade was for the Ministry of Environment Conservation and Parks (MECP)
- The TCC Project Manager has been in contact with the MECP to discuss the report
- A motion was passed to receive the report and approve the 5 recommended motions

70 Hughes Lane
P.O. Box 416
Marmora, Ontario
K0K 2K0

Phone: (613)472-3137
Fax: (613) 472-5516

www.crowevalley.com
info@crowevalley.com

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Full Authority Board Meeting

2024 Financial Statements

- Dan Coleman from Welch presented the Draft 2024 Financial Statements
- A motion was passed to approve the 2024 Financial Statements

Regulations & Planning Report

- Liam Bailey-McDade informed the Board 11 PIFs, 25 Planning files & 13 Permits have been completed since the previous Board meeting
- A motion was passed approving the report

Regulations Officer Appointment – Liam Bailey-McDade

- A motion was passed designating Liam Bailey-McDade as Regulations Officer & Provincial Offences Officer for CVCA

Draft Land Development Policy Report

- Tim Pidduck informed the Board of an individual who may be interested in submitting a proposal once the policy is approved
- A motion was passed approving the amended Land Development Policy

General Manager's Report

- Tim Pidduck updated the Board on the recent Flood Warning informing the Board it has been downgraded to a Flood Watch
- There was discussion on backup Risk Management Official duties and Tim informed the Board Beth Lowe is attending RMO training and will be the back up RMO
- A motion was passed to receive the General Manager's Report as presented

Other Business

- There was discussion on when CVCA staff should be obtaining peer review or outside engineering opinions for permits
- The Board will continue to leave it up to staff's discretion

Next Full Authority Board Meeting: 19 June 2025

70 Hughes Lane
P.O. Box 416
Marmora, Ontario
K0K 2K0

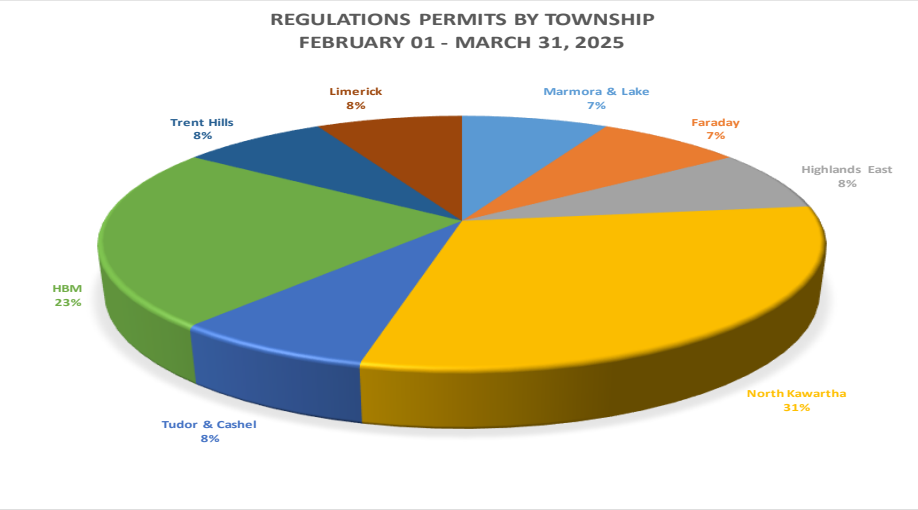
Phone: (613)472-3137
Fax: (613) 472-5516

www.crowevalley.com
info@crowevalley.com

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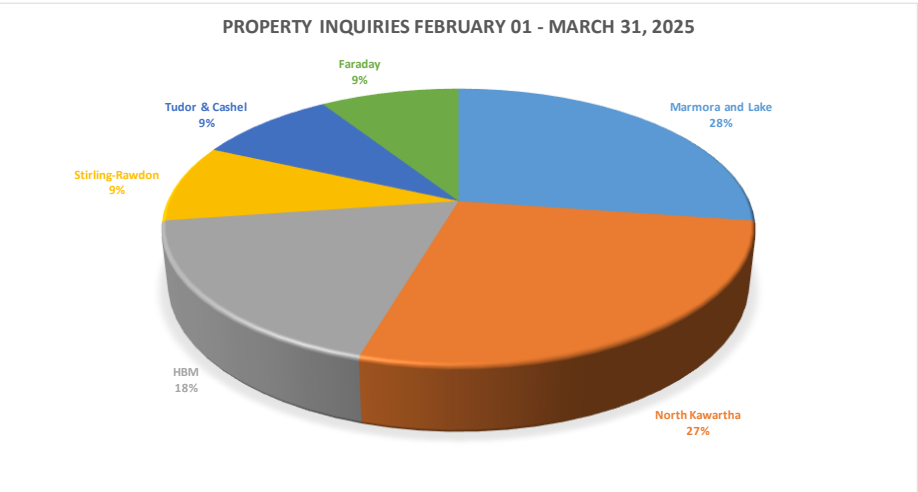
Regulations Figures:

April 17, 2025			Reporting Period Summary		
CVCA Board Meeting			Permits Issued	13	Mean Turnaround 5
Regulations Permit Reporting			Calendar Days	58	Permit / Cal. Day 0.22
Reporting Period:		February 1, 2025	Working Days	39	Permit / Work day 0.33
	to	March 31, 2025	Property inquiries received:	11	Property inquiries complete: 11



Property Inquiries:

April 17, 2025			Reporting Period Summary			
CVCA Board Meeting			Number of Files Completed	11	Specific Development	9
Property Inquiry Form (PIF) Reporting			Calendar Days	58	Other	0
Reporting Period		February 1, 2025	Working Days	39	Potential Purchaser	2
	to	March 31, 225	Average Turnaround Time (Days)	9	Realtor	0
			February & March 2024	15		



WHEN EVERY SECOND COUNTS

ESSC Emergency Services Steering Committee

FIRST PROVINCEWIDE CAMPAIGN LAUNCHES TO CONTINUE BATTLE AGAINST 9-1-1 MISUSE

May 8, Brampton, ON - A new and first-ever provincewide campaign launched today to continue the battle against 9-1-1 misuse. The provincial Emergency Services Steering Committee (ESSC) launched the campaign called “When Every Second Counts.” The campaign aims to reduce non-emergency 9-1-1 calls by educating the public on proper 9-1-1 usage, promoting awareness of alternative non-emergency numbers, and highlighting the consequences of misuse.

“9-1-1 is for life-threatening or health-related emergencies yet across the province, Ontarians continue to call 9-1-1 for everything from boredom, to a failed restaurant order, to a TV that isn’t working!,” said Nancy Polsinelli, member of the ESSC Steering Committee and Commissioner of Health Services at the Region of Peel. “In other instances, calls are made for non-emergency vehicular collisions, medical issues, and bylaw issues – where other contacts and resources are available but the public may not be familiar with them. This type of misuse can be the difference between life and death when someone can’t get through to 9-1-1 because the line is busy.”

9-1-1 operators across Ontario are under enormous strain to manage ever-growing call volumes. Many police services across Ontario report 9-1-1 call demand is increasing rapidly, and that about half of all 9-1-1 calls are non-emergency calls: pocket-dials, hang-ups, and many that are frivolous or even vexatious.

“Despite some improvement, 9-1-1 misuse and a lack of understanding of what number to call for what type of situation continues to be a challenge,” said Hon. Michael S. Kerzner, Ontario Solicitor General. “This campaign gives the public the knowledge and resources to know who to call and when, so they can get the right support. We know the vast majority of Ontarians want to do the right thing and keep the lines clear for all of us so they’re available when we need them.”

For more info about the campaign visit:
https://www.wheneverysecondcounts.ca/

ESSC

The Emergency Services Steering Committee (ESSC) is a joint committee of the municipalities that comprise the Big City Mayors of Ontario (BCMO) and the Mayors and Regional Chairs of Ontario (MARCO). ESSC membership includes the Chief Administrative Officers or City Managers of regions and municipalities involved in emergency services and municipal budgets, and provides advocacy, background information, and research on all issues relating to emergency service costs.

-30-

MEDIA CONTACT

Karman Wong
KAPOW Communications
karman@kapowcomms.com
(416) 880-1333

Karen Kaur
KAPOW Communications
karen@kapowcomms.com
(226) 973-3566

PRESS RELEASE

The Corporation of the County of Hastings

Contacts:
Colette Tanner, 9-1-1 Coordinator

FOR IMMEDIATE RELEASE

May 8, 2025

Media Release

The County of Hastings Joins First-Ever Provincewide Campaign to Combat 9-1-1 Misuse

The County of Hastings has joined the first-ever provincewide campaign to tackle 9-1-1 misuse, an issue that continues to strain emergency services. The Emergency Services Steering Committee (ESSC) has launched the "When Every Second Counts" campaign aimed at reducing non-emergency 9-1-1 calls and educating the public on proper use of 9-1-1.

“9-1-1 is for life-threatening, in progress crimes or urgent emergencies only. Unfortunately, we continue to receive 9-1-1 calls for non-emergency situations such as lost or stolen items not in progress, noise complaints, accidental pocket dials or abandoned calls. These calls take valuable time away from real emergencies where every second counts,” said Colette Tanner, 9-1-1 Coordinator.

It’s critical to keep 9-1-1 lines open for those truly in need. If you call 9-1-1 by mistake

- **DO CALL BACK 9-1-1** if you realize you have dialed by mistake, and disconnected, particularly from a mobile device. Letting an 9-1-1 professional know there is no emergency will save precious time from attending to other real emergencies.
- **DO NOT HANG UP** the phone. Public safety policy dictates the 9-1-1 call taker call back to confirm there is no emergency, leave a message or send a unit depending on the circumstances. This wastes valuable time for all emergency resources. Just tell the 9-1-1 professional you called by accident and/or there is no emergency.

Across Ontario, police services report that nearly half of all 9-1-1 calls are for non-emergencies, including accidental dials, hang-ups, and frivolous inquiries.

Accidental calls to 9-1-1 have increased significantly, particularly following technological upgrades that enabled the Emergency SOS feature on Apple and Android devices. This feature allows users to dial 9-1-1 by rapidly pressing the side buttons, making it easier to place emergency calls unintentionally. Additionally, some smartphones can dial 9-1-1 even in airplane mode, and devices without an active subscription or those roaming can still make emergency calls. Children playing with phones-especially older devices

repurposed as toys also contribute to the volume of unintentional calls as any device with battery power can connect to 9-1-1.

Accidental dialing has increased for residents calling overseas. To dial an international number, you usually need to dial 9, followed by 011 (the country code for international calls) and then the area code and phone number. If you accidently omit the “0” and dial 9-1-1 directly, you’ll be calling emergency services.

“The County of Hastings is committed to ensuring our residents have access to the right information and resources,” said Warden Bob Mullin. “By participating in this campaign, we are helping provide education on when to call 9-1-1 and when to use non-emergency numbers, so that emergency services remain available for those who truly need them.”

As part of the "When Every Second Counts" campaign, residents are encouraged to familiarize themselves with alternative non-emergency numbers for the Hastings Quinte area;

Belleville Police Service 613-966-0882 TTY 613-966-3788
CFB Trenton MP 613-392-2811 x7153
OPP 1-888-310-1122 TTY 1-888-310-1133

Bancroft Fire 613-332-2442
Belleville Fire 613-962-2010
Carlow/Mayo Area 613-332-1760
CFB Trenton Fire 613-392-2811 x 3511
Centre Hastings Fire 613-473-4030
Deseronto Fire 613-396-2440
Faraday Fire 613-332-3638
Hastings Highlands Fire 613-338-2811
Limerick Fire 613-332-8898
Madoc Township Fire 613-473-2677
Marmora & Lake Fire 613-472-2748
Mohawk Fire 613-968-7985
Quinte West Fire 613-392-6557
Stirling-Rawdon Fire 613-395-0214
Tudor & Cashel Area 613-474-2583
Tweed Fire 613-478-2535
Tyendinaga Fire 613-396-1660
Wollaston Fire 613-337-5731

For more information about the campaign and resources on proper emergency call usage call Colette Tanner 911 Coordinator 613-966-6712 x4004 or visit www.wheneverysecondcounts.ca.

-30 -

For more information contact:

Colette Tanner
9-1-1 Coordinator, Hastings County
(613) 966-6712 ext. 4004
tannerc@hastingscounty.com

EOWC Eastern Ontario Wardens' Caucus

www.eowc.org

News Release: The EOWC Meets with Premier Ford, Ministers and MPPs on Eastern Ontario's Economic Resilience

FOR IMMEDIATE RELEASE – May 15, 2025

Ontario – The Eastern Ontario Wardens' Caucus (EOWC) represents 103 municipalities throughout Eastern Ontario. On May 13, the EOWC held a historic Advocacy Day at Queen's Park, successfully uniting municipal leaders with Premier Doug Ford, Cabinet Ministers, and Members of Provincial Parliament in order to advance shared priorities.

The EOWC championed three regional priorities:

- strengthening economic resilience in the face of tariffs and global uncertainty;
- streamlining investment in municipal infrastructure; and
- accelerating housing development.

EOWC leaders presented data on Eastern Ontario's economic drivers and top business sectors. The EOWC outlined ways municipalities have supported the Premier's commitment to "Protect Ontario" - demonstrating how Eastern Ontario is ready to partner to ensure Eastern Ontario remains open for business.

The Advocacy Day highlighted the importance of provincial-municipal collaboration in building stronger, more resilient communities. The impactful and expansive advocacy provided a platform for open dialogue and practical solutions to meet Ontario's growth and infrastructure needs.

"This was a milestone moment for the EOWC," stated **EOWC Chair Bonnie Clark**. "We came to Queen's Park with clear priorities, strong regional alignment, and a willingness to work with the Province. We thank Premier Ford and his Cabinet for engaging directly with us. Our Caucus is ready and willing to work together to deliver housing, infrastructure and economic growth throughout our communities."

The EOWC was hosted by Premier Doug Ford as part of a multi-ministers' meeting, underscoring the importance of Eastern Ontario's voice in provincial decision-making.

In addition to the Premier, the meeting included a broad delegation of provincial leaders: Ministers Rob Flack (Municipal Affairs and Housing), Vic Fedeli (Economic Development, Job Creation and Trade), David Piccini (Labour, Immigration, Training, and Skills Development), Nolan Quinn (Colleges, Universities, Research Excellence, and Security), and Graydon Smith (Associate Minister for Municipal Affairs and

Housing); Parliamentary Assistants and Eastern Ontario MPPs: Matthew Rae, Steve Clark, Stéphane Sarrazin, Dave Smith, Tyler Allsop, John Jordan, and Billy Denault.

Momentum continued throughout the day with further meetings including Minister Jill Dunlop (Emergency Preparedness and Response), Minister Kinga Surma (Minister of Infrastructure), MPP Ted Hsu, MPP Mike Schreiner (Leader of the Ontario Green Party), and representatives from the offices of Ministers Peter Bethlenfalvy (Finance) and Neil Lumsden (Sport).

The advocacy day also featured a well-attended breakfast reception, where provincial officials and staff engaged and learned more about the Caucus' key priorities and opportunities.

The EOWC also extends sincere thanks to its valued business and community partners—Charlotte Products Ltd., Heat-Line, Cavanagh Concrete / Cavanagh Communities, Freymond Lumber Limited, the Eastern Ontario Regional Network, and the Eastern Ontario Leadership Council – organizations that reflect the region's innovation and economic strength.

About the EOWC

The Eastern Ontario Wardens' Caucus (EOWC Inc.) is a non-profit organization representing 103 small-urban and rural municipalities across Eastern Ontario. Spanning 50,000 square kilometres and serving over 1.1 million residents, the EOWC has been a united regional voice for more than 20 years. It advocates for municipal priorities and collaborates with all orders of government, businesses, non-profits, Indigenous leaders, the media, and the public to drive positive change for Eastern Ontario.

For more information, please contact the EOWC:

info@eowc.org

Bonnie Clark, Chair (Warden of Peterborough County)
Steve Ferguson, Vice-Chair (Mayor of Prince Edward County)
Meredith Staveley-Watson, Director of Government Relations and Policy, EOWC

Faraday Recreation Committee Meeting Minutes

May 7, 2025 – 6:00pm

Present: Mary, Rochelle, Amanda, John
Fire Department: Emma
Guests: Nancy Clements, Kate Harris
Regrets:Robin, Tyson, Linda

1. Call to order 6:00pm

2. Reading/Review April Meeting Minutes
*Minutes approved, carried (Rochelle, John)

3. Any business arising from minutes-none

4. New Business
    - Library Proposal presentation by Kate and Nancy
    - Moving ahead with Little Lending Library project approved and carried (Amanda, John)
    - Need builder for little library, committee will paint and install

5. Upcoming Events:

Blackfly Ball
    - Emma/Mary to go on radio to discuss event and possibly give away two free tickets
    - Decorations and Food planned
    - Door prize basket - Amanda

6. Other Business or Areas for Discussion
    - Earth Day outcomes - more advertising next year, possibly try “plant a tree” initiative
    - Pancake Breakfast - move back to third Saturday of April
    - Discuss table reservations for September event @ next meeting
    - St Patrick's Day 2026 - Charlie Bird Band
    - Supply closet reorganization - deferred to next meeting

7. Meeting adjourned 7:12pm - next meeting to be held June 4th, 2025 @ 6:00pm

PRESS RELEASE

The Corporation of the County of Hastings

Contacts:
Bob Mullin, Warden
Connor Dorey, CAO

FOR IMMEDIATE RELEASE

May 20, 2025

Hastings County Reaches New Collective Agreement with OPSEU Local 496

Belleville, ON – Hastings County is pleased to announce that a collective bargaining settlement has been reached with the Ontario Public Service Employees Union (OPSEU) Local 496. The agreement, covering the period from January 1, 2025 to December 31, 2027, is now ratified by both parties.

“This settlement reflects a balanced and respectful negotiation process,” said Bob Mullin, Warden of Hastings County. “It ensures continued stability in County operations, recognizes the important contributions of our employees, and maintains long-term fiscal responsibility for our residents.”

Agreement Highlights:

- Wage Increases: 4% annually over three years.
- A phased cost-sharing of long-term disability (LTD) premiums, shifting from 100% employee-paid to a 50/50 split by 2027.

The agreement was negotiated over multiple dates in March and April, with conciliation support on April 28 and May 13, 2025.

“This outcome is a testament to the professionalism and commitment of all involved,” added Warden Mullin. “We thank OPSEU Local 496 and the County’s bargaining team for their hard work and dedication to reaching a fair agreement.”

-30-

For more information contact:

Bob Mullin, Warden
613-966-1311 ext. 3203
warden@hastingscounty.com

Connor Dorey, CAO
613-966-1311 ext. 3204
doreyc@hastingscounty.com

EST. 1792 Hastings COUNTY

MUNICIPAL ECONOMIC & TOURISM DEVELOPMENT PARTNERS GROUP MEETING

March 20, 2025 – 2:00pm
Held virtually over Zoom

Meeting Notes

Call to Order

1. Welcome/Introductions: Larry Rollins, Tammy May, Shawn Pack, Roxanne Hearns, Brent Taylor, John O'Donnell, Jen Burke, Jordon White and Andrew Redden
2. Regrets received from: Laurie Jansen, Cindy Chow, Sheila Currie, Wendy Mortimer and Robin Tait.

Review of the Notes from the January 23, 2025 meeting
Moved by Tammy May
Seconded by Larry Rollins
THAT the January 23, 2025 notes be approved.
CARRIED

Business arising from the January 23, 2025 notes

None

Action Items / Updates

1. **Roundtable on what is being heard from businesses by members of the Partners Group –** A discussion took place among those in attendance. At this time there is "fear of the unknown" and uncertainty making it hard for businesses to know how to proceed and invest. Andrew Redden mentioned that he attended a workshop organized by the Economic Developers Council of Ontario (EDCO) and some key takeaways were:
    a. Some municipalities want to do a "buy local campaign", but if all 444 municipalities in Ontario do that it would be a bit much. It seems better to focus on Buy Ontario or Buy Canadian at this time;
    b. It's not easy to simply say "Buy Canadian" because there are farmers, producers and so on that send products to the USA that get used as ingredients or parts in an item and then canned, processed or packaged and exported back here for sale. While the package might say "Made in USA", it could contain Canadian products;
    c. Some communities are working on toolkits and special new webpages on their website to help businesses with a clearinghouse of information and resources; and,

d. Some communities are legislating that American companies not be selected at this time to work with the municipality.

Larry Rollins at this time brought forward the topic of vacant lots along Bonjour Blvd. in Madoc and wondered if there could be a way to better identify what types of business could be attracted. Andrew Redden commented that the draft 2025 Hastings County Economic Development Budget approved by the County's Planning Committee on March 18th includes money, to be matched by the new Provincial Rural Ontario Development Program (RODP) and participating member municipalities, to help with the costs of this type of work. This initiative is intended to complement existing campaigns such as "Be The One" and window wrapping by providing a systematic, data-driven approach to identifying high-potential commercial opportunities and optimizing the use of available spaces for lease and purchase. Once the RODP is announced and criteria is known, Municipal Partners will be invited to contribute financially to help with the costs of obtaining this information and strengthen the funding application as per the recommendation of Provincial staff.

It also was raised at this point in the meeting if there could be a project that would benefit the entire County and all 14 member municipalities. John O'Donnell mentioned the concept of having a waste management incinerator, which could help municipalities find a location for disposing of garbage and generate electricity. He mentioned the Durham York Energy Centre as an example of how municipalities are already doing this, which produces energy from the combustion of garbage. John said he would speak to his municipal colleagues and Mayor further regarding how to bring this concept forward formally and what next steps could be.

2. **Supporting Local Toolkit -** Andrew Redden referred to the new webpage that has been produced to help local businesses with a clearinghouse of information https://hastingscounty.com/communities/business/supporting-local

3. **Hastings County Farm Show and Plowing Match –** Andrew Redden asked if any municipalities would like to have display space in a County tent at this year's Farm Show in August? Please let Andrew know if your municipality would like to participate. Stirling-Rawdon Township is going to participate in the County tent.

4. **January and February, 2025 Hastings County Economic and Tourism Development Newsletters –** Andrew Redden shared copies of the two newsletters.

Other Business

Tammy May discussed buildings and businesses that have recently been sold in downtown Marmora and referenced several new businesses that have opened in Marmora and Lake including the new Victorian Diner.

Roxanne Hearns mentioned the former Junior Public School in Stirling has sold and the former Brown Shoe site has a new owner. There former Mac's/Cannabis building in the downtown also has a new owner.

Jordon White asked all in attendance if they could share with him information on any campgrounds in their communities. He's aware of most and we have them featured on our website, but just wanted to make sure that we are not missing any brand new or now closed campgrounds.

Jen Burke shared some positive statistics regarding short-term accommodations from AirDNA. Looking ahead into 2025, AirDNA data shows us that future bookings into May, June and July are higher than the same time last year. Jen is also working on updating the existing Tourism Development Plan and planning for some stakeholder consultations and focus groups. Jen also reported that our office has had some meetings lately with the Harvest Hastings Coordinator Samantha Harris. Together we are looking at the potential for a "Farm Open" type of event to help better connect consumers with what's grown and produced in Hastings County.

With respect to local tourism, Shawn Pack reported that he is seeing an increase in inquiries at Limerick Lake Lodge.

Next Meeting – May 22, 2025 at 2pm on Zoom

EST. 1792 Hastings COUNTY

MUNICIPAL ECONOMIC & TOURISM DEVELOPMENT PARTNERS GROUP MEETING

May 22, 2025 – 2:00pm
On Zoom

AGENDA

Call to Order

1. Welcome
2. Introductions
3. Regrets

Notes from the March 20, 2025 meeting

Business arising from the March 20, 2025 Notes

Action Items / Updates

1. New Film Policy – Would your municipality like to utilize the template approved by Hastings County?
2. Hastings County Newsletter re-launch
3. Hastings County's Economic Development and Tourism Marketing Plan refresh – welcoming input from member municipalities

Tourism Development matters

1. General updates – Rockhounding, cycling and tourism plans

2. Printed Mini Maps – we welcome feedback on what businesses are open or closed and what should be included.

Other Business
Commercial/Industrial properties available?

Any Business Openings/Expansions?

Next Meeting – September 18, 2025 on Zoom

REPORT

Date:	April 15, 2025
Report to:	Planning and Development Committee
Report from:	Andrew Redden, Economic and Tourism Development Manager
Subject:	Film Policy

Recommendation:

THAT the Planning and Development Committee recommend to Hastings County Council that the Economic and Tourism Development Manager's Film Policy staff report be received; and,

THAT the Planning and Development Committee recommend to Hastings County Council that the enclosed Film Policy be approved and direct staff to provide it to all member municipalities for their consideration and adoption.

Financial Impact:

Does recommendation have a budgetary impact?	No

Choose an item.

Analysis:

At the June 2024 meeting of the Planning and Development Committee, the Economic and Tourism Development Strategic Plan and SMART Goals 2024-2027 was approved. Action #4 in the SMART Goals Plan is to "Make Hastings County and its member municipalities film and television ready". A template for film permit requests and policies was to be drafted so that our member municipalities can consider using it as a template.

Hastings County is a member of the new Bay of Quinte Film Office, and through this office, a draft Film Policy (attached) has been produced with a request that municipalities consider adopting the policy. The policy is to assist municipalities who wish to boost their local economy by welcoming television/film productions into their community and provide a level of consistency for the film industry to encourage them to film here and inject money into our local economies. As an example, in 2023, the City of Belleville hosted "Murdoch Mysteries" and later reported that the three days of filming generated $25,000 in fees, as well as $80,600 in "private procurement" in the community. Further, a production by Crave TV at a local business involved 34 crew members who stayed four nights and generated a combined $30,000 in economic activities between accommodations, food, and other spending.

The draft Film Policy outlines the steps required for a film company to make an application for a permit to film on municipally-owned or managed property and includes information for production companies, relevant municipal contacts, information required to complete an application, and guidelines to follow to ensure public safety and well-being.

A fee of $100 per film permit application (which is required for each location) is recommended by the Bay of Quinte Film Office, in line with neighbouring municipalities and other Ontario communities of similar size and experience with film production. Fees involved with film production may include:

- permit application fee;
- parking fee/permit;
- road closure fee;
- facility/asset resources; and,
- pyrotechnics permit.

While a permit will not be required for filming on private property, any impact on municipal parking and/or public roadways is expected to require permission from the municipality in accordance with existing road closure permit requirements. The Bay of Quinte Film Office intends to offer a workshop for private property owners interested in hosting film production in order to better understand the process and how to negotiate fees, etc.

At present, Marmora and Lake is the only member municipality with a Filming Event Permit By-law. County Economic and Tourism Development staff would like to assist other member municipalities in the County to benefit from this initiative by sharing the draft Film Policy for their consideration and adoption. Further, municipalities will benefit from the sharing of information and resources of the Bay of Quinte Film Office. Since joining the Film Office, County staff have been part of the compilation of a database of regional film talent, locations and services, networking events, a photography workshop, and more. In 2025, it is our goal to have a formal film policy in place for as many municipal partners as possible.

County staff, with the support of the Bay of Quinte Film Office and neighbouring municipalities and City partners, propose the attached Film Policy be received by the Planning and Development Committee and County Council and that the Policy be shared and communicated to member municipalities as a template for their own use.

Strategic Plan Alignment:

2.1 Support the growth of local municipalities, businesses and tourism across the 14 Member Municipalities

3.1 Demonstrate transparent communication with member municipalities, community partners, staff and residents of Hastings County

Attachments:
Film Policy

Report Reviewed By:

Cathy Bradley, Director of Legislative Services & Clerk — **April 7, 2025**

Report Approved for Submission By:

April 7, 2025

_____
Connor Dorey, Chief Administrative Officer

Film Policy







[Insert Municipality]
[Insert Department]
Phone:[Insert Phone]
Email: [Insert Email]
Website: [Insert website if applicable or https://hastingscounty.com/]
Publish Date: March 28, 2025

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Policy

The [INSERT MUNICIPALITY] (hereafter the "Municipality") is committed to encouraging film and television production in the Municipality, Hastings County, and the region, recognizing the direct and indirect economic boost to local businesses and tourism operators that this may provide. Filming helps build workforce related to creative industries, leverage economic relationships with our City partners, the Bay of Quinte Region, and create more opportunities for year-round employment. Hastings County is a member of the Bay of Quinte Film Office, alongside eleven (11) jurisdictions represented by the Bay of Quinte Regional Marketing Board. As such, this policy was developed in cooperation with the Bay of Quinte Film Office.

Purpose

This policy provides guidance and procedures to govern the process of obtaining approval to undertake filming on properties/assets, recreation venues, waterfront settings, roads and streets, or in buildings, etc. owned or managed by the Municipality. It also outlines rules and expectations for film productions of all sizes when interacting with municipal staff, residents, business operators, property owners, and the overall community.

This policy was developed to support filmmakers and production companies in undertaking successful filming projects in Hastings County and the Bay of Quinte region. It emphasizes the filmmakers' responsibility to ensure the safety and well-being of the community.

Why Film in Hastings County?

Hastings County is comprised of 14 rural communities dotted with heritage barns, working farms, an active vineyard, and charming towns and villages featuring historic homes and buildings. Connected by lakes, rivers, and trails, it includes the Mineral Capital of Canada, the oldest cheese company in Canada, and Ontario’s first gold mine.

Hastings County could be styled into many backdrops and periods, including:

- Midwestern Small Town
- Historic Main Street
- Industrial Town
- Industrial Port Town
- Sailing / Yachting Coastal
- Agricultural Community
- Forested Wilderness
- Hallmark-style Town
- Cabin in the Woods

Before Filming

Before submitting a film permit application, production, or location, the applicants should develop a list of locations of interest, as well as specific features required for their project. The [Insert Municipality or Hastings County Economic and Tourism Development Office] can help connect you to relevant contacts, identify permits that may be required, and suggest locations that may fit your needs.

Site visits by location scouts and technical production members are encouraged.

When appropriate, the Film Officer Liaison will coordinate a pre-application consultation with production staff and relevant municipal staff to review filming locations and needs, problem-solve any issues, and ensure the applicant has the information needed to complete the application.

Permit Application Process

A film permit is required for all projects that take place on or significantly impact municipal-owned or managed property, including but not limited to municipally owned land, buildings, public parks and trails, boat launches, beaches, and public roads.

This policy applies to film production initiated by a film company. Where the film company uses municipal property or assets for commercial profit or not-for-profit productions, they must obtain a film permit.

This policy does not apply to production companies filming on private property or municipal property that has been leased and/or privately managed within the Municipality where there are

existing agreements in place that address the same matters in this policy. This policy does not apply to news broadcasters, weddings, sports/recreational activity videographers, social media content creators, and/or academic projects**.**

First contact should be with the Film Liaison Officer of [INSERT MUNICIPALITY] or [Hastings County Economic and Tourism Development Office], who is responsible for guiding you through the process of a successful film shoot. Initial contact is recommended at a minimum of 4 weeks prior to filming.

If street closures, exceptions to by-laws, or special effects are involved, which require the approval of Municipal Council, the application for a filming permit must be received **a minimum of [INSERT MUNICIPALITY TIME FRAME (example 15 days)]** prior to filming.

Please have your documentation complete and agreements in place at least **one week (7 days) prior to when filming begins** if no action by Council is required.

Application

A film permit is required for all film activities that will take place on any public property, road, park, facility, beach, boat launch, or other property with an impact on public access. A film permit application is attached as Appendix A. A film permit may govern the following activities:

- Public road closures
- Public parks or facility rentals
- Public spaces
- Parking on public property for film activities
- Increased vehicular / pedestrian traffic on public roads due to film activities
- Film activities that impact the public through the use of lighting/sound, etc.

Applications require information related to the schedule of filming, size of cast and crew, equipment, location of production vehicles, parking required, special effects, set decoration or alterations, and a sketch or diagram of scenes to be shot at the location. Applications must be submitted with a Certificate of Insurance, naming the municipality as insured.

The production company must complete a Film Permit Application and submit it for each proposed location to the Film Liaison Officer **at least 15 days in advance** of the anticipated filming day.

Please note that various municipal departments must review applications to assess an application for approval. Applicants are therefore encouraged to plan well in advance of the proposed first film date to accommodate multiple approval timelines.

Separate permit applications may be required. A road closure permit, for example, may be required. Where possible, the Municipality will identify all required permits during the pre-consultation.

As outlined in the film permit application, the production company must provide:

- an insurance certificate
- security deposit
- a written description of any alterations and pyrotechnics
- pay all required fees and costs the [INSERT MUNICIPALITY'S Film Liaison Officer] will indicate

Once applications are approved by the Municipality, production may commence. The Municipality reserves the right to reject a film permit application without explanation.

Notifications

Film notification is required for any and all film activities. Before filming commences in any public, commercial, or residential area, a letter of notification of filming must be circulated to all

residents and businesses around the proposed production area **a minimum of five business days prior to filming**. Notification of any road closures is also required.

Municipal communications staff must receive the proposed notification letter at **least two business days prior to circulation** for approval. Please refer to the letter to residents/businesses as a template (Appendix E).

The film production notification letter must include:

- The name of the film company and the title of the production.
- Contact information for the Location and Assistant Location Manager.
- The number of filming days proposed, timelines, and rain dates.
- The parking locations of production vehicles, with specifics of the street name and surrounding parameters (i.e., two-block radius).
- A list of alternative parking for residents/business owners.
- Dates for special effects, pyrotechnics, or decorations within the proposed area.
- A specific location for public viewing, where appropriate.

The municipality's Film Officer Liaison or Hastings County Economic and Tourism Development Office will notify Councilors and other key municipal staff when the film permit application has been completed.

Cost

The fee per film permit is located in the Fee Table. This permit fee is scaled to the size of the film project based on the number of cast and crew. The film permit fee is not inclusive of any facility rentals, additional permit fees required from other departments, or municipal staff labour fees. Payment must be made in full, **a minimum of 24 hours prior** to the first date of filming.

Security Deposit

Every film project, as outlined in the film permit application, will require a security deposit.

The accepted form of payment for the security deposit will be either in cash or by certified cheque. The deposit may be returned to the production company if all conditions of the film permit have been met, such as cleaning up the location to the municipality's satisfaction.

Based on the completion date outlined in the film application, the appropriate municipal staff will inspect the site(s) used. If municipal staff determine there have been damages, the film production company will be contacted and will have 48 hours to undertake any repairs. If the work is not completed to the satisfaction of the municipality, the cost of the repairs or replacement will be invoiced to the production company or taken from the security deposit.

Film Liaison Officer

For all filming that requires a film permit application, a Film Liaison Officer is mandatory. The Film Liaison Officer will be contracted by the municipality and paid for by the Film Company. The role of the Film Liaison Officer is to act as an agent of the municipality to supervise the filming occurrence within the constraints of the Film Permit. The Film Liaison attends all meetings where the terms and conditions of the Film Permit Application are discussed, advises on the film permit process during the planning and execution phases, and supervises on-site during the filming occurrence.

Fee Waiver

Fees will be waived for applications submitted by a student enrolled at an accredited educational institution and requesting municipal locations as part of an academic project. Proof of enrollment may be required. Fee waivers are awarded at the discretion of the municipality.

Changes to Film Schedule

The production company must provide written notice of any proposed changes to the film schedule to the Booking Officer **a minimum of 48 hours in advance** to residents, businesses, and the municipality. Changes will be accommodated as much as possible. Any significant deviations to the film schedule, including a change in location or a change in schedule of **more**

than 12 hours, will require additional time for staff to review. The production company is required to include “rain dates” in their initial application in case of inclement weather. The municipality retains the right to refuse changes to the film schedule should the requirements not be met.

Filming Guidelines

Limitations (Days, hours of filming)

The Municipality does not permit filming during weekends, statutory holidays, or Remembrance Day unless otherwise approved. Filming in the Municipality is permitted between the hours of [Municipality, enter filming hours per their Noise By-Law]. Overnight filming, or filming proposed to take place outside of these hours, will require approval and, where necessary, a Noise By-Law Exemption. Approval is granted by Council or Council’s designate and is contingent on departmental approval.

Parking

Any parking required for film activities will be subject to a rental fee, listed below. The parking fee is based on a daily rate. Any public parking rented for filming in commercial areas must also include alternative parking options for business owners and shoppers to reduce negative impact. Alternative accommodations for persons with disabilities must also be implemented.

Relocating vehicles by tow to accommodate a film project will only be permitted if the production company agrees to the "friendly tow" concept, meaning vehicles parked in the allotted production parking will be towed away at the expense of the film company, and any damages to the vehicle will also be at the production company's expense.

Production Vehicles

The production company must register all vehicles that will be in use for the film project in their permit application. All listed vehicles within the application will receive a production vehicle parking permit. The cost of the permit will be included in the application costs. Failure to have a production vehicle parking permit will result in parking fines.

The production company may not interfere with pedestrian or transportation traffic unless approved in the film permit application.

Production company vehicles may not block fire hydrants, emergency services routes, accessible ramps, bus stops, or pedestrian crossways unless alternative routes have been provided and approved. Likewise, production company vehicles may not block residential driveways unless previously arranged with the property owner/resident. Should emergency access be required, access must be granted immediately.

Cast and crew parking must be managed in a separate designated area and managed throughout the film occurrence. Your crew is responsible for finding legal parking for private vehicles. If you need assistance on where suitable parking locations are available, please contact the Film Liaison Officer.

Road Closures

A road closure or intermittent traffic control requires a Right of Way permit. This permit application must be submitted **10 business days in advance** of the first day of filming. [MUNICIPALITY, add in any requirements, including if you need a reference to OTM Book 7 Traffic Control Plan is required to indicate the road closure signage that will be used.] For any partial closures and intermittent traffic control, a Pay Duty Officer (PDO) is required to be on site. Please note that having confirmed PDOs on site does not approve special effects or the use of firearms on set.

Traffic

The production company must have traffic signs informing the public that the space is in use and to expect traffic delays. Any traffic stoppages must be supervised by an assigned Ontario

Provincial Police (O.P.P.) officer.

Production companies are responsible for listing all traffic and street signs they would like to cover, alter, or remove in their application. It is the production company's responsibility to pay to add, remove, or alter traffic signage. All signage must be restored to its original state at the end of the approved filming.

Emergency Access

When the Film Permit Application is complete with site maps and has been submitted for each location, emergency access routes must be identified as well as maintained throughout the film occurrence. In the event of an emergency, access will be granted to Emergency Response Vehicles and Team immediately.

Police, Fire, and Ambulance Services

Where there is the planned use of stunts, pyrotechnics, or other special effects, this must be outlined in the application and approved. Emergency services must be on-site and adequately compensated during any filming using these effects.

The permit application should include any requests involving Fire & Rescue, such as pyrotechnic devices, fireworks, fire hydrants, flammable materials, etc., as well as dates, times, locations, and a full description of their intended use. The film company must be prepared for the municipal Fire and Rescue officials to impose conditions for using specific materials.

Also, using pyrotechnic devices will require a permit before filming. Licensed professionals are required to perform stunts, pyrotechnics, etc., where applicable on a film set.

Use of Drones / Aerial Footage

Drone usage, including date and time, must be indicated within the film permit application along with proper documentation, such as the name and license of the drone operator, the drone / UAV insurance, and the identified flight path. Proposed drone usage of overactive roadways will require Intermittent Traffic Control / Road Closure.

Drones must not cause a nuisance and are not permitted to fly over large public crowds. Due to the proximity to 8 Wing/CFB Trenton, CFB Mountainview airfield, and Bancroft Community Airport, with active flight zones and air force operations, a Production company should be aware of any height restrictions and additional requirements for approval for drone filming activities. Please note that this may impact approval timelines.

Noise Exemptions

Productions must adhere to noise by-laws; any exemptions must be approved in advance and require the production company to submit an application to the Municipal Clerk requesting an exemption. A request for the exemption will include the following:

(a) The name of the Production Organization and individual requesting the exemption;
(b) The nature and purpose of the filming activities taking place;
(c) The film location where the activities will take place;
(d) The specific date(s) and time period(s) to which the exemption apply;
(e) The fee prescribed in the Fees and Charges By-law;
(f) Any other information deemed necessary by the municipality for the proper review and evaluation of the application for exemption.

Generators must be outfitted with noise-reducing mufflers.

Lighting

Lighting should be out of direct line with residential neighbourhoods and not distract or interfere with oncoming traffic. Any lighting that is used during “overnight filming” must be accompanied by proper shading of impacted residential space.

Decoration / Staging

The Film Company may set dress public spaces with permission from the Municipality. Dressing that can be used to “cover” or “mask” public infrastructure rather than alter or remove it is preferred. Trimming or cutting any vegetation on public property is prohibited unless permission has been granted in advance of the filming occurrence. Any public signage (wayfinding signage, traffic and street signage, building signage, etc.) may not be removed without permission. If permission to remove signage is granted, the Municipality may choose to assign staff to complete this work and to bill staff hours back to the production company.

Any additions or alterations to municipal property, buildings, or assets must be discussed and approved as part of the permit application, and every effort must be taken not to inflict damage on public infrastructure.

All alterations or additions must also be removed unless otherwise negotiated. The donation of decorative structures must be approved as part of the Film Permit Application. Items left behind without this approval will be seen as a breach of agreement, which will result in the loss of the security deposit.

If the filming includes museum artifacts under the municipality's care, this must be requested and approved as part of the permit application. In some cases, staff may be required to supervise a heritage site and/ or municipal artifacts.

Use of flags, insignia or regalia from another country or culture will require permission and must be included in the film application.

In the event of an application for a location that is primarily used as municipal offices, Community & Recreational Facilities will be asked to propose alternative work sites and request approval from the CAO's office. Similarly, where municipal property or assets (such as desks, chairs or computers) are to be used as part of the film production, an itemized list will be required and the CAO's office will be contacted for approval.

Clean Up

Permit applicants are asked to outline actions the production is undertaking to reduce waste and minimize environmental impact, such compostable containers for catering or a no-idling policy for production vehicles.

The production company is responsible for cleaning up all locations used while minimizing noise and disruption. After production, the location(s) must be returned to the Municipality as they found it. All garbage and other waste products must be disposed of at the production company's expense. Failure to clean up will result in losing the security deposit.

Respectful Practices

To ensure an efficient, effective, and enjoyable filming experience for residents and business owners, etc., we ask that applicants maintain the following:

- Noise, light, and traffic disruptions must be kept to a minimum and in line with municipal bylaws;
- Unless otherwise arranged between the Municipality and the film production company, film activities should not have an impact on the day-to-day activities of residents of the Municipality;
- Unless otherwise arranged between private businesses and the film production company, film activities should not impede business operations in the Municipality;
- Where pedestrian access is impacted, accessible alternative routes must be provided, with crew members assigned to direct pedestrian traffic;
- All cables and similar items must be channeled for the safety of pedestrians;
- Cast and crew meals must be consumed in areas identified and approved in the Film Permit application;
- No alcoholic beverages are permitted within film areas;
- Designated smoking areas must be observed;
- All garbage, recycling, or compost must be disposed of within proper receptacles;
- There is zero tolerance for abusive behaviour, inappropriate or inflammatory language;
- Access to public facilities may not be blocked by production vehicles unless previously arranged with the Municipality;
- Access to private facilities may not be blocked by production vehicles unless previously arranged with the business owner / operator;
- To reduce waste, best efforts must be made to donate back to the community any materials that would otherwise be disposed of following the completion of filming.

Local Sourcing

Hastings County has a wealth of service providers, contractors, freelancers, etc., as well as local businesses. The production company is encouraged to make every effort to patronize local options where possible. Information regarding local options is available upon request.

The Municipality strongly supports the concept of work-integrated learning as a method of developing an experienced local workforce capable of supporting the film industry. As such, we encourage you to consider integrating opportunities for students from our local post-secondary institution, Loyalist College, to participate in your film project.

The main campus of Loyalist College is located in Belleville, Ontario, and has the following programs of interest:

- Television, Filmmaking & Digital Content Creation
- Advanced Filmmaking – Digital Content Creation
- Animation & Game Development

For more information, contact the Hastings County Economic and Tourism Development Office.

Shooting Locations Credit

Where possible, the Municipality requests a screen accreditation as a shooting location and will provide an appropriate logo as needed.

Insurance, Fees, & By-Laws

Insurance Documents

The following are the requirements to be provided to the Insurance Company of choice:

- $5 Million Commercial General Liability per Occurrence;
- The [INSERT MUNICIPALITY] is listed as the Certificate Holder;
- Other parties as required listed as Additionally Insured;
- 30 Days Written Cancellation Notice;
- A description of the film occurrence, date, and location.

The Municipality has the right to determine the type and level of insurance required based on an assessment of the amount of risk involved outlined in the application when considering the use of heritage properties and community spaces (i.e., community center's and arenas). Insurance documentation must be provided to the film point person/film liaison before the commencement of filming.

Compensation for disruption

The Municipality will not compensate businesses and residents for disruption or inconveniences caused by the production company. Any compensation for private entities will be negotiated between the two parties and will not involve the Municipality.

Indemnification/Save Harmless

The Production Company shall indemnify and save harmless [Insert Municipality or Hastings County Economic and Tourism Development Office] from and against all claims, actions, damages, injuries, costs, adjuster fees, expenses or losses whatsoever, which may arise or be brought against the, as a result of or in connection with the Film Project, including but not limited to the use of Municipal Property by the Production Company, its employees, contractors, agents or representatives. Without limiting the generality of the foregoing, the Production Company acknowledges that the [Insert Municipality or Hastings County Economic and Tourism Development Office] will not be responsible for any liability arising from the activities of the Film Project with respect to the advertising or any copyright or trademark infringements.

Fees & Charges By-law XXXX-XXXX[INSERT MUNICPAL BY-LAW No]

[MUNICIPALITY, insert applicable fees]

Fee	Cost	HST	Department
Film Permit	$100.00		
Road Closure Allowance			
Parking Rental			
Paid Duty Officer			

Facility / Park Rental			
Noise Exemption Fee			
Pyrotechnics Permit			
Water Meter			

Compliance

The production company must comply with all legislation, by-laws, and other conditions/municipal policies listed on the permit. Failure to comply may result in a permit's cancellation. Related Legislation and By-Laws

[INSERT MUNICIPALITY'S legislations and by-laws BELOW]

By-law No. 75-2021: By-law to regulate the control of parking on highways, parking lots, and municipal property.

By-law No. 143-2022: By-law to regulate noise within the Municipality.

By-law No. 4627-2019: By-law to regulate fees and charges.

By-law No. 1122-2003: By-law to regulate the geographic boundaries of the Municipality/Township.

Definitions

"Alterations" means changing buildings, structures, or objects by removing or adding to the existing property.

"Municipal Property" includes municipally owned buildings, museums, community centres, water access points, natural watercourse ways, and roads.

"Filmmaking for commercial profit" means creating a video production with the goal of generating profit from the final product.

"Film Liaison Officer" means the individual that supervises filming activities as per the Film Permit and attends all meetings where the terms and conditions of the Film Permit Application are being discussed and advises on film permit process during the planning and execution phases. They attend on-site film occurrences and troubleshoot any issues that are within the [INSERT MUNICIPALITY or Hastings County Economic and Tourism Development Office] to resolve that may arise during filming.

"Film Permit Application" is a municipal document that provides the Municipality with all information surrounding the proposed film production to approve the project to be filmed and/or use the municipal property. All applications are treated as a 'case by case' scenario and, as such, must be consolidated with certain municipal personnel based on what the applicant is requesting to be granted filming access.

"Film Permit" means the production company has authorization to film on municipal property.

"Production Company" means a company or individual producing a film project.

Appendix A- Application Form

Hastings County is home to farms, lakes, forests, and charming rural communities. Offering a mix of publicly and privately owned options, our team is available to help you through the film planning process.

Name of Film Company:
Address:

City/Town:
Province/State:
Postal/Zip Code:
Name of Location Manager:
Primary Phone Number: Secondary Phone Number:
Email Address:
Name of Assistant Location Manager:
Primary Phone Number: Secondary Phone Number:
Email Address:
Filming Start Date: Start Time:
Filming End Date: End Time:
Rain Date(s):
Production Title:
Production Type: □ Feature film □ Music video □ TV Series □ Documentary □ Commercial □ Other: _____
Requests: [MUNICIPALITY, please customize per your municipal requirements] □ Intermittent Traffic Stoppages □ Travelling Camera □ SFX/Explosions (including pyrotechnics) □ Road/Lane Closure □ Overnight Filming
Number of Cast:
Number of Crew:
Number of Vehicles:

Film Requirements Checklist: □ Film Permit Application □ Certificate of Insurance □ Site Maps (one per location, indicate emergency access) □ Parking plan □ Right of Way Permit Application □ Additional Licensing (drone license, boom operator license, etc. with corresponding insurance, if applicable) □ Pyrotechnics / Special Effects Permit (if applicable) □ Noise By-Law Exemption request (if applicable) □ Pay Duty Officers confirmation □ Notification Letter □ Facility Rentals (Municipal buildings, museums, heritage site) □ List of production vehicles and license plate numbers □ Any additional Permits as required
Are you a student at a Canadian High school, College, University? □ Yes □ No
□ New applicant
□ Additional request (reference another permit #) _____ _____

Appendix B – Approvals

Directions for the required approvals will be received at the initial meeting between the Film Company, Film Liaison Officer, [Insert Municipality or Hastings County Economic and Tourism Development Office]

[INSERT MUNICIPALITY'S APPLICABLE DEPARTMENTS BASED ON FILM PERMIT REQUEST]

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	
Date:	Signature:

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	
Date:	Signature:

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	
Date:	Signature:

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	
Date:	Signature:

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	
Date:	Signature:

Applicable to Film Permit Request	Yes / No
Department: [Add Department Name]	Recommended: Yes / No
Comments/Conditions/Remarks:	

Appendix C – Municipal Contacts

[INSERT MUNICIPALITY'S APPLICABLE DEPARTMENTS]

Department	Phone & Email	Address
Economic Development		
Municipal Clerk		
Director of Finance		
Manager of Parks & Recreation		
Director of Public Works & Infrastructure		
Fire Chief		
By-Law Officer		

Appendix D – Film Liaison Officer

[INSERT MUNICIPALITY'S FILM LIASON OFFICER'S DETAILS].

Contact Name	Phone & Email	Description of Duties

Appendix E - Letter to residents/business owners (Template)

Film Company Name & Production Title
(Street address in use for film)
Reoccurring Filming Notification
(Date to be delivered to recipient)

To Residents & Businesses:

In collaboration with [Municipality Name], Hastings County, and the Bay of Quinte Film Office, we're pleased to share that we will be filming scenes for an upcoming project in your neighbourhood. [Add in reason for economic benefit?]

(interior/exterior) scenes will be taking place at (location address). From (start date to end date also indicate prep & wrap up dates if applicable) between the hours of (blank). If exterior, rain dates are (start and end date / between the hours of blank)

Production equipment and vehicles will be located on (list all street addresses that will be used for filming). Expect vehicles to arrive at (time) and leave the area at (time) throughout the filming days, as mentioned above.

Alternative parking locations for residents, owners, and patrons are located (here). If there are any parking-related inquires, contact (film company locations dept).

During this shoot, we will be using (pyro-technics, generators, fireworks, or decorations etc.) from (start date to end date / between the hours of blank.)

Cones or blockades will be placed on (street/date & time). Any traffic stoppages will be listed on the municipality's website and shared via news release. Stoppages will be controlled and supervised by the Ontario Provincial Police service (O.P.P). Road stoppages or closures during this production will be (insert road address/intersections and time of closures)

(If applicable) If you wish to view the filming, you are invited to do so (street address/dates & times)

For more information or inquiries, please contact the production officer/manager at:

(contact information for location manager and assistant manager of film company)

Thank you for supporting the Municipality's arts and creative industries!

Appendix F - Film Flowchart

1. Film Production Inquiry

- Film company outlines needs, infrastructure, timing, etc.
- The Location Manager is advised to initiate any conversations with residential/private locations proposed.

2. Site Visit

- Municipal staff meet with the Location Manager / Assistant Location Manager to tour potential municipal locations and options.

3. Internal: Film Notice

- Municipal staff involved in film permit application review are notified of interest in filming, with dates and locations proposed.

4. Tech Visit & Pre-Application Discussion

- Municipal staff meet with Technical Supervisor or Artistic Director / Crew to tour sites and determine needs
- Technical Supervisor and/or Artistic Director / Crew to discuss proposed film production, sites, and requirements with municipal staff responsible for reviewing and approving permits to identify and mitigate potential issues.

5. Film Permit Application Submission

- The Locations team submits full and complete Film Permit Application for review, including site maps, Right of Way permits, and any other permitting as required.

6. Internal: Application Review

- Film permit application will be circulated for internal review
- Any clarifications required will be the responsibility of the municipal review staff

7. Approval Period

- Permits reviewed and conditionally approved or rejected within 14 business days.
- This approval applies only to filming on public property/roads.

8. Payment

- Film company will be provided with an itemized list of costs pertaining to filming activities
- Payment must be received in full, a minimum of 24 hours in advance of the first film date.

9. Notification

- Locations team distributes the official notice of filming to affected parties within proximity of film activities within 5 days of the start of filming

10. Film Date

- The Film Liaison Officer will be on-site for all filming activities and support the film company and community through the process.

11. Post-Filming

- A post-filming survey will be held with the film production to gather feedback on their filming experience in [INSERT MUNICIPALITY NAME],
- A post-filming report will be sent to the location manager. This report will include any incident reports and any follow-up required.
- The report includes information to help determine the economic impact of filming.
- The film production's media team will be contacted for photos/videos that can be used by the municipality for marketing purposes.

Municipal Dog Pound Board

May 22, 2025 **Meeting Minutes** **2:00 p.m.**

1. Call to order

Meeting was called to order at 2:00 p.m. by Chairperson – Wayne Wiggins with the following members present:

Wayne Wiggins – Town of Bancroft
Cecil Ryall – Municipality of Highlands East
Margaret Nicholson – Township of Faraday
Sheila Currie – Township of Wollaston
Joan Kuiack – Township of South Algonquin
Bob Bridger – Township of Tudor and Cashel
Cindy Fuerth – Township of Limerick
Allen Musclow – Township of Carlow/Mayo

Staff Members Present:

Ann Shannick – Pound Keeper
Dawn Bowers – By-Law Enforcement Officer – Hastings Highlands
Brenda Vader – Secretary-Treasurer

Absent:

Tammy Davis – Municipality of Hastings Highlands
Representative from – Township of Madoc
Emily Grahame – Pound Keeper
Wayne Galloway and Aiden Kirkham – Canine Control – Highland East

2. Adoption of Agenda

Moved by: M. Nicholson **Seconded by:** C. Ryall
Be it resolved that the Municipal Dog Pound Board approves the Agenda for the May 22, 2025 Municipal Dog Pound Board Meeting as prepared and circulated.
Non-Opposed – Resolution Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None Declared

4. Adoption of Minutes

Moved by: S. Currie **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board accepts and adopts the minutes from the March 27, 2025 regular meeting of the Municipal Dog Pound Board as prepared and circulated.
Non-Opposed – Resolution Carried

5. Business arising from minutes

None

6. New Business

None

DRAFT

7. Pound Keepers Reports

(a) Reports for March and April 2025

Moved by: M. Nicholson **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board accepts the Pound Keepers Monthly Reports for March and April 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

(b) Report on Training Course

Moved by: C. Ryall **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report On Canine Basic Behavior and Self Defense Training Course that Pound Keeper Ann Shannick attended on April 29, 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

(c) Report on Municipal Dog Pound 2025 Dog Activity

Moved by: S. Currie **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report on Municipal Dog Pound 2025 Dog Activity as prepared and circulated.
Non-Opposed – Resolution Carried

(d) Report on Use of Municipal Dog Pound Facility – January to March 2025

Moved by: S. Currie **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board accepts for information only the Report on Use of Municipal Dog Pound Facility – January to March 2025 as prepared and circulated.
Non-Opposed – Resolution Carried

8. Financial Reports

(a) Accounts for March and April 2025

Moved by: J. Kuiack **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board accepts and approves the accounts for March and April 2025 as circulated.
Non-Opposed – Resolution Carried

(b) 2025 Budget Update as of April 30, 2025

Moved by: C. Ryall **Seconded by:** S, Currie
Be it resolved that the Municipal Dog Pound Board accepts for information only the 2025 Budget Update for Revenues and Expenditures as of April 30, 2025 as circulated.
Non-Opposed – Resolution Carried

9. In Camera Session

Moved by: S. Currie **Seconded by:** J. Kuiack
Be it resolved that the Municipal Dog Pound Board Close the next portion of the meeting to the Public to approve the Minutes from the March 27, 2025 Closed

DRAFT

Meeting and to consider a matter pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (d) – For the purpose of Labour relations or employee negotiations – to discuss Handyperson Position, Existing Staffing and Roles
Non-Opposed – Resolution Carried

Only the Board Members and the Secretary-Treasurer for the Board remained in the meeting during the Closed portion of the meeting.

Moved by: J. Kuiack **Seconded by:** B. Bridger
Be it resolved that the Municipal Dog Pound Board rise from the Closed portion of the meeting dealing with matters pursuant to the Municipal Act S.O. 2001. c 25 Section 239 (2) (d) – For the purpose of Labour relations or employee negotiations and resume regular business.
Non-Opposed – Resolution Carried

10. Direction to Staff Rising from Closed

Secretary-Treasurer to update all Policies and Job Descriptions as discussed, and effective immediately assume the Role of General Manager/ Secretary-Treasurer for the Municipal Dog Pound / Municipal Dog Pound Board, with the Municipal Pound Keepers reporting to the General Manager /Secretary-Treasurer.

11. By-Laws

All By-Laws were deferred until the next meeting of the Board.

12. Round Table Discussion

- Each member was given an opportunity to bring forward any items of concern.
- Brief discussion took place with respect to the installation of additional Eaves Troughing on the New Roof that was constructed over the outside kennels as well as Drainage Tiles to direct rainwater away from the building

13. Direction to Staff from Round Table Discussion

Secretary-Treasurer was directed to circulate an email to all members of the Board requesting that they visit the facility prior to the next Board meeting.

14. Date of Next Meeting – September 25, 2025 at 2:00 pm

15. Adjournment

Moved by: C. Ryall **Seconded by:** M. Nicholson
Be it resolved that the Municipal Dog Pound Board adjourns at 2:37 p.m. to meet again, on September 25, 2025 at 2:00 pm by ZOOM or at the call of the Chairperson.
Non-Opposed – Resolution Carried

Brenda Vader
Secretary-Treasurer

DRAFT

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

May 5, 2025

RE: Ontario Works Financial Assistance Rates

Please be advised that the Town of Cobourg Council, at its meeting held on April 30, 2025, passed the following resolution:

THAT Council requests the Provincial Government to urgently:

- Increase Ontario Works rates to match the ODSP rate increases that have already been made and be indexed to inflation;
- Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen; and

FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and all Ontario Municipalities.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

Enclosure.

cc. Honourable Michael Parsa, Minister of Children, Community and Social Services;
Honourable Sylvia Jones, Minister of Health;
Honourable Rob Flack, Minister of Municipal Affairs and Housing;
Association of Municipalities of Ontario (AMO);
Ontario Municipal Social Services Association; and
All Ontario Municipalities

Office of the City Clerk

May 21, 2025

Via email

All Ontario Municipalities

Re: Kingston City Council Meeting, May 20, 2025 – Resolution Number 2025-197; Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025

At the regular Council meeting on May 20, 2025, Council approved Resolution Number 2025-197 with respect to Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025 as follows:

> **Whereas** the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning policies, including replacing the Endangered Species Act with a new framework that reduces protections for at-risk species, and enabling the creation of Special Economic Zones that may override local planning authority and environmental oversight; and
>
> **Whereas** the City of Kingston supports increasing housing supply and economic growth, but believes this must be done in a way that upholds environmental responsibility and maintains the integrity of local planning processes; and
>
> **Whereas** Bill 5, as proposed, weakens safeguards for natural heritage systems, threatening biodiversity, and diminishing the authority of municipalities to manage growth in accordance with local needs and official plans; and
>
> **Whereas** the Canadian Environmental Law Association submits that all of the Bill 5 schedules, with minor exceptions, should be withdrawn and not further considered by the Legislative Assembly of Ontario until they are substantially modified to ensure robust protection for the environment, human health, and vulnerable members of the Ontario public, including Indigenous peoples, who may otherwise be harmed by the amendments contained in the various schedules; and
>
> **Whereas** the Canadian Civil Liberties Association finds that Schedule 9, in allowing the Minister of Economic Development to exempt “trusted proponents”

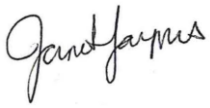
from compliance with municipal and provincial law within the special economic zones, promotes abandonment of the rule of law subjecting Ontario's lands and peoples to the possibility of arbitrary and non-transparent decision-making and effectively nullifying decades of legacy law-making in those zones;

Therefore Be It Resolved That the Council of the City of Kingston oppose all provisions in Bill 5 that reduce environmental protections and Ontario's proud legacy of protections of Endangered Species, that override the rule of law and that nullify municipal planning authority; and

That the Council of the City of Kingston urge the Province of Ontario to support housing and infrastructure development in ways that align with sound environmental planning and wildlife protection and empower municipalities with appropriate planning tools; and

That a copy of this motion be sent to The Honourable Doug Ford, M.P.P. Premier of Ontario, The Honourable Stephen Lecce, M.P.P. Minister of Energy and Mines, The Honourable Rob Flack, M.P.P. Minister of Municipal Affairs and Housing, The Honourable Todd J. McCarthy, M.P.P. Minister of the Environment, Conservation and Parks, Ted Hsu, M.P.P., Kingston & the Islands, John Jordan, M.P.P., Lanark-Frontenac-Kingston, and all Ontario municipalities.

Yours sincerely,



Janet Jaynes
City Clerk
/nb

Municipality of Faraday
Payment Register

Report Date
2025-05-27 1:08 PM

Batch: 2025-00060 to 2025-00076

Bank Code: AP - General A/P

Payment #	Vendor	Date	Amount
Computer Cheque			
22569	AMCTO Zone 5	2025-05-07	50.00
22570	BearCom Canada Corp.	2025-05-07	330.19
22571	Fire Marshal's Public Fire	2025-05-07	452.00
22572	Municipality of Hastings	2025-05-07	72.00
22573	M & L Supply Fire & Safety	2025-05-07	1,001.45
22574	2629153 Ontario Inc.	2025-05-07	141.25
22575	DCB Business Systems Group Inc	2025-05-07	51.83
22576	PitneyWorks	2025-05-07	9.04
22577	Rob Steacy	2025-05-07	30.00
22578	Tiremaster Limited	2025-05-07	192.04
22579	Township Of Tudor & Cashel	2025-05-07	120.00
22580	D.M. Wills Associates Limited	2025-05-07	293.80
22581	Bernice Crocker	2025-05-15	37.10
22582	Brian Sears	2025-05-15	423.29
22583	Cardiff Country Store	2025-05-15	238.92
22584	County of Hastings	2025-05-15	251.25
22585	Hannah Lithographers Inc.	2025-05-15	269.44
22586	Keenan White	2025-05-15	6,344.88
22587	Pitney Bowes Leasing	2025-05-15	773.84
22588	RJK Welding & Fabrication	2025-05-15	271.20
22589	Templeman LLP	2025-05-15	609.52
22590	Trent Valley Distributors Ltd.	2025-05-15	384.68
22591	Scott Richardson	2025-05-27	369.86
22592	Bancroft Home Hardware	2025-05-27	92.70
22593	Billie Jo Holland	2025-05-27	406.77
22594	B.M.R. Mfg. Inc.	2025-05-27	747.27
22595	Freymond Lumber Ltd.	2025-05-27	3,138.09
22596	GFL Environmental Services Inc.	2025-05-27	26,058.66
22597	Glen Pomeroy	2025-05-27	1,050.00
22598	High Tech Communications Inc	2025-05-27	611.85
22599	M. & M. Esso Gas Bar	2025-05-27	190.16
22600	PitneyWorks	2025-05-27	2,281.64
22601	Receiver General	2025-05-27	21,063.93
22602	Sunbelt Rentals of Canada Inc	2025-05-27	670.02
22603	Staples Professional	2025-05-27	363.31
22604	The Information Professionals Inc.	2025-05-27	474.60
22605	Wurth Canada Limited	2025-05-27	590.03
		Total for Computer Cheque:	70,456.61
Other			
1	VISA	2025-04-30	640.85
1	VISA	2025-05-07	1,646.83
1	Northpoint Commercial Finance Inc.	2025-05-16	165.09
1	Bell	2025-05-27	307.24
2	Hydro One Networks Inc.	2025-05-16	657.45
2	BluMetric Environmental Inc.	2025-05-27	107.35
3	Hydro One Networks Inc.	2025-05-16	189.75
3	BluMetric Environmental Inc.	2025-05-27	12,637.00
4	Hydro One Networks Inc.	2025-05-16	325.20
4	Manulife Financial	2025-05-27	6,189.35

Municipality of Faraday
Payment Register

Report Date
2025-05-27 1:08 PM

Batch: 2025-00060 to 2025-00076

Payment #	Vendor	Date	Amount
5	Hydro One Networks Inc.	2025-05-16	159.41
5	ITI Canada Inc	2025-05-27	51.70
6	Hydro One Networks Inc.	2025-05-16	43.13
6	PolyJohn Canada	2025-05-27	2,906.74
7	Hydro One Networks Inc.	2025-05-16	511.79
7	I.U.O.E. Local 793	2025-05-27	514.92
8	Bell Mobility	2025-05-16	276.14
8	OMERS	2025-05-27	11,886.52
9	WEX CANADA LTD	2025-05-16	1,790.52
9	Northpoint Commercial Finance Inc.	2025-05-27	115.09
		Total for Other:	41,122.07
		Total for AP:	111,578.68

Municipality of Faraday
Payment Register

Report Date
2025-05-27 1:08 PM

Batch: 2025-00060 to 2025-00076

Bank Code: VISA - Scotiabank Visa

Payment #	Vendor	Date	Amount
Credit Card			
1	Zoom	2025-04-30	24.28
1	Canadian Tire	2025-05-07	621.49
2	Amazon	2025-04-30	34.31
2	Bancroft Home Hardware	2025-05-07	44.06
3	VistaPrint	2025-04-30	316.32
3	AMCTO Zone 5	2025-05-07	350.00
4	Dollarama	2025-04-30	11.87
4	Dollarama	2025-05-07	23.73
4	Worksite Safety Compliance Centre	2025-05-07	167.58
5	Dollarama	2025-04-30	21.29
5	Canadian Tire	2025-05-07	56.49
6	SGS	2025-04-30	232.78
6	Canadian Tire	2025-05-07	31.06
7	ADOBE INC	2025-05-07	352.42
		Total for Credit Card:	2,287.68
		Total for VISA:	2,287.68

Payments Printed: 71

Agenda Item Report

Prepared For: COUNCIL

Meeting Date: June 04, 2025 - Council Meeting

Submitted By: Bernice Crocker, Clerk-Treasurer,

Subject: CLERK REPORT - GENERAL

Background Information:

GENERAL:

Due to the possibility of a postal strike, the Tax Notices and Newsletters were prepared on Friday, May 09th and all envelopes were delivered to the Post Office the morning of Tuesday, May 13th. Even though the Notices were mailed out earlier than intended, the due date is still set for July 24, 2025.

I attended a virtual Clerks and Treasurers meeting. Catherine from MPAC spoke about the Quarterly Assessment Forecast, new assessment, building permits. Catherine mentioned that MPAC has received building permits showing $29.6 million in new Assessment in Hastings County with over 97% of this amount coming from residential permits.

A meeting is scheduled with Catharine from MPAC for June 05, 2025. The purpose of the meeting is to have Catharine provide an update on growth forecasts based on building permit data, assessment at risk (appeals) and other new initiatives/enhancements to MPAC's various platforms and services. It also allows Staff to discuss any issues of concern we may have.

A meeting is scheduled for June 03, 2025 with Mike and Cecilia from BluMetric. The purpose of the meeting is to review a change order to repair wells TW23-1 and TW49 and to discuss other site issues such as capacity and possible reclamation.

I attended a virtual meeting with the Operations Superintendent regarding advancing the designated broadband projects as it relates to running lines, depth requirements and aerial.

I attended a virtual meeting with the Katherine from County Planning to discuss ongoing planning matters.

I attended a phone meeting with Justin Harrow, County Planning regarding the SPARC Program and the Services Agreement By-law being presented in this Agenda.

LCBO & BEER BOTTLE RETURNS:

At times, individuals leave alcohol and beer bottles/cans at the Landfill Site. In the past, the Fire Department has taken these bottles/cans back to the LCBO/Beer Store for a refund. The Fire Department no longer participates in this bottle/can return. Would council members be interested in continuing this process, but with the bottles/cans being made available to the Municipal Dog Pound to assist with operational costs? If so, this would be contingent on someone from the Municipal Dog Pound attending at the landfill site to pick up the bottles/cans on a fairly regular basis.

Agenda Item Report

Prepared For: COUNCIL

Meeting Date: June 04, 2025 - Council Meeting

Submitted By: Bernice Crocker, Clerk-Treasurer,

Subject: CLERK REPORT - JOY BIBLE CAMP ROAD NAME CHANGE

Background Information:

After the May 07, 2025 council meeting, Mary Kavanagh attended as a delegate to speak with council regarding the name change of Joy Bible Camp Road. Mary had suggested Wicklow Way or Darby Road, as possible road names as these names related to family history for that area.

At the direction of council, I contacted Nick January at the County of Hastings to inquire about the possibility of the names 'Wicklow Way' and 'Darby Road'. Nick indicated that there was a conflict with both of these names and neither name could be used.

Mary had also provided a copy of a map to council and staff which outlined the area of Joy Bible Camp Road and Joy Bible Camp Lane. Mary mentioned and had sketched out an area on the map she provided showing that Joy Bible Camp Lane also extended further to a second area off of Airport Road. Mary suggested that council consider requesting the County show the actual extension of Joy Bible Camp Lane. I conducted a review of the Hastings County GIS mapping and discovered that the information Mary provided regarding the extension of Joy Bible Camp Lane, based on the GIS mapping, is not correct. The extension of Joy Bible Camp Lane Mary was referring to is actually a very long driveway shown on the GIS mapping as 665 Airport Road. The County of Hastings does not consider this a Lane, but a driveway only that was established in 2013..

As indicated at the last meeting with new regulations pursuant to NG-911, Nick January has advised that there is a push to simplify road names and to keep to single word road names. Based on this, I would suggest council consider the following road names that have been approved, with no conflict, by Nick January, the County of Hastings GIS Supervisor:

- Bass Road
- Belch Road
- Goldfinch Lane/Road
- Jackrabbit Road
- Owl Road

I am looking to receive council's opinions as to the above possible road names and would kindly request that a name be chosen by resolution at this meeting as this will allow me to proceed with the notices and have a by-law prepared for the August 04, 2025 council meeting. To the best of my knowledge and belief, 'Belch' is the only name that would bring history to the road name.

Financial Impact:

Minor costs for road name signage and notices.

Agenda Item Report

Prepared For: COUNCIL
Meeting Date: June 4, 2025 – Council Meeting
Submitted By: Sheryl Scott, Deputy Clerk

Subject: General Report

Background Information:

Meetings/Webinars:

I attended the AMCTO Zone 5 meeting in Napanee on May 8th & 9th. Topics discussed included:
Municipal Voters List – What We've Learned So Far
Election Vendor Fair – Presentations from 5 different vendors
Physician Recruitment in Small Communities
Encampments in Your Community
Show Me the Money – Mastering the Art of Designing Programs that Partners Want to Fund
The Life and Times of an Integrity Commissioner

All sessions were very informative and provided relevant information for our area. Should Council have any questions regarding any of the sessions I would be happy to elaborate.

As a result of the presentation from Kawartha Lakes – "Municipal Voters List" I have prepared a separate report to Council with respect to filling a Council Vacancy should it occur.

I attended a MFOA workshop on Municipal Reserves and Reserve Funds hosted virtually over two half day sessions. The sessions covered Discretionary Reserve Funds, Obligatory Reserve Funds, legislative overview and provided samples of Reserve and Reserve Fund Policies. My next project will be to create both an Investment Policy and a Reserve Fund Policy for the township.

HHWD Event & Product Care

The first Household Hazardous Waste Day Event (HHWD) for 2025 held on May 10th was well attended with a total of 99 vehicles (67 of which were from Faraday Township) I had made a special request with GFL Environmental that they ensure that all participants attending present their waste site pass from their appropriate municipality to ensure only those residents eligible to attend were permitted. This is an important event as it diverts tonnes of hazardous materials that may otherwise end up in landfills but it is also a costly event thus we want to ensure Faraday residents are ultimately only paying

for Faraday residents and equally so for our participating municipalities. In 2024, the total cost for Faraday's portion of the events was $34,076.30.

In relation to this, I have also included an updated By-law agreement with Product Care. Product Care operates Ontario programs pursuant to the Hazardous and Special Products (HSP) Regulation, O. Reg. 449/21.

Product Care is the organization that I submit for reimbursement for some of the HHWD materials received at the events.

ASSET MANAGEMENT

The Asset Management Plan is now completed and we have met the deadline as set out in O.Reg. 588/17. In addition to that, it was necessary to update the townships Strategic Asset Management Policy which I am presenting to you in Draft form.

I have been working with the Operations Superintendent on a regular ongoing basis to gather data to ensure our asset management plan stays accurate and up to date.

Recommendation: Staff is requesting Council receive the report from the Deputy Clerk as presented.

STRATEGIC ASSET MANAGEMENT POLICY

May 2025

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1.0 BACKGROUND & PURPOSE

In 2015, the Province of Ontario established the Infrastructure for Jobs and Prosperity Act. The purpose of this Act is to establish mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning that supports job creation and training opportunities, economic growth, protection of the environment, and incorporate design excellence into infrastructure planning.

In December 2017, Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure (O. Reg. 588/17) was passed under the Infrastructure for Jobs and Prosperity Act. The regulation aims to provide a more standardized framework to facilitate asset management planning for Ontario municipalities. One of the requirements of the regulation is to develop a Strategic Asset Management Policy (SAMP) which will help municipalities document the relationship between their Asset Management Plan (AMP) and existing policies and practices as well as provide guidance for future capital investment decisions. Municipalities are mandated to have a Strategic Asset Management Policy in place by July 1st, 2019 and be updated at least every 5 years. Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022, and in respect of all of its other municipal infrastructure assets on or before July 1, 2024. O. Reg. 193/21,s.1. Subject to subsection (2), on or before July 1, 2025, every asset management plan must define the proposed level of service, identify costs to meet the proposed level of service and identify any risks of not meeting these targets.

1.1PURPOSE

The purpose of this policy is to provide the Municipality with clear guidelines and processes to achieve the following asset management objectives:

- Align Asset Management Plan with existing and future plans and policies to inform capital investment decisions
- Ensure the Asset Management Plan is incorporated into the following municipal processes:
    - Annual budgeting; and
    - Financial Plans
- Integrate asset management planning that:
    - Aligns with Ontario land-use planning framework;
    - Co-ordinates infrastructure planning with municipal neighbours and upper levels of government;

- Provides opportunity of Faraday residents to give input on asset management matters; and
- Incorporates long-term planning for climate change mitigation and adaptation where possible.

1.2 GUIDE TO THE MUNICIPALITY'S STRATEGIC ASSET MANAGEMENT POLICY

Each section of the Strategic Asset Management Policy (SAMP) outlines the Municipality's commitments in order to achieve policy objectives set out in Ontario Regulation 588/17. For purposes of clarity and ease, SAMP policies have been provided in red highlights while action items required to complete the policies are found in blue highlights.

It is impotent to note, the SAMP provides the Municipality with high level guiding principles of asset management, it does not address infrastructure needs and long-term funding strategies. The Asset Management Plan (AMP) on the other hand contains technical information on the state of current infrastructure, levels of service, maintenance strategies, long-term capital needs and funding scenarios. The AMP document is also complemented by a financial model for staff use and the document will be issued under separate cover. Both the SAMP and AMP are important tools intended to further inform the Municipality's decision-making process.

2.0 ALIGNMENT WITH MUNICIPAL POLICIES

The Municipality's Asset Management Plan is intended to be a tool to help guide capital investment decisions and optimize service delivery. The AMP should therefore be in alignment with other municipal policies and strategic objectives.

2.0 PURPOSE OF THE ASSET MANAGEMENT PLAN (AMP)

The AMP provides Council and staff with a long-term guide to inform capital investment decisions, an important component to deliver responsible government. The AMP documents the information needed for the Municipality to make evidence based infrastructure budgeting decisions and is intended to be a technical document which includes:

- Condition of infrastructure assets;
- Current and target levels of service of the Municipality's infrastructure;
- Planned actions to ensure assets are providing the expected levels of service;
- Long-term capital and financial needs; and,

- Funding strategy scenarios to implement planned actions and address capital needs.

The AMP is a tool to compliment budget process and is a living document which should be reviewed on a regular basis. Finally the asset management plan incorporates road condition assessments obtained through Streetscan road scanning.

2.2 SUPPORT OF MUNICIPAL PLANS AND POLICIES

The AMP has been developed to support the Municipality's overall operation framework, key policies and plans. A summary is provided in Table 1 below.

Relationship of Asst Management Plan with Other Municipal Supporting Plans and Policies

Hastings County Official Plan (2018)	• Hastings County Official Plan covers the guidance of land-use planning in Faraday. • Specifically, Section III of the plan outlines the goals and objectives for infrastructure and public service facilities for County and its member municipalities; • To undertake asset management planning and develop asset management plans that will ensure the financial viability of the County's and Member Municipalities' Infrastructure and public service facilities over their life cycle.
Annual Budget Process	• Budgets for both operating and capital are done on an annual basis. • The AMP will specifically support evaluation of capital budget projects by establishing priority assets that require attention over the short to medium term. This will help the Municipality make informed capital investment decisions given limited funding availabilities.
Accounting for Tangible Capital Assets Policy (2008)	• This policy sets out the process to complete financial reporting on tangible capital assets to meet PSAB requirements. • The requirements include capitalization thresholds, useful life assumptions, valuations and amortization methods which are outlined by asset class. • The AMP is consistent with these assumptions as it relates to the Municipality's asset registry.
By-law 6-2025 Procurement Policy-Purchasing Procedures (Procurement By-law)	• The purpose of the by-law is to provide the minimum requirements for the acquisition of goods and services with a view to ensuring the Municipality obtains the best value and to promote: • efficiency and effectiveness • Fairness among bidders • Openness, accountability and transparency while protecting the financial best interests of the Corporation

By-law 6-2021 Maintenance Standards for Municipal Highways	• The purpose of the by-law is to establish standards for the maintenance and upkeep of the municipal road network. • The by-law defines minimum maintenance and procedural standards for the following categories: patrolling, snow accumulation, icy roadways, bridge deck spalls, roadway surface discontinuities, flooding, dust, potholes, shoulder drop-offs and cracks. • The minimum maintenance standards provide for the minimum level of service reflected in the AMP.
Energy Conservation and Demand Management Plan 2024	• The plan focuses on meeting Provincial requirements related to energy conservation and management of municipal facilities. The scope includes: • Reviewing municipal energy use and GHG emissions for buildings and facilities. • Inspecting all municipal building covered under the plan and describe past and current energy conservation measures carries out within and around the facilities • Ensuing openness, accountability and transparency while protecting the financial best interests of the Corporation.
Roads Needs Study & Condition Assessment (2022)	• The Roads Asset Management Plan provides guidance and condition assessments for 47 km of municipal roads. • The plan includes recommended repairs needed over a 5-year timeframe. This analysis will be incorporated in the financing strategy of the AMP/
Other Plans and Reports	• Future updates of other plans are supported through the AMP specifically as they relate to asset condition, asset prioritization and life cycle costs. Other plans include: • Municipal Accessibility Plan (2020) • Emergency Response Plan – By-law 60-2024

STRATEGIC POLICY:

1. Council and staff will review the SAMP at minimum every 5 years and ensure that the AMP is incorporated and used to support other municipal strategies and practices which involve the management or investment of new or existing capital assets.

2. Asset management planning will not occur in isolation of other municipal plans and policies but will be used to inform the strategic decisions related to capital investments based on the life cycle analysis presented in the AMP. In the case of new capital recommendations that are not included in the existing AMP, the assumptions in the AMP will be used to perform a life cycle analysis of those assets.
3. This applies to the plans presented in Table 1 and any future plans presented in Table 1 and any future plans that require decisions on infrastructure investment.

3.0 GUIDING PRINCIPLES

As required by Section 3 of the Infrastructure for Jobs and Prosperity Act, 2015, the Municipality of Faraday is committed to adhere to the following principles:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should take into account the needs of Ontarians by being mindful of, among other things, demographic and economic trends in Ontario.

2. Infrastructure planning and investment should take into account any applicable budgets or fiscal plans, such as fiscal plans released under the Fiscal Sustainability, Transparency and Accountability Act, 2019 and budgets adopted under Part VII of the Municipal Act, 2001 or Part VII of the City of Toronto Act, 2006.

3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.

4. Infrastructure planning and investment should ensure the continued provision of core public services, such as health care and education.

5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.

6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.

8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,

    i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and

ii. information with implications for infrastructure planning should be shared between the Government and broader public sector entities, and should factor into investment decisions respecting infrastructure.

9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Government or the broader public sector entity, as the case may be, the Government or broader public sector entity should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant. Examples of plans and strategies to which this paragraph may apply include,

i. policy statements issued under section 3 of the Planning Act, and provincial plans as defined by that Act,

10. Infrastructure planning and investment should promote accessibility for persons with disabilities.

11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.

12. Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.

13. Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities (including for apprentices, within the meaning of section 9), improvement of public space within the community, and any specific benefits identified by the community.

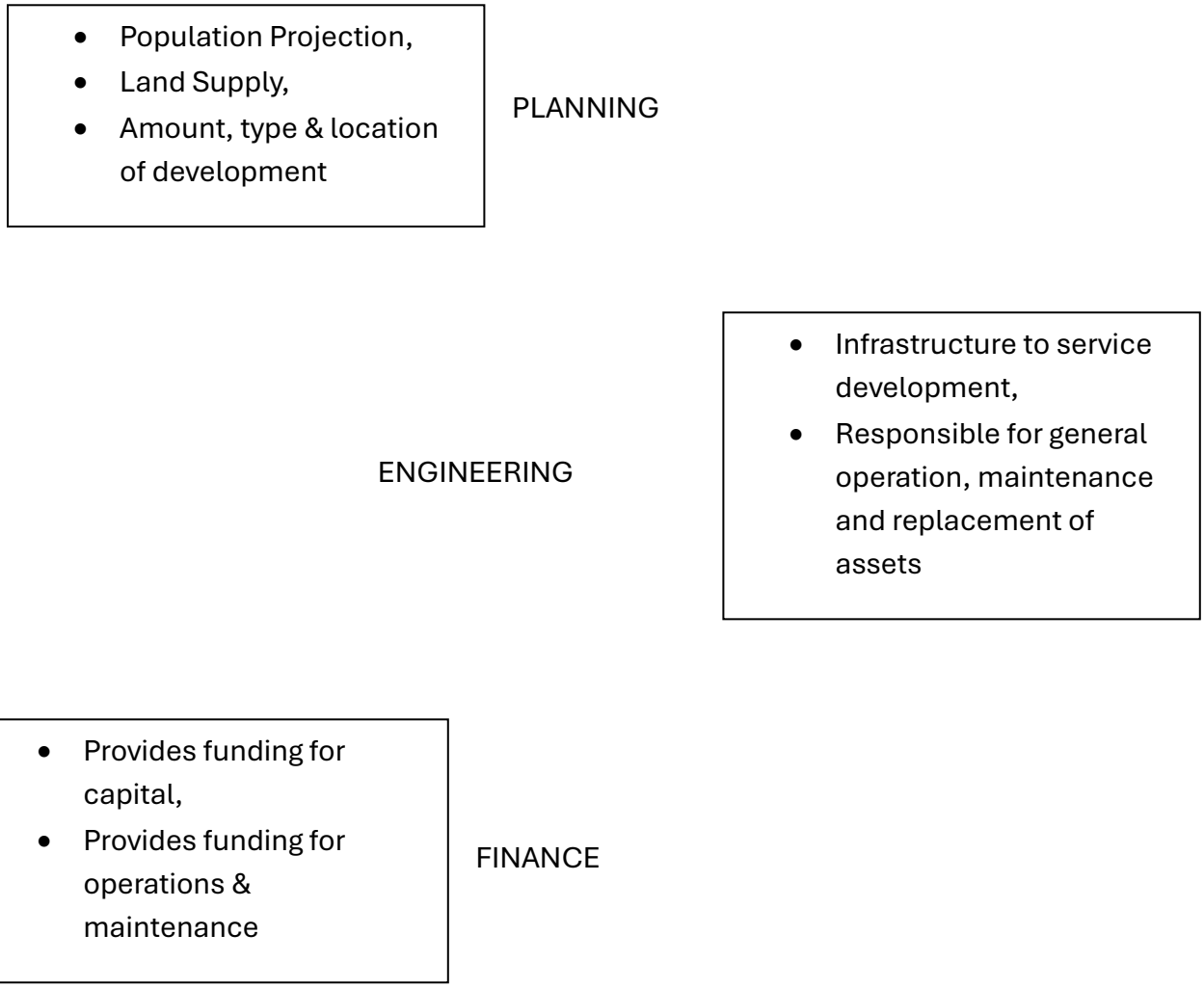
14. Any other principles that may be prescribed for the Government or the broader public sector entity, as the case may be.

4.0 ALIGNMENT WITH LAND-USE PLANNING

The alignment of municipal planning initiatives and asset management is particularly important when considering overall strategic objectives and available resources. The Building and Planning Department adheres to Provincial land-use legislation and incorporates the key policy principles that are important to the Municipality. Figure 1 below outlies the overarching link between land-use planning practices and the effect of those decisions on the emplacement of infrastructure and how those assets are managed over the full life cycle.

Figure 1

Link Between land use and Infrastructure Planning



The Municipality's asset management program aligns with three key planning documents outlined below :

1. Provincial Policy Statement
   The Provincial Policy Statement, 2024 (PPS) is the statement of the Government's policies on land-use planning. It applies Province -wide and provides clear policy

direction on land-use planning to promote strong communities, a strong economy, and a clean and healthy environment. Specifically related to asset management, the PPS has several policies related to the efficient use and management of land and infrastructure and ensuring infrastructure is financially viable over the life cycle of the asset.

2. Official Plan

The Hastings County Official Plan governs land-use planning for the Municipality of Faraday. Some of the key goals identified through the official plan relate to the overall principles of asset management. Specifically, Section III of the plan outlines the goals and objectives for infrastructure and public service facilities for the County and its member municipalities:

- To undertake asset management planning and develop asset management plans that will ensure the financial viability of the County's and Member Municipalities Infrastructure and public service facilities over their life-cycle.

3. Hastings County Demographic Forecasting and land Demand Analysis

The Municipality of Faraday is located in the North Hasting Market Area of Hastings County. In 2013, Hastings county undertook a Demographic Forecasting and Land Analysis with a focus on forecasting population, household and employment growth for all lower tier municipalities. The Municipality is expected to have a slight population decline from 2011 population of 1,570 (permanent population) TO 1,515 by 2036 as the population continues to age. However, overall population including seasonal population, is expected to increase by 13% by 2036. The Municipality will continue to ensure that as population and demographics change over time, that services provided are aligned with the demands of the community.

5.0 ASSET MANAGEMENT RESPONSIBILITY

The Municipality is committed to integrating asset management planning into capital investment decision making. For this reason, the Municipality of Faraday's management team will work together as a committee and is committed to meet on a regular basis to discuss and continually update the plan.

Strategic Policy:

1. The Municipality will aim to align asset management planning with all Provincial land -use planning initiatives as well as the County's Official Plan.

   Action Items: Land-Use Planning and Asset Management

   - The AMP will consider growth outlook and the demand for services consistent with projections in the Hastings County Demographic Forecasting and Land Demand Analysis.
   - The Municipality will continue to ensure land-use and asset management planning are consistent with the principles set out in Section III of the County's Official Plan.

Asset Management Committee

Municipal Council

- Will be responsible for approving policies, procedures and guidelines as they relate to asset management practices.

Clerk-Treasurer

- The clerk-treasurer along with the deputy clerk will act as the executive lead for all asset management related matters.
- Will be direct liaison to Council and responsible for reporting on asset management matters to Council on a regular basis.
- Responsible for keeping Council aware of gaps and challenges on asset management matters.
- Responsible for maintaining an up to date asset register.
- Responsible for technical and financial analysis required to update the AMP

Members of Asset Management Committee

- Includes key staff from the Fire Department, and the Operations Superintendent for Roads/Waste Management & Deputy Clerk.

- Responsible for providing the executive lead with information needed to continue to update and refine the AMP.
- Responsible for identifying gaps and areas of concern related to asset conditions
- Responsible for providing potential solutions on how to address gaps.

Strategic Policy:

1. The Municipality will explore implementing a corporate-wide asset management program in an effort to improve capital investment decision making.
2. The Municipality's AMP will be administered by the Municipal Asset Management Committee.
3. The Municipality will maintain a comprehensive asset registry and inventory of all municipal capital assets.

Action Items to achieve Strategic Policy

- Create internal working group and designate the Clerk-Treasurer to serve as the executive lead for the Asset Management Committee.
- The Deputy-Clerk will update the asset registry (Excel Financial Model) on an ongoing basis. The registry should include: ID, location, value, estimated service life, year of acquisition, and replacement costs.

6.0 MUNICIPAL BUDGET PROCESS

The budget process provides the Municipality with a method of prioritizing and allocating resources, establishing service levels, and finding a balance between taxation and cost recovery. It requires Council and Staff to perform a thorough examination of services and costs that should ultimately achieve an optimum service level given available funding. The Municipality does not have a formal budget process document, however every year the operating and capital budgets are developed by staff based on Council direction. It is important to recognize that the AMP is a tool to help inform the Municipality on capital investment needs. Figure 3 provides a flow chart of how the AMP can be sued to inform budget decisions.

Municipality of Faraday Budget Process

Operating Budget

- Contains expected revenue and operating costs on a annual basis for the Municipality.
- It is important that budgets are developed based on the operating needs of capital assets. As assets age and deteriorate, operating costs will increase as more frequent maintenance will be required.
- Operating budgets should reflect a level of service that maintains assets in state of good repair.

Capital Budget

- The capital budget may be informed based on the priority needs outlined in the AMP
- Capital prioritization is subject to available funding, but it is important to recognize that capital priorities should be documented so Council is aware of what work needs to be done.
- The Municipality may consider a 5 to 10 year capital plan based on the priorities identified in the AMP.

Presentation to Council and Public Engagement

- Council is presented with the draft budget
- Staff make any changes to the draft budget based on Council comments
- Council is then presented with the final budget and the public is informed of the budget and financial impacts.
- Council can be provided with reports on the state of local infrastructure and capital priorities so they are aware of the longer term outlook.

To further enhanced the capital budget, the Municipality should develop a long-term capital plan for a minimum of 5 to 10 years. Expenditures and projects in the capital plan should also be categorized based on the following project categories:

- Non-infrastructure solutions: relate to activities which are not necessarily infrastructure related in nature but can create cost efficiencies and improve asset management in the Municipality. Examples include asset management training for staff, asset management software or performing asset condition assessments.
- Renewal/Rehabilitation Activities: relate to activities necessary for assets to continue operating in state of good repair. This includes items such as crack sealing for roads, rebuilding engines on vehicles or equipment, or roof repairs for buildings.
- Replacement Activities: this includes activities related to total replacement such as replacing a vehicle with a new vehicle or reconstruction of a road.
- Disposal Activities: relate to activities to dispose of assets such as safe disposal of vehicle batteries. For simplicity this can be included as part of replacement activities.

Strategic Policy:

1. The Municipality will explore opportunities to improve its budget process, which considers municipal infrastructure repair and replacement activities identified through the AMP.
2. The Municipality will integrate the AMP and practices with long-term financial planning and budgeting strategies where feasible.
3. The Municipality will explore opportunities for asset management planning jointly with the County and neighbouring municipalities where there are joint benefits or cost savings that can be achieved by integrating capital projects and related work.
4. The Municipality will aim to utilize the range of funding mechanisms available such as available and appropriate grant funds and the LAS Buying group to facilitate the acquisition and emplacement of capital infrastructure.

Action Items to achieve Strategic Policy:

The Municipality will continue to improve the annual budgeting process specifically to develop the annual capital plan.

- Structural conditions can be informed through condition information in the asset registry as well as replacement schedule in the AMP.
- The Municipality will look to improve on the capital budget by developing a long-term capital budget for a minimum of 5 to 10 years and categorizing projects and

costs by non-infrastructure solutions, renewal/rehabilitation, and replacement and disposal activities.
- Report to Council regarding key asset management outcomes and trends to ensure Council is well informed in the decision-making process

Capitalization Threshold

The Municipality has defined the capitalization threshold for accounting of tangible capital assets to meet PSAB reporting requirements through the Tangible Capital Asset Policy (2017) A brief overview of the policy is provided below:

-

7.0 COMMITMENT TO CONSIDER CLIMATE CHANGE IN ASSET MANAGEMENT PLANNING

The Municipality recognizes that climate change will put additional stress on critical infrastructure. Increased frequency and intensity of rainfall and more frequent freeze-thaw cycles can cause soil instability and ground movement causing damage to roads, sidewalks, and underground infrastructure. Furthermore, increased frequency of extreme weather events causes strain not just on linear infrastructure, but also on services critical to an emergency such as fire services, municipal facilities and others. Due to these factors, actions may be required to address vulnerabilities that may be caused by climate change.

<u>Strategic Policy:</u>

1. The Municipality of Faraday may explore mitigating the effects of climate change on municipal.
2. The Municipality may choose to explore opportunities to adapt infrastructure to a changing climate, most notably through consideration of alternative and new technologies, only if, costs and benefits are in line with municipal objectives.

<u>Action Item: Commitment to Consider Climate Change in Asset Management Planning</u>

The Municipality may consider the following factors when planning for capital investment:

- Lifecycle costs associated to improving or replacing infrastructure to meet operational standards that mitigate the impacts of climate will be considered, as

well as upgrades that consider the environment. This includes costs of increased maintenance activities and the effects on levels of service.

- The Municipality may consider climate change impacts of changing weather patters primarily through the Emergency Response Plan on assets and services such as fire, facilities and Roads.

8.0 COUNCIL AND PUBLIC INVOLVEMENT

Council and the public play key roles in the asset management process. Council is responsible for making decisions on infrastructure investments and prioritization, which ultimately impacts the services used and enjoyed by the public. Councils understanding of the infrastructure and fiscal challenges of the Municipality are crucial to the decision making process making process. As the Municipality's direct link to the public, it is important that Council is well informed. Furthermore, it is vital that Council engages and provides information to the public on asset management decisions and relay any responses back to staff. For this reason, it is important for Council to be involved from the beginning.

Although municipal Council is currently well-engaged throughout the budget process, additional reporting and education would be beneficial to ensure service levels are being achieved in the most fiscally responsible manner.

Strategic Policy:

1. The Municipality will endeavor to provide opportunities for members of the local community and municipal Council to offer input on asset management planning.
2. The Municipality will develop several "user-friendly" reporting metrices which can be used to communicate the existing state of asset management practices to residents and Council.

Action Items for Council Engagement

1. As part of the annual budget, the Municipality will report to Council key asset management updates and trends:
    - State of the Local Infrastructure Report Card;
    - Summary of Existing Levels of Service and future trends; and
    - Projection of the Cumulative Infrastructure Gap and funding shortfalls

9.0 CONTINUOUS IMPROVEMENT

The major premise of comprehensive corporate asset management is that an organization will seldom have perfect processes and data to manage the asset portfolio. Instead, the underlying culture of continuous improvement and reliability is its key to success. These improvements will be part of the Municipality's evolving asset management program.

The Municipality should regularly review the confidence of existing data as well as its effectiveness integrating asset management activities into regular business processes. The Municipality should also review the needs identified in the AMP on an annual basis prior to the passing of the annual budget, as well as current reserves.

Strategic Policy:

1. The Municipality is committed to improve upon existing asset management practices and will adopt best practices where applicable.
2. The Municipality will develop as Asset Management Plan that incorporates all facets of Ontario Regulation 588/17 by July 2025.
3. The Municipality will continue to evolve the asset management program to incorporate assets which have traditionally not been considered under the purview of asset management.

Action Items to achieve Strategic Policy

- The Municipality may consider undertaking an assessment of the Municipality's asset management practices and review on an annual basis.
- Review effectiveness of the asset management program and determine the degree of activities are embedded into the process annually.
- Ensure that established Levels of Service outlined in the AMP are continuously achieved

Agenda Item Report

Prepared For: COUNCIL
Meeting Date: June 4, 2025 – Council Meeting
Submitted By: Sheryl Scott, Deputy Clerk

Subject: Options to Fill Vacant Council Seat

Background Information:

In accordance with the Municipal Act, S.O. 2001, c.25, when the seat of a Member of Council becomes vacant, council is required to declare the seat vacant and determine if the seat will be filled by by-election or appointment. A vacancy can occur on Council in several different ways, including death or resignation of a Member, when a Member becomes disqualified from holding office, is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council, is appointed or elected to fill any vacancy in any other office on the same council, or forfeits his or her office under this or any other Act. The Municipal Act, 2001 requires council to fill a vacant council office, within 60 days of the declaration of the vacancy. The municipality is not required to fill the vacancy if the vacancy occurs within 90 days of a regular election Municipal Act, 2001, c. 25, s. 263(5)

Rules applying to filling vacancies:

In accordance with the Municipal Act, S.O. 2001, c. Section 263(1), the municipality shall,

i) Appoint a person to fill the vacancy under subsection (1) or (4) , or
ii) Pass a by-law requiring a by-election be held to fill the vacancy under subsection (1)

Financial Analysis:

A By-election would be the most expensive option to fill the vacancy, the other options would have a much lower financial impact however it is recommended to have all available options included in the by-law.

Recommendation: Staff has presented a draft by-law for Options to fill Vacant Council Seat for Council consideration.

THE CORPORATION OF THE TOWNSHIP OF FARADAY

BY-LAW NO. DRAFT-2025

Being a By-Law to adopt a Procedural Manual To
Appoint An Individual To Fill a Council Vacancy

WHEREAS Section 9 of the Municipal Act, 2001 provides the municipality with the powers of a natural person for the purpose of exercising its authority under this or any Act;

AND WHEREAS Section 263 (1) of the Municipal Act, 2001 provides that the Township may appoint a person to fill the vacancy of a member of the Council of the municipality;

AND WHEREAS Council for the Township of Faraday deems it necessary to have a Procedural Manual in place for providing an accountable and transparent procedure for appointing an individual to fill a vacancy on Council which occur during a term of office;

NOW THEREFORE the Council of the Corporation of the Township of Faraday enacts as follows:

1. The Procedural Manual To Appoint An Individual To Fill A Council Vacancy attached hereto as Schedule “A” shall form part of this By-law and is hereby approved for use within the municipality;

2. This By-law shall come into force and take effect upon the passing there of by the Council of The Corporation of the Township of Faraday.

3. All By-laws or part of By-laws previously passed inconsistent with the provisions of this By-law are hereby repealed.

PASSED this the th, day of 2025.

_____
MAYOR: DENNIS PURCELL

SEAL

_____
CLERK: BERNICE CROCKER

SCHEDULE "A"
TOWNSHIP OF FARDAY
PROCEDURAL MANUAL
TO APPOINT AN INDIVIDUAL TO FILL A VACANCY

1. PURPOSE:

The purpose of this policy is to provide for an accountable and transparent procedure for appointing an individual to fill a vacancy on Council which occur during a term of office.

2. POLICY:

2.01 Pursuant to the Municipal Act, S.O. 2001, c. 25, when the seat of a member of council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a by-election be held to fill a vacancy in accordance with the Municipal Elections Act. S.O., 1996, c. 32.

2.02 DEFINITIONS:

In this policy, otherwise stated:

(a) "Act" means the Municipal Act, S.O. 2001, c. 25, as amended.

(b) "Appointment" means the appointment of a qualified individual, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.

(c) "By-election" means an election, other than a regular election, held to fill a vacancy of Council and that is conducted in accordance with the Municipal Elections Act, 1996, as amended.

(d) "Candidate" means any individual qualified to be elected to hold office as a member of Council in accordance with the Act.

(e) "Chair" means the member of Council presiding at the Council appointment meeting.

(e) "Clerk" means the Clerk or his/her designated of the Township of Faraday as appointed by Council.

(f) "Council" means the Council of the Township of Faraday.

(g) "Council Appointment Meeting" means the regular or special council meeting called to appoint an individual to fill a vacancy.

(h) "Lot" means a method of determination by placing the names of the nominees on equal size pieces of paper and placed in a container with one name being drawn by the Clerk.

(i) "Member" means a current and sitting member of Council of the Corporation of the Township of Wollaston.

(j) "Municipal Elections Act" means the Municipal Elections Act, S.O. 1996, c. 32, as amended.

(j) "Nominee" means those individuals seeking to fill a vacancy on Council who meet the eligibility requirements and who have completed the requisite documentation as outlined in this procedure.

(k) "Regular Election Year" means the year established for a regular municipal election in accordance with the Municipal Elections Act, 1996, as amended.

(l) "Term of Office" means the period of time a member is elected to hold office for which he/she is elected in accordance with the Municipal Elections Act, 1996, as amended

(m) "Vacancy" means when a seat on Council has become vacant in a manner described in Section 259 of the Act.

3. PROCEDURES:

3.01 General

(a) Council is required to declare a seat vacant in accordance with the Act.

Within sixty (60) days after the day a declaration of vacancy is made by Council according to Section 262 of the Act, Council shall determine whether to fill the vacancy by by-election or by appointment in accordance with the Act, subject to:

(i) The limitation of filling a vacancy only by appointment if the vacancy occurs after March 31 in the year of a regular election set out in the Municipal Elections Act; and
(ii) The restriction on filling a vacancy that occurs within 90 days of voting day of a regular election held in accordance with the Act.

(b) In accordance with Section 263 (1) of the Municipal Act, 2001, If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,
(a) Fill the vacancy by appointing a person who has consented to accept the office if appointed; or
(b) Require a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996.

In making its determination, Council will consider the costs and timelines associated with filling a vacancy by appointment or by by-election.

(c) Any individual filling a vacancy must meet the eligibility requirements of office as outlined in the Act and the Municipal Elections Act, 1996, and fulfill all of the following requirements:

i. Eighteen (18) years of age or older; and
ii. A Canadian citizen; and
iii. A resident of the Township of Faraday, or an owner or tenant of land in the municipality or the spouse of such an owner or tenant; and
iv. Not prohibited from voting under any other Act or disqualified from holding municipal office.

(d) If an employee of the Township of Faraday seeks appointment to Council, the employee shall give Council written notice, in advance, of his or her intention to take unpaid leave. If the employee is appointed to office, they

will be deemed to have resigned from their position with the Township immediately before making the declaration of office.

3.02 Filling Vacancies in the Office of Mayor or Deputy Mayor

(e) If a vacancy in the Office of Mayor or Deputy Mayor is to be filled by appointment, Council may choose to fill the vacancy by appointment to:
   (i) A current member of Council; or
   (ii) Any qualified individual as outlined in in Section 256 of the Act

3.03 Filling a Vacancy by Appointment of a Candidate from the Previous Municipal Election

(a) Council may fill the vacancy by appointing the Candidate who ran for the position that is vacant from the most current Election who received the most votes but was not elected.
(b) The Candidate shall reaffirm they meet the eligibility requirements of office as outlined in the Act and the Municipal Elections Act.
(c) If the individual is not longer qualified to hold office, the appointment shall be to the next Candidate who ran for the position that is vacant from the most current Municipal Election who received the second most votes but was not elected, and so on.
(d) A vote to fill a vacancy on Council shall be appointment shall occur at an open meeting.
(e) The successful Candidate shall be appointed and complete the Declaration of Office as per Section 232(1) of the Municipal Act, 2001 at the next Council meeting.

3.04 Filling a Vacancy by Appointment

(a) The Clerk shall post a Council Vacancy notice (Appendix A) on the Township website, local newspaper for a minimum of two (2) consecutive weeks following Council's decision to fill a vacancy by appointment, and any social media accounts the Township may have. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.

(b) In accordance with Section 244 of the Act, a vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting.

(c) Any individual wishing to be considered for appointment to the vacancy shall complete and sign the Council Vacancy Application Form (Appendix B) and submit the form in person (no fax or email accepted) with identification (Passport or Driver's License) by the deadline established by the Clerk.

(d) At the meeting, the following shall take place:

i. The Chair will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.

ii. Individuals seeking appointment to the position of Mayor and/or Deputy-Mayor and/or Councillor who are also current members of Council (nominees) shall declare a pecuniary interest.

iii. The Clerk will provide to the Chair a list of names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Chair will call for a motion from Council in the following form:

"That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the

office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."

iv. Each of the nominees shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot. (The Clerk shall place the names of all nominees in a container and randomly draw the names).

v. Each member of Council will be permitted to ask one (1) question to each candidate. Candidates will be sequestered in a separate room until it is their time to answer the questions posted by Council. Once a candidate has answered the questions, they may remain in the open meeting.

vi. Upon hearing all the submissions of the nominees, Council will proceed to vote as follows:

a. Nominee names shall be presented in alphabetical order to each member of Council by the Clerk.

b. Members of Council will vote by way of public vote (show of hands or recorded vote, if requested).

c. Members of Council shall vote for one nominee only.

d. The Clerk shall tabulate the results.

e. If the nominee receiving the greatest number of votes cast does not receive more than one-half of all voting members of Council, the nominee or nominees who received the fewest number of votes shall be excluded from further consideration.

The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the nominee or nominees who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council.

f. Where the votes cast are equal for all nominees and there are three or more nominees remaining, Council may decided to go into a Closed Session to discuss the candidates and reconvene to hold another vote or the Clerk may by lot select one such nominee to be excluded from the subsequent voting;

g. Where the votes cast are equal for the remaining two nominees, Council may decided to go into Closed Session to discuss the candidates and reconvene to hold another vote, or, the tie may be broken by selecting a nominee by lot, as conducted by the Clerk.

vii. Upon conclusion of the voting, the Clerk will note the nominee receiving the votes or more than one-half of the number of voting members of Council or the nominee selected through Section vi.g.

viii. The appointment of the nominee shall be made by by-law. A by-law confirming the appointment shall be enacted by Council or Council shall direct the Clerk how to proceed further.

3.05 Filling a Vacancy by a By-Election

(a) Within 60 days of declaring a sear vacant, council shall pass a By-law to fill the vacancy by By-election

(b) A By-election shall be held in accordance with the Municipal Elections Act.

(c) The Clerk or designate shall be responsible for conducting any By-election in accordance with the Municipal Elections Act and all applicable policies and procedures.

3.06 Administration

(a) The Clerk shall be responsible for the administration and interpretation of this policy, including advising Council on its application.

4. ATTACHMENTS

(a) Appendix A: Council Vacancy Public Notice Template
(b) Appendix B: Council Vacancy Application Form

Appendix "A"
PUBLIC NOTICE – COUNCIL VACANCY

TAKE NOTICE that a vacancy exists on the Township of Faraday Council for one (1) Councillor and that Council has determined to fill the vacancy by appointment in accordance with the Township of Faraday Council Vacancy Policy.

The term of this position is from the date of Council appointment to _____ _____ (insert next municipal election date).

A Special Council Meeting to appoint a successful candidate will be held on _____ _____ (date determined by council for a meeting – either in-person or by electronic means).

A candidate for municipal office must be a qualified municipal elector as set out in the Municipal Elections Act, 1996 and fulfill all of the following requirements:

(a) Eighteen (18) years o age or older; and
(b) A Canadian citizen; and
(c) A resident of the Township of Wollaston, or an owner or tenant of land in the municipality or the spouse of such an owner or tenant; and
(d) Not prohibited from voting under any other Act or disqualified from holding municipal office.

Prior to submitting an application, interested individuals should refer to the Municipal Act, 2001 and the Municipal Elections Act, 1996 for further details relating to the required qualifications.

Any qualified individual may submit, in person with identification, a completed application form along with a signed declaration of qualification by 2:00 p.m. on _____ _____ (date determined by council) to:

Clerk
TOWNSHIP OF FARADAY
29860A HIGHWAY 28 S
BANCROFT, ON K0L 1C0

Inquiries regarding this matter may be directed to clerk@faraday.ca or 613-332-3638.

Council Vacancy Application Forms are available online at www.faraday.ca or at the municipal address above.

Appendix "B"
COUNCIL VACANCY APPLICATION FORM

Please complete this form in its entirety and submit in person (no fax or email) with identification (Passport or Driver's License) by 2:00 p.m. on _____ (date determined by council) to:

Clerk
TOWNSHIP OF FARADAY
29860A HIGHWAY 28 S
BANCROFT, ON K0L 1C0

COUNCIL VACANCY APPLICATION FORM
Name:
Qualifying Address:
Email Address:
Telephone - (home):
Telephone - (work):
Telephone - (cell):

Eligibility Requirements	**YES**	**NO**
Canadian Citizen		
Minimum 18 years of age		
Eligible elector in the Township of Wollaston (owner or tenant or spouse of such owner or tenant)		
Not prohibited from voting otherwise by law		

Explain why you would like to serve on Council (if extra space required, please attach)

COUNCIL VACANCY APPLICATION FORM

DECLARATION OF QUALIFICATION

I, _____, an applicant mentioned in this application form, declare that I am presently legally qualified, or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed and to hold the office to which I have applied for appointment and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the Township of Faraday, in the County of Hastings, this _____ day of _____, 20_____.

_____
Signature of Applicant

_____
Signature of Clerk or Commissioner

_____ _____
Received By: DATE: YEAR/MONTH/DAY

CERTIFICATE

I, the undersigned Clerk of this municipality, do hereby certify that I have examined the application form of the aforesaid applicant filed with me and am satisfied that the nominee is qualified for appointment to municipal office.

_____ _____
Signature of Clerk or Designate DATE CERTIFIED:
YEAR/MONTH/DAY

Personal information collected on this form is pursuant to the *Municipal Act* and is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining a nominee's eligibility for appointment to municipal office. This application form will be attached to a Special Council Appointment Meeting agenda and posted on the Township website. Questions can be directed to the Clerk.

AGENDA ITEM REPORT:

Prepared For: COUNCIL
Meeting Date**:** June 4, 2025 – Council Meeting
Submitted By: Sarah Jenkins, Deputy Treasurer

Subject: Budget Update

Background Information:

Budget figures for 2025 have been entered into the accounting program.

Recommendation:

- Attached is a budget update as of May 27, 2025.
- Final tax bills were mailed out May 13, 2025. They were mailed early due to the potential postal strike. The due date remains July 24, 2025.
- Outstanding taxes by year as of May 27, 2025:

  2025 - $ 2,468,165.09
  2024 - $ 93,410.38
  2023 - $ 5,331.25
  2022 - $ 1996.66

  Total amount outstanding for taxes - $2,568,903.38.

- The process of registering tax arrears notice on the properties with outstanding taxes over 2 years has started.

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Taxation Revenue						
14-1100 - Taxation Municipal Residential		2,992,900.57	2,990,778.60		2,990,778.60	
14-1200 - Penalty & Interest On Taxes			14,631.62		14,631.62	
14-2100 - Tax County Residential		1,270,486.29	1,269,610.44		1,269,610.44	
14-3130 - Tax Education No Supp Residential		81,298.05	81,298.05		81,298.05	
14-4100 - Tax English Public Residential		509,765.57	509,365.29		509,365.29	
14-5100 - Tax French Public Residential		619.65	619.65		619.65	
14-6100 - Tax English Separate Residential		22,601.09	22,601.09		22,601.09	
14-7100 - Tax French Separate Residential		2,867.99	2,867.99		2,867.99	
Total Taxation Revenue:		4,880,539.21	4,891,772.73		4,891,772.73	
Revenue						
15-1010 - Grants In Lieu Municipal Property Tax As			14,106.08	4,500.00	9,606.08	213.5
15-2108 - Provincial Funding OCIF				100,000.00	(100,000.00)	100.0-
15-2110 - Provincial Funding (OMPF)			399,450.00	798,900.00	(399,450.00)	50.0-
15-2830 - Provincial Funding Library				5,595.00	(5,595.00)	100.0-
15-3500 - Grant Funding - Fire				16,461.00	(16,461.00)	100.0-
15-4120 - Other Municipal Fees & S/C Admin			455.00		455.00	
15-4240 - Other Municipal Fees CBO & By-Law		6,121.37	26,429.43	57,000.00	(30,570.57)	53.6-
15-4310 - Other Municipal Fees & S/C Roads				6,500.00	(6,500.00)	100.0-
15-4440 - Other Municipal Fees & S/C Waste Dispos				118,125.00	(118,125.00)	100.0-
15-4800 - Other Municipal Fees & S/C MHSW			15,344.93	14,000.00	1,344.93	9.6
15-5120 - Other Revenue Service Charges & Rents		600.00	2,075.00	5,000.00	(2,925.00)	58.5-
15-5125 - Other Revenue Misc Sales			255.00	500.00	(245.00)	49.0-
15-5126 - Insurance from Community Centre Rentals		200.00	475.00		475.00	
15-5127 - TEMP SITE PASS SALES		705.00	1,595.00	500.00	1,095.00	219.0
15-5135 - Other Revenue Admin - WSIB				13,503.85	(13,503.85)	100.0-
15-5220 - Other Revenue - Fire		(60.00)	46,760.41	500.00	46,260.41	9252.1
15-5310 - Other Revenue - Roads				4,500.00	(4,500.00)	100.0-
15-5440 - Other Revenue - Waste Disposal		1,375.00	4,120.00	25,000.00	(20,880.00)	83.5-
15-5460 - Other Revenue - Recycling (Rebates)		3,499.68	15,388.98	30,000.00	(14,611.02)	48.7-
15-5470 - Other Revenue - Scrap				10,000.00	(10,000.00)	100.0-
15-5475 - Other Revenue - Batteries (MHSW Event)		81.80	404.50		404.50	
15-5480 - Other Revenue - MHSW Rebate				16,000.00	(16,000.00)	100.0-
15-5810 - Other Revenue - Community Centre Rentals			1,561.08	4,000.00	(2,438.92)	61.0-
15-5820 - Other Revenue - Planning/Zoning			1,200.00	1,000.00	200.00	20.0
15-5830 - Other Revenue - Residential Develop			5,000.00		5,000.00	
15-6010 - Licences & Entrance Permits		10.00	400.00	500.00	(100.00)	20.0-

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
15-6240 - Building Permits		18,235.70	52,613.82	80,000.00	(27,386.18)	34.2-
15-6245 - Septic Permits		1,200.00	3,600.00	10,000.00	(6,400.00)	64.0-
15-6400 - Penalty & Interest - Taxes				35,000.00	(35,000.00)	100.0-
15-6500 - Investment Income			64,615.01	300,000.00	(235,384.99)	78.5-
15-6550 - Microfit Project Income		351.99	750.43	6,000.00	(5,249.57)	87.5-
15-6850 - Sale Of Land				2,000.00	(2,000.00)	100.0-
15-6900 - Contribution From Reserves				289,293.00	(289,293.00)	100.0-
Total Revenue:		32,320.54	656,599.67	1,954,377.85	(1,297,778.18)	66.4-
Grants						
Revenue Totals:		4,912,859.75	5,548,372.40	1,954,377.85	3,593,994.55	183.9
General Government						
16-1100-0105 - Council Fees		7,445.25	37,226.25	89,500.00	52,273.75	58.4
16-1100-0121 - Council C.P.P.		72.14	649.24	1,800.00	1,150.76	63.9
16-1100-0124 - Council EHT		1,867.21	2,489.99	3,500.00	1,010.01	28.9
16-1100-0126 - Council Life Insurance		14.26	121.16	500.00	378.84	75.8
16-1100-0301 - Council Supplies		33.41	741.63	900.00	158.37	17.6
16-1100-0459 - Council Mileage		525.00	2,625.00	7,500.00	4,875.00	65.0
16-1100-0500 - Council Conferences / Seminars				5,500.00	5,500.00	100.0
Total General Government:		9,957.27	43,853.27	109,200.00	65,346.73	59.8
General Administration						
16-1200-0101 - Administration Salaries And Wages		19,595.80	102,392.60	260,000.00	157,607.40	60.6
16-1200-0121 - Administration C.P.P.		1,124.00	5,887.81	13,500.00	7,612.19	56.4
16-1200-0122 - Administration EIC		449.90	2,350.84	5,000.00	2,649.16	53.0
16-1200-0123 - Administration OMERS		1,949.86	10,235.72	30,000.00	19,764.28	65.9
16-1200-0124 - Administration E.H.T.		(12,395.09)	6,531.60	6,000.00	(531.60)	8.9-
16-1200-0125 - Administration Manulife		738.61	3,693.05	10,000.00	6,306.95	63.1
16-1200-0126 - Administration Life Insurance		1,203.89	6,080.76	15,000.00	8,919.24	59.5
16-1200-0127 - Administration WSIB			2,335.36	9,000.00	6,664.64	74.1
16-1200-0128 - Administration Eye Glass Care				1,500.00	1,500.00	100.0
16-1200-0301 - Administration Supplies / Printing		464.57	2,614.88	7,000.00	4,385.12	62.6
16-1200-0305 - Administration Postage/Courier		8.14	1,072.34	3,500.00	2,427.66	69.4
16-1200-0307 - Administration Heating			1,217.38	5,400.00	4,182.62	77.5
16-1200-0308 - Administration Hydro		143.55	966.45	2,500.00	1,533.55	61.3
16-1200-0310 - Administration Tax Billing		2,297.33	4,918.31	6,500.00	1,581.69	24.3

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
16-1200-0318 - Administration Election Costs			1,424.64	1,500.00	75.36	5.0
16-1200-0319 - Administration Other Costs		427.39	5,069.41	6,000.00	930.59	15.5
16-1200-0451 - Administration Advertising			235.06	1,500.00	1,264.94	84.3
16-1200-0452 - Administration Audit			23,099.52	40,000.00	16,900.48	42.3
16-1200-0453 - Administration Legal			317.04	10,000.00	9,682.96	96.8
16-1200-0455 - Adminstration Telephone / Fax / Internet		296.06	1,632.30	4,500.00	2,867.70	63.7
16-1200-0456 - Administration Lease Agreement		949.17	2,033.59	4,000.00	1,966.41	49.2
16-1200-0457 - Administration Membership Agreements		317.37	8,884.40	10,000.00	1,115.60	11.2
16-1200-0458 - Administration Insurance				70,000.00	70,000.00	100.0
16-1200-0459 - Administration Mileage				1,500.00	1,500.00	100.0
16-1200-0460 - Administration Conferences/Staff Train		242.93	1,447.77	8,500.00	7,052.23	83.0
16-1200-0463 - Administration Building/Property Maint		734.95	1,147.20	16,000.00	14,852.80	92.8
16-1200-0465 - Administration Car Allowance				1,000.00	1,000.00	100.0
16-1200-0515 - Administration Bank Serv Charg			1,430.33	4,000.00	2,569.67	64.2
16-1200-0518 - Administration-Computers		848.80	9,074.53	12,000.00	2,925.47	24.4
Total General Administration:		19,397.23	206,092.89	565,400.00	359,307.11	63.6
General Government-Equipment						
16-1300-0302 - Backhoe			1,360.24	15,000.00	13,639.76	90.9
Total General Government-Equipment:			1,360.24	15,000.00	13,639.76	90.9
Custodian Office						
16-1400-0101 - Custodian Wages			804.18	6,000.00	5,195.82	86.6
16-1400-0127 - Custodian WSIB			49.43	400.00	350.57	87.6
16-1400-0128 - Custodian Training			117.02	130.00	12.98	10.0
Total Custodian Office:			970.63	6,530.00	5,559.37	85.1
Fire						
16-2100-0101 - Fire Dept Salaries & Wages		1,771.90	8,859.50	100,950.00	92,090.50	91.2
16-2100-0121 - Fire Department CPP			266.06	270.00	3.94	1.5
16-2100-0122 - Fire Department EI		40.68	203.41	500.00	296.59	59.3
16-2100-0124 - Fire Dept EHT		1,509.12	1,509.12	730.00	(779.12)	106.7-
16-2100-0126 - Fire Dept Life Insurance				2,900.00	2,900.00	100.0
16-2100-0127 - Fire Dept WSIB			2,801.32	2,500.00	(301.32)	12.1-
16-2100-0301 - Fire Dept Supplies		407.04	2,535.41	3,000.00	464.59	15.5
16-2100-0305 - Fire Dept Food & Drinks (On Scene)				150.00	150.00	100.0
16-2100-0307 - Fire Dept Heating			1,432.39	1,500.00	67.61	4.5
16-2100-0308 - Fire Dept Hydro		466.89	2,492.67	4,400.00	1,907.33	43.4
16-2100-0312 - Fire Dept Gas & Oil		445.46	1,994.68	5,500.00	3,505.32	63.7

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
16-2100-0319 - Fire Dept. Other Costs			655.84	2,000.00	1,344.16	67.2
16-2100-0455 - Fire Dept Telephone/Cell Phone and Fax		76.71	380.74	1,200.00	819.26	68.3
16-2100-0458 - Fire Dept Insurance				25,000.00	25,000.00	100.0
16-2100-0459 - Fire Dept Radio Airtime/Answering Servic		29.36	7,022.80	9,200.00	2,177.20	23.7
16-2100-0460 - Fire Dept Conferences/Training/Membershi		381.18	3,382.35	15,000.00	11,617.65	77.5
16-2100-0461 - Fire Dept Vehicle Maintenance		901.84	1,144.79	4,000.00	2,855.21	71.4
16-2100-0462 - Fire Dept Equipment Maintenanc		72.00	162.00	5,000.00	4,838.00	96.8
16-2100-0463 - Fire Dept Build/Prop Maintenan			455.09	6,500.00	6,044.91	93.0
16-2100-0464 - Fire Dept Mileage				500.00	500.00	100.0
16-2100-0550 - Fire Dept. Equip Purchases Thru Funding				17,715.00	17,715.00	100.0
16-2100-0600 - Fire Dept Equipment/Vehicle Purchases			19,534.08	88,500.00	68,965.92	77.9
16-2100-0610 - Fire Dept Capital Expenditures			(17,460.90)	7,500.00	24,960.90	332.8
16-2100-0620 - Fire Dept-Fire Fighting Contin				5,000.00	5,000.00	100.0
16-2100-0720 - Fire Dept - Contribution to Reserve				30,000.00	30,000.00	100.0
16-2200-0821 - Emergency Van			1,000.00	2,000.00	1,000.00	50.0
16-2200-0822 - 911 Costs		64.42	81.21	500.00	418.79	83.8
Total Fire:		6,166.60	38,452.56	342,015.00	303,562.44	88.8
Police						
16-2300-0820 - Policing Requisitions			142,065.92	434,000.00	291,934.08	67.3
Total Police:			142,065.92	434,000.00	291,934.08	67.3
Building Inspection						
16-2400-0101 - Building Inspection Salaries/Wages		8,230.40	43,209.60	107,000.00	63,790.40	59.6
16-2400-0121 - Building Inspection CPP		477.92	2,508.53	5,000.00	2,491.47	49.8
16-2400-0122 - Building Inspection EI		188.96	992.04	1,750.00	757.96	43.3
16-2400-0123 - Building Inspection OMERS		894.52	4,695.97	15,000.00	10,304.03	68.7
16-2400-0124 - Building Inspection EHT		2,204.53	2,892.30	4,000.00	1,107.70	27.7
16-2400-0125 - Building Inspection Manulife		352.63	1,763.15	5,250.00	3,486.85	66.4
16-2400-0126 - Building Inspection Life Insurance		426.13	2,139.64	4,500.00	2,360.36	52.5
16-2400-0127 - Building Inspection WSIB			986.57	4,000.00	3,013.43	75.3
16-2400-0128 - Building Inspection Eye Glass Care				500.00	500.00	100.0
16-2400-0301 - Building Inspt - Supplies			381.07	1,500.00	1,118.93	74.6
16-2400-0453 - Building Inspection Legal				9,000.00	9,000.00	100.0
16-2400-0455 - Building Inspection Phone & Cell		19.40	96.96	350.00	253.04	72.3
16-2400-0457 - Building Inspection Memberships			441.42	1,500.00	1,058.58	70.6
16-2400-0459 - Building Inspection Mileage		333.07	840.68	8,000.00	7,159.32	89.5
16-2400-0460 - Building Inspection Conference/Training			978.46	6,000.00	5,021.54	83.7
Total Building Inspection:		13,127.56	61,926.39	173,350.00	111,423.61	64.3

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Animal Control						
16-2700-0301 - Animal Control Supplies			171.23		(171.23)	
16-2700-0458 - Animal Control Contract/Stand By				4,000.00	4,000.00	100.0
16-2700-0811 - Vet Services			200.00	200.00		
16-2700-0820 - Municipal Dog Pound Requisitio			2,025.25	4,254.00	2,228.75	52.4
Total Animal Control:			2,396.48	8,454.00	6,057.52	71.7
Conservation Authority						
16-2800-0820 - Conservation Authority Requisition			26,972.38	53,900.00	26,927.62	50.0
Total Conservation Authority:			26,972.38	53,900.00	26,927.62	50.0
Transportation Services						
16-3100-0101 - Roads Salaries & Wages		22,470.30	112,401.99	285,000.00	172,598.01	60.6
16-3100-0121 - Roads CPP		1,282.83	6,466.36	15,000.00	8,533.64	56.9
16-3100-0122 - Roads EI		515.93	2,580.89	6,000.00	3,419.11	57.0
16-3100-0123 - Roads OMERS		2,277.40	10,538.67	30,000.00	19,461.33	64.9
16-3100-0124 - Roads EHT		5,792.71	7,559.77	6,000.00	(1,559.77)	26.0-
16-3100-0125 - Roads Manulife		1,057.89	5,289.45	20,000.00	14,710.55	73.6
16-3100-0126 - Roads Life Insurance		1,190.81	6,025.04	14,000.00	7,974.96	57.0
16-3100-0127 - Roads WSIB			2,480.83	10,000.00	7,519.17	75.2
16-3100-0128 - Roads Eye Glass Care				2,000.00	2,000.00	100.0
16-3100-0129 - Roads Clothing Allowance			498.57	1,500.00	1,001.43	66.8
16-3100-0130 - Roads Wages Allocated To Operations		(16,395.28)	(83,865.17)	(182,000.00)	(98,134.83)	53.9-
16-3100-0131 - Patrolling Roads		1,416.34	11,726.97	27,000.00	15,273.03	56.6
Total Transportation Services:		19,608.93	81,703.37	234,500.00	152,796.63	65.2
Road Maintenance Accounts						
16-3100-0301 - Roads Supplies		1,274.03	3,534.54	10,000.00	6,465.46	64.7
16-3100-0307 - Roads Heating			4,034.89	8,000.00	3,965.11	49.6
16-3100-0308 - Roads Hydro		292.85	2,315.31	4,000.00	1,684.69	42.1
16-3100-0310 - Roads Small Tools				3,000.00	3,000.00	100.0
16-3100-0451 - Roads - Advertising			152.64	600.00	447.36	74.6
16-3100-0453 - Roads - Legal		548.89	548.89	5,000.00	4,451.11	89.0
16-3100-0455 - Roads Telephone/Fax/Cell Phone		39.16	195.18	750.00	554.82	74.0
16-3100-0458 - Roads Insurance				40,000.00	40,000.00	100.0
16-3100-0460 - Roads Conferences/Training/Memberships		591.14	2,859.96	4,500.00	1,640.04	36.5
16-3100-0463 - Roads Building/Property Maintenance		1,143.95	5,218.18	5,000.00	(218.18)	4.4-
16-3100-0466 - Roads Licences & Permits			51.00	600.00	549.00	91.5

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
16-3100-0720 - Rds Contribution To Reserve Construction				50,000.00	50,000.00	100.0
16-3100-0725 - Rds Contribution to Reserve Equipment				100,000.00	100,000.00	100.0
16-3100-1100 - Roads Bridges & Culverts		1,839.58	4,386.48	20,000.00	15,613.52	78.1
16-3100-1210 - Roads Grass Mowing				9,000.00	9,000.00	100.0
16-3100-1220 - Roads Brushing		1,510.26	2,527.35	18,000.00	15,472.65	86.0
16-3100-1230 - Roads Ditching		32.77	332.77	5,000.00	4,667.23	93.3
16-3100-1250 - Roads Debris & Litter Pick up		88.80	309.11	2,000.00	1,690.89	84.5
16-3100-1320 - Roads Hardtop Patching		1,583.64	2,927.20	20,000.00	17,072.80	85.4
16-3100-1330 - Roads Hardtop Sweeping		763.85	963.85	13,500.00	12,536.15	92.9
16-3100-1410 - Roads Loose Top Patching		897.79	5,871.06	3,000.00	(2,871.06)	95.7-
16-3100-1420 - Roads Loose Top Grading		4,400.00	9,540.00	30,000.00	20,460.00	68.2
16-3100-1430 - Roads Loose Top Dust Control				34,000.00	34,000.00	100.0
16-3100-1450 - Roads Gravel Resurfacing		5,205.95	12,215.10	100,000.00	87,784.90	87.8
16-3100-1505 - Roads Stock Pile Winter Sand				50,000.00	50,000.00	100.0
16-3100-1510 - Roads Snowplowing/Removal Twp			32,440.00	42,000.00	9,560.00	22.8
16-3100-1515 - Roads Snowplowing/Removal Con			15,798.24	25,000.00	9,201.76	36.8
16-3100-1520 - Roads Sanding/Salting Twp			23,080.00	32,000.00	8,920.00	27.9
16-3100-1525 - Roads Sanding/Salting Cont			15,798.24	31,000.00	15,201.76	49.0
16-3100-1526 - Roads Plowing/Sanding Contract Fuel Adju			1,939.74		(1,939.74)	
16-3100-1530 - Roads Snow Fence Culvert Thaw			1,532.84	2,000.00	467.16	23.4
16-3100-1540 - Roads Winter Standby			6,868.80	15,000.00	8,131.20	54.2
16-3100-1600 - Roads Signs & Safety Devices		982.74	3,099.41	8,000.00	4,900.59	61.3
Total Road Maintenance Accounts:		21,195.40	158,540.78	690,950.00	532,409.22	77.1
Road Construction Accounts						
16-3100-1822 - Project #2 - Monck Rd			790.31	60,000.00	59,209.69	98.7
16-3100-1833 - Project #6 - Airport Rd		496.18	1,571.06	280,000.00	278,428.94	99.4
16-3100-1838 - Project #4 - Sand Salt Storage Shed		264.58	59,933.90	59,293.00	(640.90)	1.1-
16-3100-1842 - Project #11 - Bay Lake Road		2,921.80	3,056.14	730,000.00	726,943.86	99.6
Total Road Construction Accounts:		3,682.56	65,351.41	1,129,293.00	1,063,941.59	94.2
Roads Equipment Account						
16-3100-2110 - Roads Truck #1		910.63	7,153.51	40,000.00	32,846.49	82.1
16-3100-2111 - Roads Truck #1 Rentals		(1,400.00)	(9,000.00)	(30,000.00)	(21,000.00)	70.0-
16-3100-2120 - Roads Truck #2		1,004.94	24,365.99	45,000.00	20,634.01	45.9
16-3100-2121 - Roads Truck #2 Rentals		(200.00)	(17,500.00)	(30,000.00)	(12,500.00)	41.7-
16-3100-2130 - Roads Truck #3			589.86		(589.86)	
16-3100-2145 - Truck #4		2,655.54	18,716.62	47,000.00	28,283.38	60.2
16-3100-2146 - Truck #4 Rentals		(2,120.00)	(27,600.00)	(30,000.00)	(2,400.00)	8.0-

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
16-3100-2155 - Roads - Truck #5		2,606.00	25,476.51	40,000.00	14,523.49	36.3
16-3100-2156 - Roads - Truck #5 Rentals		(1,380.00)	(9,160.00)	(30,000.00)	(20,840.00)	69.5-
16-3100-2303 - Roads Grader (CAT)		2,294.62	8,925.20	35,000.00	26,074.80	74.5
16-3100-2304 - Roads Grader Rental (CAT)		(4,900.00)	(15,200.00)	(35,000.00)	(19,800.00)	56.6-
16-3100-2410 - Roads Loader # 1		360.47	4,764.55	35,000.00	30,235.45	86.4
16-3100-2420 - Roads Loader # 1 Rental		(1,000.00)	(11,500.00)	(35,000.00)	(23,500.00)	67.1-
Total Roads Equipment Account:		(1,167.80)	32.24	52,000.00	51,967.76	99.9
Garbage Disposal						
16-4400-0101 - Garbage Disposal Salaries/Wages		9,293.43	46,588.11	125,000.00	78,411.89	62.7
16-4400-0121 - Garbage Disposal CPP		521.73	2,616.98	4,000.00	1,383.02	34.6
16-4400-0122 - Garbage Disposal EI		213.37	1,069.64	2,500.00	1,430.36	57.2
16-4400-0123 - Garbage Disposal OMERS		821.48	4,196.76	12,000.00	7,803.24	65.0
16-4400-0124 - Garbage Disposal EHT		2,011.67	2,743.03	4,000.00	1,256.97	31.4
16-4400-0125 - Garbage Disposal Manulife		497.73	2,488.65	18,000.00	15,511.35	86.2
16-4400-0126 - Garbage Disposal Life Insurance		675.44	3,261.13	4,500.00	1,238.87	27.5
16-4400-0127 - Garbage Disposal WSIB			1,042.94	4,500.00	3,457.06	76.8
16-4400-0128 - Garbage Disposal Eye Glass Care				500.00	500.00	100.0
16-4400-0129 - Garbage Disposal Clothing Allowance		406.77	406.77	1,000.00	593.23	59.3
16-4400-0301 - Garbage Disposal Supplies/Misc		415.74	1,097.15	2,500.00	1,402.85	56.1
16-4400-0307 - Garbage Disposal Heat			167.56	500.00	332.44	66.5
16-4400-0308 - Garbage Disposal Hydro		460.88	2,159.68	3,700.00	1,540.32	41.6
16-4400-0315 - Garabage Disposal Equipment Rental				500.00	500.00	100.0
16-4400-0319 - Garbage Disposal Other Costs				20,500.00	20,500.00	100.0
16-4400-0453 - Garbage Disposal Legal				1,000.00	1,000.00	100.0
16-4400-0455 - Garbage Disposal Phone & Internet		47.01	268.69	750.00	481.31	64.2
16-4400-0458 - Garbage Disposal Insurance				15,000.00	15,000.00	100.0
16-4400-0460 - Garbage Disposal Confer/Training/Safety				300.00	300.00	100.0
16-4400-0463 - Garbage Disposal Building/Property Maint		2,859.80	4,060.10	15,500.00	11,439.90	73.8
16-4400-0464 - Garbage Disposal Bulky Items Removal				50,000.00	50,000.00	100.0
16-4400-0465 - Temp Waste Site Pass Expenses		152.10	354.41	500.00	145.59	29.1
16-4400-0466 - Garbage Disposal Licences/Permits				50.00	50.00	100.0
16-4400-0610 - Garbage Disposal Consultants (BluMetric)		11,380.01	19,946.93	45,000.00	25,053.07	55.7
16-4400-0620 - Garbage Disposal Dumping of Garbage Bins			203.52		(203.52)	
16-4400-0630 - Landfill Compactor Maintenance		9,337.23	59,206.78	70,000.00	10,793.22	15.4
16-4400-0640 - Landfill Compactor Insurance				1,600.00	1,600.00	100.0
16-4400-0645 - Contribution to Reserve - Equipment				50,000.00	50,000.00	100.0
16-4400-0650 - Landfill Reclamation				50,000.00	50,000.00	100.0
16-4400-0720 - Landfill Contr To Reserve-Reclamation/Cl				50,000.00	50,000.00	100.0

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Total Garbage Disposal:		39,094.39	151,878.83	553,400.00	401,521.17	72.6
Waste Management Board						
16-4500-0308 - WMB - Hydro		38.84	250.32	750.00	499.68	66.6
16-4500-0320 - WMB - OCWA Management Contract			8,884.00	27,000.00	18,116.00	67.1
16-4500-0321 - WMB - OCWA Management Contract Capital				13,000.00	13,000.00	100.0
16-4500-0322 - WMB - Treating Leachate			37,569.99	153,000.00	115,430.01	75.4
16-4500-0453 - WMB - Legal				2,500.00	2,500.00	100.0
16-4500-0610 - WMB - Spring/Fall Sampling/Annual Report		96.67	3,761.30	30,000.00	26,238.70	87.5
16-4500-0617 - WMB - Contingency				10,000.00	10,000.00	100.0
Total Waste Management Board:		135.51	50,465.61	236,250.00	185,784.39	78.6
MHSW						
16-4800-0319 - MHSW Contract		23,466.63	23,466.63	70,000.00	46,533.37	66.5
Total MHSW:		23,466.63	23,466.63	70,000.00	46,533.37	66.5
Recreation & Cultural Service						
16-7100-0101 - Community Centre Wages		490.74	1,548.39	7,500.00	5,951.61	79.4
16-7100-0121 - Community Centre CPP		11.85	53.21	500.00	446.79	89.4
16-7100-0122 - Community Centre EI		11.27	54.02	500.00	445.98	89.2
16-7100-0124 - Community Centre EHT		346.52	382.82	500.00	117.18	23.4
16-7100-0301 - Community Centre Supplies		64.87	340.18	1,000.00	659.82	66.0
16-7100-0306 - Community Centre Heating			2,113.31	3,500.00	1,386.69	39.6
16-7100-0308 - Community Centre Hydro		296.03	1,798.79	3,200.00	1,401.21	43.8
16-7100-0455 - Community Centre Telephone/Fax		47.01	140.33	600.00	459.67	76.6
16-7100-0458 - Community Centre Insurance				6,500.00	6,500.00	100.0
16-7100-0463 - Community Centre Building/Property Maint			5,987.39	11,000.00	5,012.61	45.6
Total Recreation & Cultural Service:		1,268.29	12,418.44	34,800.00	22,381.56	64.3
Transfers To Arena & Library						
16-7300-0821 - Bancroft Library Transfer				5,595.00	5,595.00	100.0
16-7300-0822 - Bancroft Library Grant				34,500.00	34,500.00	100.0
Total Transfers To Arena & Library:				40,095.00	40,095.00	100.0
Planning & Zoning						
16-8100-0301 - Planning Supplies/Advertising				500.00	500.00	100.0
16-8100-0453 - Planning Legal				1,000.00	1,000.00	100.0
16-8100-0454 - Planning Consultants				1,000.00	1,000.00	100.0
16-8300-0820 - Microfit Project			9.85	550.00	540.15	98.2

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
16-8300-0821 - Asset Management Plan			6,115.78	17,000.00	10,884.22	64.0
16-8300-0822 - Clinic/Hospital				10,000.00	10,000.00	100.0
16-8300-0823 - Cemetary Grants				500.00	500.00	100.0
16-8300-0824 - Emergency Training Exercise		120.00	682.81	1,100.00	417.19	37.9
16-8300-0825 - Bancroft Area Community Policing			2,000.00	2,200.00	200.00	9.1
16-8300-0828 - Bancroft Legion - RD Wreath				100.00	100.00	100.0
16-8300-0829 - Contingency				10,000.00	10,000.00	100.0
16-8300-0831 - DONATIONS			5,000.00	5,000.00		
16-8300-0832 - Health & Safety Training		150.91	150.91	500.00	349.09	69.8
16-8300-0833 - Electronic Sign at Comm Ctr				30,000.00	30,000.00	100.0
16-8400-0720 - Contribution to Capital Reserve				40,000.00	40,000.00	100.0
16-8400-0725 - Contribution to AMP Reserve - Roads				40,000.00	40,000.00	100.0
16-8400-0730 - Contribution to AMP Reserve Structures				20,000.00	20,000.00	100.0
Total Planning & Zoning:		270.91	13,959.35	179,450.00	165,490.65	92.2
Expense Totals:		156,203.48	1,081,907.42	4,928,587.00	3,846,679.58	78.1
Net Surplus (Deficit):		4,756,656.27	4,466,464.98	(2,974,209.15)	7,440,674.13	250.2

Accounts Printed: 258

TO: Mayor and Members of Council

FROM: Scott Laundry – Operations Supt.

RE: June 04, 2025 Staff Report

Maintenance

Roads

- Regular patrolling performed.
- Potholes patched and patching of roadside edges
- Ditch and culvert cleaning
- Shoulder repair
- Grading
- Removal of tree debris/windstorms
- Beaver dams pulled

Equipment

- Completely washed interior/exterior
- Regular preventative maintenance performed
- Shop housekeeping completed

Gravel Resurfacing

- Completed on Lyman Road and Woodcox Road

Bay Lake Road Maintenance

- Construction signs installed
- Layout is completed
- Brushing is completed
- Excavation and major construction to commence June 02nd

Landfill

- Compactor is fully operational
- May rains have limited compaction

TO: Mayor and Members of Council

FROM: Scott Laundry – Operations Supt.

RE: Airport Road Maintenance Report – June 04, 2025

Scope of Work: Maintenance of roadside ditching, including rock blasting

This is a specific project to be completed.

Request:

I am asking Council to waive the Procurement Policy for this project, on the item of drilling and blasting.

By-law 6-2025, Section 4.0 General Conditions states:

"4.1 Council can waive any part of this Policy, or the Policy in its entirety, by resolution for a specific purchase or project."

Reasoning:

- I have received a quote for drilling and blasting from Rock Breakers 2007 Inc., for work to be completed on Airport Road and Woodcox Road.
- The quote is based on an estimated volume of rock to be removed and is within the budget.
- The estimated volume was calculated by me and Rock Breakers' estimator by use of drill test holes and surveying.
- The quote states in its notes: Rock to be re-quantified once it has been exposed in order to achieve proper cubic meter quantities before blasting.
- The re-quantified volume will be agreed upon on site before blasting, by me and the Blaster in charge of the job.
- Faraday Township has successfully worked in this manner with Rock Breakers 2007 Inc. on the following jobs:
    - October 2019: Airport Road Realignment
    - June 2015: Bay Lake Road
- I am very comfortable working with Rock Breakers' employees and by using Common Engineering Practices and experience, it has worked well in the past.

- Kirk McCaw, retired Road Superintendent of Wollaston Township, has used Rock Breakers 2007 Inc. on jobs in Wollaston Township. He says Rock Breakers are:

    - Rated #1 in this area
    - Competent
    - Had no damage issues
    - Job was done correctly

- The use of Common Engineering Practices in this manner will remove costs associated with consulting and engineering.

TO: **Mayor and Members of Council**

FROM: **Brian Sears – Fire Chief**

RE: **May 2025 Report**

1: **Incident Reports**

- Incidents reports for OFM were completed for 2024
- Fire Profile have been submitted

2: **Equipment**

- The F-350 truck required its annual safety - it had to have some work done to pass this year
- I have the trucks scheduled for yearly safety checks
- We picked up an imager camera

3: **Fire Fighters**

- Paul has wildland fire training done for the year
- The Faraday Lake association asked if the firefighters could do a fire extinguisher demonstration at their August meeting
- Some of the firefighters attended a demonstration on a new form for fighting fires

4: **Fire Calls**

- We had (2) call for month of May
- House fire
- Vehicle fire

5: **Compliance and Ongoing Efforts**

- I attendant Chiefs meeting in Trenton
- We attended two online meetings with Mark from FP2 to get our fire calls to go from dispatch to our fire pro
- I attended a life safety meeting

SUMMARY

I will be attendance at the June 4 /2025 Council Meeting to discuss my report, should you have any questions or concerns.

AGENDA ITEM REPORT:

Prepared For: COUNCIL
Meeting Date**:** June 4th, 2025, Regular Meeting
Submitted By: Scott R., Chief Building Official, By-Law Enforcement Officer

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Subject: Building department Monthly report.

Background:

The building department has issued 37 permits to date. Seven new Single-Family dwellings, ten septic permits and the remainder being smaller projects. The permit revenue issued to date is $58,276.68 with a projected building permit value of $4,712,230.00

Permit Fees

2021	$300.00	$7,969.60	$15,994.40	$27,279.20	$35,378.20	$48,189.50
2022	$2,422.00	$3,342.00	$7,997.40	$30,971.20	$48,208.40	$77,420.80
2023	$6,350.00	$12,164.80	$23,466.30	$28,163.50	$42,934.90	$64,428.70
2024	$450.00	$4,350.00	$5,205.60	$13,596.60	$28,772.60	$36,954.20
2025	$23,162.80	$26,431.98	$27,288.58	$42,223.48	$58,276.68	
	Jan to date	Feb to date	March to date	April to date	May to date	June to date

Permit Values

2021	$105,000.00	$597,800.00	$935,940.00	$1,645,440.00	$2,076,640.00	$2,923,140.00
2022	$68,000.00	$99,000.00	$329,000.00	$1,625,750.00	$2,312,230.00	$3,657,130.00
2023	$300,000.00	$810,000.00	$1,675,000.00	$1,835,000.00	$2,842,800.00	$5,135,200.00
2024	$15,000.00	$105,000.00	$185,000.00	$1,007,000.00	$2,065,000.00	$2,582,000.00
2025	$2,922,600.00	$3,154,100.00	$3,199,430.00	$4,099,430.00	$4,712,230.00	
	Jan to date	Feb to date	March to date	April to date	May to date	June to date

Recommendation:

It is recommended that Council accept the Building Department report as presented.

THE CORPORATION OF THE TOWNSHIP OF FARADAY

BY-LAW NO. 30-2025

Being a By-Law to adopt an Asset Management Plan

WHEREAS Section 8 of the **Municipal Act**, 2001, S.O. 2001, c.25 as amended states that the powers of a municipality shall be interpreted broadly so as confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS Section 9 of the **Municipal Act**, S.O. 2001, c.25, as amended provides that, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 6 (1) of the Ontario Regulation 588/17 as amended, subject to subsection (2), on or before July 01, 2025, requires that every Asset Management Plan prepared under section 5 in respect of its core municipal infrastructure assets must include additional information as outlined in Section 6 (1) subsection 1 to 7 and Section 6 (2);

NOW THEREFORE the Council of the Corporation of the Township of Faraday **HEREBY ENACTS AS FOLLOWS:**

1) That the Asset Management Plan, attached hereto as Schedule "A", is hereby adopted and shall form part of this by-law.

2) The Clerk of the Township of Faraday is hereby authorized to make any minor modification or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedules(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

3) That all by-laws or parts of by-laws heretofore passed inconsistent with the provisions herein are hereby repealed.

4) That this by-law shall come into force and take effect upon the date of its passing

PASSED this 04th day of June, 2025.

_____

MAYOR: D. PURCELL

SEAL

_____

CLERK: BERNICE CROCKER

FINAL REPORT

PREPARED BY HEMSON FOR THE TOWNSHIP OF FARADAY

ASSET MANAGEMENT PLAN

May 2, 2025

HEMSON

1000 - 30 St. Patrick Street, Toronto ON M5T 3A3

416 593 5090 | hemson@hemson.com | www.hemson.com

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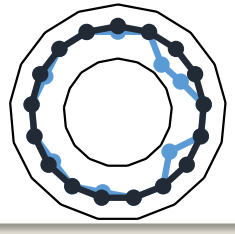
EXECUTIVE SUMMARY

The Asset Management Plan (2025 Plan) has been developed to be consistent with the requirements of *Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure* (*O Reg. 588/17*) and meet the 2025 proposed level of service requirements. This 2025 Plan includes current level of service measures for all core and non-core infrastructure assets and defines proposed levels of service over a ten-year period in compliance with the regulation. A summary of the key results of the 2025 AMP is noted below along with relevant reporting outputs provided in the summary dashboard. Note that all figures are in constant 2025 dollars.

- The Township's infrastructure has an estimated replacement value of $119.3 million. The largest share is roads and accounts for about $93.2 million (78%). The next highest share is culverts at $10.3 million (9%) and is followed by buildings at $6.4 million (5%). The other asset categories are made up of $9.3 million (8%) for landfill assets, motor vehicles and machine equipment.
- Township assets are determined to be in Good condition. About $93.0 million (78%) of the assets are in Good to Very Good condition while $17.3 million (14%) of the assets are Fair condition. The remaining $9.0 million (8%) are in Poor to Very Poor condition.
- The proposed level of service is generally set to maintain the current level of service over the next 10-year period.
    - Paved roads are on average in Very Good condition and are expected to maintain this way, while unpaved roads are on average in Fair, however ongoing gravel road maintenance is expected to keep the average at Fair or better.
    - No culverts have loading or dimensional restrictions while the current average BCI is 78. This BCI is generally proposed to be a minimum of 70 on average (Fair or better condition).
    - All other asset category conditions (buildings, landfill, motor vehicles and machine equipment) are proposed to be maintained in Fair or better, consistent with the current level of service.
- The total 10-year lifecycle costs to meet proposed levels of service amount to $29.6 million (an average of $3.0 million per year). To meet proposed levels of service an average increase to contributions to capital reserves of about $95,000 per year would be required which is equivalent to a 3.1% annual increase to the tax levy each year over 10-years (in constant 2025 dollars). This amount would need to be adjusted by inflation on an annual basis to ensure the Township's funding levels are sufficient to meet general market price increases.

Summary of 2025 Asset Management Plan

Maturity Assessment

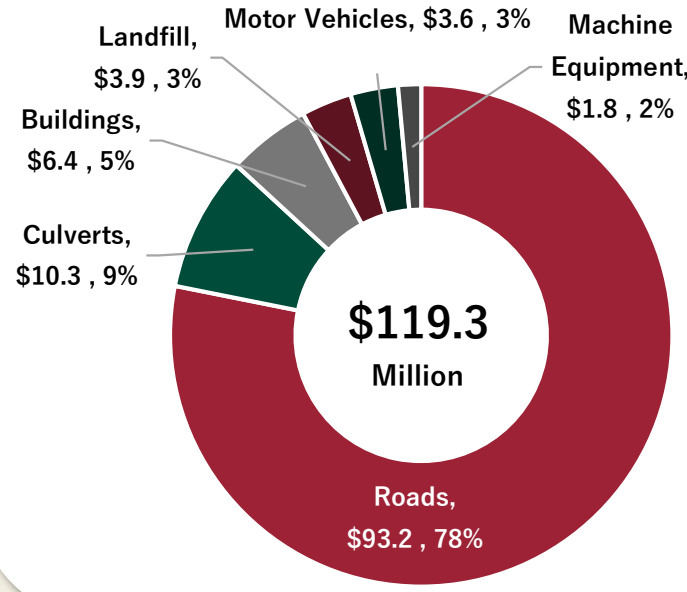


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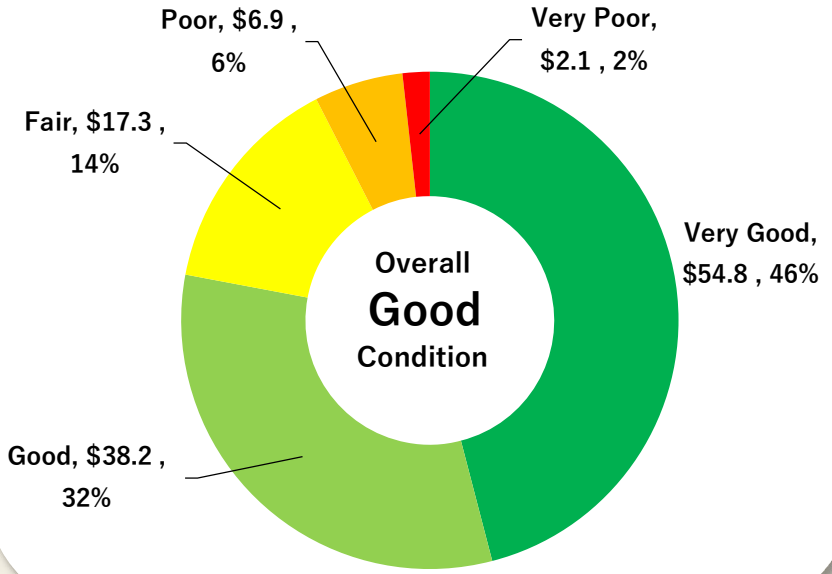
Total 10-Year Need to Meet PLOS

$29.1 Million

Summary of Total Replacement Value ($M)



Summary of Asset Condition ($M)



1. INTRODUCTION

The Township of Faraday 2025 Asset Management Plan (2025 AMP) provides the Township with a tool to assist in asset management financing decisions. The AMP covers all Township owned and operated assets and follows the format set out by the Ministry of Infrastructure through the *Building Together: Guide for Municipal Asset Management Plans*, the requirements of *Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure* (*O. Reg. 588/17*) and the Township's Strategic Asset Management Policy.

An Excel based asset management financial model has been developed as part of the 2025 AMP. The model contains the Township's detailed asset inventory and financing strategy used to develop this AMP. The model is provided to municipal staff and is intended to be updated on a regular basis to inform future capital investment decisions.

A. PURPOSE OF THE ASSET MANAGEMENT PLAN

The main purpose of the 2025 AMP is to advance the Township's asset management practices by developing a set of asset management strategies to the specific needs of each service area. At the same time, these strategies align with the objectives of the requirements of *Ontario Regulation 588/17 (O. Reg. 588/17)*. This plan is focused on achieving several key objectives:

- **Ensuring Long-Term Sustainability** – management of the Township's assets is a long-term commitment that must be sustainable to ensure effective service delivery for future generations.
- **Lowest Cost of Ownership** – long-term sustainability is only possible by ensuring costs are minimized through efficient management of assets by developing service area and asset specific objectives.
- **Minimizing Risk** – risk is minimized through the assessment, management and long-term planning of assets at more focused levels and through consultation with service area staff.
- **Enhancing Service Delivery** – the Township strives for continual improvement in its asset management strategies as outlined in the Strategic Asset Management Policy and therefore tailored approaches to assessing long-term needs unique to each asset category is captured through this AMP.

- **Supporting Informed Decision-Making** – development of a set of asset management tools that help the decision-making process make evidence-based decisions. The Excel based financial model can be used to continually keep asset information up to date.

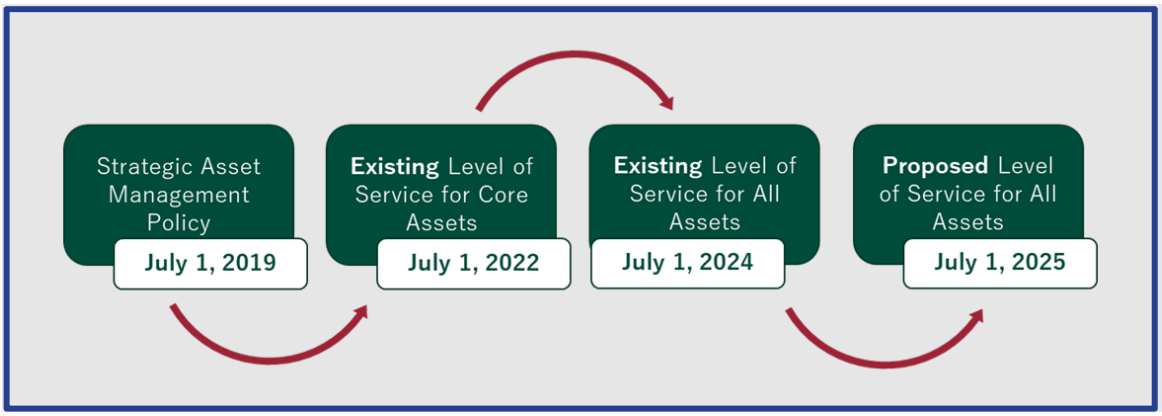
By following the key objectives above, the AMP establishes a "clear line of sight" from the service being provided to residents and businesses in the Township. Any investment requirements included in the AMP are clearly linked to a well-defined need. These needs over the 10-year period are set to meet the proposed level of service, which in the case of Faraday, is largely related to maintaining levels of service. Furthermore, the needs should be aligned with strategic objectives through capital and operating decisions made in the budget process.

B. REGULATORY CONTEXT

In 2015, the Province of Ontario passed the *Infrastructure for Jobs and Prosperity Act*. The purpose of this Act is to establish mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning that supports job creation and training opportunities, economic growth, protection of the environment, and incorporate design excellence into infrastructure planning.

In December 2017, *Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure (O. Reg 588/17)* was passed under the *Infrastructure for Jobs and Prosperity Act*. The regulation requires municipalities to develop a Strategic Asset Management Policy, which will help municipalities document the relationship between their Asset Management Plan and existing policies and practices as well as provide guidance for future capital investment decisions. The regulation also contains more specific requirements on the type of analysis municipal asset management plans should contain, including policies, levels of service, lifecycle management and financing strategies. The aim is to provide guidance to municipalities so that asset management plans are more consistent across the Province. Furthermore, in March 2021 the Province amended the regulation to extend the regulatory timelines by one year. A summary timeline of the requirements of the regulation are outlined in Figure 1.

Figure 1 – Ontario Regulation 588/17 Requirements



A high-level summary of the technical requirements to be addressed for July 1, 2025 include[1]:

- An AMP for all municipal infrastructure assets that builds upon the previous requirements for all asset categories (core and non-core).
- Identification of the proposed levels of service for each of the next 10-years (core and non-core).
- The lifecycle activities required to meet proposed levels of service.
- The risks associated with the lifecycle activities to meet proposed levels of service and their associated costs.

The 2025 AMP meets the requirements of the regulation as it includes the proposed levels of service requirement to meet the 2025 deadline for all assets considered in this AMP. The 2025 AMP builds on the work completed in the Township's 2019 Asset Management Plan which included all asset categories (core and non-core) and reported on the current level of service. Through this update, the Township has updated the current level of service utilizing more recent engineering reports, updated inventories and datasets compiled through consultation with Township staff.

[1] There are additional requirements of the regulation not explicitly stated here, however this AMP meets all requirements needed. Only the most relevant reporting requirements are listed for simpliTownship. See https://www.ontario.ca/laws/regulation/r17588#BK7.

C. ASSET MANAGEMENT PLAN STRUCTURE

The 2025 AMP is developed to be consistent with the structure recommended through the *2013 Building Together: Guide for Municipal Asset Management Plans*. At the same time, it has been developed to meet the requirements of O Reg. 588/17. Table 1 provides a guide to the sections of the 2025 AMP.

Table 1 – AMP Report Structure

Section	Requirement
Main Body	
Section 2 - State of Local Infrastructure	Summarizes the state of the Township's infrastructure with reference to infrastructure quantity and quality. Additional details are provided in Appendix A.
Section 3 - Level of Service	A summary of the current and proposed levels of service summarized for each asset category. This section is consistent with the reporting requirements of O. Reg. 588/17.
Section 4 - Asset Management Strategy	Sets out several strategies and lifecycle costs that will assist the Township in maintaining assets so that proposed levels of service can be met. This section also includes a risk analysis of Township assets.
Section 5 - Financing Strategy	Establishes how asset management can be delivered in a financially sustainable way for all services. Outlines the lifecycle costs and funding strategy to meet proposed levels of service. Additional detailed calculations are provided in Appendix B.
Section 6 – Monitoring and Improvement Plan	Provides key recommendations on how to improve the asset management plan and related practices over the long-term.
Appendices	
Appendix A – State of Local Infrastructure Report Cards	Detailed reports on the state of local infrastructure by asset category including the asset portfolio, replacement values, age and condition.
Appendix B – Detailed Financing Strategy Tables	Additional detailed tables related to the lifecycle cost and financing strategy.

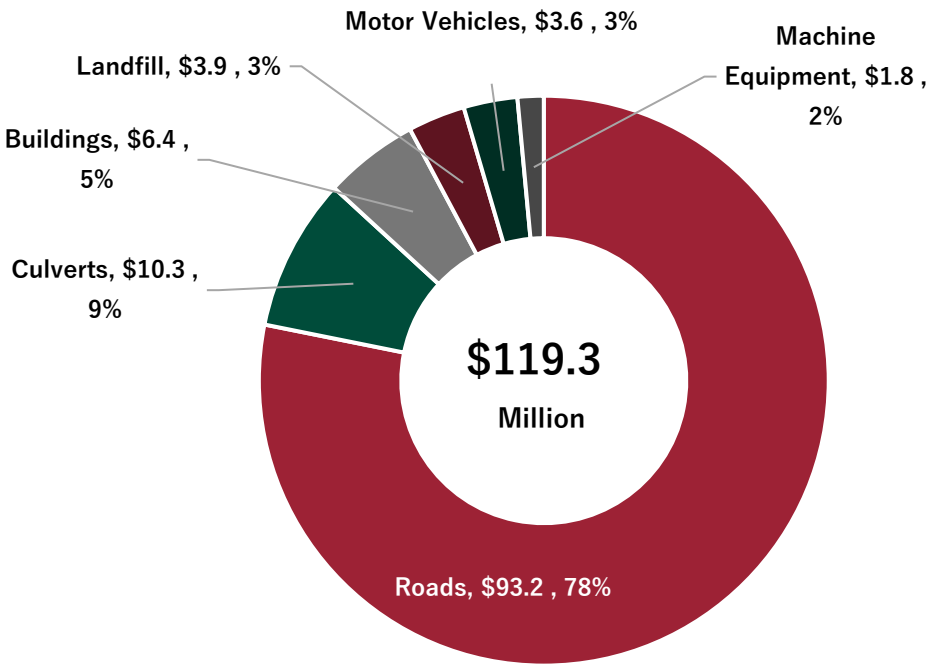
2. STATE OF LOCAL INFRASTRUCTURE

This section provides a summary of the Township's assets with reference to asset quantity and quality. Some assets have condition assessments based on engineering inspections, while the balance of asset conditions are based on the useful life of the asset relative to its age or a high-level condition assessment developed in consultation with Township staff. Detailed technical information on the asset inventory, remaining useful life and conditions for each asset category is provided in Appendix A.

A. REPLACEMENT COST OF INFRASTUCTURE

The replacement cost for all Township assets considered in the 2025 AMP is estimated at $119.3 million (represented in constant 2025 dollars). The largest share is related to roads and accounts for about $93.2 million (78%) of the total replacement value. The next highest share is attributed to culverts at $10.3 million (9%) and this is followed by the buildings at $6.4 million (5%). The other asset categories in the Township's asset portfolio are made up of $3.9 million (3%) for landfill assets, $3.6 million (3%) for motor vehicles, $1.8 million (2%) for machine equipment.

Figure 2 - Summary of Assets by Total Replacement Value ($2025 millions)



Replacement values are used to estimate the cost of replacing an asset when it reaches the end of its engineered design life. For this reason, the replacement values represent an important input into the lifecycle cost analysis. The total replacement cost of assets of $119.3 million has been determined utilizing different methods that are appropriate for each asset category and dependent on data available at the time of developing this AMP.

Table 2 – Methodology Used for Replacement Values

Asset Category	Methodology
Roads	▪ Based on benchmark costs per kilometre in similar municipalities
Culverts	▪ Based on 2022 OSIM Report replacement values adjusted to 2025 dollars based on average NRBCPI (3% annual)
Buildings	▪ Based on benchmark of comparable buildings in similar municipalities (Cost per square foot)
Landfill	▪ Adjust acquisition costs to 2025 dollars based on average NRBCPI (3% annual)
Motor Vehicles	▪ Based on benchmark of comparable motor vehicles in similar municipalities
Machine Equipment	▪ Based on benchmark of comparable machine equipment in similar municipalities

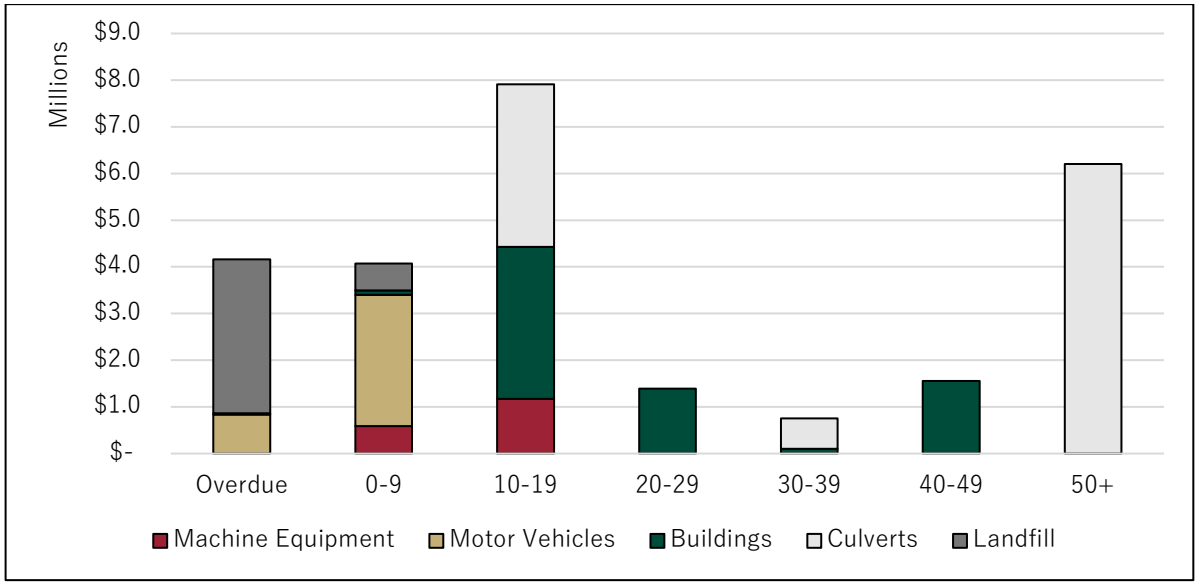
B. REMAINING USEFUL LIFE OF THE INFRASTRUCTURE

Figure 3 provides a summary of the assets by replacement value shown by their remaining useful life (years).[2] About $6.2 million (24%) of the infrastructure has greater than 50 years of remaining useful life. About $11.6 million (44%) has between 10 and 49 years of remaining useful life while about $4.1 million (16%) has 0 to 9 years of remaining useful life.

The remaining $4.2 million (16%) is considered overdue and past its design life. This is largely related to equipment at the landfill site making up about $3.3 million in assets. Although this infrastructure is considered past its design life, the infrastructure continues to be maintained and is in good working order.

[2] The summary shows infrastructure totalling about $26.1 million of the total Township replacement value of $119.3 million as roads have been excluded from the summary. Roads are excluded as no acquisition date or useful life information is available as the Township maintains the roads based on its condition and not on age.

Figure 3 - Summary of Assets by Remaining Useful Life ($2025) – excluding Roads



Note: Roads are excluded as no acquisition date or useful life information is available as the Township maintains the roads based on its condition and not on age.

C. CONDITION OF THE INFRASTRUCTURE

Consistent with the Canadian National Infrastructure Report Card, as well as other major organization and institution reporting formats, a five-point rating scale was used to assign a condition to all assets. This methodology provides a standard and easy to understand way of reporting on the condition of assets. Table 3 summarizes the assumed parameters.

Table 3 - Condition Assessment Parameters

Condition Rating	Definition
Very Good	▪ Well maintained, good condition, new or recently rehabilitated asset.
Good	▪ Good condition, few elements exhibit existing deficiencies.
Fair	▪ Some elements exhibit significant deficiencies. Asset requires attention.
Poor	▪ A large portion of the system exhibits significant deficiencies. Asset mostly below standard and approaching end of service life.
Very Poor	▪ Widespread signs of deterioration, some assets may be unusable. Service is affected.

Assets were categorized in the 5-tier rating system on an asset-by-asset basis. Three approaches have been utilized for the assets considered in this AMP. The approaches for each of these methods is outlined.

1. Engineered Conditions

Condition rating systems based on engineered and professional standards. These measures can then be translated into a 5-tier rating system. The Township aims to continually update the asset inventory to reflect changes in conditions or when assets are replaced.

- Condition assessments for the roads are based on the engineered assessments developed through the 2022 Road Needs Study (2022 RNS). The RNS rates the roads utilizing a 10-point scale for surface condition. The condition of the roads has been translated to the 5-point scale based on the scale in Table 4. The scale has been adapted from the scale used in the RNS.

Table 4 – Road Surface Condition Parameters

Condition Rating	Surface Condition Range
Very Good	8.5 - 10
Good	7 - 8.5
Fair	5.5 - 7
Poor	4 - 5.5
Very Poor	Less than 4

- Condition assessments for the culverts are based on the engineered assessments developed through the 2022 OSIM report (Ontario Structure Inspection Manual). The OSIM report rates the culverts utilizing a 100-point Bridge Condition Index scale (BCI). The condition of the culverts has been translated to the 5-point scale based on the scale in Table 5 below.

Table 5 – Culvert Condition Parameters

Condition Rating	BCI Range
Very Good	80 - 100
Good	70 - 80
Fair	60 - 70
Poor	50 - 60
Very Poor	Less than 50

2. Staff Consultation

For some assets where engineering conditions were not available, estimates were developed in consultation with Township staff. This approach is important where there is low confidence that age and useful life represents the condition of a particular asset. This method has been used for a series of assets in this 2025 AMP:

- Motor Vehicles – some motor vehicles are older based on their design life, however, they continue to be well maintained and are in working condition. It has been assumed that some fire vehicles are in generally Fair condition whereas their age would suggest they would be in Very Poor condition.

- Buildings – buildings have been assumed to be in Fair condition or better. The Township continues to maintain its buildings to ensure they are available for service. Generally, buildings are long-lived assets and can continue to be used well past their design life with proper ongoing maintenance.

- Landfill - Although this infrastructure is considered past its design life, the infrastructure continues to be maintained and is in good working order. Therefore, it has been assumed that these assets are in Good condition.

3. Age Based Approach

For some asset types where the Township was not able to provide a condition assessment based on existing knowledge or inspection, the condition is estimated based on age and the remaining useful life of the asset. It is the intention that the Township move towards a condition assessment methodology using approach 1 and 2 wherever possible. The age-based condition methodology is more appropriate for lower valued assets that have a shorter useful life. Table 6 shows the methodology where the condition is assigned based on the remaining useful life of the assets.

Table 6 – Age Based Condition Parameters

Condition Rating	Percentage of Remaining Useful
Very Good	80% - 100%
Good	60% - 80%
Fair	40% - 60%
Poor	20% – 40%
Very Poor	Less than 20%

Summary of the Condition of Assets

Figure 4 summarizes the condition of Township assets which are determined to be in Good condition on average. Overall, about $93.0 million (78%) of the assets are in Good to Very Good condition while $17.3 million (14%) of the assets are Fair condition. The remaining $9.0 million (8%) are in Poor to Very Poor condition.

Figure 4 - Summary of Asset Condition ($2025 - in millions)

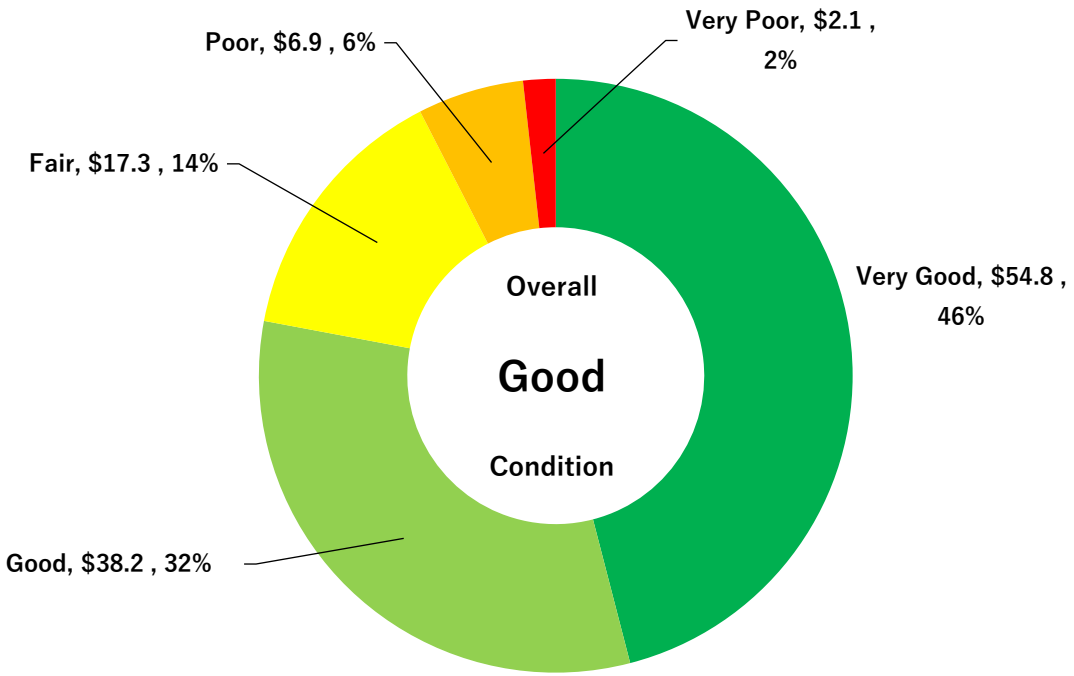


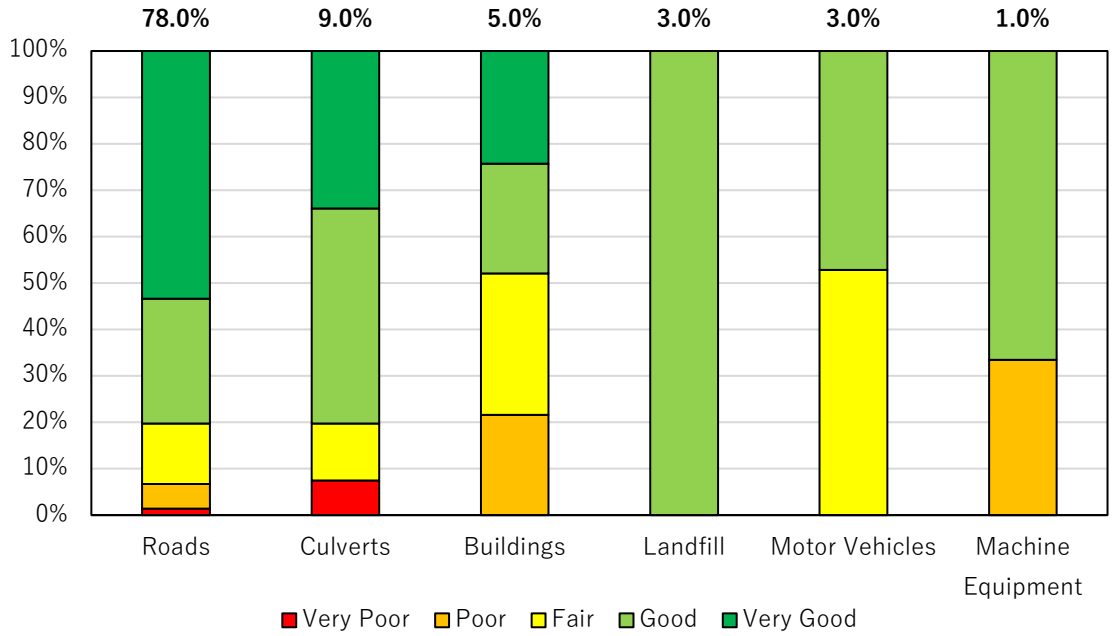
Figure 5 shows the condition of assets delineated by each asset category. Figure 5 shows the following:

- The Township's largest component in the asset portfolio of roads, making up 78% of the replacement value, is the main driver of the Township's overall asset condition. About $74.9 million (80%) of the roads are in Good to Very Good condition as these assets were assessed through the 2022 Road Needs Study with some conditions updated through staff consultation. A small share of about $6.2 million (7%) of the roads is in Poor or Very Poor condition.

- About $8.3 million (80%) of the culverts are in Good to Very Good condition as these assets were assessed through the 2022 OSIM report. A small share of about $776,000 (8%) of the culverts are in Poor or Very Poor condition.

- Buildings are generally in Fair condition or better with about $5.1 million (78%) of the building components falling in this category and only $1.4 million (22%) of the buildings in Poor condition. No buildings are in Very Poor condition.

Figure 5 - Summary of Asset Condition by Asset Category ($2025 – in millions)



Note: The percentages above the bars represent the shares of replacement value relative to the total replacement value of Township assets at $119.3 million.

3. LEVEL OF SERVICE

Levels of service (LOS) describe the outputs or objectives the Township intends to deliver to its residents, which includes measures from a customer, technical and community perspective. LOS provides a description of a particular activity or asset metric where performance may be measured to benchmark the current state and set targets to ensure resident's needs are met.

Levels of service measure how well the Township is meeting business needs and this information can be utilized as key drivers to inform future investment decisions. Having well-defined service levels will allow the Township to be transparent with its stakeholders to find the appropriate balance between affordability and service expectations.

A. THE TOWNSHIP'S LEVEL OF SERVICE GOALS

The LOS Framework helps support and achieve key asset management goals:

- Develop and continuously improve asset management related documentation to provide evidence-based level of service linkages between the customer and technical levels with integration directly into service-based activities as it relates to both the operational and capital expenditures. This objective is achieved through development of the AMP financial model, and the Township expects to continue to make improvements to its available asset data over the longer-term.

- Develop a clear relationship between the level of service and the costs associated to meeting level of service objectives by integrating the AMP LOS framework into the budget process. This integration is expected to be achieved over the longer-term however, the financing strategy makes recommendations on the financial needs to meet the proposed level of service which can be utilized to help inform the budget process.

- Meet the requirements of *O. Reg. 588/17* for 2025 to define the proposed level of service, identify costs to meet the proposed level of service and identify any risks of not meeting these targets.

B. CUSTOMER LEVELS OF SERVICE (CLOS)

Customer Levels of Service are specific parameters that describe the extent and quality of services that the Township provides to residents from the resident's perspective. CLOS is

comprised of qualitative measures such as the description of assets or the related service provided. CLOS can be evaluated through an understanding of the wants and needs of residents while understanding the assets the Township owns and operates. The CLOS are documented as high-level qualitative statements that capture these characteristics. For the purposes of meeting *O. Reg. 588/17* requirements, the Community Levels of Service (outlined in the regulation) are also included under the CLOS.

C. TECHNICAL LEVELS OF SERVICE (TLOS)

Technical Levels of Service are specific parameters that measure asset performance. TLOS is comprised of quantitative measures such as asset age/condition or service performance. Part of the TLOS is to consider both the individual asset capability and how the assets are scheduled to be utilized as part of a system of service delivery. These measures are developed through a review of the Township's asset data, engineering reports and in consultation with staff.

The technical levels of service have been defined to meet the following criteria:

- TLOS measures are relevant to the operation of Township services
- TLOS are feasible to track and the data to inform the technical measures are readily available or will be tracked for future iterations of the AMP
- TLOS are developed recognizing the public as the main driver of service, they are designed to track internal asset specific performance, but the resulting quality of service will continue to be based on public input

TLOS measures are crucial for tracking levels of service as they provide quantifiable measures to evaluate the effectiveness and efficiency of service delivery. By systematically monitoring these measures, the Township can assess whether service standards are being met, identify areas for improvement, and allocate resources effectively. An iterative consultation process with staff helped in developing an internal tracking tool to capture the necessary data for calculating the current and proposed levels of service and monitoring the trends moving forward.

D. OVERVIEW OF THE TOWNSHIP'S LEVEL OF SERVICE

The Township's 2019 Asset Management Plan was prepared for all Township infrastructure assets under the "current level of service" framework as required by O. Reg. 588/17. The Township defined its current levels of service in accordance with qualitative and technical

metrics that have been established through the regulation and in consultation with staff. In general, the measures were derived from data collected in 2019 and the process ensured that the current level of service accurately reflected the performance and condition of infrastructure assets given the available data of the day.

Current Level of Service

For the purposes of this 2025 Asset Management Plan, the customer and technical level of service reporting measures remain generally consistent with those established through the 2019 process, however, the “current” baseline data has been updated with information that has been made available since 2019. Furthermore, improvements have been made to streamline the measures to focus in areas that are relevant and useful for service level monitoring and meeting the regulatory reporting requirements.

Proposed Level of Service

O. Reg 588/17 requires municipalities to define its proposed levels of service by July 1st, 2025. These proposed levels of service (PLOS) are intended to provide the Township with a measurable future target state for the services it provides. The proposed level of service focuses on asset specific measures that capture the performance of infrastructure which forms part of the services provided by the Township. Best efforts have been made to maintain the focus of the proposed level of service to infrastructure assets that support the service rather than the overall services provided by any specific service area. However, it is noted that in general the proposed level of service outlined in this AMP are required to continue to provide the overall level of service objectives of the Township.

For every level of service that the Township measures, a corresponding set of PLOS measures have been developed. Consultation with Township staff was conducted to develop the proposed levels of service based on the needs of the community, existing data and assessing their appropriateness for the Township. Overall, the proposed levels of service outlined in this report have been carefully evaluated based on the following criteria:

- **Options & Associated Risk** - Staff assess various options for the proposed levels of service and analyze the risks associated with each option to the long-term sustainability of the Township. This assessment considers factors such as service quality, operational efficiency, and financial sustainability.

- **Differences from Current Levels of Service** – The analysis looks at a comparison of the proposed levels of service with the current levels to identify areas where adjustments or enhancements are necessary. While some proposed levels of service may mirror the current levels outlined in this AMP, adjustments or enhancements to

the current procedures may still be necessary to ensure alignment with longer-term goals.

- **Achievability** - The feasibility of achieving the proposed levels of service considering factors such as available resources, technological capabilities, and operational constraints have been evaluated. Efforts have been made to ensure that the proposed targets are realistic and attainable within the Township's operational capacity. Notwithstanding the Township's intended ability to achieve the targets, it is expected that the proposed levels of service continue to be reviewed and monitored - further adjustments may be warranted moving forward.

- **Affordability** - The affordability of the proposed levels of service is conducted in conjunction with the budget process, ensuring alignment with the financial resources and fiscal capacity available. This process inherently involves approval by Council and the organization, with affordability considerations integrated into budgetary decisions.

Summary of the Level of Service

Table 7 summarizes the customer levels of service while Table 8 shows the technical levels of service. Table 8 shows:

- Local road lane kilometres as a proportion of the Township's land area is about 44%. The proposed level of service is to maintain the current level of service as the Township does not expect to construct new roads for the foreseeable future as growth in the Township is very limited.

- Paved roads in the Township are on average in Good condition with an average PCI of 8.9. This information is based on the Township's 2022 Road Needs Study with some updates to conditions captured through consultation with staff. The proposed level of service is to maintain the current level of service consistent with the Township's existing practices.

- Unpaved roads are on average in Fair condition with average surface rating of 6.6. This information is based on the Township's 2022 Road Needs Study with some updates to conditions captured through consultation with staff. While the current level of service is Fair, the proposed levels of service is to maintain unpaved roads at an average of Good. This average is expected to fluctuate on an ongoing basis as gravel roads conditions will vary from year to year largely due to weather conditions. However, the Township's gravel roads program recommendations from the 2022

Road Needs Study would ensure that these fluctuations in conditions can be managed and the cost implications of achieving this target are included in the financing strategy section of this report.

- Township culverts are on average in Good condition (78 BCI) with no structures currently having loading or dimensional restrictions. Going forward, the Township aims to continue to have no structures with loading or dimensional restrictions and ensure that a minimum of 70 BCI is maintained for culverts based on the recommendations of the OSIM reports completed every two years.

- For Township buildings, the current level of service is based on an average condition of Good. As repairs and maintenance are needed on buildings, the Township expects to be able to respond to these needs therefore the proposed level of service is to maintain buildings on average in Fair or better condition.

- The levels of service for the remaining asset categories are also based on the average condition which was informed based on consultation with Township staff which developed high-level assessments for these assets. Where information was not available, the age of the assets was used. Treatment Plant assets are on average in Good condition, motor vehicles in Fair and machine equipment in Fair. The proposed level of service is to maintain these assets in Fair or better condition.

Table 7 – Customer Levels of Service

Asset Category	Customer LOS	Community Level of Service	
Roads	Maintain safe and reliable roads and to meet reporting requirements of O. Reg. 588/17.	1. Description, which may include maps, of the road network in the municipality and its level of connectivity.	The Township maintains a complete listing of the road network in Appendix A of the 2022 Roads Needs Study developed by Jewell Engineering Inc.
		2. Description or images that illustrate the different levels of road class pavement condition.	The Township maintains surface condition ratings of the road system condition by roads segments on a scale from 0-10. The asset inventory used in the AMP also includes the surface condition rating for each road segment.
Culverts	Maintain safe and reliable culverts and to meet reporting requirements of O. Reg. 588/17	1. Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	Culverts support all local traffic.
		2. Description or images of the condition of culverts and how this would affect use of the culverts.	Details on engineered culvert conditions including images and technical specifications are included in the 2022 OSIM Inspections report by Jewell engineering.

Asset Category	Customer LOS	Community Level of Service	
Buildings	Maintain safe and functional buildings with sufficient capacity for residents and staff.		The Township owns and operates 8 buildings which includes 3 fire stations, 1 Township administration building, 1 community center, 1 sand/salt shed, 1 garage, and 1 landfill administration building.
Landfill	Maintain a responsive and efficient solid waste system.		The Township maintains pooled waste management assets including the landfill site, collection system/ponds, and pipelines.
Motor Vehicles	Maintain safe and functional motor vehicles available to respond to service needs when required		The Township owns and maintains 6 fire vehicles and 4 vehicles related to roads.
Machine Equipment	Maintain safe and functional machine equipment that is reliable and available for use when needed.		The Township maintains and operates 4 machine vehicles including a compactor, backhoe, loader, and grader.

Table 8 – Technical Levels of Service

Asset Category	Technical Level of Service	Source	Current LOS	Proposed LOS
Roads	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality (O. Reg. 588/17). *Note: Reflects local roads only. The Township does not have any arterial or collector roads.*	2022 RNS and Statcan 2021 Census	44.0%	Maintain Current Level of Service
	1. For paved roads in the municipality, the average pavement condition index value (O. Reg. 588/17).	2022 RNS out of 10	8.9	Maintain Current Level of Service
		AMP based on 2022 RNS	Very Good	
	2. For unpaved roads in the municipality, the average surface condition (O. Reg. 588/17).	2022 RNS out of 10	6.6	Minimum of Good
		AMP based on 2022 RNS	Fair	
Culverts	Percentage of bridges in the municipality with loading or dimensional restrictions (O. Reg. 588/17).	2022 OSIM	0%	0% (No Loading/Dimensional Restrictions)
	2. For structural culverts in the municipality, the average bridge condition index value (O. Reg. 588/17).	2022 OSIM	78	Minimum of 70
		AMP based on 2022 OSIM	Good	Fair or Better
Buildings	Average weighted condition assessment	AMP	Good	Fair or Better
Landfill	Average weighted condition assessment	AMP	Good	Fair or Better
Motor Vehicles	Average weighted condition assessment	AMP	Fair	Fair or Better
Machine Equipment	Average weighted condition assessment	AMP	Fair	Fair or Better

4. ASSET MANAGEMENT STRATEGY

This section sets out an action plan that will assist the Township in maintaining assets to meet proposed level of service objectives. The asset management strategy includes current practices and potential future practices related to non-infrastructure solutions, maintenance activities, renewal/rehabilitation, disposal, and expansion activities. It outlines the lifecycle costs needed to meet proposed levels of service over the next 10-years for each lifecycle activity and the methodology used to develop the costs. The final component of this section includes a risk analysis, which outlines a summary of assets that can be prioritized for repair/replacement if needed.

A. OVERVIEW OF FULL LIFECYCLE COST MODEL

As part of the Asset Management Plan, the Township, along with Hemson, have identified the total full life cycle costs that corresponds to the requirements of the regulation. This would entail a cost estimation throughout the asset's life including planning, design, construction, acquisition, operation, maintenance, renewal (and disposal). In addition, the analysis also takes into consideration the inclusion of expansion related infrastructure into the lifecycle management strategy. This approach ensures that the additional lifecycle costs associated with newly constructed/acquired assets are accounted for in the long-term forecast, if any.

A "lifecycle management approach" in asset management planning not only includes estimating future lifecycle costs based on a set of lifecycle activities. These lifecycle activities can be segmented into six (6) categories: non-infrastructure solutions, operations/maintenance, renewal/rehabilitation, replacement, disposal, and expansion activities. Table 9 provides a description of each lifecycle category. The Township undertakes all the activities described in Table 9, however, the Township's budget generally accounts for these expenditures in different categories.

Table 9 - Overview of the Full Life Cycle Activities

Category	Description
Non-Infrastructure Solutions	Actions or policies that can lower costs or extend asset life (e.g., better integrated infrastructure planning and land use planning, demand management, insurance, process optimization, etc.). Associated to work needed to manage assets but not necessarily direct work on those assets.
Maintenance Activities	Servicing assets on a regular basis to fully realize the original service potential. Maintenance will not extend the life of an asset or add to its value. Not performing regular maintenance may reduce an asset's useful life.
Renewal/ Rehabilitation Activities	Mostly associated to significant repairs designed to extend the useful life of an asset. These types of activities are typically done at key points in the lifecycle of an asset to ensure the asset reaches it designed useful life.
Replacement Activities	Activities that are expected to occur once an asset has reached the end of its useful life and renewal/ rehabilitation is no longer an option.
Disposal Activities	The activities associated with disposing of an asset once it has reached the end of its useful life or is otherwise no longer needed.
Expansion Activities	Planned activities required to extend or expand municipal services to accommodate the demands of growth.

As the Township's infrastructure assets are long-lived, the starting point for the lifecycle costs analysis covers a 40-year planning period. However, consistent with *O. Reg. 588/17,* the planning period focuses on the first 10-years to meet proposed levels of service. In this period, various methodologies have been utilized to determine the long-term lifecycle costs to maintain, repair and replace assets under an "ideal" investment scenario. This means that the recommendations from all engineering reports are considered into the cost model and at the end of its useful life with no adjustments or considerations for existing municipal asset practices or relationship to the target level of service set. These costs are referred to as the "benchmark" lifecycle costs. Table 11 outlines the methodologies and 10-year costs to meet this ideal scenario. Over the 10-year period, the total lifecycle costs needed to maintain the infrastructure is estimated at $55.3 million (an average of about $5.5 million per year). Of the total lifecycle costs, most costs can be attributed to saving for the renewal, rehabilitation or replacement of infrastructure, making up about 87%. The 10-year average annual need specifically for renewal, rehabilitation or replacement of infrastructure is about $4.8 million per year (see Table 10).

Table 10 – Average 10-Year Annual Renewal/Rehabilitation/ Replacement Need by Asset Category

Asset Category	10-Year Benchmark Average	10-Year PLOS Average
Machine Equipment	$152,000	$152,000
Motor Vehicles	$465,000	$465,000
Buildings	$336,000	$226,000
Culverts	$546,000	$165,000
Roads	$2,993,000	$909,000
Landfill	$304,000	$304,000
Total	**$4,796,000**	**$2,221,000**

To determine the total lifecycle costs to meet proposed levels of service over the next 10-years, consultations with Township staff were undertaken to determine the best approach. Table 11 outlines the 10-year lifecycle costs needed to meet the proposed level of service. Over the 10-year period, a total need of about $29.6 million is identified (an average of about $3.0 million per year). Of the total lifecycle costs, most costs can be attributed to saving for the renewal, rehabilitation or replacement of infrastructure, making up about 75%. The 10-year average annual need specifically for renewal, rehabilitation or replacement of infrastructure is about $2.2 million per year (see Table 10).

Table 11 - Overview of the Full Life Cycle Activities and AMP Approach

Category	Lifecycle Cost Approach to Meet PLOS	10-Year Cumulative Benchmark Lifecycle Costs	10-Year Cumulative Lifecycle Costs to Meet PLOS
Non-Infrastructure Solutions	• Provision of $5,000 per year to undertake activities to manage assets.	$50,000	$50,000
Maintenance Activities	• Based on a review of recent budgets by service area. Includes costs that can be reasonably attributed to asset specific maintenance – estimated at $590k per annum using 2025 budget • In most instances, does not include general operating costs associated to staffing (exp. staff that carry out recreational programs).	$5.9 million	$5.9 million
Renewal/ Rehabilitation/ Replacement Activities	• Renewal expenditures calculated based on those costs identified in the 2022 Road Needs Study which includes annual preservation programs: o $86,800 per year hot mix resurfacing based on 15-year cycle o $272,000 per year single surface treatment based on 7-year cycle o $549,000 per year gravel resurfacing based on 3-year cycle o $1,280 per year for crack sealing o Note that needs identified as full reconstruction or “Now” needs were not included in the PLOS costs as they would represent an increase to the level of service above the preservation amounts. • 10-year recommendations from 2022 OSIM report of about $1.7 million. o Provisions for the long-term replacement of culverts beyond the 10-year period are included in the benchmark lifecycle costs but excluded from the PLOS costs. Future updates to lifecycle costs should be based on OSIM recommendations. • Risk based replacement schedule for all other asset categories. o For buildings, only 50% of the replacement value has been used to recognize repair activities rather than full replacement.	$48.0 million	$22.2 million

Category	Lifecycle Cost Approach to Meet PLOS	10-Year Cumulative Benchmark Lifecycle Costs	10-Year Cumulative Lifecycle Costs to Meet PLOS
	○ Only 50% of costs for the landfill are included, the remainder is associated to services to the Town of Bancroft.		
Disposal Activities	• Post closure costs have been assumed in 2029 as the landfill is set to reach its capacity. ○ $1.3 million in closure costs in 2029 ○ $303,500 per year during the monitoring period ○ Only 50% of costs included, the remainder is associated to services to the Town of Bancroft.	$1.4 million	$1.4 million
Expansion Activities	• No growth-related works have been identified due to limited growth in the Township.	$ -	$ -
Cumulative Total		**$55.3 million**	**$29.6 million**
Average per Year		**$5.5 million**	**$3.0 million**
Average per Year (for Renewal/ Rehabilitation/ Replacement Activities)		**$4.8 million**	**$2.2 million**

Note: All costs expressed in constant 2025 dollars.

B. RISK ANALYSIS

It is important to assess the risk associated with each asset and the likelihood of asset failure. Asset failure can occur as the asset reaches its limits and can affect the level of service. In addition, certain assets have a greater consequence of failure than others. A risk matrix can help prioritize which assets should be repaired/replaced, even those which the Township has already identified to be in Poor or Very Poor condition. The evaluation rating is then linked to the condition assessment parameter discussed in Section 2. The formula to determine asset risk is as follows:

(Likelihood of Failure) X (Consequence of Failure) = (Risk Rating)

Each of the components of the Risk Rating methodology is defined as follows:

Likelihood of Failure: is directly linked to the condition of an asset. For example, an asset in Very Poor condition would have the probability of asset failure in the short-term be high. This type of asset may be near the end of its useful life or has deteriorated significantly. Conversely, it would be considered rare for an asset to fail in the short-term if it is in Good or Very Good condition. Table 12 outlines the definition of likelihood of failure used for the Township's assets.

Table 12 - Probability of Failure

Condition	Probability of Failure	Description
Very Good	1	Rare
Good	2	Unlikely
Fair	3	Possible
Poor	4	Likely
Very Poor	5	Almost Certain

Note: Definitions are based on the MFOA Asset Management Framework.

Consequence of Failure: refers to the impact on the Township if an asset were to fail to provide the desired level of service. The consequence of failure has been determined separately for each asset category, as the impact to the Township differs greatly by asset type. For example, if a fire emergency vehicle was not available for service, the potential impact could be severe compared to a vehicle used for administrative purposes. For the purposes of this analysis, assets were assigned a consequence of failure based on a review of the assets and the service area they are attributed to. Table 13 below outlines the definition of consequence of failure used for the Township's assets. The consequence of failure, rated on a 1-5 scale, was weighted relative to each category in Table 13 depending on how impactful the consequence may be to the Township.

Table 13 - Consequence of Failure

Consequence of Failure	Description
1 - Insignificant	No impact to operations.
2 - Minor	Minor impact to operations, all major operations can continue to function.
3 - Moderate	Moderate impact to operations some critical operations may need to stop functioning temporarily.
4 - Major	Major operations seize and some damage control necessary.
5 - Significant	All operations seize to function and major damage control is necessary.

Risk Rating: categorizes assets based on the level of risk to the Township. The risk rating provides a guide to prioritize assets by determining which assets require attention first and which capital works can be deferred. Higher risk assets should be prioritized for attention in the short term by determining which of the lifecycle actions is required to be performed on the asset. Table 14 below provides a summary of the risk matrix.

Table 14 - Risk Matrix

Evaluation Rating		Consequence of failure					Color Code
		1	2	3	4	5	
Likelihood of Failure	1	1	2	3	4	5	Very Low Risk
	2	2	4	6	8	10	Low Risk
	3	3	6	9	12	15	Moderate Risk
	4	4	8	12	16	20	High Risk
	5	5	10	15	20	25	Very High Risk

Table 15 presents the findings of the risk analysis and illustrates the Township's asset risk rating. Most of the Township's assets continue to have relatively low risk, an indication of good maintenance practices overall.

The risk of each asset and asset category has been determined with reference to the parameters outlined in Table 14. It is important to note, that the Township will need to continue regular maintenance activities and capital works to ensure that the proposed level of service can be met, or otherwise additional risk can be expected. Please note roads and culverts have been excluded from the risk analysis in Table 15 as the infrastructure needs and timing of repair and replacement has been informed based on detailed engineered assessments outlined through the 2022 Road Needs Study and 2022 OSIM reports respectively.

Table 15 - Summary Risk Assessment (excluding Roads and Culverts)

Asset Type	Replacement Cost 2024	Risk (Weighted Average)
Machine Equipment	$1,765,808	Low
Motor Vehicles	$3,643,110	Low
Buildings	$6,419,360	Moderate
Landfill	$3,873,730	Low
Total	**$15,702,008**	**Low**

Note: Roads and culverts are excluded from the risk analysis as risk factors and prioritization have been addressed through the 2022 Road Needs Study 2022 OSIM reports respectively.

Further to Table 15, the 2025 AMP includes an estimate of the timing for replacement of all assets. Using the risk assessment, a schedule for the replacement of assets has been developed on an asset-by-asset basis. Assets with a higher risk rating are prioritized earlier in the schedule to reflect a higher priority, while assets with lower risk ratings are moved further out into the future forecast to reflect a more "smoothed" expenditure outlook. The timing is based on a percentage of the useful life of the asset. Table 16 below provides a summary of the risk thresholds used to calculate timing of replacement needs. Section 5 discusses the results of the lifecycle cost analysis and financing strategy.

Table 16 - Risk Threshold for Asset Life Extension

Percentage of Useful Life Added					Color Code
100%	80%	60%	40%	20%	Very Low Risk
80%	65%	50%	30%	16%	Low Risk
60%	50%	35%	25%	10%	Moderate Risk
40%	30%	25%	15%	2%	High Risk
20%	16%	10%	2%	0%	Very High Risk

C. MANAGING RISK

It is important to recognize the risk associated with the Township's ability to deliver the plan while recognizing that any deviation may affect the overall ability to deliver service. Table 17 below provides a summary of the identified risks, potential impacts and mitigating actions associated with the asset management program. Table 17 is intended to provide the Township with a framework that can be continually update to track potential asset related risks and document mitigation actions so that they can be implemented into the Township's asset management practices.

Table 17 -Risk Associated to the Plan

Risk Associated to the Plan		
Identified Risk	**Potential Impact**	**Mitigating Action**
Failed Infrastructure	▪ Delivery of service ▪ Asset and equipment damage	▪ Repair and rehabilitate as necessary ▪ Increase investment
Inadequate Funding	▪ Delivery of service ▪ Increased risk of failure ▪ Shorten asset life ▪ Defer funding to future generations	▪ Reductions of service by reviewing the current level of service ▪ Find additional revenue sources
Regulatory Requirements	▪ Non-compliance ▪ Mandatory investments ▪ Increased costs	▪ Find additional revenue sources ▪ Lobby actions
Plan is not followed or not undertaking required lifecycle activities	▪ Shorten asset life ▪ Inefficient investments ▪ Prioritization process failure ▪ Failure to deliver service	▪ Monitor and review levels of service ▪ Implement process to implement AMP ▪ Investigate alternative lifecycle management options

D. FUTURE DEMAND

The 2024 Plan reflects the assets that the Township currently owns and operates. According to Statistics Canada census, over 10 years (2011-2021) the Township's population has increased by about 140 people from about 1,470 to 1,610 people in 2021 (9.5% or about 1% per year). This would represent only minor growth since 2011. Going forward the Township only expects limited growth to occur as no major developments are expected. For this reason no expansion needs or growth-related needs have been identified (as shown in Table 11).

E. CLIMATE CHANGE INTEGRATION

The management of a municipal assets plays a fundamental role in the delivery of services, which depends on the infrastructure available to deliver the service. Corporate asset management in municipalities largely relates to the management of existing assets to keep them in a state of good repair while planning for future repair and/or replacement of their assets across all service areas. Impacts of climate change are already being experienced around the world, including Canada. It is important for municipalities to begin considering and planning for future climates to ensure the delivery of services, especially as it pertains to

the maintenance of key municipal infrastructure. As per *Ontario Regulation 588/17* s3(5), municipalities must include a commitment in their asset management planning to address the vulnerabilities of climate change with respect to operations, levels of service and lifecycle management. There must also be consideration for anticipated costs, mitigation and adaptation approaches and disaster planning to meet all regulatory requirements in Ontario municipal asset management. In response to the regulatory requirements, the Township adopted its first Strategic Asset Management Policy in 2019 and committed to integrating climate change as part of its asset management planning.

Expected climate change impacts include hotter, drier summers, warmer winters with increased precipitation, increased frequency and intensity of storms and increased intensity of extreme winds. These changes in climate will likely lead to increased risks associated with flooding, heatwaves, risk of infrastructure damage, health and safety of residents, the alteration or loss of habitats, etc.

Many of these risks are associated with municipal assets and may impact the levels of service. Climate change mitigation and adaptation planning is an important step for municipalities to take to begin managing risks associated with climate change. Therefore, the Township is taking steps towards the integration of climate change considerations into their asset management planning framework moving forward.

The table below considers municipal owned and operated assets, although, regional critical infrastructure related to roads or public health may also be impacted by the noted hazards. Table 18 provides a risk summary at this time for information purposes to help further propel climate change integration with asset management, although, recognizing the full utilization would still need to be applied and understood at the staff level. In asset management terms, this table shows the big picture effects that climate change hazards may have on the level of service for various service areas. The specific climate change impacts on levels of service could vary considerably and will need to be monitored over a longer time period.

Through further understanding of the anticipated extent of climate change events, climate change adaptation projects at the Township will provide additional parameters as to the likelihood and severity of events. At its most simplistic form, the table below provides a range from a “rare” occurrence to “almost certain.” A rare occurrence could be correlated to falling into the tenth percentile of probability, with an almost certain occurrence falling into the ninetieth percentile of probability.

Table 18 - Framework for Climate Change Integration with Risk

Hazards/Risks	Likelihood	Consequence	
		Asset Category	Possible Service Impacts
Freezing Rain / Ice Storm	Rare to almost certain	▪ Roads ▪ Culverts ▪ Buildings	▪ Reduced road and culvert conditions, potential for closures ▪ Potential impact to access to facilities or closures
Extreme Temperatures – Cold Wave	Rare to almost certain	▪ Roads ▪ Culverts ▪ Buildings ▪ Land Improvements	▪ Closures of outdoor amenities due to extreme weather conditions ▪ Increased strain on indoor heating systems leading to reduced service life and functionality of components and systems
Tornado	Rare to almost certain	▪ All Services	▪ Potential damage to various municipal assets due to high winds
Intense Rain	Rare to almost certain	▪ Roads ▪ Culverts ▪ Buildings	▪ Flooding of bridges and roadways leading to closures ▪ Disruptions to service due to flooding of roads, leading to decreased levels of service ▪ Potential impact to access to facilities or closures
Flood – Urban	Rare to almost certain	▪ Roads ▪ Culverts ▪ Buildings ▪ Land Improvements	▪ Flooding of culverts and roadways leading to closures ▪ Disruptions to service due to flooding of roads, leading to decreased levels of service ▪ Potential impact to access to facilities or closures ▪ Flooding of parks leading to closures and reduced levels of service
Extreme Temperatures – Heat Wave	Rare to almost certain	▪ Buildings ▪ Land Improvements	▪ Potential closure/reduce used of outdoor amenities due to high temperatures (reduced levels of service). ▪ Lost habitats leading to reduced environmental diversity.

Hazards/Risks	Likelihood	Consequence	
		Asset Category	Possible Service Impacts
			▪ Increased strain on indoor cooling systems leading to reduced service life and functionality of components and systems
Windstorm	Rare to almost certain	▪ Buildings ▪ Land Improvements	▪ Closure of outdoor assets due to potential hazards for residents ▪ Increased strain on facility assets leading to potential damages and reduced service life and functionality of components and systems

Source: https://www.assetmanagementbc.ca/wp-content/uploads/Climate-Change-and-Asset-Management.pdf

5. FINANCING STRATEGY

The Township has continually undertaken both operating and capital expenditures necessary for to maintain tax funded services, however, the investments made fall short of the required need to meet the proposed levels of services. The Township will need to monitor funding levels over the next few years in relationship to the levels of service. This section of the 2025 Plan is intended to help the Township build on the existing asset management practices already in place. The financing strategies presented provide the Township with feasible options to increase capital funding in a sustainable manner to meet proposed levels of service. It is noted that all values are presented in constant 2025 dollars.

A. ANALYSIS OF AVAILABLE REVENUES

The municipal revenue sources available to address the identified full lifecycle cost requirements outlined in Section 4 are limited. Generally, the type of capital project aligns to its funding source. In this regard, growth-related projects receive most of their funding through development charges in communities that impose DCs; replacement projects are predominantly funded through tax-based contributions for tax supported assets and water and wastewater rates for rate-based services.

When assets require rehabilitation or are due for replacement, the source of funds are essentially limited to reserves or contributions from the operating budget regardless of how the initial first round capital asset was funded. The table below provides a summary of the revenues assumed in this analysis for tax supported assets.

Table 19 - Financing Strategy Key Assumptions for Tax Supported Assets

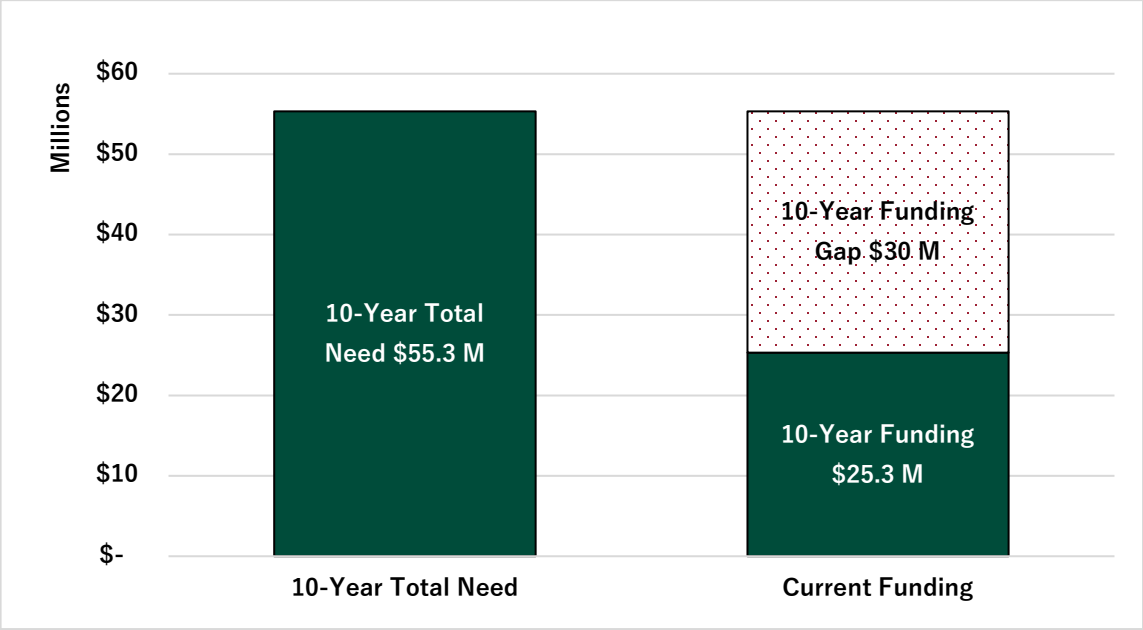
Category	Assumptions	Cumulative 10-Year Revenue at Current Levels
Operations and Maintenance from Taxation (including gravel maintenance)	▪ The Township prioritizes operating costs associated to providing services and it has been assumed that revenue from taxation will fully fund operating needs as they arise. ▪ Tax funding for gravel maintenance is also assumed over the planning period from the tax base (about $100,000 annually based on the 2025 budget).	$6.9 million
Capital from Taxation	▪ Existing 2025 tax supported capital funding of about $577,000 is assumed to be the starting point and base case for increasing annual capital contributions. This includes	$5.8 million

Category	Assumptions	Cumulative 10-Year Revenue at Current Levels
(including reserve contributions)	the capital from operating funding and contributions to reserves net of transfers from reserves or capital related grant funding.	
Canada Community Building Fund (CCBF)	▪ Gas tax funding for 2025 of approximately $53,000. This amount has been assumed in 2025 and onwards throughout the 40-year planning period.	$545,000
Other Grants	▪ Upper-level government grants of approximately $825,0000 are assumed for the next 5-years only. This includes OCIF and OMPF grants.	$4.1 million
Existing Reserves	▪ Existing asset management related reserve funds of $7.9 million have been accounted for and are applied against the lifecycle cost expenditures over a 10-year period for the purposes of the analysis. ▪ The reserves included for in the analysis only capture funds available for capital and generally exclude operating reserves.	$7.9 million
Total		**$25.3 million**

B. BENCHMARK INFRASTRUCTURE FUNDING GAP

To implement sustainable asset management practices the Township needs to understand the current “benchmark infrastructure funding gap” that would arise should the required full lifecycle costs related to capital be delayed. The funding gap shown in Figure 6 represents the difference between the benchmark lifecycle costs and the funding available for tax supported assets over the 10-year period from 2025 to 2034. The benchmark funding gap represents a measure of the “ideal” spending that would need to be undertaken if all assets were repaired or replaced as outlined in the engineered reports or on their design life schedule as shown in Section 4 versus the case if funding levels were maintained at current levels (see Table 19). Figure 6 indicates that existing funding levels are insufficient to cover projected costs over the 10-year planning period, as a result, a notional gap of $30.0 million exists over the same period.

Figure 6 – 10-Year Need vs Funding (Benchmark Funding Gap for Tax Supported Assets)



If the Township were to implement a funding strategy to eliminate the benchmark funding gap, the Township would be required to increase capital contributions on an annual basis by an average of about $667,000 for 10 years (plus annual inflation). For 2025, the increase would be in addition to the funding sources already identified in Table 19. The yearly revenue requirement is equivalent to about 22% of the Township's 2025 tax levy revenues of about $3.0 million. A detailed table of this strategy can be found in Appendix A.

It is unrealistic to expect the Township to address the total benchmark funding gap in the short-term. Eliminating the gap by 2034 is an aggressive objective - a few reasons include:

- The required capital contributions (to eliminate the gap) will necessitate an increase to property taxes beyond a reasonable measure;
- The Township would need to decrease or limit funding of other key services or initiatives in lieu for capital repair and replacement activity;
- Importantly, closing the benchmark funding gap would ultimately result in a service level increase beyond those targeted in this report over the long-term;
- Assets can remain in use past their engineered design life and can perform to meet the Township's level of service under these circumstances. Therefore, in such instances, the asset does not necessarily need to be replaced by virtue of exceeding their design life; and

- Prudent asset management strategies, which are currently employed by the Township can often extend the requirement of major repair or replacement of capital assets and may prolong the life of the asset.

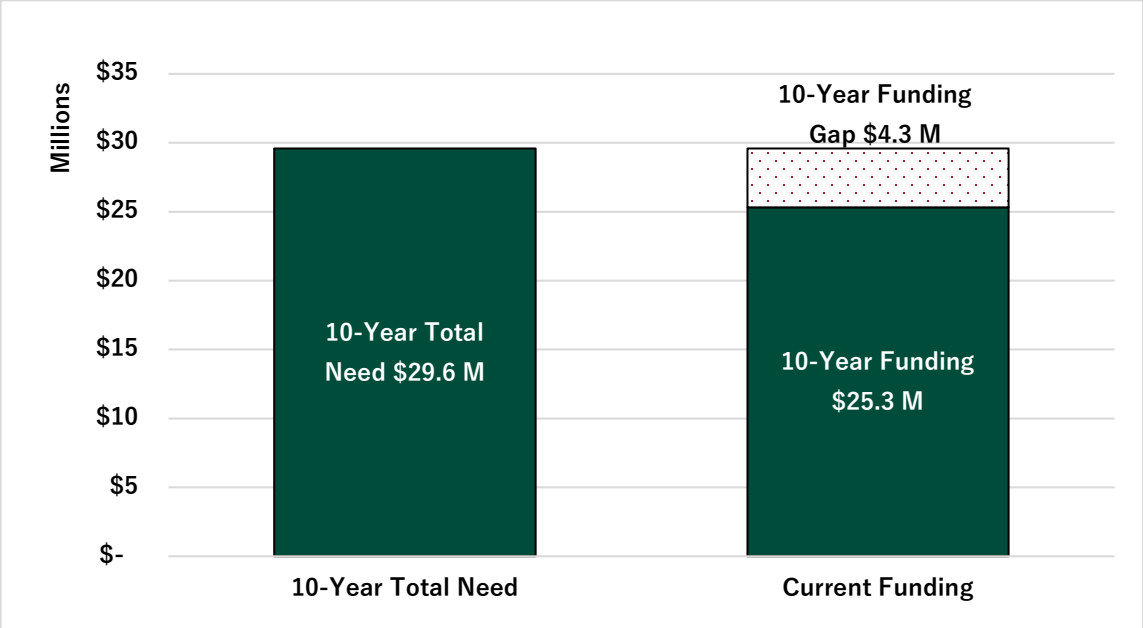
Therefore, a long-term lifecycle cost and funding strategy that reflects the proposed level of service shown in Section 4 would need to be developed.

C. PROPOSED LEVEL OF SERVICE INFRASTRUCTURE FUNDING GAP

The 2025 AMP combines the analysis on proposed levels of service developed in Section 3 with the corresponding lifecycle costs in Section 4 to develop a 10-year adjusted funding gap analysis that considers a more manageable set of costs to meet proposed levels of service (PLOS funding gap). The funding gap shown in Figure 7 represents the difference between the lifecycle costs needed to meet proposed levels of service and the funding available for tax supported assets over the 10-year period from 2025 to 2034.

The PLOS funding gap represents a measure of the spending that would need to be undertaken to meet proposed levels of service as shown in Section 4 versus the case if funding levels were maintained at current levels (see Table 18). Figure 7 still indicates that existing funding levels are insufficient to cover projected costs over the 10-year planning period, as a result, a funding gap of $4.3 million exists over the same period. Notably, the funding gap under the proposed level of service target is significantly reduced from the benchmark gap of $30.0 million over the planning period.

Figure 7 – 10-Year Need vs Funding (Proposed Level of Service Funding Gap for Tax Supported Assets)



D. FINANCING STRATEGIES TO MEET PROPOSED LEVEL OF SERVICE

Three financing strategies were developed to illustrate a rational capital contribution level to meet the full lifecycle cost needs to meet proposed levels of service as show in Figure 7. The financing strategies are intended to provide options to meet the proposed level of service over the period the 10-year period to 2034. Figure 8 shows each of the financing strategies and the resulting funding gap. A summary of each strategy is provided:

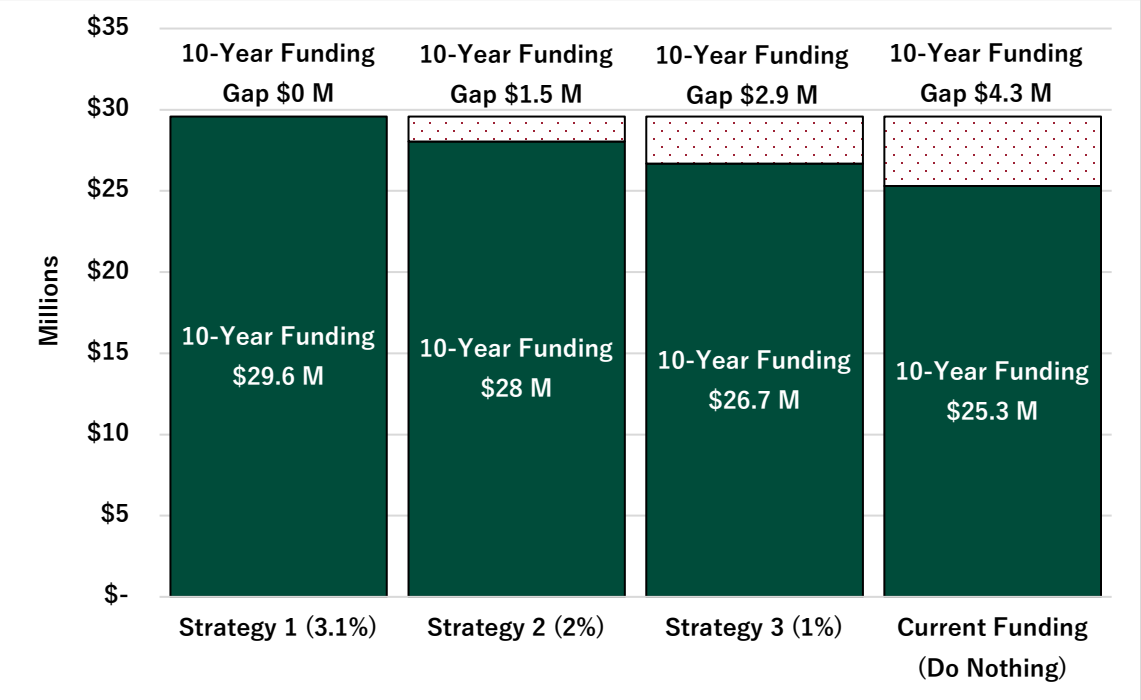
- **Strategy 1** – represents the funding strategy to meet proposed levels of service over the 10-year period. It would require an increase in capital funding of about $95,000 per year over the 10-year period (above current funding levels). The $95,000 increase is equivalent to 3.1% of the Township's 2025 tax levy of $3.0 million.

- **Strategy 2 -** represents a funding strategy that would require an increase in capital funding of about $60,900 per year over the 10-year period (above current funding levels). The $60,900 increase is equivalent to 2.0% of the Township's 2025 tax levy of $3.0 million. While this strategy would equate to funding higher than current levels, it would not meet the proposed level of service within the 10-year period.

- **Strategy 3 -** represents a funding strategy that would require an increase in capital funding of about $30,400 per year over the 10-year period (above current funding levels). The $30,400 increase is equivalent to 1.0% of the Township's 2025 tax levy of $3.0 million. While this strategy would equate to funding higher than current levels, it would not meet the proposed level of service within the 10-year period.

- **Do nothing** – This strategy represents no further increases in funding. The strategy would likely result in a decline in the overall condition of assets over the 10-year period and result in a lower level of service.

Figure 8 – Funding Gap for Tax Supported Assets under Each Financing Strategy



Note, all costs are expressed in constant 2025 dollars. Therefore, for any strategy the annual increases would still need to be adjusted by inflation on an annual basis to ensure that the Township's capital program can keep up with rising market driven infrastructure costs.

E. FINANCING STRATEGIES AND THE RELATIONSHIP TO THE PROPOSED LEVEL OF SERVICE

The information illustrated previously emphasizes the need for the Township to continue the utilization of these funding programs to meet service levels over the long-term. However, as the Township's asset management program further advances, it can be expected that the cost analysis be improved to better reflect asset risks, levels of service and a better understanding of the condition of the infrastructure. Overall, the funding allocation in Strategy 1 is required to ensure the Township delivers the proposed levels of service identified in Section 3 of the AMP for both core and non-core infrastructure assets which represent the lifecycle activities outlined in Section 4. Should an alternative strategy be adopted which does not align with the funding needed to meet the proposed level of services, other qualitative improvements and other financial solutions need to be explored. Table 20 outlines several approaches to closing the funding gap.

Table 20 – Approaches to Closing the Funding Gap

Category	Description
Improved Data Quality	As the Township matures its asset management practices, improving data quality across service areas will help to achieve a proper assessment of the condition of assets. Improved lifecycle cost data will facilitate evidence-based decision making and support in achieving lowest lifecycle costing through prioritization of repair and replacement activities.
Levels of Service Measures	As part of the 2025 AMP, levels of services measures by asset category have been established. Tracking LOS measures may identify areas where funding needs could be recalibrated based on performance.
Assessing Risk Tolerance	Further detailed risk analysis including defining risk tolerance level for individual asset classes will help to further refine prioritization of the investment needs and levels of service. Although not always desirable, it may be possible to accept a higher degree of asset risk to help lower ongoing asset costs.
Seek Funding Support from Upper Levels of Government	The Township continues to demonstrate a significant commitment to asset management and developing a set of renewal practices to ensure that services are delivered in the most cost-efficient manner.

Category	Description
	Despite the efforts, upper level of government support is required to supplement the Township's practices to balance affordability. For long-term financial planning and accurately assessing the infrastructure gap, it is equally important that upper-level government funding is stable and predictable.
Continued Project Co-ordination with the County Infrastructure Projects	In exploring opportunities with the County, overall cost efficiencies may be achieved during linear asset rehabilitation and replacement (e.g. storm sewers, roads, bridges, culverts) by better aligning capital ventures (if applicable).

6. MONITORING AND IMPROVEMENT PLAN

The major premise of a comprehensive asset management plan is that a municipality will seldom have perfect processes and data to manage the asset portfolio. Instead, the underlying culture of continuous improvement and reliability is its key to success. The monitoring and improvement plan forms part of the Township's evolving asset management planning moving forward. It has been developed using an asset management maturity scale to assess areas for improvement.

A. ASSET MANAGEMENT MATURITY ASSESSMENT

The purpose of an asset management maturity assessment is to identify a municipality's current maturity and to establish a target maturity that can be reasonably achieved in the near future. Using the International Infrastructure Management Manual (IIMM) tool, information on asset maturity was assessed under three categories:

1. Understanding and Defining the Requirements
2. Development of Asset Management Lifecycle Strategies
3. Asset Management Enablers

The three maturity categories are broken down into 16 elements that are assessed in the individual Asset Maturity Radar Graph in Figure 9. The elements in each maturity category are outlined in Table 21.

Table 21 – Asset Management Maturity Assessment Elements

Category	AM Element
Understanding and Defining the Requirements	Analysing the Strategic Initiatives (AM Policy and Objectives)
	Levels of Service Framework
	Demand Forecasting and Management
	Asset Condition and Performance
	The Strategic Asset Management Plan
Developing Asset Management Lifecycle Strategies	Managing Risk and Resilience
	Operational Planning
	Capital Works Planning
	Asset Financial Planning and Management
	AM Plans (for the Asset Portfolio Assets)

Category	AM Element
Asset Management Enablers	AM People and Leaders
	Asset Data and Information
	Asset Information Management Systems (AIMS)
	AM Process Management
	Outsourcing and Procurement
	Continual Improvement

Each element is assessed independently and assigned a score based on criteria outlined in Table 22 which scores each criteria between 0 and 100 for each element. In general, a municipality in the "Aware" category recognizes that there are regulatory or service requirements that need to be met to maintain levels of service. However, no formal plans are in place to meet these objectives and asset management planning may be done on an ad hoc basis. A municipality in the "Advanced" category has integrated the asset management plan into its budget process and budget planning is well informed by the asset management plan. In general, most municipalities would fall in the "Core" or better category, for this reason the target score would be to achieve an "Intermediate" score over the longer-term.

Table 22 – Maturity Assessment Scoring Scale

Maturity Level	Score
Aware	0-20
Basic	21-40
Core	41-60
Intermediate	61-80
Advanced	81-100

Figure 9 outlines the results of the Asset Maturity Rating. The Current Score accounts for all advancements in individual maturity as part of this 2025 AMP. Overall, the following were achieved:

- Understanding of levels of service focused on the condition of assets which is appropriate for the size and services provided by the Township;
- Enhancement in understanding the Township's asset management practices and general alignment with other key planning documents like the 2022 Roads Needs Study and OSIM reports; and
- General understanding of the Township's assets and the data available through consolidation of various data sources into the AMP financial model.

Figure 9 – Asset Maturity Rating



B. IMPROVEMENT PLAN

Continuous improvement is a fundamental aspect of municipal asset management. This process involves systematically identifying areas for enhancement, implementing changes, monitoring outcomes, and adjusting strategies based on feedback and new insights. The goal of the municipal asset management planning regulation (O. Reg. 588/17) is to promote municipalities to take incremental steps to maximize benefits, manage risk and provide satisfactory levels of service to the public in a cost-effective manner.

Improvement initiatives have been identified that will enhance the effectiveness of the Township's asset management program. The following table provides recommended improvement initiatives with associated priorities and timelines. While some areas for improvement can be addressed more immediately, others could be undertaken over the long-term.

Table 23 – Improvement Plan Initiatives

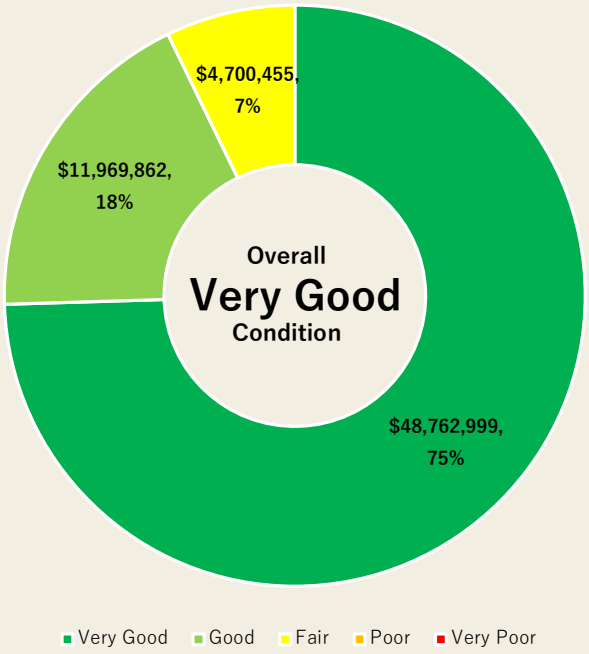
Area of Improvement	Action	Outcome	Timeline	Priority	Comments
Levels of Service	Align AMP with budget process	Determine capital contributions	Medium	Medium	Ensuring that the AMP remains up today will help guide tax funded capital contributions needs to meet long-term asset management needs
Climate Change Integration	Further development of mitigation and adaptation strategies into asset management	Further understanding of climate change risks on Township's delivery of services and support informed prioritization of strategies.	Long	Medium	The Strategic Asset Management Policy requires a commitment to integrate climate change considerations through capital planning.
Asset Data	Continually update the asset inventory	More informed decision making for capital budget purposes	Medium	Medium	The AMP needs to be updated every 5-years as per regulation after 2025, this is an opportunity to ensure asset data including conditions remains up to date.

Area of Improvement	Action	Outcome	Timeline	Priority	Comments
Financing Strategy	Continue to monitor infrastructure gap	Continue to monitor funding needs to meet proposed level of service	Medium	Medium	While infrastructure gap has been monitored as part of this plan, it will need to be updated along with regular reviews of the AMP in the future.
	Seek funding support from upper levels of government	Continue bridging of funding gap for improved financial sustainability.	Long	High	The Township expects to continue to rely on grant funding for capital projects.

APPENDIX A

STATE OF LOCAL INFRASTRUCTURE

Paved Roads



Current Replacement Value

$65.4
Million

Asset Inventory

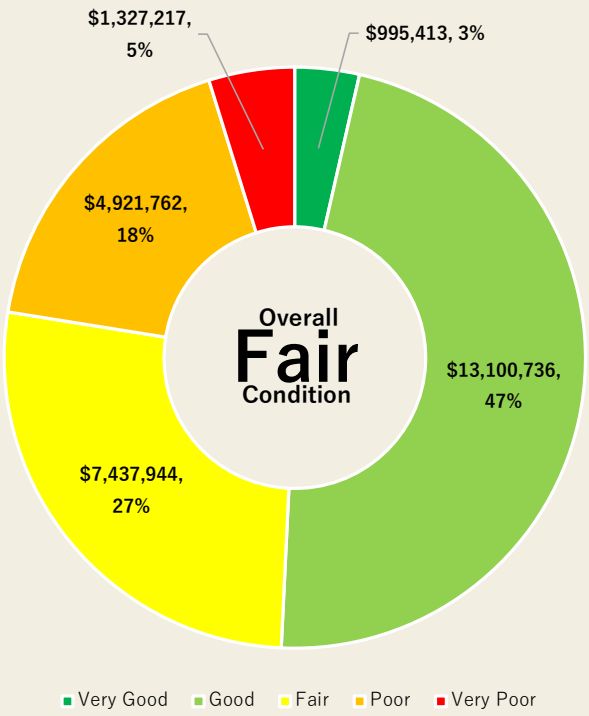
44.1
KM

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

Unpaved Roads



Current Replacement Value

$27.8 Million

Asset Inventory

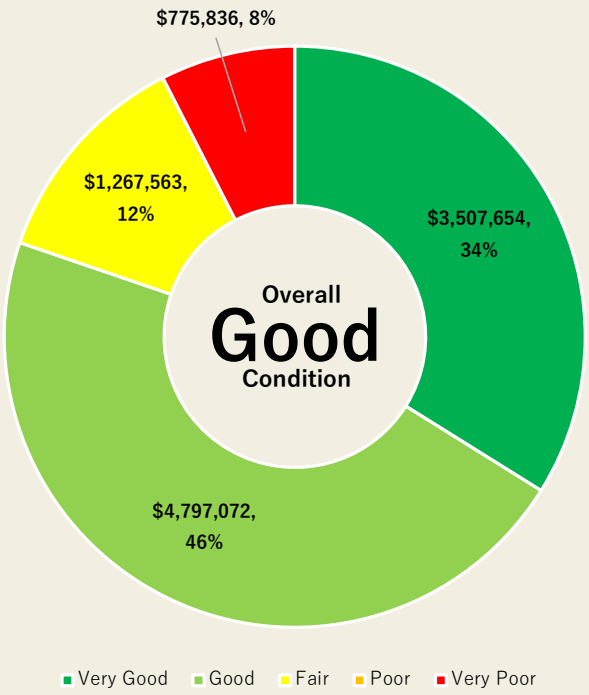
50.2 KM

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

Culverts



Current Replacement Value

$10.3 Million

Asset Inventory

12 Units

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

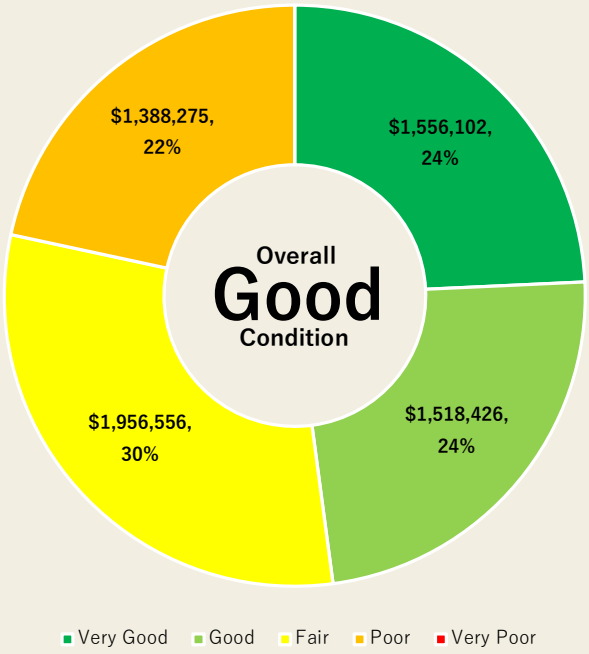
Average Remaining Useful Life

48 Years

Estimated Useful Life

25-100 Years

Buildings



Current Replacement Value

$6.4 Million

Asset Inventory

15 Units

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

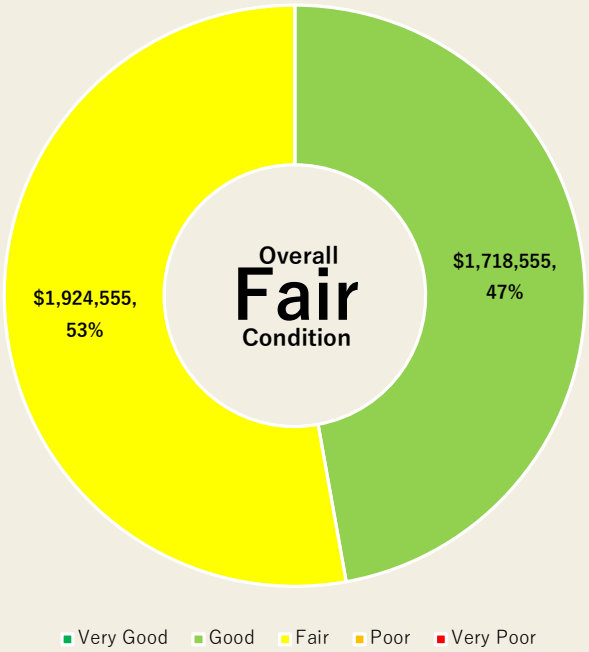
Average Remaining Useful Life

24 Years

Estimated Useful Life

10-50 Years

Motor Vehicles



Current Replacement Value

$3.6 Million

Asset Inventory

10 Units

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

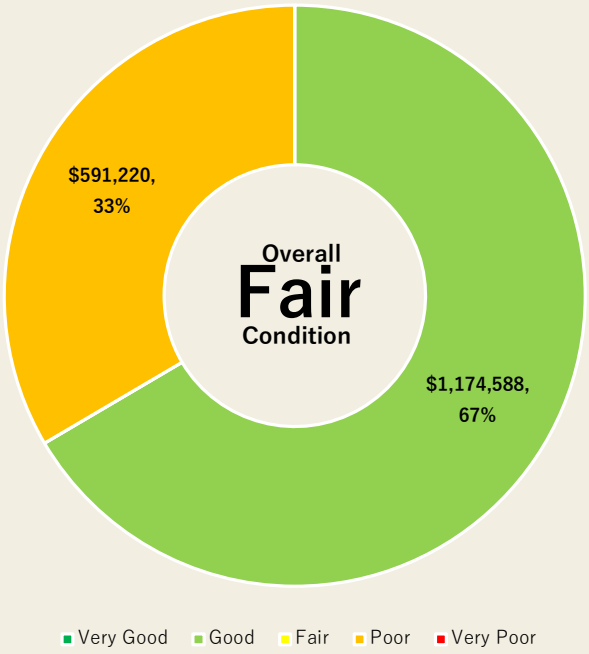
Average Remaining Useful Life

1 Years

Estimated Useful Life

10 Years

Machine Equipment



Current Replacement Value

$1.8 Million

Asset Inventory

4 Units

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

Average Remaining Useful Life

12 Years

Estimated Useful Life

20 Years

Landfill



Current Replacement Value

$3.9 Million

Asset Inventory

Pooled Units

Data Confidence & Reliability

Level 4 (Reliable)

Dataset is complete and estimated to be accurate +/- 10%

Average Remaining Useful Life

-1 Years

Estimated Useful Life

15-25 Years

APPENDIX B

DETAILED FINANCING STRATEGY TABLES

Table B1
Township of Faraday
Asset Management Plan Financing Strategy
Benchmark Lifecycle Costs: Funding Needed to Close 10-Year Benchmark Gap

Legend	1. Lifecycle Costs					2. Forecast of Revenues						3. Funding Gap Calculation		
Year	Non-Infrastructure Solutions	Total Operations & Maintenance	Total Capital Renewal/ Replacement and Disposal	Disposal Costs (Landfill Closure)	Total Lifecycle Costs	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding ($)	Canada Community Building Fund CCBF	Other Grants (OCIF/OMPF)	Existing Reserves	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2025	$ 5,000	$ 592,800	$ 11,177,627	$ -	$ 11,775,427	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 8,833,755	$ 8,833,755
2026	$ 5,000	$ 592,800	$ 4,270,105	$ -	$ 4,867,905	$ 692,800	$ 1,243,656	$ 667,017	$ 52,793	$ 824,500	$ 794,940	$ 3,608,690	$ 1,259,215	$ 10,092,970
2027	$ 5,000	$ 592,800	$ 4,270,105	$ -	$ 4,867,905	$ 692,800	$ 1,910,673	$ 667,017	$ 54,904	$ 824,500	$ 794,940	$ 4,277,818	$ 590,087	$ 10,683,057
2028	$ 5,000	$ 592,800	$ 4,270,105	$ -	$ 4,867,905	$ 692,800	$ 2,577,690	$ 667,017	$ 54,904	$ 824,500	$ 794,940	$ 4,944,835	$ (76,930)	$ 10,606,127
2029	$ 5,000	$ 592,800	$ 4,270,105	$ 634,989	$ 5,502,894	$ 692,800	$ 3,244,708	$ 667,017	$ 54,904	$ 824,500	$ 794,940	$ 5,611,852	$ (108,958)	$ 10,497,169
2030	$ 5,000	$ 592,800	$ 4,074,518	$ 151,731	$ 4,824,049	$ 692,800	$ 3,911,725	$ 667,017	$ 54,904	$ -	$ 794,940	$ 5,454,369	$ (630,320)	$ 9,866,849
2031	$ 5,000	$ 592,800	$ 3,977,115	$ 151,731	$ 4,726,646	$ 692,800	$ 4,578,742	$ 667,017	$ 54,904	$ -	$ 794,940	$ 6,121,386	$ (1,394,741)	$ 8,472,108
2032	$ 5,000	$ 592,800	$ 3,902,351	$ 151,731	$ 4,651,882	$ 692,800	$ 5,245,759	$ 667,017	$ 54,904	$ -	$ 794,940	$ 6,788,403	$ (2,136,521)	$ 6,335,587
2033	$ 5,000	$ 592,800	$ 3,875,095	$ 151,731	$ 4,624,626	$ 692,800	$ 5,912,776	$ 667,017	$ 54,904	$ -	$ 794,940	$ 7,455,421	$ (2,830,795)	$ 3,504,793
2034	$ 5,000	$ 592,800	$ 3,868,114	$ 151,731	$ 4,617,645	$ 692,800	$ 6,579,793	$ 667,017	$ 54,904	$ -	$ 794,940	$ 8,122,438	$ (3,504,793)	$ 0
Total	**$ 50,000**	**$ 5,928,000**	**$ 47,955,240**	**$ 1,393,644**	**$ 55,326,884**	**$ 6,928,000**	**$ 35,782,161**		**$ 544,818**	**$ 4,122,500**	**$ 7,949,404**	**$ 55,326,884**		

Summary Tax Increase	
Annual Increase	$ 667,017
2025 Total Tax Levy	$ 3,042,813
Inc. as % of Tax Levy	21.92%

Table B2
Township of Faraday
Asset Management Plan Financing Strategy
Benchmark Lifecycle Costs: 10-Year Benchmark Gap with No Additional Funding

Legend	1. Lifecycle Costs					2. Forecast of Revenues						3. Funding Gap Calculation		
Year	Non-Infrastructure Solutions	Total Operations & Maintenance	Total Capital Renewal/ Replacement and Disposal	Disposal Costs (Landfill Closure)	Total Lifecycle Costs	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding ($)	Canada Community Building Fund CCBF	Other Grants (OCIF/OMPF)	Existing Reserves	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2025	$ 5,000	$ 592,800	$ 11,177,627	$ -	$ 11,775,427	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 8,833,755	$ 8,833,755
2026	$ 5,000	$ 592,800	$ 4,270,105	$ -	$ 4,867,905	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 1,926,232	$ 10,759,987
2027	$ 5,000	$ 592,800	$ 4,270,105	$ -	$ 4,867,905	$ 692,800	$ 576,639	$ -	$ 54,904	$ 824,500	$ 794,940	$ 2,943,783	$ 1,924,121	$ 12,684,108
2028	$ 5,000	$ 592,800	$ 4,270,105	$ -	$ 4,867,905	$ 692,800	$ 576,639	$ -	$ 54,904	$ 824,500	$ 794,940	$ 2,943,783	$ 1,924,121	$ 14,608,230
2029	$ 5,000	$ 592,800	$ 4,270,105	$ 634,989	$ 5,502,894	$ 692,800	$ 576,639	$ -	$ 54,904	$ 824,500	$ 794,940	$ 2,943,783	$ 2,559,110	$ 17,167,340
2030	$ 5,000	$ 592,800	$ 4,074,518	$ 151,731	$ 4,824,049	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 2,704,766	$ 19,872,106
2031	$ 5,000	$ 592,800	$ 3,977,115	$ 151,731	$ 4,726,646	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 2,607,362	$ 22,479,468
2032	$ 5,000	$ 592,800	$ 3,902,351	$ 151,731	$ 4,651,882	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 2,532,599	$ 25,012,067
2033	$ 5,000	$ 592,800	$ 3,875,095	$ 151,731	$ 4,624,626	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 2,505,343	$ 27,517,410
2034	$ 5,000	$ 592,800	$ 3,868,114	$ 151,731	$ 4,617,645	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 2,498,361	$ 30,015,771
Total	**$ 50,000**	**$ 5,928,000**	**$ 47,955,240**	**$ 1,393,644**	**$ 55,326,884**	**$ 6,928,000**	**$ 5,766,390**		**$ 544,818**	**$ 4,122,500**	**$ 7,949,404**	**$ 25,311,112**		

Summary Tax Increase		
Annual Increase	$	-
2025 Total Tax Levy	$	3,042,813
Inc. as % of Tax Levy		0.00%

Table B3
Township of Faraday
Asset Management Plan Financing Strategy
Proposed Level of Service Lifecycle Costs: Funding Needed to Close 10-Year PLOS Gap

Legend	1. Lifecycle Costs					2. Forecast of Revenues						3. Funding Gap Calculation		
Year	Non-Infrastructure Solutions	Total Operations & Maintenance	Total Capital Renewal/ Replacement and Disposal	Disposal Costs (Landfill Closure)	Total Lifecycle Costs	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding ($)	Canada Community Building Fund CCBF	Other Grants (OCIF/OMPF)	Existing Reserves	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2025	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 212,564	$ 212,564
2026	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 671,591	$ 94,952	$ 52,793	$ 824,500	$ 794,940	$ 3,036,624	$ 117,613	$ 330,177
2027	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 766,542	$ 94,952	$ 54,904	$ 824,500	$ 794,940	$ 3,133,687	$ (312,636)	$ 17,541
2028	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 861,494	$ 94,952	$ 54,904	$ 824,500	$ 794,940	$ 3,228,639	$ (407,588)	$ (390,047)
2029	$ 5,000	$ 592,800	$ 2,223,251	$ 634,989	$ 3,456,040	$ 692,800	$ 956,446	$ 94,952	$ 54,904	$ 824,500	$ 794,940	$ 3,323,590	$ 132,450	$ (257,597)
2030	$ 5,000	$ 592,800	$ 2,222,415	$ 151,731	$ 2,971,946	$ 692,800	$ 1,051,398	$ 94,952	$ 54,904	$ -	$ 794,940	$ 2,594,042	$ 377,904	$ 120,307
2031	$ 5,000	$ 592,800	$ 2,125,011	$ 151,731	$ 2,874,542	$ 692,800	$ 1,146,349	$ 94,952	$ 54,904	$ -	$ 794,940	$ 2,688,994	$ 185,548	$ 305,855
2032	$ 5,000	$ 592,800	$ 2,050,248	$ 151,731	$ 2,799,779	$ 692,800	$ 1,241,301	$ 94,952	$ 54,904	$ -	$ 794,940	$ 2,783,945	$ 15,833	$ 321,689
2033	$ 5,000	$ 592,800	$ 2,019,488	$ 151,731	$ 2,769,019	$ 692,800	$ 1,336,253	$ 94,952	$ 54,904	$ -	$ 794,940	$ 2,878,897	$ (109,878)	$ 211,811
2034	$ 5,000	$ 592,800	$ 2,012,507	$ 151,731	$ 2,762,038	$ 692,800	$ 1,431,204	$ 94,952	$ 54,904	$ -	$ 794,940	$ 2,973,849	$ (211,811)	$ (0)
Total	**$ 50,000**	**$ 5,928,000**	**$ 22,212,295**	**$ 1,393,644**	**$ 29,583,939**	**$ 6,928,000**	**$ 10,039,217**		**$ 544,818**	**$ 4,122,500**	**$ 7,949,404**	**$ 29,583,939**		

Summary Tax Increase	
Annual Increase	$ 94,952
2025 Total Tax Levy	$ 3,042,813
Inc. as % of Tax Levy	3.12%

Table B4
Township of Faraday
Asset Management Plan Financing Strategy
Proposed Level of Service Lifecycle Costs: 2% Tax Levy Increase

Legend	1. Lifecycle Costs					2. Forecast of Revenues						3. Funding Gap Calculation		
Year	Non-Infrastructure Solutions	Total Operations & Maintenance	Total Capital Renewal/ Replacement and Disposal	Disposal Costs (Landfill Closure)	Total Lifecycle Costs	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding ($)	Canada Community Building Fund CCBF	Other Grants (OCIF/OMPF)	Existing Reserves	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2025	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 212,564	$ 212,564
2026	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 637,495	$ 60,856	$ 52,793	$ 824,500	$ 794,940	$ 3,002,529	$ 151,708	$ 364,273
2027	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 698,352	$ 60,856	$ 54,904	$ 824,500	$ 794,940	$ 3,065,496	$ (244,445)	$ 119,827
2028	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 759,208	$ 60,856	$ 54,904	$ 824,500	$ 794,940	$ 3,126,352	$ (305,301)	$ (185,474)
2029	$ 5,000	$ 592,800	$ 2,223,251	$ 634,989	$ 3,456,040	$ 692,800	$ 820,064	$ 60,856	$ 54,904	$ 824,500	$ 794,940	$ 3,187,208	$ 268,831	$ 83,357
2030	$ 5,000	$ 592,800	$ 2,222,415	$ 151,731	$ 2,971,946	$ 692,800	$ 880,920	$ 60,856	$ 54,904	$ -	$ 794,940	$ 2,423,565	$ 548,381	$ 631,738
2031	$ 5,000	$ 592,800	$ 2,125,011	$ 151,731	$ 2,874,542	$ 692,800	$ 941,777	$ 60,856	$ 54,904	$ -	$ 794,940	$ 2,484,421	$ 390,121	$ 1,021,859
2032	$ 5,000	$ 592,800	$ 2,050,248	$ 151,731	$ 2,799,779	$ 692,800	$ 1,002,633	$ 60,856	$ 54,904	$ -	$ 794,940	$ 2,545,277	$ 254,502	$ 1,276,361
2033	$ 5,000	$ 592,800	$ 2,019,488	$ 151,731	$ 2,769,019	$ 692,800	$ 1,063,489	$ 60,856	$ 54,904	$ -	$ 794,940	$ 2,606,134	$ 162,886	$ 1,439,247
2034	$ 5,000	$ 592,800	$ 2,012,507	$ 151,731	$ 2,762,038	$ 692,800	$ 1,124,345	$ 60,856	$ 54,904	$ -	$ 794,940	$ 2,666,990	$ 95,048	$ 1,534,295
Total	**$ 50,000**	**$ 5,928,000**	**$ 22,212,295**	**$ 1,393,644**	**$ 29,583,939**	**$ 6,928,000**	**$ 8,504,922**		**$ 544,818**	**$ 4,122,500**	**$ 7,949,404**	**$ 28,049,644**		

Summary Tax Increase	
Annual Increase	$ 60,856
2025 Total Tax Levy	$ 3,042,813
Inc. as % of Tax Levy	2.00%

Table B5
Township of Faraday
Asset Management Plan Financing Strategy
Proposed Level of Service Lifecycle Costs: 1% Tax Levy Increase

Legend	1. Lifecycle Costs					2. Forecast of Revenues						3. Funding Gap Calculation		
Year	Non-Infrastructure Solutions	Total Operations & Maintenance	Total Capital Renewal/ Replacement and Disposal	Disposal Costs (Landfill Closure)	Total Lifecycle Costs	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding ($)	Canada Community Building Fund CCBF	Other Grants (OCIF/OMPF)	Existing Reserves	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2025	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 212,564	$ 212,564
2026	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 607,067	$ 30,428	$ 52,793	$ 824,500	$ 794,940	$ 2,972,101	$ 182,136	$ 394,701
2027	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 637,495	$ 30,428	$ 54,904	$ 824,500	$ 794,940	$ 3,004,640	$ (183,589)	$ 211,112
2028	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 667,923	$ 30,428	$ 54,904	$ 824,500	$ 794,940	$ 3,035,068	$ (214,017)	$ (2,905)
2029	$ 5,000	$ 592,800	$ 2,223,251	$ 634,989	$ 3,456,040	$ 692,800	$ 698,352	$ 30,428	$ 54,904	$ 824,500	$ 794,940	$ 3,065,496	$ 390,544	$ 387,639
2030	$ 5,000	$ 592,800	$ 2,222,415	$ 151,731	$ 2,971,946	$ 692,800	$ 728,780	$ 30,428	$ 54,904	$ -	$ 794,940	$ 2,271,424	$ 700,522	$ 1,088,160
2031	$ 5,000	$ 592,800	$ 2,125,011	$ 151,731	$ 2,874,542	$ 692,800	$ 759,208	$ 30,428	$ 54,904	$ -	$ 794,940	$ 2,301,852	$ 572,690	$ 1,660,850
2032	$ 5,000	$ 592,800	$ 2,050,248	$ 151,731	$ 2,799,779	$ 692,800	$ 789,636	$ 30,428	$ 54,904	$ -	$ 794,940	$ 2,332,280	$ 467,498	$ 2,128,349
2033	$ 5,000	$ 592,800	$ 2,019,488	$ 151,731	$ 2,769,019	$ 692,800	$ 820,064	$ 30,428	$ 54,904	$ -	$ 794,940	$ 2,362,708	$ 406,311	$ 2,534,659
2034	$ 5,000	$ 592,800	$ 2,012,507	$ 151,731	$ 2,762,038	$ 692,800	$ 850,492	$ 30,428	$ 54,904	$ -	$ 794,940	$ 2,393,137	$ 368,901	$ 2,903,561
Total	**$ 50,000**	**$ 5,928,000**	**$ 22,212,295**	**$ 1,393,644**	**$ 29,583,939**	**$ 6,928,000**	**$ 7,135,656**		**$ 544,818**	**$ 4,122,500**	**$ 7,949,404**	**$ 26,680,378**		

Summary Tax Increase		
Annual Increase	$	30,428
2025 Total Tax Levy	$	3,042,813
Inc. as % of Tax Levy		1.00%

Table B6
Township of Faraday
Asset Management Plan Financing Strategy
Proposed Level of Service Lifecycle Costs: 10-Year PLOS Gap with No Additional Funding

Legend	1. Lifecycle Costs					2. Forecast of Revenues						3. Funding Gap Calculation		
Year	Non-Infrastructure Solutions	Total Operations & Maintenance	Total Capital Renewal/ Replacement and Disposal	Disposal Costs (Landfill Closure)	Total Lifecycle Costs	O&M from Taxation	Capital from Taxation (Including Transfers to Reserves)	Yearly Increase in Tax Funding ($)	Canada Community Building Fund CCBF	Other Grants (OCIF/OMPF)	Existing Reserves	Total Funding	Annual Funding Gap	Cumulative Infrastructure Deficit
2025	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 212,564	$ 212,564
2026	$ 5,000	$ 592,800	$ 2,556,437	$ -	$ 3,154,237	$ 692,800	$ 576,639		$ 52,793	$ 824,500	$ 794,940	$ 2,941,672	$ 212,564	$ 425,129
2027	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 576,639	$ -	$ 54,904	$ 824,500	$ 794,940	$ 2,943,783	$ (122,733)	$ 302,396
2028	$ 5,000	$ 592,800	$ 2,223,251	$ -	$ 2,821,051	$ 692,800	$ 576,639	$ -	$ 54,904	$ 824,500	$ 794,940	$ 2,943,783	$ (122,733)	$ 179,663
2029	$ 5,000	$ 592,800	$ 2,223,251	$ 634,989	$ 3,456,040	$ 692,800	$ 576,639	$ -	$ 54,904	$ 824,500	$ 794,940	$ 2,943,783	$ 512,256	$ 691,920
2030	$ 5,000	$ 592,800	$ 2,222,415	$ 151,731	$ 2,971,946	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 852,662	$ 1,544,582
2031	$ 5,000	$ 592,800	$ 2,125,011	$ 151,731	$ 2,874,542	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 755,259	$ 2,299,841
2032	$ 5,000	$ 592,800	$ 2,050,248	$ 151,731	$ 2,799,779	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 680,495	$ 2,980,336
2033	$ 5,000	$ 592,800	$ 2,019,488	$ 151,731	$ 2,769,019	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 649,736	$ 3,630,072
2034	$ 5,000	$ 592,800	$ 2,012,507	$ 151,731	$ 2,762,038	$ 692,800	$ 576,639	$ -	$ 54,904	$ -	$ 794,940	$ 2,119,283	$ 642,755	$ 4,272,827
Total	**$ 50,000**	**$ 5,928,000**	**$ 22,212,295**	**$ 1,393,644**	**$ 29,583,939**	**$ 6,928,000**	**$ 5,766,390**		**$ 544,818**	**$ 4,122,500**	**$ 7,949,404**	**$ 25,311,112**		

Summary Tax Increase		
Annual Increase	$	-
2025 Total Tax Levy	$	3,042,813
Inc. as % of Tax Levy		0.00%

THE CORPORATION OF THE TOWNSHIP OF FARADAY

BY-LAW NO. 31-2025

Being a By-Law authorizing execution of an Agreement Between The Corporation of the Township of Faraday and The Corporation of the County of Hastings.

WHEREAS the Council of The Corporation of the Township of Faraday proposes to enter into an Agreement with The Corporation of the County of Hastings, in the form hereto attached, respecting a Planning Services Agreement.

NOW THEREFORE The Council of the Corporation of the Township of Faraday **ENACTS AS FOLLOWS:**

The Mayor and the Clerk of this Municipality are hereby authorized and empowered on behalf of this Municipality to execute the Agreement entered into between The Corporation of the Township of Faraday and The Corporation of the County of Hastings, effective the 09th day of June, 2025, and to affix the seal of this Municipality thereto.

PASSED this the 04th day of June, 2025.

_____
MAYOR: DENNIS PURCELL

SEAL

_____
CLERK: BERNICE CROCKER

PLANNING SERVICES AGREEMENT

THIS AGREEMENT effective this 09th day of June, 2025

BETWEEN:

THE CORPORATION OF THE COUNTY OF HASTINGS
(hereinafter called the "County")
-and-
The Corporation of the Township of Faraday
(hereinafter called "the Municipality")

WHEREAS:

A. The County is a municipality and an upper-tier municipality as defined by the Municipal Act, 2001, S.O. 2001, c.25, as amended or replaced (hereinafter the "Municipal Act");

B. The Municipality is a municipality, lower-tier municipality, and local municipality as defined by the Municipal Act.

C. Member Municipalities located within the geography of the County and the County have expressed interest in having local planning advice, assistance and services provided by the County;

D. Subsection 8 of the Municipal Act provides that the powers of municipalities shall be interpreted broadly so as to confer broad authority to enable municipalities to govern their own affairs;

E. Subsection 9 of the Municipal Act provides that municipalities have the capacity, rights, powers and privileges of natural persons, which includes the power to do things that natural persons can do, such as, inter alia, provide planning services and enter into agreements;

F. Subsections 11(1) and (2) of the Municipal Act provides broad authority for upper-tier municipalities to manage their respective financial affairs and to provide any service the upper-tier municipality considers desirable to the public;

G. County Council considers the County provision of local planning advice, assistance and services to be desirable in terms of providing value to the ratepayers and has determined that Planning Services should be added to the County Levy for those Member Municipalities who enter into an agreement with the County for planning services.

H. Subsection 19(2)3 and 20 of the Municipal Act allows an upper-tier municipality to provide a service in a Member Municipality as long as one of the purposes for its provision is for lower-tier municipal purposes, there is consent from the Member Municipality, and the municipalities enter into an agreement with respect to the provision of such services.

I. Section 15 of the Planning Act, RSO 1990, c. P.13, as amended or replaced ("Planning Act") allows upper-tier municipalities to provide advice and assistance to Member Municipalities with respect to planning matters, as long as the municipalities agree on the conditions upon which the service will be provided.

J. The Municipality desires and consents for Planning Services to be provided by the County and confirms that the purpose of delivery of such service from the County is to pool resources with the County in a cooperative effort for Member Municipalities to receive high quality planning advice, assistance and services on a cost-effective basis.

K. This Agreement sets out the conditions upon which the County will provide local planning advice, assistance and services to the Municipality.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, in consideration of the payment of the sum of **TWO DOLLARS** ($2.00) from each party to the other and the other good and valuable consideration, including the covenants provided for herein, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

Recitals

1. The above recitals are true and are hereby incorporated into this Agreement by reference.

Definitions

2. In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:

   (a) **"Agreement"** means this agreement, including all schedules, as it may be confirmed, amended, modified, supplemented or restated by written agreement between the parties.
   (b) **"Business Day"** means any day excluding Saturday, Sunday or statutory holiday in the Province of Ontario or any other holiday identified by the County or the Municipality.
   (c) **"Communication"** means any notice, demand, request, consent, approval or other communication which is required or permitted by this Agreement to be given or made by a Party.
   (d) **"Consultant(s)"** means a third party or parties whose services are procured by the County and paid for by the Member Municipalities through the County Levy.
   (e) **"Enhanced Planning Services"** means the subset of Planning Services set out in Section 5 of the Agreement.
   (f) **"County Levy"** means the annual County taxation of its citizens, payable by all Member Municipalities in the geography of the County.
   (g) **"County Planning Department"** means the department of the County having the mandate and responsibility for reviewing matters related to land use planning under the Planning Act.

(h) **"Director of Planning"** means the person appointed to hold the position of Director of Planning, Economic and Tourism Development for the County.
(i) **"Member Municipalities"** means all of the lower tier (local) municipalities which are located within the geography of the County of Hastings.
(j) **"Additional Planning Services"** means the subset of Planning Services set out in Section 9 of this Agreement.
(k) **"Parties"** means the Corporation of the County of hastings and the Municipality collectively and "Party" means one of them.
(l) **"Planning Services"** means the Enhanced Planning Services and the Additional Planning Services as defined in this Agreement.
(m) **"Planning Staff"** means employees of or independent contractors contracted with the County.
(n) **"Primary Planner"** means the employee of the County Planning Department or independent contractor retained by County Planning Department assigned to the Municipality by the Director of Planning.

Term and Renewal

3. Subject to the termination and amendment provisions of this agreement (ss. 23-25 and 29), the term of this Agreement shall be for three (3) years commencing on the effective date noted at the top of page one (1) of this Agreement, provided that the term shall be automatically renewed for further periods of three (3) years commencing on the anniversary date of each three year term provided any Party has not made termination effective in accordance with ss. 23-25 of this Agreement as of each anniversary date.

Enhanced Planning Services

4. The County Planning Department shall use reasonable efforts to provide the Municipality with the Enhanced Planning Services set out in section 5 of this Agreement.

5. Enhanced Planning Services shall, subject to Section 12, include:

   (a) Providing planning information and advice to the staff of the Municipality, the public, the development industry and Council and Committees of the Municipality regarding land use planning matters generally within the Municipality.

   (b) Providing assistance, including consultation, review of planning applications for completeness, research, meetings, site visits, interpretations, reports and presentations using solution based planning practices, subject to Ontario Professional Planners Institute ("OPPI") standards, in the processing of all planning applications, where required, pursuant to the Planning Act such as:

      (i) Zoning By-Law Amendments;
      (ii) Minor Variances;
      (iii) Part Lot Control By-Laws;
      (iv) Site Plan Control;
      (v) Deeming By-laws;

(vi) Interim Control By-Laws;
(vii) Temporary Use By-Laws; and
(viii) Consents or other applications under Section 53 of the Planning Act.

(c) Preparation of Planning Reports for presentation to Council and Committees of the Municipality based upon a detailed review of the application and related information. Such reports will include a professional planning opinion and recommendation in accordance with OPPI standards with respect to the application. Planning staff will attend at municipal Council and Committee meetings as requested by the Municipality's chief administrative officer (or their functional equivalent and/or designate) to present the planning report and to answer questions.

(d) Providing staffing levels as deemed appropriate by the County such that the Municipality will be served appropriately from a planning standpoint.

(e) Regular consolidation of Zoning By-Laws of the Municipality to reflect recent amendments, where original electronic documents are available.

(f) Where a decision of the Municipality as an approval authority is appealed to the Ontario Land Tribunal or proceedings are initiated in any other court or tribunal of competent jurisdiction:

(i) Assisting in the preparation of necessary documentation for the proceedings, although primary responsibility for the documentary preparation remains with the administration staff of the Municipality (See section 17);
(ii) Giving professional planning evidence at any proceedings and/or hearing(s) convened in cases where the decision of the Municipality under appeal coincided with the recommendation of Planning Staff;
(iii) In cases where the decision of the Municipality under appeal did not coincide with the recommendation of Planning Staff, no Consultant will be recommended or retained by the County Planning Department per the ethical duties set out in section 12 of the Agreement and it may be necessary for the Municipality, at its discretion, to procure its own witness to provide planning evidence. The Municipality hereby acknowledges that Planning Staff may be summoned before a court or tribunal of competent jurisdiction to give evidence of the recommendation that was provided and not accepted by the Municipality.

(g) Providing availability (based from the County Administration Building or such other designated County offices) during regular County business hours to respond to in-person, telephone and email inquiries from the Municipality's staff, the public and the development industry. Planning Staff will respond to inquiries in a timely manner. Where County and the Municipality's holidays do not coincide, both parties

acknowledge that staff availability will be in accordance with the County holiday schedule.

(h) Assignment of a Primary Planner to the Municipality by the Director of Planning, to serve as the regular point of contact for the Municipality, who is normally responsible for the Planning Services outlined in this Agreement for the Municipality. The Primary Planner will be the liaison between the County Planning Department and any other Departments of the County that may require input into a planning matter. The Primary Planner may serve as the Primary Planner to another Member Municipality that is not the Municipality. The Director of Planning may assign other Planning Staff that is not the Primary Planner in order:
   (i) To assist with areas of specialized expertise;
   (ii) To further the provision of Planning Services during periods of high workload or absence (such as vacation); and/or
   (iii) For any other reasonable operational reason at the sole discretion of the Director of Planning.

(i) Providing Geographic Information System ("GIS") mapping services for municipal reports, by-laws, schedules and other planning related documents as needed. The Primary Planner will serve as liaison between the Municipality and the County's GIS Department personnel and will be responsible for giving instruction to GIS personnel for the portions of the Enhanced Planning Services performed by GIS personnel.

(j) Preparing annual summary reports for the Council of the Municipality which outlines the Enhanced Planning Services provided to the Municipality.

(k) Printing and production of planning reports and materials as necessary.

6. The County agrees to make best efforts to meet the service standards attached hereto as Schedule "A" where possible. The Municipality recognizes that factors outside of the County's control may affect the ability to meet these standards. Any standards for Enhanced Planning Services not included on Schedule "A" will be discussed as required, between the Director of Planning and the Municipality. The Planning Department shall use reasonable efforts to cooperate with and accommodate the scheduling requests of the Municipality.

7. The Municipality acknowledges and agrees that in cases where Planning Staff are summonsed to give planning evidence before a court or tribunal of competent jurisdiction, that the giving of planning evidence shall be considered part of the Enhanced Planning Services and shall not be considered to be a conflict of interest. The Municipality also acknowledges that in cases where a third party or lower-tier municipality appeals a County planning decision, planning staff may be summonsed to give planning evidence before the Ontario Land Tribunal and such shall not be considered a conflict of interest. The Municipality further acknowledge that Planning

Staff are professionally required to adhere to OPPI standards and legally required to respond to duly issued summonses.

Additional Planning Services

8. The County Planning Department shall, upon written request by the Municipality, use reasonable efforts to provide the Municipality with the Additional Planning Services set out in sections 9 and 10 of this Agreement.

9. Additional Planning Services may include, subject to section 12, professional planning advice, project management services and any additional expert planning assistance required by the Municipality to complete:
   (a) Any changes to municipal documents required due to new or amended federal and/or provincial legislation, Regulations and requirements and/or any changes/updates to the County of Hastings Official Plan;
   (b) Comprehensive zoning by-law updates;
   (c) Special Area Studies; and
   (d) Such other planning related tasks which the Director of Planning may agree in writing from time to time for the County Planning Department to perform.

10. The scheduling and delivery times, including the provision of the service, for Additional Planning Services will be discussed, as between the Director of Planning and the Municipality, and the Planning Department shall use reasonable efforts to cooperate with and accommodate the scheduling requests of the Municipality. However, given the extensiveness of Additional Planning Services and their potential to delay the provision of Enhanced and other Planning Services, ultimate and final discretion with respect to scheduling and delivery times for Additional Planning Services resides with the Director of Planning.

Indemnification

11. The Municipality hereby acknowledges and agrees to at all times indemnify and hold harmless the County and its respective councilors, officers, employees, agents, and other users from and against all claims, demands, losses, costs, damages, actions, suits, or other proceedings in relation to the provision of Planning Services, save and except any action, causes of action, suits, claims or demands which are solely attributable to the acts of the County or any of its authorized agents, servants or employees.

Planner's Ethical Duty

12. The Municipality acknowledges that Registered Professional Planners in Ontario owe ethical duties to provide planning opinions within the professional standards and requirements of the OPPI and that as a result, are not advocates for a particular client position when providing Planning Services, but rather, planners registered in Ontario advance their objective professional planning opinions based on their professional view of the matter in application of the planning apparatus in existence in Ontario and have a duty to serve the public interest.

Consultants to be Procured by the County Planning Department

13. From time to time and subject to section 5(f)(iii) of this Agreement, it may be necessary for the County Planning Department, on the recommendation of the Director of Planning, to individually procure Consultant(s) to assist with the provision of Enhanced or Additional Planning Services. Such situations may include but are not limited to:
    (a) The need for additional or peer review evidence at an Ontario Land Tribunal hearing;
    (b) The need for specialized expertise;
    (c) To provide additional support to existing Planning Staff for significant projects with short deadlines.

    Where the Director of Planning recommends the procurement of Consultant(s), they shall notify the Municipality in writing of such recommendation with written reasons why the consultant is necessary. It shall be the sole responsibility of the County Planning Department to procure the Consultant(s) in accordance with the County purchasing policy and pay such Consultant(s) directly. Prior to awarding the procurement of a Consultant to a particular individual or entity the County Planning Department shall provide the name of a proposed Consultant to the Municipality so that it may advise the County Planning Department of any potential conflicts of interest.

Fees

14. The County shall be compensated for the provision of Planning Services through fees established by the County in the applicable fees and charges by-law from time to time, provided that any additional costs not covered by fees shall be included on the annual County Levy. The payment of the fees and amounts set out in the annual County Levy shall cover all costs associated with the provision of Planning Services including staff salaries, benefits, insurance, pension contributions, entitlements, administrative overhead costs, and human resources and employment law related costs incurred by the County (which includes any employment termination/notice period payments related to maintaining appropriate staffing for the provision of Planning Services).

15. The Municipality acknowledges and agrees that where the Municipality procures its own witness(es) under the circumstances prescribed in section 5(f)(iii) of this Agreement, the Municipality will be responsible for paying the fees of such consultant directly to the consultant independent of the County Levy and that such costs will not contribute to the annual County Levy amount.

Municipality Responsibilities

16. The Municipality shall be responsible for the following, which are not Planning Services pursuant to this Agreement, and will not be performed by the County pursuant to this Agreement:
    (a) Creation of agendas, committee or council packages or minutes;
    (b) Carriage and possession of Municipal by-laws that are passed under the Planning Act. For clarity, the Planning Department will draft/prepare by-laws to be passed under the Planning Act;

(c) Backfilling of municipal staff that are responsible for the duties outlined in this section of the Agreement;
(d) Any other matters related to planning administration which are not Planning Services as set out in sections 5 and 9 of this Agreement. Without limiting the foregoing, the Municipality warrants that where municipal staff assistance is required for the implementation of Enhanced Planning Services, the Municipality shall provide the Primary Planner with necessary staff assistance. Despite the foregoing, assistance with respect to any of the responsibilities of the Municipality listed in this section of the Agreement may become Enhanced Planning Services only if agreed to in accordance with subsection 9 (d) of this Agreement and/or by amendment to this Agreement.

Recognition of Lower-Tier Municipal Council and County Council Autonomy

17. The Parties recognize the authority of the Municipality Council and County Council as statute enabled decision making authorities in certain land use and planning matters. Further, the Parties hereby recognize the discretion of each of the Councils of the Municipality and County to advocate for a particular position relating to land use planning matters and the potential for County Council and the Municipality Council to take opposing positions. For clarity, Councils of Member Municipalities and County Council will continue to be responsible for their statutory decision making authority and nothing in this Agreement shall be interpreted to the contrary.

County as Approval Authority

18. The County is mandated by statute to operate as the delegate of provincial authority with respect to acting as Approval Authority for municipal official plans and amendments thereto, plans of subdivision, plans of condominium, consents and part lot control by-laws which will be operated in an arms-length manner from the day-to-day land use planning activities. Any professional planning opinion provided by any member of Planning Staff or the Director of Planning shall be consistent with the OPPI requirements.

Insurance

19. The County will ensure that appropriate general liability, errors and omissions, automobile, and WSIB insurance coverage is in place for all Planning Staff performing Planning Services.

Force Majeure

20. No Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control (hereinafter referred to as “Force Majeure Event”). The Parties agree that an event shall not be considered a Force Majeure Event if a reasonable person owing duties to others in the same or similar circumstances as provided for under this Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such an event. If a party seeks to excuse itself from its obligations under this Agreement due to a Force Majeure Event, that Party shall immediately notify

the other Party of the delay or non-performance, the reason for such delay or non-performance, and the anticipated period of delay or non-performance. In addition, the Party excusing itself due to a Force Majeure Event shall use its best efforts to remedy any such non-performance, except that nothing herein contained shall require any such party to make settlement of any labour dispute on terms unacceptable to it.

Compliance with Law and Confidentiality

21. The parties will each perform their responsibilities pursuant to this Agreement in compliance with all applicable laws, including all laws pertaining to the protection of personal information about individuals' access to personal information about themselves.

Termination By Municipality

22. The Municipality may terminate this Agreement at any time, upon providing six (6) months written notice to the County. The effective date of the Municipality's termination shall be exactly six (6) months after notice is effectively received by the County in accordance with section 27 of this Agreement. The Municipality acknowledges that in the event the Municipality terminates its respective Party status to this Agreement, the Municipality will no longer receive Planning Services as of the effective date of termination.

Termination By County

23. The County may terminate this Agreement at any time without cost or penalty upon providing six (6) months written notice to the Municipality.

Termination Due to Dissolution

24. In the event the Municipality dissolves as a corporation, this Agreement shall terminate, in the event the County dissolves as a Corporation, this Agreement shall terminate. In either event, termination due to dissolution shall occur as of the date the corporate entity ceases operations. Each of the Parties covenant to inform the other immediately as soon as it has knowledge that the dissolution the cessation of operations is either being considered and/or has any semblance of likelihood of the same.

Planning Services Committee (PSC)

25. The Municipality and the County hereby acknowledge the establishment of the Planning Services Committee (PSC), an administrative joint body for the sole purpose of monitoring and reviewing the provision of Planning Services to Member Municipalities that are party to a Planning Service Agreement with the County. This PSC will provide advice to the County and Member Municipalities where requested respecting the administration of this agreement and agreements with other Member Municipalities, administration of the Planning Services, and assist with any interpretation or dispute resolution issues. For clarity the PSC will not have authority to make changes to this agreement.

The composition of and terms of reference for the PSC may be established by the County and the Member Municipalities from time to time. At the time of execution of this Agreement, the PSC is proposed to be composed of the following persons:

(a) The Chief Administrative Officer of the County;
(b) The Director of Planning;
(c) Each individual Chief Administrative Officer (or their functional equivalent and/or designate) of any Member Municipality that has entered into and is subject to a Planning Services Agreement with the County.

Notices

26. Any communications related to this Agreement must be in writing and either be:
    (a) Delivered personally or by courier;
    (b) Sent by prepaid registered mail; or
    (c) Transmitted by facsimile, email or functionally equivalent electronic means of transmission, charges (if any) prepaid.

    Any communication must be sent to the intended Party at its address for service listed on the signature pages of this Agreement or to any other address as any party may at the time advise the other by communication given or made in accordance with this section. Any communication delivered to a Party to whom it is addressed will be deemed to have given or made and received on the day it is delivered at that Party's address, provided that if that day is not a Business Day then the communication will be deemed to have been given or made and received on the next Business Day. Any communication transmitted by facsimile, email or other functionally equivalent electronic means of transmission will be deemed to have been given or made and received on the day on which it is transmitted, but if the communication is transmitted on a day which is not a Business Day or after 4:00 pm (local time of recipient), the communication will be deemed to have been given or made and received on the next Business Day.

Further Assurances

27. The Parties warrant that they shall do, execute, acknowledge, deliver and/or cause to be done such other acts, agreements and other documents as may be reasonably required or desirable to give effect to the terms of this Agreement.

Amendment and Waiver

28. No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any section of this Agreement is binding unless it is in writing and executed by the Parties to be bound. No waiver of, failure to exercise, or delay in exercising, any section of this Agreement constitutes a waiver of any other section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

Assignment and Enurement

29. Neither this Agreement nor any right or obligation under this Agreement may be assigned by any Party, other than provided for herein, without the prior written consent of the other Parties. This Agreement enures to the benefit of and is binding upon the Parties and their respective successors and permitted assigns.

Dispute Resolution

30. Upon written requests to resolve any disputes arising from this Agreement which are sent by one Party to another, the Parties hereby agree to resolve all disputes pursuant to this section. Upon receipt by the receiving Party of a written request to resolve disputes, the Parties shall first attempt to resolve all disputes by way of formal negotiation between the Parties and their appointed representatives. If the disputes cannot be settled within thirty (30) days from the receipt of the written request to resolve disputes by the receiving Party, then the Parties shall enter into structured negotiation on a without prejudice basis with the assistance of a mediator appointed by them. If the disputes cannot be settled within ninety (90) days from the receipt of written request to resolve disputes by the receiving Party, or such longer period as may be agreed to by the Parties, the Parties shall refer the matter forthwith to an arbitration which shall finally resolve the dispute(s). The Parties may at any time, by the consent of both Parties, choose to proceed immediately to formal mediation or arbitration of an issue regardless of the time requirements set out above. The aforementioned arbitration shall be conducted in accordance with the Ontario Arbitration Act 1991, c.17, as amended or replaced.

Entire Agreement

31. This Agreement constitutes the entire agreement between the Parties pertaining to the provision of Planning Services by the County to the Municipality and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties. The Parties acknowledge that there are no representations, warranties or other agreements between the Parties in connection with the subject matter of this Agreement except as specifically set out in this Agreement and that no Party has been induced to enter into this Agreement in reliance on, and there will be no liability assessed, either in tort or contract, with respect to, any warranty, representation, opinion, advice or assertion of fact, except to the extent it has been reduced to writing and included as a term in this Agreement. Except as amended herein, the terms of this Agreement shall remain in full force and effect. This Agreement includes the provisions of this Agreement and each of its Schedules, all of which shall read together in the forming of this Agreement. In the event there is a conflict between the provisions of this Agreement and its Schedules, the provisions of this Agreement shall prevail.

Voluntary Enforceable Agreement

32. The Parties warrant that this Agreement is voluntary, that none of the Parties are under any legal disability and that each Party has had an opportunity to seek the advice of independent legal counsel with respect to this Agreement. The Municipality confirms that the County has the legal right and ability to provide Planning Services, as set out

herein, and that they are estopped from pleading or asserting otherwise in any dispute, arbitration or any other proceeding.

Counterparts

33. This Agreement may be executed and delivered by the Parties in one or more counterparts, each of which will be an original, and each of which may be delivered by facsimile, email or other functionally equivalent electronic means of transmission, and those counterparts will together constitute one and the same instrument.

Severability

34. Each section of this Agreement is distinct and severable. If any section of this agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that section, in whole or in part, will not affect:
    (a) The legality, validity or enforceability of the remaining sections of this Agreement, in whole or in part; or
    (b) The legality, validity or enforceability of that section, in whole or in part, in any other jurisdiction.

Governing Law

35. This Agreement is governed by and is to be construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that Province.

IN WITNESS WHEREOF this Agreement has been executed by the Parties hereto on the dates(s) set out below and the Parties agree that this Agreement shall be effective on the date set out at the top of page one (1) of this Agreement.

THE CORPORATION OF THE COUNTY OF HASTINGS

Date:_____

Address for Service
235 Pinnacle Street
P.O. Box 4400
Belleville ON K8N 3A9

Per: _____
Bob Mullin, Warden

Per: _____
Cathy Bradley, Clerk

Township of Faraday

Date:_____

Address for Service
29860 Highway 28 South
BANCROFT, ON K0L 1C0

Per: _____
Dennis Purcell, Mayor

Per: _____
Bernice Crocker, Clerk

Schedule A

Standards

Service	Minimum (days)	Target (days)
General		
Inquiries - Response to inquiry*	1	N/A
Preconsultation - from date all necessary information provided	21	14
Zoning By-laws		
Deeming Complete application (with preconsultation)	30	14
Deeming Complete application (without preconsultation)	30	30
Circulation of application (technical circulation)(from date application deemed complete)	21	14
Public meeting - once all comments are received	60	30
Final staff report/Recommendation**	90	90
Notice of Decision	10	5
Minor Variances		
Circulation of application (technical circulation)	7	n/a
Public meeting - once all comments are received	30	n/a
Final staff report/Recommendation**	30	n/a
Notice of Decision - from date of decision	10	n/a
Site Plan		
Deeming Complete application (with preconsultation)	30	14
Deeming Complete application (without preconsultation)	30	30
Circulation of application (technical circulation, internal and external)	21	14
Coments updates	30	30
Final Approval/Agreement** (from date a complete application has been received)	60	60

*Does not mean formal answer

** Excluding time applicants are updating and/or providing additional information

THE CORPORATION OF THE TOWNSHIP OF FARADAY

BY-LAW NO. 32-2025

Being a By-Law authorizing execution of the Agreement between Product Care Association of Canada and Corporation of the Township of Faraday.

WHEREAS

A. Product Care operates extended producer responsibility programs in Canada on behalf of its industry members, pursuant to applicable regulations.

B. Product Care operates Ontario program(s) pursuant to the Hazardous and Special Products ("HSP") Regulation, O. Reg. 449/21 issued under the Ontario Resource Recovery and Circular Economy Act (RRCEA) for which Product Care is registered as a Producer Responsibility Organization (PRO) with Resource Productivity and Recovery Authority (RPRA)

C. This agreement succeeds and replaces the current Product Care – Municipal Industry Stewardship Plan (ISP) Materials Services Agreement between the Parties, dated October 1, 2021 (the "ISP Agreement") as of the Effective Date.

D. The Parties wish to enter into this Agreement, which describes the terms and conditions under which the Municipality will provide or arrange for certain collection and post-collection services to Product Care for the HSP material categories specified herein.

NOW THEREFORE The Council of the Corporation of the Township of Faraday **ENACTS AS FOLLOWS:**

1. In consideration of the mutual promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions as outlined in Schedule "A" Product Care Association of Canada – Municipality Hazardous and Special Products Materials Services Agreement

2. This By-Law shall come into force and take effect on the 4th day of June 2025, and that By-law 40-2021 and all former By-Laws governing such matters are hereby repealed.

PASSED this 4th day of June 2025

_____
MAYOR: DENNIS PURCELL

_____
CLERK: BERNICE CROCKER

Product Care Association of Canada - Municipality Hazardous and Special Products Materials Services Agreement

THIS AGREEMENT is made as of the __ day of _____March_____, 2025.

BETWEEN:

PRODUCT CARE ASSOCIATION OF CANADA
("Product Care")

- and –

CORPORATION OF THE TOWNSHIP OF FARADAY
("Municipality")

collectively, the "Parties"

WHEREAS:

A. Product Care operates extended producer responsibility programs in Canada on behalf of its industry members, pursuant to applicable regulations.

B. Product Care operates Ontario program(s) pursuant to the Hazardous and Special Products ("HSP") Regulation, O. Reg. 449/21 issued under the Ontario Resource Recovery and Circular Economy Act (RRCEA) for which Product Care is registered as a Producer Responsibility Organization (PRO) with Resource Productivity and Recovery Authority (RPRA).

C. This agreement succeeds and replaces the current Product Care – Municipal Industry Stewardship Plan (ISP) Materials Services Agreement between the Parties, dated October 1, 2021 (the "ISP Agreement") as of the Effective Date.

D. The Parties wish to enter into this Agreement, which describes the terms and conditions under which the Municipality will provide or arrange for certain collection and post-collection services to Product Care for the HSP material categories specified herein.

NOW THEREFORE, in consideration of the mutual promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1.0 Definitions and Interpretation

1.1. Terms beginning with capital letters and used herein without definition shall have the meanings given to them in either the *Resource Recovery and Circular Economy Act, 2016* (Ontario) or the *Municipal Act, 2001* (Ontario), as the case may be unless otherwise specified.

1.2. In this Agreement:

(a) **"Agreement"** means this Agreement and includes all appendices, schedules and amendments thereto;

(b) **"Business Day"** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario or, if the Municipality is an upper-tier, single-tier municipality or territorial district, that the Municipality has elected to be closed for business. The Parties acknowledge that the Municipality may operate Collection Services outside of a "Business Day" and that this definition of "Business Day" is not intended to constrain the operating hours of the Municipality's Collection Services;

(c) **"Claims Submission(s)"** means submission to Product Care of data required to validate a claim for payment;

(d) **"Collection Activities"** means all the activities agreed upon under this Agreement, including those conducted at Collection Events, Collection Sites, Toxic Taxi and PaintShare operated by or on behalf of the Municipality, for the purpose of receiving, classifying, packing, storing and transferring HSP Materials onto transportation vehicles, including the manifesting of HSP Materials, as applicable, prior to transportation away from the Collection Event or Collection Site;

(e) **"Collection Event(s)"** means a service operated by or on behalf of the Municipality for the collection of HSP Materials in accordance with the requirements for collection events under the HSP Regulation, subject to change pursuant to the provisions of this Agreement;

(f) **"Collection Services"** means the service types set out in section 2.2 and detailed in Appendix A;

(g) **"Collection Services Guidelines and Standards"** means the compendium of information provided in Schedule "B" which describes minimum procedures for the safe handling of HSP Materials, including collection site requirements and procedures developed to assist the Municipality in managing the collection, storage and packaging of HSP Materials in a way that will minimize of the risk of personal injury and harm to the environment and which may be updated by Product Care from time to time pursuant to section 8.4 of this Agreement. A copy of the Collection Service Guidelines and Standards are also available on Product Care's website at Product Care Ontario Program Operational Standards - Product Care Recycling;

(h) **"Collection Site(s)"** means the Municipality's locations and facilities participating under this Agreement in the collection of HSP Materials, in accordance with the requirements for collection sites under the HSP Regulation, subject to change pursuant to the provisions of this Agreement;

(i) **"Commingled Materials"** the HSP Materials and Non-Program Materials of similar characteristics and/or chemistries, as referenced in Schedule "B", that can be safely packed together in the same collection container for transportation in accordance with the Transportation of Dangerous Goods Regulation and any other applicable Legal

Requirements;

(j) **"CPI"** means the Consumer Price Index, as specified in Schedule "A";

(k) **"Effective Date"** means January 1, 2025 for the HSP Program;

(l) **"Generator"** means the final user who generates the HSP Material waste;

(m) **"Hauler"** means a Service Provider registered with RPRA and approved by Product Care for the transportation of HSP Materials in accordance with the requirements of the HSP Regulation;

(n) **"Hazardous and Special Products" or "HSP"** has the meaning as set out in the HSP Regulation;

(o) **"HSP Material(s)"** means end-of-life HSP designated by the Parties, as set out in section 2.1, for the purposes of this Agreement;

(p) **"HSP Program"** means all activities that Product Care conducts as a PRO under the HSP Regulation including the collection and management system for HSP Materials;

(q) **"HSP Regulation"** means the Ontario Hazardous and Special Products Regulation O. Reg. 449/21 made under the Resource Recovery and Circular Economy Act, 2016 as amended;

(r) **"Lab Pack Factors"** means the proportion of HSP Materials for each category of Commingled Materials, as determined by the Lab Pack Audit pursuant to section 6;

(s) **"Member Associations"** means the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association;

(t) **"Non-Commingled Materials"** means the HSP Materials listed in Schedule "B" that must be and are packed separately for transportation as per the Packing Standards;

(u) **"Non-Program Materials"** means any material other than HSP Materials;

(v) **"Packing Standards"** means the Waste Packing Protocols listed in Schedule "B";

(w) **"Paints and Coatings"** has the meaning as set out in the HSP Regulation;

(x) **"PaintShare"** means the service of making available and giving away free leftover Paints and Coatings in accordance with Product Care Collection Services Guidelines and Standards;

(y) **"Pesticides"** has the meaning as set out in the HSP Regulation;

(z) **"Post-Collection Services"** means the transportation of HSP Materials from Collection Events and Collection Sites, and the consolidation, sorting, weighing, processing, recycling, and safe disposal of waste and other post-collection waste management activities;

(aa) **"Processor"** means a Service Provider registered with RPRA and approved by Product Care for the processing of HSP Materials in accordance with the requirements of the HSP Regulation;

(bb) **"Product Care Portal"** means Product Care's online system for uploading Claims Submissions;

(cc) **"Producer Responsibility Organization" or "PRO"** has the meaning as set out in the HSP Regulation;

(dd) **"Program Services"** means Collection Services and/or Post-Collection Services for HSP

Materials;

(ee) **"Service Provider"** means the Municipality, and/or a commercial party including Haulers and/or Processors that provide Program Services to Product Care or the Municipality as the case may be;

(ff) **"Solvents"** has the meaning set out in the HSP Regulation;

(gg) **"Supporting Documentation"** means invoices, bills of lading, manifests, or other such documents as may reasonably be required by Product Care for the validation of Claims Submissions; and

(hh) **"Toxic Taxi"** means a direct pickup collection service for HSP Materials provided by the Municipality to households or businesses which is returned by the Municipality to a Collection Site.

2.0 HSP Materials and Collection Services

2.1. The Municipality will provide Collection Services to Product Care for the HSP Materials marked with an "X" below:

HSP Materials included in this Agreement are marked with an "X"	HSP Materials*	HSP Regulation Category
X	Paints and Coatings	B
X	Pesticides	B
X	Solvents	B

*includes aerosols of each of the HSP Materials subject to any container capacity limitations set out in the Regulation

2.2. The Municipality will provide the Collection Service types marked with an "X" below pursuant to this Agreement, for the HSP Materials, as further detailed in Appendix A:

[ ] Collection Site

[X] Collection Event

[ ] Toxic Taxi

[ ] PaintShare

2.3. Product Care appoints each of the Collection Services listed in Appendix A as an authorized service for of HSP Materials as set out in Appendix A.

2.4. In recognition of the consideration provided hereunder by Product Care to the Municipality, the Municipality hereby agrees to contract exclusively with Product Care (and not any other party) for the collection of HSP Materials during the Term of this Agreement at the Collection Services listed in Appendix A.

2.5. Either Party must give at least 90 days' notice to remove a HSP Material collected at a Collection Service or to remove a Collection Service from Appendix A. The addition of a HSP Material to be collected at any Collection Service or the addition of any Collection Service to Appendix A requires mutual written approval.

2.6. Municipality will give written notice, via email, to Product Care at least two (2) business days prior to amending the Collection Services information relating to site names, operating hours, addresses

and contact information outlined in Appendix A or information provided to Product Care pursuant to section 2.7 of this Agreement. Such amendments will be incorporated into this Agreement as an amendment.

2.7. Municipality will submit Collection Event details (e.g. specific location, date, time etc.) to Product Care for approval by April 30 of the calendar year in which the Collection Events will be held, utilizing the form provided by Product Care. Once approved by Product Care, which approval shall not be unreasonably withheld, the updated Collection Events information will be deemed to be incorporated into this Agreement as an amendment.

2.8. Product Care will provide to RPRA, in accordance with obligations under RRCEA Regulations, the information contained in Appendix A or any additional information required by RPRA for the purposes of compliance with regulatory requirements.

2.9. The Municipality is responsible for packing Commingled Materials and Non-Commingled Materials in accordance with Packing Standards set out in Schedule "B".

2.10. The Municipality will not charge Generators for HSP Materials received from them at Collection Services.

3.0 Post-Collection Services

3.1. Subject to subsection 3.3, the Municipality shall utilize Service Providers, authorized by Product Care, for Post-Collection Services of HSP Materials.

3.2. Subject to subsection 3.3, the Municipality shall ensure that any Service Provider providing Post-Collection Services is registered with RPRA for the HSP Materials.

3.3. Upon ninety (90) days written notice, Product Care can require that the Post-Collection Services for HSP Materials be performed by a Service Provider selected by, contracted with, and paid by Product Care.

3.4. The Municipality may accept Non-Program Materials at Collection Services; however, the Municipality acknowledges and agrees that Non-Program Materials collected or accepted by the Municipality are the sole and exclusive responsibility of the Municipality.

4.0 Price and Payment

4.1. The fees payable by Product Care to the Municipality as of the Effective Date pursuant to this Agreement are set forth in the Schedule A to this Agreement, subject to CPI adjustment, as set out in Schedule A.

4.2. Where the fees payable are based on weight, as set out in Schedule A, weights shall be based on the net scaled weights of the HSP Materials as determined by the Service Provider providing the Post-Collection Services. In the case of Commingled Materials, Lab Pack Factors will be applied to the net scaled weights to determine the weights of HSP Materials.

4.3. The Municipality agrees to accept payment by electronic funds transfer and will provide its bank account information to Product Care for this purpose. Payments shall be made in accordance with the terms set forth in the Schedule A.

4.4. The Municipality will provide any Supporting Documentation reasonably requested by Product Care to verify the accuracy of the Claims Submissions.

4.5. Post-Collection Services for Non-Commingled HSP Materials collected at Collection Sites will be

paid directly to Service Providers by Product Care.

4.6. The Municipality shall provide thirty (30) days notice in writing to Product Care for a price change for Commingled Material Post-Collection Service for Collection Sites, providing evidence to Product Care of the price change, such as an invoice or schedule of contractual rates between the Municipality and the Service Provider. The Municipality shall follow its purchasing bylaw, if applicable, and conduct competitive bidding as appropriate and required.

4.7. Product Care has no obligation to pay and Municipality forfeits the right to payment for any Claim Submission for Program Services including associated Collection Services payments provided in a calendar year which is not received by Product Care within three (3) months of the end of that calendar year.

5.0 Term

5.1. The term of the Agreement commenced or will commence on the Effective Date and, unless otherwise extended or terminated earlier in accordance with the provisions of this Agreement, shall end on December 31, 2026 (the "Initial Term").

5.2. At the expiry of the Initial Term, this Agreement will automatically renew for successive renewal terms (each a "Renewal Term") of twelve (12) months unless written notice of termination is provided by either Party to the other Party at least ninety (90) days prior to the expiry of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and if applicable, any Renewal Terms, are referred to as the "Term" of this Agreement.

6.0 Lab Pack Audit for Commingled Material

6.1. Product Care will arrange a lab pack study (the "Lab Pack Audit") conducted annually by a qualified third party, with optional observation by representatives of the Member Associations at their discretion, that follows a methodology designed by Product Care with input from Member Associations to achieve a high level of statistical confidence, the results of which, after providing an opportunity for representatives of the Member Associations to review them in confidence, are used to determine the Lab Pack Factors of each Commingled Material to be paid by Product Care as set out in this Agreement;

6.2. Thirty (30) days prior to the end of the calendar year, Product Care will invite representatives from the Member Associations to a meeting hosted by Product Care with the purpose of sharing the Lab Pack Audit results and any changes to the resulting Lab Pack Factors to be applied in the following calendar year.

7.0 Title to HSP Materials

7.1. To the extent permitted by applicable laws, the Party with physical possession of the HSP Materials shall have and retain title to the HSP Materials for the duration for which they are in the physical possession of the HSP Materials until such time as they are transferred to the physical possession of another Party or Service Provider. Any contract the Party may enter into with a Service Provider who is not party to this Agreement shall include a requirement with respect to the acknowledgement by the Service Provider that the Service Provider shall have title to any HSP Materials while in the physical possession of that Service Provider. Notwithstanding who has the title of the HSP Materials and to the extent it is within the reasonable control of the Municipality, the Municipality transfers the exclusive right to Product Care to claim the Collection Services

and/or the weight of recovered resources of the HSP Materials collected at Collection Services, insofar as the right to claim the Collection Services and/or the weight of recovered resources are required to fulfill Product Care's PRO responsibilities under the HSP Regulation for the HSP Materials.

8.0 Product Care Policies, Standards and Guidelines

8.1. The Collection Service Guidelines and Standards is set out in Schedule "B" of this Agreement.

8.2. The Municipality will use best efforts to comply with and will require that any of its Service Providers supplying Program Services use best efforts to comply with, the provisions of all such policies, standards and guidelines as they pertain to the provision of the Program Services.

8.3. Product Care may develop or propose amendments to, from time to time, policies, standards and guidelines relative to the provision of Program Services. Product Care will endeavour to provide sufficient time for review and comment on the proposed amendments.

8.4. Product Care will communicate any new or amended policies, standards and guidelines to the Municipality 60 days prior to implementing via the email address in section 16 and will post copies of such new or amended policies, standards and guidelines on Product Care's website.

8.5. The Municipality may provide written notice within thirty (30) days of receiving such communication that it does not wish to comply with a new or amended policy, standard or guideline, and in the event that the Municipality provides such written notice either Party may exercise the termination provisions under section 25.4(a).

9.0 Promotion and Education

9.1. Product Care shall be responsible for promotion and education activities for the HSP Program at its sole discretion and at its own expense.

9.2. Product Care shall not make use of its association with the Municipality or use the Municipality's name, including the use of the Municipality's logo or other identifiable insignia, for advertising, promotional, or technical purposes or otherwise except with the prior written consent of the Municipality or as provided in this Agreement.

9.3. Product Care may post Collection Services information and a link to the Municipality's website on the Product Care's website.

9.4. The Municipality may post the Collection Services, the Product Care Recycling logo and a link to http://www.productcare.org/ and other necessary information on its waste management/ recycling webpage at no cost to Product Care.

9.5. The Municipality will not charge Product Care for any promotion or education activities unless Product Care has agreed to such charges in advance in writing.

9.6. The Municipality must submit and will require its Service Providers to submit to Product Care draft copies of all publications using Product Care's name, trademarks and logos for advance approval in writing, which Product Care may withhold for any reason.

9.7. The Municipality will not engage in and will require its Service Providers to not engage in any activity that may cause or be perceived to cause harm to Product Care or any brand owned by Product Care, such as Product Care Recycling.

10.0 Indemnity and Insurance

10.1. The Municipality shall indemnify, defend and save harmless Product Care, and its employees, directors, governors, officers, agents, subcontractors and affiliates (collectively, the "Product Care Indemnitees") from and against any and all liabilities, damages, losses, liens, charges, claims, demands, payments, suits, causes of action, proceedings, actions, recoveries and judgments, including without limitation all expenses and reasonable legal fees incurred in connection therewith as well as all costs incurred by Product Care and/or any third parties in carrying out remediation activities (collectively "Claims"), which arise out of, result from or relate to:

(a) the Municipality's ownership and/or operation of the Collection Services;

(b) any action or omission of the Municipality, its users, invitees, employees, subcontractors or agents, in connection with the Municipality's ownership and/or operation of the Collection Services, and handling of HSP Materials and Non-Program Materials; or

(c) any breach by the Municipality of the terms, conditions, requirements, representations and warranties of this Agreement.

10.2. The Municipality hereby releases the Product Care Indemnitees from and against any and all Claims which the Municipality may at any time have against the Product Care Indemnitees in respect of this Agreement and the rights granted hereunder, except to the extent the same has resulted from the negligence or wilful misconduct of the Product Care Indemnitees.

10.3. Product Care shall indemnify, defend and save harmless the Municipality, its council members, directors, officers, contractors, employees and agents (collectively, the "Municipality Indemnitees") from and against any and all liabilities, damages, losses, liens, charges, claims, demands, payments, suits, causes of action, proceedings, actions, recoveries and judgments, including without limitation all expenses and reasonable legal fees incurred in connection therewith as well as all costs incurred by the Municipality and/or any third parties in carrying out remediation activities (collectively "Claims"), which arise out of, result from or relate to:

(a) any action or omission of the Product Care, its users, invitees, employees, subcontractors or agents, in connection with the Municipality's ownership and/or operation of the Collection Services, and handling of HSP Materials and Non-Program Materials; or

(b) any breach by Product Care of the terms, conditions, requirements, representations and warranties of this Agreement.

10.4. Product Care hereby releases the Municipality Indemnitees from and against any and all Claims which Product Care may at any time have against the Municipality Indemnitees in respect of this Agreement and the rights granted hereunder, except to the extent the same has resulted from the negligence or wilful misconduct of the Municipality Indemnitees.

10.5. The Parties hereby agree and acknowledge that Product Care has no responsibility whatsoever towards the Municipality for remediation of contaminants at the Collection Services or with respect to any migrating contaminants from the Collection Services, or to the Collection Services, be it before the Term, during the Term or after this Agreement terminates or expires.

10.6. Unless the Municipality self-insures, the Municipality will, during the term of the Agreement, maintain at its expense and/or require any Service Provider engaged by the Municipality to provide services on behalf of the Municipality pursuant to this Agreement to maintain at either the Municipality's or Service Provider's expense adequate insurance for its obligations under this

Agreement, including the insurance coverage set out below:

(a) comprehensive general liability coverage of a minimum of $5,000,000 per occurrence, $5,000,000 general liability; and
(b) any other normal insurances sufficient to carry out its obligations under this Agreement, (collectively, the "Insurance").

10.7. The Municipality shall include Product Care as an additional insured in the Insurance, unless otherwise confirmed by Product Care in writing.

10.8. If Product Care is added as an additional insured, the Municipality shall supply Product Care with a certificate of insurance evidencing Product Care as additional insured on an annual basis.

10.9. If the Municipality wholly self-insures, the Municipality will deliver a letter stating such self-insurance to Product Care upon the execution date of this Agreement, and annually upon each automatic renewal of this Agreement.

10.10. Product Care shall:

(a) include the Municipality as an additional insured on policies of insurance maintained by Product Care for environmental impairment liability and comprehensive general liability, but only in respect to liability arising from the negligence of Product Care at the Collection Services and subject to the obligations of the Municipality set out in Section 10.0; and
(b) require the insurers to give to the Municipality not less than 60 days' prior written notice of any cancellation or other termination thereof, or any change which restricts or reduces the coverage provided to the Municipality thereby.

10.11. The Municipality shall be responsible for and shall maintain in good standing coverage as required under the Occupational Health and Safety Act and associated regulations.

11.0 Covenants of Product Care

11.1. Product Care covenants, represents and warrants to Municipality that:
(a) Product Care is a non-profit corporation validly existing under the laws of Canada;
(b) Product Care has the corporate power, capacity and authority to enter into and complete this Agreement;
(c) Product Care shall obtain at its own expense, any permits and licences which may be required for the performance of its obligations hereunder; and
(d) the execution and delivery of this Agreement has been validly authorized by all necessary corporate action by Product Care.

11.2. Product Care, in performing its obligations under the Agreement including any Program Services under this Agreement, shall comply and ensure that all Service Providers contracted by Product Care comply, at all times, with all applicable local, provincial and federal laws, regulations, statutes, bylaws, authorizations, rules, policies, protocols, standards, codes of practice and other governmental authority requirements.

12.0 Covenants of Municipality

12.1. The Municipality covenants, represents and warrants to Product Care that:
(a) the Municipality is an incorporated and/or an otherwise validly constituted entity in good standing and qualified to carry on business in the province where the Collection Services are located, and has the corporate or other power, capacity and authority to carry on its business and to enter into and complete this Agreement;

(b) the licenses, permits, and any other authorizations required of Municipality or any of the Collection Services are, and shall be, in good standing during the term of this Agreement, including any that are specified in the Schedules;

(c) the Municipality shall promptly provide written notice to Product Care if it receives any notice regarding any non-compliance or possible non-compliance with any Legal Requirements. On request from Product Care, the Municipality shall attend a meeting with Product Care to discuss such notice, actions taken and to be taken to address the notice, and any further risks of non-compliance of any Legal Requirements;

(d) there are no pending or threatened actions, proceedings, investigations, prosecutions, or claims in respect of the Municipality or the Collection Services that relate to the presence of Contaminants at or released from the Collection Services or any other environmental matters relating to the Collection Services;

(e) the Municipality shall perform its obligations under this Agreement in a safe and efficient manner and in compliance with all Legal Requirements and contractual terms applicable to, or in any way connected with or related to, the performance of its obligations under this Agreement;

(f) Collection Service personnel are qualified and trained to perform the obligations of the Municipality under and in accordance with this Agreement;

(g) Collection Service equipment is in good, working order;

(h) other than representing (in the manner provided in this Agreement) that it is a Product Care authorized Collection Service(s) during the Term, the Municipality shall not state, claim or represent that it is owned or in any way related to Product Care; and

(i) the Municipality acknowledges that it is an independent contractor supplying services to Product Care, and that it is not a subcontractor of Product Care, and that the Collector shall be responsible for and shall maintain in good standing coverage as required under the Occupational Health and Safety Act and associated regulations.

(j) the Collection Service(s) is/are free of any pollutants, contaminants, deleterious substances, toxic substances or hazardous waste (collectively "Contaminants"), except in amounts that are permissible under the Legal Requirements, subject to any exceptions set forth in the Schedules to this Agreement;

(k) there are no Contaminants being released onto the Collection Service(s) from adjacent properties or from the Collection Service(s) to adjacent properties, subject to any exceptions set forth in the Schedules to this Agreement;

12.2. The Municipality shall comply at all times, with all local, provincial and federal laws, regulations, statutes, bylaws, authorizations, rules, policies, protocols, standards, codes of practice and other governmental authority requirements applicable to the Collection Services, the operations of the Collection Services and the Municipality's activities, as amended from time to time in performing the Program Services under this Agreement, including Certificates of Approval and/or Environmental Compliance Approvals, the requirements for Collection Services to qualify under the HSP Regulation, and the processing and disposal requirements of the collected HSP Materials under the HSP Regulation (collectively the "Legal Requirements"). The Municipality shall ensure that all Service Providers contracted by the Municipality to provide any Program Services comply with the Legal Requirements as required.

13.0 Audit

13.1. Product Care (or a third-party acting on Product Care's behalf) has the right, at its sole expense, to inspect and/or audit Municipality's facilities and records in relation to the Program Services pursuant to this Agreement, upon prior written notice of at least ten (10) business days, which notice shall contain in reasonable detail the records or facilities Product Care wishes to review, including but not limited to:

a. information relating to or required to verify invoices or Claim Submissions paid or payable to Municipality hereunder,
b. the protection of Confidential Information,
c. the compliance with the terms of this Agreement, or
d. information relating to or required to verify Collection Activities of HSP Materials, tracking, and exclusive allocation of Collection Services or credits to Product Care's program.

14.0 Record Keeping

14.1. Municipality will maintain all Supporting Documentation, data, records, documents, and any other information relating to the Program Services pursuant to this Agreement for the longer of: (i) five years; and (ii) the amount of time required by law.

15.0 Assignment

15.1. The Municipality shall provide Product Care with at least ninety (90) days notice if any of its rights or obligations under this Agreement are subcontracted or assigned to any other party.

16.0 Notices

Any notice, request, demand or other instrument or communication herein provide, permitted or required to be given by either Product Care or the Municipality, will be in writing and sufficiently given if delivered personally, by e-mail, or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to Product Care will be delivered to:

President
Product Care Association of Canada
420-2238 Yukon Street,
Vancouver, BC, V5Y 3P2
Email: contact@productcare.org

Notices to the Municipality will be delivered to:

Deputy Clerk
Corporation of The Township of Faraday
29860A Hwy 28 South, Bancroft,
ON, K0L 1C0
deputyclerk@faraday.ca

Any such notice if delivered personally, by e-mail or by other electronic means will be conclusively deemed to have been given on the day of personal delivery or the transmission of e-mail or other tested and agreed upon electronic communication (and if after 5 p.m. E.T. the next following Business Day), or if mailed as aforesaid, will be conclusively deemed to have been received on the fifth (5th) business day following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered via courier). Either Party may, at any time, give written notice to the other of any change of address (postal and/or email) of the Party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such Party for the giving of notices thereafter.

17.0 No Partnership or Joint Venture

17.1. This Agreement does not create and will not in any circumstances create or be deemed to create a partnership or joint venture between the parties. For all purposes Municipality is an independent contractor.

18.0 Severability

18.1. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination will not impair or affect the validity, legality or enforceability of the remaining provisions hereof, and each provision is hereby declared to be separate, severable and distinct. To the extent that any such provision is found to be invalid, illegal or unenforceable, the parties hereto will act in good faith to substitute for such provision, to the extent possible, a new provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

19.0 Amendment and Waivers

19.1. No amendment or waiver of any provision of this Agreement will be binding on any party unless consented to in writing by such party. No waiver of any provision of this Agreement will constitute a waiver of any other provision, and no waiver will constitute a continuing waiver unless otherwise provided.

20.0 Further Acts

20.1. Each party will execute all such documents and do all such other acts and things as may be necessary or desirable from time to time in order effectively to carry out the provisions of this Agreement and will not to take any action, or omit to take any action, that would constitute a breach of this Agreement.

21.0 No Third Party Beneficiaries

21.1. No person or entity which is not a party hereto will have any rights or obligations pursuant to this Agreement or be permitted to place any reliance on anything in this Agreement or on the continuation of this Agreement.

22.0 Counterparts and Facsimile

22.1. This Agreement may be executed in counterparts, and may be transmitted by facsimile or secure electronic document (PDF) each of which will constitute an original and all of which taken together will constitute one and the same instrument.

23.0 Force Majeure

23.1. In the event that either party hereto is delayed or hindered in the performance of any act required herein by reason of Acts of God, riots, insurrection, war or other reasons of a like nature not the fault of such party (an "Event of Force Majeure"), then the performance of such act will be excused for the period of the delay and the period for performance of any such act will be extended for a period equivalent to the period of such delay. The party whose performance of this Agreement is or may reasonably be expected to be affected by an Event of Force Majeure will promptly notify the other party of the existence of such circumstances and will use its best efforts to resume and complete performance. Whenever a party is reasonably certain that such an Event of Force Majeure is likely to occur, it will notify and consult with the other party as soon as practicable. All time periods for the performance of obligations hereunder will be extended by a period corresponding to the time period of any delay caused by the occurrence of an Event of Force Majeure.

24.0 Dispute Resolution

24.1. The parties to this Agreement agree to the following steps to address any issues arising in regard to the interpretation or application of the Agreement:

(a) discussion between manager of Product Care and the Municipality;

(b) If necessary, escalation of discussion to Product Care senior staff;

(c) If necessary, escalation of discussion to Product Care board; and

(d) If necessary, undertaking legal proceedings including the option of mediation or binding arbitration with the consent of the parties.

25.0 Termination

25.1. If, in the reasonable opinion of either party, there has been a breach of this Agreement by the other party (the "defaulting party"), the Municipality or Product Care (the "party giving notice") may give the defaulting party written notice to remedy the breach or default within sixty (60) days, failing which the Agreement may be terminated. In the event that the remedy of such breach reasonably requires more than sixty (60) days, the defaulting party will so advise the party giving notice forthwith and provide a revised timetable for remedying the breach. The party giving notice will notify the defaulting party in writing as to whether the revised timeline is acceptable and, if it is, the revised timeline to remedy such breach will apply.

25.2. Subject to section 26, on the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters and payment obligations arising prior to the date of termination.

25.3. Either Party may terminate this Agreement for any reason whatsoever save and except for matters arising from sections 25.1 & 25.4, without cause, cost or penalty, save and except for matters arising prior to termination, upon providing the other Party with ninety (90) days prior written notice of its intention to terminate this Agreement.

25.4. Either Party may terminate this agreement immediately upon written notice to the other Party, except as expressly stated, if:

(a) the Municipality provides written notice that it will not comply with any new or amended policies, standards and guidelines developed by Product Care as per section 8.5;

(b) Product Care ceases operations as a PRO for HSP Materials; or

(c) the other party becomes bankrupt or insolvent or if it takes any measures under the Bankruptcy and Insolvency Act or any other similar legislation, or if the other party

discontinues its business for any reason.

26.0 Survival

26.1. Sections 10.1, 10.2, 10.3, 10.4, 10.5, 25.2 and 31 of this Agreement will survive termination or expiry and continue in full force and effect.

27.0 Entire Agreement

27.1. This Agreement constitutes the entire agreement between the parties with respect to all of the matters herein and supersedes and replaces all previous agreements, whether oral or written, concerning the same or similar subject matter.

28.0 Headings for Convenience Only

28.1. The division of this Agreement into articles and sections is for convenience of reference only and will not affect the interpretation or construction of this Agreement.

29.0 Governing Law

29.1. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

30.0 Legislation References

30.1. Any reference in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body will be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.

31.0 Confidentiality

31.1. Subject to any legal requirements, including those included in the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), the Municipality will at all times treat Schedule "A" and the financial terms contained therein as private and confidential information.

To the extent permitted under MFIPPA, the Municipality will inform Product Care of any request made of Municipality under MFIPPA for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by Product Care to Municipality so that Product Care will have an opportunity to make representations to Municipality with respect to the proposed disclosure.

32.0 Rights and Remedies

32.1. The rights, remedies and privileges in this Agreement given to the Parties:

(a) are cumulative and any one or more may be exercised;

(b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this Agreement; and

(c) are not dependent or conditional upon, or in any way lessened, restricted or affected by any other provisions of this Agreement.

33.0 Independent Legal Advice

33.1. Each Party acknowledges that it has read and understands the terms and conditions of this Agreement and acknowledges and agrees that it has had the opportunity to seek, and was not prevented or discouraged by any other Party from seeking, any independent legal advice which it considered necessary before the execution and delivery of this Agreement and that, if it did not avail itself of that opportunity before signing this Agreement, it did so voluntarily without any undue pressure, and agrees that its failure to obtain independent legal advice will not be used by it as a defence to the enforcement of its obligations under this Agreement.

34.0 Enurement

34.1. This Agreement shall bind and benefit each of the Parties, including their respective successors and permitted assigns.

35.0 Appendices and Schedules

35.1. Appendix "A" and Schedules "A" and "B" are attached hereto and incorporated in and form part of this Agreement.

36.0 Time

36.1. Time is of the essence to this Agreement.

37.0 Language

37.1. The parties have agreed to draft this Agreement in English. Les parties ont consenti à rédiger ce contrat en langue anglaise.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first set out above.

PRODUCT CARE ASSOCIATION OF CANADA

by: _____

Brian Bastien, President

CORPORATION OF THE TOWNSHIP OF FARADAY

by:_____

Name: _____

Title: _____

Appendix A
Collection Services

Table 1: Collection Sites

Collection Site Name	Collection Site address including postal code	Community (Local Municipality or Territorial District according to RPRA's list)	Operating hours	PaintShare	Site Contact Name	Tel	Email	Paint	Pesticide	Solvent
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 2: Collection Events*

# of Collection Events	Community (Local Municipality or Territorial District according to RPRA's list)	Paint	Pesticide	Solvent	PaintShare
3	Bancroft	X	X	X	N/A

* Municipality shall submit event details to Product Care in accordance with section 2.7 of this Agreement.

Table 3: Toxic Taxi

Community (Local Municipality or Territorial District according to RPRA's list)	Paint	Pesticide	Solvent
N/A	N/A	N/A	N/A

Initials	Date

SCHEDULE "A"

Province	Ontario
Stewardship Program Name	Hazardous and Special Products

1. Price and Payment (s. 4.1, s. 4.2, s. 4.3, s 4.4 and s. 4.6 of Agreement)
   1.1. Pursuant to section 4.1 of the Agreement, the fees payable to the Municipality by Product Care, during the Term of this Agreement, are as set out below, for Collection Services and Post-Collection Services provided in accordance with the Agreement and Collection Services Guidelines and Standards.

   1.1.1. For Collection Services at Collection Sites, Product Care will pay the Municipality an amount per kilogram for the weight, as determined pursuant to section 4.2, of HSP Materials received at Collection Sites, including the HSP Materials collected by Toxic Taxi, as set out in Table 1.

Table 1: Rates for Collection Sites listed in Appendix A for HSP Materials		
Collection Services provided for:	**Per Unit**	**Rate**
Paints and Coatings	Kilogram	N/A
Pesticides	Kilogram	N/A
Solvents	Kilogram	N/A

   1.1.2. The pricing for Post-Collection Services for Commingled Materials received at Collection Sites is as set out in the Product Care Portal and subject to change pursuant to section 4.6 of this Agreement. Lab Pack Factors will be applied to the Post-Collection Service pricing of Commingled Materials received at Collection Sites to determine the amount payable by Product Care to the Municipality for Post-Collection Services of HSP Materials.

   1.1.3. For Collection Services and Post-Collection Services for Collection Events, Product Care will pay the Municipality an amount per kilogram for the weight, as determined pursuant to section 4.2, of HSP Materials received at Collection Events as set out in Table 2.

Table 2: Rates for Collection Events listed in Appendix A for HSP Materials		
Collection Services and Post-Collection Services provided for:	**Per Unit**	**Rate**
Paints and Coatings	Kilogram	$ 1.52
Pesticides	Kilogram	$ 1.96
Solvents	Kilogram	$ 1.2

Initials	Date

1.1.4. No fees are payable for the HSP Materials delivered to a Collection Site by Toxic Taxi except for the fees set forth in s.1.1.1 of this Schedule.

1.1.5. Product Care will pay the Municipality an amount per container, as set out in Table 3, of Paints and Coatings that was given away to residents in accordance with the PaintShare procedures set out in Schedule B.

Table 3: Rates for PaintShare at Collection Services listed in Appendix A		
PaintShare:	**Per Unit**	**Rate**
Paints and Coatings	Container	N/A

1.2. Pursuant to sections 4.3 and 4.4 of the Agreement, payments, pursuant to s. 1.1.1 of this Schedule:

1.2.1. for Non-Commingled Material will be paid within thirty (30) days after the approval, by Product Care, of the Claim Submission in the Product Care Portal provided by the Service Provider for Post-Collection Services of the Non-Commingled Materials transported from the Collection Site.

1.2.2. for Commingled Material will be paid within thirty (30) days after the approval of the Municipality's Claim Submission in the Product Care Portal for Post-Collection Services of Commingled Materials transported from the Collection Site.

1.3. Pursuant to sections 4.3 and 4.4 of the Agreement, in order to receive payments, pursuant to s. 1.1.2, s. 1.1.3 and s. 1.1.5 of this Schedule, the Municipality must upload a Claims Submission via the Product Care Portal including the Supporting Documentation. Payment will be paid within thirty (30) days after the approval, by Product Care, of the Claim Submission in the Product Care Portal.

1.4. Claims Submissions required of the Municipality must be submitted to Product Care via the Product Care Portal within sixty (60) days of the date HSP Material was transported from the Collection Sites and Collection Events or in the case of PaintShare must be submitted within 30 days of the month end.

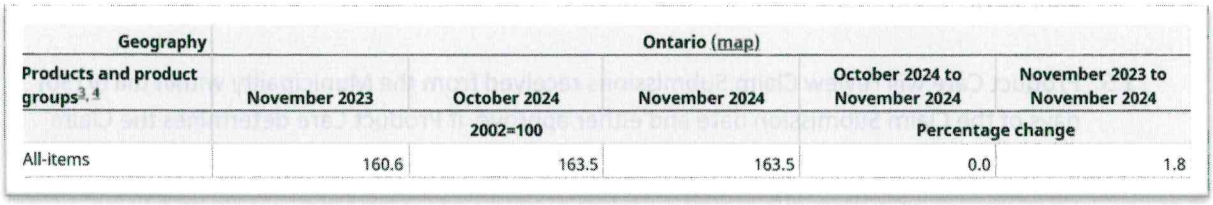
1.5. Product Care will review Claim Submissions received from the Municipality within thirty (30) days of the Claim Submission date and either approve, if Product Care determines the Claim Submission to be correct and accurate, or notify the Municipality of any deficiencies.

1.6. The Parties acknowledge that all claims and payments are subject to review and remediation if errors or omissions are subsequently detected.

Initials	Date

2. One-time retroactive payment for 2024 HSP Collection Services
   2.1. In addition to the payments set forth in section 1 of Schedule A, Product Care agrees to pay to the Municipality a one-time supplementary retroactive payment in the amount of four percent (4%) of the amount paid by Product Care to the Municipality for Collection Services performed in the calendar year 2024 in relation to HSP Materials.
   2.2. The supplementary retroactive payment amount shall be determined by Product Care with reference to the payments made by Product Care for Collection Services for the applicable HSP Materials for the 2024 calendar year as follows:
      2.2.1. in the case of Depot Collection Services, pursuant to the agreed "Hourly Rates" and "Total Reimbursable Hours" as set forth in Schedules "B" and "C" of the ISP Agreement, and
      2.2.2.in the case of Event Collection Services, pursuant to the "$/tonne rate" as set forth in Schedule "C" of the ISP Agreement.
   2.3. The supplementary retroactive payment shall be payable within sixty (60) days of the execution of this Agreement, subject to any verification reasonably required by Product Care.

3. CPI adjustment (s. 4.1 of Agreement) in Renewal Terms
   3.1. The rates set out in Tables 1 and 2 of this Schedule A will be adjusted on the first day of each Renewal Term by the percentage change of the Statistics Canada Consumer Price Index (CPI) for Ontario (All Items), for the most recent 12 month period as published by Statistics Canada as of December 1 of the calendar year prior to the Renewal Term .
   3.2. Statistics Canada citing link for the publication of the CPI for Ontario (All items): Consumer Price Index by geography, all-items, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit
   3.3. The following graphic, showing the "Percentage change" of 1.8% for the 12 month period November 2023 to November 2024, is obtained from the Statistics Canada citing link set forth in s. 3.2 of this Schedule and is for illustrative purposes only to provide clarity as to the location and presentation of the referenced CPI calculation, and the information in the graphic is not binding on either party.



Geography	Ontario (map)				
Products and product groups[3, 4]	November 2023	October 2024	November 2024	October 2024 to November 2024	November 2023 to November 2024
	2002=100			Percentage change	
All-items	160.6	163.5	163.5	0.0	1.8

Initials	Date

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SCHEDULE "B"

Ontario Hazardous and Special Products (HSP)

Collection Services Guidelines and Standards

Effective: January 1, 2025

Background

O. Reg. 449/21Hazardous and Special Products (HSP Regulation) came into effect October 1, 2021. The HSP Regulation can be viewed at O. Reg. 449/21 HAZARDOUS AND SPECIAL PRODUCTS | ontario.ca

Product Care is registered with Resource Productivity and Recovery Authority (RPRA) as a Producer Responsibility Organization (PRO) under the HSP Regulation. Product Care operates as a PRO for Paints and Coatings, Pesticides and Solvents and contracts with municipalities and service partners for the collection, transportation and processing of HSP Materials.

Purpose

The Collection Services Guidelines and Standards define the minimum operating requirements to qualify as a Product Care collection site or collection event for HSP Materials.

DISCLAIMER: To the extent that there is any conflict between the Product Care Collection Services Guidelines and Standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply. The collection site or collection event operator is required to comply with the requirements of the applicable laws and regulations. For greater certainty, in the event that the Product Care standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the collection site or collection event operator is required to comply with the Product Care standards as well as with applicable laws and regulations.

Who These Standards Apply to:

For the purposes of these standards, a collection operator means the municipality and/or its service provider operating an approved collection site or collection event from which a Product Care approved transporter will pick up HSP Materials and transport them to a Product Care approved processor.

Enforcement of these Standards

Collection operators shall provide Product Care with all reasonable information relating to these standards or any matter that relates to HSP Regulation or procedures of Product Care. Product Care may verify information provided by collection operators, either directly or through a third party acting on its behalf. Please note that all parties retained by Product Care to verify compliance, acting on behalf of Product Care, shall be bound by confidentiality agreements.

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1. General Requirements

Collection operators shall:

1.1 Possess a valid business license if they are a commercial operation.

1.2 Either self-insure, or possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability.

1.3 Identify and comply with all applicable federal, provincial or municipal legislation, regulation, bylaws, and approvals, including but not limited to:

- In possession of and in compliance with all terms in their Ministry of Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA) or Certificate of Approval, as the case may be;
- In compliance with O. Reg.449/21: Hazardous and Special Products
- In compliance with the Ontario *Environmental Protection Act, 1990* (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
- In compliance with the federal *Transportation of Dangerous Goods Act* (TDGA);
- In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.

1.4 Meet the HSP regulation requirements for Collection Site or Collection Event including those set out in s. 22 and s. 23 of the HSP Regulation.

1.5 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable legislative and regulatory requirements, including but not limited to:

- Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;
- Occupational health and safety regulations;
- Hazardous waste management regulations (storage, handling).

1.6 Implement and maintain an emergency response plan to prepare for and respond to emergency situations including fires, spills and medical events.

1.7 Maintain all records for a minimum of two years or longer as required by law, including manifests, bills of lading and waste records.

1.8 Provide notice to Product Care of any fines or regulatory orders in the previous five years that relate to HSP Materials collected under agreement with Product Care and, going forward, within 60 days of any new fine or regulatory order as it relates to HSP Materials collected under agreement with Product Care.

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2. Occupational Health and Safety

Collection operators shall:

2.1 Identify and comply with all applicable Ontario health and safety legislation, including but not limited to:

- *Employment Standards Act, 2000*;
- *Occupational Health and Safety Act, 1990*; and
- *Workplace Safety and Insurance Act, 1997*.

2.2 Possess workers' compensation coverage through either a provincial (e.g., WSIB) program or a private insurance policy.

2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements.

2.4 Maintain an occupational health program that includes processes to safeguard the health and safety of employees by:

- Providing regular documented health and safety training;
- Providing and enforcing the correct use of personal protection equipment; and
- Safeguarding hazardous mechanical processes.

3. Staff Training

Collection operators shall:

3.1 Train staff on their emergency response plan.

3.2 Train staff to identify and pack HSP Materials in its appropriate waste class according to Waste Packing Protocols (refer to Appendix A below).

3.3 Train staff to differentiate between HSP Materials that are eligible for collection services under the HSP Regulation and those that are not (refer to Appendix A below).

3.4 Update staff training based on any changes made to the Collection Services Guidelines and Standards.

3.5 Document and maintain records of staff training.

4. Waste Packing Protocols

Collection operators shall:

4.1 Pack waste according to the Ontario waste classes, TDGA, and Product Care Waste Packing Standards as outlined in Appendix A below.

4.2 Ensure that HSP Materials are handled and stored as follows:

- In accordance with the conditions laid out in their respective Environmental Compliance Approval (ECA) or Certificate of Compliance, as the case may be, and all applicable laws and regulations.

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- Have the ability to receive waste HSP Materials from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area;
- Have reasonable infrastructure to shelter material from inclement weather in a consolidation storage area;
- Have sufficient space to receive, sort, store and prepare transportation containers for shipment;
- As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
- Be accessible to transport vehicles for pick- up of HSP Materials; and
- Have reasonable security measures in place to prevent HSP Materials from being tampered with by anyone at the site or at unauthorized times.

4.3 HSP Materials must be packed in an approved UN container[1], a Transport Canada Equivalency Certificate or Product Care approved containers and all materials transported must be contained in accordance with *Transportation of Dangerous Goods Act (*TDGA) requirements.

4.4 Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the collection operator's Environmental Compliance Approval or Certificate of Compliance storage requirements. Transportation containers used at event days should be filled to capacity and it is understood the last container filled of the day may not be filled to capacity and it may be partially filled.

4.5 If applicable, make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage when there is a potential for spillage or breakage of containers in a lab pack during transport.

4.6 Place large pails (18 to 30 litres) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used placing large pails on the bottom layer.

4.7 Contamination allowances

- The maximum contamination allowance is 5%. This is a weight-based allowance assessed on individual drums, Gaylords or other approved container for a given waste class.
- Contamination levels in transport containers will be monitored by Product Care or by its authorized agent through random sampling. Collection operators may be required to take corrective action if contamination allowances are exceeded. Product Care reserves the right to apply a financial penalty to collection operators who exceed the contamination allowance or revoke the collection site or collection event approval status if corrective action is not taken as reasonably requested by Product Care.

[1] Refers to containers that meet the requirements established by the United Nations Committee of Experts on the Transportation of Dangerous Goods; these requirements provide a uniform international system for identifying and packaging Class 3, 4, 5, 6.1, 8 and 9 dangerous goods for transport.

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5. PaintShare Standards and Guidelines

A unique feature of Product Care's paint stewardship program is PaintShare, where leftover paint collected at municipal collection sites is offered free of charge to residents. Along with being the most cost-effective and energy-efficient alternative for handling leftover paint, PaintShare puts paint where it belongs – on buildings, walls, and fences – and diverts it away from our sewers and landfills. Leftover paint is given away on an as-is, as-available basis.

Eligible Paints and Coatings for PaintShare

Eligible container sizes for the program will be 3.78L cans and 18.9L pails, which must be at least half-full. Municipalities may choose to make smaller container sizes available through their program, but they will not be compensated by Product Care for these other sizes. Product Care recommends that municipalities use the following guidelines to assess which items qualify under the PaintShare program:

- The product is clearly a paint/stain/coating material
- The product is in its original container and the original label is intact
- The container is in good condition with no large dents, no exterior damage or no significant exterior rust
- There is no mold growing on the outside of the container
- Based on available information, contents inside the container are not contaminated, sludge or solidified (Note: municipalities are **not** expected or encouraged to open containers; however a municipality can easily determine if materials have solidified with a gentle shake of the container)
- Container contents are at least ½ full
- The container size is equal to or greater than 3.78L and equal to or less than 18.9L
- The product is not an aerosol (aerosols are not included in the PaintShare program)

PaintShare Facilities, Operation and Sorting

Product Care does not dictate or require specific space and facility requirements. Facility and operational decisions will be left to the municipality. However, PaintShare services must meet the program Collection Services Guidelines and Standards. Municipalities may operate PaintShare year-round, seasonally or intermittently. Product Care will not prescribe sorting and shelving requirements and will leave this up to the discretion of the municipality.

Liability

Product Care will not make specific liability requirements on behalf of municipalities. Product Care is not responsible for any harm or damages that may occur from the management, operation and/or reuse of paints and coatings under the PaintShare program. Product Care recommends municipalities utilize a liability waiver and clearly communicate to the public that materials reused through the PaintShare program are used at the residents' own risk and are provided on an as is, as available basis. It is up to the municipality to decide the necessary liability requirements for the PaintShare they manage and operate.

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Tracking and Reporting

Paints and coatings in the PaintShare stream must be accurately tracked by municipalities and reported to Product Care in the Product Care Portal.

On-site tracking for PaintShare may be achieved in a number of ways based on the collection site set up; however, every municipality participating in the PaintShare program must complete the PaintShare Reporting Form and provide sufficient supportive documentation from the collection site so that Product Care can accurately validate and verify monthly claims. Supportive documentation may vary from municipality to municipality. It is important that the municipality and Product Care discuss the on-site tracking method in advance to ensure that claims can be validated. Supportive documentation could include:

- Forms completed by the resident or municipal staff which account for the amount of material given away through the PaintShare program in a given month
- A tracking log of what is put out for PaintShare and what is taken away for the month
- A tracking log which weighs PaintShare material in and out of the site monthly

The PaintShare Reporting Form is designed to summarize PaintShare claims for each site as well as provide a standard conversion for all municipalities between containers and kilograms which are both required in the Product Care Portal.

INITIALED BY MUNICIPALITY:_____

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Appendix A –HSP Materials Packing Standards

Waste Class / UN#	Sorting Requirement	Examples of Inclusions	Examples of Exclusions	Instructions
Aerosols - 331 UN 1950	**Commingled**[1]	• Includes paints and coatings, pesticides and solvents managed through Product Care's HSP program and other aerosol waste not managed through Product Care's HSP program that are packaged under pressure in a non-refillable self-closing container that contains a propellant in gaseous form.	• Pressurized containers (refillable or non-refillable) • Fire extinguishers (including in aerosol format) • Inhalers • Hair Spray • Insect Repellant	
Miscellaneous Waste Organic Chemicals - 263 (for pails: 211, 212, 213) UN 1992, 1993	**Commingled**[1]	• Includes solvents managed through Product Care's HSP program and other chemical wastes that are not managed through Product Care's HSP program. • Note: Solvents include such items as turpentine, alcohols (methanol, isopropanol, ethanol), ketones (acetone, methyl ethyl ketone), xylene, toluene, mineral spirits, linseed oil, naphtha, methylene chloride and products marketed as paint thinners, lacquer thinners, automotive body resin solvents, contact cement thinners, paint strippers and degreasers.	• Paints and coatings • Driveway and roof sealants • HSP solvents supplied in a container that is greater than 30 litres or 30 kilograms	• Vermiculite must be used in sufficient quantity to cover and protect the waste if there is a potential for breakage (i.e., glass containers) or spillage during transport. Alternatively, and to save on space and vermiculite, glass containers can be placed into secondary containers or pails which can be filled with vermiculite and then placed in drum.

Paints, Stains and Coatings - 145	**Non-Commingled** [2]	• Latex, oil or solvent-based architectural coatings and includes paints and stains, whether tinted or untinted, non-pesticide marine paints and aerosol paints for automotive, craft and industrial applications **Note:** Architectural coatings means paint or coating intended for interior or exterior surfaces of residential, commercial, institutional or industrial structures, including any components of or attachments to those structures, such as driveways, indoor or outdoor furniture, appliances, floors, cabinets and doors	• Non-aerosol paints intended for automotive or industrial applications or crafts • Paints or wood preservatives that are registered as apesticide under the *Pest Control Products Act* (Canada), • Stuccos and spackling compounds, • Polishes and waxes, • Caulking and sealants, or • Paints and coatings that are supplied in a container that has a capacity greater than 30 litres or 30 kilograms	• Collection/transport containers should be packed with larger paint containers at the bottom, any spaces filled with smaller containers, and smaller paint containers on top. Paint and coating containers must be stacked upright in the collection/transport containers.

Pesticides - 242 UN 2902,2903, 2588.	**Commingled**[1]	• A pesticide, fungicide, herbicide or insecticide that is registered under the *Pest Control Products Act* (Canada), that is designated as "DOMESTIC" class under the Pest Control Products Regulations (SOR/2006-124) and is required to bear the signal word "DANGER" or "WARNING" and the signal word "POISON" together with the related precautionary symbols set out in Schedule 3 of that Regulation	• Insect repellents intended for personal use. • Sanitizers, disinfectants and antimicrobial products. • Pool chemicals. • Diatomaceous earth. • Pet products. • Ant traps. • Products regulated under the Food and Drugs Act (Canada). • Insecticidal soaps. • Commercial, agricultural and restricted classifications registered under the Pest Control Products Act (Canada). • Product supplied in a container that has a capacity greater than 30 litres or 30 kilograms	• Vermiculite must be used in sufficient quantity to cover and protect the waste if there is a potential for breakage (i.e., glass containers) or spillage during transport. Alternatively, and to save on space and vermiculite, glass containers can be placed into secondary containers or pails which can be filled with vermiculite and then placed in drum.

1 - Commingled refers to waste managed under Product Care Association's program that are packed with waste that is not managed by Product Care Association because separating them at the collection site is not possible or practical. Product Care Association uses Lab Pack Factors from audits conducted on its behalf to calculate its financial obligations to municipalities and its collection performance for reporting purposes.

2 - Non-Commingled refers to the sorting of waste such that only wastes managed under Product Care Association's program are packed in the same shipping container.

INITIALED BY MUNICIPALITY:_____

THE CORPORATION OF THE TOWNSHIP OF FARADAY

BY-LAW NO. 33-2025

A By-Law to appoint a member of Council as an alternate member of Hastings County Council, to act in place of the Mayor of the Township of Faraday who is a member of Hastings County Council when Mayor Purcell is unable to attend a meeting of Hastings County Council, Hastings County Planning and Development Committee and Hastings County Finance, Property and Personnel Committee, for any reason.

WHEREAS by Section 5(1) of The Municipal Act, 2001, as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS by Section 5(3) of The Municipal Act, 2001, as amended, the powers of every Council shall be exercised by by-law;

AND WHEREAS by Section 268(1) of The Municipal Act, 2001, as amended, the Council of a local municipality may appoint one of its members as an alternate member of the upper-tier Council, to act in place of a person who is a member of the Council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason;

AND WHEREAS the Hastings County Procedural By-Law #2024-0001 Heading "Substitution" provides that a substitute Council member may be appointed for the term of Council to attend Hastings County Council, Hastings County Planning and Development Committee and Hastings County Finance, Property and Personnel Committee Sessions in the event of the unavailability of the Head of Council.

NOW THEREFORE LET IT BE RESOLVED THAT the Council of The Corporation of the Township of Faraday hereby enacts as follows:

1. **THAT** _____ is hereby appointed as the Mayors' substitute in the event that the Head of Council is unavailable to attend Hastings County Council, Hastings County Planning and Development Committee and Hastings County Finance, Property and Personnel meetings.

2. THAT substitution appointee, shall have all rights and privileges as provided in the Hastings County Procedural By-Law No. 2024-0001 for the term of Council.

3. THAT this by-law shall take full force and effect when the Clerk of the County of Hastings has received a certified copy of this by-law and the Mayor's handwritten consent for the substitution appointment.

4. **THAT** the Mayor and Clerk are hereby authorized to sign this By-law and affix the corporate seal thereto.

5. THAT previous By-Law 33-2022 is hereby repealed.

6. THAT this by-law shall come into force and take effect upon the passing thereof.

PASSED this 4th day of June, 2025.

_____
MAYOR – Dennis Purcell

_____
CLERK – Bernice Crocker

THE CORPORATION OF THE TOWNSHIP OF FARADAY

BY-LAW NO. 34-2025

Being a By-Law to confirm the proceedings of the Meeting Of Council held on the 04th day of June 2025.

WHEREAS Section 5 (1) of the **Municipal Act,** 2001, S.O. 2001, c.25 as amended provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5 (3) of the **Municipal Act**, 2001, S.O. 2001, c.25, as amended, provides that, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Faraday at its meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Township of Faraday **HEREBY ENACTS AS FOLLOWS:**

1) THAT the action of the Council of the Corporation of the Township of Faraday at its meetings held on the 04th day of June, 2025 in respect to each motion, resolution, and other action passed and taken by the Council at its meeting is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

2) THAT the Mayor and proper officers of the Corporation of the Township of Faraday are hereby authorized to do all things necessary to give effect to the said action or obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal to all such documents.

PASSED this 04th day of June 2025.

_____

MAYOR: DENNIS PURCELL

SEAL

_____

CLERK: BERNICE CROCKER