

Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line
Powassan, ON P0H 1Z0
Telephone (705)724-3526 - Fax (705)724-5099
info@chisholm.ca

Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

AGENDA

GENERAL GOVERNMENT COMMITTEE MEETING

Wednesday, December 18, 2024–7pm

CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”

DECLARATION OF PECUNIARY INTEREST

APPROVAL OF AGENDA

APPROVAL OF MINUTES – November 20, 2024

OPEN FORUM

BUSINESS ARISING FROM PREVIOUS MINUTES

NEW BUSINESS

1. Draft Supplemental Report for O.Reg. 588/17 Compliance

ADJOURNMENT

TOWNSHIP OF CHISHOLM
GENERAL GOVERNMENT COMMITTEE MEETING

DATE: November 20, 2024
TIME: 7pm
LOCATION: Council Chambers

PRESENT: Mayor Gail Degagne
Councillor Bernadette Kerr
Councillor Claire Riley
Councillor Paul Sharp
CAO Clerk-Treasurer Jenny Leblond

REGRETS: Councillor Nunzio Scarfone

GUESTS: No Guests

1. CALL TO ORDER

Chairperson Gail Degagne called the meeting to order at 7:02 pm. The land acknowledgement was read by Mayor Degagne.

2. DECLARATION OF PECUNIARY INTEREST – None noted.

3. APPROVAL OF AGENDA

Resolution 2024-26 (GGC)

Bernadette Kerr and Paul Sharp: Be it resolved that the *Agenda* for this meeting be approved as presented. **‘Carried’**

4. APPROVAL OF MINUTES

Resolution 2024-27 (GGC)

Paul Sharp and Claire Riley: Be it resolved that the Minutes of the October 16th, 2024 General Government Committee meeting be adopted as printed and circulated.

5. OPEN FORUM

6. BUSINESS ARISING FROM MINUTES

1. **Service Requests and Complaints Handling Policy -**

Resolution 2024-28 (GGC)

Bernadette Kerr and Claire Riley: Be it resolved that General Government Committee recommend to Council to approve the Service Request and Complaint Handling Policy as amended.

‘Carried’

2. **Energy Plan -**

Resolution 2024-29 (GGC)

Claire Riley and Paul Sharp: Be it resolved that General Government Committee recommend to Council to approve the 2024-2027 Conservation and Management Energy Plan as presented.

‘Carried’

7. **NEW BUSINESS**

1. **Deputy Clerk/Planning Lead -**

Resolution 2024-30 (GGC)

Bernadette Kerr and Paul Sharp: Be it resolved that General Government Committee recommend to Council to approve the job description for Deputy Clerk/Planning Lead as presented.

‘Defeated’

2. **Amendment to Procurement By-law –**

Resolution 2024-31 (GGC)

Bernadette Kerr and Paul Sharp: Be it resolved that General Government Committee recommend to Council the by-law amendment for By-Law 2022-21, a bylaw governing Procurement policies and procedures as presented.

‘Carried’

8. **ADJOURNMENT**

Resolution 2024-32 (GGC)

Claire Riley and Paul Sharp: Be it resolved that we do now adjourn to meet again at the call of the Chair.

‘Carried’

Chairperson

CAO Clerk-Treasurer

Supplemental to Asset Management Plan

(Prepared December 2024)

This report is a supplemental document to the Asset Management Plan (AMP) dated May 28, 2014 prepared by Wills and TCL. The purpose of this report is for compliance of Ontario Regulation 588/17 (O. Reg. 588/17) Asset Management Planning for Municipal Infrastructure and update the costing and performance of assets.

This supplemental document was prepared in house.

A Strategic Asset Management Policy (Policy 8.09) was created after the approved Asset Management Plan. The purpose of this policy is to: align the Township's asset management with its current/future social and economic goals, create consistent guidelines and standards for the management of municipal assets, and meet the requirements of O. Reg. 588/17.

Please refer to Asset Management Plan (May 28, 2014) for Executive Summary, Introduction, Best Practices, Levels of Service and Strategies. This report will have undated expenditures, asset conditions, financial strategies, lifecycle activities and proposed levels of service.

Current Levels of Status (July 2021 and July 2023 compliance)

Current Performance of Each Asset Category

The main asset categories for the township are: Roads, Bridges, Buildings and Equipment. See a **summary of assets and conditions in Appendix XX**

The township was able to partner with the Municipalities of Powassan and East Ferris to collaborate on hiring engineers to put together a Road Needs Study for roads, both hard surfaced and gravel. This report was completed by WSP Canada Inc. (March 2023)

According to the Road Needs study, the overall average of condition of each road surface type is as follows:

- Hot Mix Asphalt – Poor
- Surface Treatment – Excellent
- Gravel – Good

For perspective, if the goal was to get all roads to an excellent condition a total investment of 8.1 million dollars would be needed from 2023 to 2032.

HP Engineering has been retained to complete the OSIM Bridge and Large Culvert report every other year. The most recent report was received November 2024.

According to the Bridge Study, 14 out of the 19 Bridge and Large Culvert Inventory are in a good condition index. The other 5 structures are listed as fair condition. At this time, there are no poor rated bridges. The township has been able to replace two bridges in the last 5 years.

The estimated replacement value of the bridge and culvert inventory is 9.56 million dollars. The replacement value of all structures if reconstructed to current geometric standards would be approximately 13.23 million dollars.

There are only two main buildings in the township, the combined Municipal Office and Fire Hall and the Public Works Shop. The municipal office and firehall had a major renovation in 1989 and the Public Works shop was erected in 1979. There was a building review of the municipal office and fire hall in about 2009. There has been no current structural review of any of the buildings within the township. There was an addition put on the public works shop in 2023 and all windows in the Office and Fire Hall were replaced in 2023. See Table 1.7 in AMP for summary of Building Inventory. Since the AMP was complete, there was a Pavillion added at the Beach with an approximate value of \$40,000 and the Beach Recreational Cabin was demolished. More work will have to be put into the buildings for conditioning in the near future.

Equipment performance is a staff opinion. The Operations Superintendent will look after equipment in Public Works and the Fire Chief is responsible for equipment in the Fire Department.

Public works has been working with a 10 year capital budget for replacement of aging equipment. Overall condition average of equipment is good. The township has replaced a dump truck/plow in 2023 and a backhoe in 2021. Total replacement value of the Public Works fleet would be approximately \$2,500,000.

Fire Department Equipment conditioning will be lower than Public Works for a couple of reasons. For the number of calls and the size of the township, it does not make sense to buy brand new trucks. The fire department is also held to certain replacement types of vehicles due to the size of the fire hall. The overall average condition is fair to good. Total replacement value (brand new) of the Fire Department fleet plus Self Contained Breathing Apparatus (SCBA) would be about \$2 million dollars.

Life Cycle Activities

Ontario Regulation 588/17 requires municipalities to implement comprehensive asset management plans (AMPs) for public infrastructure, including roads, bridges, buildings, and vehicles. The life cycle activities for these assets ensure they are managed and maintained throughout their useful life, addressing their condition, performance, and service levels.

Here's a breakdown of **life cycle activities** for each of these asset categories:

1. Roads

Life Cycle Activities:

- **Planning & Design:**
 - **Needs Assessment:** Identifying traffic volumes, types of vehicles, and community needs.

- **Design:** Road materials, surface type, and alignment are determined based on the needs assessment and regulatory standards.
 - **Construction:**
 - **Build:** New roads or road segments are constructed, considering factors like base material, drainage systems, and pavement type.
 - **Operations & Maintenance:**
 - **Routine Maintenance:** Includes tasks like pothole repairs, crack sealing, adding gravel and regular inspections.
 - **Preventive Maintenance:** Regular resurfacing (e.g., chip sealing, slurry sealing) to extend road life and grading gravel roads to keep gravel on travelled portion of road.
 - **Snow & Ice Control:** In colder climates, winter maintenance (e.g., salting and plowing) is vital to keep roads functional.
 - **Rehabilitation & Repairs:**
 - **Reconstruction/Resurfacing:** After years of use, roads may need to be repaved or reconstructed if the surface is severely deteriorated.
 - **Bridge Deck Replacement:** If the road includes bridge structures, they may need deck replacement or upgrades.
 - **Replacement & Disposal:**
 - **End of Life:** When roads have exceeded their useful life or have become too costly to maintain, full replacement is considered.
 - **Recycling Materials:** Materials like asphalt and concrete can be recycled for reuse in road construction or resurfacing.
-

2. Bridges

Life Cycle Activities:

- **Planning & Design:**
 - **Needs Assessment & Planning:** Analyze traffic loads, environmental conditions, and potential risks (e.g., floods or earthquakes).
 - **Design:** Engineering design includes structural components, materials, load capacity, and alignment with road networks.
- **Construction:**
 - **Build:** The bridge is constructed, ensuring it meets safety and design standards.
- **Operations & Maintenance:**
 - **Routine Inspections:** Bridges are inspected for visible damage, corrosion, or structural wear (typically annually).
 - **Minor Repairs:** Includes cleaning drains, painting (to prevent corrosion), and small repairs to the deck, joints, or superstructure.
 - **Preventive Maintenance:** Regular preventive measures like sealing cracks or reinforcing supports to extend the bridge's life.
- **Rehabilitation & Repairs:**
 - **Rehabilitation:** Bridges may need partial reconstruction or reinforcement of supports and beams, especially as they approach their mid-life (30-50 years).
 - **Deck Replacement:** If the bridge deck deteriorates, it may be replaced while maintaining the substructure.

- **Replacement & Disposal:**
 - **Full Replacement:** When the bridge is no longer safe or cost-effective to maintain, it must be replaced entirely.
 - **Disposal/Salvage:** After demolition, materials (e.g., steel, concrete) can be recycled.
-

3. Buildings

Life Cycle Activities:

- **Planning & Design:**
 - **Needs Assessment:** The municipality determines building requirements based on functionality (e.g., municipal office, community center, fire hall).
 - **Design:** Architectural and engineering plans are developed, considering structural integrity, safety standards, and energy efficiency.
 - **Construction:**
 - **Build:** Construction involves following design plans, building codes, and safety standards.
 - **Commissioning:** After construction, systems (HVAC, electrical, plumbing) are tested to ensure they function as intended.
 - **Operations & Maintenance:**
 - **Routine Maintenance:** Includes cleaning, landscaping, HVAC system maintenance, and minor repairs to fixtures or finishes.
 - **Preventive Maintenance:** Regular checks of roofs, windows, doors, and systems to prevent major breakdowns (e.g., replacing filters, checking plumbing for leaks).
 - **Energy Efficiency Improvements:** Routine upgrades to lighting or insulation for better energy efficiency.
 - **Rehabilitation & Repairs:**
 - **Major Repairs:** Replacing roofing, updating electrical systems, or addressing foundation issues as the building ages.
 - **Renovations:** Updating building interiors, ADA compliance, and other major changes for improved functionality or accessibility.
 - **Replacement & Disposal:**
 - **End of Life:** If the building becomes too costly to repair or inefficient to operate, it may be demolished and replaced.
 - **Recycling:** Salvaging building materials (e.g., metal, wood) and recycling them.
-

4. Vehicles

Life Cycle Activities:

- **Planning & Acquisition:**
 - **Needs Assessment:** Determine vehicle requirements based on service needs (e.g., fire trucks, snowplows, garbage trucks).
 - **Procurement:** Purchasing new vehicles, considering factors like durability, fuel efficiency, and capacity.
- **Operations & Maintenance:**
 - **Routine Maintenance:** Includes oil changes, tire rotations, brake inspections, and general upkeep.

- **Preventive Maintenance:** Scheduled maintenance based on usage (e.g., replacing fluids, changing filters, or inspecting exhaust systems).
- **Winterization:** In northern climates, vehicles are prepared for winter with checks to antifreeze levels, battery health, and tires.
- **Repairs:**
 - **Repairs as Needed:** Fixing mechanical failures or damage (e.g., engine repair, transmission issues, or body repairs).
- **Rehabilitation:**
 - **Upgrades:** Major upgrades like engine overhauls or new tires can extend vehicle life.
- **Replacement & Disposal:**
 - **Replacement:** When vehicles are no longer reliable or efficient to repair, they are replaced with new or used vehicles.
 - **Disposal:** Old vehicles may be sold for scrap, auctioned, or recycled for parts.

Statistic Canada Census

Focus on Geography Series, 2021 Census of Population

Chisholm, Township

Map

Data quality

Feedback

Topic:

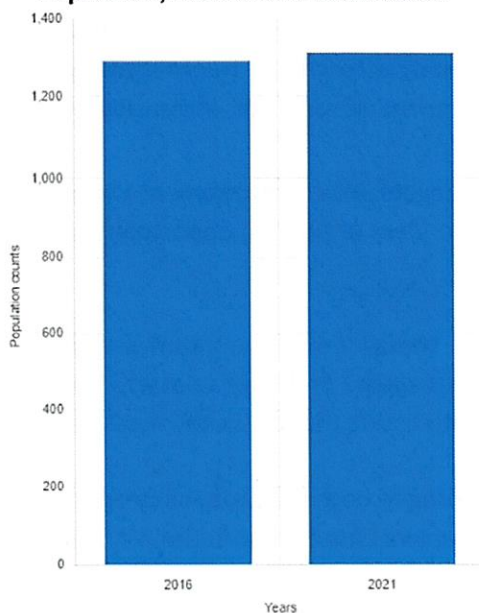
Population and dwelling counts

Geographic name:

Chisholm, Township (Census subdivision), Ontario

Submit

Population, 2021 and 2016 censuses



335

Provincial population rank: 335

National population rank: 1,804 of 4,831

1.6%

In 2021, the enumerated population of Chisholm (Township), was 1,312, which represents a change of 1.6% from 2016. This compares to the provincial average of 5.8% and the national average of 5.2%.

0.4%

In 2021, there were 508 private dwellings occupied in Chisholm (Township), which represent a change of 0.4% from 2016.

6.4

The land area of Chisholm (Township) is 205.77 square kilometres and the population density was 6.4 people per square kilometre.

Proposed Levels of Service (July 2024)

Proposed level of service for Each Asset Category

Council would like the proposed level of service to be what the current level of service is. With a slow and steady growth, it is reasonable to maintain the same number of vehicles, the same kms of hardsurfaced and gravel roads, and the same building envelope for the next 10 years.

Proposed performance of Each Asset Category

Ideally, the goal of Council would be to have an overall average of good for all assets. Using the rating of Poor, Fair, Good and Excellent, it could be reasonable for the township to try and maintain a good rating of assets and not financially feasible to strive for an excellent rating.

(insert Current LOS/Proposed LOS/Lifecycle activities/Costs to maintain proposed LOS chart)

Life Cycle Management and Financial Strategy

Life Cycle Management (LCM) for Ontario Regulation 588/17 refers to the process of managing the various assets (like roads, bridges, buildings, and vehicles) over their entire life span, from planning and design through to maintenance, replacement, and disposal. This process ensures the assets are maintained in a way that maximizes their service life, performance, and cost-effectiveness.

Municipalities must budget for both short-term and long-term asset management. Ontario Regulation 588/17 requires municipalities to plan for the replacement and renewal of infrastructure assets to avoid sudden cost spikes.

The municipality may need to prioritize asset replacement or upgrades depending on available funds.

For a small rural municipality, life cycle management must consider unique factors like:

- **Climate:** Harsh winters can accelerate wear on roads and vehicles. Ensure that roads and vehicles are planned for winter maintenance and that road resurfacing accounts for freeze-thaw cycles.
- **Geography:** Remote areas may require longer or more frequent vehicle trips, increasing wear and maintenance needs.
- **Limited budgets:** Rural municipalities often face tighter budgets. Asset management strategies must prioritize critical infrastructure and explore shared services or funding opportunities with neighboring municipalities.

The municipality makes decisions that are based on cost and risk. Though Council and staff would like to have every asset in good or better condition that is not financially realistic. Staff look at assets from a liability standpoint and recommend to Council to put resources into assets that cause the most risk.

The township relies on a quantitative measurement of risk by looking at both the probability and consequence of failure. See chart below. Asset replacement or repairs based on both the risk and the available budget. This might require a strategy to address critical infrastructure needs while managing costs.

Probability of Failure	Consequence of Failure	Risk Rating
Rare	Insignificant	Lowest Risk
Unlikely	Minor	Low Risk
Possible	Moderate	Medium Risk
Likely	Major	High Risk
Almost Certain	Severe	Highest Risk

(Insert chart AMP Financial Strategy Chart)

DRAFT